Lewis- Clark State College Special Event Parking Plan

Latest Revision: July 21, 2008

Special Event Defined

A special event is defined as any event on the LCSC campus that expects guests in attendance other than employees and students; an event that invites the public onto the campus and therefore requires parking needs not addressed by standard LCSC parking permits. Examples include, but not limited to, athletic events, conferences, performances, and entertainment events that are open to the public.

Special Event Categories & Accommodations

Special event categories will be defined upon expected attendance outside of employee and student attendance. The categories are defined as follows:

Category 1: Expected guests 50 or fewer: accommodation involves the issuance of visitor parking passes

Category 2: Expected guests 51-500: designation of one parking lot with overflow on 11th Avenue parking lot and signage posted

Category 3: Expected guests 501-1000: all parking lots open to guest parking with signage posted. LPD will be notified within 15 days of a Category 3 event.

Category 4: Expected guests 1001+: all parking lots open to guest parking with signage posted; traffic control personnel will be available for traffic flow at event location and surrounding areas, and pedestrian assistance in case of congestion. Loading and unloading zones will be designated and monitored by traffic control personnel. Lewiston Police Department and Lewiston Community Development will be given a notice within 30 days of a Category 4 event.

Special Event Attendance Expectation

Expected event attendance will be based upon estimates provided by event hosts. Each event sponsor will be asked for an estimated attendance and LCSC Security will be notified within two weeks of the event to allow for proper planning. Hosts will be asked to provide information on transit such as the use of buses and the requirement of a loading and unloading zone.

Special Event Signage

Signs will be posted in each lot indicating the lot is available for public use. Event hosts will be directed to notify attendees either before or at the time of the event in regards to parking regulations. Signs are posted by the Activity Center and Williams Conference center directing guests to overflow parking.

Overflow Parking Safety

During events that require the use of the 11th Avenue overflow parking lot, a Security officer will do periodic patrols of the parking lot. Buses will be instructed to park in the 11th Avenue parking lot to increase available spaces in the immediate event location. The lighting is checked nightly and is ample along walkways to and from.

Parking Permit Hours

Parking lots are permit parking only Monday-Friday 7:00 a.m. – 5:00 p.m. All parking lots are available before or after these times for public parking. Parking permits are not required during summer, winter, and spring breaks.

Alternate Parking

Alternate community parking lots and a shuttle service will be explored for special events hosted on campus during parking permit hours with an expected attendance of 400 and over. A parking agreement exists with St. Joseph Regional Medical Center for use of parking lots south and west of the Radiation Oncology Center during non-business hours.

Traffic Flow

During designated events, LCSC will work with the City of Lewiston in regards to traffic flow to alleviate congestion and provide greater safety to guests. The LCSC Security office has certified flaggers on staff and will assist in the carry through of the traffic flow plan. Agreements with area agencies will be pursued to assist with traffic flow.

LCSC Point of Contact for Special Event Parking Plan: Director, Events and Campus Card Services, Student Union Building Rm. 213; phone (208) 792-2060.

Latest Version/Revision of Plan Approved by:

Chet Herbst
Vice-President for Finance and Administration