

Visitor Parking Policy

Definition & Purpose

Visitor parking on the UW-Madison campus may be available in parking facilities including ramps, garages, and designated surface parking stalls on campus. Visitor parking is any parking in designated campus parking stalls, during hours of control, while being in paid status.

Temporary permits and visitor parking provide flexibility for short-term parking needs of faculty, staff, students, or visitors to campus.

Policy

- Failure to pay in full for parking when visiting campus will result in citation and/or tow.
- Visitor parking may not occupy a space longer than the designated time at the location. Repayment of a space beyond the designated time limit will result in citation.
- Vehicles may not be stored (parked without moving) for more than 72 hours without permission from Transportation Services. Stored vehicles are subject to citation and/or tow at the owner's expense.
- Vehicle storage is not limited to a parking stall; it is limited to the facility. Vehicles moved from stall to stall within a facility do not negate identification of being stored for 72 hours. The vehicle must leave the parking facility with payment before returning to the facility.
- Visitors cannot park on parking facility rooftops from 2 – 6 a.m. during snow removal restriction period November 15 through March 15. Refer to transportation.wisc.edu for details.
- If a temporary or value permit is for a gated lot (garage or ramp): the permit holder is responsible for using the permit to enter gated lots. UW Transportation Services collects information from the gate system and staff are not authorized to raise the gate for customers, except on those occasions where the gate system is malfunctioning.

Visitor/Guest parking options

- **Gated parking facilities** - Hourly parking is available for visitors in gated garages/ramps across campus, where you pull a ticket on entrance and pay upon exit.
- **Timed parking stalls** (pay-by-cell “meters”) are a short-term parking option in surface lots around campus. Payment is processed through a third party vendor (Parkmobile). Vehicles must be in paid status during a lot's hours of enforcement—failure to correctly register a parking session may result in citation.
- **Pay and display** – Visitors pay at the pay station once parked and place receipt with time allocation on the dashboard of their vehicle showing length of time and date of payment.
- **Motorcycles** – Motorcycles may park in any timed parking stall or Pay and Display parking location. Only one motorcycle may park in a space designated for automobiles. Motorcycles parking in gated parking facilities are limited to locations with designated timed motorcycle parking stalls.
- **Mopeds** – Mopeds may park in a designated surface lot with timed parking stalls or “pay and display” parking locations. Only one moped may be parked in a space designated for automobiles and must be in paid status during the lot's hours of control. Mopeds are prohibited from bypassing gate systems in gated parking facilities.
- **Temporary parking permits** are available in a few lots across campus based on space availability. A temporary permit is sold for a specific lot, date, and time. Typically these permits are bought within two weeks of a visit and/or up until the day of a visit. These permits must be

purchased at a UW Transportation Services office. A valid temporary permit must be displayed at all times during the hours the lot is enforced.

- Temporary permits are sold at a daily, half/day or monthly rate (see the rate chart for costs).
 - Half day permit (A.M.) - valid 12:01 a.m. – 12:30 p.m.
 - Half day permit (P.M.) - valid 11:30 a.m. – midnight
 - Night value permit - valid 4:30 p.m. – midnight
 - Full day permit - valid 12:01 a.m. – midnight
 - Monthly permits - valid 12:01 a.m. – midnight. Good for 30 days [limited availability; only available to UW and UW affiliate employees]
- Temporary parking permits are subject to a 50% return fee if the permits are returned at least two (2) full business days prior to the scheduled date of use. Permits returned after this timeline will not be refunded. Monthly permits are non-refundable.
- **Value permits** (advanced, reserved visitor parking) are sold on space-available basis for certain campus lots. They are the best option for reserving parking in advance of a visit to campus. A value permit is sold for a specific lot, date, and time. Intended for use by campus visitors.
 - The Special Events unit sells value permits. Permits request may be submitted a maximum of two (2) months to a minimum of two (2) weeks prior to the date needed. Any requests made outside of this timetable are not considered. Orders can be placed online or over the phone. Payment is required with all permit orders.
 - Value permits options (see rate chart for costs) include:
 - Half-day permit (A.M.) - valid 12:01 a.m. – 12:30 p.m.
 - Half-day permit (P.M.) - valid 11:30 a.m. – midnight
 - Night value permit - valid 4:30 p.m. – midnight
 - Full day permit - valid 12:01 a.m. – midnight
 - Value permits are subject to a 50% return fee if the permits are returned at least two (2) full business days prior to the scheduled date of use. Any permits returned after this timeline will not be refunded.

Restrictions

- Hours of control are listed at the entry of all campus surface lots; refer to the lot entrance sign for hours of control.
- If the visitor stalls in a lot are full, visitors should relocate to the next available visitor lot; availability of stalls in gated parking facilities can be found on the Transportation Services website.
- Temporary permits are not valid on buses or mini coaches.
- Permits will not be issued to applicants with a history of any misuse of permits.
- Visitor parking is not valid in restricted areas, such as: fire lanes, reserved stalls, surface lot motorcycle stalls, service/vendor stalls, loading zones, construction areas, sidewalks, disabled access aisles, driveways and grass areas. Unless otherwise noted, those parking with permits in restricted areas may be subject to citation or tow at the owner's expense.
- Temporary permits are not valid in restricted areas, such as: fire lanes, timed parking stalls, reserved stalls, disabled stalls without a state DOT permit, disabled stall access aisles, loading zones, construction areas, sidewalks, driveways and grass areas. Unless otherwise noted,

those parking with permits in restricted areas may be subject to citation or tow at the owner's expense.

- Transportation Services has the right to reserve lots/ramps for event parking on campus. Parking may be sold in advance or at the lot entrance on a first come basis. Lots restricted for an event will be posted at the lot entrance and/or at www.transportation.wisc.edu.
- Transportation Services has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures, whenever possible. Permit holders may be relocated at any time.
- Permits must be hung from the vehicle's rearview mirror or displayed in a plastic pouch on the inside lower left-hand corner of the windshield. Remove all items from the mirror or window that block view of the permit. The full permit must be visible when the vehicle is parked on campus.
- Vehicles may not be stored (parked without moving) for more than 72 hours without permission from Transportation Services. Stored vehicles are subject to citation or tow at the owner's expense.
- Vehicles using altered or counterfeit permits are subject to ticket and tow.
- Failure to follow UW Transportation Services policies may result in revoked parking privileges.

Related References

- Alternative Transportation Options Policy
- Annual Base Lot Permit Policy
- Citation Appeal Policy
- Citation Policy
- Moped Parking Policy
- Motorcycle Permit Policy
- Payment/Refund/Cancellation Policy

Policy Revisions:

Policy Number	TS-44 & 64
Date Approved	4/2002 & 3/2017
Revision Dates	<p>3/2003 – Permit Design change</p> <p>3/2005 – Permit display & Temporary permit sales at Booths</p> <p>3/2006 – Permit valid in UW DIS stalls when displayed with State DOT, permit not valid on buses or mini coaches & increased rate for bagged meter stalls</p> <p>3/2012 – Monthly temporary permits & 72 hour parking restriction, night visitor permit</p> <p>4/2018 – Combined “Temporary Permit Policy” and “Daily Visitor Policy” into “Visitor Parking Policy”</p>