

Northwestern University - Chicago Campus

### PARKING ADMINISTRATION

Rules and regulations for the Chicago campus have been developed with recommendations from the Parking Committee and the University Central Administration. The committee consists of representatives of the faculty, staff, and student body. The Chicago campus parking policy was developed to:

- Ensure that current facilities allow maximum capacity and are allocated for use in the best interests of the University and its affiliates, including employees, students, patients, and area visitors
- Ensure an equitable assignment of all available University parking spaces

Evanston campus parking is managed by Northwestern University Police: [www.northwestern.edu/up/parking](http://www.northwestern.edu/up/parking)

### CHICAGO CAMPUS PERMIT-ELIGIBLE PARKING FACILITIES

**Abbott Lot** (Formerly A Lot)  
710 N. Lake Shore Drive

**Huron Superior** (Formerly C Lot)  
**Parking A**  
222 E. Huron Street

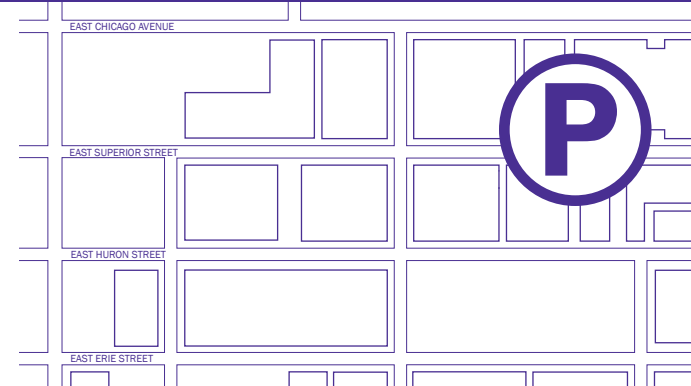
**Erie Ontario** (Formerly D Lot)  
**Parking C & D**  
321 E. Erie Street

**275 East Chestnut** (Formerly E Lot)  
275 E. Chestnut Street

**441 East Ontario**  
441 E. Ontario Street



NORTHWESTERN UNIVERSITY



### Northwestern University - Chicago Campus

# PARKING INFORMATION & MAP

### University Services

710 N. Lake Shore Drive  
Abbott Hall, Room 100  
Chicago, IL 60611-3078

312-503-1103  
[chicagoparking@northwestern.edu](mailto:chicagoparking@northwestern.edu)  
[www.northwestern.edu/userservices](http://www.northwestern.edu/userservices)

### Office Hours

8 a.m. to 5 p.m. Monday to Friday  
Closed on weekends and University holidays

## PERMIT TYPES

**Commuter** permits allow unlimited parking access to the assigned facility. However, storage of a vehicle for over 24 hours is not permitted.

**Evening/Weekend** permits allow parking from 4 p.m. to 8 a.m., Monday through Friday, and 24 hours on Saturdays, Sundays, and University holidays.

**Weekend Only** permits allow parking in Abbott Lot from 5 p.m. Friday to 8 a.m. Monday or in Erie Ontario from 4 p.m. Friday to 8 a.m. Monday.

## COMMUTER PERMIT ELIGIBILITY

Commuter permits are available to faculty, staff, and students who meet the following criteria:

- Reside outside the designated boundaries of the Chicago campus: you must live north of North Avenue, west of Halsted Street, or south of Congress Parkway. Local addresses are obtained from official University records.
- Have no unpaid/non-appealed University parking violations
- Have departmental approval for parking privileges through their department/school
- For faculty and staff: at least 50% of their salary is paid by Northwestern University

## OBTAINING A PERMIT

Chicago campus parking permits are available beginning in mid-September. Permits are sold to students on an annual, academic year, or quarterly basis. Faculty and staff parking rates are based on a salary-tiered structure and are paid through monthly pre-tax payroll deductions.

**Commuter permits** first require departmental approval; once approved, you will receive an application via email.

**Evening and Weekend permits** do not require departmental approval. Please apply online.

See [www.northwestern.edu/userservices/transportation/parking/permits/application.html](http://www.northwestern.edu/userservices/transportation/parking/permits/application.html) for complete application details and links.

## The following must be presented to purchase a parking permit:

- valid Northwestern University WildCARD
- valid driver's license
- current vehicle registration or insurance card

A parking permit does not imply or guarantee a specific parking space or lot assignment.

All parking permits are non-transferable. Replacement decals may be purchased at the Parking Office for a nominal fee. The Parking Office reserves the right to parking lot assignments.

Falsification of any information for the purpose of obtaining a parking permit or repeated violations of rules and regulations may result in the forfeiture of all parking permits, fees, and eligibility for any subsidized parking rates. The University assumes no responsibility or liability for any damages caused by fire, theft, casualty, or any other cause whatsoever with respect to any vehicle or its contents, in the areas subject to the University's jurisdiction.

## DISPLAYING PERMITS

Parking permits must be affixed to the vehicle's outside rear windshield, lower corner of the passenger side. Do not attach with tape.

Vehicles must be parked with the rear bumper facing the aisle, not backed into parking spaces. Permits must face the aisle.

## PARKING VIOLATIONS

The vehicle title/registration holder is responsible for all violations. Parking violations can be paid at the Parking Office. Common violations that may result in a ticket, a deactivated WildCARD/Keycard, or towing include:

- Transferring a parking permit to another individual
- Invalid parking permit on vehicle
- Unauthorized or altered parking permit
- Unauthorized parking in reserved or handicapped space

- Incorrect permit for parking lot
- Parking permit not properly displayed
- Parking permit not facing aisle
- Parking over yellow line
- Parking or obstructing traffic lanes, fire lanes, service area, posted area, or other restricted areas

**Vehicle storage is not allowed.** Any vehicle, including motorcycles, parked in any parking facility for more than 24 hours will be subject to towing at the owner's expense and public parking rates will be applied.

The Northwestern University Police Department enforces parking regulations and issues parking tickets. The Parking Office records the violations and tracks payment. If payment is not received, the individual's WildCARD/Keycard is subject to deactivation and their vehicle may be towed. Reactivation of WildCARD/Keycard will not occur until payment is received.

Parking enforcement is in effect 24 hours a day, 7 days a week. University Police and the Parking Office may establish and enforce any special temporary parking restrictions deemed necessary for the safety of its patrons and facilities. University Police and the Parking Office reserve the right to deny or revoke any parking privileges.

## CANCELLATION POLICY

It is the responsibility of the permit holder to return all permits to the Parking Office if no longer employed or campus parking is no longer desired. Faculty and staff may cancel their parking permit by submitting a cancellation form to the Chicago Campus Parking Office. Faculty and staff must also inform their department parking administrator as soon as possible.

**In order to prevent payroll deductions for the current month's parking, the Parking Office must receive the cancellation notice by the 5th of the month.** If the form is not returned before the deadline, the WildCARD/Keycard will remain active until the end of the month, a payroll deduction will still occur and no refunds will be given.

## ACCESSIBLE PARKING

All of the parking garages feature accessible parking spaces for people with disabilities. Contact the Chicago Parking Office for more information.

## MOTORCYCLE/SCOOTER PARKING

A limited number of motorcycle/scooter parking permits are available for designated spaces in Abbott Lot and Erie Ontario.

## BICYCLE PARKING

The bicycle parking room can accommodate 68 bikes and is located in Erie Ontario. Enrollment is available for an annual fee of \$25, with priority given to students. Free bicycle racks are available next to the Law School and in the medical complex courtyard between the Searle Building and Wieboldt Hall.

Shower facilities are available free of charge at Chicago's Lake Shore Park facility. University Police offers free bike registration and sells Kryptonite U-Locks at cost.

## MOTORIST ASSISTANCE

In the event of minor mechanical problems (low tire inflation, weak car batteries, etc.), parking garage staff at Huron Superior and Erie Ontario may be able to provide assistance or recommend a local roadside assistance service. Please contact the garage office for more information.

## UNIVERSITY POLICE ESCORTS

University employees and students can arrange for a police escort to their vehicle by calling University Police at 312-503-8314. Arrangements will be based on time, mode of transportation, and University Police availability.

## PARKING OFFICE INFORMATION

The Parking Office is open from 8 a.m. to 5 p.m. Monday to Friday. Extended hours are offered during peak times throughout the school year. The Parking Office observes all University holidays.