



LaGuardia Community College

Complimentary Visitor Parking Guidelines

Purpose

Due to the limited number of parking spaces available on campus, complimentary visitor parking shall be reserved exclusively for visitors conducting official College business that directly supports the academic, administrative, operational, or governmental functions of LaGuardia Community College.

Statement

Complimentary visitor parking is a limited College resource and is not an entitlement. Approval of visitor parking pass shall be granted only when the visit is directly related to official College business and when parking capacity permits.

All requests are subject to review and approval by the designated College authority.

Eligible Uses

Complimentary visitor parking may be approved for:

- Official meetings with college employees, departments, or administrators.
- Government officials, auditors, accrediting agencies, and regulatory representatives conducting College business.
- Uncompensated guest speakers, academic partners, and invited participants engaged in approved instructional or institutional activities.

Ineligible Uses

Complimentary visitor parking shall **not** be provided for:

- Conferences, seminars, workshops, commencements, orientations, performances, athletic events, or other College-sponsored events open to multiple attendees.
- General visitors attending public events.
- Personal visits unrelated to official College business.
- Recruitment, marketing, sales, promotional, or solicitation activities.

- Vendor presentations primarily intended to market, advertise, or sell products or services.
- Financial institutions, banks, investment firms, insurance companies, or similar organizations conducting promotional activities.
- Organizations providing educational presentations while simultaneously promoting, marketing, soliciting, or encouraging attendees to purchase, open, enroll in, or subscribe to a product or service.

Conflict of Interest and Promotional Activities

Complimentary parking shall not be granted when the primary purpose of the visit creates an actual or perceived conflict of interest.

Examples include:

- A financial institution representative whose visit includes both educational programming and the promotion, marketing, or solicitation of financial products or services offered by their institution.
- Vendors providing free gifts, giveaways, discounts, or marketing incentives to students or employees.
- Companies promoting products or services during a college meeting or event.

Such visitors may use public parking facilities at their own expense.

Request and Approval Process

1. Departments requesting complimentary visitor parking must submit a completed Visitor Parking Request Form including the visit purpose and vehicle information to visitorparking@lagcc.cuny.edu.
2. Requests should be submitted at least five (5) business days in advance.
3. Approval is contingent upon parking availability and verification that the visit qualifies under this policy.
4. The College reserves the right to deny any request due to space limitations or policy considerations.

Exception Authority

Exceptions to this policy may be approved in advance by the Senior Vice President of Administration, or his designee when deemed necessary to support the College's mission or operational needs.

Right to Modify

The College reserves the right to amend, suspend, or revoke visitor parking privileges at any time based on operational needs, parking availability, safety concerns, or policy compliance requirements.