



**ILLINOIS STATE
UNIVERSITY**
Illinois' first public university

Office of Parking and Transportation Regulations 2023-2024

Office hours

8 a.m.–5 p.m., Monday–Friday

Office of Parking and Transportation

709 N. Main St. | Campus Box 9250 | Normal, IL 61790-9250

phone (309) 438-8391 | fax (309) 438-7179 | Parking.IllinoisState.edu

Fleet Services

709 N. Main St. | Normal, IL 61790

phone (309) 438-2038 | office hours 8 a.m.–5 p.m., Monday–Friday

University Police Department

105 Nelson Smith Building | Campus Box 9240

Normal, IL 61790-9240

phone (309) 438-8631 | fax (309) 438-3029 | Police.IllinoisState.edu

Important information—Your parking allowances are stated on the back of your permit. If you have a virtual permit, the allowances for your permit are found on the parking website. **You are responsible for knowing this information and for knowing the information in this brochure and on the Parking and Transportation website.** If you have specific questions, please contact us by sending an email to Parking@IllinoisState.edu or call us at the phone number listed above. The following regulations are subject to revision at any time. The Office of Parking and Transportation reserves the right to change parking areas depending on demand and other factors. The Office of Parking and Transportation may control any or all lots for special events. The Office of Parking and Transportation is under the administration of the vice president for Finance and Planning, the associate vice president for Facilities Management, Planning, and Operations, and the director of Parking and Transportation. Contact the Office of Parking and Transportation or visit Parking.IllinoisState.edu if you need clarification or have any questions.

All vehicles occupying university parking facilities, other than metered spaces and visitor pay lots, must properly display a valid and appropriate parking permit during the posted hours or must have purchased a virtual permit and attached their license plate number to their virtual permit. All vehicles occupying university parking facilities must display a valid vehicle registration.

Permits are the property of Illinois State University's Office of Parking and Transportation. Ownership is not transferable. **Permits (virtual or physical) are for the exclusive use of the registrant.** Permits may not be sold, exchanged, given away, or purchased from any person or agency other than the Office of Parking and Transportation. The registrant of the permit is responsible for all parking violations issued on the permit. Permits may not be reproduced or altered. The Office of Parking and Transportation reserves the right to revoke parking privileges.

Permits

Permit prices—Information about permit prices, proration, and refunds is located at Parking.IllinoisState.edu under the permits tab.

Lost, stolen, or revoked permits—Lost permits must be reported to the Office of Parking and Transportation immediately and can be replaced for \$12. Stolen permits must be reported to the University Police Department. Upon completion of a police report, the permit will be replaced at no charge. Any vehicle displaying a permit that has been reported lost, stolen, or revoked will be issued a parking citation and will be subject to immediate tow.

Permit display—If you have a physical permit, that permit must hang from the rearview mirror (motorcycle/moped excluded) while the vehicle is parked and must be visible through the windshield to be considered properly displayed. The Office of Parking and Transportation recommends that hanging permits be removed from the rearview mirror before the vehicle is put in motion. The motorcycle/moped permit must be displayed at the rear of the cycle and be clearly visible. Vehicles that do not properly display permits are subject to citation.

Visitor and temporary permits—Information about visitor parking and temporary permits can be found at Parking.IllinoisState.edu under the parking/visitor parking tab.

License plate recognition (LPR)—Illinois State is using LPR to enforce the majority of our permits. Instead of a physical permit, you will be issued a virtual permit. Your virtual permit will be tied to your license plate. Students are limited to one license plate per permit. Faculty and staff may register more than one license plate.

What do I need to know about LPR?—Because your permit will be linked to your license plate, it is **extremely important** that your license plate is entered correctly in our system. Please see the license plate entry requirements on our website. Additionally, it is imperative that you select the correct license plate during the permit election process. You may add a new license plate or edit a current plate by going to the parking website and selecting the “pay citations/manage account” button on the home page. All vehicles must park with their license plate facing the drive lane. If you need assistance with this process, please contact our office, and we will be happy to help.

Permit types, allowances, and eligibilities—Permit types, descriptions, allowances, and eligibilities are found on the parking website. You are responsible for knowing when and where your permit is valid, so it is important for you to review this information. Failure to adhere to the allowances of your permit will result in a citation. Please contact our office with any questions.

Below is a brief description of campus permits. Please visit the parking website for a full description of permit allowances and pricing.

Residence hall students—Residence hall students are eligible to purchase parking on campus in the student storage (blue) lots. Spaces are limited and are sold on a first come, first served basis. Returning students are offered storage parking before incoming freshmen and transfer students. This is a virtual permit enforced with LPR.

Commuter students—Commuter students (students not living in the campus residence halls) are eligible to purchase commuter parking in surface lots or zone parking in garages. This is a virtual permit enforced with LPR.

Faculty/staff/graduate teaching assistants—These groups are eligible to purchase faculty/staff surface permits (valid in all red and green lots) or garage reserved zone permits. This is a virtual permit enforced with LPR.

South campus upgrade permits—The south campus upgrade permit is available to faculty/staff/graduate teaching assistants/commuter students. This permit is offered to those who park on south campus and have difficulty finding space in the surface lots. An underlying surface permit is required to purchase the south campus upgrade. This is a virtual permit enforced with LPR.

Student apartments—Students living in student apartment housing are eligible to purchase parking for both their residence (student apartment permits) and to park on campus (commuter permits). This is a virtual permit enforced with LPR.

Cardinal Court residents—Students living in Cardinal Court will be provided a permit to park at the complex. Residents of this complex can purchase permits (commuter permit) to park on campus. This is a virtual permit enforced with LPR.

University High School—University High School seniors and juniors can purchase parking permits to park in lots U91 and U93. These are virtual permits enforced with LPR.

Laboratory school permits—These permits are sold to parents and guardians of University High School students. This is NOT a virtual permit. The permit must be displayed according to the rules and regulations.

Individual reserved space permit—Individuals who currently hold an individual reserved space are allowed to renew that space year after year. Once the space is surrendered, it will not be resold. Individual reserved spaces are being removed from campus through attrition. This is NOT a virtual permit. Permit must be displayed according to the rules and regulations.

Departmental business permits—University departments can purchase the business permit to allow for additional parking allowances around campus. Visit the website for full allowances of the business permit. When used by an employee of the University, an additional employee permit must be on file (virtual or physical permit). The business permit is not intended to take the place of an employee permit. This is NOT a virtual permit. The permit must be displayed according to the rules and regulations.

Emeritus/retiree permits—Provided free of charge to retirees of Illinois State University. This is a virtual permit enforced with LPR.

Motorcycle/moped permits—Available for motorcycle users. This is NOT a virtual permit. The permit must be displayed in according to the rules and regulations.

Park and ride permits—Faculty/staff/graduate teaching assistants/commuter students are eligible to purchase the park and ride permit. Parking is restricted with this permit. Please visit the website to view the allowances for the park and ride permit. This is a virtual permit enforced with LPR.

ADA accessible parking

ADA parking permits—ADA accessible parking permit usage is restricted to the permit holder or to the individual transporting the permit holder.

Faculty, staff, and students using an ADA permit on campus are required to register their ADA permit with the Office of Parking and Transportation and display a campus parking permit while parked or have a virtual parking permit on file. Visitors to campus must secure a daily permit to park in campus lots or may utilize metered areas or hourly pay lots for short-term parking. Note that meters must be paid unless the “meter exempt” ADA permit is displayed.

ADA permits may be displayed from the rearview mirror or on the dashboard of the vehicle. Physical campus parking permits must be displayed from the rearview mirror of the vehicle.

Faculty and staff who need temporary ADA parking arrangements must contact the Illinois Secretary of State’s Office.

Students requiring temporary ADA parking arrangements should contact Student Access and Accommodation Services. Student Access and Accommodation Services cannot and does not issue ADA accessible permits but may be able to assist in other ways.

ADA visitor/special event parking—Accessible parking for guests with ADA permits is available throughout university parking lots. Vehicles must display their state-issued ADA permit/plates and their campus visitor permit. During special events, guests will be required to pay the special event fee to park.

ADA enforcement—Misuse of an ADA parking permit will result in a university fine. Individuals who allow someone to misuse their ADA permit may be reported to the Illinois Secretary of State which could result in the revocation of the ADA parking permit. ADA spaces on campus are strictly enforced. The striped areas adjacent to the space are part of the accessible space. No vehicle staging is allowed in an ADA space unless the ADA

permit is displayed. Lack of available parking spaces does not allow an individual to park in an ADA accessible space without the state-issued ADA permit. Monetary penalty amounts for violations are determined by the Illinois Secretary of State's Office.

Campus Motorist Assistance Program

The Campus Motorist Assistance Program is aimed at helping students, faculty, staff, and guests of the University who experience motor vehicle problems while on campus at Illinois State University. This service is free.

We will perform such functions as jump starts, unlocking your vehicle if your keys are locked in, providing a container and/or transporting gasoline if you run out, as well as providing air if you have a flat tire.

For assistance, please call the Office of Parking and Transportation at (309) 438-8391, 8 a.m.–5 p.m., Monday through Friday; or call the University Police Department at (309) 438-8631, after 4:30 p.m., and all day Saturday and Sunday. Only lockouts are available after 9 p.m. every day, including weekends. Inoperable vehicles must be reported to the Office of Parking and Transportation and the University Police Department. Failure to report an inoperable vehicle will result in a citation if the vehicle is found to be in violation of the rules and regulations.

General information

Meters—Campus meters are enforced with LPR. All meters are enforced seven days a week, 24 hours a day. In the event of inoperative meters even if after normal business hours, the Office of Parking and Transportation or the University Police Department must be notified immediately. The Office of Parking and Transportation, (309) 438-8391, is open 8 a.m.–5 p.m., Monday through Friday; and the University Police Department, (309) 438-8631, is in operation 24 hours a day, seven days a week.

Loading zones—These spaces are for loading and unloading only and will be limited to 30 minutes. Time limits are strictly enforced.

Towing—Vehicles in violation are subject to immediate tow.

Open parking dates—Campus parking rules and regulations are enforced when the University is open. This may include times when classes are not in session, but the University is still open. During certain times when the University is closed, free parking is allowed in red and green surface lots on campus. For a list of these dates, please visit Parking.IllinoisState.edu and view the homepage.

Evening and weekend parking

Evenings: Faculty/staff and commuter lots (not to include reserved spaces, reserved zones, pay lots, and parking meters) have open parking Monday through Thursday beginning at 7 p.m. and ending at 4 a.m. the following day. These lots are closed from 4–6 a.m., Monday through Friday.

Weekends: Beginning at 7 p.m. Friday and until 4 a.m. Monday, open parking is allowed in the faculty/staff and commuter lots on campus unless otherwise posted.

This does NOT include hourly parking in the pay lot, metered parking, or reserved areas.

Special event and other parking needs—Individuals or departments should inform the office.

Only the Office of Parking and Transportation is authorized to commit or approve the use or closure of university parking facilities. Approval from the Office of Parking and Transportation is required for any special event that will necessitate the disruption or rerouting of vehicular traffic flow.

Service vehicles—Service vehicle spaces are designated for university vehicles displaying "U" license plates only, or by special permission from the Office of Parking and Transportation.

Parking garage safety rules

- Skateboards are prohibited in the parking garages.
- No back-in parking is allowed in the parking garages.
- Speed limits must be strictly obeyed at all times in the parking garages.
- Motorcycles are not allowed in the parking garages.
- Please park between the inner lines of the hairpin markings to ensure vehicle access for your neighbors.

Vehicle accidents—All accidents involving a motor vehicle on campus must be reported immediately to the University Police. Any vandalism incurred in campus lots should also be reported to the University Police.

Vehicular breakdowns—Only licensed, operable vehicles may park on campus. Vehicles experiencing problems that prevent their removal from a parking area must be reported to the Office of Parking and Transportation. Contact our office at (309) 438-8391 from 7:30 a.m.-5 p.m., Monday through Friday. Contact the Illinois State University Police Department at (309) 438-8631 at all other times. Failure to report inoperative vehicles will result in a citation if the vehicle is in violation of rules and regulations. Handwritten notes are not considered acceptable notification.

Liability—Illinois State University assumes no responsibility or liability for loss or damage to any vehicle, nor does it assume any personal liability in connection with its parking program.

Miscellaneous

- Press passes, handwritten notes, or typed notes will NOT be honored for parking in university facilities.
- Parking areas are clearly outlined with white lines or parking blocks. Occupants must observe the confines of each space. Only one vehicle is allowed per space. Yellow lines designate no parking.
- Parking rules and regulations are enforced at all times when the University is open for business, including summer and semester breaks.
- For the most up-to-date and additional information about parking rules, visit Parking.IllinoisState.edu.
- To stay informed about parking on the ISU campus, join the Parking Announcements Listserv by sending an email request to Parking@IllinoisState.edu. You may also follow us on Twitter [@RedbirdParking](https://twitter.com/RedbirdParking).

Parking violations

For a complete list of parking violations and fine amounts please visit Parking.IllinoisState.edu and click on the citations tab.

Appeals

For information on how to appeal a parking citation or a tow of your vehicle please visit Parking.IllinoisState.edu and click on the citations tab.

Payments

Parking citations are payable in person by visiting our office, by depositing payment into one of our campus drop boxes (locations identified on the parking map), through the U.S. mail with proper postage, or online at Parking.IllinoisState.edu. Cash payments are accepted only in our office. Do not put cash in the drop boxes.

Give 'em a break

*If you hold a valid parking permit and were issued a citation for not correctly displaying your permit, contact our office for a review and possible removal/reduction of the fine.

*If you are a visitor to our campus and receive a ticket, please contact our office. If the citation meets the necessary criteria, it may be eligible for removal.

Our office must be contacted within 30 days of the ticket date to receive any removal/reduction review.

This brochure is not intended to list all parking rules and regulations. For complete information, please visit the parking website at Parking.IllinoisState.edu.