

Parking Department Policy

Purpose: Assist faculty and staff holding dual career appointments to obtain a dual lot parking permit.

Scope: Applies to all faculty and staff assigned two offices or unique research/instructional spaces in distinctly separate campus locations.

Policy: Faculty and staff must apply annually for a dual lot permit. All applications must meet the guidelines outlined below, and; be submitted in writing on a *Dual Lot Parking Permit Request* form; verified by a supervisor, a director, or a department chair; and approved by the Parking Director or designee.

Definitions:

Dual Lot Permit is an annual parking permit that is issued to faculty and staff who have a dual career appointment and/or are assigned to two offices and/or unique research/instructional spaces in distinctly separate campus locations. Dual lot parking permits are not eligible for the two-year renewal option.

Dual Career Appointments divide faculty or staff appointment between two different units, which requires a permit holder to maintain a permanent office and unique research/instructional space in two distinctly separate locations.

Distinctly separate locations require parking accommodations located at least six blocks apart.

Process:

Dual lot permits require annual review and renewal to confirm appointment status and space allocations. A Permit holder must submit an *Annual Dual Lot Parking Permit Request Form* each renewal period. Once provided the correct contact information, Parking will obtain confirmation of the percentage of time spent at each location. The Parking Department Director or designee approves the dual lot assignment request. An additional fee is assessed for each dual lot permit.

Guidelines:

- Dual Lot Permits are awarded only to faculty and staff whose duties cause them to maintain distinctly separate physical locations, including permanent offices and/or unique research/instructional space. The applicant will provide both office/location addresses.
- The requested dual lots should be at least six blocks apart.
- The Permit holder must identify a primary and secondary lot. The primary lot is assigned based on the location in which the greatest percentage of time is spent.
- Supervisor, department chair, or director contact information must be included in the Annual Dual Lot Parking Permit Request Form each renewal period. The units must confirm the percentage of time the applicant spends at each location.

If all other criteria are met, Dual Lot privileges may be granted if the secondary lot is a non-waitlisted location.

- A Dual Lot Permit request does not bypass a waitlist. If a requested lot is waitlisted, the application may only be approved once the applicant has processed through the waitlist and been assigned this facility.

Exceptions:

Exemption requests will be reviewed and may be awarded on a case-by-case basis by the Director of Parking.

Contact:

Policy-related issues and questions should be directed to the Parking Department, (217)333-3530, or emailed to parkingcomments@illinois.edu.