

Off-street Department Guest Instructions

Beginning July 1, 2024, department guest permits must be obtained through Off-Street's new online reservation system. If you elect to have your guest obtain their own permit, please provide them with the department parking code & direct them to the appropriate unique web link:

- Main Campus Department Guest
- TU Arena/West Village Department Guest
- Main Campus Evening Department Guest (valid after 3 pm only)
- TU Arena/West Village Evening Department Guest (valid after 3 pm only)
- Summer Department Guest (valid mid-May – early August)

Information for guests regarding Off-Street permits:

- Go to the web link provided by your department contact to obtain your department guest permit. It cannot be accessed through the ParkMobile app.

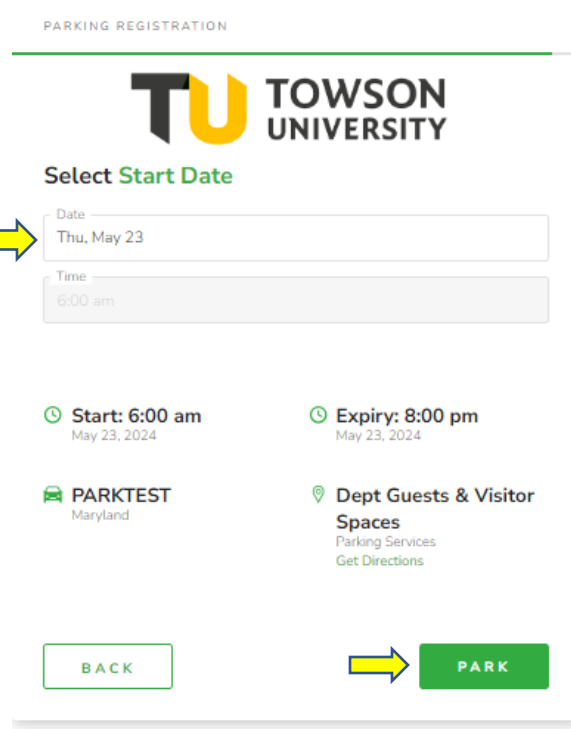
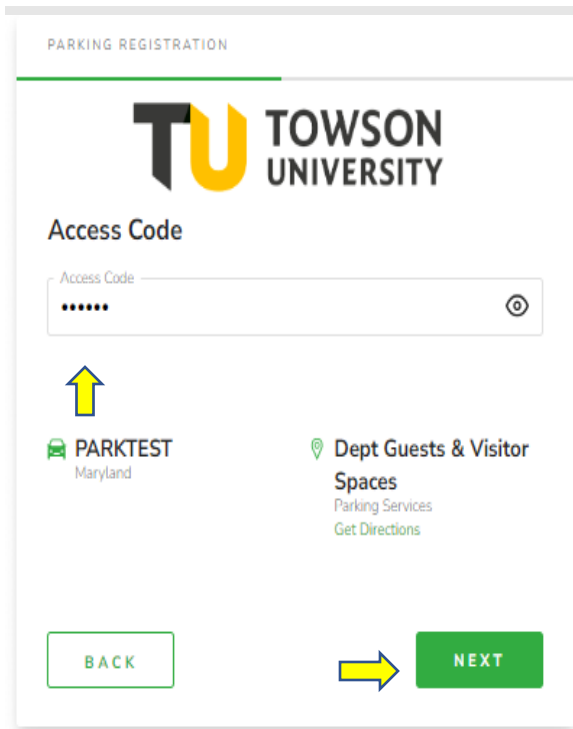
Please note: You do not have to create an account to process and/or obtain a department guest permit, but an access code will be required.

- Use the code provided by the department when asked for the "Access Code" and provide an email address to receive your permit confirmation.

Instructions to reserve/obtain parking for your guest through Off-Street:

1. Click or type in the applicable department guest permit links provided by the department rep.
2. Follow the prompts for permit information.
3. Enter the guest **License Plate Number** and **State** and click "**Next.**"
4. Enter **the Access Code** provided by the department rep and click "**Next.**"
5. Select the **Date** the permit will need to be valid for guests to park on campus and click "**Park.**"
6. The email address portion is optional, but you encouraged guests to receive a confirmation and a reminder email 24 hours before arrival on campus.

The screenshot displays the Off-Street website interface. On the left, a 'Welcome to Parking Services' section for Towson, Maryland, provides location support information, including contact details for U-PARK@towson.edu and a phone number. On the right, a 'PARKING REGISTRATION' form is shown, featuring the Towson University logo and a prompt to 'Enter license plate number'. The form includes input fields for 'License Plate Number' (containing 'PARKTEST') and 'License Plate State / Province' (set to 'Maryland'). A 'Remember my plate?' checkbox is present. Below the form, there are two buttons: 'BACK' and 'NEXT'. A navigation bar at the top right contains links for 'Park', 'Code Check', 'Session Lookup', and 'Conti'.

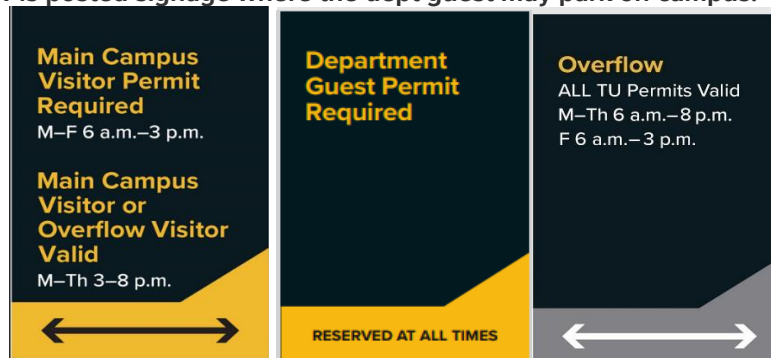


Frequently Asked Questions

Where is my permit valid?

- Your Off-Street parking permit is valid at any **visitor** space, including those restricted to visitors with a "Code," in the Union, Glen, Towsontown, and West Village Garages. It is also valid in overflow spaces at West Village Garage and the Stadium Lots (Lots 4, 5, 6, 7, and 8), where the black-bordered signs read: **"All TU Permits Valid."**

Below is posted signage where the dept guest may park on campus:



What about parking for accessibility (handicap) plate/placard holders?

- You may park in any accessible parking space on campus. Please consult a campus map (www.towson.edu/maps)

What if I bring another vehicle to campus instead of what I registered through Off-Street?

- If you must bring another vehicle to campus instead of the one you registered through Off-Street, contact the Parking & Transportation Services Office at upark@towson.edu to cancel the previous reservation. Please provide the vehicle license information or confirmation number. Do not attempt to park a car on campus that is not registered. This could result in a citation.

For more information, please visit <https://www.towson.edu/parking/visitors/> or call 410-704-PARK (7275) using option #1.