Afternoon Permit Policy

Definition & Purpose
This policy defines after hours 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
- Afternoon Permits are valid from 2 p.m. to 7 a.m. Monday through Friday and all day Saturday and Sunday in lots 7, 16, 17, 20, 29, 34, 36, 62, 75, 76 and 83. (See restrictions listed below.)
  - Lot 75 afternoon permit is only valid from 2 – 8:30 a.m. Monday through Friday and all day Saturday and Sunday.
- Afternoon Permits are valid after 4:30 pm Monday through Friday and all day Saturday and Sunday in lots 5, 8, 9, 10, 11, 12, 13, 18, 21, 22, 30, 33, 44, 45, 69, 78, 81, 85, 87, 91 and 92. (See restrictions listed below.)
- Afternoon Permits may not be transferred or sold.
- Afternoon 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:
  1. No on street parking from 2 a.m. through 6 a.m.
  2. Overnight parking is restricted to designated areas on campus
  3. Refer to website 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 afternoon 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 the 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.
- Permit holder may receive a maximum of three (3) temporary parking permits per parking year. Each Temporary Permit may not exceed one day.

Restrictions
- There may be times when permit holders will be notified in writing and required to park in other areas of campus (such during special events or for maintenance or construction). This is a condition of your acceptance of the afternoon parking assignment.
- Afternoon Permits are not valid outside of the designated lots listed on the permit.
• Afternoon 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 an afternoon 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>Effective Date</th>
<th>Date Approved</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>3/2012 – Update lot restrictions for permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3/2013 – Lot added, lots 79 &amp; 95 removed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2/2014 – Access to garages changed from 2:30 pm to 2:00 pm due to congestion and access problems.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9/2015 – Remove Lot 74</td>
</tr>
</tbody>
</table>

File Location: P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2015-16