

November 13, 2009

Re: Bus parking for events at the University of Alberta

To Whom It May Concern:

In order to best serve guests of both the University of Alberta and the Northern Alberta Jubilee Auditorium, the following information and guidelines are provided with respect to bus and coach parking at the University of Alberta.

Staging/Parking in front of the Jubilee Auditorium is strongly discouraged at all times. When possible, the Jubilee Auditorium parking lot will be made available for parking. The Jubilee Parking Lot is restricted to patrons of the Jubilee Auditorium during and prior to Auditorium events, making it unavailable, on occasion, for parking or pick-up/drop-off.

Schools, charter bus companies and organizations can make arrangements directly with Parking Services for staging and parking of buses transporting persons to the University of Alberta, including events at the Van Vliet Centre and the Pavilion (Butterdome). Please contact Parking Services in writing, a minimum of 14 days prior to the event day at [parking.services@ualberta.ca](mailto:parking.services@ualberta.ca) to arrange a specific location for parking. Mark your email attention Isaac Yeung. Parking Services will advise if Jubilee is available and if it is not, will suggest an alternate location. Written requests may also be sent to Room 1-051 Lister Centre, University of Alberta, Edmonton, AB T6G 2R1.

Please make this letter available to the person within your organization responsible for transportation, or directly to your provider.

Sincerely,

Christine Ma  
Associate Director, Operations