Policy: **Permit Parking and Application Requirements**	
Issuing Department**:** **Finance and Administration**	
Date last revised: **April 2006**	

PURPOSE

The purpose of this policy is to require all vehicles parked on the campus of Western Oregon University to have valid parking permits. The permit application form will be used to acquire information on vehicles and drivers for identification, tracking and billing purposes.

POLICY

It is the policy of the Western Oregon University Campus Public Safety Office to require all persons parking a vehicle in campus parking lots and property must display a valid, recognized parking permit or park at a meter with time remaining. Those wishing to purchase a full year parking permit are required to complete and sign Parking Permit application form prior to being issued a parking permit.

Exceptions: An exception to this policy is granted by providing complimentary parking permits to the Western Foundation members, financial donors and to all retirees from Western. The University Advancement's office will submit applications for the annual parking permits to the Parking Office. Permits will be prepared and provided at no cost and no billing will be sent to the Foundation office. The permit revenue reduction, permit costs and staff time will be absorbed by the university parking program.

PROCEDURES

I. Permits
   1. All vehicles must display one of the following parking permits for their vehicle to be authorized to use campus parking lots at Western Oregon University:

      A. Full Year Permit (resident, commuter, staff/faculty)
      B. Term Permit
      C. Motorcycle Permit
      D. Temporary Handicap Permit
      E. Guest Permit
      F. Day Permit
      G. Conference/Workshop Permit

H. Department Permit
I. Contractor Dangler
J. Car Pool Dangler
K. Emeritus/Volunteer Permit
L. Valid time on a Meter
M. Loaner Vehicle Permit

2. Vehicles without a valid permit mentioned above may be subject to a citation or impoundment.
3. Vehicles with State authorized handicapped parking privileges must also have a University permit to utilize on-campus parking.
4. Permits may be obtained at locations mentioned below:

Campus Public Safety
A. Guest Permit
B. Loaner Vehicle Permit
C. Day Permit
D. Contractor Dangler

Cashiers Office
A. Full Year Permit
B. Term Permit
C. Day Permit
D. Loaner Vehicle Permit
E. Motorcycle Permit
F. Guest Permit
G. Conference/Workshop Permit
H. Department Permit
I. Contractor Dangler
K. Emeritus/Volunteer Permit
L. temporary Handicap

Residential Service Center
A. Guest Permit
B. Day Permit
C. Loaner Vehicle Permit

Department
A. Guest Permit
B. Department Permit

II. Permit Application Form (Full Year Permit)

1. Motor vehicle registration and parking permit application must be completed in its entirety prior to a permit being issued.

2. The person registering the vehicle must log in electronically and complete an online form, using their pin number, or sign in the signature block at the bottom of the form prior to a permit being issued. (If a permit is issued prior to obtaining a signature, contact should be made with the permit holder. If the permit holder refuses to sign the form, the permit will be considered invalid and the amount paid refunded to the permit holder and the vehicle, if parked on campus, will be subject to citation.)

3. Completing Application Form - There are two areas on the application form, general and office.

A. General Section - The general section is to be completed by the person requesting a permit. The person is required to give complete information as follows:

1. First, middle and last name
2. WOU ID Number
3. Permanent Address
4. Local or university address and telephone number
5. Vehicle registered owner
6. Vehicle license number and state
7. Make, year, color of vehicle
8. Type of vehicle (car, station wagon, pick-up, 2- or 4-door, etc.)
9. Signature and date

(If any of the above information is not provided, a permit may not be issued.)

B. Office Section - When the general section is complete, the office staff will do the following:

1. Fill in the primary or secondary permit number
2. Write in the amount of permit in the Student, Staff or Cycle box
3. Write the date when the permit was issued

AUTHORITY

Oregon Revised Statute 351, Oregon Administrative Rule 580-040-0025, OAR 574-085

RESPONSBILITY

Vice President for Finance and Administration, Director of Business Services, Director of Campus Public Safety and Parking Office

Date of next review: **April 2011**

Alternate formats of this policy are available from the Office of Human Resources.