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/zones from 7:30 am to 4:00 pm Monday through Friday. Your permit is valid in the Park Lot from 4:00 pm on Friday to 7:30 am on Monday. Breaks are excluded.

Visitor Lot 3. A letter is required from your supervisor to report to work during the day, then after hours permit holder must call the Parking Office to be placed on enforcement list. If an after hours permit holder is requested by a supervisor to report to work during the day, then 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.

5. 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 the Medical Center visitor lot, or designated “Business” parking space at the River Campus or the Medical Center.

6. REPLACEMENT/CANCELLATION OF PARKING PERMIT
If a permit has been lost or stolen, only the driver may purchase a replacement permit for vehicle parking. To replace your permit, please contact the Parking Office for more information.

7. 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.

8. HIGHLAND HOSPITAL PERMITS
All paid Highland Hospital Parking permits are valid in Lot 3 at the Medical Center. 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.

9. LIMITED USE PERMITS
Special use permits for housing areas
10. MOTORCYCLE PERMITS
Motorcycles must be registered with the Parking Office and receive a unique permit.

Medical Center Campus: Motorcycles can park in their assigned lot (if an alternate vehicle) in any cross-hatched area as long as it is not a walking or 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.

12. 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.

13. FULL LOTS/OVERFLOW
Medical Center Campus: Upon confirmation by parking personnel that remote lots (1, 2, 9, 24, and 28) are full, signs will direct parkers to their overflow lot. Upon verification by parking personnel that close-in lots (3, 4, 5, 7, 8, 10, 12, 14 and 15) 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 citation.

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.

14. WAITLIST REQUESTS
Requests for transfers can be made at www.rochester.edu/parking/, or at the appropriate Parking Office with cash, credit card (Visa/Discover/MC) or x3-2140. The sponsor, number of participants, location, date and times must be submitted for appropriate parking arrangements for events. Parking arrangements for events must be made in advance by contacting the Events Coordinator at the Parking & Transportation Office x3-1440. 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.

15. CANCER CENTER, EYE INSTITUTE, PATIENT DISCHARGE, KINDER CARE, MS, SGH AND ED LOTS
All University permit holders are not permitted to park in the Cancer Center, Eye Institute, Patient Discharge, Kinder Care, Emergency Department, Strong Hospital, or Musculoskeletal Lots at any time, including nights and weekends. If a University permit holder parks in these lots, their vehicle will be ticketed. Exceptions are made when parkers are a patient but must call to be placed on enforcement.

16. 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 cross-hatched area, permitted lot, or up to a maximum space from 4:00 pm. to midnight on 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. There is no overflow.

River Campus: River Campus permit holders may park in Lot 1 in a 2nd or 3rd row space when attending a meeting or training session at the Medical Center. When entering the lot please press the intercom button to be let in. Please note the visitor lots are not to be used for meetings or training sessions.

17. 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 ensure lot is properly staffed.

On Weekends and University holidays registered Medical Center permit holders can park in the Garage and Lot 3. University holidays are: New Year's 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 Medical Center parking permits are allowed to park in the Medical Research Building (MRB) Lot or Lot 3 after 5:00 p.m. and before 8:00 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 Blue letters L through O and Yellow V through Z in the Garage.

All Medical Center permit holders authorized to use the Garage must utilize Blue letters L through O and Yellow V through Z to allow ample space and proximity for our patients and visitors.

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. All permit holders for this parking lot must park in Lot 24 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.

18. CITATIONS
Parking tickets are meant as a means of communicating 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.

Medical Center Campus: When an individual has 3 or more open violations or fails to pay 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 supervisory or department head.

Automated citations may be sent to an employee’s address on file for not following these guidelines.

Parking fines must be paid on-line at www.rochester.edu/parking by mail to the Parking Office with cash, credit card (Visa/Discover/MC), money order, or personal check. Students may not use Flex dollars to pay fines.

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.

19. WHEEL-LOCKS
Wheel-locking is an immobilization device used as an alternative to towing a vehicle. When an individual has a history of repeat violations, fails to make payment on a promissory note, after a permit or accumulates unauthorized violations, their vehicle may be wheel-locked.

The permit holder has until the close of business to respond and resolve this statement. Fines and/or penalties, as well as any applicable costs, are due to the Parking Office. Using an overflow lot prior to your lot/zone being full will result in a citation.

20. 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.

21. 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.

Medical Center Campus: www.rochester.edu/parking/MCBikeRacks.pdf
River Campus: www.rochester.edu/parking/RCBikeRacks.pdf

22. DISABILITY/SHORT TERM ILLNESS
If you are out of work for an extended period due to a disability, you may apply for a pro-rated refund of your parking fees upon your return to work. Refunds are not made for sick or vacation time.

23. HANDICAPPED/MEDICAL CONDITION
If you need handicapped parking or temporary/seasonal assignment to a closer parking space due to a medical condition, please obtain permission in writing of the Parking Offices or on our web site at www.rochester.edu/parking/ and follow the process described therein.

24. 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.

25. SPECIAL EVENTS
Parking arrangements for events must be made in advance by contacting the Events Coordinator at the Parking & Transportation Office x3-1440. 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.

26. 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 www.rochester.edu/parking/shuttle.htm When the shuttle is not in service, you may call Security at x5-3333 for an escort.