Temporary Permit Policy

Definition & Purpose
This policy defines Temporary Permits for anyone needing temporary parking on campus. Temporary Permits provide flexibility for short-term parking needs of faculty, staff, students or visitors to campus.

Policy
- Temporary parking is available for visitors in gated garages/ramps across campus. Visitors may pull a ticket on entrance and pay upon exit.
- Temporary parking is available in a few surface lots across campus based on space availability. The Temporary Permit will be sold for a specific lot, date, and time.
- Temporary Permits are sold at a Daily, Half/Day, Night or Monthly rate. (Refer to Rate Chart.)
  - Half Day (AM) is valid 12:01 AM – 12:30 PM
  - Half Day (PM) is valid 11:30 AM – 12:00 Midnight
  - Night Visitor is valid 4:30 PM – 12:00 Midnight
  - Monthly permits are valid for 30 days
- Temporary Permits must be paid for prior to being issued. (Refer to Payment/Refund/Cancellation Policy.)
- Temporary permits purchased in lots that require a meter to be bagged are sold at the reserved bag meter rate (refer to Permit Rate Policy).
- Temporary Permits are to be hung from the rear view mirror 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.
- Temporary Permits may be purchased at any UW Transportation Services Office during regular business hours. Visit the Transportation Services website at www.transportation.wisc.edu for office locations, business hours and policies. A valid Temporary Permit must be displayed at all times during the hours the lot is enforced.
- Advanced reservations will be accepted by the Special Event Office if payment is received a minimum of seven (7) calendar days and/or a maximum of six months prior to the date needed.
- 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.
- Pre-sold Temporary Daily Permits are subject to a 50% return fee if the permits are returned/exchanged at least two full business days prior to the scheduled date of use.
- Monthly permits are not refundable.

Restrictions
- Temporary Permits are not valid at meters, reserved stalls, disabled stalls without a State DOT permit (in assigned lot only), loading zones, construction areas, or lots staffed during Special Events (unless permits are specifically stamped by UW Transportation Services as valid for one of these areas).
• Vehicles may not park in the lot for more than 72 hours without authorization from UW Transportation Services
• Temporary permits are not valid on buses or mini coaches.
• Temporary Permits will not be issued to applicants with a history of any misuse of permits.
• Transportation Services has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures.

Related References
• Alternative Transportation Options Policy
• Annual Base Lot Permit Policy
• Payment/Refund/Cancellation Policy
• Lot Full Alternate Parking Policy

Policy Revisions:

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<tr>
<th>Policy Number</th>
<th>TS-44</th>
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<tbody>
<tr>
<td>Effective Date</td>
<td>Permit Year 2015-16</td>
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<tr>
<td>Date Approved</td>
<td>4/2002</td>
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<table>
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<tr>
<th>Revision Dates</th>
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<tr>
<td>3/2003 – Permit Design change</td>
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<tr>
<td>3/2005 – Permit display &amp; Temporary permit sales at Booths</td>
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<tr>
<td>3/2006 – Permit valid in UW DIS stalls when displayed with State DOT, permit not valid on buses or mini coaches &amp; increased rate for bagged meter stalls</td>
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<tr>
<td>3/2012 – Monthly temporary permits &amp; 72 hour parking restriction, night visitor permit</td>
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