

Permit Terms of Service

Last Update: June 1, 2025

General

- This is not a lease for parking space but merely a registration for parking privilege only.
- The University and its officials have and assume no responsibility for vehicles parked on university property.
- Permits and access cards are to be used only by the individual assigned to the permit. Sharing a permit with another employee or individual is a violation of parking policy.
- Parking permit charges will continue until the permit is canceled by the permit holder.
- Any Parking and Transportation related fees and sanctions may be payroll deducted if they are not paid after the initial billing by the Billing Office.
- Employees are not permitted to use Patient Parking Vouchers except when attending a valid appointment. Visitor Parking Passes or other parking permits purchased by the department for their own use. Use of such constitutes theft of university resources and is a violation of university policy.
- Only one parking permit is allowed per customer, except for a motorcycle permit with a vehicle permit.
- Permit holders shall add only license plates registered to them as the owner or registered to a family member. License plates registered to other employees are considered permit sharing and is a violation of Parking Policy.
- By purchasing a parking permit/secure bicycle parking/bus pass, paying a parking citation, or appealing a parking citation, permit holder agrees they have read and agree to the University of Iowa Parking, Bus Pass and Bicycle Regulations and the License Plate Recognition (LPR) Data Collection and Privacy Policy. Both documents can be found on the Parking and Transportation Website at <http://transportation.uiowa.edu>.

Permit, Bus Pass, and Secure Bicycle Parking Restrictions

- Employees are prohibited from sharing their individual permit with another employee or individual.
- Employees are not eligible to purchase visitor/daily parking permits or validations for personal use.
- It is prohibited for any person to alter, produce, or use any reproduction of a parking permit, access card, bicycle key, or U-PASS.
- It is prohibited to obtain or use a parking permit, access card, secure bicycle parking, or U-PASS by fraud or misrepresentation of facts.
- It is prohibited to give, sell, or transfer to another person a parking permit, access card, secure bicycle parking, or U-PASS.
- It is prohibited to falsify or use another individual's state-issued handicapped placard for their personal use.
- Departments are not permitted to purchase parking for their employees.

Parking Access Card Use and Fees

- The parking access card must be used to both **enter and exit** the parking facilities. Failure to use the access card to either enter or exit may result in the daily non-refundable maximum daily fee being charged.
- The card must still be scanned when the parking gates are in the raised position including on university holidays.
- The hourly rate applies for use outside of the Night and Weekend hours and will be sent to payroll or the UBILL, if not payroll eligible.

Secure Bicycle Parking Use and Fees (complete terms in *University of Iowa Parking, Bus Pass and Bicycle Regulations*)

- Only one bicycle or e-mobility device and related gear (helmet, pump, lock, rain gear, etc.) are allowed. No unrelated items.
- Permit holder consents to allow inspections by authorized University or Campus Safety personnel at any time, without notice.
- Depending on secure bicycle parking type, permit holders may need to provide their own padlock or pay a key deposit.
- Complete terms in University of Iowa Parking, Bus Pass and Bicycle Regulations.

Payroll Deduction

- Permanent full-time employees 50% or greater paid monthly are eligible for payroll deduction. Employees who are eligible for payroll deduction will have their monthly parking permit charge deducted on a pretax basis.
- Except a secure bicycle parking permit is deducted post-tax only.
- Parking fees as noted above will be deducted from university payroll check unless otherwise specified. Payroll deductions are one month after actual parking usage (for example, September 1 payroll deduction is for August parking charge).
- By agreeing to these terms and purchasing a permit, you grant permission to deduct the parking fees as noted above from your University payroll check. If you are not on University payroll you must choose another payment option.