The College of Business Parking Reservation Process

Guest Parking (not Event Parking)

1) Obtain name of guest, his/her organization, COB host with email and phone number, location of the visit, and reason for the visit. Date and time of meeting. (We will add 15 minutes before and at the end of the visit for travel purposes).

2) Go to COB parking reservations by following the steps as shown below:

   Go to: www.uta.edu/business.
   - In the left navigation bar, select Resources, then Faculty and Staff Resources
   - Enter your user name and password.
   - Scroll down the page until you find the Reservations section.
   - Click on and read information about the COB Official Visitor Parking Reservation Policies (2018-2019).
   - Open the CoB Official Visitor Parking Reservation Form (log in again, if needed).
   - Complete the COB Official Visitor Parking Reservation Form and submit it.

   We ask for a least 48 hours advance notice prior to the visit to make parking reservations. The more notice the best chance in getting a reservation.

3) All forms will be sent to cobparking@uta.edu in the Dean’s Office. We will notify you if space is available or not. Feel free to use this email address to ask questions, make changes to your form or cancel a reservation.

4) All parking reservations for guests (with COB and UTA Parking Services) require a car tag number to receive reserved parking. Without a car tag, guests will need to pay for parking. Information about paid parking can be found at: http://www.uta.edu/pats/parking/guest-parking.php

5) Please communication with your guest about the parking logistics. Maps and information about entering the building are available at https://www.uta.edu/business/resources_fac_staff_only/parking-instructions-template-for-guests-090117.docx

Event Parking

For Event Parking you must reserve space through Parking Services at: http://www.uta.edu/pats/parking/special-event-request-form.php

Please read this page before completing the event request form since it has been updated extensively. Event parking is defined as having 10 or more vehicles.

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