

1. Possession and use of UW Tacoma parking permits is governed by [WAC Chapter 478-118](#). Possession and use of Community Partner permits is governed by the policies and rules of the parking facility operator.
2. A parking permit is a benefit provided to a permanent employee or a student currently enrolled in credit courses and is to be used only during the period that users employed by or am a student at UW Tacoma. No refunds will be issued if employment is suspended, terminated or if a student leaves prior to the expiration of the permit.
3. A user must return their permit upon request or when they leave employment or enrollment with UW Tacoma. If a user does not return a permit, any remaining amount due may be withheld from final paycheck or charged as student fees.
4. Except in an overflow parking situation, permits must be used in the designated lot only.
5. Inappropriate use or display of the permit may result in a fine.
6. Permits are non-transferable.
7. Misuse of a parking permit may result in confiscation or refusal of renewal.
8. A user must immediately report a lost or stolen permit to the UW Tacoma Parking program at 253-692-5926. There is a \$15 fee to replace a lost permit.
9. Adjustments for any parking permit deductions missed — due to having a non-12-month permanent position or if on a leave of absence — will be made from the first available paycheck upon return to work.
10. **MOTORCYCLE PERMITS ONLY:** A paper permit will not be issued for motorcycles. Instead, the motorcycle's license plate number and description will be provided to Campus Security and will serve as the permit identifier.
11. **COMMUNITY PARTNER LOTS:** Community Partner Lots are not owned or operated by UW Tacoma. Customers using these facilities do so at their own risk and facility owners are not responsible for vehicle or content. Questions or concerns about Community Partner Lot use, maintenance, or security should be directed to the lot owner.
12. **CONVENTION CENTER AND UMPQUA BANK GARAGE:** Total purchase price includes \$25.00 access card deposit. Customers must return their access cards to Republic Parking Northwest to receive a deposit refund.

13. Refunds are not permitted with the exception of withdrawing from courses for the quarter or any changes of the University moving to online instruction during a quarter.