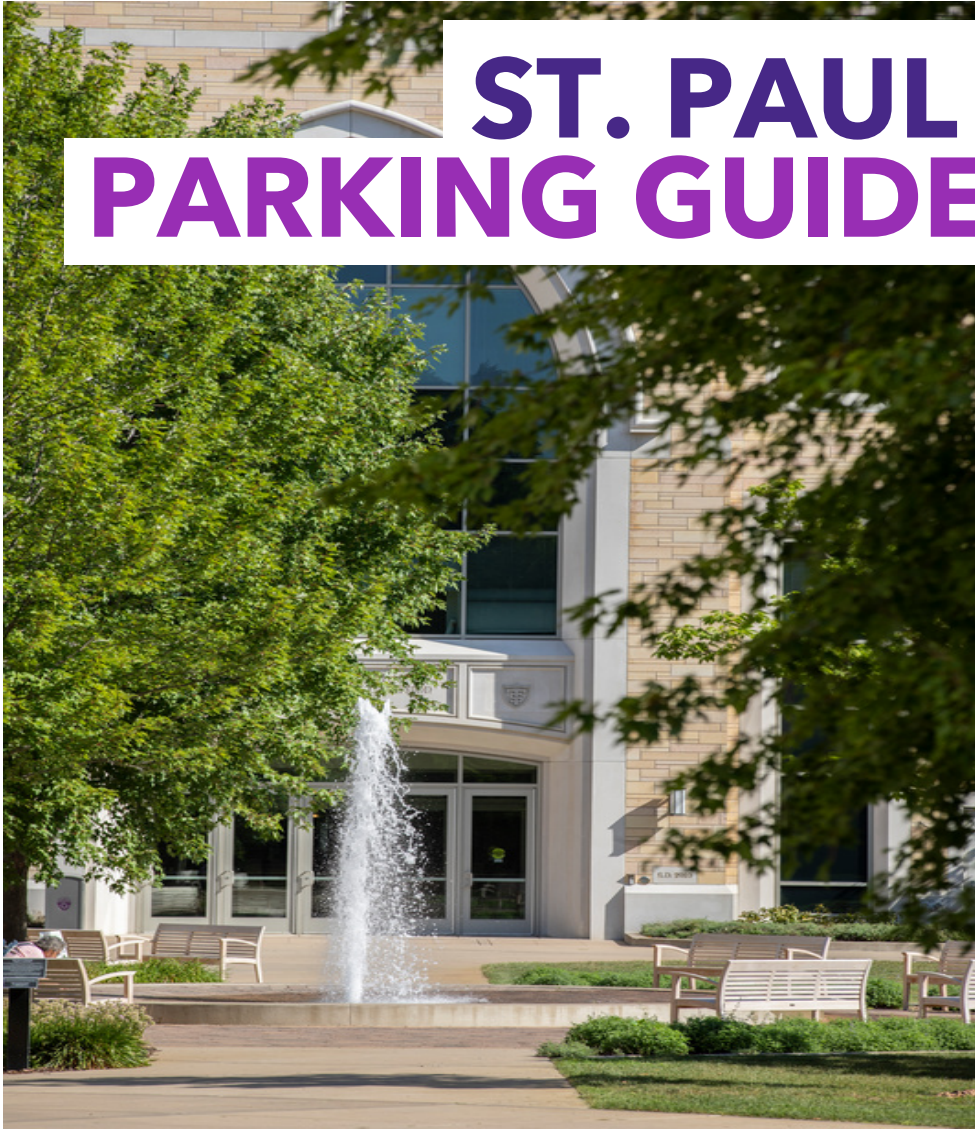


ST. PAUL PARKING GUIDE



September 2021 – August 2022

TABLE OF CONTENTS

- Introduction 1**
 - Introduction 1
 - Parking at your Own Risk 1
 - Observing Rules 1
 - Right to Ticket, Tow, and Immobilize 1
 - Directions to Public Safety and Parking Services Offices 1

- What are the parking permit options? 2**
 - Permit Pricing 2
 - Transfer of Permit or Contract and Temporary Permits 2
 - Permit Refunds 3
 - Lost or Stolen Permit 3
 - Permit resale 3

- Where can I park with my Permit? 4**

- What is the Resident Student Lottery and how does it work? 4**
 - Resident student lottery 4

- Where can visitors park? 4**
 - General Visitor Parking Information 4
 - Hourly Parking Ramps 5
 - Visitor Codes 5
 - Family Overnight Permits 5

- What are the parking regulations? 6**
 - Evening Parking 6
 - Motorcycle, Moped and Bicycle Parking 6
 - Disability Parking 6
 - Abandoned Vehicles 6
 - Emergency Parking Situations 7
 - Summer Parking 7
 - Restricted Parking Spaces 7

- Where can I park overnight & on the weekends? 7**

- What if I get a parking ticket? 8**
 - Enforcement and Penalties General Information 8
 - Violation Explanations 8
 - Immobilization and Towing 9
 - Other Charges 9
 - Appeals Process 9
 - Ticketing at the start of the semester 10

What other services are offered? 10

Vehicle Lockouts and Jump-Starts 10
Services and Safety Tips 10
a. Cameras 10
b. Patrols 10
c. Escorts 10

How can I get between the St. Paul and Minneapolis Campuses?..... 11

Where can I park off-campus?..... 11

City Permits 11
City Snow Emergencies..... 11

What are the transportation alternatives?..... 11

Metro Transit Bus System..... 11
Employee Metropass 11
Student C-Pass 12
Transit Schools Program..... 12
Carpooling 12

Campus Map 13

INTRODUCTION

Introduction

Like most urban schools, the University of St. Thomas has an ongoing concern with parking. More than two thirds of our students, faculty and staff commute to the university.

Due to the complexity of parking on 16 surface lots and six parking ramps on the St. Paul campus, procedures and regulations have been established to help provide fair and equitable parking.

To assist in understanding the topic of parking and transportation at St. Thomas, this guide reviews parking and alternative transportation options, as well as all policies, procedures and regulations. All regulations contained within this guide are subject to change at any time, without notice, as new parking issues may arise throughout the year. Every effort will be made to update this guide and notify the community of any changes. The information in this guide can also be found online at stthomas.edu/parking.

In order to be parked legally on property owned by St. Thomas, you must purchase a valid St Thomas parking permit, or pay hourly in designated hourly parking areas. To qualify for a parking permit you must have a valid St Thomas picture identification card and must be engaging in St Thomas related business or events. Purchasing a permit does not guarantee a parking space and a lack of parking is not a valid reason for any violation of parking regulations.

Parking at Your Own Risk

While surveillance cameras have been installed on campus, the university assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at any time while it is operated or parked on campus. All vehicles should be locked when left unattended and valuables should be removed.

Observing Rules

Bringing a vehicle on campus is a privilege and not a right. Parking and driving on St. Thomas property are permitted in accordance with the regulations and information contained within this guide. To operate/park a vehicle on campus, the driver/owner must have a valid driver's license and current insurance. Everyone operating a vehicle on campus should observe all city and university traffic and parking regulations at all times. Vehicle operators must drive safely and give pedestrians the right of way at all times.

Right to Ticket & Tow

The University of St. Thomas reserves the right to ticket and/or tow any vehicle in violation of established parking regulations at the owner's expense. This includes the right to collect any fines or fees associated with the ticketing and/or towing of a vehicle. In addition, persistent violators may have their parking privileges revoked. See "What if I get a parking ticket" section for more information on towing of vehicles

Directions to Parking Services Office

The Parking and Transportation Services office is located in Anderson Student Center 253. Hours of operation are 8:30 a.m. – 4 p.m.

To better serve the campus community outside of Parking and Transportation Services business hours, Public Safety also has offices on both the Minneapolis and St. Paul campuses. The office in St. Paul is located on the first floor of Morrison Hall. The office in Minneapolis is located on the second floor of Opus Hall. Public Safety offices are open 24 hours a day, 7 days a week to assist with public safety matters and parking issues outside of Parking and Transportation Services business hours.

WHAT ARE THE PARKING PERMIT OPTIONS?

Permit Pricing

| Type | Valid | Price for Year | Price for Semester |
|---|--|--|--------------------|
| North Resident | R2/R3 Ramp, Lower Level APF, Lot U | \$550 | -- |
| Commuter | Yellow Lots, APF | \$225 | \$125 |
| Evening Commuter 4pm – 2am | Red & Yellow Lots, APF | \$150 | \$75 |
| Faculty/Staff | Red Lots, APF | \$250 – Part-time \$450 – Full-time | -- |
| McNeely/ASC/R1/Tommie North Ramps (Fac/Staff) | McNeely/ASC/R1/Tommie North Ramps | \$350 – Part-time \$700 – Full-time | -- |
| J-Term Only | Varies | \$30 | -- |
| Motorcycle/Scooter | Motorcycle Spaces in Lots B, K, M & R2 South | \$75 | -- |

Yellow = Lots A, B, C D, G, I, K, L, M, N, O, V, & APF

Red = Lots A, B, C D, G, I, K, L, M, N, O, V, & APF

Gray & Purple = Lots P, X & Y **If you have any of the above permits you may NOT park in these 3 lots!!!**

Employee Permits

Regular Faculty/Staff Permit Prices

Full-time (.625FTE and above) \$450 full-year permit (\$18.00 per bi-weekly pay period)
 Part-time (Below .625 FTE) \$250 full-year permit (\$10.00 per bi-weekly pay period)

Employee Ramp Contracts

Regular Faculty/Staff Permit Prices

Full-Time (.625FTE and above) \$700 full-year contract (\$28.00 per bi-weekly pay period)
 Part-time (Below .625 FTE) \$350 full-year contract (\$14.00 per bi-weekly pay period)

Transfer of Permit or Contract and Temporary Permits

Employee and Commuter/Evening permits are valid for multiple vehicles; however, the license plate for any vehicle driven to campus must be affiliated with the parking permit in the parking management system, as parking enforcement is performed by a license plate recognition system. You may add the vehicle and license plate online or by calling the Parking and Transportation Services Office (651-962-7279).

Permit Refunds

Employees

If an employee terminates employment prior to the end of the semester, payroll deductions will end with employment. Payroll deductions will not end and refunds will not be granted for any other reason except termination of employment or an unpaid leave of absence. Any exception to this policy will be decided by the Parking and Transportation Services Office.

Students

Permit refunds will be issued only upon withdrawal from the university or to those resident students who become commuter students. Refunds will not be issued for any other reasons. In order to receive a full or partial refund for a parking permit, the permit holder must provide either proof of withdrawal from all current classes or proof that a resident student has moved off campus. Full refunds will be issued only if the permit is canceled before the end of the second week of classes for fall and spring semester, or before the end of the first week of classes in J-Term. If canceling your permit after these deadlines, partial refunds will be issued on a prorated schedule.

Resale of Permit and/or Contract

Permits may be sold only by the Department of Public Safety and may not be offered for resale or exchange by anyone.

WHERE CAN I PARK WITH MY PERMIT?

| | During the Day (5 a.m. - 5 p.m.) | In the Evening (4 p.m. - 2 a.m.) | Overnight Weekdays (2 a.m. - 5 a.m.) | During the Day Weekends (Fri. 6 p.m. - Sun. 10 p.m.) | Overnight Weekends (2 a.m. - 5 a.m.) |
|----------------------|---|---|---|---|---|
| Red:Employee | A, B, C, D, G, I, K, L, M, N, O, V, & APF | A, B, C, D, G, I, K, L, M, N, O, V, & APF | None | A, B, C, D, G, I, K, L, M, N, O, V, & APF | A & V |
| Yellow: Commuter | A, B, C, D, G, I, K, L, M, N, O, V, & APF | A, B, C, D, G, I, K, L, M, N, O, V, & APF | None | A, B, C, D, G, I, K, L, M, N, O, V, & APF | A & V |
| Dark Blue: Evening | None | A, B, C, D, G, I, K, L, M, N, O, V, & APF | None | A, B, C, D, G, I, K, L, M, N, O, V, & APF | A & V |
| Blue: North Resident | R2, R3, & Lot U | R2, R3, & Lot U | R2, R3, & Lot U | A, B, C, D, G, I, K, L, M, N, O, U, V, R2, R3 | R2, R3, Lots U, A & V |
| Light Green: J-Term | Status Dependant | Status Dependant | Status Dependant | Status Dependant | Status Dependant |
| Gold: SOD Employee | A, B, C, D, G, I, K, L, M, N, O, P, X, V, Y & APF | A, B, C, D, G, I, K, L, M, N, O, P, X, V, Y & APF | None | A, B, C, D, G, I, K, L, M, N, O, P, X, V, Y & APF | A & V |
| Silver: SOD Student | P, X & Y | P, X & Y | P, X & Y | A, B, C, I, K, M, N, O, P, X, V and Y | A, P, V, X & Y |
| No Permit/Visitor | Paid in ERH Garage & APF | Paid in ERH, NRH, APF, MCN & ASC | None | A, B, D, I, K, L, M, N, O, V, Paid in ERH, NRH, APF, ASC & MCN | A & V |
| Motorcycle/Scooter | Motorcycle/Scooter Spaces in B, K & M Residents in R2 | Motorcycle/Scooter Spaces in B, K & M Residents in R2 | Motorcycle/Scooter Spaces in R2 | Motorcycle/Scooter Spaces in B, K & M Residents in R2 | Motorcycle/Scooter Spaces in B, K & M Residents in R2 |

WHAT IS THE RESIDENT PERMIT LOTTERY AND HOW DOES IT WORK?

Resident Student Lottery

Due to space limitations, it may not be possible for every resident student to obtain a parking permit. Resident parking permits are sold through a lottery system. Priority is given based on class standing.

Resident students may not purchase a permit for a vehicle registered to anyone other than themselves or their immediate family.

WHERE CAN VISITORS PARK?

General Visitor Parking Information

Please inform your visitors of parking regulations and plan ahead for parking at any events that you or your department might host, as all visitors are subject to the same parking rules as students and employees.

Parking is not permitted in fire lanes, handicapped, restricted, or reserved spaces without proper permits or authorization. Visitors parked in surface lots without a permit will be subject to a ticket. Valid permits are required in all surface lots from 10 p.m. Sunday until 6 p.m. Friday and are required 24 hours, 7 days a week in restricted lots.

Hourly Parking Ramps (Anderson Parking Facility and Tommie East Garage)

If parking in a ramp and paying by the hour, you may park in either the Anderson Parking Facility (near the corner of Grand Ave and Cretin Ave) or the Tommie East Residence Hall Parking Facility.

Only credit card payments are accepted.

Pre-pay at Pay Station — Credit Card Only

- Enter the ramp using the entrance driveway. Park your vehicle in an open space.
- Once your vehicle is parked and secured, make note of your license plate number and proceed to one of the pay stations located in either the parking ramp lobby or on the first floor.
- Enter your license plate number, and the duration of time you intend to park your vehicle in the ramp.
- Pay by credit card.
- Please note you will not need to leave a ticket or parking slip on your vehicle.
- By entering your mobile phone number at the time of payment, you have the option to add time to your parking stay through mobile payment.
- When your campus visit has ended and your time in the ramp has expired, you can exit with your vehicle through the exit driveway.

Hourly Rates:

\$2.00 for the first hour or any portion of the first hour before 4 p.m.

\$1.50 for every hour or any portion of an hour after 4 p.m.

\$25 for a lost ticket

\$25 for rejected/declined credit cards

McNeely Ramp, Tommie North Garage and Anderson Student Center Ramps

The electronic pay system in these parking facilities is the same as listed above. **There is NO visitor parking in the these ramps before 4 p.m.**

Visitor Parking Codes

Occasionally, the department you are visiting may pay for your parking. If this is the case, you should receive a temporary code to enter at the pay station at the time of your arrival, which will cover the amount due for the allotted time you are parked in the ramp for your visit. If the total amount owed is more than the value provided by the code, this will be displayed. You are responsible for any amount owed for time exceeding the duration indicated by the host department for your visit. If there is a remaining balance after your code is entered, or you would like to purchase more time for your visit, enter your credit card to pay the remaining balance until the balance is zero.

Family Overnight Permits

Family members of resident students who will be parking on campus overnight will need to obtain a special permit from Parking and Transportation Services or Public Safety. These permits are available only to guardians of resident students and are valid for 24 hours from the time issued. Valid identification from both the resident student and the family member will be required to obtain a permit. The cost is \$5. These permits will be valid in Lot V unless otherwise noted.

All other overnight guests will need to park off-campus (following city parking regulations) to avoid being ticketed.

WHAT ARE THE PARKING REGULATIONS?

Evening Parking

Permits are required in all surface lots from 10 p.m. Sunday until 6 p.m. Friday, including the evenings. Vehicles parked in any lot during this time without a valid parking permit will be ticketed as normal.

Motorcycle, Scooter and Bicycle Parking

Motorcycles and scooters require permits to park on campus & must be parked only in designated areas. These areas are: the northwest corner of lot B, the northeast corner of lot C, the south entrance of lot M, west side of lot K and residents may obtain access to R2 to park in the designated motorcycle parking area in the ramp. Motorcycles and scooters may not park at bike racks or any non-designated motorcycle or scooter parking area. Motorcycles and scooters may not park in regular parking lot spaces or be operated on sidewalks at any time. Violation of this policy may result in ticketing. Motorcycles or scooters without permits, or visitors may pay by the hour and park in the Anderson Parking Facility.

Bicycle racks are located across north, center and south campus, in addition to secured bike storage in APF and for residents, in Tommie North Garage and the first floor of Tommie East Residence Hall. Bikes that appear to be abandoned will be given a warning tag and if unclaimed will be removed by Public Safety. Bikes may only be locked to official bike racks. Bikes not locked to an official bike rack (including but not limited to trees, railings, sign posts, etc.) may be subject to removal at the discretion of Facilities Management or Public Safety.

Disability Parking

Use of disability parking stalls is restricted to only those vehicles with a state-issued handicapped license plate or displaying a valid state-issued certificate and a valid St. Thomas permit. Guest disability spaces are available in the visitor parking ramps and 2 hour limited spaces are available in lots B and O. If a disability space is not available, individuals displaying the proper disability stickers, and St. Thomas permit may park in regular parking spaces. This does not include restricted parking spaces, i.e., Admissions parking spaces, St. Thomas vehicle spaces, 15 minute spaces, or other designated spaces. St. Thomas is not authorized to issue temporary disability permits and cannot provide reserved or special parking permits for those with disabilities. Individuals with temporary disabilities should apply to the state for a disability parking certificate.

Minnesota state law requires enforcement of handicapped parking stalls on a 24-hour basis, seven days a week, including holiday periods. Quick errands, deliveries or drop-offs are not valid excuses for parking in or obstructing handicapped stalls. Vehicles parked in spaces designated for the disabled without this permit will be ticketed by the St. Paul Police Department and/or St. Thomas Public Safety personnel.

Abandoned Vehicles

St. Thomas has limited parking and cannot allow space to be used as storage for unwanted or abandoned vehicles. Vehicles (even those with valid permits) parked in St. Thomas lots shall be moved within two days or shall be deemed abandoned vehicles and may be ticketed, immobilized and/or towed, unless specifically authorized by the Department of Public Safety.

Snow and Ice Removal and Lot Repairs

During times of snow removal or lot repairs, vehicles will not be allowed to park in the areas to be cleaned or repaired. Notices will be posted in residence halls, at lot entrances, and in One St. Thomas in advance. Vehicles hindering snow removal or lot repairs after posted notice are subject to ticketing and towing at the owner's expense. Note: St. Thomas is not responsible for damage resulting from towing.

Questions concerning snow removal or lot repairs should be directed to the Parking and Transportation Services Office. If a vehicle is left in a campus lot during winter break, prior approval from Parking and Transportation Services is needed and the owner is responsible for arrangements to have it moved should removal be necessary.

Emergency Parking Situations

In the event of a vehicle breakdown, flat tires or severe weather situations, contact Public Safety to obtain short-term exceptions to parking prohibitions, concerning your emergency. Public Safety cannot authorize a vehicle to remain illegally parked in handicapped stalls, blocking traffic, fire lanes, etc. The Department of Public Safety and the Parking and Transportation Services Office reserve the right to deny emergency parking requests.

J-Term Parking

Parking permits are required in all St. Paul surface lots and ramps during J-Term (January). There is no change in parking regulations for J-Term. Permits for J-Term only are available for purchase through the parking portal for \$30; J-Term parking is included with the purchase of a Fall, Spring or a full year St. Paul parking permit. As always permits are required in restricted lots during J-Term, including lots P, X & Y (School of Divinity). All other parking regulations will continue to be enforced. These include but are not limited to overnight parking, unauthorized parking in restricted spaces (e.g. Admissions, etc.), no parking zones, loading docks, 15-minute zones, handicapped spaces, and fire lanes.

Summer Parking

Parking permits are not required in most St. Paul surface lots during the summer (June – August). All other parking regulations will continue to be enforced. These include but are not limited to overnight parking, unauthorized parking in restricted spaces (e.g. Admissions, etc.), no parking zones, loading docks, 15-minute zones, handicapped spaces, and fire lanes.

Restricted Parking Spaces

Some spaces on the St. Paul campus require a special permit during designated times (e.g. Admissions, etc.). Outside of the times when special permits are required, a St. Thomas permit is required.

WHERE CAN I PARK OVERNIGHT & ON THE WEEKENDS?

Overnight Parking

Surface Lot Overnight Parking

There is no parking in any surface lot from 2 a.m. to 5 a.m. except:

- Employees who hold a valid parking permit and work nighttime shifts, who are parked in a faculty/staff lot;
- Students or employees who have obtained special permission from Parking and Transportation Services for unique situations;
- Friday and Saturday nights, only in Lots A & V.

This is subject to change due to lot closure, lot repair or snow removal. In such cases, notices will be posted in residence halls and at the affected lots in advance.

Ramps

Parking is not permitted between the hours of 2 a.m. and 5 a.m. in the parking ramps. Only those with valid resident permits can park in the R2 and R3 levels of the Morrison ramp or Lower Level APF overnight. All individuals finding it necessary to leave a vehicle in the ramp between 2 a.m. and 5 a.m. must first obtain permission by contacting Parking and Transportation Services or Public Safety.

Weekend Parking

On Friday and Saturday nights, overnight parking, between 2 a.m. and 5 a.m., is allowed only in Lots A & V. Additionally, vehicles without a permit will not be ticketed during the day, beginning at 6 p.m. Friday until 10 p.m. Sunday, in faculty/staff and commuter lots. Overnight parking is only allowed in Lots A & V as described above. All restricted lots and all other regulations will be enforced.

What if I get a parking ticket?

Enforcement and Penalties General Information

Parking permit and contract/hourly sales revenue is used to pay for the cost of parking at St. Thomas, including lot maintenance, repair, snow removal, construction and administration. Enforcement of parking rules and regulations is done to provide fair and equal parking for those who have purchased a parking permit. Using emergency flashers does not allow drivers to illegally park their vehicles, in handicapped spaces, fire lanes, at yellow curbs, etc.

Violation Explanations

The amounts listed are subject to change without notice. Stall definition: a legal parking space consists of lines painted on the lot, designating a single parking space.

- **\$0 Warning:** A warning ticket may be issued for any violation. No fine is imposed. First time violators may still be issued citations and not a warning.
- **\$15 Vehicle Registration Required:** All vehicles parked on St Thomas property must either have a St Thomas issued parking permit or pay by the hour to park. Permits and hourly parking require registration of the vehicle's license plate number.
- **\$15 No Overnight Parking:** Vehicles without valid St. Thomas resident permits may not park overnight on the St. Thomas campus without prior approval of the Department of Public Safety and/or Parking and Transportation Services. Only resident students with ramp permits can park overnight in the R2 or R3 levels of the Morrison Parking Ramp or the lower level of APF.
- **\$15 Not Within Marked Space:** No vehicle may be parked in a space at an angle, on/or over a stall line.
- **\$30 15-Minute Zone:** No vehicle may be parked or standing in excess of 15 minutes in a zone marked "15 Minutes."
- **\$40 No Parking Zone:** No motor vehicle may be parked in any space not specifically marked as a parking space or stall – no sign required.
- **\$40 Snow Removal:** Upon being given notice that a lot will be plowed to remove snow, vehicles must be moved by the posted time.
- **\$40 No Valid St Thomas Permit:** No motor vehicle may be parked on the University of St. Thomas campus without a St. Thomas parking permit or authorization, except in designated visitor areas.
- **\$40 Unauthorized Parking:** Only vehicles assigned or authorized to park in specifically reserved or designated parking areas may be parked in these spaces. Unauthorized vehicles found in reserved or specifically designated parking stalls, parking lots, or roadways may be ticketed and/or towed at the owner/operator's expense without further notice. A parking space that is coned off is considered a reserved space.
- **\$40 Parked on Grass/Sidewalk:** No vehicle may be parked between the boundary line of any parking lot and a sidewalk or any grassy area or area designated as a lawn.
- **\$50 Obstructing:** Vehicles may not be parked on any roadway in such a manner as to leave insufficient width of the roadway for free movement of vehicle traffic. When parallel parking, vehicles must be parked within 12 inches from the curb. Vehicles not parked far enough into a parking space as to leave the end of the vehicle hanging noticeably outside the parking space shall constitute a violation. Vehicles other than a commercial or university vehicle may not use any part of a dock area unless prior permission is obtained from the Department of Public Safety and/or Parking and Transportation Services. No vehicle may be parked as to block vehicle access to any dumpster.

- **\$100 Fire Lane/Fire Hydrant:** Vehicles may not be parked in an area designated (with signs or yellow slashed lines) as a fire lane, along a painted curb, or within 10 feet of a fire hydrant. Due to potential emergency situations, parking in a fire lane, even for a moment, shall constitute a violation.
- **\$100 Disability Zone/Ramp:** Vehicles may not be parked in a space designated for disability parking, or disability loading/access, without displaying a current state-issued disability license plate or permit. The state fine by public law enforcement agencies of up to \$200 may be imposed for this violation in conjunction with the UST fine of \$100.
- **\$100 Illegal Use of Permit:** Illegal transfer of resident parking permits may result in your vehicle being ticketed, and/or towed as well as loss of parking privileges. Obtaining a parking permit under false pretenses, falsifying the information on the permit application.
- **\$200 Use/Possession of a Stolen/Altered/False Permit:** The theft of, use, or possession of a lost, stolen, invalid, false or altered parking permit constitutes a violation. This also may result in revocation of parking privileges. NOTE: Theft of a parking permit may result in criminal action being filed.

Towing

Vehicles parking on St. Thomas property, with multiple unpaid citations, are subject to being towed. Vehicles whose owner cannot be identified through motor-vehicle records or whose owner is not a current student or employee may be towed without notice at the driver's expense (\$40 immobilization processing fee) any time the vehicle is found parked on university property.

In addition, if the operator is found to be a student, unpaid tickets will be billed to the student's account and a financial hold may be placed on the student's record until all outstanding fines are paid, thus preventing registration and access to transcripts.

Generally vehicles are subject to towing and/or fines at any time for any of the following violations:

1. Illegal parking.
2. Multiple unpaid citations.
3. An illegal, stolen or revoked permit
4. Failure to move a vehicle during snow removal, lot closing or lot renovation, obstruction.

Other Charges

These charges and fees can be billed to student and faculty/staff accounts at any time.

- \$5 Late fee for each overdue citation
- \$10 Public Safety student account processing fee
- \$25 Motor-vehicle service look-up charge: This refers to the cost of looking up vehicle ownership information through motor-vehicle search engines in order to bill the owner and/or student for citations.

Appeals Process

The Parking Appeals Committee reviews written appeals from individuals challenging parking violations. The committee consists of faculty, staff and student representatives. The appeals coordinator, who is not a voting member, will be present for informational and recording purposes only. Due to the nature of the committee, membership is kept confidential and appeals cannot be presented to the committee in person. Appeals must be processed through the online St. Thomas Parking Portal.

The committee adheres to the following procedures and responsibilities:

1. The appeal form and citation must be received by the Parking Services Office within 10 days of the date the citation was issued. The appeal form must be filled out in its entirety.
2. The payment of the citation under appeal is suspended without penalty during the appeal process.
3. The committee will discuss and vote on the outcome of the appeal.

4. The committee may decide to cancel the fine, reduce the fine or deny the appeal and keep the fine.
5. All decisions made by the Appeals Committee are final.
6. Once the appeal is denied, failure to pay the issued citation within five business days from the date of notice will result in a late fee.
7. Fines that have been reduced by the committee will return to their original amount if not paid within five business days of the date of notice.

An appeal should be based on the fact that the violation notice was issued in error or contrary to the regulations listed in this Parking Guide. A lost permit, forgetfulness, parking only for a short period, and/or not seeing the signs are unacceptable grounds for appeal.

Note: A citation may not be appealed if the vehicle or permit holder has any other unpaid fines.

Ticketing at the Start of the Semester

In order to ease parking problems during the start of the fall semester, permits will not be required until 10 p.m. on Sunday, September 13, 2021.

WHAT OTHER SERVICES ARE OFFERED?

Vehicle Lock-Outs & Jump Starts

If you lock your keys in your vehicle or need a jump start on or within a six-block radius of campus, you may contact the Department of Public Safety and an attempt will be made to unlock/jump your vehicle. However, a waiver will need to be signed by the owner of the vehicle, to release the university from any liability. Proof of ownership and proper identification will be required. If you have three or more outstanding citations, these must be paid before the service(s) will be attempted. If an attempt is made and Public Safety officer(s) are unsuccessful, a call can be placed to an outside vendor to assist you but you will be responsible to pay the cost to the private vendor for the service(s) rendered. Public Safety officers may elect, but are not required, to provide such service, particularly if their other patrol and/or emergency-care duties are put at risk.

Services and Safety Tips

Cameras

Surveillance cameras have been installed in the parking ramps, and in many of the lots, on both campuses, but we still need your eyes. If you see something suspicious, please contact the Public Safety Department at 651-962-4100 (Minneapolis Campus), or 651-962-5100 (St. Paul Campus). In the event of an emergency, please contact us at 651-9622-5555.

Patrols

Officers make frequent patrols of all the parking lots and buildings on both campuses. If you see a vehicle parked illegally, you may contact the Public Safety Department 651-962-5100 to request enforcement. Make a note of the vehicle make and model along with the license plate if possible.

Escorts

Escorts are available from Public Safety officers 24 hours a day, 7 days a week. An escort can be requested by contacting Public Safety.

HOW CAN I GET BETWEEN THE ST. PAUL AND MINNEAPOLIS CAMPUSES?

A free shuttle bus service is available Monday through Friday between the St. Paul and Minneapolis campuses to those with a valid St. Thomas identification card. The shuttle bus is for St. Thomas business only and should only be used to commute between the St. Thomas campuses. You will be required to present your St. Thomas ID when boarding the bus. This express shuttle makes only two stops, the St. Paul Campus (on the north side of Summit Avenue in front of the Anderson Student Center) and the Minneapolis Campus (on the Harmon Place side of Terrence Murphy Hall).

Schedule information is available on the Web by clicking on “shuttle bus” at: www.stthomas.edu/parking.

WHERE CAN I PARK OFF-CAMPUS?

City Permits

A City of Saint Paul permit is required to park on many of the streets bordering the St. Paul campus (the farther away from campus, the more free parking is available). Only people who live in the neighborhood may purchase such permits from the City of Saint Paul. Even in areas where no permit is required, there is a 48-hour limit for parking a vehicle in the same location on city streets. Please read all signs before parking on city streets and check with the City of Saint Paul, 651-292-6600, if you are unsure.

If it is necessary to park on city streets, be aware of all signs, be considerate of the neighbors by parking properly (not blocking driveways), and using main traffic arteries, not side streets, when commuting to St. Thomas.

City Snow Emergencies

Snow emergencies may be declared by the City of Saint Paul; please call 651-266-PLOW (7569) if you are unsure where to park. If you are parked on a city street during the snow emergency, your vehicle may be subject to ticketing and towing. Please be aware that due to snow removal needs on campus, parking in St. Thomas lots during city snow emergencies is NOT allowed unless otherwise posted by Public Safety.

WHAT ARE THE TRANSPORTATION ALTERNATIVES?

Due to an ongoing concern with the availability and cost of parking at St. Thomas, and in keeping with our sustainability initiatives, alternative methods of transportation are encouraged.

Metro Transit Bus System

Call 612-349-7000 for information on bus schedules or check the Metro Transit website at metrotransit.com. The following transit passes are available to purchase from UST: (all prices subject to change)

Employee MetroPass

Full-time employees (.625 FTE or greater) who choose not to drive to campus and do not purchase a contract or permit are eligible for the Employee MetroPass program. Eligible employees can purchase a yearlong MetroPass for \$400 through payroll deductions. This pass is valid for unlimited rides on all Metro Transit buses and the light rail system. Passes are non-transferable and must be returned if employment is terminated or falls below an FTE of .625. Use of the MetroPass by anyone other than the purchaser is forbidden and will result in revocation of MetroPass privileges. A lost or stolen MetroPass will be replaced once during a 12-month period for \$5. Refunds will not be issued for replacement passes if the original lost or stolen MetroPass is recovered. Damaged passes will be replaced at no cost if the pass is returned along with a request for replacement. MetroPasses are only available

for sale at the St. Thomas Parking Services office. A valid St. Thomas ID is required in order to purchase a pass. Employees who purchase St. Thomas parking permits are not eligible for the MetroPass.

Student College Pass

Undergraduate and graduate students registered for credits and who do not purchase a parking pass are eligible to purchase the Metro Transit College Pass (C-Pass). The C-Pass costs \$150 for both the fall and spring semesters and costs \$85 for the summer. The C-Pass allows unlimited rides on Metro Transit buses and the light rail system. Passes are non-transferable and must be returned if the student withdraws from classes or the university. Use of the pass by anyone other than the purchaser is forbidden and will result in revocation of C-Pass privileges. A lost or stolen C-Pass can be replaced for \$5. Damaged passes will be replaced at no cost if the pass is returned along with a request for a replacement to Parking Services. C-Passes are only available for sale at the Parking Services Office. A valid St. Thomas identification card is required to purchase a pass. Eligible students must purchase the C-Pass with their student account.

Stored Value Cards

Metro Transit \$20 stored value cards are available for purchase from the St. Thomas bookstores.

Carpooling

Information regarding carpooling can be found at the Metro Transit website, under “Other Ways to Get There.”

BUILDINGS & SPACES ▲ Accessible Building ◆ Partially Accessible Building

| | |
|---|--|
| Aquinas Hall (AQU) 1 | Development (DEV) 39 |
| John R. Roach Center for the Liberal Arts (JRC)...▲ 2 | Residence Life (40S) 42 |
| Greenhouses (GRH)▲ 3 | Residence Life (44S) 43 |
| O'Shaughnessy-Frey Library Center (LIB).....▲ 4 | Residence Life (50S) 44 |
| O'Shaughnessy Educational Center (OEC).....▲ 5 | Residence Life (54S) 45 |
| Murray Residence Hall (MUR)▲ 6 | Residence Life (56S) 46 |
| Murray-Herrick Campus Center (MHC)◆ 7 | Residence Life (66S) 47 |
| Tommie East Residence Hall (ERH)◆ 8 | Residence Life (74S) 49 |
| Chapel of St. Thomas Aquinas (CHA)◆ 9 | Center for Well-Being (CWB)▲ 50 |
| Iversen Center for Faith (ICF)◆ 10 | Residence Life (39G) 51 |
| Tommie North Residence Hall (NRH)◆ 11 | Residence Life (49G) 52 |
| Ireland Residence Hall (IRE) 12 | Residence Life (51G) 53 |
| Saint John Vianney College Seminary (SJV).....▲ 13 | Residence Life (59G) 54 |
| Dowling Residence Hall (DOW)▲ 15 | Residence Life (63G) 55 |
| Flynn Residence Hall (FRH)◆ 16 | Residence Life (71G) 56 |
| North Athletic Fields (NAF)▲ 17 | Residence Life (75G) 57 |
| Public Safety Office▲ 18 | Sabo Plaza▲ 58 |
| Morrison Residence Hall (MOR)▲ 19 | Owens Science Hall (OWS)▲ 59 |
| Koch Commons (KOC)▲ 20 | Greenhouse (GRH)▲ 60 |
| Brady Residence Hall (BRA)▲ 21 | O'Shaughnessy Science Hall (OSS)▲ 61 |
| Physical Plant (PHP)▲ 22 | Service Center (SER)▲ 63 |
| Anderson Athletic & Recreation Complex (AARC)▲ 23 | Facilities & Design Center (FDC)▲ 64 |
| Fowler Veranda◆ 24 | Anderson Parking Facility (APF)▲ 65 |
| Palmer Athletic Field (PAF)▲ 25 | McCarthy Gym (MCG)▲ 66 |
| O'Shaughnessy Stadium (STA) 26 | South Athletic Fields (SAF)▲ 67 |
| John P. Monahan Plaza▲ 27 | Binz Refectory (BIN)◆ 68 |
| Anderson Student Center (ASC)▲ 28 | Brady Educational Center (BEC)▲ 69 |
| Center for Interreligious Understanding (57P) ... 29 | Grace Residence Hall (GRA) 70 |
| Art History (44C) 30 | Cretin Residence Hall (CRE)▲ 71 |
| Sitzmann Hall (55S) 31 | Grotto 72 |
| McNeely Hall (MCH)▲ 32 | Archbishop Ireland Memorial Library (IRL)▲ 73 |
| Residence Life (85G)▲ 33 | St. Paul Seminary School of Divinity (SOD)▲ 74 |
| Residence Life (09G) 34 | St. Mary's Chapel (SMC) 75 |
| Alumni & Donor Relations (32F) 35 | St. Paul Seminary Residence (SEM)▲ 76 |
| Advancement Services (30F, 34S) 36, 41 | Byrne Residence (BYR) 77 |
| Summit Classroom Building (SCB)◆ 37 | (Archdiocese of St. Paul/Minneapolis) |
| Residence Life (10S) 38 | Private (14,40,48) |

