

# Office of Parking and Transportation Regulations

## 2015-2016

### 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](mailto: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](mailto: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](http://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 for any violations.

## 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 for faculty, staff, and university departments requesting parking arrangements for their guests 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. These permits are valid from 7 p.m.–7 a.m. in lots G81, and G86, and from noon the first day to noon the second day in lots S103, S104, and S105. 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, park in the Bone Student Center pay lot, or park on the first level of the South University Street Parking Garage 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 WHITE and RED reserved spaces, reserved zones, surface faculty/staff spaces, 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, NUG red zone, and F58 reserved zone permits**—Valid in the South University Street Garage RED zone, North University Garage RED zone, or the F58 reserved zone respectively. Permits are valid in their respective zones from 6 a.m.–5 p.m., seven days a week. From 5 p.m.–4 a.m. red zone permits are valid in WHITE and RED reserved spaces, reserved zones, surface faculty/staff spaces, and commuter lots. Permits are also valid for short-term parking (three hours or less) in surface faculty/staff and commuter lots.

**SUG green zone permits**—Valid in the South University Street Garage Green zone. These permits are also valid in RED reserved spaces, other reserved zones, and surface faculty/staff and commuter lots from 5 p.m.–4 a.m. They are not valid in student commuter surface lots before 5 p.m. They are not valid in WHITE reserved spaces at anytime.

**Faculty/Staff surface permits**—Valid in faculty/staff and commuter surface lots. They are valid in RED reserved spaces and reserved zones from 5 p.m.–4 a.m. They are not valid in WHITE reserved spaces at any time.

**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 surface lots, RED reserved spaces, and reserved zones. They are NOT valid in WHITE reserved spaces at any time. They are not valid from 4–6 a.m. Overnight parking with the student commuter permit is allowed in lot S103 only.

**Park and ride/bike permits**—Valid in the designated area of lot S103 only. Permit holders can ride the Redbird Express Campus Shuttle to campus. Please view the Redbird Ride schedule for exact times. "Park and ride" permits are not valid in any other lot.

**Cardinal Court permits**—Limited to residents of Cardinal Court only. Valid at the Cardinal Court apartments only. Residents are required to verify registration of vehicle. Only vehicles registered to the resident or a direct family member will be permitted. Permits are for the exclusive use of the resident and cannot be loaned, sold, exchanged, given away, or purchased from any person or agency other than the Office of Parking and Transportation. Student residents may purchase a commuter permit to park on campus. Visitors to Cardinal Court must utilize a parking meter or purchase a visitor permit at the Office of Parking and Transportation.

**Student Apartment permits**—Valid at Illinois State University Fell Avenue and School Street apartments only.

**Business permits**—Valid in business spaces for short-term parking only (up to 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 two-hour business permit 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. Overnight parking is not allowed with the business permit. The business permit is not to be used in place of a faculty/staff permit for long-term parking. 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 RED reserved spaces and reserved zones from 5 p.m.–4 a.m. These permits are NOT valid in service spaces or in WHITE reserved spaces. Business permit usage on campus is closely monitored, and the time allowances are strictly enforced. Users are subject to citation for any violations.

**Student residence hall permits**—Valid in their designated lot 24 hours a day. They are NOT valid in other lots at any time. 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. Overflow parking is available in lot G81 only when lot U91 is full. 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. These permits are NOT valid in reserved spaces or in parking garages at any time. Parking is NOT allowed in the Speech and Hearing Clinic meters or the Psychological Services meters between 7 a.m. and 7 p.m., Monday through Friday. Laboratory school permits are not authorized for use by students.

**Shelbourne apartment permits**—Valid in the Shelbourne apartment parking lots at all times. Student residents may also purchase a commuter permit for use on campus. Visitors to the Shelbourne apartments must display a visitor permit on the dash of the vehicle. Visitor parking permits are intended for short-term parking, no longer than seven days. Visitors requiring parking arrangements for more than seven days should contact the Office of Parking and Transportation. Each apartment has a visitor permit; replacements are available from University Housing staff

living in the complexes. Visitor permits are not intended for the residents use.

**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 pay lots.

**Emeritus/Retiree permits**—Valid in faculty/staff surface lots from 6 a.m.–7 p.m., Monday through Friday. These permits are valid in RED reserved spaces and reserved zones from 5 p.m.–4 a.m. They are NOT valid in WHITE reserved spaces at anytime. 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 2015–2016

Reserved space permits .....	\$419/year
SUG/NUG red zone permits.....	\$369/year
SUG green zone permits .....	\$317/year
Faculty/Staff surface permits.....	\$108/year
Student commuter permits .....	\$87/year
Park and ride and bike permits.....	\$28/fall–spring
Student Apartments.....	\$284/year
Student residence hall permits.....	.....
Lots SUGBZ, SSGBZ, NUGBZ (exp. May 15, 2016).....	\$291/year
Student residence hall permits.....	.....
Lots, S67, S81 (exp. 5/15/16).....	\$284/fall–spring
Student residence hall permits.....	.....
Lots S93/103 (exp. 5/15/16).....	\$182/fall–spring
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
Shelbourne apartment permits.....	\$19/year
Visitor (overnight) and temporary permits.....	\$8

Unless noted, permit is valid through August 14, 2016. Temporary permits are **not** prorated. For refund, visit [Parking.IllinoisState.edu](http://Parking.IllinoisState.edu). Permits purchased via payroll deduction are not eligible for refund.

## Accessible (disabled) parking

**Accessible (disabled) parking permits**—Exclusive to individuals with disabilities. These permits are not valid when used by friends or family unless the individual with a disability is being transported. 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.

**Faculty, staff, and students**—The use of accessible parking spaces that require a university permit is limited to faculty, staff, and students who have registered their state-issued Persons with Disabilities Parking Placard with the Office of Parking and Transportation and purchased a university parking permit. Vehicles must display their state-issued placard or plates, and have a valid university permit hanging from the rearview mirror to park in an Illinois State-only space. In the event that accessible parking spaces are not available, surface faculty/staff lots (not to include reserved areas), and commuter lots can be used for short-term use, and both permits must be displayed. Faculty and staff who need temporary parking arrangements must contact the Secretary of State’s Office. Students requiring temporary parking arrangements should contact the Office of Disability Concerns. The Office of Disability Concerns 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**—The registration of vehicles repeatedly parked in visitor-only accessible parking will be verified by student, faculty, and staff information. If an Illinois State student, faculty, or staff member is the owner of the vehicle, a warning will be issued indicating that visitor-only accessible parking is for the use of visitors only. A parking citation will be issued if there are future violations. Similarly, the registration of vehicles with state-issued Persons with Disabilities Parking Placards or license plates that are repeatedly parked in meters or surface lots without a university permit will be verified by student, faculty, and staff information. If an Illinois State student, faculty, or staff member is the owner of the vehicle, a warning will be used indicating that a university permit is required to park in those areas. A parking citation will be issued if there are future violations.

## General information

**Meters**—All meters are enforced seven days a week, 24 hours a day. In the event of inoperative meters or disabled vehicles, 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**—Designated loading zone spaces will be located adjacent or as close to campus buildings as possible. These spaces are for loading and unloading only and will be limited to 30 minutes.

**Towing**—Vehicles in violation are subject to immediate tow for unpaid fines, safety violations, and for parking in reserved spaces, reserved zones, service spaces, loading spaces, business spaces, storage lots, and spaces designated for accessible permits/plates.

Vehicles not properly displaying a valid license plate and/or inoperable vehicles will be considered abandoned and subject to immediate tow. Vehicles are subject to tow 24 hours a day, seven days a week.

**Motor 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 assisting 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.

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

August 10–14, 2015 (move-in week)	January 18, 2016 (Martin Luther King Jr. Day)
September 7, 2015 (Labor Day)	May 30, 2016 (Memorial Day)
November 26–27, 2014 (Thanksgiving break)	July 4, 2016 (Independence Day)
December 24, 2015–January 3, 2016 (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 (not to include reserved spaces or zones) except during special university events.

This does NOT include hourly parking in the Bone Student Center pay lot or on the first level of the South University Street Parking Garage, metered parking, or reserved areas, which include reserved spaces, reserved zones, handicapped-accessible spaces, blue storage lots, parking garages, business spaces, and service vehicle spaces.

**Special event and other parking needs**—Individuals or departments planning to conduct short courses, workshops, conferences, or special events to which persons from off campus will be invited should inform the Office of Parking and Transportation as soon as possible—preferably at least one week in advance—of the event, anticipated attendance, duration of the event, and special parking or traffic management requirements.

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.

Illinois State University regularly hosts major statewide athletic tournaments, conventions, and concerts on campus. During these events, special parking arrangements will affect specific parking areas. The Office of Parking and Transportation will attempt to notify areas of campus affected by these events. During special events, users of the Bone Student Center pay lot or the South University Street Parking Garage will be required to pay the entrance fee (this includes vehicles displaying a university parking permit).

**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.
- Snow removal—Permit holders should be aware that in areas where lots are closed from 4–6 a.m. this policy will be strictly enforced for snow removal.
- Press passes, handwritten notes, or typed notes will NOT be honored for parking in university facilities.
- Where parking areas are clearly outlined, or parking chocks provided, occupants must observe the confines of each space. Only one vehicle is allowed per space.
- 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.

**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 by phone, 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, the 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.

**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.

**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/decal.....	\$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
Tow fee.....	\$50

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.

\* Pay citations at Parking.IllinoisState.edu.

**Redbird Ride**

The Redbird Ride Transportation Program offers the following programs:

**Redbird Express** provides transportation around campus and to the Student Recreation Building (fall and spring semesters) from 7:30 a.m.–7 p.m. on regularly scheduled class days.

**NiteRide** provides transportation from 7 p.m.–1 a.m., seven days a week, around campus and other various locations such as The Shoppes at College Hills, Walmart, and Parkway Plaza.

**Late NiteRide** provides transportation beginning at 9 p.m. between Uptown Normal and downtown Bloomington, Thursday through Saturday.

**Universal Access** provides free access for all faculty, staff, and students around the community on the Bloomington-Normal Public Transit System fixed bus routes.

For additional information on these programs, please call (309) 438-RIDE or visit **Parking.IllinoisState.edu**.

**Redbird Express shuttle service dates**

<b>Fall 2015</b>	<b>Spring 2016</b>
August 17–September 4	January 11–15
September 8–November 20	January 19–March 4
November 30–December 11	March 14–May 6

**NiteRide/Late NiteRide service dates**

<b>Fall 2015</b>	<b>Spring 2016</b>
August 12–September 3	January 10–14
September 7–November 19	January 18–March 3
November 29–December 10	March 13–May 5

Scheduled service is subject to change depending on demand and other factors.