

Campus Parking Information for Students

If you are planning to park on campus during the 2011-2012 school year, please read this letter for 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 on adjacent city streets. Students must be registered for classes to receive a permit. If the information on your application is incomplete, processing will be delayed. Safety and Security will attempt to contact you via your SPU email address. 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.

Applications will be processed in early September, so please submit your application as soon as possible. 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 \$10.00 replacement fee.

If you have any questions, please call the Office of Safety and Security at (206) 281-2922 or email the Parking Coordinator at gmcguire@spu.edu.

Parking Rules and Regulations

SPU's Parking Regulations can be viewed online at www.spu.edu/security/parking_info.asp or at the Office of Safety and Security.

Vehicle Registration and Request for Permit are Online

Vehicle registration is free. To register your vehicle, log into the Banner Information System from the SPU website using your SPU username and password. From the Main Menu select the "Personal Menu." Then click on the "Parking and Commuting Menu." The first time you use the online system you will be required to verify your vehicle information in the "Vehicle Information" menu before being able to access any of the other menu options. Once you have verified your vehicle information you will be able to fill out the parking application. 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, explained in greater detail below, will be placed on your SPU account.

Parking Rates

Parking Permit Type	Term	Rate (tax included)
Resident (Moyer Hall, Ashton Hall, Hill Hall, Theme Houses)	Quarter	\$75.00
Emerson Hall Resident	Quarter	\$95.00
Emerson Motorcycle	Quarter	\$57.50
Commuter (M-F, 7am - 4pm)	Quarter	\$75.00
Motorcycle Only - Commuter	Quarter	\$37.50
Street (allowed in Commuter Lots M-F after 4pm, before 7am and weekends)	All	Free
2 nd Vehicle Decal	Quarter	\$10.00
2 Person Carpool	Quarter	\$37.50
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, 2011** 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 may choose to 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 \$75.00 per quarter, except for Emerson Hall which is \$95.00 per quarter.

Commuting Students

Commuter or Street permits are available for commuting students. Commuter parking permits are \$75.00 (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 after 4:00pm and before 7:00am Monday through Friday, and anytime on 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 \$75.00 (tax included) per quarter. Daily parking passes are also available for \$3.00 apiece.

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. Please note that there are a limited number of available carpool spaces on campus. Two students carpooling will be charged \$37.50 each. Three or more in a carpool may park for free.

All carpool participants must register their vehicles with Safety and Security to receive these preferred spaces.

Decals and Space Assignments

Parking applications will be processed early in September. Parking decals and space assignments will be mailed to the applicant's current address until September 19th. Following September 19th, applicants for commuter decals will receive an email notifying them to pick up their decal from Safety and Security and applicants for resident decals will receive their decals via on-campus mailing services.

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 st Offense	Warning
2 nd Offense	\$20.00
3 rd Offense	\$30.00
4 th 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.