

## VITERBO UNIVERSITY PARKING POLICIES SUMMARY-EMPLOYEES /COMMUTERS

**PARKING AVAILABILITY**

Viterbo University has established a plan intended to provide employees with clear procedures and policies for parking on campus. One type of parking permit is available for employees:

<u>Type</u>	<u>Location</u>	<u>Cost</u>
1. Commuter/Employee Hunting	<b>Parking Lot A</b> (Fine Arts Center—929 Jackson St)	<b>\$30/year</b>
	<b>Parking Lot C</b> (San Damiano Chapel)	<b>\$30/year</b>
	<b>Parking Lot G</b> (900 Block of Franciscan Way— south side of Franciscan Way only)	<b>\$30/year</b>
	<b>Parking Lot H</b> (700 Block of Franciscan Way— west side of Franciscan Way only)	<b>\$30/year</b>
	<b>Parking Lot I</b> (900 block of Viterbo Drive)	<b>\$30/year</b>
	<b>Parking Lot J</b> (921 8 <sup>th</sup> St S)	<b>\$30/year</b>
	<b>Parking Lot M</b> (Corner of Viterbo Dr and 8 <sup>th</sup> St)	<b>\$30/year</b>
	<b>Parking Lot R Reserved for Cabinet Only</b> North of Reinhart Center	<b>\$50/year</b>

## COMMUTER/EMPLOYEE HUNTING LOTS ARE SIGNED ACCORDINGLY.

An unlimited number of hunting permits will be sold to employees who desire parking. An employee is a faculty member under contract with the University, or a paid administrator or staff. Students employed by the University under the University or federal workstudy programs are not considered employees for purposes of this policy. Employee permits will be sold on a first-come, first-serve basis to all employees. A holder of a permit is allowed to park in Parking Lots A, C, G, H, I, J or M only, but is not guaranteed a parking space, due to the number of hunting permits sold. Permit regulations are enforced from 7:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays or breaks. Vehicles are not permitted to remain in any of the employee lots between 3:00 am and 6:00 am. If you are using a University-owned vehicle, your vehicle may be parked in the University fleet vehicle lot near Physical Plant.

**PARKING PERMITS**

To purchase your permit, please visit the Business Office, and make payment with cash or check. Permits may be purchased from 8:00 a.m. to 3:00 p.m., Monday through Friday, beginning August 1, for the permit period beginning August 15. Each employee may purchase one permit only. Permit fees are nonrefundable. You must present your Viterbo ID and provide accurate information on the year, make, and model of the vehicle, color of the vehicle, license plate number, and your current local phone number. Employee hunting permits may be purchased anytime during the year, at the annual permit rate. However, a permit is required to park in any of employee lots during the year.

All parking permits are to be hung in the front window of your vehicle, from the rearview mirror. Failure to properly display the parking permit may result in the ticketing, towing, or “booting” of your vehicle.

Parking permits are valid for one academic year only, from August 15 through August 14, and must be purchased annually.

### **FINES/EXPENSES**

Per state statute, Viterbo University reserves the right to ticket, tow, or “boot” any parties or vehicles in violation of the University’s parking policies. Warnings are not issued. All fines must be paid according to the instructions on the ticket. Viterbo University reserves the right to use a collection agency to collect any fine, plus any penalty, if it remains unpaid. In addition, parking permits may be revoked.

Parking in a No Parking zone	\$15	
Parking improperly registered vehicle in a guaranteed resident lot	\$25	
Improper parking (on lawn/landscaped areas)	\$15	
Blocking a driveway/access lane/fire lane	\$15	
Parking in a Restricted zone/Reserved Space	\$15	
Parking in an Unauthorized zone/fire lane	\$15	
Non-registered vehicle/trespassing (VU or FSPA)	\$15*	* \$20 if City of La Crosse issues ticket
Backing into stalls	\$15	
Driving or parking on a sidewalk	\$25	
Overnight/overtime parking	\$10	
Handicap parking violation	\$75	
Parking in a visitor spot without temporary permit	\$15	
Fraudulent registration	\$5	
Removal of “boot”	\$30	(paid prior to removal)

FINES/EXPENSES ARE SUBJECT TO CHANGE.

**AS A PERMIT HOLDER, YOU ARE RESPONSIBLE FOR UNDERSTANDING AND ADHERING TO ALL OF VITERBO UNIVERSITY’S PARKING POLICIES. PLEASE VISIT THE LIBRARY OR VITERBO UNIVERSITY’S WEBSITE TO REVIEW A COMPLETE COPY OF THESE POLICIES.**