



June 2009

**Re: Parking for 2009-2010 Academic Year (Evening, Motorcycle, One Day)**

Dear Students:

Your consistent feedback concerning parking and transportation services has helped us maximize our limited parking and transportation resources. Please find below the parking information for the 2009-2010 academic year.

- Student parking permit fees will not increase in the 2009-2010 academic year. Please refer to the attached application for parking permit fees.
- In order to apply for a parking permit, students must record their **USF Identification number** on their parking application. Your **USF ID** is located on your USF Connect student page. Applications without this identification number will not be processed.
- Permits will be processed and distributed based on the date and time of receipt. Please refer to the following schedule:
  - ✓ Permits will be ready for pick up at 9:00 am on Monday, August 17, 2009 for completed applications turned in by Monday, August 10, 2009 by 12:00 pm.
  - ✓ Permits will be ready for pick up on 9:00 am on Monday, August 24, 2009 for applications turned in by Monday, August 17, 2009 by 12:00 pm.
  - ✓ Student applications turned in after Monday August 24, 2009 will be contacted by the Department of Public Safety when their parking permit is available for pick up.

**Reminders**

- Students are limited to the purchase of one parking permit.
- The parking permit application attached to this memo is evening, one day or motorcycle permits. Full-time and part-time permits are available via the parking permit lottery. Please visit the Department of Public Safety website for more information on the parking permit lottery.
- All students who wish to park on University property must purchase a parking permit.
- A copy of your vehicle(s) registration must be submitted with the parking permit application. Parking permits will not be issued without this documentation.
- Valet service will continue to be offered in the Hayes-Healy Parking Lot and in Loyola Lot (PAN 3) at Lone Mountain, Monday through Thursday, 8:30 am to 3:30 pm, during the academic year. This service is available to USF parking permit holders only. Valet service will resume on Monday, August 31<sup>st</sup> at 8:30 am for the fall 2009 semester.



Student parking permit applications are now available for the 2009-2010 academic year in the main office of the Department of Public Safety in UC 310 and may be downloaded from [www.usfca.edu/public\\_safety](http://www.usfca.edu/public_safety). (Adobe Acrobat is needed in order to download applications.) Please contact the Department of Public Safety at 422-4222 if you have any questions regarding the new parking information or parking permits applications.

Sincerely,

USF Department of Public Safety  
Parking and Transportation

Attached:  
Application  
Mail Release Form

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

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

- The deadline for evening permits applications is Friday, October 2, 2009 by 4 pm. Late applications will not be accepted.
- 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.
- \*DPS will mail parking permits upon request only. Please be advised that we are not responsible for lost/stolen permits. Applicants must file a claim via US Postal Service. **Lost permits that require replacement will be subjected to the \$150.00 replacement fee.**
- **Please review the Public Safety refund policy if you decide not to keep your permit.**
- Cash transactions must be handled in person at the Department of Public Safety's main office located in UC 310.
- 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.

<b>Last Name</b> <input style="width: 200px; height: 20px;" type="text"/>  <b>Home Address</b> <input style="width: 200px; height: 20px;" type="text"/>  <b>Zip Code</b> <input style="width: 100px; height: 20px;" type="text"/>  <b>Home Phone</b> <input style="width: 200px; height: 20px;" type="text"/>  <b>Graduation Year</b> <input style="width: 150px; height: 20px;" type="text"/>	<b>First Name</b> <input style="width: 200px; height: 20px;" type="text"/>  <b>City, State</b> <input style="width: 200px; height: 20px;" type="text"/>  <b>USF ID #</b> <input style="width: 150px; height: 20px;" type="text"/>  <b>Alternative Phone</b> <input style="width: 200px; height: 20px;" type="text"/>  <b>USF Status</b> <span style="margin-left: 20px;"><i>Check one:</i></span> <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad
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**\*\* Must submit the following 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)

- \*Evening: \$90.00/fall or spring semester, \$53 for summer.** Valid in certain parking lots during the following: **Monday- Friday, 3:00 PM – 6:00 AM** in PAN 3 lots. **Monday- Friday, 6:00 PM – 6:00 AM** in PAN 3, PAN 4, PAN 6 & PAN 7 lots. **Saturdays**, all day in PAN 3, PAN 4, PAN 6 & PAN 7 lots.
  - \*One Day: \$90.00/fall or spring semester, \$53 for summer.** Valid One Day, Monday-Friday in PAN 3 lots only. Please circle one day: **M T W T H F SA**
  - \*M-Cycle: \$48.00/year:** Valid for Motorcycle spaces only.
- \*\*\*\*\*  
Full Time and Part Time Fall/Spring are done via lottery only.
- \*Full Time Summer: \$127.50** Valid in PAN 3 lots only.
  - \*Part Time Summer: \$74.00** Valid in PAN 3 lots only. Please circle 3 days: **M T W T H F SA**

**Which Semester?**  Fall 2009 (exp. 1/31/10)     Spring 2010 (exp. 5/31/10)     Summer 2010 (exp. 8/31/10)  
 OR  
 Annual 2009-2010 (valid 9/1/09-8/31/10)

**Check one:**

PICK UP

MAIL OUT (Please complete and submit mail release 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 \$150 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 \$150.00 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 may be subjected to a \$150.00 fee or confiscation of the permit.
- ***Permits may be returned for a full refund minus 30% 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.
- Faculty and staff are eligible to add a second vehicle for an additional fee of \$10.00. **Vehicle information must be provided for the second permit. This policy is intended for the sole purpose of providing extra convenience for faculty and staff who frequently use a secondary vehicle. The second permit is not intended for family members, students, co-workers, or to act as a replacement for a lost/stolen primary permit. Vehicles cannot be on campus at the same time. Faculty and staff who are in violation of this policy will be denied future parking permits and subjected to a \$150 fine.**
- Parking is permitted only in areas identified as legal parking spaces by white stall lines on both sides and 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: \_\_\_\_\_



I hereby understand the following permit guidelines:  
Initial upon reading each one.

- \_\_\_\_\_ This permit is for the sole use of the person named in the parking permit application.
- \_\_\_\_\_ Any attempt on my part to transfer, loan, or resell this parking permit will result in confiscation of the permit and denies me the right to obtain future permits with the University.
- \_\_\_\_\_ This permit DOES NOT guarantee my vehicle a parking space.
- \_\_\_\_\_ I am aware of the parking lots/garages where I am allowed to park in.
- \_\_\_\_\_ You are responsible for this permit; **do not lose it**. A \$150 replacement fee will be in effect for lost, misplaced or stolen permits. If any of the following occur: you purchase a new vehicle 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 \$150 replacement fee will be assessed.
- \_\_\_\_\_ There is a 30% administration fee for all returns. NO RETURNS AFTER THE 3<sup>rd</sup> WEEK OF THE SEMESTER. The permit and original receipt must be provided along with a completed cancellation form. Any refunds will be processed according to the original method of payment.
- \_\_\_\_\_ I have read and understood all the parking rules and regulations. I am fully aware that Public Safety is not responsible if my permit(s) is lost in the U.S. mail. I have reviewed and understand the lost/stolen permit policy on the application. My permit will be mailed to the address I provide on this application. If I want a copy of these rules and regulations it is my responsibility to get one.

\_\_\_\_\_   
Print Name

\_\_\_\_\_   
Signature

\_\_\_\_\_   
Date

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For DPS Office use only

Permit # _____	License Plate # _____	Exp _____
	Mailed: _____	Term: _____

Permit # _____	License Plate # _____	Exp _____
	Mailed: _____	Term: _____

Permit # _____	License Plate # _____	Exp _____
	Mailed: _____	Term: _____