University of Oregon
Reserved Parking

INFORMATION
Please read carefully before filling out application on the next page

University faculty, staff, and students with temporary or permanent disabilities may receive a reserved parking space. For an additional fee faculty, staff, departments, and other University community members may receive reserved spaces based on need.

Types of Reserved Spaces

**Disabled Reserved Space**
A disabled reserved space is available to any member of the University who has a mobility-impairing disability. This space is provided free of charge with the purchase of a UO parking permit, in an effort to accommodate the disabled person. Persons requiring a reserve space can either present a copy of their DMV issued ADA hangtag or request approval. Approval for faculty or staff is through the office of Affirmative Action at 541-346-3123. Approval for students is through Accessible Education Center at 541-346-1155.

**Regular Reserved Space**
Reserve spaces are available to faculty or staff whose job requires them to regularly leave campus at least once a day or five times in a week on two or more days. These spaces must be paid for by the faculty/staff member, and must be justified with a description of basis of need on the attached application. The reserve space application must be reviewed and signed by a dean or department head, verifying the statement of justification.

**Departmental Reserved Space**
Departments that need a reserve space for regular visitors, clients, or departmental vehicles may request a reserve space. Departments must provide a statement of justification citing examples in support of the department’s need for a departmental space. This statement must be reviewed and verified by the department head or dean.

Hours of Reservation

Spaces are reserved Monday through Friday 7 a.m. to 6 p.m. If a space is needed outside of the normal business hours, an At-All-Times space can be purchased for an additional fee. Explanation for the extended hours must be included in the statement of justification.

Statement of Justification

A statement of justification is required unless the applicant applied for and received a reserved space the previous year. The nature of justification needs to reflect the requirements stated above for the type of reserved space applied for.

<table>
<thead>
<tr>
<th>Pricing</th>
<th>12 Month</th>
<th>9 Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved 7am-6pm</td>
<td>$1,150.00</td>
<td>$862.50</td>
</tr>
<tr>
<td>Reserved At-All-Times</td>
<td>$1,300.00</td>
<td>$975.00</td>
</tr>
<tr>
<td>Space Change</td>
<td>$ 25.00</td>
<td></td>
</tr>
</tbody>
</table>

*There are no additional fees for disabled reserved spaces other than the cost of the UO parking permit.

Assistance

Once a reserved space has been assigned, the Department of Parking and Transportation may be contacted to have an unauthorized vehicle removed from the space. Unauthorized vehicles parked in reserved spaces are subject to citation and towing at the expense of the vehicle owner.

Reserved spaces are available on a first come, first serve basis. Priority will be given to faculty, staff, or students who have mobility impairing disabilities. Applicants will be assigned a space as close to their requested location as possible.
Reserved Space Application

Please return this form, as well as the Parking Permit application to the Department of Parking and Transportation

Last Name_________________________First Name_________________________

UO ID ___________________________Home/Cell #________________________

Email Address_________________________@___________________________ uoregon.edu

☐ Renewal* ☐ New Applicant

*Renewals do not need a statement of justification or an authorizing signature

University Status

☐ Faculty/Staff ☐ Student ☐ Department ☐ Affiliate

Reserved Space Information

Space Type ☐ Disabled ☐ Regular ☐ Departmental ☐ At-All-Times

Space Duration ☐ 12 Months ☐ 9 Months ☐ 1 Month

Requested Lot_________________________ Space_________________________ Location_________________________

Space Accommodations ☐ Van Accessible ☐ Wheelchair Access ☐ Other_________________________

Statement of Justification

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Payment Method

☐ Pay now in full cash, check, Visa, or MasterCard

☐ Monthly Payroll Deduction (circle one) 12 months 9 months

☐ (Department Only) Authorize one time charge to departmental index #

☐ (Disabled only) Receive reserved space free of charge with the purchase of a UO parking permit.

Applicant Signature_________________________ Date_________________________

By signing above, I certify that the above justification is true and complete to the best of my knowledge. I verify that this reserve parking space is necessary for the conduction of University of Oregon business, and that I meet all of the requirements of obtaining this space.

Verifying Authority Signature_________________________ Date_________________________

By signing above, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I verify that the reserve parking space is necessary for the applicant, as specified above, and that the applicant meets all of the requirements for obtaining a reserve space.

Office Use Only

Permit #_________________________ Permit type_________________________ Payment ☐ PR9 ☐ PR12 Index_________________________

Lot________ Space________ Fee________ Expire Date________ DMV Expire Date________

☐ Lot Entered ☐ Space Entered Date entered on TTK_________________________ Entered by_________________________