

Office of Parking and Transportation Regulations

2018-2019

Office hours

7:30 a.m.–4:30 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

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—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. 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 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—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—One-day temporary permits are available at a cost of \$8 per day.

Overnight temporary permits are also available for guests of the University at a cost of \$8 per night. Visitors arriving after the Office of Parking and Transportation hours must contact the University Police Department (24 hours a day, seven days a week) at (309) 438-8631 for temporary arrangements. Visitors requiring short-term parking may use meters, or university pay lots for an hourly fee. Visitors needing extended parking privileges must contact the Office of Parking and Transportation.

Reserved space permits—Valid in the designated reserved space at all times. From 6 a.m. to 5 p.m., permit also valid in lot F71. From 5 p.m. to 4 a.m., permit valid in other reserved spaces, red reserved zones, faculty/staff (red) surface lots, and commuter (green) surface lots.

All garage red reserved zone permits—Valid in the North University Street garage, the South University Street garage, and the School Street garage RED reserved zones at all times. From 6 a.m. to 5 p.m., permit also valid in lot F71. From 5 p.m. to 4 a.m., permit valid in faculty/staff (red) surface lots, commuter (green) surface lots, and reserved spaces.

Faculty/Staff surface permits—Valid in faculty/staff (red) surface lots and commuter (green) surface lots at all times. From 5 p.m. to 4 a.m., permit valid in reserved spaces and red reserved zones.

Student commuter permits—Valid in commuter (green) surface lots beginning at 6 a.m. From 5 p.m. to 4 a.m., permit valid in faculty/staff (red) surface lots, reserved spaces, and red reserved zones. Permit valid from 4 a.m. to 6 a.m. in lot G103 only.

Park and ride permits—Valid in lots S103 and G103 beginning at 6 a.m. From 5 p.m. to 4 a.m., permit valid in faculty/staff (red) surface lots, commuter (green) surface lots, reserved spaces, and red reserved zones. Permit not valid from 4 a.m. to 6 a.m.

Cardinal Court permits—Limited to residents of Cardinal Court only. Valid in Cardinal Court at all times. From 5 p.m. to 4 a.m., permit valid in faculty/staff (red) surface lots, commuter (green) surface lots, reserved spaces, and red reserved zones.

A67/A87 Student Apartment permits—Valid in their specific lot at all times. From 5 p.m. to 4 a.m., permit valid in faculty/staff (red) surface lots, commuter (green) surface lots, reserved spaces, and red reserved zones.

Business permits—Valid in business permit spaces for up to two hours. Valid in metered areas and hourly pay lots at no charge for up to two hours. Valid in faculty/staff (red) surface lots and commuter (green) surface lots with no time limit. From 5 p.m. to 4 a.m., permit valid in reserved spaces and red reserved zones. Permit not valid from 4 a.m. to 6 a.m.

Student residence hall permits—Valid in their specific lot or zone at all times. From 5 p.m. to 4 a.m., permit valid in faculty/staff (red) surface lots, commuter (green) surface lots, reserved spaces, and red reserved zones.

U-High student permits—**U-High junior** permits are valid in lots U91 and G81. Beginning at 3 p.m. permit valid in lots U83, G83 and G73. From 5 p.m. to 4 a.m., permit valid in faculty/staff (red) surface lots, commuter (green) surface lots, reserved spaces, and red reserved zones. Permit not valid from 4 a.m. to 6 a.m. **U-High senior** permits are valid in lots U83, G83 and G73. From 5 p.m. to 4 a.m., permit valid in faculty/staff (red) surface lots, commuter (green) surface lots, reserved spaces, and red reserved zones. Permit not valid from 4 a.m. to 6 a.m.

Laboratory school permits—Valid in the designated spaces in lot L54 and the designated spaces in lot F83 **for up to 90 minutes** from 7 a.m. to 4 p.m. After 4 p.m. there is no time limit in designated spaces, and the permit is also valid in faculty/staff (red) surface lots and commuter (green) surface lots. From 5 p.m. to 4 a.m., permit valid in reserved spaces and red reserved zones. Permit not valid from 4 a.m. to 6 a.m.

Motorcycle/Moped permits—Motorcycles and mopeds parked on campus must properly display this permit and park in the designated motorcycle areas at all times. Proper display is from the rear of the motorcycle/moped so that it is clearly visible to the enforcement staff. Motorcycles and mopeds are NOT allowed in the parking garages at any time. Motorcycles/mopeds must pay the hourly rate to park in the Bone Student Center hourly pay lot and must park in the area designated for motorcycles/mopeds.

Emeritus/Retiree permits—Valid in faculty/staff (red) surface lots and commuter (green) surface lots at all times. From 5 p.m. to 4 a.m., permit valid in reserved spaces and red reserved zones.

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. 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 rear view mirror or on the dashboard of the vehicle. Campus parking permits must be displayed from the rear view 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.

ADA 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. 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, 7:30 a.m.–4:30 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. Monday through Friday, and on the weekends. Inoperable vehicles must be reported to the Office of Parking and Transportation and the University Police Department.

General information

Meters—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 7:30 a.m.–4:30 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.

Towing—Vehicles in violation are subject to immediate tow.

Open parking dates—During the following periods, open parking will be permitted in faculty/staff and commuter surface parking lots only:

July 4, 2018 (Independence Day)	January 21, 2019 (Martin Luther King Jr. Day)
September 3, 2018 (Labor Day)	May 27, 2019 (Memorial Day)
November 22–23, 2018 (Thanksgiving break)	
December 24, 2018–January 1, 2019 (holiday closure)	

Open parking will NOT be permitted in reserved, disabled, service, and business spaces, or in reserved zones, meters, and parking garages.

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 of Parking and Transportation as soon as possible.

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.

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.

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 additional information about parking rules and regulations, and to ensure you are receiving the most current information, visit Parking.IllinoisState.edu. Follow us on Twitter @RedbirdParking.

Parking violations

Appeals—Any person charged with a violation of university parking regulations must pay the monetary penalty. If the payment is made within seven days, a written appeal may be filed, but the filing must be within the seven-day period from receipt of citation. Forms are available at Parking.IllinoisState.edu, or in person from the Office of Parking and Transportation. Citation payments and appeals can be made online. In cases where appeals are upheld, a monetary penalty will be refunded.

Any vehicle owner or operator whose vehicle is towed pursuant to Illinois State University parking regulations may, within seven days of the towing, apply for an appeal at the Office of Parking and Transportation. If the vehicle owner or operator establishes by a preponderance of the evidence that the vehicle was towed in error, the Office of Parking and Transportation will reimburse the vehicle owner or operator an amount no greater than the towing and storage fee collected by the towing company.

Violation and charge schedule

Parking in violation of walks and drives.....	\$35
Parking in ADA accessible spaces without university registration and appropriate permit.....	\$250
Parking in restricted lots without appropriate permit (6 a.m.–7 p.m.)	\$35
Parking in reserved lots or spaces at any time without appropriate permit.....	\$35
Improper parking not included in other violations.....	\$15
Improper display of permit/decals.....	\$5
Meter violation.....	\$20
All service areas.....	\$35
Loading zone.....	\$35
Other.....	\$10
Parking in violation of safety regulations, fire lanes, hydrants, emergency vehicle, lanes, and spaces	\$55
Altering/manufacturing a permit.....	\$205
Possession/use of lost/stolen permit.....	\$255

Most violations will increase if not paid within seven calendar days. Refer to the Office of Parking and Transportation website for specific violation information.

NOTE: All charges are subject to change.

Tickets are payable in person at the Office of Parking and Transportation, in courtesy boxes on campus (see map for courtesy box locations), through campus mail, through U.S. mail with proper postage, or online at Parking.IllinoisState.edu. Do not send cash through the mail or campus drop boxes. Cash payments must be made in person at the Office of Parking and Transportation.

For additional information about parking rules and regulations visit Parking.IllinoisState.edu. Follow us on Twitter @RedbirdParking.