




UNIVERSITY
of HAWAII®
WEST O'AHU

To: All Faculty and Staff

From: John Murakami 
Auxiliary Services Manager

Date: March 29, 2016

RE: Parking Permit Requests

*****IMPORTANT NOTICE*****

To help expedite the UHWO Parking Permit process, each of the division offices (Chancellor's Office, Vice Chancellor for Academic Affairs, Vice Chancellor for Administration and Vice Chancellor for Student Affairs) will be responsible for listing the names of those Faculty and Staff members in their division who are eligible and are requesting a parking permit for the 2016-17 Academic Year on the attached log sheet. A completed Employee Parking Permit Request Form for each eligible employee must accompany the list. Parking permit applications can be downloaded from the Planning and Campus Operations site here:

<https://sites.google.com/a/hawaii.edu/uhwopco/auxiliaryservices/parking>

Compiled lists and request forms shall be submitted to Campus Operations in F201 no later than the close of business on Friday, April 15, 2016 via campus mail or hand-carry. Forms received by the deadline will be processed in advance and parking permits will be delivered to each department by Monday, August 15, 2016. Distribution of parking permits will be handled by the individual divisions. All forms shall be submitted to and all permits shall be distributed by the employee's division office. The Campus Operations office will no longer collect forms or distribute parking permits to individual employees.

Eligible employees consist of full-time faculty and staff. Lecturers, part time and part time casual/89-day hires and contractors are *not* eligible for parking permits and must park in either the visitor lot or overflow parking lot. The Permit parking lot is open to all after 5:00 p.m., Monday – Saturday.

Current parking permits will be considered "EXPIRED" beginning Friday, August 27, 2016.

Campus Operations would like to ask for your assistance regarding the following items:

1. Starting Thursday, August 18, 2016, all faculty and staff with permits are required to park in the designated stalls within the Faculty/Staff Parking Lot (Lot A1). Faculty and staff should not be parking in the student lot.
2. Only authorized vehicles are allowed to park in the Campus Center loading docks.
3. All loading docks should be used only for active loading and unloading. Vehicles shall not be staged or left unattended in campus loading docks.
4. There is NO PARKING in Fire Lanes.

Parking permits for the Fall 2016 Semester will be available beginning Monday, August 15, 2016. Any eligible faculty or staff member who had missed the deadline shall request a parking permit through their respective division office (Chancellor's Office, Vice Chancellor for Academic Affairs, Vice Chancellor for Administration, and Vice Chancellor for Student Affairs) starting Monday, August 15, 2016. Each respective office shall be responsible for submitting a request for parking along with a signed and completed parking application. The request for parking shall verify the individual's affiliation with the division and verify that the applicant meets all of the criteria stated above and listed below:

- Is required to park in the parking lot Monday – Friday, 6:00 a.m. – 5:00 p.m. on a regular basis.
- Are NOT temporary hires, emergency/casual hires. Less than 100% FTE, Lecturers and Contract or Non-UHWO Employees.

Once Campus Operations has received the request and the completed application, the paperwork shall be processed and the permit delivered via Campus Delivery to the respective Division. After receiving the parking permit, the Division representative shall notify the applicant to come pick up the permit.

Current parking permits will be considered "EXPIRED" beginning Friday, August 27, 2016.

Campus Operations would like to ask for your assistance regarding the following items:

1. Starting Thursday, August 18, 2016, all faculty and staff with permits are required to park in the designated stalls within the Faculty/Staff Parking Lot (Lot A1). Faculty and staff should not be parking in the student lot.

2. Only authorized vehicles are allowed to park in the Campus Center loading docks.
3. All loading docks should be used only for active loading and unloading. Vehicles shall not be staged or left unattended in campus loading docks.
4. There is NO PARKING in Fire Lanes.

Campus Operations will start accepting Fall 2016 parking requests that did not meet the April 15, 2016 deadline from each of the divisions starting Monday, August 15, 2016. Please note, all forms shall be submitted to and all permits shall be distributed by the employee's division office. The Campus Operations office will no longer collect forms or distribute parking permits to individual employees.



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Employee Parking Permit Request Form
University of Hawaii'i - West O'ahu

91-1001 Farrington Highway, Kapolei, HI 96707

EMPLOYEE NAME:		MOBILE PHONE:
TITLE:		OFFICE #:
OFFICE PHONE:		
HOME ADDRESS:		

VEHICLE INFORMATION #1:		
Make	Model	Color
License Plate Number	State	

VEHICLE INFORMATION #2:		
Make	Model	Color
License Plate Number	State	

EMPLOYEE SIGNATURE <i>(by signing, you acknowledge that you have read and understand the University of Hawaii'i - West O'ahu Parking Permit Policy) :</i>	
Signature	Date

FOR OFFICE USE ONLY:		
Name of Campus Operations Representative (print)	Permit Number	Date Returned
Signature	Date Issued	