

# **PARKING POLICY**

This booklet is provided to acquaint individuals with IIT's motor vehicle rules and regulations. Whether a vehicle is parked on campus throughout the year, or only on occasion, it is the responsibility of the owner or operator of that vehicle to be familiar with and obey all the regulations. Citations will be given for failure to comply with them.

## **OBJECTIVES**

The primary objectives of the traffic regulations are to:

- Provide students, employees, and visitors with the opportunity to park a motor vehicle while at IIT.
- Enforce safety for pedestrians and vehicular traffic.
- Ensure that access for emergency vehicles and equipment is maintained all times.

## **GENERAL INFORMATION**

The university assumes no responsibility for the care and/or protection of any vehicle or its contents at any time while it is parked or operated on the grounds of the university. Issuance of a parking permit shall create no liability on any property owned or otherwise controlled by IIT.

IIT assumes no responsibility for lost or stolen parking permits.

The fact that a person parks in violation of any law, ordinance or regulation and does not receive a violation/warning notice does not mean that the law, ordinance regulation is no longer in effect or is invalid.

Any motor vehicle that has become disabled on university property must be reported to the IIT Public Safety Department and the HawkCard & Parking Services office immediately or will be subject to tow.

Vehicles are not allowed in areas closed by barricades or other traffic control devices.

Yellow curbs designate NO PARKING areas.

## **POLICY**

The operation or parking of any motor vehicle on the property of IIT is a privilege granted by the university. In order to maintain a safe and clear means for the movement and parking of vehicles, IIT has adopted and enforces the regulations contained herein. Each owner/operator is responsible for being familiar with these regulations and will be held responsible for violations thereof. The Parking Services Office and Public Safety are charged with the responsibility of enforcing parking regulations at IIT. These two departments accomplish this by issuing parking violations to vehicles in violation of the published IIT parking regulations. The issued parking violation requires the payment of a specific fine or the appeal of the violation within 7 days of the issue date.

IIT has designated surface lots. Use of lots and designated parking spaces require the display of a valid IIT parking permit. Some lots have restrictions imposed, either by electronic means or through the use of signage.

The purchase of an IIT parking permit does not guarantee the availability of a specific parking space. All parking is on a first-come first-served basis. The responsibility for locating a legal parking space rests solely on the vehicle operator. Lack of available parking in individual parking lots is not a valid excuse for parking illegally.

All traffic and parking regulations will be enforced at ALL times, including evenings, weekends, holidays and when classes are not in session, unless otherwise noted.

Each person who registers and or operates a motor vehicle or motorcycle on IIT property must have a valid driver's license and current vehicle registration.

The regulations contained herein are subject to revision, addition and/or amendment. Such revisions will be posted and/or published for the information of the IIT community.

The university reserves the right to remove or have removed any vehicle or motorcycle that is parked

in such a way as to constitute a serious hazard or that impedes vehicular or pedestrian traffic movement, the operation of emergency equipment and/or making of essential repairs. Owners of such vehicles will be required to pay all costs involved in removing, impounding, and storing such vehicles. Any vehicle parked on IIT property without a valid university issued permit can be subject to removal at the owner or operator's expense.

## **PARKING AND TRAFFIC REGULATIONS**

All vehicles parked on IIT property must display a valid IIT parking permit, unless otherwise noted (i.e. parking meters, time restricted parking areas, etc.).

Parking areas may be controlled and/or restricted by traffic control devices. All vehicles must be parked in compliance with posted parking control devices.

The university reserves the right to impose limitations on parking in emergencies or on special occasions. In such instances, advance notice will be given when practical and as time allows.

No person may park any motor vehicle on campus in any location other than an authorized and designated parking area.

Vehicles must park within indicated boundaries and marked parking lanes/spaces or areas.

No vehicle may be parked or driven in such a manner as to obstruct vehicular or pedestrian traffic .

No person may make major repairs to motors vehicles while on the campus.

Parking in areas under the "L" tracks from 29th to 35th streets is strictly prohibited unless otherwise indicated by posted and approved signs.

The speed limit on all university property, including parking lots, is 5 miles per hour.

Pedestrians have the right of way at all times.

Operating or parking of vehicles on sidewalks or lawns is prohibited.

No person may park or operate a motor vehicle on the campus in such a manner as to cause damage to any university property.

No person may park or operate a motor vehicle in such a manner as to cause interference with operations of the university or in such a manner as to disturb the peace of the university community.

The operator of any vehicle must obey all traffic and parking control devices.

No person may interfere with traffic enforcement or the operation of any traffic control device, ignore any officer's signal or instruction, or tamper with, destroy, or deface any traffic control device.

## **ENFORCEMENT**

Violators of the parking regulations and individuals parking or operating a vehicle in such a manner as to interfere with the normal flow of traffic and/or operations of the university are subject to ticketing and/or towing.

Violators with three or more unpaid tickets are subject to having their vehicle towed from the campus at the vehicle owner or operator's expense.

Vehicles that are parked on IIT property and do not have a valid IIT parking permit properly displayed are subject to having their vehicle ticketed and/or towed from the campus at the vehicle owner's or operator's expense.

Continual or habitual violations of the IIT parking regulations may subject the violator to having his/her vehicle removed from the campus by a private towing company, operating under an agreement with IIT. Such vehicles will continue to be towed by the towing agency until all outstanding fines and charges are paid.

Violators parking in fire lanes, loading zones, service drives, blocking driveways, obstructing traffic,

on lawns or grass, or on sidewalks are also subject to removal from the campus, as previously described.

Abandoned vehicles will be removed from the campus. A vehicle shall be deemed abandoned if it does not display proper state registration (license plates) or is in an obvious state of disrepair and has not been operated for 30 consecutive days.

Any vehicle that is parked in such a manner as to constitute a hazard or that impedes vehicular or pedestrian traffic shall be removed from campus in accordance with the provisions previously described.

Any vehicle parked in violation of designated "snow route/snow zone," when snow removal operations have begun or when weather conditions indicate snow removal operations will be necessary, shall be removed from the campus in accordance with provisions previously described.

## **LOSS OF PARKING PRIVILEGES**

Any of the following acts can result in loss of parking privileges:

- Falsification of registration.
- Registration of a vehicle by or for a person ineligible for parking privileges under these regulations.
- The sale, gift, or exchange of any valid university parking permits to another person regardless of eligibility for parking privileges under these regulations.
- A record of three or more unpaid parking violations.
- Other serious and/or repeated violations of these regulations.

The HawkCard & Parking Service Office will make reasonable efforts to notify violators of pending enforcement action, but failure to receive prior notification does not negate the enforcement action.

## **REGISTRATION OF VEHICLES**

All IIT parking lots and designated parking areas are private property. Any motor vehicle parked upon or operated on university property must be

registered with the IIT HawkCard & Parking Service Office.

Applications for parking permits can be made from 9a.m. to 5p.m. Monday through Friday, at the HawkCard & Parking Service Office located in the Commons Building. At the time of application for registration, the applicant must show:

- His/Her driver's license.
- Proof of vehicle information (i.e. state registration card, insurance card etc.)
- Current and valid IIT identification card.

Registration is not complete until the application has been completed and all applicable fees and charges have been paid.

## **PARKING PERMITS**

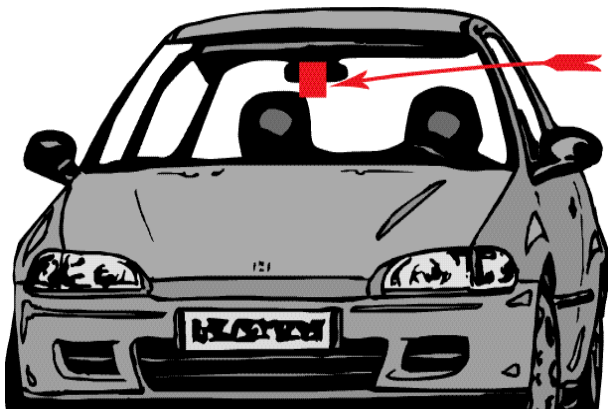
A parking permit is valid only through the date indicated on the face of the permit. An extension may be granted at the discretion of the Hawk Card & Parking Service Office.

The parking permit hang tag must be displayed on the rearview mirror or on the driver's side of the dashboard if a rearview mirror is not present. If the hang tag is not displayed in the correct location, the vehicle is subject to ticketing. Permits may be used only by the persons to whom they are issued and only on the vehicles for which they are registered. Permits are not transferable between individuals.

All permits remain the property of the university and may be rescinded for cause at any time. The holder of the rescinded permit must return the permit to the HawkCard & Parking Services Office.

Anyone who fails to properly register a motor vehicle and/or display a valid parking permit will be subject to ticketing and/or towing at the owners or operator's expense.

Any person registering a vehicle in his/her name shall be liable for all violations incurred by that vehicle or its operator.



Hang the parking hang tag from the rearview mirror facing forward. If the vehicle registered is without a rear view mirror, you may display your permit on the lower corner of the front windshield.

When a vehicle for which a permit was issued is no longer in use and a new permit is required for the replacement vehicle, it will be necessary to remove the old permit and present it with the application for a new permit. Proof of disposal or non-use of the vehicle initially registered may be requested. A fee may be assessed for a replacement permit.

Temporary parking permits will be issued at the discretion of the HawkCard & Parking Services Office. A fee may be assessed for such a permit.

Defaced and/or destroyed permits or any permit that becomes unreadable must be replaced. A fee may be assessed for replacement permits.

## **PARKING ENFORMENT TIMES**

All traffic and parking regulations will be enforced at ALL times, including evenings, weekends, holidays and when classes are not in session, unless otherwise posted.

The parking meters in the visitor parking lots must be paid from 7a.m. through 7p.m. Monday through Friday, including meters at handicapped spaces, or unless otherwise noted.

To accommodate the parking needs of special events, the University reserves the right to close needed parking lots and temporarily re-assign those permit-holders. Permit holders will be notified in advance of any parking lot closures.

## **PERMIT FEES**

Please call the HawkCard & Parking Service Office at 312.567.8968 for a current list of parking fees, or view the list online at [www.parking.iit.edu](http://www.parking.iit.edu).

Payments of parking permit fees can be made via cash, check, credit card, or by payroll deduction for IIT employees.

Parking permits are valid only for the designated parking lots.

The permit-holder cannot sell, transfer or otherwise give his or her permit to anyone.

## **HANDICAPPED PARKING**

Anyone who parks in a handicap parking space must adhere to the designated requirements. If the handicap space is within a permitted lot, the owner or operator must have an official handicap sign and the designated IIT parking permit for the assigned area. If the handicapped space is a metered space, the meter must be paid.

## **VISITOR PARKING**

All parking for visitors is metered parking. Enforcement of the parking meters is 7a.m. – 7p.m. Monday through Friday. Repeated meter violations will result in towing. A visitor can purchase a full day parking meter tag from the Parking Services Office. The meter tag is only valid for one day and cannot be altered. If the permit is tampered with, the vehicle will be ticketed and/or towed at the owner's expense. Please see the parking lot map for the locations of visitor parking on campus.

## **CONTRACTOR PARKING**

All contractors parking on Illinois Institute of Technology properly must obtain a contractor-parking permit from the Facilities Department. Contractors to the University may only park at the location designated on the permit. The parking assignment designation for contractors is Lot A1. Facilities reserves the right to allow contractors to park in Fire Lanes and/or service drives close to buildings where work is being performed at their discretion. Such contractors must obtain a

temporary permit to park near the designated building from the Facilities Department.

## **SUMMER PARKING**

The parking policy will be enforced during the summer. Permits are required in designated lots at all times. Temporary parking permits for summer conference attendees and other summer guests are available for purchase from the HawkCard & Parking Services Office.

## **SPECIAL EVENTS PARKING**

A person(s) or department(s) planning a special event which will require parking, shall contact the HawkCard & Parking Service Office as follows:

- If less than 25 vehicles are expected to be on campus for a special event, the HawkCard & Parking service office must be contacted 72 hours prior to the event
- If more than 25 vehicles are expected to be on campus for a special event, the HawkCard & Parking Service Office must be contacted 2 weeks prior to the event.

## **TEMPORARY PARKING PERMITS**

Parking permits can be purchased for periods of time ranging from daily, monthly, or annually.

Temporary parking permits must be obtained for all guests in lots when visiting the University. The exception is guest or visitors using metered parking.

Visitors and/or guests of the University may only park at the location designated on the temporary permit .

Temporary parking permits may be purchased from the HawkCard & Parking Service Office. Please check the current rates on the parking web site at [www.parking.iit.edu](http://www.parking.iit.edu)

## **REPLACEMENT FOR PARKING PERMITS And ACCESS ID CARDS**

If parking permits and/or access ID cards are forgotten, a temporary one can be issued (please refer to the section on Temporary Parking Permits). If parking permits and/or access ID cards are damaged lost or stolen, a replacement must be obtained for a fee.

## **CHANGE IN STATUS**

It is the responsibility of the permit holder to advise the HawkCard & Parking Services Office of any change in name, address, department, telephone number, or vehicle information.

## **TERMINATION OF PARKING PERMITS**

It is the responsibility of the permit-holder to return the parking permit and access ID card to the HawkCard & Parking Services Office upon termination of parking.

## **OTHER TRANSPORTATION OPTIONS**

Illinois Institute of Technology encourages its faculty, staff, and students to carpool, use the shuttle bus, or utilize Chicago's large public transportation system. A program has been established to aid faculty and staff with the cost of using public transportation. The Transit Program allows employees to increase take-home pay by using pre-tax dollars to pay month can be set aside for transit. Please contact the Payroll Office for more information at 312.567.3666.

## **PARKING TICKET FINES**

All tickets issued by Illinois Institute of Technology must be paid or appealed within 7 days of the date the ticket was issued. A late fee of \$10 will be added to all tickets after 7 days. A current list of ticket fines is available on-line at [www.parking.iit.edu](http://www.parking.iit.edu), and is subject to change without notice.

## **APPEAL OF PARKING TICKETS**

Parking tickets may be appealed if issued incorrectly or if there are extenuating circumstances. All tickets appeals must be made within 7 days of the date the citation was issued. The HawkCard & Parking Services Office will appoint individuals to serve on the Parking Appeals Committee who will read through and decide on parking ticket appeals.

To appeal a parking ticket, fill out and submit a Parking Ticket Appeal Form. This form can be obtained on-line at [www.parking.iit.edu](http://www.parking.iit.edu) or from HawkCard & Parking Services Office. Appeals are submitted as written only and may not be made in person. The appeal must be submitted or postmarked (if mailed) within seven days of the date the ticket was issued.

If an appeal is granted, the violator will be notified and the violation will be voided.

If an appeal is denied, the violator will be notified. The violator will be responsible for all applicable charges and fines. Those fines and charges must be paid within 30 days of the appeal denial notice. Parking ticket appeals will be ruled on within 30 days, unless other extenuation circumstances prevent the committee from meeting. Late fees will not be applied to appealed tickets until after an appeal has been denied and the violator has been notified and given 30 days to pay the fine. The decision of the Parking Appeals Committee is final.

If you have any questions or comments please contact:

**The McCormick Tribune Campus Center**  
3201 S. State St. | Chicago, IL 60616  
Telephone: 312.567.8968 | Fax: 312.567.8979  
Office hours: 9:00a.m. – 5p.m. Monday–Friday  
E-mail: [parking@iit.edu](mailto:parking@iit.edu)      [www.parking.iit.edu](http://www.parking.iit.edu)