

Resident Hall Parking Procedures and Policies

Welcome to the Webster University Resident Halls. The following parking policies and procedures are to help you enjoy your Webster experience without accumulating parking fines.

**ALL MOTOR VEHICLE PARKING REGULATIONS ARE IN EFFECT
TWENTY FOUR (24) HOURS EVERY DAY, SEVEN (7) DAYS A WEEK
INCLUDING WHEN CLASSES ARE NOT IN SESSION!**

**PARKING PERMITS ARE REQUIRED ON ALL UNIVERSITY PARKING
LOTS AND THE PARKING GARAGE.**

Parking Permits

Dorm Residents are required to have a parking permit to park their vehicle on campus. Dorm Residents **MUST** park their vehicles in the parking garage at all times. Parking permits must be displayed properly to be valid. The parking permit should be hung from the rearview mirror with the numbered side facing toward the windshield. Public Safety Officers have no way of knowing if you have a permit or not when they are patrolling so the permit must be visible to be valid.

Parking permits are discounted significantly and the fee will be placed on your student account. You may obtain your parking permit during One Stop Shopping on move in day or the Public Safety Office during business hours, 7:30am until 4:00pm. **DO NOT** go to the Business Office or the Downtown Campus to obtain your parking permit. Your parking permit is good for the Downtown Campus if you are taking classes there. You will need Validation Stickers to facilitate your exit from the downtown garage. You may pick these up at the Webster University Downtown Campus office or the Public Safety office during business hours.

If you should move out of the Resident Halls at any time during the school year please return your parking permit to the Public Safety office during business hours. You may be entitled to a partial refund of your permit. You will then be able to receive a commuter parking permit.

Temporary Parking Permit

If you do not have your parking permit due to a temporary change in vehicles you may get a temporary parking pass from Public Safety during business hours. There is no charge for this. Please have the license plate number of the vehicle you are driving. You must have a valid Webster University parking permit.

Lost or Stolen Parking Permits

Lost permits must be reported to the Department of Public Safety immediately. This will ensure that any tickets issued to another driver will not be placed on your account. After reporting your permit lost you may purchase a replacement permit for \$20.00. This fee can be placed on your student account.

If your parking permit has been stolen you must report this to the Department of Public Safety immediately. The Department of Public Safety will issue a report for the stolen

permit. After the permit has been reported stolen you may purchase a replacement permit for \$20.00. This fee can be placed on your student account.

Lots M and N

Parking Lots M and N belong to the Webster Village Apartments and are restricted to residents of the East and West Residence Halls. If you choose to park on either of these lots you could be ticketed, booted and/or towed for parking in a restricted area.

Lots B and D

Parking Lot B is a visitor parking lot only and Lot D is for faculty and staff with Lots & Garage permits and commuter students. These lots are restricted for use by the residents of the Loretto Hall Residence Hall. If you choose to park on either of these lots you could be ticketed, booted and/or towed for parking in a restricted area.

Parking Petitions

Residents of East and West Halls and Loretto Hall have an opportunity to file a petition to park on Lot M or Lot D. If you have a State issued Handicapped Permit, a Doctor's request or a legitimate reason why you would need parking closer to your residence, you may write a letter stating your reasons along with any pertinent documentation and send it via email to dwest@webster.edu or mail it to Debbie West, Department of Public Safety, 536 Garden Ave. St. Louis, MO 63119 or drop it off at the Public Safety office. If your petition is approved you will be notified and informed of the new parking permit you will receive and the additional cost of the petition permit. The number of available spaces is limited so get your petition in as quickly as possible.

Visitor Parking

Visitor parking is limited to individuals not affiliated with the University. No students, faculty or staff are allowed to park in Visitor Parking spaces at any time. There are 8 visitor spaces located in Lot M for East and West Hall resident visitors and 17 visitor spaces located in Lot B for Loretto Hall resident visitors. Please direct your visitors to park in these spaces. They must sign in and sign out at the front desk of the Resident Halls on the visitor sign in sheet. They will need to fill in their name, who they are visiting, Apt. # and vehicle information such as License Plate number, state, make, model and color of vehicle. Public Safety Officers will check these sign in logs before ticketing the visitor spaces. If the person is not signed in, if the sign in sheet is illegible or incomplete or if a student is parked in these spaces they will be subject to ticketing, booting or towing at the owner's expense.

Loading Zone

There are two (2) loading zones located in Lot M and one (1) loading zone located in Lot D. These loading zones may be utilized by students of the Resident Halls to drop off groceries, pick up items from your room, etc. but they are limited to 15 minutes. If you are parked in this space longer than 15 minutes you will be ticketed for parking in a restricted area and possibly subjected to being booted or towed at the owners' expense. Please be courteous so other residents can utilize these spaces.

Fire Lanes

Fire Lanes are no parking zones. Any area on campus that does not have 2 white lines to park between are considered fire lanes. Some of the Fire Lanes will be marked by painted red curbs but some of these areas are unmarked and do not require signage. Be aware of where you park in the garage and make sure you are between 2 white stall lines.

Valid Parking Space

Park your vehicle in a valid parking space, between two white parallel parking stall lines. Do not park on or over the lines regardless of how others park, and do not create or add a space in areas that are not designated by two parallel parking stall lines. Be aware when someone pulls out of a space that there are two white lines. Just because someone else was parked there does not mean it is a legitimate parking space.

Parking Citations

You are responsible for all parking citations you receive on campus. If you receive more than three violations during the school year you will be considered a persistent offender and you will be subject to having your vehicle booted or towed off campus at your expense if found parked illegally. Parking fines will be placed on your student account if they are not paid in a timely manner.

Parking Appeals

If you feel you received a parking citation unjustly or in error, you may appeal the ticket by completing an appeal form located at the Department of Public Safety or you can download the appeal form online at the University website, www.webster.edu, fill it out, attach the ticket and send it to the Public Safety office. Parking tickets must be appealed within twenty one (21) calendar days from the date the ticket was issued. You do not have to pay the ticket first in order to appeal it.

The Parking Appeals Committee meets quarterly to review written appeals of parking violations. You are not required to appear before the committee when they meet. The committee is composed of members of the Webster University community representing students, faculty and staff members. You will be notified by mail or email if you supply this information, if the appeal has been approved or denied. If the appeal is approved the fine will be waived. If the appeal is denied, the fine will be placed on your student account. The decision of the committee is final and you agree to abide by their decision when you submit your appeal.

Questions

If you have any questions about parking on campus please feel free to call the Department of Public Safety, 314-968-6900 or stop by our offices located at 536 Garden Ave.