

**CONTENTS**

**PERMITS**

Parking Permits	1
AVI Tags	2
Alternate Permits	3
After Hours Permits	4
Business Permits	5
Replacement/Cancellation	6
Car Pool Permits	7
Highland Hospital Permits	8
Limited Use Permits	9
Motorcycle Permits	10
Occasional Parker Permits	11
Admin/Trustee/MC Board Permits	12

**REGULATIONS**

Full Lots	13
Waitlist Requests	14
Cancer Center, Eye Institute, Patient Discharge, MS, SBH & Emergency Dept.	15
Cross Campus Privileges	16
Usage of Visitor Lots	17
Citations	18
Wheel Locks	19
Liability	20

**SERVICES**

Bicycles	21
Disability/Short Term Illness	22
Handicapped/Medical	23
Parking Services	24
Special Events	25
Transportation	26

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 Park Lot from 4:00 pm to midnight, all day weekends and official University holidays. All other holidays and student breaks are excluded. There is no overnight parking.

**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. AVI TAGS**

AVI stands for Automatic Vehicle Identification. It is a tag that will be placed on your vehicle windshield to identify you as a registered parker.

AVI tags are essential to the parking management system, since University Parking needs to be able to identify the vehicle passing through the garage facility and/or surface lot. Access to the controlled areas for faculty and staff is obtained through pre-programmed devices, commonly called AVI tags, which are placed on vehicles windshield. These devices, about the size of a thick credit card, make access control efficient because communication between the tags and the gates at the garage or lot is automatic.

If you are registered to park in a surface lot, please mount your AVI tag on the left side of your windshield, above your registration. If you are registered to park in the garage, please mount your AVI tag in the center of the windshield, below your rearview mirror.

**3. 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.

To gain access to a Medical Center lot, please use your AVI tag.

**River Campus Students:** Residents cannot purchase an alternate decal.

**4. 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 (letters H and above and V and above) 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.

**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 any Medical Center visitor lot, or designated "Business" parking space at the River Campus or the Medical Center.

**6. REPLACEMENT/CANCELLATION OF PARKING PERMIT**

If cancelling your parking please return your permit, keycard, lockbox, and/or AVI tag to the parking office. There is a \$20.00 fee for a permit or keycard that is not returned, a \$30.00 fee for an AVI Tag that is not returned and a \$40.00 fee 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.

**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](http://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

**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 week-ends. 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.

(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.

#### 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 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.

#### 11. 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.

#### 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, 6, 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/](http://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.

#### 15. CANCER CENTER, EYE INSTITUTE, PATIENT DISCHARGE, KINDER CARE, MS, SBH AND ED LOTS

All University permit holders are not permitted to park in the Cancer Center, Eye Institute, Patient Discharge, Kinder Care, Emergency Dept., Strong Behavioral Health 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 granted for 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 non-gated lot or unreserved space from 4:00 p.m. 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 over-

night parking.

**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 avoid a violation ticket

On Weekends and University holidays registered Medical Center permit holders can park in the Garage and Lot 3. 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 Medical Center parkers are allowed to park in the Medical Research Building (MRB) Lot or Lot 3 after 5:00 p.m. and before 6:00 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. 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.

#### 18. CITATIONS

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.

**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.

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

Parking fines may be paid on-line at [www.rochester.edu/parking/](http://www.rochester.edu/parking/), by mail or at 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/](http://www.rochester.edu/parking/), or at the appropriate Parking Office. Appeals of parking viola-

tions 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, alters a permit or accumulates unpaid violations, their vehicle may be wheel-locked.

The permit holder has until the close of business to respond to the wheel-lock or the vehicle will be towed within 24 hours. Vehicles presenting an immediate public safety hazard, are inoperative or unlicensed will be towed off-site.

The permit holder is responsible for the parking violations, wheel-lock fee, towing, and any applicable storage fees. Cash or credit card (VISA/Discover/MC) only accepted for these fees. Checks are not accepted.

#### 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](http://www.rochester.edu/parking/MCBikeRacks.pdf)  
**River Campus:**  
[www.rochester.edu/parking/RCBikeRacks.pdf](http://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 prorated 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 paperwork at any of the Parking Offices or on our web site at [www.rochester.edu/parking/](http://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 x3-2140. 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.

#### 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](http://www.rochester.edu/parking/shuttle.htm) When the shuttle is not in service, you may call Security at x5-3333 for an escort.