

**TO:** Metcalf Laboratory School Parents

**FROM:** The Office of Parking and Transportation

**RE:** 2023-2024 Parking Permit Information

- **Individuals must report to the Office of Parking and Transportation to purchase their Laboratory School parking permit.** The office is located at 709 N. Main St., Normal. Office hours are Monday through Friday from 8:00 am to 5:00 pm. Accepted forms of payment are cash, check, major credit or debit card, and money order. Counter sales will begin the day of school registration.
- Parents of Metcalf School students may purchase a Laboratory School parking permit at a cost of \$29.00. A second permit may be purchased at a cost of \$25.00. There is a purchase limit of two permits per family.
- By purchasing your permit, you agree to comply with campus parking rules and regulations. These are found at [www.Parking.IllinoisState.edu](http://www.Parking.IllinoisState.edu).
- Vehicles displaying the Laboratory School permit will be allowed to park in the designated spaces in the lot on the west side of Metcalf School (lot L54) for up to 90 minutes from 7:00am to 4:00pm. There is no time limit after 4:00pm. Laboratory School permits are also valid in surface faculty/staff and commuter lots after 4:00pm, not to include parking garages, reserved spaces or zones. The permit is not valid from 4:00am to 6:00 am.
- Permits are for the exclusive use of the registrant and may not be sold, exchanged, given away, or purchased from any person or agency other than the Office of Parking and Transportation. Permits may not be reproduced or altered. Permits are not to be used by students. Our office reserves the right to revoke parking privileges for any violations.
- ***No parking is allowed in the circle drives in front of Fairchild and Metcalf buildings at any time. These areas are fire lanes and are posted with no parking signs. Parking in these areas may result in a ticket and/or tow.***
- Faculty/staff and commuter permits are **not** allowed to park in the Laboratory spaces at any time. Parking in the Speech and Hearing/Psychological Services Clinic reserved spaces without a clinic permit may result in a parking ticket.
- Stay informed by following us on Twitter @RedbirdParking and/or send an email request to join the Parking Listserv to [Parking@IllinoisState.edu](mailto:Parking@IllinoisState.edu).
- Don't forget we offer the Campus Motorist Assistance Program for any vehicle parked on campus that needs assistance such as a jump start, unlocking your vehicle if your keys are locked in, providing a container for transporting gasoline if you run out, as well as providing air if you have a flat tire. This service is free of charge.
- If you have any questions regarding parking, please feel free to call our office at (309) 438-8391 or check our website at [Parking.IllinoisState.edu](http://Parking.IllinoisState.edu). Thank you!