

MEMORANDUM

To: The University Community

From: Guilbert L. Brown, Interim Vice President for Finance and Administration

Date: July 18, 2019

Re: Reserved Parking Spaces

Are you interested in purchasing a reserved parking space?

Based on the recommendation of the University Parking Task Force, Millersville University Police are offering 30 reserved parking spaces for the 2019/2020 academic year for faculty and staff for a permit cost of \$200 per year.

Any faculty or staff member interested in reserving a parking space should e-mail parking.division@millersville.edu by Friday, August 2, 2019 with a subject heading of “Reserved Parking Space Interest” and indicate your preferred parking lot. University Grounds will work with the parking office to determine the locations where reserved spots will be located in the space holders’ preferred parking lot. If more than 30 employees express an interest in a reserved space, a lottery will be used to select the 30 space holders.

For further information or if you have any questions, please contact the Parking Office at 717-871-5964.

Thank you.