

Parking Rules & Regulations



SAFETY & SECURITY DEPARTMENT



Parking Rules & Regulations

These rules and regulations are applicable to all persons who operate or park a motor vehicle on the University of St. Francis Main and St. Clare Campuses in Joliet. To ensure the maximum use of the limited parking facilities on those two campuses, it is necessary to regulate the parking of all faculty/staff, student and visitor-operated motor vehicles and motorcycles. The Safety & Security Department and the University of St. Francis assume no liability for vehicles parked or operated on the university property—rather, the registered owner or operator of a vehicle or motorcycle assumes all liability for parking on university property.

Every individual operating a motor vehicle or motorcycle in any parking lot must do so with due regard for the safety of pedestrians and in compliance with the motor vehicle laws of the state of Illinois, the traffic ordinances of the city of Joliet, and other such regulations that may be adopted by the University of St. Francis. Note that all motorcycles must be registered with the Safety & Security Department; there is no charge for this registration.

PERMITS

Parking at the University of St. Francis is by permit only. The current charges per year, to park at either Main or St. Clare Campus, is \$50 for employees and commuter students, \$30 for residents, and \$10 for Ricoh, Quest Food Management Services 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 parking permits, which can 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 15 until August 15 of the following school year, provided payment is current. **Hanging tag permits should be hung from the rear view mirror while parked or on the dashboard in clear view.**

Report a lost or stolen permit to the Safety & Security Department immediately. Applicants will need to purchase a replacement permit.

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. During the hours of 4 p.m.-Midnight, there are no permit-type restrictions. Any permit may park in any lot. Any parking lot may be blocked

and reserved for special events, and all approved parking times in certain lots can be changed at any time based on the needs of the University of St. Francis, and any changes made will be communicated prior to those changes being implemented.

VISITOR PARKING

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. No student, faculty or staff member can park in the visitor spaces.

All university guest vehicles and motorcycles to be parked in the university's lots for more than one hour must be registered at the Safety & Security Department office on Main Campus (1st Floor, Tower Hall) or at the St. Clare Campus security desk (1st Floor, Guardian Angel Hall) if no accommodations have been made for reserved event parking.

OVERNIGHT AND RESIDENT RESTRICTIONS

Overnight parking is only allowed in the Taylor Street South Lot and the Recreation Center Lot. Overnight restrictions are from Midnight-6 a.m., Sunday-Saturday. Taylor Street North Lot overnight restrictions are from Midnight-5 a.m. During these hours, all other parking lots are to be cleared.

This restriction is strictly enforced. If a faculty or staff member, commuter student or university guest wishes to leave their vehicle on campus overnight, the owner or operator must contact the Safety & Security Department to register the vehicle and park it in either the Taylor Street South Lot or the Recreation Center Lot.

ST. BONAVENTURE CAMPUS

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. Find the shuttle schedules at stfrancis.edu/shuttle-service.

Enforcement

Parking rules and regulations apply, regardless of whether signs are posted in USF's parking lots. The Safety & Security Department and individuals designated by this department are authorized to enforce USF's Parking Rules & Regulations. The Joliet Police Department also regularly patrols the campus and issues ticket violations in accessible parking spaces and fire lanes, and enforces local ordinances. Violations that result 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 or in a no-parking zone.
- » Visitors parking improperly in a space.
- » Vehicles parked in accessible parking spaces without proper accessible parking identification.

PERMIT RESTRICTION VIOLATIONS

\$50 permits for employees and commuter students allow parking at the Main and St. Clare Campuses from 6 a.m.-Midnight, Sunday-Saturday.

\$30 permits for resident students allow parking at the Main and St. Clare Campuses from 6 a.m.-Midnight, Sunday-Saturday. Overnight parking is available in the Taylor Street South Lot and Recreation Center Lot from Midnight-6 a.m., and in the Taylor Street North lot from Midnight-5 a.m.

\$10 permits for Ricoh, Quest Food Management Services and Barnes & Noble employees and adjunct instructors allow parking at the Main and St. Clare Campuses from 6 a.m.-Midnight, Sunday-Saturday.

The Joliet Police Department will give ticket violations in fire lanes, accessible parking spaces and near fire hydrants—they 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, but not limited to:

- » Permit fraud (if applicant misrepresents permit holder, or if vehicle is misrepresented)
- » Unauthorized transfer of a permit
- » Excessive violations
- » Speeding

Tickets must be either paid in full or appealed within 14 days (2 weeks) of the ticket issuance. After a 14-day period has elapsed, unpaid or unappealed

tickets will be automatically billed. Unpaid student tickets will be charged to the student's account. Unpaid faculty/staff tickets will be billed through the Student Accounts Office.

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

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 to the vehicle operator's account.

If you wish to initiate a ticket appeal, you need to email ticketappeals@stfrancis.edu. The appeal will be reviewed by the University of St. Francis Parking Appeal Committee. Please allow up to 14 business days for processing of appeals. The vehicle owner/operator will be notified by email whether the University of St. Francis Parking Appeal Committee has granted the appeal or denied the appeal. You may be permitted one voided ticket per semester.

In your appeal email to ticketappeals@stfrancis.edu, please state the reason for your appeal and give the following information:

- » Ticket Number
- » Violation Date
- » Vehicle Information
- » First and Last Name
- » USF Identification Number (800#)
- » Contact Information

PARKING MAP - MAIN CAMPUS

USF MAIN CAMPUS

Buildings, Structures & Parking



PARKING MAP - ST. CLARE CAMPUS

ST. CLARE CAMPUS

Buildings, Structures & Parking



PARKING FINES

These fines apply to all University of St. Francis campus parking 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