



## Vendor Contracts

# PARKING NEWSLETTER

2007-08

**Your Annual Update on U of M Contract Parking** - 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 like security cameras, panic alarms and optimal lighting.

### 2007-08 Vendor Contract Rates

Effective October 1

Lots: \$63.50/month  
Ramps: \$93.50/month  
Daily Vendor Permit: \$5.50

### Parking Locations

For your convenience, enclosed is a vendor parking map. Some parking stalls on campus are designated for both Official Vehicles and Vendors (Combo spaces) while some stalls are for vendors only. Stalls are signed accordingly.

### 3-Hour Limit

Parking is strictly limited to 3 hours in Vendor and Combo spaces. If the time limit is exceeded, the parker is subject to a citation.

### Hangtag Permit

Your new parking hangtag is enclosed. Please begin using it on October 1 by displaying the printed side facing the windshield. Hangtags may be transferred to any vehicle you park at the university. Minnesota State law requires you to remove your hangtag while driving. Hangtags are valid through September 30, 2008.

Vendor hangtags are valid only in designated vendor areas or combo spaces and are not valid in contract facilities.

Each company receives only one hangtag per contract.

If you forget your hangtag, you will need to park in a public facility.

Because hangtags cannot be electronically managed, there are specific measures for lost, stolen or damaged hangtags. If a hangtag is stolen, a new one will be issued at no

charge with a police report. If your hangtag is damaged, turn it into our office and we will issue a replacement hangtag at a prorated charge for the remainder of the year.

Should you lose your hangtag, a new contract needs to be purchased. You will continue to pay the monthly fee on the lost hangtag through the expiration date. Misuse of your hangtag will result in the loss of your contract privileges.

#### Lot S106

Parking is available to vendors on a space-available basis in Lot S106 on Upper Buford Circle on the St. Paul campus. Pull a ticket when you enter but continue to display your vendor hangtag while parked. Upon exiting, write the company name, vendor hangtag number and your name and phone number on the back of your ticket and give it to the attendant. An additional charge is incurred at the hourly rate if you park more than three hours.

## Keycards

Vendors that purchase a ramp contract have access 24/7 in any of the following facilities:

- o 4th Street Ramp
- o 19th Avenue Ramp
- o 21st Avenue Ramp
- o Gortner Avenue Ramp
- o Oak Street Ramp
- o Washington Avenue Ramp
- o West Bank Office Building Ramp lower levels

Should you forget your keycard, you will be responsible for finding alternate parking and paying the facility fee.

If your keycard is lost, stolen or damaged, come to the PTS office for a replacement. The charge for a replacement keycard is \$12. Misuse of your keycard will result in the loss of your contract privileges.

## Vendor Parking in the Hospital Ramp

If you have a vendor parking permit, you can park in the Hospital Ramp. The Hospital Ramp is located on Delaware Street SE between Harvard and Walnut Streets. When you pull into the ramp, pull a ticket. Upon exiting, write your vendor permit number and company name on the ticket and give it to the attendant. Up to four vendors are allowed in the ramp at one time. The normal hourly fee will be charged if that number is exceeded.

## Contract Cancellation

You may cancel your contract at any time. A quick, easy way to cancel is online at: [www.pts.umn.edu/contract-cancel.htm](http://www.pts.umn.edu/contract-cancel.htm).

Walk-in cancellations can be immediately processed by turning in your hangtag or keycard.

Another convenient method is to send us an e-mail or letter. Please include your name, contract number, effective cancellation date and address in your cancellation notice. Contact our office to request a postage-paid envelope to return your keycard or hangtag. We recycle hangtags and reuse keycards. Refunds for accounts with a credit balance will not be processed until the hangtag/keycard is received in our office.

## Citations

Campus parking enforcement is handled by the University of Minnesota Police Department. To contest a parking citation, call the number printed on the ticket or the university parking citation hotline at 612-626-4446.

## Motorist Assistance

The Motorist Assistance Program (MAP) is FREE for legally parked PTS customers. MAP will unlock vehicles, give jump starts and change flat tires. MAP is available on the

Twin Cities campus, Monday - Friday, 7 am - 10 pm. Service is not obtainable on official university holidays. MAP is not available at the Hospital Parking Ramp on Delaware Street. To request assistance, call 612-626-PARK (7275).

## Parking and Transportation Services

The mission of University of Minnesota Parking and Transportation Services is to facilitate safe and convenient access to the university and around campus, while encouraging alternative modes of transportation.

We welcome your questions and ideas. Contact us at [parking@umn.edu](mailto:parking@umn.edu) or 612-626-7275. Visit us online at [www.pts.umn.edu](http://www.pts.umn.edu).



300 Transportation and Safety Bldg.  
511 Washington Avenue SE  
Minneapolis, MN 55455

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