Parking Regulations

**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 ticket, vehicle immobilization, and/or revocation of your permit**

The Department of Public Safety (DPS) is responsible for overseeing the establishment 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 Daily Update. 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. 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 Department of Public Safety, CDC 225, 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 permits are automatically charged to the student’s account. No other form of payment will be accepted for St. Kate’s students. ACTC and PSEO students must pay by check. Faculty and staff with an FTE of .50 and higher may pay by check or payroll deduction. Any outstanding fines must be resolved before a parking permit will be issued.
Student-Resident Permits $225.00
Faculty/Staff $125.00
Student-Commuter Permits $125.00

Annual permits are window tags, 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 passenger’s side window readily identifiable from the outside.

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 dash board.

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 dash board.

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 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, all St. Kate’s students, faculty and staff bringing vehicles to university grounds are required to register their vehicle(s) through the DPS when purchasing a parking permit for the year. Bicycles on campus for more than 24 hours at a time must be registered with Public Safety.

First-Year Resident Students

First year resident students are generally not eligible for a parking permit. However, students who wish to apply for an exemption (based on health, safety, undue hardship, or living further than 175 miles away from campus) to this policy should complete and submit the "First Year Resident Parking Exemption" form. 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), or in person to Public Safety. Special needs include, but are not limited to; personal or family medical care needs, undue hardship, safety issues, living further than 175 miles from campus and/or disabilities.

St. Paul Parking Areas

Guest Parking

This lot is open to guests who have a Guest parking permit, Monday through Friday, 7:00 a.m.-5:00 p.m. The Guest lot is located directly east of The O’Shaughnessy Auditorium. Please park in the designated parking areas for visitors of campus. Overnight guests are instructed to park in the O’Shaughnessy lot and should stop in the Public Safety office to receive a free Overnight Guest Permit.

Permit (general) Parking

Open to anyone with a valid St. Kate’s parking permit: General permit parking areas include The O’Shaughnessy lot, north Powerhouse lot (no overnight parking), Stanton/Crandall Road (no overnight parking), the Wishbone (no overnight parking), and South Library lot (limited overnight parking). Additional general permit parking that is available ONLY on weekends is located in the Frey lot 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 any time of the day 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 5:00pm-2:00am. 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. Motorcycle parking is located in select designated areas (see map) or the O'Shaughnessy lot.

Overnight Parking

A Resident permit must be displayed 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, Caecilian, and South Library lots (short term, 24 hours overnight parking-- east two rows of the the lot only).

Reserved Parking

Reserved Parking is open to those who have been authorized only. Unauthorized vehicles may be ticketed or immobilized at the owner's expense if the owner of the vehicle is known.

Admission Parking

Admission Parking is reserved for Admission’s guests 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.

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. 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.

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.

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 may be ticketed and/or immobilized at the owner’s expense if the owner of the vehicle is unknown. The registered owner and/or permit holder is responsible to resolve tickets issued.

Parking Fines

A sliding scale fee, per violation ticket may be issued for all parking and traffic violations on campus. 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 tickets may be referred to the appropriate department and/or may lose their campus parking privileges for the year. Unregistered vehicles with 5 or more unpaid tickets may be immobilized.

Vehicle Immobilization

The Department reserves the right to use vehicle immobilization devices to enforce parking regulations. Vehicles that receive 5 or more parking tickets 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 ticket 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 attempt to remove a vehicle immobilizer will result in criminal charges.

**Appeals**

A ticket must be appealed within ten days of issuance to be considered. In order to appeal a ticket you must complete the ‘Parking Ticket Appeal’ form available in the DPS office or on the DPS website. The appeal form must be signed and dated, and the ticket must be attached to Parking Ticket Appeal form in order for the appeal to be considered. A lost ticket, 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 tickets. If permit holders receive a only for failing to display their permit, but they have a valid permit, they can bring the ticket and the permit to the DPS office, and upon verification, the ticket will be voided.

**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 the Office Coordinator for the College for Adults at 651-690-7702 or the Fairview Hospital Parking office at 612-273-7275.

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. Visit the DPS website for more detailed instruction on nearby parking ramps and lots.

**2016-2017 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 2016-17 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 buses, 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](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 revocation of parking privileges. These include:

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

**Public Safety**

Public 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.
- Report vehicles that are illegally parked.
- Report accidents to Public Safety when witnessed or involved.
- Report safety or security hazards to Public Safety immediately.
- Center your vehicle in the parking space when parking.
- Think of the others when parking and be courteous.

The DPS works to create a safe and secure environment for the campus community. Officers are available 24/7 every day to provide escorts and public safety services. Officers are also able to assist with vehicle unlocks and vehicle jump starts. Please take advantage of these services by calling extension x8888 or 651-690-8888.