



NOTICE: 110.705

DISTRIBUTION: Van Ness Campus

MEMORANDUM TO: University Community

FROM: Office of Public Safety

SUBJ: Availability of Parking Permits for the AY 2009-2010

DATE: August 13, 2009

1. **Purpose:** This notice is to inform the University community of the new procedures, effective/expiration dates, costs, and dates of availability for purchasing all AY 2009-2010 parking permits.
2. **Action:** In order to use University parking facilities (including handicap parking) all students, faculty and staff members must register their vehicle(s) with the University Customer Service Center and obtain the appropriate parking permit. **Faculty and staff are not eligible to purchase student decals (violators will be prosecuted).** Students, faculty and staff who choose not to purchase a seasonal parking permit are extended the \$3.50 daily rate upon presentment of a valid (University issued) I.D. All others must pay the \$10.00 daily rate (see *Daily Parking Rates, #12*). **A valid parking permit (or daily parking pass) is required to be visible from the front windshield of the vehicle at all times when parking in a University owned and operated garage and/or surface lot.**
3. **NEW PURCHASING PROCEDURES (Location and Hours of Operation):** Application certification, along with the issuance of parking permits, will be facilitated from the University Customer Service Center located in Building 39, room A.12. Parking permits will still be purchased at the Cashier's Office, located in Building 39, room 201. The Cashier's Office is open for business Monday through Friday from 8:30 a.m. - 5 p.m. Proof of course registration (class schedule) must be presented to the Cashier's Office in order to purchase a student parking permit (not applicable to University employees). **Note:** the Cashier's Office hours are extended during registration; refer to the *Schedule of Classes* for hours of operation.

4. **Permit Availability/Costs Per Semester:**

Semester	Available for Purchase
Fall Semester	Monday, August 17, 2009
Spring Semester	Monday, January 11, 2010
First Summer Session	Monday, May 10, 2010
Combined Sessions (Faculty/Staff ONLY)	Monday, May 10, 2010
Second Summer Session	Monday, June 14, 2010

Four (4) wheel vehicles			
Semester	Faculty	Staff	Students
Fall Semester (Sept. 1, 2009 - Jan. 22, 2010)	\$150.00	\$150.00	\$75.00
Spring Semester (Jan. 23, 2010 - May 21, 2010)	\$150.00	\$150.00	\$75.00
First Summer Session (May 22, 2010 - Jun. 25, 2010)	\$ 40.00	N/A	\$25.00
Second Summer Session (Jun. 26, 2010 - Aug. 31, 2010)	\$ 35.00	N/A	\$25.00
Both Summer Sessions (May 22, 2010 - Aug. 31, 2010)	\$ 75.00	\$75.00	\$50.00
Two (2) wheel vehicles			
Semester	Faculty	Staff	Students
Fall Semester (Sept. 1, 2009 - Jan. 22, 2010)	\$40.00	\$40.00	\$40.00
Spring Semester (Jan. 23, 2010 - May 21, 2010)	\$40.00	\$40.00	\$40.00
First Summer Session (May 23, 2010 - Jun. 25, 2010)	\$20.00	N/A	\$15.00
Second Summer Session (Jun. 26, 2010 - Aug. 31, 2010)	\$25.00	N/A	\$20.00
Both Summer Sessions (May 22, 2010 - Aug. 31, 2010)	\$45.00	\$45.00	\$35.00

*** FACULTY AND STAFF HAVE THE OPTION TO PURCHASE A PARKING PERMIT FOR THE ENTIRE YEAR. HOWEVER, THEY CAN ONLY BE PURCHASED DURING THE FALL SEMESTER.**

5. **Method of Payment:** The Cashier's Office will accept cash, money orders, checks, and/or credit cards (Discover, MasterCard, and Visa).

6. **Information Required upon Registering with the Cashier's Office:**

Students:

- a. Valid UDC Student ID (work study students only are eligible for student parking decals)
- b. Class schedule (validated by the Cashier's Office)
- c. Valid state driver's license
- d. Vehicle registration
- e. Proof of automobile liability insurance (the policy or the card)

Faculty/Staff:

- a. Valid (University issued) faculty/staff I.D. card
- b. Valid state driver's license
- c. Vehicle registration
- d. Proof of automobile liability insurance (the policy or the card)

7. **Placement of Parking Permits:** Seasonal Parking Permits and Guest Parking Passes are designed to hang from the rearview mirror facing the outside of the car. Daily Parking Passes (with the appropriate receipt attached) must be prominently displayed and clearly visible from the vehicle's dashboard.

8. **Refunds:** Parking permit purchases are final. No refunds will be granted, absent exigent circumstances outside of the control of the permit holder (i.e., class cancellation) and are subject to the discretion of the Vice President for Human Resources.

9. **If a Parking Permit is Lost, Stolen, or Destroyed:** Pursuant with Title 8 DCMR (Chapter 6 amended) the fee for a replacement permit shall be \$40.00. Replacement permits may be purchased in the Cashier's Office located in Building 39, room 201. Proof of purchase (original cash register receipt) and an incident report from University Police must be presented to the Cashier's Office in order to purchase a replacement permit.

10. **When a Registered Vehicle is Replaced by Another Vehicle:** Pursuant with Title 8 DCMR (Chapter 6 amended) the fee for issuing a replacement permit when a registered vehicle is replaced by another vehicle shall be \$40.00. Replacement permits may be purchased in the Cashier's Office located in Building 39, room 201. Proof of purchase (original cash register receipt), proof of vehicle ownership, and proof of auto insurance coverage must be presented to the Customer Service Center before responding to the Cashier's Office in order to purchase a replacement permit for a change of vehicle.

11. **University Owned/Controlled Parking Facilities:**

Parking is available to all University permit holders in the following areas. A valid (University issued) parking permit or daily parking pass is required to be visible from the vehicle's front windshield at all times.

- **Van Ness Campus - Underground Parking Garage:** 4200 Connecticut Ave., N.W.; access from Van Ness Street.
- **Building 52 – Underground Parking Garage:** 4340 Connecticut Ave., N.W.; access from Yuma Street (rear of Building 52) *note: this garage is undergoing renovations; parking will not be available.*
- **DAYS INN – Rooftop Parking** (designated areas only - as marked): 4400 Connecticut Ave., NW; limited space available; access from Yuma Street.
- **Building 47 – Physical Education/Activities:** Yuma Street and International Court
- **Loading Dock –** Must display a contactors/vendors permit- must have authorization from the director of Campus Services.

12. Daily Parking Rates:

- a. Visitors/Guests: \$10.00 per day.
- b. Students, faculty and staff (who do not hold seasonal parking permits): \$3.50 per day, with a valid University issued I.D.
- c. Minimum-wage contract service employees may pay the daily parking rate (\$3.50 per day) reserved for members of the University community who do not hold seasonal parking permits (with authorization from the Vice President for Human Resources).

13. Handicap Parking: A University issued parking permit must be purchased and displayed, in addition to the required handicap parking permits/plates. Both are required to be simultaneously displayed at all times when parked in designated handicap parking spaces that are owned/controlled by the University. *Note: Individuals may obtain required handicap permit/plates through their respective Department of Motor Vehicle jurisdiction.*

14. Motorcycle Parking: Please contact the Office of Public Safety at 202.274.6132 if you need to purchase a motorcycle parking decal. Currently, there are two motorcycle parking spaces designated on the NW side of the Van Ness parking garage that could accommodate up to four motorcycles.

15. Expiration of Parking Permits: Parking permits expire at midnight on the date printed at the bottom of your permit. **There are no extensions or grace periods beyond the expiration date displayed on your permit.**

16. NEA Members are eligible for a twenty (20%) percent discount. **AFSCME Local 2087** members are eligible for a five (5%) percent discount. **This discount is applicable only when purchasing the fall and spring semester permits together and/or a full year permit during fall registration.**

This discount does not apply to (2) two-wheel vehicles:

NEA (20% discount)

Two semesters: \$240.00
Full Year: \$300.00

AFSCME (5% discount)

Two semesters: \$285.00
Full Year: \$356.25

17. Citations: If you are in receipt of a parking or traffic citation, please follow the instructions printed on the back. The following reasons will not be acceptable for dismissing a citation.

- **No parking spaces available,**
- **Tardiness for class/work,**
- **Not and/or improperly displaying a decal,**
- **Permit was used by another person,**
- **Unaware of regulations, and/or**
- **Inclement Weather**

For Additional Information Contact:

Office of Public Safety
(202) 274-6132
Monday through Friday
8:30 a.m. – 5:00 p.m.