

CSU OVERNIGHT PARKING POLICY

Overnight Parking Description:

Any vehicle parked from 7PM - 7AM on Chicago State University campus, whether parked continuously, discontinuously, or only for fifteen minutes between 7PM – 7AM. Overnight parking does **not** include the following:

- Construction related or contractor parking
- Temporary parking assignments
- Valid Resident parking

Guidelines for Overnight Parking:

- Advanced arrangements must be made whether an annual occurrence or a one-time request, arrangements must be made no less than one week prior. Arrangements are made directly with the Parking Department.
- **Availability of parking facilities for event parking is not guaranteed. Every effort will be made to accommodate requests; however, regular parking customers take priority.**

Tickets Issued:

- The registered owner of the vehicle is responsible for any tickets issued on their vehicle.
- Questions concerning boot removal, fines, and towing issues please contact the Parking Office 773-995-2141 for assistance.

Parking Rules & Regulations

- Always properly display a decal, daily hang-tag or parking permit.
- Never park in reserve spaces unless assigned.
- Always obey street/driving signs.
- Never block driveway/intersection.
- Never park outside the yellow lines.
- Never enter or park on access roads of the Campus.
- Never leave vehicles unattended/running motor/without an adult supervision.
- Never violate parking area.
- No littering/loud music.
- Never park/blocking a dock area.
- Never run through a gate.
- Never illegally remove a University boot.
- Never illegally copy or alter decal, daily hang-tag or permit.
- Never park in a handicap zone with properly displaying placard or using a placard without the authorized holder being present.
- Abandoned/inoperable vehicles will be towed at the owners' expense after seven days.

Request Overnight Parking steps:

Please follow these steps when planning overnight parking:

1. For Events, please refer to the events policy or call the office of Event Management at (773)821-2701.
2. If parking overnight or regular group parking is requested please fill out the attached agreement.
3. Do not fill out the Group or Overnight parking form if:
 - A. You have a planned event at Chicago State University
 - B. Guests are driving government marked vehicles.
4. **All payments are due before the first vehicle park on campus**
5. *Request form is on reverse side.*

Guest & Overnight Parking

Chicago State University, does hereby agree to let _____, utilize our parking facility located at 9501 S. King Drive Chicago Illinois 60628, such parking space described as Parking Lot No. _____.

The following terms and conditions shall apply to this Parking Lease Agreement:

Terms and Conditions:

- 1. Items Left in Vehicle. Chicago State University shall not be responsible for damage or loss to possessions or items left in Renter's vehicle.
2. Damage to Vehicle: Chicago State University shall not be responsible for damage to Renter's vehicle, whether or not such damage is caused by other vehicle(s) or person(s) in the parking lot and surrounding area
3. Parking Lot Attendants: Chicago State University shall not provide parking lot attendants to guarantee the security of Renter's vehicle
4. Payments by Renter: Renter agrees to pay \$10 per day for the above-mentioned address/parking lots. Renter is to make payment - (to Chicago State University) in person at 9501 S. King Drive O & M 107-G. Renter shall make payments in advance before services begin.
5. Receipts by Chicago State University: Chicago State University agrees to provide a receipt to Renter for each payment received. Such receipt shall show the amount paid and number of parking spaces.
6. Parking Violations: Renter's must follow all parking rules and regulations, violators will result in citations, boots, and/or towing.

EXECUTED AND AGREED by the parties mentioned, this _____ day of _____, 20_____.

Chicago State University
9501 South King Drive
Chicago, IL 60628
Parking: 773.995.2141

Please email/fax this completed form to: email parking@csu.edu fax 773-995-3281

Organization/Renter Name:

Organization/Renter's Address:

Organization/Renter's contact numbers:

Date of Event:

Name of Event:

Location of Event:

Parking Start Time: Parking End Time:

Total number of expected vehicles: