

Guidelines for Departmental Permit Use At the University of Idaho

- Departmental permits are intended for use by UI employees to use while attending meetings or doing work related errands at a location on campus other than their office or building
- Departmental permits are not intended for daily parking, visitors, personal use, or student use, and are subject to revocation for misuse

Vehicles displaying a valid University of Idaho Departmental parking permit may park in any of the following locations. These parking areas are prioritized as listed.

1. Any regular space in any colored lot **(2.5 hour max)**
2. Meters / timed spaces **(2.5 hour max)**

Departmental permits are **Not Valid** in any of the following locations. Parking in these areas may result in a citation and/or a fine.

1. Service / Delivery spaces
2. Disability spaces
3. Reserved spaces
4. All other areas not designated as a parking space (fire lane, yellow curb, etc...)
5. Areas posted "No parking 2AM-6AM"
6. Campus walkway system

These regulations constitute a partial list only. Campus Maps and the complete parking regulations are available on our website at www.uidaho.edu/parking

University of Idaho

Parking and Transportation Services

Departmental Permit Application

Permit # _____

Delivery Method _____

Parking office use only

Date received: _____

Date processed: _____

Fulfilled by: _____

Budget Charged on: _____

Initials: _____

Application Procedures: Complete all information below, including Statement of Justification, completely and accurately; have your DEAN or DEPARTMENT HEAD review and sign the lower portion. When complete, send the application to Parking Services, campus zip code 1201.

Please select permit delivery method: campus mail
 US mail
 office pickup

Name and Title of Permit Applicant (please print): _____

Department Name: _____ Charge \$300 to Budget # _____

Note: When processed, budget will be charged directly.

Physical Address: _____ City: _____ State: _____

Zip Code: _____ Phone: _____ E-mail Address: _____

Departmental permits are not intended for daily parking, personal use, visitor use, or student use and are subject to revocation for misuse. Use of this permit must be in compliance with University of Idaho Parking Rules and Regulations which can be found at www.uidaho.edu/parking.

Justification of Service: Please describe the frequency of use and the purpose for this permit below.

I understand that the department is responsible for the use of this permit. **I understand that it is the responsibility of the applicant and/or driver to read and follow all Parking Rules and Regulations.** I further understand that this permit is not to be used for personal use or daily parking. I certify that the above information is true and correct to the best of my knowledge.

Applicant Signature / Department or College / Date

To be completed by Dean, Department Head or Supervisor if applicable:

I certify that the above information is true and correct to the best of my knowledge. I verify that this departmental permit is necessary for the conducting of University of Idaho business as specified in the **University of Idaho Parking Rules and Regulations** and that the department meets all requirements for obtaining a departmental permit.

Signature / Department, College or Company Name / Date