

Campus Parking Information for Students

If you are planning to park on campus during the 2017-18 school year, please read this letter for helpful and important information.

General Information

Any vehicle owned or operated by an SPU student or employee must be registered with the Office of Safety and Security if it is parked on the campus, or on adjacent city streets. Students must be registered for classes to receive a parking permit. If the information on your application is incomplete, processing will be delayed. The Office of Safety and Security will attempt to contact you via your SPU email address. If you choose to cancel your parking permit, you must notify our office in writing and return your decal within 10 days of the start of the quarter to be eligible for a refund.

Applications will be processed in mid-September, so please submit your application as soon as possible. Students who apply for a full year of parking will receive one decal for the entire school year. If you lose your decal there will be a \$10.00 replacement fee.

If you have any questions, please call the Office of Safety and Security at (206) 281-2922 or email SPU's Transportation Manager at eideh@spu.edu.

Parking Regulations

SPU's Parking Regulations can be viewed online at <https://spu.edu/administration/office-of-safety-security/parking/regulations> or at the Office of Safety and Security.

Online Vehicle Registration and Parking Application are Online

Vehicle registration is free. To register your vehicle, log into the Banner Information System using your SPU username and password. From the Main Menu select the "Personal Menu." Then click on the "Parking and Commuting Menu." The first time you use the online system you will be required to verify your vehicle information in the "Vehicle Information" menu before being able to access any of the other menu options. Once you have verified your vehicle information you will be able to fill out the parking application. When filling out the application portion make sure to select the correct academic year and upon completion remember to click on the submit button. Parking charges, explained in greater detail below, will be placed on your SPU account

Parking Rates

Parking Permit Type	Term	Rate (tax included)
Resident (Ashton Hall, Hill Hall, Moyer Hall, Campus Houses and Apartments)	Quarter	\$215.00
Emerson or Arnett Hall Resident	Quarter	\$225.00
Emerson or Arnett Motorcycle	Quarter	\$112.00
Commuter (M-F, 7am – 6pm)	Quarter	\$215.00
Motorcycle Only – Commuter	Quarter	\$108.00
Street (allowed in Commuter Lots M-F after 6pm, before 7am and weekends)	N/A	No charge
2 nd Vehicle Decal	Quarter	\$25.00
2 Person Carpool	Quarter	\$108.00
3 or More Person Carpool	N/A	No charge
Replacement Decal	N/A	\$10.00

Residential Parking

Residential lots are available only to the residents of their associated residence hall.

Residential parking lots have limited space and parking is assigned based on the date the application is received by the Office of Safety and Security and your year in school.* We encourage you to apply by **September 5th, 2017**, so that you can know by mid-September if you have been assigned a residential parking space.

* Due to the various sizes of parking spaces in the Emerson and Arnett Garage, space assignments will also be based on vehicle size.

If your lot of choice is full, you may choose to be placed on a waiting list. As spaces become available throughout the year, you will be automatically assigned a space according to your place on the waitlist. If your first choice is full, you will be sent a permit for your second choice, either Commuter or Street parking.

Commuting Students

Commuter or Street permits are available for commuting students. Street permits are free. Street permits do not authorize you to park in campus parking lots, except after 6:00 p.m. and before 7:00 a.m. Monday through Friday, and anytime on weekends. Daily parking passes are also available for \$5 a piece or \$60.00 for a pack of 20.

Carpool

Students participating in a carpool will be assigned a designated parking lot and space, as well as receive a discount on parking fees. Please note that there are a limited number of available carpool spaces on campus. Two students carpooling will be charged \$108.00 total per quarter. Three or more people in a carpool get a space for free. All carpool participants must register their vehicles with the Office of Safety and Security to receive these preferred spaces.

Discounted Parking for Fuel Efficient Vehicles

Students with a qualifying low emission / fuel efficient vehicle can receive a 20% discount on the quarterly parking fee. A list of qualified vehicles can be referenced on the Office of Safety & Security [website](#). If your vehicle meets the criteria, email your request for the discount to eideh@spu.edu.

Decals and Space Assignments

Parking applications will be processed early in September. Applicants for commuter decals will receive an email notifying them to pick up their decal from Safety and Security and applicants for resident decals will receive their decals via on-campus mailing services.

Refunds

To receive a refund of quarterly parking fees, you must notify the Office of Safety and Security in writing of your cancellation and return your decal within 10 days of the start of the quarter.

Parking Citations

Violations of SPU parking policies are subject to citation. Any questions regarding citations should be directed to the Office of Safety and Security. If you feel the citation is not in accordance with SPU parking policies, or if you feel special circumstances should be considered, you may [file a petition online](#) for review by the Transportation Manager.

Citation Fine Schedule	Price
1 st Offense	Warning
2 nd Offense	\$30.00
3 rd Offense	\$35.00
4 th Offense	\$40.00
Each Additional Offense	\$45.00
Handicap space (no warning)	\$45.00
Fire Lane (no warning)	\$45.00
Failure to Register (no warning)	\$45.00

Handicap Parking

Handicap spaces are reserved for those vehicles with a state-issued permit. A "H" decal permit must also be purchased to use SPU Handicap spaces.