

A photograph of two cars in a parking lot. A silver car is in the foreground, and a blue car is in the background. The image is partially obscured by a red banner containing the title.

Assignment and Management of Parking Spaces

Leased Space

In leased locations, GSA acquires official parking spaces (defined as parking spaces provided for official government vehicles owned or leased on behalf of the Government or privately owned vehicles designated for official use in the performance of the client agency's mission.) through the lease contract as part of the rental consideration. The Federal Management Regulation (FMR) Part 102-74 - Facility Management - Parking Facilities designates the priority of parking spaces.

The U.S. Government Accountability Office (GAO) has determined that employee parking is generally considered a personal expense of the employee and is not payable from appropriated government funds unless specific statutory authority has been granted.

On occasion, customer agencies have requested parking not associated with lease procurement or an existing lease contract. In these instances, GSA may acquire parking using various contracting methods, (i.e., standard lease form, region-specific documents.) In addition, consistent with 41 C.F.R. § 102-73.240 of the Federal Management Regulation, agencies have used their own procurement authority to acquire parking by service contract.

To learn more about parking policy in leased locations, see section 2.14 of the [Pricing Desk Guide](#) and Appendix H of the [Leasing Desk Guide](#).

Federally Owned Space

GSA assigns parking spaces for GSA-controlled buildings. The guidelines listed below address parking for typical office building settings where parking is limited.

- Parking must be allocated for official purposes before it is assigned for other uses
- For Childcare Facilities, parking is allocated for vehicles that service the facility such as caterers and the childcare director
- Parking allocations of the disabled must comply with the requirements in the Architectural Barriers Act Accessibility Standard (ABAAS)
- Official parking for tenant agencies should be requested in writing and authorized by GSA regions
- Parking space can be released voluntarily back to GSA by an occupant agency; but GSA determines how it will be reallocated



Federally Owned Space *(continued)*

Conditions that May Merit an Increase in Parking Allotment include:

- Additional parking becomes available through such events as: restriping; new construction; excess parking made available by other GSA buildings; designation of street parking for Government official vehicles; or leasing parking from commercial vendors
- A tenant moves out of a building which automatically releases parking back to GSA
- New legislation that changes the authorities of the Administrator of GSA or the Regional Administrator
- Exemptions that are authorized by the Administrator of GSA or the Regional Administrator

To learn more about parking policy in federal owned locations, see section 3.15 of the [Pricing Desk Guide](#).

Order of Assignment

In both Leased and Federally-Owned Locations, GSA follows the FMR Part 102-74 - Facility Management - Parking Facilities order of priority to assign official parking spaces:

1. Official postal vehicles at buildings containing the U.S. Postal Service's mailing operations
2. Federally-owned vehicles used to apprehend criminals, fight fires and handle other emergencies
3. Private vehicles owned by Members of Congress (but not their staffs)
4. Private vehicles owned by Federal judges (appointed under Article III of the Constitution), which may be parked in those spaces assigned for the use of the Court, with priority for them set by the Administrative Office of the U.S. Courts
5. Other Federally-owned and leased vehicles, including those in motor pools or assigned for general use
6. Service vehicles, vehicles used in childcare center operations, and vehicles of patrons and visitors (Federal agencies must allocate parking for disabled visitors whenever an agency's mission requires visitor parking)
7. Private vehicles owned by employees, using spaces not needed for official business

For More Information

To learn more about the assignment and management of parking spaces, contact your [national customer lead](#).