An Annual Update on your U of M Parking Contract.

PTS is a self-supporting department. Your contract parking fees go directly to the operation of University parking facilities including daily maintenance; annual structural inspection and repairs; and state-of-the-art safety features including security cameras, panic alarms and optimal lighting.

Hangtag Permits
Always display the printed side of your hangtag facing out. Hangtags are valid for two years.

Hangtags may be transferred to any vehicle you park at the university. Minnesota State law requires hangtags be removed while driving.

If you forget your hangtag, you will need to park in a public facility and pay the fee. For lost hangtags, you must come to our office and purchase a replacement hangtag.

Keycard Contracts
Should you forget your keycard, you will be responsible for finding alternate parking and paying the facility fee. You can purchase a duplicate keycard set for a one-time, non-refundable fee of $12 at our customer service desk (open Monday - Friday, 7 a.m. - 5 p.m.).

Cancelling A Contract
You may cancel your contract at any time. The hangtag/keycard must be received in our office to consider the parking contract cancelled. Refunds for accounts with credit balances will be processed after the hangtag/keycard is received by PTS.

- **Walk-in cancellations** can be immediately processed by turning in the hangtag or keycard.
- **Mail** the hangtag/keycard to the PTS office:

  Parking and Transportation Services
  511 Washington Ave.
  300 Trans. & Safety Bldg.
  Minneapolis, MN 55455

  - Send an **e-mail** to parking@umn.edu. Please include your name, contract number, cancellation date and department address in your cancellation notice.

Motorist Assistance
The Motorist Assistance Program (MAP) is FREE for legally parked PTS customers. Services offered include: unlocking vehicles, giving jump starts, adding air to tires and providing referrals on request. To request assistance, call 612-626-PARK (7275). MAP is available on the Twin Cities campus, Monday – Friday, 7 am - 10 pm. Service is not offered on official University holidays. MAP is not available at the Hospital Parking Ramp on Delaware Street. For service on University-owned vehicles, contact Fleet Services at 612-625-3033.

Citations
Campus parking enforcement is handled by the U of M Police Department. To contest a parking citation, call the number printed on the parking citation.

Budget Charge Cards
With department authorization, U of M employees may charge parking to an EFS number by using a special keycard. Budget charge parking does not guarantee a space. To request an account, please visit: www.umn.edu/pts/park/budgetcharge.html. PTS does NOT accept parking tickets with handwritten or typed EFS information.

(cont.)
Parking Coupons

Charge guest parking to a department by using either prepaid or department coupons. Prepaid coupons come as either a half-day or all-day pass for your guests. Department coupons are only available to high volume users and charge for the actual time parked using the department’s EFS number. For more information, go to www.umn.edu/pts/park/coupon.html.

University Vehicles

Own, lease or rent an official vehicle from Fleet Services. Choose from cars, minivans, cargo vans, pick-ups, trucks and more. Call 612-625-3033 or visit www.umn.edu/pts.

Car-Sharing

HOURCAR is a solution to short-term vehicle needs – meetings, research, meals or wheels for visiting colleagues. Rates are typically $8/hour or $60/weekday (includes gas and insurance).

Cars are conveniently located around campus.

East Bank
- Washington Avenue Ramp
- Lot C43 near Sanford Hall
- Lot C75 south of Territorial Hall

West Bank
- 21st Avenue Ramp
- St. Paul
- Lot 101 on Commonwealth

A University departmental hangtag can be used to park in departmental spaces. The reservation charges for usage until the HOURCAR is returned to its rental location.

For a department membership, go online to www.hourcar.org/U_of_M.

Parking Contract Conditions

- The University of Minnesota assumes no responsibility for loss by fire, theft or damage to your vehicle while in the parking facility.
- The University of Minnesota reserves the right to move or reassign cars to other locations when necessary.
- Only one vehicle per contract is permitted to park at any one time. Violation may result in tagging, towing and revocation of parking contract.
- Reciprocal parking is not available for University departmental contracts.
- If your vehicle will be parked for seven consecutive calendar days or longer without moving it, please notify PTS with the vehicle license#, make, model, color and exact location in facility (in ramps and garages, the specific stall location is indicated on the pillars).

PTS is committed to sustainability by maintaining and improving a comprehensive transportation system that reduces congestion, eases accessibility and enhances a friendly University community. We welcome ideas and questions. Contact us at pts@umn.edu or 612-626-7275.

Parking and Transportation Services
University of Minnesota
300 Transportation and Safety Building
511 Washington Avenue SE
Minneapolis, MN 55455
www.umn.edu/pts