

Office of Parking and Transportation Regulations

2017-2018

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 assistant vice president of Financial Planning, the executive director of Facilities Management, 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 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, attached to the license plate, without obscuring the information contained on the license plate. 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 should contact the University Police Department (24 hours a day, seven days a week) at (309) 438-8631 for temporary arrangements. Visitors 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 their specific reserved space from 6 a.m.–5 p.m. Reserved permits are valid in surface faculty/staff and commuter lots for up to three hours. If you need to park longer than the three-hour limit, contact the Office of Parking and Transportation for temporary arrangements.

From 5 p.m.–4 a.m., all reserved permits are valid in reserved spaces, reserved zones, surface faculty/staff, and commuter lots. Any vehicle parked in a reserved space without the proper permit at any time will be ticketed and may be subject to tow.

SUG red zone, and NUG red zone permits—Valid in the South University Street Garage RED zone, North University Garage RED zone, respectively. Permits are valid in their respective zones at any time. From 5 p.m.–4 a.m. red zone permits are valid in reserved spaces, reserved zones, surface faculty/staff, and commuter lots. Permits are also valid for short-term parking (three hours or less) in surface faculty/staff and commuter lots.

Faculty/Staff surface permits—Valid in faculty/staff and commuter surface lots at any time. They are valid in reserved spaces and reserved zones from 5 p.m.–4 a.m.

Student commuter permits—Valid only in commuter surface lots beginning at 6 a.m. They are valid from 5 p.m.–4 a.m. in faculty/staff lots, reserved spaces, and reserved zones. They are not valid from 4–6 a.m. Overnight parking is allowed in lot S103 only.

Park and ride permits—Valid in the designated area of lot S103 only.

Cardinal Court permits—Limited to residents of Cardinal Court only. Valid at the Cardinal Court lot only. Residents are required to verify registration of vehicle. Only vehicles registered to the resident or a direct family member will be permitted.

Student Apartment permits—Valid in Illinois State University Fell Avenue and School Street apartment lots only.

Business permits—Valid in business spaces, meters, and pay lots for two hours. The business permit is also valid in meters and pay lots for up to two hours with no fees charged. Time spent in pay lots that is in excess of the time allowance will be charged at the regular hourly rate. Time spent at a meter that is in excess of the two-hour business permit time allowance must be compensated by paying the meter. Alternate parking with the business permit is available in faculty/staff and commuter lots with no time limit. University employees who have access to the departmental business permit must display their faculty/staff permit in addition to the business permit. These permits are also valid in reserved spaces and reserved zones from 5 p.m.–4 a.m. These permits are NOT valid in service spaces.

Student residence hall permits—Valid in their designated lot 24 hours a day. They are valid in faculty/staff, commuter lots, reserved zones, and reserved spaces from 5 p.m.–4 a.m. Only students residing in a residence hall are eligible for these permits.

U-High student permits—U-High senior permits are valid in lots U83, G83, and G73. U-High junior permits are valid in lot U91 and G81. Beginning at 3 p.m., junior permits are valid in lots U83, G83, and G73. U-High permits are not valid from 4–6 a.m.

Laboratory school permits—Valid in the laboratory lot (L54) and the designated spaces on the south side of U-High (F83) **for up to 90 minutes** from 7 a.m.–4 p.m. After 4 p.m., there is no time limit; however, these permits are NOT valid from 4–6 a.m. After 4 p.m., laboratory school permits are valid in both faculty/staff and commuter surface lots. Laboratory school permits are not authorized for use by students.

Motorcycle/Moped permits—Motorcycles and mopeds parked on campus must display a permit and park in the designated motorcycle areas at all times. Parking is NOT allowed for motorcycles and mopeds at anytime in the parking garages. Motorcycles must pay the hourly rate to park in the paylots.

Emeritus/Retiree permits—Valid in faculty/staff and commuter lots at any time. These permits are valid in RED reserved spaces and reserved zones from 5 p.m.–4 a.m. Emeritus/Retiree permits can park at no charge in the Bone Student Center pay lot and South University Street Parking Garage **except during special events**.

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 pricing for 2017–2018

Reserved space permits.....	\$419/year
SUG/NUG red zone permits.....	\$369/year
Faculty/Staff surface permits.....	\$108/year
Student commuter permits.....	\$87/year
Park and ride and bike permits.....	\$28/year
Student Apartments.....	\$284/year
Student residence hall permits.....	
Lots SUGBZ, SSGBZ, NUGBZ (exp. May 15, 2018).....	\$291/year
Student residence hall permits.....	
Lots S81 (exp. May 15, 2018).....	\$284/year
Student residence hall permits.....	
Lots S93/103 (exp. May 15, 2018).....	\$182/year
Department business permits.....	\$164/year
Vendor business permits.....	\$325/year
University High School student permits.....	\$88/year
Laboratory school permits (second permit is \$20).....	\$24/year
Motorcycle/moped parking decals.....	\$44/year
Visitor (overnight) and temporary permits.....	\$8/day

Unless noted, permit is valid through August 14, 2018. Temporary permits are **not** prorated. For refund, visit Parking.IllinoisState.edu. Permits purchased via payroll deduction are not eligible for refund.

Accessible (ADA) parking

Accessible (ADA) parking permits—Exclusive to the registered permit holder. These permits are not valid when used by friends or family unless the individual with a disability is being transported.

Faculty, staff, and students—The state-issued Persons with Disabilities Parking Placard must be registered with the Office of Parking and Transportation. Vehicles must display their state-issued placard or plates and have a valid university permit hanging from the rearview mirror. In the event that accessible parking spaces are not available, surface faculty/staff lots and commuter lots can be used, and both permits must be displayed. Faculty and staff who need temporary parking arrangements must contact the Illinois Secretary of State's Office. Students requiring temporary parking arrangements should contact the Student Access and Accommodation Services. Student Access and Accommodation Services cannot and does not issue accessible (disabled) parking permits.

Special events—Parking for guests with disabilities is available throughout university parking lots. Vehicles must display their state-issued parking placards/plates. During special events, guests will be required to pay the special event fee to park.

Enforcement—Misuse of accessible parking permit may result in citation. The Illinois Secretary of State's Office will also be notified. This may result in revocation of disabled placard. Monetary penalty amounts for violations are determined by the Illinois Secretary of State's Office.

General information

Meters—All meters are enforced seven days a week, 24 hours a day. In the event of inoperative meters, the Office of Parking and Transportation or the University Police Department should 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.

Motorist Assistance Program—The Motorist Assistance Program (MAP) 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.

MAP 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.

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

July 4, 2017 (Independence Day)	December 22, 2017–January 1, 2018 (holiday closure)
September 4, 2017 (Labor Day)	January 15, 2018 (Martin Luther King Jr. Day)
November 23–24, 2017 (Thanksgiving break)	May 28, 2018 (Memorial Day)

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.

Miscellaneous

- Skateboards are prohibited in the parking garages.
- No back-in parking is allowed in the parking garages.
- 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.

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.

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 disabled 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.