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1. PARKING PERMITS

A parking permit is required to park on University Campuses (refers to River Campus and Medical Center Campus [at all times]), including weekends. All faculty, staff, students and University affiliates who wish to park on any Campus must register their vehicles with the Parking Office. When applying for a parking permit all outstanding parking violations must be paid.

The Parking Department is the **only** place where you can purchase a valid parking permit. The permits cannot be transferred, altered, forged or manipulated in any way. If a permit is suspected of being tampered with, the vehicle will be ticketed and/or disciplinary action may be taken.

Permits must be permanently affixed to the lower right corner of the rear window on the driver's side of the vehicle. Taping your permit to the window is not acceptable. Plastic hangers for permits are available by request.

Permit Holder's Responsibility: The person whose name a vehicle is registered to at the Parking Office is held responsible for any violations involving the vehicle. It is the permit holder's responsibility to make University Parking guidelines known to persons operating the registered vehicle on University property. It is the responsibility of the permit holder to know when their permit expires or to notify the office if their permit has been lost or stolen. Permits are only to be used on the vehicle for which they are registered. All vehicles on University property must comply with the New York State Vehicle and Traffic Law.

All permit holders must park in assigned lot/zone during normal business hours. Permit holders may not park vehicles in the parking lots that take up more than one space, e.g. RV's, cars with

trailers, trucks with snow plows, etc. Also vehicles cannot be left in the parking lots for extended periods of time such as vacations, trips out of town, etc.

Areas posted as Reserved and any lots with gates in the down position or any space with a special sign may not be used at any time (24 hours a day/7 days a week).

Permit holders are discouraged from parking in the residential neighborhoods that surround the University Campuses, since it limits the ability for family, friends and service vehicles to visit. There are neighborhood associations that monitor this situation and inform University Administration when it interferes with their quality of life.

River Campus: Paid permit holders must park in your assigned lot/zone from 7:30 am to 4:00 pm Monday through Friday. Your permit is valid in any open, unreserved area from 4:00 pm to 7:30 am the following day (parking meters excluded), all day weekends and official University holidays. All other holidays and student breaks are excluded.

River Campus Students: A copy of the vehicle registration is required and all outstanding parking violations must be paid. A student may only register a vehicle that is owned by himself/herself or by a family member. Resident students may park 24/7. Freshman living on campus are not eligible for a parking permit. Those having special circumstances that require a vehicle should address a letter to the River Campus Parking Office explaining their special needs.

Permits are issued with residential student class seniority taken into consideration. Students living off campus are offered commuter parking permits for the Park Lot area. This is not an overnight lot.

Permit holders must park in your assigned lot/zone from 7:30 am to 4:00 pm Monday through Friday. Your permit is valid in any open, unreserved area from 4:00 pm to 7:30 am the following day, all day weekends and official University holidays. All other holidays and student breaks are excluded.

2. ALTERNATE PERMITS

Those driving a second or third vehicle on a regular basis may obtain an alternate vehicle parking permit at a fee per vehicle. Only 1 vehicle may park on University property at a time.

When it is necessary to drive an alternate vehicle to work/school, park in your assigned lot/zone and call the appropriate Parking Office (RC x5-3983 or MC x5-4524) to report the vehicle information (license plate, color, make and vehicle location). The vehicle will be placed on an enforcement list so that you will not be ticketed for that day.

If you will be driving the alternate vehicle for more than three days, you must obtain a free temporary permit from the Parking Office. Notes left on vehicles are not accepted and unregistered vehicles will be ticketed.

River Campus Students: Residents cannot purchase an alternate decal.

3. AFTER HOURS PERMITS

Medical Center Campus: After Hours permits are available to staff members that work the night shift. The permit is valid from 5:00 p.m. until 10:00 a.m. the following morning, Monday through Friday, and all day on Saturdays, Sundays and University holidays in the Garage

(levels 4, 5 and 6) and Visitor Lot 3. A letter is required from your supervisor and Human Resources must be notified that you are a night shift worker. If you are required to work after 10:00 am on a given day Monday through Friday you must call the Parking Office to be placed on the enforcement list. If an after hours permit holder is requested by a supervisor to report to work during the day, the after hours permit holder must call the Parking Office to be placed on enforcement and will be allowed to park in Lot 1 in a 2nd or 3rd row space only.

River Campus: An after-hours permit is available at a discounted rate for those parking on campus between 4:00 pm and 7:30 am.

4. BUSINESS PERMITS

Business Permits are valid only when accompanied by another paid University parking permit. Business permits are valid for a maximum of three hours per day. They are valid in any Medical Center visitor lot, or designated "Business" parking space at the River Campus or the Medical Center.

5. CANCELLATION OF PARKING PERMIT

There is a \$20.00 fee if the permit is not returned. Remove as much of the permit as possible from your vehicle and return it to the appropriate Parking Office. Refunds will be calculated based upon the date of return of the permit.

6. CAR POOL PERMITS

Car Pool permits are available at a discount rate: 2 in a carpool = 50% off, 3 in a carpool = 75% off and 4 in a carpool = free.

Carpool information is available at any of the Parking Offices or on our web site at www.rochester.edu/parking/.

7. HIGHLAND HOSPITAL PERMITS

All paid Highland Hospital Parking permits are valid in any Medical Center visitor lot. All paid University Parking permits are valid at the Highland Hospital Professional Building Garage for meetings and work related issues. To exit, write your parking permit number on the entry ticket. If you park at Highland Hospital for non work related issues, you will be required to pay the visitor fee.

8. LIMITED USE PERMITS

Special use permits for housing areas (University Park, Whipple Park, Goler House) and Commercial Properties (Mount Hope Professional Building) are only good for the area specified on the permit and are not valid in any other area at the University of Rochester.

9. MOTORCYCLE PERMITS

Motorcycles must be registered with the Parking Office and receive a unique permit.

Medical Center Campus: Motorcycles can park in any remote lot or their assigned lot (if an alternate vehicle) in any cross-hatched area as long as it is not a walkway or handicapped space. We prefer they not park in a regular space, but we will not ticket if they do.

River Campus: Motorcycles must be registered with the River Campus Parking Office and are permitted in motorcycle designated parking areas only. A yearly registration fee is required and a permit must be displayed.

10. OCCASIONAL PARKER PERMITS

If you utilize alternative means of transportation to and from the University (e.g. walking, bicycling, public transportation, etc.), you qualify for the

Occasional Parking Program. This program permits you to bring a vehicle to work two times per month. Permits will be provided free of charge.

11. RED ADMINISTRATIVE, TRUSTEE AND MC BOARD PERMITS

Red Administrative, Trustee and MC Board permits are valid at all times in all employee and visitor lots.

12. REPLACEMENT PERMITS

There is a \$20.00 fee for a permit or keycard that is not returned and \$40.00 for a lock-box that is not returned. Replacement permits are issued when the vehicle for which a permit has been assigned is replaced. Remove as much of your parking permit from your old vehicle as possible and bring it to the appropriate Parking Office in exchange for a new one.

13. CROSS CAMPUS PRIVILEGES

A University of Rochester permit holder should park in their assigned lot when on the premises during regular business hours.

Medical Center Campus: Medical Center paid permit holders may park on the River Campus in any non-gated lot or unreserved space from 4:00 p.m. to 7:30 a.m. the following day, weekdays, and all day on weekends. If you are attending a daytime meeting or training session, you can buy a daily pass at the information booth, and the attendant will instruct you where to park. Visitors may also use the meters along Wilson Blvd. for short term parking.

River Campus: River Campus permit holders may park in Lot 1 in a 2nd or 3rd row space when attending a daytime meeting or training session at the Medical Center. Weekdays, during non-business hours, registered River Campus permit holders may also park in Lots A, 1, 2 and 4. **Please note the visitor lots are not to be used for meetings or training sessions.**

14. APPEALS

Appeals can be submitted on-line at www.rochester.edu/parking/, or at the appropriate Parking Office. Appeals of parking violations must be received within 10 days of the date the violation was issued. Qualifying appeals will be given to the parking committee for review. A notification will be sent out on the results of an appeal either by email or mail.

15. CANCER CENTER, EYE INSTITUTE, PATIENT DISCHARGE, MS AND ED LOTS

All University permit holders are not permitted to park in the Cancer Center, Patient Discharge, Emergency Dept or Musculoskeletal Lots at any time, including nights and weekends. If a University permit holder parks in these lots, their vehicle will be ticketed.

16. CITATION STATEMENT

Medical Center Campus: When an individual has 3 or more open violations or fails to make payment on a promissory note the individual will receive a citation statement.

Failure to respond and resolve this statement in 30 days may result in disciplinary action from your supervisor or department head.

17. FINES

Parking fines may be paid on-line at www.rochester.edu/parking/, by mail or at the Parking Office with cash, credit card (Visa/Discover/MC), money order, or personal check.

18. FULL LOTS/OVERFLOW

Medical Center Campus: Upon confirmation by parking personnel that remote lots (1, 2, A, Iola) are full, signs will be posted directing parkers to their overflow lot. Upon verification by parking personnel that close-in lots (1R, 3, 4, 6, 7, EDC) are full, registered parkers for these lots will be directed to the Garage. Times that lots become full are recorded in the Parking Office. Using an overflow lot prior to your lot being full will result in a ticket.

River Campus: Upon confirmation by parking personnel that lots are full, the River Campus

Parking Office will assign an overflow location should your lot/zone be filled.

19. LIABILITY

While we endeavor to protect the property of our patrons, we are not responsible for the loss or damage to vehicles or their contents. Please report any loss or damage to Security at x5-3333.

20. LOT/ZONE TRANSFER REQUESTS

Medical Center Campus: Work Related – Forms are available at any of the Parking Offices and on our web site www.rochester.edu/parking/. The Department Head/Chair must complete this form by justifying work related use of the vehicle. Specific reference must be made to daily use of the vehicle as it relates to job duties (frequent transportation of medical or office materials, travel to and from other hospitals or offices, etc.). Parking lot proximity to workplace and/or extended working hours are not grounds for work related transfer.

Convenience – Requests for convenience transfers can be made at www.rochester.edu/parking/ and are processed on a first requested/first transferred basis as space allows under current lot capacity. Employees will be placed on a waiting list for a particular lot assignment. This list is reviewed on a regular basis and transfers are processed as space allows in order of list placement.

River Campus: Requests are processed on a first requested/first transferred basis as space allows under current lot capacity.

21. USAGE OF VISITOR LOTS

Please note the visitor lots are not to be used for meetings or training sessions.

Medical Center Campus: All faculty, staff, students and University affiliates that are at the hospital or Medical Center as a patient or visitor during regular business hours:

- Must take a parking ticket upon entry to visitor lot and pay upon exit
- Must pay regular visitor parking rates
- Must call Parking Office for placement on the enforcement list to avoid a violation ticket

On Weekends and University holidays registered University permit holders can park in the Garage and Lot 3 at no charge. University holidays are: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving weekend and Christmas Day. All other holidays and students breaks are excluded.

All permit holders **may not** enter the visitor lots after 6:00 a.m. Monday through Friday. You must park in your assigned parking lot.

All registered parkers of the University are allowed to park in the Medical Research Building (MRB) Lot after 6:00 p.m. and before 7:00 a.m., Monday through Friday and all day Saturdays and Sundays. The MRB Lot may be reserved for a special event, which overrides the above privilege.

Evening staff arriving after 2:15 p.m. may park on levels 4, 5 and 6 of the Garage.

All Medical Center permit holders authorized to use the Garage must utilize levels 4, 5 or 6 to allow ample space and proximity for our patients and visitors.

All Medical Center permit holders authorized to use Lot 3 must park after the first 3 rows.

River Campus: The Todd Lot is reserved for Admissions Visitors from 8:00 am to 4:00 pm on weekdays and Saturdays 8:00 am to 12:00 pm. Valid permits are required weekdays from 4:00 pm to 7:00 pm. Any vehicle found illegally parked in the lot during reserved hours will be ticketed. This lot may also be reserved at other times by special arrangement.

22. VIOLATIONS

Parking tickets are meant as a means of communication to inform our patrons when their

vehicles are not parked in accordance to University Parking guidelines. Definition of a "No Parking" area is any area that is not a marked parking stall.

23. BICYCLES

Bicycle racks are located throughout the University. Bicycles may not be parked next to sign posts, trees, light poles or handrails, and are not allowed to be brought into University buildings.

24. DISABILITY/SHORT TERM ILLNESS

If you are out of work for an extended period due to a disability, you may apply for a prorated refund of your parking fees upon your return to work. Refunds are not made for sick or vacation time.

25. HANDICAPPED/MEDICAL CONDITION

If you need handicapped parking or temporary/seasonal assignment to a closer parking space due to a medical condition, please follow the process below:

A. Obtain paperwork at any of the Parking Offices or on our web site at www.rochester.edu/parking/.

B. Have your physician complete the paperwork and submit it to the Occupational and Environmental Medicine Department (OEM).

C. OEM will evaluate the paperwork and notify you of their determination.

D. The Parking Office will issue a 2 week temporary permit to a close-in lot while the data is gathered and reviewed.

If the assignment is temporary (less than 12 months) you will not be charged an additional fee. If the parking assignment is permanent (or continues for more than 12 months) you will be required to pay the going rate of the lot selected up to a maximum per year.

The hash marks next to a handicapped spot are for handicapped-accessible vans. A \$100.00 fine will be given to all other vehicles parked in such spaces.

26. PARKING SERVICES

Upon request, the Parking Office will provide jump starts, tire inflation and lock deicer. If you need assistance, you may call 5-3983 (RC) or x3-4226 (MC). After hours, please contact Security x5-3333 (x13 for an emergency). Blue Light Emergency Phones are located throughout the Campuses and in the parking areas.

27. SPONSORED TAXI SERVICE

The Ride Home Program is available to all University of Rochester Community, call x4-2222. The program is a pre-purchase ticket plan with tickets sold at the Parking Offices and throughout the University. Each \$2.00 ticket covers transportation within a two mile radius of the University and is available anytime, day or night, seven days a week. The rider is limited up to (5) five tickets per ride. If the ride is more than 10 miles, you are responsible for the difference.

28. SPECIAL EVENTS

Parking arrangements for events must be made in advance by contacting the Events Coordinator at the Parking & Transportation Office x3-2140. The sponsor, number of participants, location, date and times must be submitted for appropriate parking arrangements to be made. Parking reserves the right to utilize any parking area during special events. An alternate parking site will be provided for your usage.

29. TRANSPORTATION

Cross-Campus transportation and shuttle services are available with a current University ID. Shuttle schedules are posted at all of the Parking Offices throughout the River Campus or on our web site <http://www.rochester.edu/parking/shuttle.htm>. When the shuttle is not in service, you may call Security at x5-3333 for an escort.