

SAFETY &
SECURITY

Parking Regulations

Parking Policy & Enforcement



0120

USF Main Campus and Parking Map



- | | |
|--|------------------------------------|
| 1 The Motherhouse and Welcome Center | 10 USF Bookstore in Tower Hall |
| 2 Donovan Hall | 11 Tower Hall |
| 3 Operations & Facilities | 12 Marian Residence Hall |
| 4 Grotto | 13 LaVerne & Dorothy Brown Library |
| 5 Safety & Security | 14 Challenge Center |
| 6 Greenhouse | ■ Parking |
| 7 Pat Sullivan Recreation Center | M Motorcycle Parking |
| 8 LaVerne & Dorothy Brown Science Hall | 🔔 Emergency Code Blue |
| 9 Harold & Margaret Moser Performing Arts Center | 🚌 Shuttle Stop |

USF St. Clare Campus and Parking Map



- 1 Guardian Angel
- 2 Assembly Hall
- 3 Annex
- 4 Grotto

- Parking Lots/Driveways
- 🔔 Emergency Code Blue
- 🚌 Shuttle Stop

REMINDER: A permit holder is responsible for and will be held to all stated rules and regulations contained in this brochure.

Parking Policy

Parking at the University of St. Francis is by permit only. The Current charge, per year, to park at either Main or St. Clare Campus is \$50 for employees and commuter students, \$30 for resident students, and \$10 for Ricoh, Sodexo and Barnes & Noble employees and adjunct instructors. Each permit can be used at both the Main and St. Clare Campuses.

All students and full-time and part-time employees (as defined in the university policy manual) are eligible to purchase a parking permit. Permits may be obtained by completing the appropriate form online in the MyUSF portal.

Charges will be billed to your account, and you will be able to make a payment through the MyUSF portal.

A permit is valid from August 1 until August 1 of the current school year, provided payment is current. Hanging tag permits should be hung from the rear view mirror while parked or on the dash board in clear view.

All vehicles to be parked in the university lots must be registered at the security office on separate registration forms.

All motorcycles must be registered with the Safety & Security. 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 6 a.m. to 4 p.m., Monday through Friday. Overnight restrictions are from the hours of midnight until 6 a.m. All approved parking times in certain lots can be change at anytime based on the needs of the university, and any changes made will be communicated prior to those change being implemented.

The Safety & 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 accessible parking spaces and fire lanes, in addition to the enforcement of local ordinances. During the hours of 4 p.m. until midnight, there are no permit type restrictions. Any permit may park in any lot.

Visitor spaces are located in the Motherhouse Lot. These spaces are for visitor use only and may be reserved through the Welcome Center, located on the second floor of the Motherhouse. All visitors remaining on campus for more than an hour must request a temporary parking pass from Safety & Security. No student, faculty or staff member is allowed to park in the designated visitor spaces.

SAINT BONAVENTURE

There are no USF-owned parking lots at the St. Bonaventure Campus in downtown Joliet. Students and employees must find street parking or park in the city parking decks, and most times there is a fee associated with parking in either place. For this reason, we encourage students to utilize the USF shuttle as much as possible to get downtown, to avoid fees and stay on schedule.

OVERNIGHT AND RESIDENT RESTRICTIONS

Overnight parking is only allowed in the Taylor Street South Lot, Taylor Street North Lot, and the Recreation Center Lot. Overnight restrictions are from midnight until 6 a.m. Monday through Friday. Residents parking overnight in the Taylor Street North Lot must move their vehicles to the Taylor Street South Lot or the Recreation Center Lot by 6 a.m. During these hours, all other lots are cleared. This restriction is strictly enforced. If a non-resident wishes to leave her or his car on campus, the owner must contact the Safety & 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 & 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, in a no-parking zone.
- Visitors parked improperly in a space.
- Vehicles parked in an accessible parking space without proper accessible parking identification.

RESTRICTION VIOLATIONS

\$50 permits for employees and commuter students allow parking at the Main and St. Clare Campuses.

\$30 permits for resident students allow parking at the Main and St. Clare Campuses and overnight in the Taylor Street South Lot.

\$10 permits for Ricoh, Sodexo and Barnes & Noble employees and adjunct instructors allow parking at the Main and St. Clare Campuses.

The Joliet Police Department will also give ticket violations in fire lanes,

accessible parking 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 & Security Department 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 may 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 may be towed at the owner's expense. Vehicles may also be towed/relocated in exigent or emergency circumstances, per the discretion of the university, at the owner's expense.

TICKET APPEALS

To initiate a ticket appeal, you should email the director or assistant director of Safety & Security and request a hearing. In your email please stated the reason for your appeal and give the vehicle information and violation date. You do have the option of appealing in person at the Safety & Security Office in Tower Hall during normal business hours. A ticket may be appealed, based on either factual error or extenuating circumstances, within 14 calendar days of issuance. After this period has elapsed, the ticket stands as written and will be billed. **The appeal process:** If you wish to appeal a parking ticket, please email the director of Safety & Security or the assistant director and explain your situation of appeal. Please allow up to 14 business days for processing of appeals. Everyone is automatically allowed one ticket per semester that will be voided after discussion of how and why the ticket was issued and how not to get another violation in the future.

REMINDER: The purchase of a parking permit allows you to park legally on campus. It does not guarantee you a parking space. Lack of parking or running late for class is never an excuse for parking violations and will not be admissible in an appeal.

PARKING FINES

All University of St. Francis Campus Locations

\$20 Fines

- 2001 Permit vehicle double parked
- 2002 Permit vehicle parked on end of aisle
- 2003 Permit vehicle parked in more than one space
- 2004 Permit vehicle miscellaneous violation
- 2005 Permit vehicle overnight parking restriction
- 2006 Permit vehicle parked in timed zone more than 15 minutes

\$30 Fines

- 3001 Permit vehicle parked in no parking zone.
- 3002 Permit vehicle parked in visitor space

\$40 Fines

- 4001 Permit vehicle parked on sidewalk and/or landscape
- 4002 Permit vehicle parked in reserved space
- 4003 Permit vehicle parked in an unmarked space

\$50 Fines

- 5001 Non-permit vehicle parked on campus
- 5002 Non-permit vehicle parked on end of aisle

- 5003 Non-permit vehicle parked in more than one space
- 5004 Non-permit vehicle double parked
- 5005 Non-permit parked in no parking zone
- 5006 Non-permit vehicle parked in visitor space for more than one hour
- 5007 Non-permit vehicle miscellaneous violation
- 5008 Non-permit vehicle parked on sidewalk and/or landscape
- 5009 Non-permit vehicle parked in reserved space
- 5010 Non-permit vehicle parked in an unmarked space
- 5011 Non-permit vehicle parked blocking drive
- 5012 Non-permit vehicle parked in fire lane/hydrant
- 5013 Non-permit vehicle parked in timed zone more than 15 minutes

\$100 Fines

- 1001 Permit vehicle parked in accessible parking spot without proper accessible parking identification
- 1002 Non-permit vehicle parked in accessible parking spot without proper accessible parking identification

