



September 202 — August 202





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# INTRODUCTION

## Introduction

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

Due to the complexity of parking on surface lots and six 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 St. Thomas, this guide reviews parking and alternative transportation options, as well as all policies, procedures and regulations. All regulations contained within this guide 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 guide and notify the community of any changes. The information in this guide can also be found online at [stthomas.edu/parking](http://stthomas.edu/parking).

In order to be parked legally on property owned by St. Thomas, you must purchase a valid St Thomas parking permit, or pay hourly in designated hourly parking areas. To qualify for a parking permit you must have a valid St Thomas picture identification card and must be engaging in St Thomas related business or events

# WHAT ARE THE PARKING PERMIT OPTIONS?

## Permit Pricing

Type	Valid	Price for Year	Price for Semester
Resident	3 3BNQ "1' -FWFM -PU 6	\$5	--
Commuter	Yellow Lots "1' 3 3BNQ	\$2	\$1
Evening Commuter 4pm – 2am	:FMMPX -PUT "1' 3BNQ	\$1	\$
Faculty/Staff	3FE -PUT "1' 3BNQ	\$2 Part-time \$4 Full-time	
'BDVMUZ 4UBGG \$ MONEY/ASCR	1 5PNNJF /PSUI 3BNQT	\$3 – Part-time \$7 – Full-time	--
J-Term Only	4FF \$PNNVUFS -P DBUJPSOT	\$	--
Motorcycle/Scooter	.PSSJTPO 3 "1' 'MPPS	TU \$	--

Yellow = -PUT # \$ % ( \* , - / "1'

Red = -PUT # %\$ ( \* , - "1'

3FTUSJD UFE Purple = Lots P 6 "1' MFWFM .PSSJTPO 3 If you have any of the above permits you may NOT park in UIJT Mots!

## Employee Permits

### Regular Faculty/Staff Permit Prices

Full-time ( .625FTE and above) \$4 full-year permit (\$) per bi-weekly pay period)  
Part-time (Below .625 FTE) \$2 full-year permit (\$) per bi-weekly pay period)

## Employee Ramp Contracts

### Regular Faculty/Staff Permit Prices

Full-Time ( .625FTE and above) \$7 full-year contract (\$) per bi-weekly pay period)  
Part-time (Below .625 FTE) \$3 full-year contract (\$) per bi-weekly pay period)

## Transfer of Permit or Contract and Temporary Permits

Employee and Commuter/Evening permits are valid for multiple vehicles; however, the license plate for any vehicle driven to campus must be affiliated with the parking permit in the parking management system, as parking enforcement is performed by a license plate recognition system. You may add the vehicle and license plate online BU TUUIPNBT U IPTUFE DPN PS CZ DBMMJOH UIF 1BSLJOH BOE 5SBOTQPSUBUJPC "MM QFSNJUT BSF WBMJE GPS POF WFIJDMF QBSLFE PO DBNQVT BU B UJNF

## Permit Refunds

### Employees

If an employee terminates employment prior to the end of the semester, payroll deductions will end X J U I F N Q M P Z N F O U. 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. Any exception to this policy will be decided by the Parking B O E 5 S B O T Q P S U B U J P O Services Office.

### 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 a resident student has moved off campus. Full refunds will be issued only if the permit is D B O D F M F E 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 D B O D F M J O H your permit after these deadlines, partial refunds will be issued on a prorated schedule.

### 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.



## Hourly Parking Ramps (Anderson Parking Facility and ) U H \ Garage)

If parking in a ramp and paying by the hour, you may park in either the Anderson Parking Facility M F W F M T  
B O E (near the corner of Grand Ave and Cretin Ave) . P S S J T P O 3 P O / P S U I ' \$ B X Q V T or the  
Residence Hall Parking 3 B N Q  
Only credit card payments are accepted.

### Pre-pay at Pay Station — Credit Card Only

- Enter the ramp using the entrance driveway. Park your vehicle in an open space.
- Once your vehicle is parked and secured, make note of your license plate number and proceed to one of the pay stations located in either the parking ramp lobby or on the first floor.
- Enter your license plate number, and the duration of time you intend to park your vehicle in the ramp.
- Pay by credit card.
- Please note you will not need to leave a ticket or parking slip on your vehicle.
- By entering your mobile phone number at the time of payment, you have the option to add time to your parking stay through mobile payment.







## 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 cannot authorize a vehicle to remain illegally parked in handicapped stalls, blocking traffic, fire lanes, etc. The Department of Public Safety and the Parking B O E 5 S B O T Q P S U B U J P O Services Office reserve the right to deny emergency parking requests.

## J-Term Parking

Parking permits are required in all St. Paul surface lots and ramps during J-Term (January). There is no change in parking regulations for J-Term. Permits for J-Term only are available for purchase U I S P V H I U I F Q B S L J O H Q \$3 ; J-Term parking is included with the purchase of a Fall, Spring or a full year St. Paul parking permit. As always permits are required in restricted lots during J-Term, including lots P (School of Divinity). All other parking regulations will continue to be enforced. These include but are not limited to overnight parking, unauthorized parking in restricted spaces (e.g. Admissions, etc.), no parking zones, loading docks, 15-minute zones, handicapped spaces, and fire lanes.

## Summer Parking

Parking permits are not required in most St. Paul surface lots during the summer (June – August). All other parking regulations will continue to be enforced. These include but are not limited to overnight parking, unauthorized parking in restricted spaces (e.g. Admissions, 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. Admissions, etc.). Outside of the times when special permits are required, a St. Thomas permit is required.

# WHERE CAN I PARK OVERNIGHT & ON THE WEEKENDS?

## Overnight Parking

### 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 B O E 5 S B O T Q P S U B U J P O Ser for unique situations;
- Friday and Saturday nights, only in Lots " " 1 ' - F W F M

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

## Ramps

Parking is not permitted between the hours of 2 a.m. and 5 a.m. in the parking ramps. Only those with valid resident permits can park in the R3 level of the Morrison ramp P S - F W F M P G " 1 ' " M M J O E J W J E V B M T finding it ne a vehicle in the ramp between 2 a.m. and 5 a.m. must first obtain permission by D P O U B D U J O H 1 B S L J O H 4 F S 1 V C M J D 4 B G F U Z

## Weekend Parking

On Friday and Saturday nights, overnight parking, between 2 a.m. and 5 a.m., is allowed only in Lots " " .1 ' Additionally, vehicles without a permit will not be ticketed during the day, beginning at 6 p.m. Friday until 10 p.m. Sunday, in faculty/staff and commuter lots. Overnight parking is only allowed in Lots " " 1 ' - F W F M B T E F T D S B C P W F " M M 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 St. Thomas, 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. Using emergency flashers does not allow drivers to illegally park their vehicles, 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 .
- \$15 Vehicle Registration Required: All vehicles parked on St Thomas property must either have a St Thomas issued parking permit or pay by the hour to park . Permits and hourly parking require registration of the vehicle's license plate number .
- \$ No Overnight Parking: Vehicles without valid St. Thomas resident permits may not park overnight on the St. Thomas campus without prior approval of the Department of Public Safety and/or Parking B O E 5 S B O T Q P S S B O S D O Only resident students with ramp permits can park overnight in the R2 or R3 levels of the Morrison Parking Ramp P S U I F M P X F S M F W F M P G " 1 ' " Q Q M J F T U P 6 4 5 Q
- \$15 Not Within Marked Space: No vehicle may be parked in a space at an angle, on/or over a stall line.
- \$3 15-Minute Zone: No vehicle may be parked or standing in excess of 15 minutes in a zone marked "15 Minutes ."
- \$4 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 .
- \$4 No Valid St Thomas Permit: No motor vehicle may be parked on the University of St. Thomas campus without a St . Thomas 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



4. 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 business 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 business 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 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 until 10 p.m. on Sunday, September

# 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 651-962-4100 (Minneapolis Campus), or 651-962-5100 (St. Paul Campus). In the event of an emergency, please contact us at 651-962-5555.

### Patrols

Officers make frequent patrols of all the parking lots and buildings on both campuses. If you see a vehicle parked

651-962-5555.

# 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 present 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 in front of the Anderson Student Center) 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/parking](http://www.stthomas.edu/parking).

## WHERE CAN I PARK OFF-CAMPUS?

### City Permits

A City of S B J O U 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 S B J O U 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 4 B J O U 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 S B J O U 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, BOE JO LFFQJOH XJUI PVS TVTUBJOBCJM J alZ above the BdsJmT Transportation are encouraged.

### Metro Transit Bus System

Call 612-349-7000 for information on bus schedules or check the Metro Transit website at [metrotransit.com](http://metrotransit.com). The following transit passes are available to purchase from UST: (all prices subject to change)

### Employee MetroPass

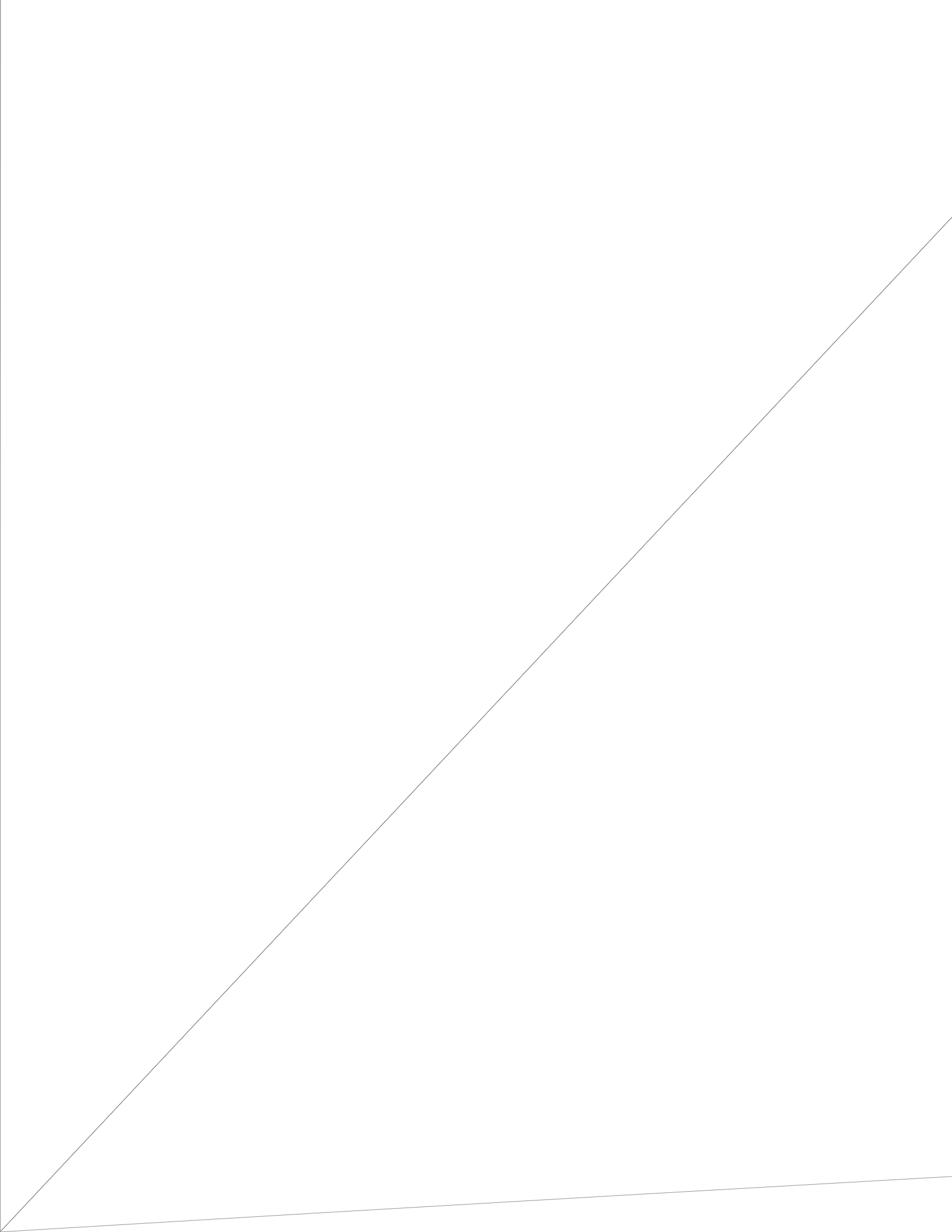
Full-time employees (.625 FTE or greater) who choose not to drive to campus and do not purchase a contract or permit are eligible for the Employee Metropass program. Eligible employees can purchase a yearlong Metropass for \$400 through payroll deductions. This pass is valid for unlimited rides on all 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

for sale at the St. Thomas Parking Services office. A valid St. Thomas ID is required in order to purchase a pass. Employees who purchase St. Thomas 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 for the Student College Pass. The Student College Pass is available for purchase at the St. Thomas Parking Services office. A valid St. Thomas ID is required in order to purchase a pass. Employees who purchase St. Thomas parking permits are not eligible for the MetroPass.





Phone: (651) 962-5000

On-campus Emergency: (651) 962-5555

Off-campus Emergency : 911

Non Emergency: (651) 962-5100

Phone: (651) 962-7275

## PARKING REGULATIONS AND ENFORCEMENT

Parking on campus is a privilege, not a right. The privilege may be revoked for continued or gross violations of parking regulations. The university reserves the right to ticket, tow and immobilize, at the owner's expense, any vehicle that is parked on campus in violation of any rule. Permits are required in surface lots from 8 p.m. Sunday until 6 p.m. Friday, with the exception of restricted lots (marked with a purple dot) where special permits are required at all times. All other parking regulations are enforced 24 hours per day, seven days per week. St. Thomas students, faculty and staff are responsible for understanding and complying with the parking policies, procedures and regulations established by the university. This information is available online at [www.stthomas.edu/parking](#)

## FREY RESIDENCE HALL PARKING GARAGE

Frey Residence Hall Parking Garage allows for Admissions

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