FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

PARKING at FAU / COM Events / Visitors

Jeff Clark - 2025-09-15 - COM Facilities

FAU and the College of Medicine offer several options with regards for parking depending on the event type.

Parking for COM visitors:

Please note that COM is not allowed to pay for parking for anyone who is paid (even a stipend) by FAU with the exception of the COM residents. We have a special exemption for them. For any visitors that are not paid by FAU, we have the following options, if it is appropriate for COM to pay for parking:

COM VISITOR SPACES - COM maintains visitor parking spaces in Lot 2 for COM visitors. There are 4 spots for COM visitors and 2 for the Dean's office.

To reserve a space, you must:

-Access the COM online parking **reservation system**

-Click on FAU login in the upper right corner and login with FAU net ID and password.

-Click and drag to reserve times.

-Double click to open the reservation and add the name of your visitor.

Those staff who don't have access can either book through someone who has access or request access through COMFacilities@health.fau.edu.

FAU PARKING REQUEST - If the COM visitor spots are full, or for larger events, you must request and pay for parking for each of your visitors. Requests must be submitted 24-48 hours in advanced.

To request a space from FAU Parking, you must:

-Fill out the FAU Parking office **Parking Request Form**

For **Individual parking spaces**: Select "Individual Spots" and enter the name, license plate number, and state issued for the visitor as well as your TAG# for the permit charge.

FAU Parking will create "virtual permits" corresponding to the license plate numbers.

These permits get billed at $5 per car per day to your TAG.

*For more than 20 spaces, you can use the attached spreadsheet to create the list of vehicle and submit that to Parking@Fau.edu and on the form, say SEE EMAIL SENT in the vehicle info section.

For **No-Cite Lot Reservations**: Select "Lot" and enter the LOT # that you would like reserved. Lot 2 is on the East Side of Building 71 and Lot 4 is on the North (Stadium Side).

FAU Parking will not patrol the requested lot during the date/times requested.

There is a charge of $200 per lot per day for this type of request. You will need to provide your TAG # for this charge.

IMPORTANT: Once approved by FAU Parking, you will receive an email detailing the next steps which must be completed for the payment. Failure to complete this step prior to your parking date, will result in your reservation being voided.

Annual Volunteer Permit- If there are people like affiliate faculty or lab volunteers who are coming regularly to provide a service for the COM without getting any kind of compensation, these people could be eligible for a free annual volunteer parking permit. Please confirm that they are not getting a stipend or other compensation before submitting their info via the spreadsheet. Please contact COMFacilities@health.fau.edu with this type of request.

THINGS TO REMEMBER:

Please advise your visitors the following:

No backing into parking spots.

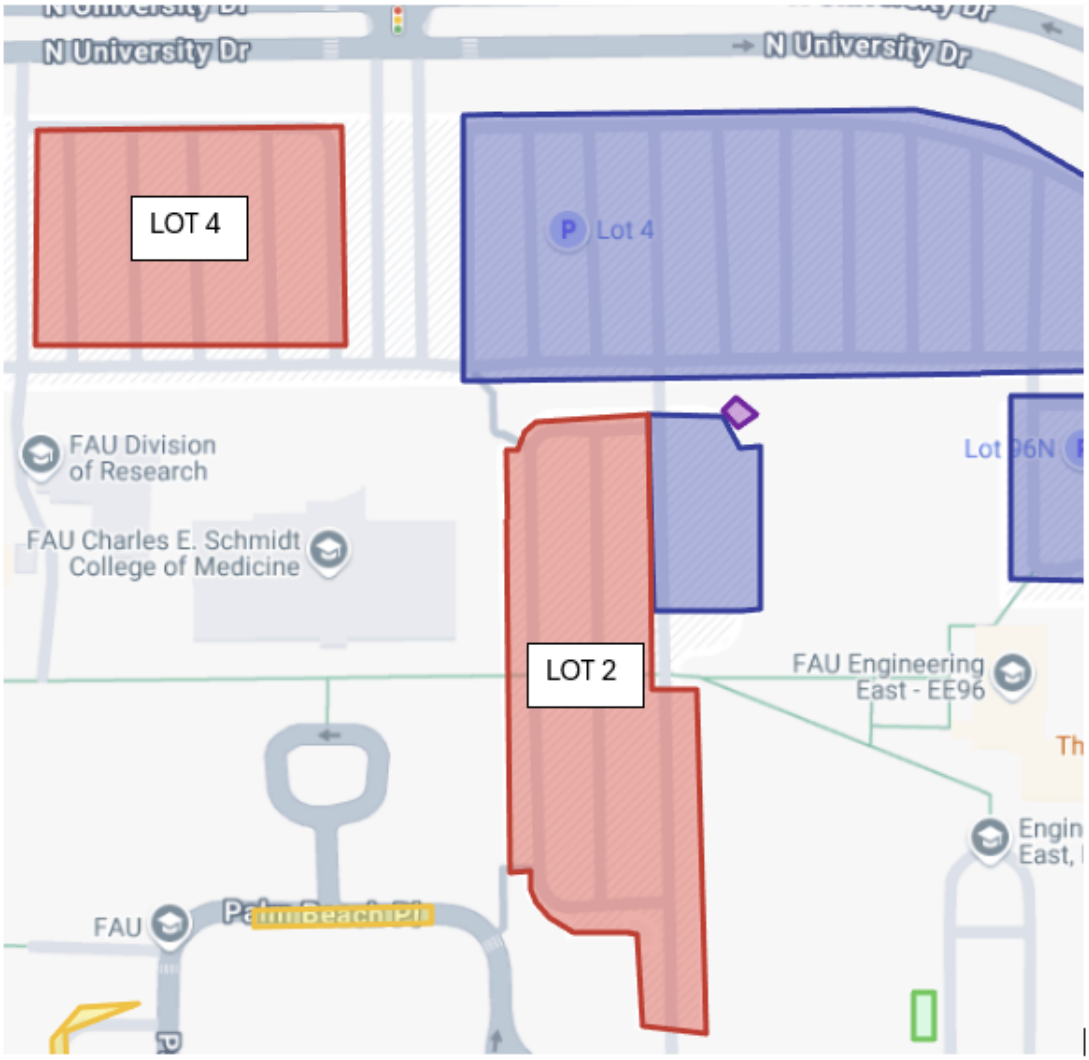
No parking on the grass.

No parking at the meters.

No parking on the street.

Failure to follow these rules, or parking without a reservation or parking in the wrong lot will most likely result in a ticket. COM is not responsible for paying parking tickets for any person.

For more information about visitor or employee parking, please visit: FAU Parking



Attachments

- Visitor-Parking-Request-Form.xlsx (9.74 KB)
- Internal Service Delivery-_Job Aid-Parking Daily ePermits.pdf (413.52 KB)