

I. Policy Information

Policy Title: Parking Policy

Policy Owner: Vice Chancellor for Finance and Administration

Responsible Official: Associate Vice Chancellor, Facilities and Services

Approved by: Chancellor with the advice of Cabinet

Date Approved: 09/27/2024

Effective Date: 09/27/2024

Targeted Review Date: One year from approval date

Contact: UIS Parking Operations, 2420 Theodore Dreiser Lane, BSB 43, Springfield Illinois 62703-5407, parking@uis.edu, (217) 206-8502

Related Policies:

1. The General Rules Concerning University Organization and Procedure, The Board of Trustees of the University of Illinois
2. Legislative Audit Commission, University Guidelines
3. Illinois Vehicle Code (625 ILCS 5)

II. Scope

This policy applies to all individuals who park or operate a motor vehicle on University of Illinois Springfield (UIS) property. Emergency services vehicles are exempt from this policy when used for official use.

III. Definitions

Abandoned/Inoperable Vehicle - Vehicle without a current license plate, in obvious disrepair (vehicle incapable of being driven), or which otherwise appears to be abandoned (has not been moved or used for 7 consecutive days or more).

Employees – All full-time, part-time, extra help, and temporary employees of the university and employees of non-university entities whose workplace or residence is on university property.

Motor Vehicle – All self-propelled vehicles that require a state license, including but not limited to automobiles, trucks, vans, motorcycles, etc.

Owner/Operator – The registered and licensed motor vehicle owner and/or operator.

Parking Hang Tag – A hang tag serves as authorization for parking in specific lots or spaces as indicated on the tag. It must be visibly displayed in the registered vehicle, preferably hanging from the rearview mirror and facing outward. It acts as evidence that the appropriate fee has been paid and the vehicle has been properly registered with Parking Operations.

Parking Maps - Parking maps visually depict the layout of authorized parking areas, lots, and spaces within the campus boundaries. They illustrate designated hang tag specific lots, parking zones, restricted areas, and other relevant parking information to guide students, faculty, staff,

and visitors in adhering to campus parking regulations. Parking maps, including a visitor-specific version, can be found on the [Parking Operations resources webpage](#).

PERKS (Personal Exclusive Reserved "Kar" Space) – An assigned parking space that may be used by the authorized hang tag registrant 24 hours a day, 365 days per year.

Students – All full-time and part-time students of the university.

University – The public higher education institution identified as the University of Illinois Springfield in the University of Illinois System, as defined in the Illinois Compiled Statutes (ILCS). This includes the entire institution and all properties owned, leased, or managed by the University of Illinois Springfield.

University property - All buildings, grounds, and other spaces owned, operated or leased by the university. This includes not only physical structures and lands but also resources such as facilities, equipment, and funds utilized for academic, research, or administrative purposes. The use and management of these properties are governed by university policies and the applicable state and federal laws.

Visitor – Any individual with a vehicle on university property who does not meet the above definition of an employee or student.

IV. Purpose

The purpose of this policy is (1) to solidify the processes and procedures required to enable individuals to obtain and enjoy parking privileges at UIS; (2) to ensure the diverse transportation needs of the campus community are met to the best of the university's ability; (3) to balance the campus community's needs while promoting sustainable transportation options; and (4) to ensure the safe, efficient, and equitable use of parking resources while supporting the university's education, research, and community engagement mission.

V. Statement of Policy

The university's parking policy regulates the parking of motor vehicles on university property. This policy governs parking facility allocation, use, and management to ensure safety, accessibility, and compliance. All vehicles parked on campus must adhere to the established policies, procedures and rules, including but not limited to permit requirements, designated parking areas, and enforcement procedures.

VI. Procedures

A. Parking

The university assumes no liability for vehicles operated or parked on UIS property that are not university property.

The university incorporates the rules found on the [Parking Operations website](#) into this policy and is authorized to change this policy/procedures/rules, impose fines for parking violations, remove vehicles from university property, and rescind parking privileges.

Enforcement of parking policy/procedure and any rules found on the Parking Website are the responsibility of Parking Operations, and the Campus Police Department, and their respective designees.

Any motor vehicle owner/operator parking on university property must pay for a parking hang tag, pay the parking fee at a parking meter, or pay station, or use the temporary event permit issued by the event or conference organizer.

Parking hang tags authorize employees and students to park in specific lots and/or a specific parking space corresponding to their parking hang tag. Employees and/or students must use the Parking Operations Application located on the [Parking Operations website](#) to register their vehicle, select their preferred hang tag, and pay the corresponding fee. The registrant must own the vehicle they are registering (or the vehicle must be owned by a family member living in the same residence). Parking hang tags are not valid for single-meter spaces and are not transferable.

Five types of parking hang tags are available for a motor vehicle owner/operator to purchase. The type of parking hang tag corresponds to the type of lot(s) in which the owner/operator may park a vehicle.

- **Economy:** An economy parking hang tag authorizes parking in economy parking lots. Economy lots are striped in yellow paint.
- **Standard:** A Standard parking hang tag authorizes parking in any standard and economy parking lot. Standard lots are striped in blue paint.
- **PERKS:** A PERKS parking hang tag authorizes parking in an individually assigned space and any standard and economy parking lot.
- **Residential:** A Residential parking hang tag authorizes parking in the residential parking lot associated with the student's campus residence. It also authorizes parking in I-South and J lots.
- **Emeritus:** An Emeritus parking hang tag authorizes parking in any standard and economy parking lot.

Parking hang tag fees can be found on the [Parking Operations website](#).

Full-time university employees may enroll in the payroll deduction program to pay for their hang tag fees.

Parking hang tags must be displayed and viewable through the front windshield of the motor vehicle with the hang tag number visible and readable through the windshield.

Parking lots are open for use from 6:00 a.m. to 1:00 a.m. daily. Residential, PERKS, B-East, I-North, and the Police Department lots are open 24 hours a day.

Overnight occupancy of vehicles on university property is prohibited. This includes residing in, living in, sleeping in, or remaining in a vehicle overnight. Such activities are not

permitted in any campus parking areas.

The issuance of a parking hang tag does not guarantee convenient or preferred parking, except for a PERKS hang tag. They simply allow the vehicle to park in the lots authorized by the hang tag.

Parking hang tags remain the property of the university and are not transferable.

Individuals must immediately report lost or stolen hang tags to Parking Operations in writing by email. Upon notification, the lost or stolen hang tag will be canceled. Individuals will be responsible for any parking violations issued before notifying Parking Operations of the loss or theft. To maintain parking privileges, a new hang tag must be purchased at the current fee for the intended hang tag type. The replacement cost may be waived for stolen hang tags upon providing Parking Operations with a police report identifying the hang tag as stolen.

B. Refunds

Parking hang tag refunds are available as either a full or partial refund as indicated below. The parking hang tag must be returned to Parking Operations, and a [Parking Hang Tag Refund Request Form](#) must be submitted to Parking Operations to obtain a refund. Employees using payroll deduction will see deductions end instead of receiving a refund.

- A 100% refund may be requested within the semester the hang tag was purchased. Students who completely withdraw from all classes within the first two weeks of the semester and employees who separate within the first two weeks of employment may request a 100% refund.
- A 50% refund may be requested by students or employees who paid for an annual hang tag. To apply for a refund, the Refund Request Form and parking hang tag must be submitted to Parking Operations before the winter break in December based on the dates listed in the academic calendar.

C. Visitor Parking

Visitor parking is available in most parking lots, except residential lots, Lot A, Lot H and Lot F. Visitors without a temporary event permit must pay a parking fee through the Park Smarter Mobile App, at the parking lot pay station, or single-space parking meter. Links to download the app are found on our [Visitor Parking website](#). Visitor parking is charged at an hourly rate, which is posted on the pay stations, meter, and Park Smarter Mobile App.

University departments/units may pay to reserve full or partial parking lots and may purchase PERKS annually for use by their guests. The department/unit will determine who may use reserved lots, spaces, or PERKS and when. Parking Operations will assist with signage, access/use enforcement, and general lot/space maintenance. [Reservation rates](#) and PERKS fees can be found on the [Parking Operations website](#).

D. Parking Violations

Parking policy/procedure or rule violations may result in the issuance of a parking ticket and the imposition of a fine. Parking tickets will specify the type of violation and fine. Parking violations and their corresponding fines can be found on the [Parking Operations website](#).

Fines must be paid within ten calendar days of the ticket issue date. Failure to pay a violation fine may result in the ticket being processed as a debt owed to the university. Fine amounts increase as indicated on the Parking Operations website if not paid within 10 calendar days from ticket date.

Parking privileges may be revoked for unpaid or overdue fines or for false/deceptive practices in obtaining a parking hang tag.

E. Parking Violation Appeal

An appeal for a parking violation can be made after the fine has been paid and within ten days of the ticket issue date. A [Parking Violation Appeal Form](#) must be completed and submitted to Parking Operations to begin the appeals process. Violations over ten (10) calendar days old or unpaid parking violations are not eligible for appeal. Students financially unable to pay the fine may request a waiver as part of the appeal process by completing the waiver section on the Parking Violation Appeal Form.

The Parking Appeals Board and Advisory Committee has been established to review parking violation appeals. The Committee has the authority to:

- Affirm the violation and/or fine.
- Dismiss the violation and/or fine.
- Grant a continuance or reschedule a hearing.

F. Pay the Parking Violation Fine

Parking violation fines must be [paid online](#) using a debit or credit card.

G. Vehicles Subject to Removal

The university is authorized to remove vehicles at the expense of the owner/operator under the following conditions:

- Motor vehicles blocking driveways, wheelchair ramps, fire lanes and hydrants, or parked in such a manner as to create a safety hazard or impede the normal flow of traffic may be removed immediately by Campus Police.
- Vehicles in handicap spaces without handicap plates (or a displayed hangtag) may be removed immediately when the violations are observed by a police officer or upon complaint to the Campus Police Department.
- Vehicles which are found abandoned and/or inoperable.

VII. Associated Documents

All necessary documents can be found on the Parking Operations website, but below are a few key documents:

- a) Parking Hang Tag Application
- b) Parking Hang Tag Refund Request Form
- c) Parking Violation Appeal Form

VIII. Related Laws, Guidance, and Policies

- I. The General Rules Concerning University Organization and Procedure, The Board of Trustees of the University of Illinois
- II. Legislative Audit Commission, University Guidelines
- III. Illinois Vehicle Code (625 ILCS 5)

Date approval recommended by Chancellors Cabinet: 09/17/2024

Date approved by Chancellor: 09/17/2024

Chancellor Signature: 