



2019-2020 Campus Parking Information

Department of Public Safety – Lower Level McDonough Hall
24 Hours / 7 Days a Week
(860) 231-5222

Parking Registration

- All vehicles must be registered with Public Safety in order to park on campus.
- The registration of a vehicle on campus does not guarantee a parking place but affords the registrant an opportunity to park in authorized parking areas when space is available.
- All Operators are responsible for adherence to state motor vehicle laws
- A Valid USJ ID must be presented when purchasing a parking permit. Permits must be picked up in person.
- Cost of a parking permit is \$50.00 and permits expire annually on August 31st.
- **Students, Faculty and Staff will receive a hanging parking permit that will affix to the rear view mirror.**

Lost/Stolen Decal

- If you lose your permit or believe it has been stolen, report it to Public Safety immediately.
- A new permit will be issued by Public Safety and the old permit will become invalid.
- The replacement fee is \$50.00.

Changing Vehicles or Registration

- If there are any changes to your vehicle information, update your information with Public Safety. There is no fee to update this information.
- You may register multiple vehicles and use your purchased permit for all registered vehicles.

Guest, Visitor and Temporary Parking

- All visitors and guests require a temporary parking permit to park on campus – Students, Faculty and Staff are responsible for informing guests or visitors of the temporary parking permit requirement as well as the rules and regulations to park on University property.
- Temporary parking permits are available from Public Safety. There is no fee.
- Current state registration must be shown to obtain a temporary parking permit.
- The temporary parking permit must be hung from the rear view mirror.
- Campus community members are responsible for ensuring their guests comply with all campus parking regulations and guidelines.
- Two-hour visitor parking is located in front of McDonough Hall and behind Mercy Hall.
- Special Event parking, and all other temporary parking requirements of the University are to be scheduled and approved through the Department of Public Safety.

Parking Lots

- Parking is permitted only in posted/designated parking lots that correspond to issued permits.
- A valid parking space is designated by painted lines on the pavement.
- **All Posted visitor parking spaces are reserved for visitors/guests and NOT for Staff, Faculty or Students.** Two hour visitor parking is located in front of McDonough Hall and behind Mercy Hall.
- The Resident Staff/Students must only park in lots designated for residents - **SEE PARKING MAP**
- Commuters, Staff and Faculty must only park in designated lots – **SEE PARKING MAP**

WHERE CAN I PARK?

Faculty/Staff (**Red Permit (E)**) Lots A, B, C, D, F, J, K, O

Commuter Students (**Yellow Permit (C)**) Lots A, B, C, D, E, F, J, K

Resident Students (**Blue Permit (R)**) Lots L, M

Snow Storms

- After a snow storm, students are responsible for moving their vehicles to a cleared area as soon as possible or within a reasonable period of time.
- Instructions as to vehicle placement during a snowfall are subject to change.
- Updates will be posted as needed and communicated through the Division of Student Affairs and the Department of Public Safety.
- If anyone refuses to move their vehicle for plowing when requested to do so, the vehicle will be subject to being towed at the owner's expense.

Parking Regulations and Guidelines

- All parking guidelines and regulations are in effect at all times and strictly enforced by the University of Saint Joseph Department of Public Safety
- Violation of parking guidelines and regulations may result in the issuance of an infraction ticket by the Department of Public Safety.
- USJ is primarily a pedestrian campus, and vehicles must yield to individuals crossing roads and parking areas at all times. The campus speed limit is **15 mph** and is enforced.

No Parking Areas.

- Handicapped spaces without a valid state permit;
- Fire lanes marked by signs and/or a yellow painted curb;
- Next to, or in front of a fire hydrant;
- On any Lawn;
- McDonough Circle along any curb;
- Outside the painted line of a valid parking space;
- Behind the Bruyette Athenaeum. This is a loading and unloading zone only for official University business.

Infraction Tickets. The purpose of an infraction ticket is to alert the operator of the vehicle as to the violation type that occurred and to serve as a reminder of the parking guidelines and regulations on campus. The following are violation types along with the University fine schedule for the violation:

Violation	Fine	Violation	Fine
Unregistered Vehicle/Expired permit	\$75.00	Stop sign Violation	\$75.00
Handicapped Parking-Permit required	\$75.00	Blocking Parked Vehicles	\$30.00
Blocking Fire Lane/Hydrant	\$50.00	Parking On Lawn	\$30.00
Unauthorized Parking/No parking Zone	\$30.00	Driving the Wrong Way	\$50.00
Obstructing Traffic/Double parked	\$30.00	Abandoned/Unregistered Vehicle	\$75.00
Reckless/Distracted Driving	\$75.00	Failure to Grant Pedestrian Right Of Way	\$50.00

Paying Infraction Tickets. Fines may be paid at the Bursar's Office on the second floor of McDonough Hall.

PARKING TICKET APPEALS: Parking Ticket Appeals **must be filed within 14 days of receiving a parking ticket** in order for Public Safety to review them. Forms are available at the Public Safety office, located at lower level of McDonough Hall or online. Completed forms can be turned in at the Public Safety office for review.