



March 2009

Re: Parking Permit Lottery for 2009-2010

Dear Student:

The Department of Public Safety provides a variety of law enforcement and related services. In addition, the department offers parking permits and transportation services to Faculty, Staff and Students.

Due to our urban environment and limited on-campus parking, permits **can only** be issued to select group of students. Every academic year the Department of Public Safety holds a parking lottery to allocate 175 permits to commuter students who require full-time or part-time parking. The lottery is done on a random basis and is only available to students who live outside a 3-mile radius from campus. Unfortunately, on-campus students are not eligible to apply. Address verification is conducted through our department and the Office of Residence Life.

This year, we will be accepting lottery applications beginning Monday, March 2, for the 2009-2010 academic year. Applications will be accepted until Monday, August 3, 2009 at 4:30 pm. Lottery winners will be notified via US mail beginning the week of August 10, 2008 with instructions regarding payment, as well as the date when permits may be picked up from our office. Submission of a lottery application does not guarantee a parking permit.

The Department of Public Safety and Associated Students do offer other means of transportation for students to commute to the University. Do not hesitate to contact us at (415) 422-4222 or Associated Students at (415) 422-7156 for more information.

If you have questions regarding disability related parking, please contact Student Disability Services at (415) 422-2613.

Public Safety is located in University Center 310. Our main office is open to assist you Monday through Thursday from 8:30 am to 5:00 pm and Friday from 8:30 am to 4:30 pm (closed daily from 1:00 pm to 2:00 pm for lunch).

Sincerely,

USF Department of Public Safety
Parking and Transportation

Attached
Parking Application
Parking Rules and Regulations

University of San Francisco
2009-2010 Student Lottery Parking Permit Application

Please be aware of the following with regards to The Department of Public Safety's Parking Lottery Application and Parking Permit Policy:

- **The deadline for applications is Monday, August 3, 2009 at 4:30 pm. Late applications will not be accepted.**
- Lottery winners will be notified via US mail beginning the week of August 10, 2009.
- Please print legibly. Your application will not be processed if there is missing information or required documents.
- ****Vehicle information and supporting documentation is required when submitting your application.**
- DPS reserves the right to change permit fees and parking application requirements without notice.
- Lottery applicants pay no fees at the time of application. Winners will be notified via mail regarding payment.
- DPS will not mail permits. Please be advised that students purchasing permits through the lottery are required to pick up permits in person during our normal business hours, M-TH 8:30 am to 5:00 pm and F 8:30 am to 4:30 pm in UC 310.
- *All parking permit sales are final. Please see our refund policy in the general parking rules and regulations located on the second page of the application.
- Be aware USF campus parking permits do not guarantee your vehicle a parking space on campus.
- Due to the limited number of parking spaces on campus, students living on campus or university sponsored housing are NOT eligible to receive parking permits. Address verification will be conducted on all student applications.
- Any persons with outstanding on-campus vehicle citations will not be issued a USF parking permit.
- Please read and sign the back of this form. Applications will not be processed without a signature from the applicant.

Last Name	First Name
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Home Address	City, State
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Zip Code	USF ID #
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Home Phone	Alternative Phone
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Graduation Year	USF Status
<input style="width: 95%;" type="text"/>	<i>Check all that apply:</i>
	<input type="checkbox"/> Full Time <input type="checkbox"/> Undergrad
	<input type="checkbox"/> Part-time <input type="checkbox"/> Grad

**** Must submit the following current copies:**

- **Vehicle registration**
- **Vehicle insurance**
- **Driver's license**
- **USF student ID card**

Vehicle Information

License Plate Number: _____

Make: _____

Model: _____

Color: _____ State: _____

Permit Types (Check One)

- *Full Time: \$255.00/semester**
Valid 24 hours, seven days a week
- *Part Time: \$154.00/semester**
Valid 3 days per week, 24 hours.
Please circle 3 days:
M T W T H F SA

- Which Semester?**
- Fall 2009 (exp. 1/31)**
 - Spring 2010 (exp. 5/31)**
 - Summer 2010 (exp. 8/31)**

READ AND SIGN THE BACK OF THIS FORM.

University of San Francisco General Parking Rules and Regulations

All drivers on campus are subject to University of San Francisco parking regulations. Each driver is responsible for knowing and abiding by these regulations. The rules and regulations apply 24 hours a day, 7 days a week.

- A valid University of San Francisco issued parking permit is required to park on University of San Francisco property. Permits are only valid through the expiration date and/or time displayed on them.
- Permits are for the sole use of the person named in the parking permit application. **Any attempt to transfer, loan, or resell the permit will result in confiscation of the permit and denies the right to obtain future permits with the University.**
- PARKING PERMITS DO NOT GUARANTEE YOUR VEHICLE A PARKING SPACE. Please be aware of your parking PAN number and the parking lots/garages you are allowed to park in.
- ***You are responsible for this permit; do not lose it. A \$100 replacement fee will be in effect for lost, misplaced or stolen permits.*** If any of the following occur: you purchase a new vehicle, your windshield becomes damaged or your permit becomes damaged, please bring in the permit to the Department of Public Safety and it will be replaced at no additional cost. Without the original permit a \$100.00 replacement fee will be assessed.
- ***A copy of vehicle(s) registration is required in order to process your parking permit application.*** It is the vehicle owner's responsibility that permits are placed on the correct vehicle listed on the permit. Altered permits or permits not matching the vehicle's license plate that the permit is placed on may be subjected to a \$150.00 fee or confiscation of the permit.
- ****Permits may be returned for a full refund minus 25% administration fee during the first 3 weeks of the semester.*** No refunds are available after the end of the third week of the semester. All requests must be made to the Operations and parking Manager. The permit and original receipt must be provided. Processing of any refund may take a minimum of ten business days. Any refunds will be processed according to the original method of payment.
- Parking is permitted only in areas identified as legal parking spaces by white stall lines on both sides or in front of vehicle. Parking in an unidentified, illegal parking space is prohibited.
- Disabled spaces marked with blue and white disabled signs are intended only for the use of persons displaying proper DMV and University disabled permits. Parking, obstructing, or preventing access to a disabled stall is unlawful.
- The campus speed limit is 10 miles per hour.
- Pedestrians must always be given the right of way on campus.
- No parking or stopping in fire lanes, no parking areas, and restricted zones.
- Areas not specifically designed for parking shall be considered "No Parking" zones.
- University officials may place barriers, traffic control devices or fences at any time for official business. Unauthorized movement or removal is prohibited. This may result in a parking citation or removal from University property.
- The Department of Public Safety is authorized to cite, boot, and/or tow, at the owner's expense, any vehicles on University property that violates the University's Parking Rules and Regulations.
- USF Parking Permits obtained from sources other than the USF Department of Public Safety are not valid. Fraudulent and illegally obtained parking permits may be confiscated by the Department of Public Safety.
- Based on your PAN number, permit number, and permit expiration date, your USF ONE CARD will give you access to security gates located at designated parking lots on campus. **You will not be allowed access through the security gates without your USF ONE CARD.**
- **All terms and conditions apply for USF ONE CARD usage.** ONLY THE CARDHOLDER MAY USE THEIR ONE CARD FOR THEIR VEHICLE TO GAIN ENTRANCE THROUGH ANY SECURITY GATE LOCATED ON CAMPUS.

I agree to abide by all University of San Francisco parking rules and regulations. I understand and agree that any delinquent fines may result in a delay in processing my parking permit application.

Signature: _____

Date: _____

Email Address: _____