

TO: Metcalf Laboratory School Parents

FROM: Office of Parking and Transportation

RE: 2016-2017 Parking Permit Information

- Parents of Metcalf students may purchase a Laboratory School parking permit at a cost of \$24.00. A second permit may be purchased at a cost of \$20.00. Permits will be limited to two per family. Vehicles displaying the Laboratory permit will be allowed to park in the lot on the west side of Metcalf School (lot L54) for up to 1-1/2 hours during the school day, and unlimited time in the evenings and on weekends; no overnight parking is permitted with the lab school permit. Laboratory permits are valid in surface faculty/staff and commuter lots after 4:00pm, not to include parking garages, reserved spaces or areas.
- Permits can be purchased during Metcalf Move In at Metcalf School on Thursday, August 18th or at the Office of Parking and Transportation beginning on Friday, August 19th by completing the attached permit registration form. *Incomplete forms will not be processed.* Additional permit registration forms will be available during Move In.
- Please note **cash** and checks are the only accepted forms of payment at registration. Credit or debit card purchases must be made at the Office of Parking and Transportation during regular business hours. Our regular business hours are Monday through Friday from 7:30am to 4:30pm.
- ***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 lot at any time. Parking in the meters reserved for the Speech and Hearing Clinic between 7:00am and 7:00pm without a clinic permit may result in a parking ticket.
- Don't forget we offer the Motor Assistance Program (MAP) 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 assisting 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 and ask to speak with a customer service representative, or check our web site at Parking.IllinoisState.edu.

