

# UIW Sports and Wellness Parking Permit Information 2019 - 2020

*Wellness parking permits are for current Sports and Wellness members only*

## **Parking permits are issued through your current membership expiration date.**

- 1) **Attach your membership receipt to your parking permit application.**
  - a. *The receipt attached MUST have your current expiration date on it. Please note if you use your emailed receipt you will need to click on the link in the email and print the actual receipt as it has your expiration date. If you bring a receipt without an expiration date, the business office WILL NOT process your application.*
  - b. *The business office cannot look up your membership.*
  - c. *The business office cannot verify your membership date over the phone with the front desk.*
- 2) **Fill out the attached application entirely.**
  - a. *Missing information will delay your application being processed.*
- 3) **Take your application to the business office in the Administration Building 190 to be processed.**
  - a. *You must not have any outstanding tickets in order to receive a parking permit.*
  - b. *If you qualify for an H permit, which allows you to park in an ADA Parking Space, you will need to take a copy of your State Registration or your driver's license and your ADA placard to the business office with you.*
  - c. *All permit types will be picked up in the UIW Business Office in AD 190.*

Wellness Center, Natatorium and Fencing Center Members receive a "W" parking pass, this parking pass does not allow members to park in ADA parking spaces. For a complete list of parking rules and regulations please visit [my.uiw.edu/business-office/parking.html](http://my.uiw.edu/business-office/parking.html). Each application must be associated to one member and to one vehicle. It is a violation of University policy for employees and/or students to obtain a Wellness Parking Permit (W-Permit).

*Employee and/or Student applications will not be processed and are subject to penalties and fines.*

For questions, please email [uiwellness@uiwtx.edu](mailto:uiwellness@uiwtx.edu)

**The University of the Incarnate Word**  
**2019 – 2020 Parking Permit Application**

Please note: All applications require complete license plate numbers and a valid local address.  
All applications must be legible (illegible applications will be returned)

<b>Application Type</b>	Please check one option. <input checked="" type="checkbox"/> Wellness Center Applicant <input type="checkbox"/> Vendor Applicant: _____ <div style="text-align: right;">Company Name</div>
<b>Pick-up Method</b>	You will pick-up your permit from the UIW Business Office (Administration Building 190). <i>Hours: Mon – Thurs, 8 am – 6 pm or Fri, 8 am – 5 pm</i> Vendor parking permits must be picked up from the Business Office. <b>Full payment</b> is due at the time the permit is issued. Replacement permits (limit 1per issued permit) will be available at full cost per permit (Replacements are office pick-up only). Replacement Wellness permits will be available at \$50 cost per permit

<b>Applicant Member ID</b>		<b>E-mail</b>	
<b>Applicant Name</b>	First:	Middle:	Last:
<b>Applicant Driver's License</b>	State:	Number:	
<b>Local Address</b>	Street:	City:	State:                      Zip:

<b>VEHICLE INFO</b>	License Plate Number:	License Plate State:	Year of Vehicle:
Vehicle Make:	Vehicle Model:	Vehicle Body:	Vehicle Color:

Maximum of one (1) vehicles per permit.

<b>PLEASE READ THE FOLLOWING AND SIGN:</b>	
I hereby affirm that the information provided is true and I agree to comply with the University of the Incarnate Word (UIW) Parking & Traffic Regulations, available at <a href="http://www.uiw.edu/busoff/parking.htm">http://www.uiw.edu/busoff/parking.htm</a> . I understand it is my responsibility to read and familiarize myself with these regulations. Furthermore, I understand that parking is at my own risk and that UIW is not responsible for personal injury, pilferage or damage to my vehicle while parked on the private property of UIW. If I should have questions on the parking regulations, I will contact the UIW Police for clarification. Failure to abide by these regulations will result in appropriate penalties.	
<b>SIGNATURE OF APPLICANT:</b>	<b>DATE:</b>

For office use only:      Membership start date\_\_\_\_\_      Membership end date\_\_\_\_\_      Approval Signature\_\_\_\_\_

**Your membership receipt is required to process this permit.**  
**Please bring it with you, otherwise your permit will not be processed.**  
**The business office does not have access to look it up and cannot verify over the phone.**