

Permit No	Date	Issued By
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Parking Permit Form

Ivy Tech Community College-Southwest requires a parking permit for its Evansville campus parking lots. Each student and employee will be issued one permit free of charge. Additional permits are available at the Business Affairs Office at a cost of \$2 each. A permit must be displayed in the front windshield, lower passenger side, of your vehicle while parked on the Evansville campus, including the Tri-State Building and the First Avenue Plaza Building. Complete parking and traffic policy can be found at: www.ivytech.edu/evansville/aboutivytech/LParking/index.html.

Violations are as follows:

- Vehicle does not have a valid parking permit (Vehicle may be towed at owner's expense)
- Parked in "No Parking" area/space (Vehicle may be towed at owner's expense)
- Parked in fire lane (Vehicle may be towed at owner's expense)
- Parked in handicap space without a valid state issued handicap placard or license plate
- Parked in reserved, assigned, or visitor's space
- Blocking driveway or access (Vehicle may be towed at owner's expense)
- Blocking other vehicle (Vehicle may be towed at owner's expense)
- Parked in two spaces
- Improper display of parking permit
- Driving the wrong way in a one way
- Turning left from the parking lot onto First Avenue
- Disregarding parking lot signs or markings
- Exceeding 10mph speed limit in parking lot
- Reckless driving or endangering another person

Fines: Fines are payable at the Business Affairs Office (Rm. 134, Main Campus Bldg.) The first ticket is a warning and no fine is assessed. Subsequent tickets will be \$25 each, the ticket will serve as the invoice. Multiple violations and unpaid fines are violation of college policy and appropriate disciplinary action will be taken. Fines will be added as fees on student accounts, if applicable.

Complete the information below and return it to the Business Affairs Office (Rm 134) or Facilities Office (Rm 137) to receive your free parking permit. Additional parking permits are only available through the Business Affairs Office. This form must be completed for each parking permit issued.

It is the responsibility of the employee / student to submit this form if a new vehicle is purchased or used. Parking permit information will be updated at no charge to the employee or student (during current academic year). Prior year student permits are valid until the end of the fourth week of the fall term. Students must obtain one new parking permit each fall term at no cost, additional parking permits for the current academic year can be purchased for \$2 each. New students must obtain a valid parking permit by the fourth week of their first term (by second week if summer term).

Lost or stolen permits must be reported to the Business Affairs Office. A replacement will be issued at a cost of \$2. Use of a lost or stolen permit will result in a violation of invalid parking permit, resulting in a fine or tow at the owner's expense.

License Plate No.	State	Student / Employee ID No.
Vehicle Make/Model		Color
Driver's Name (Printed)		

I have read and understand the above and have provided the College with the correct vehicle information.

Signature _____ Date _____