

R. Parking & Parking Lots

City-owned public parking lots provide safe and convenient public access to downtown businesses and public facilities and are intended to be used by all Arts, Commerce, and Entertainment (ACE) District patrons. The use of city-owned public parking lots is encouraged for special events that:

- attract visitors to the downtown,
- promote downtown commerce,
- provide additional entertainment options, and
- enhance non-peak-hour utilization of city-owned public parking lots.

The use of City-owned public parking lots for special events should not:

- adversely impact needed public parking capacity,
- significantly impair access to downtown businesses,
- unfairly disadvantage competing permanent downtown businesses, or
- substantially conflict with the interests of downtown residents.

City-owned parking lots are not for use other than parking unless otherwise approved as part of a Special Event Permit. City-owned parking lots in conjunction with special events occurring in adjoining ACE District plazas or right-of-way must be used as event space and not just to secure parking for the event.

Scheduling and Reservation Request:

Reservation of a City-owned parking lot for use for a special event must be made through the Special Event Permit Application process. Please note that the request to reserve a City-owned parking lot considers all other scheduled events impacting parking needs in the ACE District and includes consultation with Salina Downtown, Inc. (SDI), Salina Arts and Humanities, and the City of Salina.

- Events requesting the use of public parking lots between 8:00 a.m. and 5:00 p.m. Monday through Friday must be approved in writing by SDI prior to submitting your Special Event Permit Application with the City of Salina.
- Events requesting the use of public parking lots outside the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday or any time on Saturday and Sunday do not require written approval by SDI before applying.
- The use of City-owned parking lots for a special event must adhere to all requirements outlined in the Special Event Permit Guidelines.
- Special events taking place in public parking lots should not significantly impair ACE District business access, needed public parking, or residential parking.
- Special event organizers intending to use public parking lots must demonstrate consideration for and the capability to fulfill their responsibility for posting the permitted parking lot at a reasonable time before the special event and assure access to parking for downtown residents affected by the special event.

Click [here](#) to view the list of available City-owned public parking lots.

NOTE: Special events taking place in ACE District public plazas do not have priority or exclusive use of adjacent parking lots unless reserved explicitly as part of your application details. **Requests to close public parking lots for the sole use of your special event must be approved by the City of Salina.**

Parking Lot Reservation Deposit:

The City of Salina requires special events taking place in a City-owned public parking lot to pay a \$300 deposit to encourage good stewardship and appropriate use of these spaces. Deposits, or any portion thereof, will be returned upon inspection and satisfaction with post-event clean-up. Any costs incurred by the City for direct labor costs or out-of-pocket expenses associated with the special event related to clean-up or property damage will be taken from the deposit. Additional fees and/or charges may also be incurred for improper use of the space. See Section N of the Guidelines for additional information regarding fees.

Private Parking Lots:

There are several private parking lots in the ACE District. **If the desired parking lot for use by your special event is privately owned, you must request and obtain permission from the respective owner.**

Parking Management for Your Event:

All **Advanced** Special Event Permit applicants must submit details for how parking for your special event will be managed. Your Site Plan must indicate where parking for your event attendees will be located. See Section X of the Guidelines for additional information regarding Site Plan requirements.

You will need to include and/or address the following items in your Site Plan:

- How many vehicles do you anticipate?
- Where will you direct your attendees to park?
- Will you have volunteers, staff, or signage around your event area to assist attendees with locating available event parking?
- Are you encouraging alternate means of transportation such as the CityGo bus service?
- Where will handicapped (accessible) parking be located?

Please contact the Department of Community & Development Services at (785) 309-5715 with questions regarding the use of parking lots or to request the closure of a public parking lot.