

TO: Metcalf Laboratory School Parents

FROM: The Office of Parking and Transportation

RE: 2019-2020 Parking Permit Information

- Parents of Metcalf School students may purchase a Laboratory School parking permit at a cost of \$26.00. A second permit may be purchased at a cost of \$22.00. 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. Our office reserves the right to revoke parking privileges for any violations.
- Permits can be purchased during Metcalf move in at Metcalf School on Thursday, August 15th or at the Office of Parking and Transportation beginning on Friday, August 16th by completing the attached permit registration form. *Incomplete forms will not be processed, and a permit will not be issued.* 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 can 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 5:00pm.
- ***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 Speech and Hearing/Psychological Services Clinic reserved spaces without a clinic permit may result in a parking ticket.
- 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 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 or check our website at Parking.IllinoisState.edu.

**ILLINOIS STATE UNIVERSITY
OFFICE OF PARKING AND TRANSPORTATION
PARKING PERMIT REGISTRATION FORM**

- U-High Junior
- U-High Senior
- Laboratory School Parent/Guardian Permit

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. Students must present a valid University High School ID card to purchase a permit. All information on this form must be completed in full before a permit will be issued.

FOR OFFICE USE ONLY

PERMIT NUMBER(S)

Indicate additional numbers on back of form.

RECEIVED:

CASH \$ _____

CHECK \$ _____

CHECK # _____

Name: _____
Last
First
Middle

University Identification Number # (students only) _____

Home Address: _____
Address
City
State/Zip

Email Address: _____

VEHICLE INFORMATION:

<u>Auto Make</u>	<u>Year</u>	<u>Color</u>	<u>Model</u>	<u>License Plate</u>	<u>State</u>

Vehicle Owners Name: _____

Date: _____