

# **SPECIAL EVENT PARKING PROCEDURE**

## **LA CROSSE CENTER RAMP**

**DRAFT**

### **DETERMINATION**

La Crosse Center Management would determine what events will be charged special event parking in the La Crosse Center Ramp. Special event parking would start no earlier than 5PM on weekdays. A minimum of 4 staff would need to be available to collect money, make sure guests take a parking coupon and determine when the ramp is FULL.

### **LABOR**

Either the La Crosse Center staff or the La Crosse Police Department Reserves would provide the labor for the special parking event. Attendants would stand at the entry gates collect money and make sure each vehicle takes a parking coupon. Guests of the Holiday Inn would need to show proof from the Holiday Inn that they are a guest there with a permit from the hotel. A list of 24/7 guests who have permits would be cross reference with a list provided by the Parking Utility and allowed to park. All special event parking guests would be warned not to park in the 24/7 leased locations or the Holiday Inn reserved spaces.

### **FEES**

A \$5.00 fee per car would be assessed with \$3 being given to the La Crosse Center or the Police Reserves and \$2 to the Parking Utility.

### **SIGNAGE**

Special event parking signs would be provided by the Center and FULL

### **EXIT GATES**

The Parking Utility would raise the EXIT Gates, but not the entrance gates at a predetermined time and leave for the day.

The next morning the exit gates would be turned on by the Parking Utility. Holiday Inn guests would have their tickets validated by the hotel to leave the ramp.