

July 13, 2008

Re: Parking Petition

Dear Incoming Resident,

This year, parking for all residents of West and East Halls, and Maria Hall will be located in the Garden Park Plaza, Webster University's main parking facility. The rate for resident students is \$75 per year. The Plaza, which is also home to the Webster Bookstore, Career Services, Academic Advising and Evening Student Admissions, is located on Garden Avenue, just past the Webster Village Apartments. The Plaza is equipped with over 750 parking spaces, so residents will never need to worry about finding a space. Although the area is well lit, Public Safety Officers are on duty twenty four hours a day and can be called for an escort to accompany any student back to the residence halls at night.

However, for some residents, parking near the residence halls may be an absolute necessity. If you believe you have a situation that merits access to parking closer to your residence hall, you may petition to receive a surface lot parking permit, which costs \$120 per year. Your petition should include your reason for needing a surface lot permit, details about the situation and reasons why a space in the Garden Park Plaza will not suffice. Please make sure you include a phone number, email address or some way you can be contacted. *Please note that this permit does not guarantee a space like the Plaza permit does. The surface lot permit only allows you parking access to Lot M, adjacent to the residence halls where space is very limited.* This lot is often full throughout the day, so if you are granted this permit, please understand that finding a space could be difficult.

All petitions must be received (not postmarked – *received*) by the Public Safety Office no later than noon on September 8, 2008. Petitions may be submitted in one of these ways:

- via email to dwest@webster.edu (please put Parking Petition in the subject line)
- via letter to the Public Safety Office, 536 Garden Ave. St. Louis, MO 63119, Attn: Debbie West
- via Fax to the Public Safety Office at 314-963-6089 Attn: Debbie West (please put Parking Petition in the subject line)

If by September 15th you have not received a response to your petition, please contact the Office of Public Safety by phone at (314) 961-2660 x8021 or by email at dwest@webster.edu, to check the status of your petition. You will be able to pick up your parking permit immediately following the approval of your request at the Public Safety Office, 536 Garden Ave. Make sure you bring your Garage Only permit with you to be exchanged. The permit fee will be billed to your student account.

Please feel free to contact me with any additional questions and please **read the enclosed brochure for additional information about parking policies and procedures for Dorm residents.**

Sincerely,
Debbie West
Dept. of Public Safety
314-961-2660 x8021