

# ST. PAUL PARKING GUIDE



**Sept. 2009 - Aug. 2010**



UNIVERSITY of ST. THOMAS  
MINNESOTA

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# INTRODUCTION

## 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 more than 20 surface lots and three underground parking ramps on the St. Paul 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 Parking Services Office**

The Parking Services office is located at 2119 Grand Avenue, on the corner of Grand Avenue & Finn Street. General hours of operation are 8 a.m. - 4:30 p.m. with extended hours during the first two weeks of each semester to sell parking permits.

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?

## Permit Pricing

Type	Valid	Price for Year	Price for Semester
North Resident	R2-North & R3	\$450	\$230
South Resident	Green Lots	\$450	\$230
Freshmen Parking Contract	R2-South	\$1,080	\$550
Commuter	Yellow Lots	\$250	\$130
Evening Commuter 5 p.m. – 2 a.m.	Red & Yellow Lots	\$125	\$65
Faculty/ Staff	Red Lots	Sliding Scale (See below)	Sliding Scale (See below)
McNeely Ramp (Fac/Staff)	McNeely Ramp	Sliding Scale (See below)	Sliding Scale (See below)
J-Term Only	Varies	\$30	--

Yellow = Lots A, C, H, I, K, M, N, O & W

Red = Lots A, B, C, E, F, G, I, K, M, N, O & W

Gray, Purple = Lots J, L, P, Q If you have any of the above permits you may NOT park in these 4 lots!!!

Green = Lots V, X & Y

### Employee Permits

Salary Range

Regular Faculty/Staff Permit Prices

Under \$30,000

\$250 full-year permit (\$9.62 per bi-weekly pay period)

\$30,000 - \$60,000	\$350 full-year permit (\$13.47 per bi-weekly pay period)
Over \$60,000	\$450 full-year permit (\$17.30 per bi-weekly pay period)

### *McNeely Ramp Employee Permits*

Salary Range	Regular Faculty/Staff Permit Prices
Under \$30,000	\$350 full-year contract (\$13.47 per bi-weekly pay period)
\$30,000 - \$60,000	\$550 full-year contract (\$21.15 per bi-weekly pay period)
Over \$60,000	\$750 full-year contract (\$28.85 per bi-weekly pay period)

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

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

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

Employee and Commuter/Evening 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 or Parking Services offices. Other options include parking in the parking ramp and paying the hourly fee, or parking your vehicle off campus for the day.

## **Permit Refunds**

### *Employees*

If an employee terminates employment prior to the end of spring semester, payroll deductions will end once the permit is returned to Parking Services. If the permit is not returned, the employee may be billed for the remaining cost of the permit. Due to the pre-tax nature of payroll deductions, funds already deducted cannot be returned. Payroll deductions will not end and

refunds will not be granted for any other reason except termination of employment or an unpaid leave of absence.

### *Students*

Permit refunds will be issued only upon withdrawal from the university or to those resident students who become commuter students. Refunds will not be issued for any other reasons. 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 has moved off campus. Full refunds will be issued only if the permit is returned before the end of the second week of classes for fall and spring semester, or before the end of the first week of classes in J-Term. If returning your permit after these deadlines, partial refunds will be issued on a prorated schedule.

### **Lost or Stolen Permit**

Lost or stolen permits must be reported to the Parking Services Office. Should a replacement be desired, the replacement will require a service fee of \$40 for full year long permits and \$20 for evening or semester-only permits, or after **January 29, 2010**. The service fee will be refunded if the permit is found within 30 days of replacement permit purchase.

It is very important that lost or stolen permits be reported as soon as possible after the loss is noticed. The permit holder is responsible for any and all parking fines issued to any vehicle on which the registered permit is displayed. Should the lost permit be found, return it to the Parking Services Office immediately, as use of this permit may result in an immobilization of the vehicle, confiscation of the permit, and a citation. Permits reported lost or stolen automatically will become university property.

### **Resale of Permit and/or Contract**

Permits may be sold only by the Department of Public Safety and may not be offered for resale or exchange by anyone.

# WHERE CAN I PARK WITH MY PERMIT?

Permit/Lot	A	B	C	D	F	G	H	I	J	K	L	M	N	O	P	Q	R2- North South	R3 S1	T	V	W	X	Y
Red Employee	X	X	X	X	X	X		X	X	X	X	X	X	X					X		X		
Yellow Commuter	X		X	R			X	X		X	R	X	X			R			X		X		
Dark Blue: Evening	X	X	X	E		X	X	X		X	E	X	X	X		E			X		X		
Freshmen Contract				S						S	S					S	X						
North Resident				T						T	T					T	X	X					
South Resident				R						R	R					R				X		X	X
Center Resident				I						I	I					I				X		X	X
2085 Grand				C					X	C	C					C							
Green: J-Term	X	X	X	T		X	X	X		X	T	X	X	X		T	X	X	X	X	X	X	X
Gold: SOD Employee	X	X	X	E		X		X		E	E	X	X	X		E			X		X		
Silver: SOD Student				D						D	D			X		D				X		X	X
Light Green: McCarthy Gym																			X				
Visitors: Ramps and Meters						X	X						X					X					X

# WHAT IS THE RESIDENT PERMIT LOTTERY AND HOW DOES IT WORK?

## Resident Student Lottery

Unfortunately, due to space limitations, not every resident student is able to obtain a parking permit. Resident parking permits are sold through a lottery system. All junior and senior resident students who enter the lottery by the deadline will be allowed to purchase a resident parking permit. A separate lottery will also be held for sophomores who wish to obtain a parking permit. **No resident permits will be allotted for freshmen.** Freshmen parking contracts are available to freshmen and will also be awarded through a lottery system.

All resident students who wish to purchase a resident permit must complete and return a lottery form. Lottery forms are available from the Parking Services or St. Paul Public Safety office or you may submit an entry on-line at [www.stthomas.edu/pmps](http://www.stthomas.edu/pmps). The deadline to enter the lottery is noon on **Monday, August 31, 2009**. A list of lottery winners by UST ID Number will be posted at [www.stthomas.edu/pmps](http://www.stthomas.edu/pmps) by 4 p.m. on **Wednesday, September 2, 2009**. Late entries will be entered into any supplemental lotteries as space permits.

Once your name is drawn for any of the lotteries, you may purchase your permit at Parking Service's or Public Safety. In order to purchase a permit you must provide proof of ownership of their vehicle, give an accurate license plate number and present valid UST picture identification. Resident students may not purchase a permit for a vehicle registered to anyone other than themselves or their immediate family.

## WHERE CAN VISITORS PARK?

### General Visitor Parking Information

Please remember to inform your visitors of parking regulations and plan ahead for appropriate parking for any events that you or your department

might host, as all visitors are subject to the same parking rules as students and employees.

Parking is not permitted in fire lanes, handicapped, rideshare, restricted, or reserved spaces without proper permits or authorization. Visitors parked in surface lots without a permit will be subject to a ticket. Permits are required in all surface lots from 6 p.m. Sunday until 6 p.m. Friday and are required 24 hours, 7 days a week in restricted lots.

## Parking Meters

Meters are located on the North campus in lots B, G and H, and on the South campus in lot M, N, & O. Visitors issued a South Campus Visitor Permit may park at the meters without paying. Meters are enforced 24 hours per day 365 days per year.

## Hourly Parking Ramp (Anderson Parking Facility and Morrison Ramp)

If parking in the ramp and paying by the hour, you may park in either the Anderson Parking Facility (near the corner of Grand Ave and Cretin Ave) or you may park on the south side of R2 in the Morrison Hall Ramp if space is available. The entrance and exit to Level R2 of the ramp are located on the south side of Morrison Hall. The easiest way to enter is to drive north through Lots H and E from the Summit Avenue and Cretin Avenue entrances.

Our electronic system offers the following ways to pay by the hour (If you are not here for a full hour you will only be charged for the portion of the hour used.)

### *Credit Card (Best Method)*

- Approach the parking arm gate; swipe your credit card as you enter. Do not take a ticket.
- When you leave the ramp, swipe the same card in the card reader at the exit gate.
- If you did not swipe your credit card when you entered, you must go to the pay station to use a credit card. **If you swipe it at the exit but not at the entrance, you will be charged a lost ticket fee.**

### *Cash/Currency/Coupon at the Paystation*

- Approach the parking gate arm, push a button, receive a ticket stub and find a parking stall.
- Be sure to take your ticket with you.
- Upon leaving, stop at the electronic pay station, located near the elevators in R2 SouthSouth, R2 North and on the 1st floor of the Anderson Parking Facility.
- Insert the entry ticket stub in slot #1 of the paystation.
- Pay the amount indicated using cash, currency, credit card or coupon.
- The paystation will return an exit ticket to you once paid.
- Insert the exit ticket at the exit gate as you leave the ramp.

*Note: If the ramp is full, you can exit within 15 minutes without paying a fee for parking. If you took a ticket stub when entering, use the same ticket to exit.*

### *Hourly Rates:*

- \$1.50 for the first hour or any portion of the first hour before 4 p.m.
- \$0.75 for every additional half hour or portion of a half hour before 4 p.m.
- \$1.00 for every hour or any portion of an hour after 4 p.m.
- \$16 for a full day of parking
- \$25 for a lost ticket
- \$25 for rejected/declined credit cards

### **McNeely Ramp**

The same electronic system applies to the McNeely ramp as well. See above for the two options for paying by the hour at the McNeely ramp. **There is NO visitor parking in the McNeely ramp before 4 pm.**

### *Hourly Rates:*

- \$1.00 for every hour or any portion of an hour after 4 p.m.
- \$25 for a lost ticket

\$25 for rejected/declined credit cards

## Visitor Coupons

Occasionally, the department you are visiting may pay for your parking. If this is the case, you should obtain a coupon for parking from the department. Once you've been issued a coupon, follow all directions for "Cash/Currency at the Paystation". When prompted to use a credit card, coins, or currency, use the coupon instead. You must use the coupon at the paystation, if you attempt to use the coupon at the exit gate the gate will not open.

## Family Overnight Permits

Family members of resident students who will be parking on campus will need to obtain a special permit from Parking Services or Public Safety. These permits are available only to parents and siblings of resident students and are valid for 24 hours from the time issued. Valid identification from both the resident student and the family member will be required to obtain a permit. The cost is \$5.

All other overnight guests will need to park off-campus (following city parking regulations) to avoid being ticketed.

# WHAT ARE THE PARKING REGULATIONS?

## Evening Parking

Permits are required in all surface lots from 10 p.m. Sunday until 6 p.m. Friday including the evenings. Parking will be permitted in Lot H without a permit from 8 p.m. – 2 a.m., Sunday through Thursday. Vehicles parked in other lots during this time will be ticketed as normal and vehicles in Lot H outside of these times will also be ticketed.

## Motorcycle, Moped and Bicycle Parking

Motorcycles and mopeds must be parked only in designated areas. These areas are: the southwest corner of Lot H, the northwest corner of Lot B, the

northeast corner of Lot C, the south entrance of Lot M and residents may obtain access to P1 to park in the ramp. Motorcycles and mopeds do NOT need a parking permit to park in these areas. Motorcycles and mopeds may not park in regular parking lot spaces at any time.

Bicycle racks are located by most residence halls, near O'Shaughnessy Educational Center and Murray Herrick Campus Center on north campus, and near Brady Educational Center and Frey Science Center on the south campus. 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 or Public Safety.

## **Disability Parking**

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. Meters should only be used in the event that the handicapped spaces in the lot are full. 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 St. Paul 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.

## **Abandoned Vehicles**

Please keep in mind that UST has limited parking and cannot allow needed space to be used as storage for unwanted or abandoned vehicles. Vehicles (even those with valid permits) parked in UST lots shall be moved within two days or shall be deemed abandoned vehicles and may be ticketed,

immobilized and/or towed, unless specifically authorized by the Department of Public Safety.

## **Snow and Ice Removal and Lot Repairs**

During times of snow removal or lot repairs, vehicles will not be allowed to park in the areas to be cleaned or repaired. Notices will be posted in the residence halls, at lot entrances, and in the Bulletin in advance. Vehicles hindering snow removal or lot repairs after posted notice are subject to ticketing and towing at the owner's expense. Note: UST is not responsible for damage resulting from towing.

Questions concerning snow removal or lot repairs should be directed to the Department of Public Safety. If a vehicle is left in a campus lot during winter break, prior approval from the Department is needed and the owner is responsible for arrangements to have it moved should snow removal be necessary.

## **Emergency Parking Situations**

In the event of a vehicle breakdown, flat tires or severe weather situations contact Public Safety to obtain short-term exceptions to parking prohibitions, concerning your emergency. Public Safety and Parking Services cannot authorize a vehicle to remain illegally parked in handicapped stalls, blocking traffic, fire lanes, etc. The Department of Public Safety reserves the right to deny emergency parking requests.

## **Summer Parking**

Parking permits are not required in most St. Paul surface lots during the summer (June – August). Permits will still be required in restricted lots during the summer, including lots P1, P3, P4 (School of Divinity), Lot Q (Faculty Residence), Lot L (Admissions) and Lot J (2085 Grand). All other parking regulations will continue to be enforced. These include: parking meters, overnight parking, unauthorized parking in restricted spaces (e.g. Rideshared, Hairworks, Child Development Center, etc.), no parking zones, loading docks, 15-minute zones, handicapped spaces, and fire lanes.

## Restricted Parking Spaces

Some spaces on the St. Paul campus require a special permit during designated times (e.g. Rideshare, Hairworks, Child Development Center, etc.). Outside of the times when special permits are required, a UST permit is required. All surface lot spaces, with the exception of meters and 15-minute zones, require a permit from 10 p.m. Sunday until 6 p.m. Friday.

## WHERE CAN I PARK OVERNIGHT & ON THE WEEKENDS?

### Overnight Parking

#### *Surface Permit Lots*

The proper parking permits are required in surface lots from Sundays at 10 p.m. to Monday at 2 a.m., Monday thru Thursday 5 a.m. to 2 a.m. and Friday 5 a.m. to 6 p.m. No parking permit is required from Friday at 6 p.m. to Sunday at 10 p.m. except in Lots J, P, Q, U, and L. See the “weekend parking” section below for more information.

#### *Surface Lot Overnight Parking*

There is no parking in any surface lot from 2 a.m. to 5 a.m. **except:**

- Employees who hold a valid parking permit and work nighttime shifts, who are parked in a faculty/staff lot;
- Students or employees who have obtained special permission from Parking Services for unique situations;
- Friday and Saturday nights, only in Lots A, V, X, and Y

This is subject to change due to lot closure, lot repair or snow removal. In such cases, notices will be posted in the resident halls and at the effected lots in advance.

#### *Ramp*

Only those with valid parking contracts or resident permits are allowed to park in the ramp overnight. Parking is not permitted between the hours of

2 a.m. and 5 a.m. in the visitor side of the parking ramp for non-contract holders. All individuals finding it necessary to leave a vehicle in the ramp between 2 a.m. and 5 a.m. must first obtain permission by contacting Parking Services or Public Safety.

## Weekend Parking

Vehicles without a permit will not be ticketed from 6 p.m. Friday until 10 p.m. Sunday in resident, faculty/staff and commuter lots. Overnight parking is only allowed in Lots A, V, X and Y as described above. All restricted lots and all other regulations will be enforced.

## WHAT IF I GET A PARKING TICKET?

### Enforcement and Penalties General Information

Parking permit and contract/hourly sales revenue is used to pay for the cost of parking at UST, including lot maintenance, repair, snow removal, construction and administration. Enforcement of parking rules and regulations is done to provide fair and equal parking for those who have purchased a parking permit. The fact that a person parks in violation of any law, policy or regulation and does not receive a citation does not mean that the law, policy, or regulations is no longer in effect. Using emergency flashers does not allow drivers to illegally park their vehicles, particularly in handicapped spaces, fire lanes, at yellow curbs, etc.

### Violation Explanations

The amounts listed are subject to change without notice. Stall definition: a legal parking space consists of lines painted on the lot, designating a single parking space.

- \$0 **Warning:** A warning ticket may be issued for any violation. No fine is imposed. First time violators may still be issued citations and not a warning.
- \$10 **UST Permit Not Correctly Displayed:** Parking permits must hang from the rear view mirror of the vehicle fully visible with the

permit number facing out so that the permit number is visible from the outside of the vehicle.

- **\$15 Permit Valid 5 p.m. – 2 a.m. Only:** Vehicles with evening permits may park in designated lots only between the hours of 5 p.m. and 2 a.m.
- **\$15 No Overnight Parking:** Vehicles without valid UST resident permits may not park overnight on the UST campus without prior approval of the Department of Public Safety and Parking Services. Only resident students with ramp permits are allowed to park overnight in the ramp.
- **\$15 Not Within Marked Space:** No vehicle may be parked in a space at an angle, on/or over a stall line.
- **\$20 Expired Meter:** All meters are for VISITORS ONLY (Lots B, G, H, M, N, O and W). The hours of enforcement are on a 24-hour basis. A jammed meter must be reported immediately to the Department of Public Safety and Parking Services, or a citation may be issued. Meters that are repeatedly jammed or out of order may not be used for parking.
- **\$30 15-Minute Zone:** No vehicle may be parked or standing in excess of 15 minutes in a zone marked “15 Minutes.”
- **\$40 No Parking Zone:** No motor vehicle may be parked in any space not specifically marked as a parking space or stall – no sign required.
- **\$40 Snow Removal:** Upon being given notice that a lot will be plowed to remove snow, vehicles must be moved by the posted time.
- **\$40 No Valid UST Permit:** No motor vehicle may be parked on the University of St. Thomas campus without a UST parking permit or authorization except in designated visitor areas.
- **\$40 Unauthorized Parking:** Only vehicles assigned or authorized to park in specifically reserved or designated parking areas may be parked in these spaces. Unauthorized vehicles found in reserved or specifically designated parking stalls, parking lots, or roadways may be ticketed and/or towed at the owner/operator’s expense without further notice. A parking space that is coned off is considered a reserved space.

- **\$40 Parked on Grass/Sidewalk:** No vehicle may be parked between the boundary line of any parking lot and a sidewalk or any grassy area or area designated as a lawn.
- **\$50 Parked in Roadway/Obstructing Traffic:** Vehicles may not be parked on any roadway in such a manner as to leave insufficient width of the roadway for free movement of vehicle traffic. When parallel parking, vehicles must be parked within 12 inches from the curb. Vehicles not parked far enough into a parking space as to leave the end of the vehicle hanging noticeably outside the parking space shall constitute a violation.
- **\$50 Loading Dock/Dumpster:** Vehicles other than a commercial or university vehicle may not use any part of a dock area unless prior permission is obtained from the Department of Public Safety and Parking Services. No vehicle may be parked as to block vehicle access to any dumpster.
- **\$100 Fire Lane/Fire Hydrant:** Vehicles may not be parked in an area designated (with signs or yellow slashed lines) as a fire lane, along a painted curb, or within 10 feet of a fire hydrant. Due to potential emergency situations, parking in a fire lane, even for a moment, shall constitute a violation.
- **\$100 Handicapped Zone/Ramp:** Vehicles may not be parked in a space designated for handicapped parking, or handicapped loading/access, without displaying a current state-issued handicapped license plate or permit. The state fine by public law enforcement agencies of up to \$200 may be imposed for this violation in conjunction with the UST fine of \$100.
- **\$100 Illegal Use of Permit:** Illegal transfer of resident parking permits may result in your vehicle being ticketed, immobilized, and/or towed as well as loss of parking privileges. Obtaining a parking permit under false pretenses, falsifying the information on the permit application, or having incorrect license plate information displayed on the permit (for resident students) shall constitute a violation.
- **\$200 Use/Possession of a Stolen/Altered/False Permit:** The theft of, use or possession of a lost, stolen, invalid, false or altered parking permit constitutes a violation. This also may result in revocation of parking privileges. NOTE: Theft of a parking permit may result in criminal action being filed.

Outstanding citations may be billed to the student's account at any time. Once the citation is past due, a \$5 late fee will be added and Public Safety will also charge a \$10 processing fee. If motor-vehicle records are required to establish ownership, an additional \$25 fee will be added. If a student's family member is found to be the owner, all outstanding citations may be billed to the student's account at any time.

## Towing

Vehicles parking on UST property, with multiple unpaid citations, are subject to being towed. Continued and blatant disregard for UST parking regulations is unacceptable and subject to ticketing and towing. Vehicles whose owner cannot be identified through motor-vehicle records or whose owner is not a current student or employee may be towed without notice at the driver's expense (\$40 Immobilization Processing Fee) any time the vehicle is found parked on the university campus.

In addition, if the operator is found to be a student, unpaid tickets will be billed to the student's account and a financial hold may be placed on the student's record until all outstanding fines are paid, thus preventing registration and access to transcripts.

Generally vehicles are subject to immobilization, towing and/or fines at any time for any of the following violations:

1. Illegal parking.
2. Three or more outstanding citations or an illegal, stolen or revoked permit.
3. Failure to move a vehicle during snow removal, lot closing or lot renovation.

## Other Charges

- \$5 Late fee for each overdue citation
- \$10 Public Safety student account processing fee
- \$25 Motor-vehicle service look-up charge: This refers to the cost of looking up vehicle ownership information through motor-vehicle

search engines in order to bill the owner and/or student for citations.

\$40 Immobilization processing fee

## Appeals Process

The Parking Appeals Committee reviews written appeals from individuals challenging parking violations. The committee consists of faculty, staff and student representatives. The appeals coordinator, who is not a voting member, will be present for informational and recording purposes only. Due to the nature of the committee, membership is kept confidential and appeals cannot be presented to the committee in person. Appeal forms may be obtained in person, submitted online, mailed, or faxed from the Department of Public Safety.

The committee adheres to the following procedures and responsibilities:

1. The appeal form and citation must be received by the Department of Public Safety within 10 days of the date the citation was issued. The appeal form must be filled out in its entirety.
2. The payment of the citation under appeal is suspended without penalty during the appeal process.
3. The committee will discuss and vote on the outcome of the appeal.
4. If the committee may decide to cancel the fine, reduce the fine or deny the appeal and keep the fine.
5. All decisions made by the Appeals Committee are final.
6. Once the appeal is denied, failure to pay the issued citation within five days from the date of notice will result in a late fee.
7. Fines that have been reduced by the committee will return to their original amount if not paid within five days of the date of notice.

An appeal should be based on the fact that the violation notice was issued in error or contrary to the regulations listed in this Parking Guide. A lost permit, forgetfulness, parking only for a short period, failure to display parking permit, and/or not seeing the signs are unacceptable grounds for appeal.

*Note: A citation may not be appealed if the vehicle or permit holder has any other unpaid fines.*

## **Ticketing at the Start of the Semester**

In order to ease parking problems during the start of the fall semester, permits will not be required to be displayed on vehicles until 10 p.m. Sunday, September 13, 2009. However, Public Safety and Parking Services will begin ticketing for “No Overnight Parking” in non-resident lots at 2 a.m. on Wednesday, September 9, 2009. All other regulations will still apply during this time.

**There will be no grace period at the start of spring semester; parkers are expected to obtain and display a permit throughout J-Term and at the start of spring semester.**

## **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.

### **Rideshare Permit Program**

Two or more people, with a limit of eight, who have each purchased UST parking permits, may apply for a free Rideshare permit. This permit allows the vehicle displaying the permit to park in designated Rideshare spaces. These premium spaces are set aside in Lots G and H.

## 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)2-4100 (Minneapolis Campus), or at (96)2-5100 (St. Paul Campus). 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)2-4100 (Minneapolis) or at (96)2-5100 (St. Paul) 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 ST. PAUL AND MINNEAPOLIS 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.

## **WHERE CAN I PARK OFF-CAMPUS?**

### **City Permits**

A City of St. Paul permit is required to park on many of the streets bordering the St. Paul campus (the farther away from campus, the more free parking is available). Only people who live in the neighborhood may purchase such permits from the city of St. Paul. Even in areas where no permit is required, there is a 48-hour limit for parking a vehicle in the same location on city streets. Please read all signs before parking on city streets and check with the City of St. Paul, (651) 292-6600, if you are unsure.

If it is necessary to park on city streets, be aware of all signs, be considerate of the neighbors by parking properly (not blocking driveways), and using main traffic arteries, not side streets, when commuting to St. Thomas.

### **City Snow Emergencies**

Snow emergencies may be declared by the city of St. Paul; please call (651) 266-PLOW (7569) if you are unsure where to park. If you are parked on a city street during the snow emergency, your vehicle may be subject to ticketing and towing. Please be aware that due to snow removal needs on campus, parking in St. Thomas lots during city snow emergencies is NOT allowed unless otherwise posted by Public Safety.

## **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.com](http://www.metrotransit.com). 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 does 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 the UST Parking Services office. 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 Parking Services Office. 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).

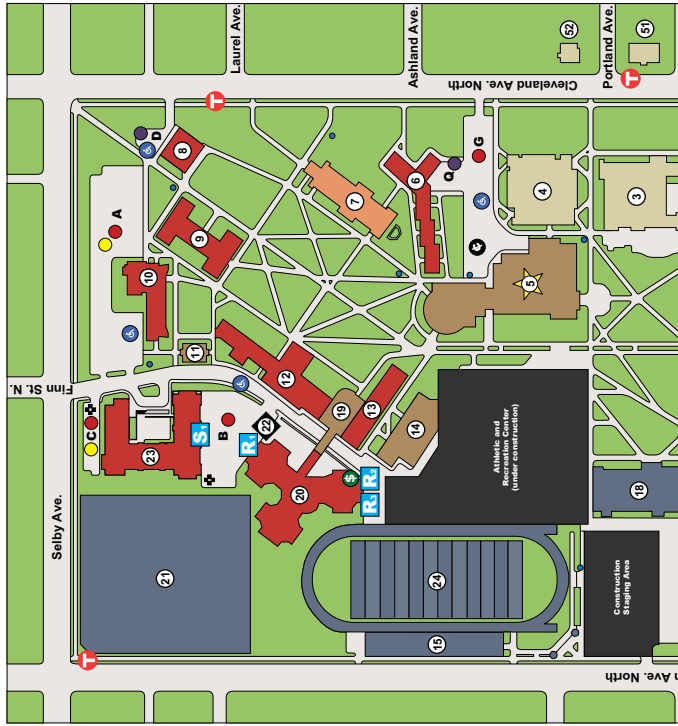


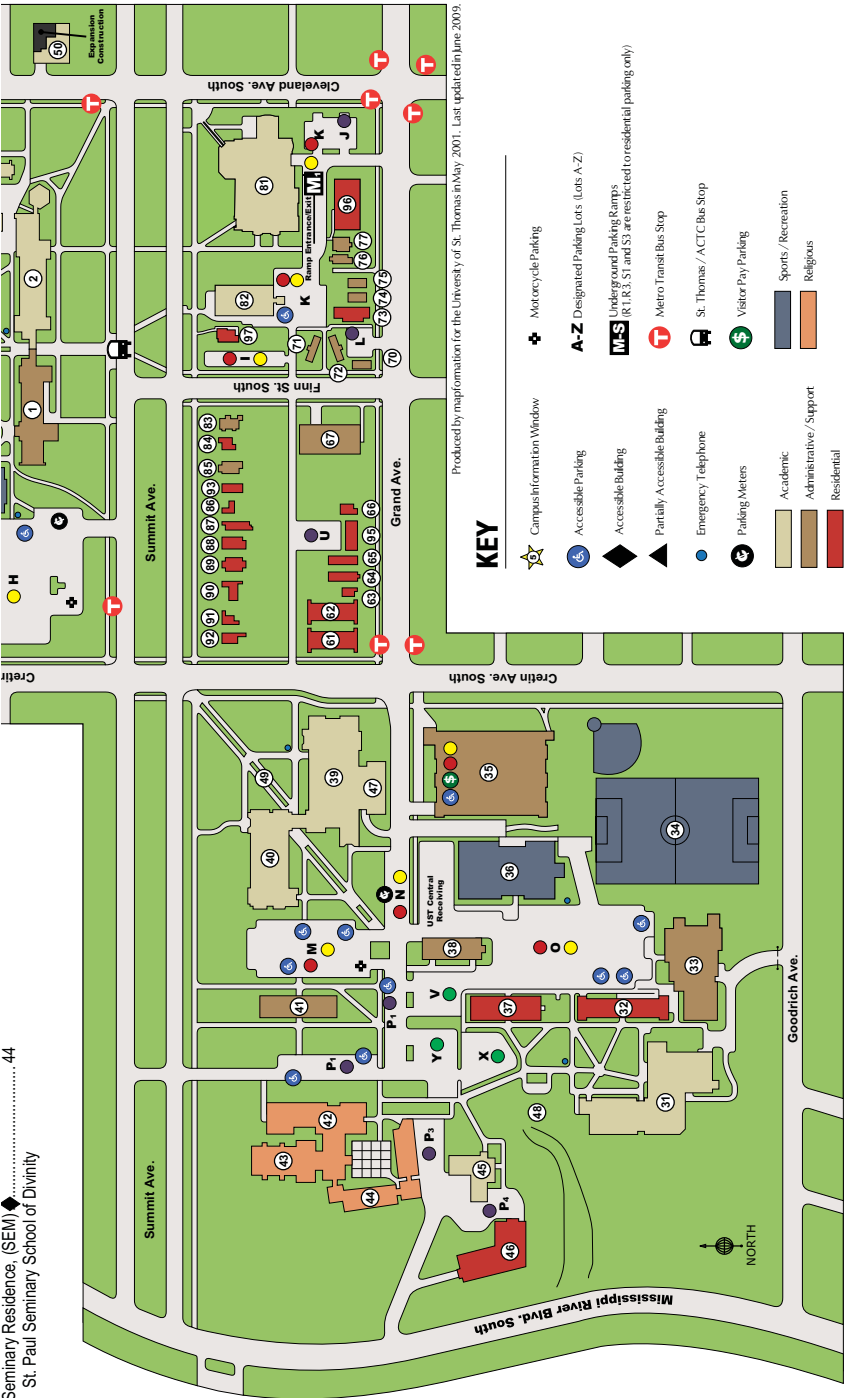
# UNIVERSITY of ST. THOMAS

## Campus Parking Information

- Commuter Student Permit (Evening Permit: 5pm - 2am)
- R North Resident Permit
- South Resident Permit
- Employee Permit (Evening Permit: 5pm - 2am)
- M Employee Contract Parking
- Restricted Parking

Admission Office, (32F) 32 South Finn.....	72	Service Center, (SER) ♦.....	38
Alumni and Constituent Relations, (ACR).....	11	Sitzmann Hall, (55S).....	50
Anderson Parking Facility.....	35	South Athletic Fields, (SAF).....	34
Aquinas Hall, (AAQ).....	1	St. John Vianney Seminary, (SJV) ♦.....	10
Athletic and Recreation Center (under construction)		St. Mary's Chapel, (SMC).....	43
Binz Refectory, (BIN) ♦.....	33	St. Paul Seminary.....	
Brady Educational Center, (BEC) ▲.....	31	School of Divinity ♦.....	
Brady Hall, (BRA) ♦.....	13	Summit Classroom Building, (SCB).....	82
Byrne Residence, (BYR) ♦.....	46	44 S. Cleveland Avenue, (44C).....	51
(Archdiocese of St. Paul/Minneapolis)		2085/87 Grand Avenue, (85G).....	96
Chapel of St. Thomas Aquinas, (CHA) ▲.....	7	2091 Grand Avenue, (91G).....	77
Child Development Center / Student Residence ♦.....	67	2083 Grand Avenue, (83G).....	76
Cretin Hall, (CRE).....	37	2087 Grand Avenue, (87G) ♦.....	75
Development Office, (DEV).....	83	2103 Grand Avenue, (03G).....	74
Dowling Hall, (DOW) ♦.....	12	2109 Grand Avenue, (09G).....	73
ELS Language Centers (SCB).....	82	2117/19 Grand Avenue, (19G).....	70
Faculty Residence, (FCR) ♦.....	6	Parking Services.....	
Flynn Residence Hall, (FRH) ♦.....	23	2143 Grand Avenue, (43G).....	66
Grace Hall, (GRA) ♦.....	32	2151 Grand Avenue, (51G).....	95
Greenhouse, (GRH) ♦.....	47	Residence Life.....	
Grotto.....	48	2159 Grand Avenue, (59G).....	65
Ireland Hall, (IRE).....	9	2163 Grand Avenue, (63G).....	64
Archbishop Ireland Memorial Library, (IRL).....	45	2167 Grand Avenue, (67G).....	63
John Paul II Hall, (JP2).....	8	2171 Grand Avenue, (71G).....	62
Koch Commons, (KOC) ♦.....	19	Residence Life.....	
Loras Hall, (LOR) ▲.....	41	2175 Grand Avenue, (75G).....	61
McCarty Gym and Natatorium, (MCG).....	36	Residence Life.....	
McNeely Hall, (MCH).....	81	2057 Portland Avenue, (57P).....	52
Morrison Hall, (MOR) ♦.....	20	30 South Finn Street, (30F).....	71
Murray-Herrick Campus Center, (MHC) ♦.....	5	2110 Summit Avenue, (10S).....	97
North Athletic Fields, (NAF) ♦.....	21	2130 Summit Avenue, (30S).....	84
O'Shaughnessy Educational Center, (OEC) ♦.....	4	2134 Summit Avenue, (34S).....	85
O'Shaughnessy Hall, (OSH) ♦.....	18	Development.....	
O'Shaughnessy Stadium, (STA) ▲.....	15	2140 Summit Avenue, (40S).....	93
O'Shaughnessy-Frey Library Center, (LIB) ♦.....	3	2144 Summit Avenue, (44S).....	86
O'Shaughnessy Science Hall, (OSS) ♦.....	40	2150 Summit Avenue, (50S).....	87
Owens Science Hall, (OWS) ♦.....	39	2154 Summit Avenue, (54S).....	88
Palmer Athletic Field, (PAF) ♦.....	24	2166 Summit Avenue, (66S).....	89
Physical Plant, (PHP) ♦.....	14	2170 Summit Avenue, (70S).....	91
Public Safety Office ♦.....	22	2174 Summit Avenue, (74S).....	92
Roach, John R.....	2		
Center for the Liberal Arts, (JRC) ♦.....			
Sabo Plaza ♦.....	49		
School of Divinity, (SOD) ♦.....	42		





Produced by mapinformation for the University of St. Thomas in May 2001. Last updated in June 2009.

### KEY

- Campus Information Window
- Accessible Parking
- Accessible Building
- Partially Accessible Building
- Emergency Telephone
- Parking Meters
- Academic
- Administrative / Support
- Residential
- Motorcycle Parking
- A-Z** Designated Parking Lots (Lots A-Z)
- M-S** Underground Parking Ramps (RTR, L, S1 and S2 are restricted to residential parking only)
- Metro Transit Bus Stop
- St. Thomas / ACTC Bus Stop
- Visitor Pay Parking
- Sports / Recreation
- Religious