VENDOR PERMITS
Policy & Procedure

Vendor permits are designed for specialized use, for people operating vehicles and equipment, which is absolutely mandatory. In some cases, accessing these areas will require operation upon an area not designed for vehicle travel or extremely unsafe for vehicle travel. To reduce liability and control access, all operators and/or owners must obtain a permit for such travel and usage on the university campus.

1) Vendor vehicles must have a permit prior to parking or operating on the university.
2) The permit must be displayed prominently on the vehicle for inspection by any police or parking enforcement officer. Display area will be the front windshield (inside passenger side) or the front dashboard unless the design of the vehicle prohibits such display. Instructions will then be given at the parking office.
3) Operation on all sidewalks and pedestrian walkways will be restricted. Such restrictions include:
   a) Speed no greater than 3 MPH.
   b) No passing of pedestrians. Pedestrians always have the right of way.
   c) No travel during class breaks.
   d) No fire lane can be blocked.
   e) No building entrance or exit can be blocked at any time
4) No Parking in RED ZONES, FIRE LINES, RESERVED SPACES, HANDICAPPED SPACES, RESIDENT SPACES, GRASS OR PLANTED AREAS: NO OBSTRUCTING DRIVEWAYS, SIDEWALKS, ROADWAYS OR HANDICAPPED RAMPS

PERMIT TYPES
1) Temporary Vendor Permits: Vendors on campus on a temporary basis have the following options:
   a) One day Vendor parking permit.
   b) One week Vendor parking permit.
   c) One month Vendor parking permit.
   d) Short term parking meter (payment of meter is required).

   Temporary Vendor permits allow the Vendor access to any Faculty/Staff, Student, or metered area on campus.

2) Annual Vendor Permits: Vendors that are required to be on campus on a regular basis have the option of purchasing an annual Vendor Parking Permit.

RESTRICTIONS
Sidewalk access is strictly prohibited between the hours of 7am and 7pm. Under extreme circumstances, a Parking Supervisor may grant special permission for sidewalk access. Vehicles must be company owned and insured for liability purposes, in order to be granted sidewalk access.

UNLV Parking & Transportation Services must approve all Vendor permit applications. Privileges may be revoked at any time.

Applicant Information
Company Name: ___________________________________________ Phone: __________________________
Contact Person: __________________________________________ Email Address: ___________________
Company Address: ________________________________________ City _________________________
State __________________ Zip __________________________
Service Location: __________________________________________

If sidewalk access is required explain: ______________________________________________________

Company Insurance: ________________________________________ Policy Number: __________________

Vehicle Information: Vehicle 1 Make: _________________________ License Plate: ____________________
Vehicle 2 Make: _________________________ License Plate: ____________________
Vehicle 3 Make: _________________________ License Plate: ____________________
Vehicle 4 Make: _________________________ License Plate: ____________________

I have read the above and agree to abide by university policy or be liable for monetary fines from any citations received. By signing, I will adhere to the university policy that all vehicles used on the campus will be company owned and insured with the required coverage.

Applicant Name (please print): ____________________________________________________________
Applicant Signature: __________________________________________ Date: ________________

FOR OFFICE USE ONLY

Sidewalk Access Approved: ☐ Yes ☐ No
Expiration: __________________________
Permit Number: __________________
Authorized By: ____________________ Date: ________________