

# DEPAUL PARKING REGULATIONS

**DRIVER RESPONSIBILITY:** Automobiles must be operated and parked in a manner that assures the safety of other vehicles and pedestrians on the lot. **Parking is permitted in marked parking spaces only.** Responsibility for finding legal parking spaces rests with the vehicle operator. Lack of parking spaces, mechanical problems, inclement weather or other disabilities does not justify parking violations. 1. **SPACE AVAILABILITY - A parking permit does not guarantee the holder a parking space, but only the opportunity to enter a specified lot to seek an authorized parking space.** 2. **PERMIT OWNERSHIP -** A parking permit signifies an individual has been granted the privilege of parking on university property. Ownership of the parking permit remains with the university.

**HANG TAG-LESS PERMIT SYSTEM:** We will no longer be issuing physical “hang tags” for faculty, staff, or students. Your license plate will serve as your campus-parking permit. You must have your DePaul ID or an access card to swipe in and out of the garage. Please make sure your vehicle is registered with the correct information prior to parking on campus. It is the vehicle owner’s responsibility to purchase a permit in accordance with the University parking regulations. The issued permit is valid from September 1<sup>st</sup> through August 31<sup>st</sup>.

**REQUIREMENTS:** Students, faculty and staff must register any motor vehicle to be parked in the Lincoln Park Campus lots and garages. Any changes to registered vehicles, (including plate number changes or any other vehicle information) must be reported to Parking Services in order for a permit to be valid. Only one parking permit type may be purchased by employees and students of DePaul University. Parking permits may be purchased at Lincoln Park DePaul Central/Payment Center, located in the Schmidt Academic Center, Room 101 at any time during business hours during the course of the year.

**PARKING REGULATIONS:** All vehicles using the campus parking lots and garages must have a valid DePaul parking permit. Only one DePaul parking permit per individual is permitted and only one vehicle per parking permit is allowed to park at any given time. Faculty and staff lots, **especially Lot E**, are reserved for faculty and staff only. Students are restricted to those lots designated for student use. Parking is prohibited in any area other than specifically designated parking spaces. Lot H is reserved for the sole use of St. Vincent’s Church from Saturday 9am to Sunday 10pm. **Vehicles parked in fire lanes, loading docks, drive lanes, driveways, on sidewalks, or other restricted areas are subject to immediate tow at the owner's expense.** Vehicles failing to comply with all above regulations will be subject to a Chicago Police Department summons and/or towed at the owner's expense. **Possession of a parking permit is not a guarantee of a parking space. Parking is on a first come, first serve basis.** When parking on the city streets all vehicles are subject to city and state parking ordinances, which are enforced by the Chicago Police Department.

**ENFORCEMENT:** General enforcement will be in place 24 hours a day, 7 days a week, year round. The Parking Services and Public Safety offices are authorized to remove, at the owner's expense any vehicle without a valid permit. The Parking Services and Public Safety offices are authorized to remove from University property, without warning, any motor vehicle under the following circumstances: a vehicle parked illegally in a fire lane, driveway, loading dock, reserved space, handicap space, or any vehicle reported lost, or stolen. **Any vehicle parked in university lots without a valid parking permit will be towed immediately at owner's expense.**

**SHEFFIELD PARKING FACILITY/CLIFTON PARKING DECK and SURFACE LOTS:** The Sheffield Parking Facility at 2331 North Sheffield Avenue and the Clifton Parking Deck at 2330 North Clifton Avenue, are open usually 24 hours a day 7 days a week. The facilities will be operated the same as a surface lot open to students, faculty and staff. Parking in the facilities and surface lots will be first come, first serve on a daily basis. Those purchasing a 24 hour/day permit will be entered into the DePaul I.D. card access system. The I.D. of the permit holder **MUST** be used to swipe in and out of the parking decks. All regular 24 hour/day permit holders will be allowed to park 24 hours a day in the Sheffield Parking Facility and the Clifton Parking Deck. All Student Clifton 24 hour/day permit holders are allowed to park 24 hours a day in the Clifton Parking Deck **ONLY**. Note: motorcycles are not permitted in either parking deck, and must have the proper parking information registered. . See Parking Services for additional information. **Operating times may be modified in the future. The facilities and surface lots are not to be used for storage. Your vehicle must be moved once a week to prevent it from being towed.**

**SCHOOL OF MUSIC PARKING:** The School of Music Parking Facility at 804 W. Belden Avenue is **ONLY** open during regular School of Music business hours. The parking facility will be operated on a first come, first serve basis for students, faculty and staff. Those purchasing this permit will be entered into the DePaul I.D. card access system to swipe in and out of the parking garage. **There is NO overnight parking in this garage. Your vehicle must be moved out of this facility nightly to prevent it from being towed.** This permit will also allow parking in all flat lots. Note: motorcycles are not permitted in School of Music parking deck, and must have the proper parking information registered with Parking Services when parking in flat lots. See Parking Services for additional information.

**VEHICLE ACCIDENTS:** Vehicle accidents occurring on University property must be immediately reported to the Public Safety office.

**PARKING FOR THE PHYSICALLY IMPAIRED:** Parking is available in each paved lot and the parking garages. Vehicles utilizing handicap spaces must display a handicap designated license plate or sticker and have a DePaul Parking permit. Students with mobility impairment should register with Center of Students with Disabilities and contact Parking Services at (773) 325-7275 for specific parking information.

**USE OF MULTIPLE VEHICLES:** Faculty, staff and students may register multiple vehicles with Parking Services. Only registered vehicles with a valid permit will be considered legally parked and only one vehicle per parking permit is allowed to park at any given time

**LOT CLOSURE:** From time to time, a special event may dictate the closure of a certain parking lot. In this case, a sign will be prominently posted no less than 24 hours in advance of the event. Every effort will be made to contact permit holders prior to the event to avoid towed relocation of the vehicle. Permit holders will be able to use alternate lots. During the summer months, any and all lots are subject to closure depending on the needs of the University.

**SNOW REMOVAL:** After or during snow fall of 2” or more, all lots are closed for snow removal from 10:00 PM to 7:00AM. All vehicles must be removed from all lots. During snow removal, for those with access to the parking structures, please park all vehicles in one of the two parking structures, except on the roof.

**ALUMNI:** Alumni members purchasing 24 hour permits are only permitted to park in the Clifton Parking Deck.

**LOST OR STOLEN ACCESS CARDS:** The theft or loss of an access card should be reported to the Parking Services Office promptly after discovery. After a report has been filed, the cost to replace a lost or stolen access card is \$15.00. Recovered lost or stolen access cards should be returned to the Parking Services Office immediately. If a new DePaul ID is required, please contact the ID Services office.

**REVOCATION:** Parking permits and its privileges remain the property of the University. A person who purchases a parking permit and is in violation of University parking regulations can have his/her parking privileges and access card revoked by University Parking Services.

**LIABILITY:** No liability is created by the granter of parking or vehicle operating privileges on property owned, leased, or otherwise controlled by DePaul University. The University assumes no responsibility for the care and/or protection of vehicles or its contents while operated or parked on University property. Parking Services and Public Safety, however, do make regular tours of all parking facilities.

**PERMIT RETURN OR REIMBURSEMENT:** Students withdrawing from the university, or faculty and staff terminating employment should consult the refund information on the Parking Services’ website in the FAQ section. **Please help alleviate the congestion on the city streets by using the parking facilities provided by the university. No refunds will be issued after the last refund date on the refund schedule.**

**QUARTERLY PERMIT RENEWALS:** To avoid deactivation or to prevent your vehicle from being towed, these renewals must be purchased before the start of the next quarter. **No refunds will be issued.**

**EVENING/WEEKEND RULES:** This permit is valid Monday through Friday between the hours of 4:00PM and 8:00AM and all day on weekends. All vehicles must be out of lots by 8:00AM Monday through Friday. Students may park in student designated flat lots only. Faculty and staff may park in all faculty/staff and student designated flat lots. Students may not hold a free EVENING/WEEKEND permit in addition to a paid permit. **Any vehicle not complying with rules and regulations will be towed immediately. No refunds will be issued for faculty/staff.**

**MOTORCYCLES:** Anyone wishing to park a motorcycle in university surface lots should contact Parking Services at (773) 325-7275.

**CHICAGO PUBLIC LIBRARY:** This is not a DePaul University parking lot. Any DePaul student, faculty, or staff member parking at 1150 W. Fullerton will be towed at owner’s expense.