

USJ Campus Parking Information



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



Vehicle Registration

- All vehicles must be registered with Public Safety in order to park on campus. Vehicle registration forms are available from Public Safety (Online or Office).
- The registration of a vehicle on campus does not guarantee a parking space but affords the registrant an opportunity to park in authorized parking areas when space is available.
- All operators are responsible for adherence to local and 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
- Permits expire annually on August 31st.
- Students, Faculty and Staff will receive a hanging parking permit that should be affixed to the rear view mirror at all times when parked on campus.

Lost or Stolen Parking Permit

- 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 change this information.
- You may register multiple vehicles and use your single parking permit for the registered vehicles.

Guest, Visitor and Temporary Parking

- All guests and visitors require a temporary parking pass to park on campus. Students, Faculty and Staff are responsible for informing guests and visitors of the temporary parking pass requirement, as well as the rules and regulations for parking on University property.
- Temporary parking passes are available from Public Safety.
- Current vehicle registration info must be provided to obtain a temporary parking pass. There is no fee.
- The temporary parking pass 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 only permitted in designated spaces and parking lots that are posted and correspond to your issued permit.
- Parking is not allowed in any place that is not specifically striped or signed for parking.
- All vehicles must be properly parked within lined parking spaces.
- Two hour visitor parking is located in front of McDonough Hall and behind Mercy Hall. **ALL visitor parking spaces are reserved for visitors/guests and NOT for Staff, Faculty or Students.**
- Residents must only park in lots designated for residential students - **SEE PARKING MAP**
- Commuters, Staff and Faculty must only park in designated lots – **SEE PARKING MAP**

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WHERE CAN I PARK?

- Faculty/Staff (Gray Permit) & O’Connell Center Community Members - Lots A, B, C, D, F, J, K, N, O & Designated area in Lot M (6 am - 6 pm)
- Commuter Students (Blue Permit) Lots A, B, C, D, E, F, J, K
- Resident Students (Yellow Permit) Lots L, M
- First Year Resident Students (Gold Permit) Designated area in Lot K

Snowstorms

- Snow removal operations require that all USJ community members and their guests cooperate by moving their vehicles from unplowed areas to cleared areas as soon as possible or within a reasonable period of time. Vehicles hindering snow removal may be towed at the owner/operator's expense.
- 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 Public Safety Department
- Violation of parking guidelines and regulations may result in the issuance of a parking infraction by the Department of Public Safety.
- The University of Saint Joseph is primarily a pedestrian campus; vehicles must yield to individuals crossing streets and parking areas at all times. The campus speed limit is **15 mph** and is enforced.

Restricted Parking Areas

- Handicapped spaces without a valid state permit.
- Fire lanes marked by posted signs and/or a yellow/white painted curb.
- Next to, or in front of a fire hydrant.
- On the Lawns.
- 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.

Parking Infractions

The purpose of a parking infraction 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 and 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 Wrong the 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 Infractions: Fines may be paid at the Bursar’s Office on the second floor of McDonough Hall.

PARKING INFRACTION APPEALS: Parking Infraction Appeals must be filed **within 14 days** of receiving a parking infraction in order for the Appeals Committee to review them. Committee members represent a wide cross section of the university community. Appeal forms are available from Public Safety.