Night Permit Policy

Definition & Purpose
This policy defines night time parking access in specific lots on campus. All faculty, staff, students and visitors are required to pay for parking when parked in a controlled garage or lot on campus.

Policy

- Night Permit Garage specific - permit is only valid in one specific garage as noted on the permit. Available garages to choose from include 6, 7, 17, 20, 29, 36, 46, 76, 80, and 83. (See restrictions listed below.)
- Night Permit Surface lots – permit is valid in any of the controlled surface lots listed below:
  lots 3, 5, 8, 9, 10, 11, 12, 13, 18, 21, 22, 28, 30, 44, 48, 68, 69, 74, 78, 81, 87, 88, 91, 92, and 94.
- Night permits are valid after 4:30 pm weekdays and all day Saturday and Sunday only.
- Night permits may not be transferred or sold.
- Night permits must be properly displayed and correct license plate numbers must be on file with UW Transportation Services.
- Snow removal restriction for the period beginning November 15th through March 15th:
  4. No on street parking from 2:00 AM through 6:00 AM
  5. Overnight parking is restricted to designated areas on campus
  6. Refer to website [www.transportation.wisc.edu](http://www.transportation.wisc.edu) for updated parking restrictions for snow removal
- One (1) permit will be issued per parking assignment. Display the hangtag from the vehicle's rear view mirror, displayed in a plastic pouch or from a manufacturer’s permit clip on the inside lower left hand corner of the windshield. Remove all items from mirror or window that block the permit from view. Permit must be visible by Field Services staff when the vehicle is parked on campus.
- The permit holder is responsible for returning permit and notifying UW Transportation Services when employment is terminated or the night parking assignment is no longer needed. The permit holder will be charged for each day the permit is assigned to them. Refunds will not be processed until the permit is returned to UW Transportation Services.
- Permit holder is responsible for using gate card/permit to enter gated lots. UW Transportation Services collects information from the gate system and staff is not authorized to raise the gate for customers except on those occasions where the gate system is malfunctioning.

Restrictions

- There may be times when permit holders will be notified in writing and required to park in other areas of campus (such as DCI and WIAA, and for maintenance or construction). This is a condition of your acceptance of the night parking assignment.
- Night Permits are not valid outside of the designated lots.
- Night Permits are not valid in the lots from 7:00 AM until 4:30 pm weekdays.
- Night Permits are not valid in restricted areas; such as, fire lanes, meters, reserved stalls, disabled stalls without a State DOT permit, loading zones, construction areas, sidewalks, disabled access aisles,
driveways, grass areas or lots staffed during Special Events. Parking with permits in restricted areas will result in a citation.

- Failure to follow UW Transportation Services policies may result in your parking privileges being revoked.
- All citations and other unpaid fees that are due to UW Transportation Services must be paid prior to purchasing a night permit.

**Related References**
- Permit Rate Policy available on Transportation Services webpage
- Payment/Refund/Cancellation Policy
- Lot Enforcement Policy

**Policy Revisions:**

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>TS-57</th>
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<tbody>
<tr>
<td>Effective Date</td>
<td>Permit Year 2013-14</td>
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<tr>
<td>Date Approved</td>
<td>3/2012</td>
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<tr>
<td>Revision Dates</td>
<td>3/2012 – Night permits for surface lots that are controlled and a garage specific permit – permits valid after 4:30 pm</td>
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<td>3/2013 – Lot 74 added to available lots and lots 79 &amp; 95 were removed</td>
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<td>File Location</td>
<td>P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2013-14</td>
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