

# MINNEAPOLIS PARKING GUIDE



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UNIVERSITY *of* ST. THOMAS  
MINNESOTA

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# INTRODUCTION

Like most urban schools, the University of St. Thomas (UST) has an ongoing concern with parking. More than two thirds of our students, faculty and staff commute to the university.

Because of the complexity of parking on a surface lot and three parking ramps on the Minneapolis campus, procedures and regulations have been established to help provide fair and equitable parking.

To assist in understanding the topic of parking and transportation at UST, this brochure reviews parking and alternative transportation options, as well as all policies, procedures and regulations. All regulations contained within this brochure are subject to change at any time, without notice, as new parking issues may arise throughout the year. Every effort will be made to update this brochure and notify the community of any changes. The information in this guide can also be found online at: [www.stthomas.edu/psps](http://www.stthomas.edu/psps).

In order to be parked legally on property owned by UST, you must purchase and correctly display a valid UST parking permit. To qualify for a parking permit you must have a valid UST picture identification card and must be engaging in UST related business or events. To correctly display a parking permit, the permit must be hanging from the rearview mirror facing outward with the permit fully visible. Purchasing a permit does not guarantee a parking space and a lack of parking is not a valid excuse for any violation of parking regulations.

## Parking at Your Own Risk

While surveillance cameras have been installed on campus, the university assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at any time while it is operated or parked on campus. All vehicles should be locked when left unattended and valuables should be removed.

## Observing Rules

Bringing a vehicle on campus is a privilege and not a right. Parking and driving on UST property are permitted in accordance with the regulations and information contained within this brochure, which are designed to maximize the use of parking space and assist in maintaining lots. Everyone

operating a vehicle on campus should observe all city and university traffic and parking regulations at all times. Vehicle operators must drive safely and give pedestrians the right of way at all times.

## **Right to Ticket & Tow**

The University of St. Thomas reserves the right to ticket and/or tow any vehicle in violation of established parking regulations at the owner's expense. This includes the right to collect any fines or fees associated with the ticketing and/or towing of a vehicle. In addition, persistent violators may have their parking privileges revoked. See "What if I get a parking ticket?" Section for more information on towing of vehicles.

## **Directions to the Public Safety Office**

To better serve the campus community outside of Parking Services business hours, Public Safety also has offices on both the Minneapolis and St. Paul campuses. The office in St. Paul is located on the 1st floor of Morrison Hall. The office in Minneapolis is located on the 2nd floor of Opus Hall. Public Safety offices are open 24 hours a day, 7 days a week to assist with public safety matters and parking issues outside of Parking Services business hours.

## **WHAT ARE THE PARKING PERMIT OPTIONS?**

All faculty and staff who have offices at the Minneapolis campus and who have a .625 FTE or greater are eligible to purchase a parking permit/contract. Minneapolis employees may not purchase a St. Paul campus permit. The type of permit/contract issued is at the discretion of Public Safety and Parking Services. Employees who are not on campus regularly may be given stored value parking cards instead of a monthly contract card. Monthly contracts can be terminated and replaced with stored value cards due to low usage.

Faculty and staff who work on the Minneapolis campus have the following options:

- Choose not to park at the Minneapolis campus. Either ride the bus, carpool/vanpool, or park off campus. The university offers reduced price

bus passes and a vanpool subsidy for full-time employees who choose this option.

- Choose to purchase a Minneapolis campus permit and park at the Minneapolis campus in the designated lot or ramp, or park in a designated St. Paul campus lot and ride the UST Shuttle Bus.

Minneapolis permits may be purchased from Public Safety and paid for by payroll deduction with pre-tax funds. NOTE: The maximum pre-tax payroll deduction for parking for the year 2008 is \$205 per month.

Eligible faculty and staff also have the option of purchasing bus/light rail transit passes through the university, which may be paid with pre-tax funds, to the limit permitted by law. For the year 2008, the maximum pre-tax payroll deduction for transit passes is \$105 per month.

Faculty and staff may also pay for transit passes with cash or payroll deduction as a post-tax purchase.

## Cost

Faculty/staff permit prices are a sliding scale fee based on the employee's salary as of August 1, 2009. Full year and semester permits will only be sold through payroll deductions. Employees will not need to disclose their salary when purchasing a permit. All permits sold will also include a St. Paul campus Faculty/Staff parking permit.

### *Salary Range*

### *Regular Faculty/Staff Permit Prices*

Under \$30,000      \$350 full-year permit (Valid 9/1/09 – 8/31/10)

\$30,000 - \$60,000      \$450 full-year permit (Valid 9/1/09 – 8/31/10)

Over \$60,000      \$550 full-year permit (Valid 9/1/09 – 8/31/10)

\* Full time employees do not have the option of a single semester permit

\*All adjunct faculty are automatically categorized into the lowest salary category

## All Salary Ranges – Other Permits and Fees

Card Deposit           \$30 (Refundable damage/lost card deposit)

Note: Permits are required during the summer on the Minneapolis Campus. Faculty and staff who buy a year long or spring semester permit do not need to purchase a separate summer permit.

Deductions for full year and semester permits will occur in equal installments over a time period that will be indicated on the payroll deduction form.

## Transfer of permit and Temporary Permits

Faculty/staff permits may be moved from one vehicle to another. It is your responsibility to remember to move the permit from one vehicle to another. If you forget your permit in another vehicle, please notify Minneapolis Public Safety. If you forget your ramp card, you must pay the hourly rate to park in the ramp.

## Permit Refunds

If an employee terminates employment prior to the end of the year, the permit and/or contract card must be returned to Minneapolis Public Safety Office and the payroll deductions will end. If the permit and/or ramp card are not returned, the employee will be billed for the remaining cost of the permit and will not be refunded the card deposit amount. Due to the pre-tax nature of payroll deductions, funds already deducted cannot be returned.

# COMMUTER STUDENT PARKING OPTIONS, REGISTRATION AND FEES

## Parking Permits

Only students who are registered for 12 or more credit hours and who are on campus between the hours of 7 a.m. – 4 p.m. will be permitted to purchase a parking permit for the Minneapolis ramp. Eligibility for full time permits is at the discretion of the Public Safety Department.

\$225 One Semester (Valid 9/1/09 – 1/29/10 or 1/1/10 – 5/31/10)

\$30 Refundable damage/lost card deposit

Commuter permits will be valid for parking in the Minneapolis 11th St. & Harmon Place Ramp. In the case that the ramp becomes full, Public Safety will determine alternative parking locations. All permits sold will also include a St. Paul Campus commuter parking permit. These permits are valid in all commuter lots on the St. Paul Campus.

## **Transfer of Permit and Temporary Permits**

Commuter permits may be moved from one vehicle to another. It is your responsibility to remember to move the permit from one vehicle to another. If you forget your permit in another vehicle, or leave it at another location, you may obtain a free 1-day temporary permit by requesting it in person at the Public Safety Office. If you forget your ramp card, you must pay the hourly rate to park in the ramp.

## **Stored Value Ramp Cards**

Students registered for less than 12 credits qualify to purchase a stored value card for the 11th St. & Harmon Place Ramp. Stored value cards also require a \$30 refundable damage/lost card deposit, which will be refunded at the time of the termination of your contract with the University.

Cards will be sold in the following stored value amounts:

A - \$224.00

B - \$336.00

C - \$28.00

D - \$56.00

E - \$84.00

F - \$112.00

\*For hourly parking, please see “Where can Visitors Park?” section.\*

## Permit and Stored Value Ramp Card Refunds

Permit refunds will be issued only upon withdrawal from the university. Refunds will not be issued for any other reason. In order to receive a full or partial refund for a parking permit, the permit holder must provide either proof of withdrawal from all current classes or proof that he or she is no longer a UST student. Full refunds for permits will be issued only if the permit is returned before the end of the second week of classes for fall and spring semester. If returning your permit after these deadlines, partial refunds will be issued on a prorated schedule. Stored value cards will be refunded the amount that is remaining on the card.

## WHERE CAN VISITORS PARK?

### Hourly Parking

The City of Minneapolis Parking Ramp at 11th Street & Harmon Place allows for hourly parking for visitors, faculty, staff and students. The entrance and exit to the ramp is on 11th Street just west of Harmon Place.

An electronic pay-as-you-leave system provides a convenient method to park and pay for the amount of time used. You may pay with credit card, cash, or currency.

### *Directions for Hourly Parking in the Ramp*

- Approach the parking gate arm; pull a ticket.
- Be sure to take your ticket with you when you exit your vehicle.
- When you enter the ramp to go back to your vehicle, simply stop by the pay station on the 1st level.
- Insert the entry ticket into the pay station.
- Follow the instructions on the screen and insert payment (credit card, cash, currency).
- The paystation will return an exit ticket to you once paid.
- Insert the exit ticket at the exit gate as you leave.

*Hourly Rates (Weekdays, before 4 p.m.):*

0 - 1 hour	\$2.50
1 - 2 hours	\$3.75
2 - 3 hours	\$5.00
3 - 4 hours	\$6.25
4 - 12 hours	\$8.00
12 - 24 hours	\$10.00
4 p.m. – 2 a.m.	\$2.00
Saturdays/Sundays	\$3.00
Holidays	\$3.00

*Ramp Hours:*

Monday – Friday	6 a.m. to 10 p.m.
Saturday	8 a.m. to 10 p.m.
Sunday	7 a.m. to 10 p.m.

\*\*All faculty, staff, and students who have contracts to the ramp will have unlimited access after normal ramp hours.

**Visitor Cards**

Occasionally, a department may pay for your parking. If this is the case, you should get a card from the department you are visiting. Once you have been issued a card, follow all directions for parking in the ramp except that instead of using a credit card, coins, or currency, use the card to pay at the paystation. You **MUST** take the card to the paystation. If you attempt to use the chit at the exit gate it will not open the gate.

# WHAT ARE THE PARKING REGULATIONS?

## Motorcycle, Moped and Bicycle Parking

Motorcycles and mopeds must be parked only in the designated area. The designated area is the surface lot on the east side of the UST School of Law building. Motorcycles and mopeds do NOT need a parking permit to park in these areas.

Bike racks are located in the plaza area just outside Terrence Murphy Hall, as well as on the east side of the School of Law. The ramp at 11th Street & Harmon Place also has secured indoor bike racks available to students, faculty and staff. Bikes that appear to be abandoned will be given a warning tag and if unclaimed will be removed by Public Safety. Bikes not locked to an official bike rack may be subject to removal at the discretion of the Physical Plant and Public Safety.

## Disability Parking

\* Handicap parking on the Minneapolis is available in the surface lot located on the east side of the School of Law building, as well as the City of Minneapolis Ramp at 10th St. & Hennepin Ave. (If you park in the ramp please stop by our desk on the 2nd floor of Minneapolis Opus Hall to be validated). Please have a copy of your handicap permit when requesting your validation.

Use of handicapped parking stalls and ramp access areas are restricted to **only** those vehicles with a state-issued handicapped license plate or displaying a state-issued certificate. If a handicapped space is not available, individuals displaying the proper handicapped stickers may park in regular parking spaces in surface lots. UST is not authorized to issue temporary handicapped permits and cannot provide reserved or special parking permits for those with disabilities. Individuals with temporary disabilities should apply to the state for a handicapped parking certificate.

Minnesota state law requires enforcement of handicapped parking stalls on a 24-hour basis, seven days a week, including holiday periods. Quick errands, deliveries or drop-offs are not valid excuses for parking in or obstructing handicapped stalls. Vehicles parked in spaces designated for the handicapped without this permit will be ticketed by the Minneapolis Police Department and/or the UST Public Safety personnel. UST is not authorized to issue

temporary handicapped permits and cannot provide reserved or special parking permits for those with disabilities. Individuals with temporary disabilities should apply to the state for a handicapped parking certificate.

## **WHAT OTHER SERVICES ARE OFFERED?**

### **Vehicle Lock-Outs & Jump Starts**

If you lock your keys in your vehicle or need a jump start on or within a six-block radius of campus, you may contact the Department of Public Safety and an attempt will be made to unlock/jump your vehicle. However, a waiver will need to be signed by the owner of the vehicle, to release the university from any liability. Proof of ownership and proper identification will be required. If you have three or more outstanding citations, these must be paid before the service(s) will be attempted. If an attempt is made and Public Safety officer(s) are unsuccessful, a call can be placed to an outside vendor to assist you but you will be responsible to pay the cost to the private vendor for the service(s) rendered. Public Safety officers may elect, but are not required, to provide such service, particularly if their other patrol and/or emergency-care duties are put at risk.

### **Services and Safety Tips**

#### *Cameras*

Surveillance cameras have been installed in the parking ramps, and in many of the lots, on both campuses, but we still need your eyes. If you see something suspicious, please contact the Public Safety Department at (96)2 – 5100. In the event of an emergency, please contact us at (96)2-5555.

#### *Patrols*

Officers make frequent patrols of all the parking lots and buildings on both campuses. If you see a vehicle parked illegally, you may contact the Public Safety Department at (96)2-5100 to request enforcement. Make a note of the vehicle make and model along with the license plate if possible.

## *Escorts*

Escorts are available from Public Safety officers 24 hours a day, 7 days a week. An escort can be requested by contacting Public Safety.

## **HOW CAN I GET BETWEEN THE MINNEAPOLIS AND ST. PAUL CAMPUSES?**

A free shuttle bus service is available Monday through Friday between the St. Paul and Minneapolis campuses to those with a valid St. Thomas identification card. The shuttle bus is for St. Thomas business only and should only be used to commute between the St. Thomas campuses. You will be required to swipe your St. Thomas ID when boarding the bus. This express shuttle makes only two stops, the St. Paul Campus (on the north side of Summit Avenue at Finn Street – near the “arches”) and the Minneapolis Campus (on the Harmon Place side of Terrence Murphy Hall).

Schedule information is available on the Web by clicking on “shuttle bus” at: [www.stthomas.edu/psps](http://www.stthomas.edu/psps). Schedules also can be obtained at the Public Safety Office in St. Paul (first floor of Morrison Hall), in Minneapolis (first floor Terrence Murphy Hall and second floor Opus), and at the Information Desk in Murray-Herrick Campus Center in St. Paul.

## **WHAT ARE THE TRANSPORTATION ALTERNATIVES?**

Due to an ongoing concern with the availability and cost of parking at St. Thomas, alternative methods of transportation are encouraged.

### **Metro Transit Bus System**

Call (612) 349-7000 for information on bus schedules or check the Metro Transit Website, [www.metrotransit.org](http://www.metrotransit.org). The following options are available for purchasing transit passes from UST: (all prices subject to change)

## **Employee MetroPass**

Full-time employees (.625 FTE or greater) who chose not to drive to campus and do not purchase a contract or permit are eligible for the Employee MetroPass program. Eligible employees can purchase a yearlong MetroPass for \$228 with payroll deductions. This pass is valid for unlimited rides on all Metro Transit buses and the light rail system. Passes are non-transferable and must be returned if employment is terminated or falls below an FTE of .625. Use of the MetroPass by anyone other than the purchaser is forbidden and will result in revocation of MetroPass privileges. A lost or stolen MetroPass will be replaced once during a 12-month period for \$20; a second replacement during this period will cost \$40. Refunds will not be issued for replacement passes if the original lost or stolen MetroPass is recovered. Damaged passes will be replaced at no cost if the pass is returned along with a request for replacement. MetroPasses are only available for sale at UST Public Safety offices. A valid UST ID is required in order to purchase a pass. Employees who purchase UST parking permits are not eligible for the MetroPass.

## **Student College Pass**

Undergraduate and Graduate students registered for credits and who do not purchase a parking pass are eligible to purchase the Metro Transit C-Pass. The C-Pass costs \$175 for both the fall and spring semesters and costs \$90 for the summer. The C-Pass allows unlimited rides on Metro Transit buses and the light rail system. Passes are non-transferable and must be returned if the student withdraws from classes or the university. Use of the pass by anyone other than the purchaser is forbidden and will result in revocation of C-Pass privileges. A lost or stolen C-Pass can be replaced for \$20; a second replacement will cost \$40. Damaged passes will be replaced at no cost if the pass is returned along with a request for a replacement to Parking Services. C-Passes are only available for sale at the Public Safety or Parking Services Offices. A valid UST identification card is required to purchase a pass. Eligible students can purchase the C-Pass with cash, check, express dollars or student account.

## **Minnesota Rideshare**

Minnesota Rideshare information is available at the Public Safety office, by calling the Rideshare programs at (612) 649 – RIDE, or online at [www.metrocommuterservices.com](http://www.metrocommuterservices.com).

# **PUBLIC SAFETY AND PARKING SERVICES**

## **St. Paul Campus**

General Information or requests: (651) 962-5100

Emergencies: (651) 962-5555

Located on the first floor of Morrison Hall

Mail 4081

## **Minneapolis Campus**

General Information or requests: (651) 962-4100

Emergencies: (651) 962-5555

Located on the second floor of Opus Hall

Mail MOH203