If You Have Lost Your Permit
If a departmental permit is missing from your department, please contact Parking Services immediately with the number of the permit. A written request is required for a replacement.

Permission Validity Dates
Departmental permits are valid from Sept. 1 to Aug. 31 of the following year. You may apply in written form up to 30 days before the departmental permits expires. Permit renewal is not automatic. Departmental permits must be requested in writing and evaluated by the Parking Services each year.

Display of Departmental Permits
The departmental permit is to be displayed from the rearview mirror. The front of the permit is to be facing forward so as to be visible from the outside of the vehicle. This allows the parking checker to visually check the permit.
Conditions of Use

Departmental permits are to be used for official University business to assist faculty or staff to perform their duties. They are not authorized for personal use or convenience. Staff members should not place a permit in their vehicle for their exclusive use. When you have visitors coming to campus the department permit would be appropriate for this purpose.

Departmental permits can be used when permit spaces are available in any of our campus lots. Parking in campus lots is limited to the time needed to accomplish University business only. Departmental permits can be used in service drives or loading zones for transporting large items or equipment to and from other campus locations. Parking in these areas is limited to no more than 30 minutes when space is available, and it is not impeding foot traffic, emergency vehicles or disabled access. Individuals utilizing their privately owned vehicles for official University business should have evidence of personal liability insurance in their vehicle (insurance identification card) as required by RCW 46.29.630 and RCW 46.29.550.

How to Obtain

Essential to the operation of the department, the head of the department must formally request the permit in written form outlining how the permit will be used. Departmental permits will be issued only to those departments identifying their need.

Issue and Control

The department head assigns a designated person to control the permit at the time of the request. The designated person must establish a control log indicating each time the permit is logged out, showing user’s name, purposed and when it is returned. No person will use a campuswide permit for personal parking or convenience. The log must be available on demand either by Parking Services or the Internal Auditor.

Alternatives

University Motor Pool (ext. 2483) has various means of transportation available for use. The trucking service section of central services also can assist in transporting equipment (ext. 7918).

Authorized Parking Areas

- Permit parking spaces
- Service drives (up to 30 minutes)
- Loading zones (up to 30 minutes)

Unauthorized Parking Areas

- Meters
- Disabled spaces without an EWU disabled permit
- Sidewalks
- Reserved spaces
- Fire lanes/safety zones
- Yellow curbs
- Yellow zones
- Designated “no parking” areas
- Parking within 16 feet of a building
- Other areas not designated for parking