

# Campus Parking Information for Students

*If you are planning on driving a vehicle to and parking on campus during the 2009-2010 school year, this letter contains helpful and important information.*

## General Information

Any vehicle owned or operated by an SPU student or employee must be registered with Safety and Security if it is parked on the campus, or adjacent city streets. Students must be registered for classes to receive a permit. If you choose to cancel your permit, you must notify our office in writing within 10 days of the start of the quarter, and return your decal. The attached parking map shows the locations of the parking lots available to you.

Your decal will be ready to be picked up in the Office of Safety and Security by the first day of the quarter. Students who apply for a full year of parking will receive one decal for the entire school year. If you lose your decal there will be a \$7.00 replacement fee.

If you have any questions, please call the Office of Safety and Security at (206) 281-2922.

## Parking Rules and Regulations

SPU's Parking Regulations can be viewed online at [www.spu.edu/security/parking\\_info.asp](http://www.spu.edu/security/parking_info.asp) or at the Office of Safety and Security.

## Vehicle Registration & Permit Application Process

Registration is free. We are taking vehicle registration online, log into the Banner Information System from the SPU website using your SPU ID# and PIN. From the Main Menu click on the Parking Information and Application menu, the first time you use the online system you will be required to verify your vehicle information before being able to access any other of the menu options. Once you have verified your vehicle information you will be able to access the rest of the parking system. When filling out the application portion make sure to select the correct Academic year and upon completion remember to click on the submit button. Parking charges will be placed on your SPU account as well as explained in greater detail below.

## Parking Rates

Parking Permit Type	Term	Rate
Resident (Moyer Hall, Ashton Hall, Hill Hall, Theme Houses)	Quarter	\$57.00
Emerson Hall Resident	Quarter	\$77.00
Emerson Motorcycle	Quarter	\$40
Commuter (M-F, 7am - 4pm)	Quarter	\$57.00 (tax included)
Motorcycle - Commuter	Quarter	\$28.50 (tax included)
Street (allowed in Commuter Lots M-F between 4pm & 7am and weekends)	Each	Free
2 <sup>nd</sup> Vehicle Decal	Quarter	\$7.00 (tax included)
2 Person Carpool	Quarter	\$28.50
3+ Person Carpool	Quarter	Free

## Residential Parking

**Residential lots are available only to the residents of their associated residence hall.**

Residential parking lots have limited space and parking is assigned based on the date the application is received by Safety and Security and your year in school\*. Your application must be received by August 31<sup>st</sup> 2009 to be granted a space based on these priorities.

\* Due to the various sizes of parking spaces in the Emerson Garage, space assignments will also be based on vehicle size.

If your lot of choice is full, you can be placed on a waiting list. As spaces become available throughout the year, you will be automatically assigned a space according to your place on the waitlist. If your first choice is full, you will be sent a permit for your second choice, either Commuter or Street parking.

Resident permits are \$57.00 per quarter, except for Emerson Hall which is \$77.00 per quarter.

## Commuting Students

Commuter or Street permits are available. Commuter parking permits are \$57.00 (tax included) per quarter. The enclosed map shows the locations of Commuter Lots on campus. Street permits are free. Street permits do not authorize you to park in campus parking lots, except between 4:00pm and 7:00am Monday through Friday and the weekends.

## Evening Students

Evening students may select a Street permit, which is free and allows parking in campus Commuter lots after 4:00pm or a Commuter permit for daytime parking at \$57.00 (tax included) per quarter. Daily parking passes are also available for \$3.00 each.

## Carpool

Students participating in a carpool will be assigned a designated parking lot and space, as well as receive a substantial discount on parking fees. Two students carpooling will be charged \$28.50 apiece. Three or more in a carpool may park for free. All carpool participants must register their vehicle with Safety and Security to receive these preferred spaces.

## Refunds

To receive a refund, you must notify Security in writing of your cancellation and return your decal within 10 days of the start of the quarter. Refunds will be pro-rated for cancellations requested after the first 10 days.

## Parking Citations

Any citation is issued in accordance with the guidelines set forth in the Seattle Pacific University parking regulations. Any questions regarding citations should be directed to the Safety and Security office at 601 West Emerson. If you feel the citation is not in accordance with the policies set forth, or if you feel special circumstances should be considered, you may file a petition for review by the Parking Coordinator.

Citation Fine Schedule	Price
1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	\$20.00
3 <sup>rd</sup> Offense	\$30.00
4 <sup>th</sup> Offense	\$35.00
Each Additional Offense	\$35.00
Handicap space (no warning)	\$35.00
Fire Lane (no warning)	\$35.00
Failure to Register (no warning)	\$35.00

## Disabled Parking

Handicap spaces are reserved for those vehicles with a state-issued permit.

