



## FLORIDA STATE UNIVERSITY TRANSPORTATION & PARKING SERVICES

June 7, 2017

RE: 2017 Disabled Parking Program

Dear Sir or Madam,

Welcome to the 2017 Disabled Parking Program (DPP) for Florida State University home football games. We are very excited to be managing the program again this year and look forward to serving each and every one of you.

Similar to last year, the majority of DPP parking spaces will be located in the West Pensacola Street Parking Garage (Booster Lot 9). Shuttle buses and carts will be available for travel to and from the stadium. Carts will also be available to assist those who need transportation service from one of the shuttle drop-off points at the stadium to points closer to their gates.

All DPP parking spaces will be grouped on the first three floors of the parking garage. Most parking spaces will not be individually reserved. Instead, patrons will be able to select any open parking space they want within the assigned spaces on floors one through three. Only the marked disabled spaces with access aisles will be individually reserved for patrons requiring wheelchair access or additional room to exit their vehicle.

Enclosed with this letter is an updated copy of the overview of program rules, services, and procedures, as well as a program application. Applications for the 2017 football season will also be available on our website (<https://transportation.fsu.edu/event-parking/football-game-day>) on Thursday, June 8, 2017 at 9:00 a.m. **We will not be accepting any DPP applications until 9:00 a.m. on June 9, 2017.** Applications received before 9:00 a.m. on June 9 will not be processed until June 10 (in the order in which they were received).

To request a DPP parking pass, please follow these instructions (incomplete applications cannot be processed):

1. Fill out the application completely, indicating all of the games you plan to attend.
2. Provide a photocopy of your valid disabled parking placard (blue or red) issued by the Department of Motor Vehicles. The placard must be valid on each game day requested. If you have a state-issued license plate, please provide your license plate number.

3. Please provide a copy of the registration for your state disabled license plate or placard.
4. Fax, email, mail, or hand deliver the completed application and required documentation to our office:

Mail:            Transportation and Parking Services  
                  104 North Woodward Avenue  
                  Tallahassee, FL 32306

Phone:         (850) 644-5278

Fax:            (850) 644-4999

Email:         taps-dpp@fsu.edu

If you have any questions, please call Transportation and Parking Services at (850) 644-5278 or email us at taps-dpp@fsu.edu. If needed, you can also contact me directly at (850) 644-9157 or via email at cross@admin.fsu.edu.

Sincerely,

Carla Ross-Morris  
Event Coordinator

Enclosures: 2017 DPP Rules-Procedures Letter  
                  2017 DPP Application



# FLORIDA STATE UNIVERSITY

## TRANSPORTATION & PARKING SERVICES

### Overview of Disabled Parking Program for 2017 Home Football Games

#### *Program Rules, Services, and Procedures*

Transportation and Parking Services (TAPS) is excited to facilitate the upcoming 2017 Disabled Parking Program for home football games. It is our intention to provide football fans with disabilities the opportunity to fully participate in the Seminole game day experience. We hope the following information is useful and informative.

#### **Program Rules**

1. Applicants must have a valid state-issued disabled parking placard (blue or red) or license plate. Placards and license plates must be valid on each game day requested.
2. Available spaces will be issued on a first-come-first-served basis until the maximum capacity is reached. Thereafter, people who wish to participate in the program will be placed on a waiting list.
3. Incomplete request packets cannot be processed by TAPS. A completed packet consists of: (1) a completed application (indicating the games you are attending); (2) a copy of your disabled parking placard; and (3) a copy of the registration for your disabled license plate or placard.
4. If an applicant is assigned two parking permits, one through Seminole Boosters and the second through the Disabled Parking Program, the Boosters will reassign the Booster-allocated parking space to another Booster member.
5. The applicant assigned the disabled parking space (the authorized disabled parking placard holder) must be in attendance at the football games in order to use the assigned parking pass. If the placard holder is not in attendance, alternative parking must be used. Each applicant will need to show appropriate ID if requested.

After all permits have been assigned to applicants, TAPS will mail out the game day permits and/or waiting list information and a map indicating the location of disabled parking areas by the end of August 2017.

#### **Parking on Game Day**

Most parking placards will be issued for the West Pensacola Street Garage (Booster Lot 9). The procedures for parking are as follows:

- a) The facility will open five hours prior to kick-off (unless an earlier time is announced).
- b) Upon arrival, show your game day parking permit and state-issued disabled parking placard to the attendant. Pass can only be used one time (no reentries).
- c) Parking passes with an "X" in the space number section are not assigned a specific space - these passes are valid in any unreserved program space. Passes with a number must park in the space corresponding to that number.
- d) Once parked, hang the football parking permit on your rearview mirror so that the game is visible. The assigned game day parking placard must be hanging from the rearview mirror of your vehicle at all times to avoid being cited or towed.
- e) Tailgating is permitted, but grills are not permitted in the garage. Tailgating is limited to your parking space.
- f) All vehicles should be removed from the facility no later than 5:00 p.m. on the day following the game.

### **Shuttle Services Available**

- a) Dial-A-Ride bus service:
  - i) The buses will run prior, during, and after the game. They will be available for drop-off and pick-up to and from Lot 9 and the stadium at Gates D and H.
- b) Cart service:
  - i) Carts will run prior, during, and after the game and will be available from Lot 9 and the Dial-A-Ride drop-off locations to take you to and from select gates.
  - ii) There is no charge for the cart service.

### **If You Are Unable to Attend a Game**

- a) Please notify TAPS as soon as possible if you are unable to attend any of the games for which you received a disabled parking space. Your effort will ensure that individuals on the waiting list have an opportunity to attend the game.
- b) Notification to TAPS can be as late as the Thursday before the game.

### **Waitlist Procedures**

- a) An applicant who does not receive a permit for all requested games will be placed on the waiting list in the order each request is received.
- b) Should a permit become available, the applicant will be promptly notified.
- c) Depending on when they become available, game day parking permits can be mailed out; picked-up at the TAPS office (104 N. Woodward Avenue); or left at the Florida State University Police Department for after-hours pick-up. When contacted, TAPS will follow applicants' preferred method of retrieval.

If you have any questions, please call TAPS at (850) 644-5278 or email us at [taps-dpp@fsu.edu](mailto:taps-dpp@fsu.edu). You can also contact our Program Coordinator Carla Ross-Morris at (850) 644-9157 or via email at [cross@admin.fsu.edu](mailto:cross@admin.fsu.edu).

Thank you for your participation in the Football Disabled Parking Program! Go Noles!



# Disabled Parking Program Application

## 2017 Football Season

Please print or type the following information.

Applicant (Placard Holder)\*: \_\_\_\_\_

In Care of (Non-Placard Holder): \_\_\_\_\_

Address\*: \_\_\_\_\_

City/State/Zip\*: \_\_\_\_\_

Primary Phone\*: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email\*: \_\_\_\_\_

Check each game that you wish to attend. (If available, you will receive a parking placard for each game checked). **The Placard Holder must be in the vehicle on game day to use an assigned space/area.**

Date:	Game:	Check Box:
9/9/2017	Louisiana Monroe (Hall of Fame)	<input type="checkbox"/>
9/16/2017	Univ. of Miami	<input type="checkbox"/>
9/23/2017	North Carolina State (Military Day)	<input type="checkbox"/>
10/21/2017	Univ. of Louisville	<input type="checkbox"/>
11/4/2017	Syracuse Univ. (Parents Weekend)	<input type="checkbox"/>
11/18/2017	Delaware State (Homecoming)	<input type="checkbox"/>

Please remember to inform Transportation and Parking Services as soon as possible if you are unable to use your placard after it has been assigned. The placard will be reassigned to another participant on the waiting list.

This Application is continued on the next page.

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# Disabled Parking Program Application

## 2017 Football Season

Please print or type the following information.

To assist us in assigning spaces, please answer the following question:

Do you utilize a wheelchair or drive a conversion van?

Yes

No

No, but I need additional space when exiting and entering my vehicle for other reasons.

Please attach a photocopy of your valid state-issued disabled parking placard or disabled license plate AND your registration for the placard/plate to this application.

Disabled Parking Placard or License Plate Number\*: \_\_\_\_\_

Expiration Date\*: \_\_\_\_\_

Mail, fax, or email the completed form, a copy of your disabled parking placard, and a copy of your license plate or placard registration to:

Transportation and Parking Services  
104 N. Woodward Avenue  
Tallahassee, FL 32306

Phone #: (850) 644-5278

Fax #: (850) 644-4999

Email: [taps-dpp@fsu.edu](mailto:taps-dpp@fsu.edu)

Sign\*: \_\_\_\_\_ Date\*: \_\_\_\_\_

\* Required Field

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