**By receipt of a St. Catherine University parking permit, you agree to abide by the established parking regulations set forth by the Department of Public Safety. Failure to abide by these regulations may result in a parking citation, vehicle immobilization, and/or revocation of your permit**

The Department of Public Safety (DPS) is responsible for overseeing the establishment and enforcement of parking policies and procedures for all students, faculty, staff, and visitors at St. Catherine University (St. Kate’s). Because the university is located in a residential area, parking is a very important issue. The rules and regulations listed in this brochure have been established to maximize the use of parking facilities for the entire university community and minimize the impact of university parking on our neighbors.

DPS reserves the right to change and adapt these rules and regulations throughout the academic year in order to accommodate the changing parking needs of the university community. Any parking rule or regulation changes will be communicated to the St. Kate’s community via the announcements page on Kateway. St. Kate’s assumes no responsibility for any damage to, or theft of, vehicles or any property within those vehicles parked on university property.

**Parking Permits**

Parking permits are required to park on campus **12 months per year**, seven days per week, from 2:00 a.m. to 5:00 p.m. All faculty, staff and students, with the exception of first year resident students, are eligible to purchase parking permits. Parking permits are valid from the date of purchase through August 31st. New permits may be purchased each fall.

To purchase a parking permit, please visit either Department of Public Safety office, CDC 225 or Old Main 228, with the following information:

- License plate #, make/model, color of vehicle, contact phone number, and a valid St. Kate’s identification card.

St. Kate’s student parking permits are automatically charged to the student’s account. No other form of payment will be accepted for St. Kate’s students. PSEO students must pay by check. Faculty and staff may pay by check or payroll deduction (payroll deduction authorization form must be filled out to use payroll deduction). Any outstanding fines must be resolved before a parking permit will be issued.

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Annual permits are window clings, which are issued to an individual, not a vehicle. Any vehicle brought on campus must be registered with Public Safety. All permits are the property of St. Kate’s and may not be transferred, shared or re-sold. Doing so will result in the revocation of the right to park
on campus and forfeiture of the permit fee. Permits should be displayed on rear window towards the passenger’s side readily identifiable from the outside.

ACTC students, who purchase a permit at their home school, can obtain a cross registered permit from their home school which will allow them to park at other ACTC schools. This permit must be displayed on the front dashboard of their vehicle.

Single Day permits are available for students, staff, and faculty. These permits cost $3.00 per day. Single Day permits must be visibly displayed on the front dashboard of the vehicle.

Guest permits for visitors (not faculty/staff or students) are free for limited parking times and can be obtained from the DPS. Guest Day permits must be visibly displayed on the front dashboard.

A permit does not guarantee you a parking space. Responsibility for locating an appropriate designated space rests with the operator of the vehicle. Lack of a readily available space does not entitle you to violate any parking regulations.

Lost annual permits can be replaced for a fee of $25.00. Please report lost permits to the DPS.

Permit Enforcement

*Permit parking is enforced seven days per week from 7:00AM to 5:00PM and overnight permit parking is enforced from 2:00AM to 7:00AM*

Vehicle Registration

Vehicle registration is an important safety and security issue. In case of an emergency, vehicle registration allows Public Safety to easily identify vehicle owners on university property and on area streets. Therefore, anyone bringing a vehicle to university grounds is required to register their vehicle(s) through the DPS when purchasing a parking permit. Bicycles on campus for more than 24 hours at a time must be registered with Public Safety and will receive a free bicycle permit.

First-Year Resident Students

First year resident students are generally not eligible for a parking permit. First year resident students who wish to apply for an exemption (based on health, safety, undue hardship, or living more than 175 miles away from campus) to this policy should complete and submit the “First Year Resident Parking Exemption” form to DPS. Official documentation will be required after your application is reviewed to determine the necessity of a permit. Fill out the form and return through inter-campus mail to Mailbox # 4030, via USPS, by fax (651.690.6005), by email, or in person to Public Safety.

St. Paul Parking Areas

Each parking area on campus will have signage designating which of the following parking types is allowed:

Guest Parking

Guest parking permits are available for visitors parking on campus from 7:00 am to 11:00 pm, 7 days a week. Vehicles with Guest parking permits are allowed to park in the outer rows of the lot north of the Power House, the Dew Drop Parking lot, and the O’Shaughnessy Parking lot. A guest permit for a visitor must be requested by a member of the St. Kate’s community. The permit can be picked up in the DPS office or emailed (permits will only be emailed if 24 hour notice is given).

Permit (General) Parking

Open to anyone with a valid St. Kate’s parking permit. General permit parking areas include The O’Shaughnessy lot, Dew Drop lot, north Powerhouse lot (no overnight parking), Stanton/Crandall Road (no overnight parking), the Wishbone (no overnight parking), and Library lot (limited overnight parking). Additional permit parking that is available ONLY on weekends is located in the Frey lot (no overnight parking) and in the parking spaces immediately east of O’Shaughnessy Auditorium (no overnight parking).

Student Parking

Open to all St. Kate’s students with a valid St. Kate’s student parking permit. Student parking is located in the Caecilian North lot, South Powerhouse lot (no overnight parking), and the St. Mary’s Hall lot (no overnight parking).

Faculty/Staff Parking

Open to St. Kate’s faculty and staff with a valid St. Kate’s faculty/staff parking permit 7:00 am to 5:00 pm, seven days per week. Faculty and staff parking is located in the Mendel lot, and Visual Art lot. These lots are open to anyone with a St. Kate’s parking permit from 5:00 pm-2:00 am. There is no overnight parking in any faculty/staff lot. Additional faculty and staff parking that is
available Monday through Friday is located in the Frey lot and in the parking spaces immediately east of O’Shaughnessy Auditorium. These additional spaces are open for general permit parking on weekends.

**Motorcycle Parking**

Open to St. Kate’s faculty, staff and students with a valid St. Kate’s motorcycle parking permit from 7:00 a.m. to 5:00 p.m. seven days per week. Motorcycle permits are available at the St. Paul DPS office. Motorcycle parking is located south of Caecilian Hall or in the O’Shaughnessy lot.

**Overnight Parking**

A Resident permit must be displayed on a vehicle to park on campus between the hours of 2:00 a.m. and 7:00 a.m. Faculty/staff may park overnight in the O’Shaughnessy lot with prior approval from DPS leadership and with a valid Faculty/Staff permit.

Overnight guests may receive a Temporary Overnight Parking Permit from the DPS to park in the O’Shaughnessy lot and Dew Drop lot between the hours of 2:00 am and 7:00am, 7 days a week. Overnight parking is permitted only in the O’Shaughnessy lot, North Caecilian lot, Dew Drop lot, and Library lots (short term, 24 hours overnight parking-- east two rows of the Library parking lot only).

Annual permit holders and guests can receive a temporary overnight pass at no charge. Non-permit holding campus community members will be charged $3.00 a day. The permit can be picked up in the DPS office or emailed (permits will only be emailed if 24 hour notice is given).

**Reserved Parking**

Reserved Parking is only open to those who have been authorized to park in these designated spaces. Unauthorized vehicles may be issued a citation or immobilized at the owner’s expense if the owner of the vehicle is unknown.

**Admission Parking**

Admission Parking is reserved for guests of Admissions who have a valid Admission’s parking permit from 7:00 a.m. to 6:00 p.m. weekdays and during special Admission events. An Admission’s permit may be picked up in the Derham Hall parlor for those who have an appointment in the Admission’s Office. The permit needs to be completely filled out to be valid.

**Early Child Care Parking** (south side of St. Mary Hall)

Early Child Care Parking is reserved for clientele of the Early Child Care Center who have a valid Early Child Care parking permit displayed on the front dashboard of their vehicle. These spaces are designated for picking up and dropping off children only. No one else is allowed to park here.

**Handicapped Parking**

Handicapped Parking is open to those with a St. Kate’s permit AND a Minnesota State (or reciprocal state) Handicap permit or license plate. Any person who has a state Handicap permit may park in any available State Handicapped space regardless of lot designation, but must also display a St. Kate’s permit. Vehicles with handicap permits are NOT permitted to park in Disability parking spaces.

**Disability Parking**

Open to those with a St. Kate’s permit AND a St. Kate’s Disability permit. To apply for a disability permit, students should contact the O’Neil Center and faculty/staff should contact the Human Resources Department. Vehicles with disability parking permits are NOT permitted to park in blue handicap spaces.

**MPLS/St. Paul Commuter Parking**

Open to those with a St. Kate’s permit and a St. Kate’s MPLS/St. Paul Commuter permit. Contact DPS to inquire about eligibility.

**Parking Violations**

Any vehicle in violation of St. Kate’s parking and traffic regulations or creating a safety hazard are subject to a parking citation. Unregistered vehicles are subject to immobilization after receiving 3 parking citations. The owner and/or permit holder is responsible for resolving parking citations. Depending on the violation, St. Kate’s community members may be held accountable for the actions of their guests.

**Parking Fines**

Citations may be issued for all parking and traffic violations on campus. Fees for violations vary and are cumulative. Fines must be paid within 10 days of issuance. Faculty and staff should mail the fine payment to the DPS, pay in person at the DPS office, or pay online through the DPS website. Student fines will be automatically attached to the student’s account. DPS does not accept cash.

Persons or vehicles with 5 or more unpaid citations may be referred to the appropriate department and/or may lose their campus parking privileges for
Unregistered Vehicles with 3 or more unpaid citations may be immobilized.

Unregistered Vehicles Subject to Immobilization

The Department of Public Safety reserves the right to use vehicle immobilization devices to enforce parking regulations when a vehicle is unregistered with Public Safety. Vehicles that receive 3 or more parking citations are subject to immobilization. The immobilization device, once placed, will be removed only upon the identification of the vehicle owner, the name of the person on campus they are here to see (if the violator is a visitor), and the payment by the violator of a $50 fee and all outstanding citation fees. Students whose vehicles have been immobilized can have fees charged to their student accounts. All others who have an immobilized vehicle can pay for fees at the Public Safety office by check or credit card (cash not accepted). Any damage made to a vehicle immobilizer or any attempt to remove a vehicle immobilizer will result in criminal charges.

Appeals

A citation must be appealed within ten days of issuance to be considered. In order to appeal a citation you must complete the ‘Parking Citation Appeal’ form available in the DPS office. The appeal form must be signed and dated, and the citation must be attached to Parking Citation Appeal form in order for the appeal to be considered. A lost citation, forgetfulness, parking only for a short period of time, not knowing parking regulations, and/or not seeing the signs are unacceptable grounds for an appeal. The appeal will not be processed if you have any outstanding citations.

Minneapolis Parking

There is very limited parking on the Minneapolis campus, which includes Minnesota state (or reciprocal state) Handicap parking, St. Kates disability permit parking, and Faculty/Staff Minneapolis/St. Paul Commuter permit parking. There is a limited amount of street parking, some of which is metered with a 4-hour time limit. To learn of parking options with Fairview Hospital, contact Public Safety or the Fairview Hospital Parking office at 612-273-7275. Visit the “Around Campus” section of the St. Kates website for more detailed instruction on nearby parking ramps and lots.

As an alternative to parking in Minneapolis, a shuttle runs regularly from the St. Paul campus to the Minneapolis campus. With a St. Kates parking permit, your vehicle can be parked in an appropriate St. Paul campus lot and you can ride the free shuttle to the Minneapolis campus.

2018-2019 St Kate’s Shuttle Van Guidelines and Schedule

St. Catherine University provides shuttle bus service between its two campuses and the University of St. Thomas (UST) for the 2018-2019 academic year. The shuttle provides service for St. Kate’s students who are cross-registered for courses at UST, for St. Kate’s students in the shared Social Work program, and for students, staff and faculty traveling between St. Kate’s campuses. There is no charge to board the shuttle, but a St. Kates ID card is required to ride the shuttle. More information is available at: https://www.stkate.edu/pdfs/shuttle-schedule.pdf

St. Paul Campus Traffic Rules

All motorized vehicles operated on campus are to adhere to campus motor vehicle use rules. Failure to adhere to these rules will result in a citation or revocation of parking privileges. These include:

- Obey the campus speed limit of 10 MPH.
- Obey all traffic signs and parking regulations.
- Obey all stop signs and yield to pedestrians.

Public Safety

Safety is the responsibility of the entire St. Kate’s campus community. Here are a few things you can do to help prevent and/or aid in resolving problems.

- Keep your vehicle locked.
- Do not leave valuables in your vehicle. If you must, hide them so they are not visible.
- Report suspicious activity to Public Safety immediately.
- Center your vehicle in the parking space when parking.
- Report vehicles that are illegally parked.
- Report accidents to Public Safety when witnessed or involved.
- Report safety or security hazards to Public Safety immediately.

The DPS works to create a safe and secure environment for the campus community. Officers are available 24 hours a day, 7 days a week to provide escorts and public safety services. Officers are also able to assist with vehicle unlocks, spare tire changes, windshield washer fluid refills, and vehicle jump starts. To request these services, contact DPS at 651-690-8888.
Snow Emergency

When a snow emergency is declared, the following rules will be in effect and communicated via Kateway announcements and social media:

Day 1
- You may park in any designated overnight parking area.
- Grounds will plow wherever they can.

Day 2
- No parking in the O'Shaughnessy lot or the Dew Drop lot after 11:00pm.
- Park in any other legal parking space on campus.

Day 3
- Move vehicles to a legal parking space by 8:00 am.
- All vehicles must be moved to the O'Shaughnessy lot or the Dew Drop lot by 11:00pm.
- No parking in any lot besides the O'Shaughnessy lot or the Dew Drop lot.