Parking Policies
A permit holder is responsible for and will be held to all stated rules and regulations contained in the Parking Policy pamphlet.

PARKING POLICY

Parking at the University of St. Francis is allowed by permit only. The cost of a permit is $30 per semester. Permits may be obtained by completing the appropriate form online or at the security office, located on the first floor of the south wing of Tower Hall. The campus Safety and Security office is open 24 hours a day.

Payment for permits is by billing only. For students, the $30 per semester fee will be charged to their account. For faculty and staff, the $30 per semester fee will be paid via one payroll deduction.

All students and full-time and part-time with benefits employees (as defined in the university policy manual) are eligible to purchase a parking permit. Adjunct faculty may request a no-charge permit by completing the registration process.

A permit is valid from Aug. 1 until Aug. 1 of the current school year provided payment is current. Permit stickers are to be affixed to the front windshield in lower corner on the driver’s side.

Proof of car ownership must be presented when purchasing a permit. You must show a current registration card along with a current driver’s license. A second permit for a second car may be obtained free of charge with an insurance card and current vehicle registration. All vehicles to be parked in the university lots must be registered at the security office on separate registration forms.

Motorcycles are to be parked in the designated area at the northwest corner of lot A. All motorcycles must be registered with the Safety and Security Department. There is no charge for this registration.

A parking permit authorizes a vehicle to be parked on campus. A permit does NOT guarantee a parking space. All spaces are available on first-come basis. All permit policies, except for overnight restrictions,
apply for the hours of 8 a.m. to 4 p.m., Monday through Friday. Overnight restrictions are from the hours of midnight until 6 a.m.

The university has six parking lots. The Safety and Security Department of the University of St. Francis is responsible for monitoring vehicle parking and ticketing violations on campus. The Joliet Police Department also regularly patrols the campus and tickets violations in handicapped spaces and fire lanes, in addition to the enforcement of local ordinances. During the hours of 6 a.m. until midnight, there are no permit type restrictions. Any permit may park in any lot.

Visitor spaces are located in lot A. These spaces are for visitor use only for no more than one hour. All visitors remaining on campus for more than an hour must request a temporary parking pass from the Safety and Security Department. No student, faculty or staff member is allowed to park in the designated visitor spaces.

OVERNIGHT AND RESIDENT RESTRICTIONS

Overnight restrictions are from midnight until 6 a.m. During these hours, Lots A, C, D and E are cleared. Vehicles with resident permits are to park in Lot B or Lot F. This restriction is strictly enforced. If the owner of a different permit type (commuter, faculty or staff) wishes to leave their car on campus, the owner must come to the security office and register for a temporary permit. The same rule applies to any guest without a permit. Any lot may be blocked and reserved for special events.

ENFORCEMENT

Violations resulting in the issuance of a ticket by the Safety and Security Department include, but are not limited to:

- Vehicles without a valid permit
- Vehicles parked blocking a driveway, in a reserved space, double parked, in a roadway, in a fire lane, in front of a fire hydrant, on a sidewalk and/or any landscape or lawn, at the end of an aisle, in more than one space, no parking zone.
- Visitors parked improperly in a space.
• Vehicles parked in a handicapped space without proper handicapped identification.

• Restriction violations

The Joliet Police Department will also give ticket violations in fire lanes, handicapped spaces and near fire hydrants. Joliet Police can also issue tickets for speeding on campus! The limit in all campus lots is 10 mph.

The Safety and Security is authorized to revoke a parking permit for flagrant violations, permit fraud and speeding.

Tickets must be either paid in full or appealed within 14 days of the days of the ticket issuance. **After a 14-day period has elapsed, unpaid tickets or unappealed tickets will be automatically billed.**

**Unpaid parking tickets will be charged to the student’s account. Unpaid faculty/staff tickets will be addressed through payroll deductions.**

**TOWING**

Vehicles that receive a third ticket for **parking violations** during a semester will have a tow warning sticker placed on the driver’s side window. This warning sticker is to inform the vehicle operator that the vehicle is subject to towing at the owner’s expense if the fourth violation occurs. On the fourth parking violation, the vehicle will be towed at the owner’s expense.

**TICKET APPEALS**

To initiate a ticket appeal, you may either:

1. Enclose your name, address and phone number in an envelope and drop it off at the security office. You will be contacted to arrange a hearing date.

2. Call the Safety and Security Department office at (815) 740-3200 to set up an appointment.
A ticket may be appealed, based on either factual error or extenuating circumstances, with 14 calendar days of issuance. After this period has elapsed, the ticket stands as written and will be billed.

The appeal process:

• The Director of the Safety and Security Department will hear the first appeal.

• The Director will determine 1) the ticket will stand as written; 2) the violation as cited and/or fine will be modified; or 3) the ticket will be voided.

• If determined that the ticket will stand as written, the ticket may be appealed to the parking committee.

• The committee’s ruling is final.

REMINDER: The purchase of a permit allows you to park on campus. It does not guarantee you a spot. Lack of parking is never an excuse for parking violations and will not be admissible in any hearing.

PARKING FINES

$20 Fines

201 PERMIT VEHICLE DOUBLE PARKED
202 PERMIT VEHICLE PARKED ON END OF AISLE
203 PERMIT VEHICLE PARKED IN MORE THAN ONE SPACE
204 PERMIT VEHICLE MISCELLANEOUS VIOLATION
211 NON-PERMIT VEHICLE DOUBLE PARKED
212 NON-PERMIT PARKED ON END OF AISLE
213 NON-PERMIT PARKED IN MORE THAN ONE SPACE
214 NON-PERMIT VEHICLE MISCELLANEOUS VIOLATION
215 NON-PERMIT VEHICLE PARKED ON CAMPUS
$30 Fines
301 PERMIT VEHICLE PARKED IN NO PARKING ZONE
302 PERMIT VEHICLE PARKED IN VISITOR SPACE
311 NON-PERMIT PARKED IN NO PARKING ZONE
312 NON-PERMIT VEHICLE PARKED IN VISITOR SPACE FOR MORE THAN ONE HOUR

$40 Fines
401 PERMIT VEHICLE PARKED ON SIDEWALK AND/OR LANDSCAPE
402 PERMIT VEHICLE PARKED IN RESERVED SPACE
403 PERMIT VEHICLE PARKED IN AN UNMARKED SPACE
411 NON-PERMIT PARKED ON SIDEWALK AND/OR LANDSCAPE
412 NON-PERMIT VEHICLE PARKED IN RESERVED SPACE
413 NON-PERMIT VEHICLE PARKED IN AN UNMARKED SPACE

$50 Fines
501 PERMIT VEHICLE PARKED BLOCKING DRIVE
502 PERMIT VEHICLE PARKED IN FIRE LANE/HYDRANT
511 NON-PERMIT VEHICLE PARKED BLOCKING DRIVE
512 NON-PERMIT PARKED IN FIRE LANE/HYDRANT

$100 Fines
101 UNIVERSITY PERMIT VEHICLE PARKED IN HANDICAPPED SPOT W/OUT PROPER HANDICAPPED IDENTIFICATION
102 NON-PERMIT VEHICLE PARKED IN HANDICAPPED SPOT W/OUT PROPER HANDICAPPED IDENTIFICATION

ALL FINES DOUBLE AFTER 14 DAYS IF NOT APPEALED.
OUR MISSION
As a Catholic university rooted in the liberal arts, we are a welcoming community of learners challenged by Franciscan values and charism, engaged in a continuous pursuit of knowledge, faith, wisdom, and justice, and ever mindful of a tradition that emphasizes reverence for creation, compassion, and peacemaking. We strive for academic excellence in all programs, preparing women and men to contribute to the world through service and leadership.

The University of St. Francis was founded and is sponsored by the Sisters of St. Francis of Mary Immaculate.