Dual Parking – If a contract holder needs parking for more than one area on campus an email requesting dual parking will be sufficient.

Carpooling – If a contract holder has other employees that ride with them and will need access to their parking area; an email requesting carpooling and giving the name(s) of their carpooler(s) will be sufficient.

Place parking on Hold – A contract holder can place their parking on hold prior to any extended period of absence of 4 consecutive weeks or longer not to exceed 6 months. During the timeframe for the hold; access to the parking area is not allowed, hangtags will be held by the Parking Office and gate access is no longer active. A hold can be taken care of with the Parking Facilities Office by providing the dates for the hold as long as parking payments are current.

$4 Tokens – Employees who only need to park occasionally because they mostly work off-site, get dropped off, ride a bike or walk to work; can purchase tokens for $4 from the UTMB Bookstore in order to utilize parking in Garage 4 next to the School of Health Professions/School of Nursing. In order to purchase the $4 tokens, they need to present their UTMB ID Badge at the Bookstore.

$2 Tokens – If you are a part-time student and are not eligible for student curbside parking, tokens are available at the UTMB Bookstore in order to utilize parking in Garage 4 next to the School of Health Professions/School of Nursing. Check with your student services office to see if you are eligible.