

CSU OVERNIGHT PARKING POLICY

Overnight Parking Description:

Any vehicle parked from 7PM - 7AM on Chicago State University campus, whether parked continuously, discontinuously, or only for fifteen minutes between 7PM – 7AM. Overnight parking does **not** include the following:

- Construction related or contractor parking
- Temporary parking assignments
- Valid Resident parking

Guidelines for Overnight Parking:

- Advanced arrangements must be made whether an annual occurrence or a one-time request, arrangements must be made no less than one week prior. Arrangements are made directly with the Parking Department.
- **Availability of parking facilities for event parking is not guaranteed. Every effort will be made to accommodate requests; however, regular parking customers take priority.**

Tickets Issued:

- The registered owner of the vehicle is responsible for any tickets issued on their vehicle.
- Questions concerning boot removal, fines, and towing issues please contact the Parking Office 773-995-2141 for assistance.

Parking Rules & Regulations

- Always properly display a decal, daily hang-tag or parking permit.
- Never park in reserve spaces unless assigned.
- Always obey street/driving signs.
- Never block driveway/intersection.
- Never park outside the yellow lines.
- Never enter or park on access roads of the Campus.
- Never leave vehicles unattended/running motor/without an adult supervision.
- Never violate parking area.
- No littering/loud music.
- Never park/blocking a dock area.
- Never run through a gate.
- Never illegally remove a University boot.
- Never illegally copy or alter decal, daily hang-tag or permit.
- Never park in a handicap zone with properly displaying placard or using a placard without the authorized holder being present.
- Abandoned/inoperable vehicles will be towed at the owners' expense after seven days.

Request Overnight Parking steps:

Please follow these steps when planning overnight parking:

1. For Events, please refer to the events policy or call the office of Event Management at (773)821-2701.
2. If parking overnight or regular group parking is requested please fill out the attached agreement.
3. Do not fill out the Group or Overnight parking form if:
 - A. You have a planned event at Chicago State University
 - B. Guests are driving government marked vehicles.
4. **All payments are due before the first vehicle park on campus**
5. *Request form is on reverse side.*

Guest & Overnight Parking

Chicago State University, does hereby agree to let _____, utilize our parking facility located at 9501 S. King Drive Chicago Illinois 60628, such parking space described as Parking Lot No. _____.

The following terms and conditions shall apply to this Parking Lease Agreement:

Terms and Conditions:

1. **Items Left in Vehicle.** Chicago State University shall not be responsible for damage or loss to possessions or items left in Renter's vehicle.
2. **Damage to Vehicle:** Chicago State University shall not be responsible for damage to Renter's vehicle, whether or not such damage is caused by other vehicle(s) or person(s) in the parking lot and surrounding area
3. **Parking Lot Attendants:** Chicago State University shall not provide parking lot attendants to guarantee the security of Renter's vehicle
4. **Payments by Renter:** Renter agrees to pay \$10 per day for the above-mentioned address/parking lots. Renter is to make payment – (to Chicago State University) in person at 9501 S. King Drive O & M 107-G. Renter shall make payments in advance before services begin.
5. **Receipts by Chicago State University:** Chicago State University agrees to provide a receipt to Renter for each payment received. Such receipt shall show the amount paid and number of parking spaces.
6. **Parking Violations:** Renter's must follow all parking rules and regulations, violators will result in citations, boots, and/or towing.

EXECUTED AND AGREED by the parties mentioned, this _____ day of _____, 20_____.

Chicago State University
9501 South King Drive
Chicago, IL 60628
Parking: 773.995.2141

Please email/fax this completed form to: email parking@csu.edu fax 773-995-3281

Organization/Renter Name:

Organization/Renter's Address:

Organization/Renter's contact numbers: _____

Date of Event: _____

Name of Event: _____

Location of Event: _____

Parking Start Time: _____ Parking End Time: _____

CSU EVENT PARKING POLICY

Event Parking Description

Event parking is any organized parking for university visitors attending a planned event on campus. This policy applies to all events such as sporting events, performance events, conferences, official activities, as well as other similar events. Event parking is defined as pre-planned parking for 10 or more parking spaces, which may be used for either vehicle parking or to accommodate event activities. Event parking does **not** include the following:

- Construction related or contractor parking
- Temporary parking assignments

Buses refer to the following:

Parking space for buses or trucks, or requiring large areas of spaces will be restricted to Lots A3, A17, and B4, B6. Exceptions can only be granted subject to availability

- School buses of any size
- Motor coaches
- Public transportation buses of any size
- "Turtle top" buses
- Any multi-passenger vehicle meeting or exceeding the width of a parking stall and/or longer than 22 feet in length

JCC Event Parking Locations:

- VIP w/name list – Lot B10
- Handicap – Lot B10 and Lot B12
- Special Guest w/name list – JCC Dock Area (arranged with CSU PD)

Guidelines for Event Parking:

- Event parking must be arranged in advance of the event. Whether an annual occurrence or a one-time event, arrangements must be made no less than one week prior. Arrangements are made directly with the Parking Department. Event parking cannot proceed until permission has been granted by Parking Department management
- The requesting customer must provide any special signage required for the event.
- Availability of parking facilities for event parking is not guaranteed. Every effort will be made to accommodate requests; however, regular parking customers take priority.
- Parking will issue any notices to its customers that may be necessary prior to the event.

Tickets Issued At an Event

- The registered owner of the vehicle is responsible for any tickets issued on their vehicle.
- To avoid misunderstandings, or possible late fines/collection fees being charged please direct those issues to the Parking Office 773-995-2141 for assistance.

Parking Rules & Regulations

- Always properly display a decal, daily hangtag or permit.
- Never park in reserve spaces unless assigned.
- Always obey street/driving signs.
- Never block driveway/intersection.
- Never park outside the yellow lines.
- Never enter or park on access roads of the Campus.
- Never leave vehicles unattended/running motor/without an adult supervision.
- Never violate parking area.
- No littering or loud music allowed.
- Never park/blocking a dock area.
- Never run through a gate.
- Removal of a University boot is not allowed
- Altering and coping a decal or permit is not allowed
- Never park in a handicap zone with properly displaying placard or using a placard without the authorized holder being present.

Request Special Event Parking steps:

Please follow these steps when planning an on-campus event:

- The Office of Meetings and Events must approve departments and guests hosting an event at (773)821-2701.
- If parking is needed for the event, complete the Event Parking Request Form **after** the Office of Meetings and Events have approved the event.
- The Event Parking Request Forms should not be completed if any of the following are true:
 - No vehicles will need parking
 - The department has already directed their patrons to pay-as-you-go parking options located on campus; and/or
 - Patrons will be driving government vehicles.
- The Parking Department will review the Event Parking Request Form and make contact with the Events Department or the Contact Person listed on the forms to review the documents, as well as discuss any associated fees and signage.
 - Event parking charges will not be reduced should a less participants show up than what was expected.
- The Parking Department will then return a copy of the completed Event Parking Request Form to the Events department.
- **All payments are due before the event.**