

St. James Complex

The St. James Complex will be governed by the following rules for parking:

Permits:

1. A St. James Permit allows for parking in any lot in the St. James Complex and the Duryea Parking Deck. The St. James permit is not valid for any surface parking lot on the Main Campus or the Main Street parking Deck.
2. A RED Temporary Permit may be issued to a tenant with an existing permit when a car problem occurs. This permit is designated only for St. James Parking area and will be written for up to two weeks.
3. A YELLOW Temporary Permit may be issued to a tenant's guest visitor. This permit is designated only for guests to park in the St. James Parking area while visiting residents. The charge is \$2 per day.

General Rules:

4. All parking in the St. James Complex will be enforced by the Bradley University Police Department, 24 hours a day, 7 days a week, 365 days a year. Exceptions may be made on certain occasions, such as move-in, or times determined by the University to be in the interest of safety, etc.
5. The speed limit of the St. James Complex is the same as the rest of the University, 10 MPH, unless otherwise posted.
6. Vehicles may not park along the curbs, except where exempted.
7. Vehicles may not park on the lawns, landscaped areas, or in crosswalks.
8. Vehicles may not park in handicapped spaces unless displaying a handicapped plate or permit. Note: Anyone with proper handicapped insignia can park in handicapped spaces. If it is determined that the driver of the vehicle is a tenant or visitor, they will be instructed by the Bradley Police to obtain the proper permit for future parking in the complex. The driver will not be cited for parking in the handicapped space if the vehicle has the proper handicapped insignia but no St. James parking permit. Instead, a note of instruction will be left. Obviously, anyone without the proper handicapped insignia will be issued a parking ticket.
9. Cars may not block in other cars, or park in a manner to close off a turn lane or aisle.
10. Parking citations issued in the complex will generally be Bradley University citations. **Note:** If the officer determines that a particular vehicle is being driven by a non-student and is a repeat offender, the officer will alert BU Police Dispatch so that a determination can be made as to the best course of enforcement. All vehicles listed on the **Tow List** generated by Bradley University will be considered towable in the St. James Complex. **Note: A Bradley University Police citation will be issued having a checkmark in the box designated "tow fee".**
11. If a student is inconvenienced by one or more vehicles not having the proper permit to be in the lot, Bradley University Police will assist them by having BU Police Dispatch contact the towing company on the students' behalf. **Note:** Tenants do not have authority to tow. Bradley University Police must arrange towing. Officers will write a citation for the offense committed.
12. Bradley University citations will generally be used for all moving violations, unless it is determined that the owner of the vehicle is a non-student. If the driving actions of a student warrant a city citation, one will be issued. Officer discretion will prevail.
13. All cars must be parked front-end into the parking space.

The only vehicles authorized to park in the St. James Parking lots are properly registered vehicles of the tenants. A properly registered vehicle is one on which a current valid parking permit is affixed to outside lower left corner of the rear window of the vehicle. The permit must be registered to the make, model, year and license plate of the vehicle. The parking permit has its own adhesive and if properly applied, will not fall off. The use of tape or other products are not permitted and if used will subject the vehicle to a citation. Inappropriate placement, mutilation or unauthorized movement of the permit will subject the vehicle to citation and the owner to possible disciplinary action.

This sticker is, and will remain, the property of Bradley University. Bradley University retains records of the registered vehicles. A \$5.00 fee will be charged to purchase a replacement permit – to obtain a replacement, the original permit must be returned (even in pieces) to the Controller's Office – Cashiers, Monday thru Friday, 9:00 AM to 4:00 PM or if it is not possible to return the permit a bill of sale or trade-in, or insurance documentation showing total loss, should be presented.

Every St. James Parking Lot requires a valid St. James Parking Permit to park in the lot. Any vehicle in the lot without a permit is subject to tow.

I understand all the information I have read above, and I understand that failure to comply with these instructions/policies could result in voiding the permit, loss of parking privileges and/or tenants/subleases/guests of the parking policies.