



**ILLINOIS STATE
UNIVERSITY**
Illinois' first public university

Office of Parking and Transportation Regulations 2022-2023

Office hours

7:30 a.m.–5 p.m., Monday–Friday

Office of Parking and Transportation

709 N. Main St. | Campus Box 9250 | Normal, IL 61790-9250

phone (309) 438-8391 | fax (309) 438-7179 | Parking.IllinoisState.edu

University Police Department

105 Nelson Smith Building | Campus Box 9240 | Normal, IL 61790-9240

phone (309) 438-8631 | fax (309) 438-3029 | Police.IllinoisState.edu

Important information—Your parking allowances are stated on the back of your permit. **You are responsible for knowing this information and for knowing the information in this brochure and on the Parking and Transportation website.** If you have specific questions, please contact us by sending an email to Parking@IllinoisState.edu or call us at the phone number listed above. The following regulations are subject to revision at any time. The Office of Parking and Transportation reserves the right to change parking areas depending on demand and other factors. The Office of Parking and Transportation may control any or all lots for special events. The Office of Parking and Transportation is under the administration of the vice president for Finance and Planning, the associate vice president for Facilities Management, Planning, and Operations, and the director of Parking and Transportation. Contact the Office of Parking and Transportation or visit Parking.IllinoisState.edu if you need clarification or have any questions.

All vehicles occupying university parking facilities, other than metered spaces and visitor pay lots, must properly display a valid and appropriate parking permit during the posted hours. All vehicles occupying university parking facilities must display a valid vehicle registration.

Permits are the property of Illinois State University's Office of Parking and Transportation. Ownership is not transferable. **Permits are for the exclusive use of the registrant.** Permits may not be sold, exchanged, given away, or purchased from any person or agency other than the Office of Parking and Transportation. The registrant of the permit is responsible for all parking violations issued on the permit. Permits may not be reproduced or altered. The Office of Parking and Transportation reserves the right to revoke parking privileges.

Permits

Permit prices—Information about permit prices, proration, and refunds is located at Parking.IllinoisState.edu under the permits tab.

Lost, stolen, or revoked permits—Lost permits must be reported to the Office of Parking and Transportation immediately and can be replaced for \$12. Stolen permits must be reported to the University Police Department. Upon completion of a police report, the permit will be replaced at no charge. Any vehicle displaying a permit that has been reported lost, stolen, or revoked will be issued a parking citation and will be subject to immediate tow.

Permit display—Permit must hang from the rearview mirror (motorcycle/moped excluded) while the vehicle is parked and must be visible through the windshield to be considered properly displayed. The Office of Parking and Transportation recommends that hanging permits be removed from the rearview mirror before the vehicle is put in motion. The motorcycle/moped permit must be displayed at the rear of the cycle and be clearly visible. Vehicles that do not properly display permits are subject to citation.

Visitor and temporary permits—Information about visitor and temporary permits can be found at Parking.IllinoisState.edu under the parking/visitor parking tab.

Reserved space permits—Valid in the designated reserved space at all times. In the School Street garage, please park between the inner lines of your space. From 6 a.m. to 5 p.m., permit also valid in lots F71 and F62. From 5 p.m. to 4 a.m., permit also valid in other reserved spaces, garage zones, faculty/staff (red) surface lots and commuter (green) surface lots. If you are unable to park in your designated space from 4 a.m. to 5 p.m. due to a violator, you must contact our office for an accommodation. You cannot park in any other reserved space until after 5 p.m.

All garage zone permits—Valid in the North University Street garage, the South University Street garage, and the School Street garage in the garage zones at all times. From 6 a.m. to 5 p.m., permit also valid in lots F71 and F62. From 5 p.m. to 4 a.m., permit also valid in faculty/staff (red) surface lots, commuter (green) surface lots, and reserved spaces. Do not park in numbered reserved spaces at the School Street garage until after 5 p.m. Reserved spaces are located on the first and second floor. Numbers are painted on the pavement and on the wall. Vehicles must be removed from reserved spaces or surface lots by 4 a.m.

Faculty/Staff surface permits—Valid in faculty/staff (red) surface lots and commuter (green) surface lots at all times. From 5 p.m. to 4 a.m., permit also valid in reserved spaces and garage zones. Not valid in reserved spaces or garage zones until after 5 p.m. Vehicles must be removed from reserved spaces and garage zones by 4 a.m. Permit not valid in meters, business permit spaces, service vehicle spaces or the Bone Student Center pay lot.

South campus upgrade permits—Valid on the top floor only in the garage zone at the South University Street garage. An underlying faculty staff or student commuter surface permit must be purchased and displayed along with this permit. Permit not valid in other garage zones or in the blue zone. Permit not valid from 4 a.m. to 6 a.m. Pay careful attention to signage.

Student commuter permits—Valid in commuter (green) surface lots beginning at 6 a.m. From 5 p.m. to 4 a.m.; permit also valid in faculty/staff (red) surface lots, reserved spaces and garage zones. No parking from 4 a.m. to 6 a.m. Permit valid from 4 a.m. to 6 a.m. in lot S103 only. If you have an academic or university-based employment need to park from 4 a.m. to 6 a.m. in green surface lots closer to the main campus, you must contact our office for an additional permit.

Park and ride permits—Valid in lot S103 beginning at 6 a.m. From 5 p.m. to 4 a.m., permit also valid in faculty/staff (red) surface lots, commuter (green) surface lots, reserved spaces and garage zones. Permit not valid from 4 a.m. to 6 a.m.

Cardinal Court permits—Valid in Cardinal Court at all times. From 5 p.m. to 4 a.m., permit also valid in faculty/staff (red) surface lots, commuter (green) surface lots, reserved spaces and garage zones. Vehicles must be removed from after-hours parking spaces by 4 a.m. Permit is for resident use only and cannot be used by visitors. Permit not valid in meters, meters are for visitor use only. Pay careful attention to signage in the lot for additional parking restrictions. The faculty/staff parking spaces in this lot are not available for student parking at any time. A commuter permit may be purchased to park in commuter (green) surface lots before 5 p.m.

A67/A87 Student apartment permits—Valid in their specific lot at all times. From 5 p.m. to 4 a.m., permit also valid in faculty/staff (red) surface lots, commuter (green) surface lots, reserved spaces and garage zones. A commuter permit may be purchased to park in commuter (green) surface lots before 5 p.m.

Business permits—Valid in business permit spaces for up to two hours. Valid in metered areas and hourly pay lots at no charge for up to two hours. Time limits are strictly enforced. Valid in faculty/staff (red) surface lots and commuter (green) surface lots with no time limit. From 5 p.m. to 4 a.m., permit also valid in reserved spaces and garage zones. Permit not valid from 4 a.m. to 6 a.m. An employee permit must be displayed along with the departmental business permit when the permit is used by an employee of Illinois State.

Student residence hall permits—Valid in their specific lot or zone at all times. From 5 p.m. to 4 a.m., permit also valid in faculty/staff (red) surface lots, commuter (green) surface lots, reserved spaces and garage zones. Vehicle must be returned to designated blue lot before 4 a.m. You may be required to move your vehicle for large events on west campus, or for snow removal. You will be provided details via email.

U-High student permits—**U-High junior** permits are valid in lots U91 and G81 beginning at 6 a.m. Beginning at 3 p.m. permit valid in lots U83, G83 and G73. From 5 p.m. to 4 a.m., permit also valid in faculty/staff (red) surface lots, commuter (green) surface lots, reserved spaces and garage zones. Permit not valid from 4 a.m. to 6 a.m. Pay careful attention to signage in each lot and ensure you are parking in the correct area. **U-High senior** permits are valid in lots U83, G83 and G73 beginning at 6 a.m. From 5 p.m. to 4 a.m., permit also valid in faculty/staff (red) surface lots, commuter (green) surface lots, reserved spaces and garage zones. Permit not valid from 4 a.m. to 6 a.m. Pay careful attention to signage in each lot and ensure you are parking in the correct area.

Laboratory school permits—Valid in lot L54 and lot F83 in the spaces designated for Laboratory School permits for **up to 90 minutes** from 7 a.m. to 4 p.m. After 4 p.m., there is no time limit in designated spaces and the permit is also valid in faculty/staff (red) surface lots and commuter (green) surface lots. From 5 p.m. to 4 a.m., permit valid in reserved spaces and garage zones. Permit not valid from 4 a.m. to 6 a.m.

Motorcycle/Moped permits—Motorcycles and mopeds parked on campus must properly display this permit and park in the designated motorcycle areas at all times. Proper display is from the rear of the motorcycle/moped so that it is clearly visible to the enforcement staff. Motorcycles and mopeds are NOT allowed in the parking garages at any time. Motorcycles/mopeds must pay the hourly rate to park in the Bone Student Center hourly pay lot and must park in the area designated for motorcycles/mopeds.

Emeritus/Retiree permits—Valid in faculty/staff (red) surface lots and commuter (green) surface lots at all times. From 5 p.m. to 4 a.m., permit valid in reserved spaces and red reserved zones. Permit not valid in university hourly pay lots or meters/metered areas.

ADA accessible parking

ADA parking permits—ADA accessible parking permit usage is restricted to the permit holder or to the individual transporting the permit holder.

Faculty, staff, and students using an ADA permit on campus are required to register their ADA permit with the Office of Parking and Transportation and display a campus parking permit while parked. Visitors to campus must secure a daily permit to park in campus lots or may utilize metered areas or hourly pay lots for short-term parking. Note that meters must be paid unless the “meter exempt” ADA permit is displayed.

ADA permits may be displayed from the rearview mirror or on the dashboard of the vehicle. Campus parking permits must be displayed from the rearview mirror of the vehicle.

Faculty and staff who need temporary ADA parking arrangements must contact the Illinois Secretary of State's Office.

Students requiring temporary ADA parking arrangements should contact Student Access and Accommodation Services. Student Access and Accommodation Services cannot and does not issue ADA accessible permits but may be able to assist in other ways.

ADA visitor/special event parking—Accessible parking for guests with ADA permits is available throughout university parking lots. Vehicles must display their state-issued ADA permit/plates and their campus visitor permit. During special events, guests will be required to pay the special event fee to park.

ADA enforcement—Misuse of an ADA parking permit will result in a university fine. Individuals who allow someone to misuse their ADA permit may be reported to the Illinois Secretary of State which could result in the revocation of the ADA parking permit. ADA spaces on campus are strictly enforced. The striped areas adjacent to the space are part of the accessible space. No vehicle staging is allowed in an ADA space unless the ADA permit is displayed. Lack of available parking spaces does not allow an individual to park in an ADA accessible space without the state-issued ADA permit. Monetary penalty amounts for violations are determined by the Illinois Secretary of State's Office.

Campus Motorist Assistance Program

The Campus Motorist Assistance Program is aimed at helping students, faculty, staff, and guests of the University who experience motor vehicle problems while on campus at Illinois State University. This service is free.

We will perform such functions as jump starts, unlocking your vehicle if your keys are locked in, providing a container and/or transporting gasoline if you run out, as well as providing air if you have a flat tire.

For assistance, please call the Office of Parking and Transportation at (309) 438-8391, 8 a.m.–5 p.m., Monday through Friday; or call the University Police Department at (309) 438-8631, after 4:30 p.m., and all day Saturday and Sunday. Only lockouts are available after 9 p.m. every day, including weekends. Inoperable vehicles must be reported to the Office of Parking and Transportation and the University Police Department.

General information

Meters—All meters are enforced seven days a week, 24 hours a day. In the event of inoperative meters even if after normal business hours, the Office of Parking and Transportation or the University Police Department must be notified immediately. The Office of Parking and Transportation, (309) 438-8391, is open 8 a.m.–5 p.m., Monday through Friday; and the University Police Department, (309) 438-8631, is in operation 24 hours a day, seven days a week.

Loading zones—These spaces are for loading and unloading only and will be limited to 30 minutes. Time limits are strictly enforced.

Towing—Vehicles in violation are subject to immediate tow.

Open parking dates—During certain times when the University is closed, free parking is allowed in red and green surface lots on campus. For a list of these dates, please visit Parking.IllinoisState.edu and view the homepage.

Evening and weekend parking

Evenings: Faculty/staff and commuter lots (not to include reserved spaces, reserved zones, pay lots, and parking meters) have open parking Monday through Thursday beginning at 7 p.m. and ending at 4 a.m. the following day. These lots are closed from 4–6 a.m., Monday through Friday.

Weekends: Beginning at 7 p.m. Friday and until 4 a.m. Monday open parking is allowed in the faculty/staff and commuter lots on campus unless otherwise posted.

This does NOT include hourly parking in the pay lot, metered parking, or reserved areas.

Special event and other parking needs—Individuals or departments should inform the office.

Only the Office of Parking and Transportation is authorized to commit or approve the use or closure of university parking facilities. Approval from the Office of Parking and Transportation is required for any special event that will necessitate the disruption or rerouting of vehicular traffic flow.

Service vehicles—Service vehicle spaces are designated for university vehicles displaying "U" license plates only, or by special permission from the Office of Parking and Transportation.

Parking garage safety rules

- Skateboards are prohibited in the parking garages.
- No back-in parking is allowed in the parking garages.
- Speed limits must be strictly obeyed at all times in the parking garages.
- Motorcycles are not allowed in the parking garages.
- Please park between the inner lines of the hairpin markings to ensure vehicle access for your neighbors.

Vehicle accidents—All accidents involving a motor vehicle on campus must be reported immediately to the University Police. Any vandalism incurred in campus lots should also be reported to the University Police.

Vehicular breakdowns—Only licensed, operable vehicles may park on campus. Vehicles experiencing problems that prevent their removal from a parking area must be reported to the Office of Parking and Transportation. Contact our office at (309) 438-8391 from 7:30 a.m.-5 p.m., Monday through Friday. Contact the Illinois State University Police Department at (309) 438-8631 at all other times. Failure to report inoperative vehicles will result in a citation if the vehicle is in violation of rules and regulations. Handwritten notes are not considered acceptable notification.

Liability—Illinois State University assumes no responsibility or liability for loss or damage to any vehicle, nor does it assume any personal liability in connection with its parking program.

Miscellaneous

- Press passes, handwritten notes, or typed notes will NOT be honored for parking in university facilities.
- Parking areas are clearly outlined with white lines or parking blocks. Occupants must observe the confines of each space. Only one vehicle is allowed per space. Yellow lines designate no parking.
- Parking rules and regulations are enforced at all times when the University is open for business, including summer and semester breaks.
- For the most up-to-date and additional information about parking rules, visit Parking.IllinoisState.edu.
- To stay informed about parking on the ISU campus, join the Parking Announcements Listserv by sending an email request to Parking@IllinoisState.edu. You may also follow us on Twitter [@RedbirdParking](https://twitter.com/RedbirdParking).

Parking violations

For a complete list of parking violations and fine amounts please visit Parking.IllinoisState.edu and click on the citations tab.

Appeals

For information on how to appeal a parking citation or a tow of your vehicle please visit Parking.IllinoisState.edu and click on the citations tab.

Payments

Parking citations are payable in person by visiting our office, by depositing payment into one of our campus drop boxes (locations identified on the parking map), through the U.S. mail with proper postage, or online at Parking.IllinoisState.edu. Cash payments are accepted only in our office. Do not put cash in the drop boxes.

Give 'em a break

*If you hold a valid parking permit and were issued a citation for not correctly displaying your permit, contact our office for a review and possible removal/reduction of the fine.

*If you are a visitor to our campus and receive a ticket, please contact our office. If the citation meets the necessary criteria, it may be eligible for removal.

Our office must be contacted within 30 days of the ticket date to receive any removal/reduction review.

This brochure is not intended to list all parking rules and regulations. For complete information, please visit the parking website at Parking.IllinoisState.edu.