

# Parking Services Q & A For State Employees



## *Where is parking available?*

### ***Facilities Management manages parking facilities at these locations:***

- \* Capitol Complex in St. Paul
- \* BCA Building at 1430 Maryland Avenue East, St. Paul
- \* Grove Street Building at 321 Grove Street, St. Paul
- These facilities include surface lots, ramps and garages.
- If the facility you are interested in is currently full, you can ask to be placed on a waiting list for that facility.
- Parking spaces are filled from the waiting list on a first-come, first-served basis.

## *What does parking cost?*

- The cost for parking depends on if you park in a surface lot, ramp or garage.
- See the “Parking Rates” sheet for current rates.
- Rates are subject to change.

## *How do I start?*

- Stop by the Facilities Management office in person to fill out a parking contract between the hours of 7:00 AM and 4:30 PM, Monday-Friday.
- You will be assigned to a parking facility and given a parking identification tag for your vehicle.
- You will be able to park at the assigned facility on the same day.

## *How do I pay?*

- You will not pay any money at the time you sign up for a parking contract.
- Payment will be handled in arrears through pre-tax payroll deduction via the state’s centralized personnel/payroll system (SEMA4), if your agency is on this system.
- If your agency is not on this system, you will be invoiced monthly or quarterly in advance.
- You will be invoiced if you do not wish to take advantage of the pre-tax parking payroll deduction option.
- If you start or stop your parking contract mid-month, the invoiced cost will be prorated.

## *What if I lose my parking identification tag?*

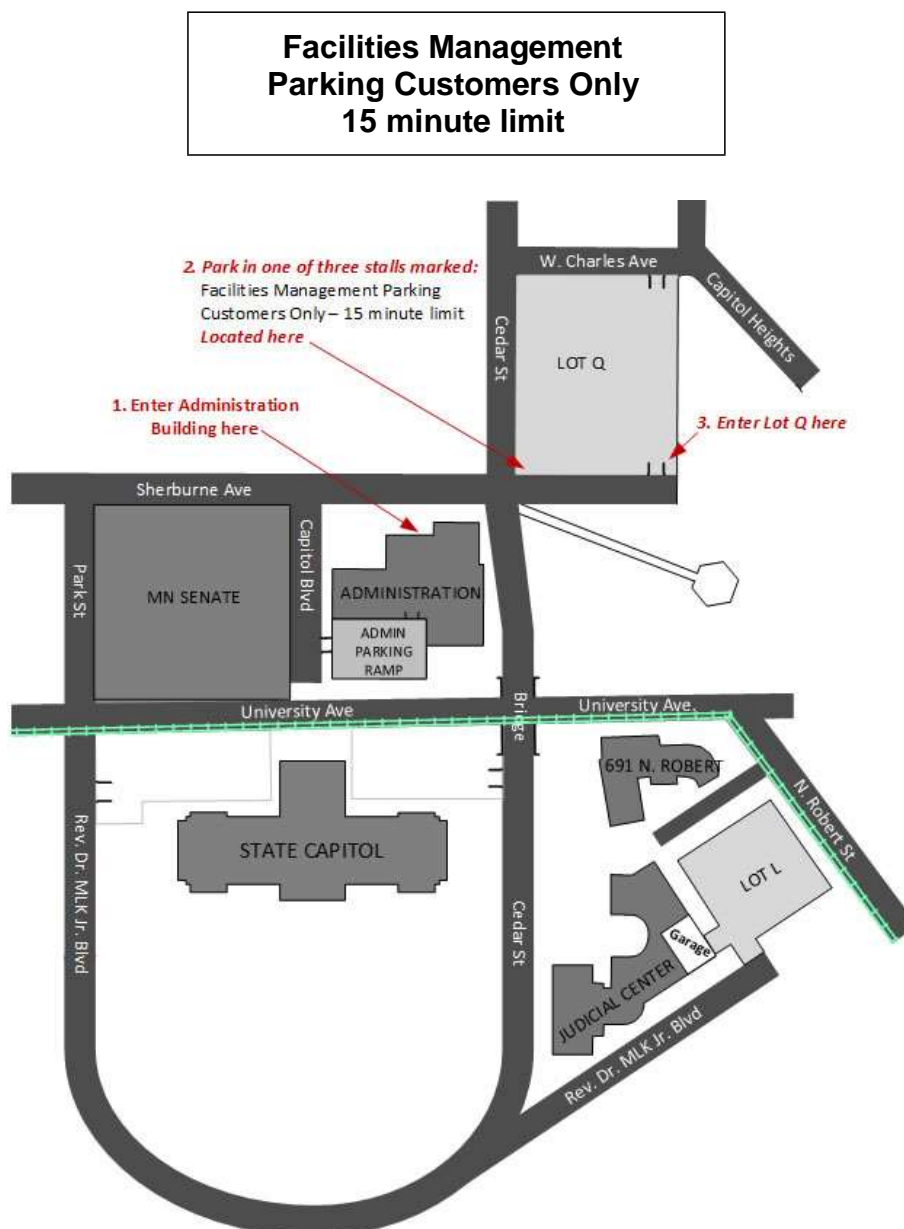
1. Replace it to avoid being ticketed or towed.
2. Pick up a new parking identification tag at the Facilities Management office.
3. There is a \$25.00 charge for a lost or stolen parking identification tag.
4. If, within three months of reporting your parking identification tag lost or stolen, you find the original tag, your \$25.00 will be refunded upon your return of the original tag to Facilities Management.

### What if I misplace my parking identification tag?

- Facilities Management will provide a courtesy pass for up to one week. See contact information below.

### What if I leave my parking identification tag in another car?

- You must obtain a **temporary parking permit** for the day.
- Request a **temporary parking permit** at Facilities Management, Admin Building.
- Stop by first thing in the morning to avoid having your vehicle ticketed and/or towed.
- Temporary free parking** is available for you in Lot Q while you obtain your **temporary parking permit** (see map):
  - Enter Lot Q on the Sherburne Avenue side.
  - Turn down the first row.
  - Park in one of the first three stalls closest to Cedar Street.
  - These stalls are identified with a sign reading:



5. When you stop by to request a **temporary parking permit**, be sure to say that you have a contract but forgot your tag.
6. Upon verification of your parking contract status, you will be issued a **temporary parking permit** at no charge.

#### ***What if I can't find a place to park?***

- In all cases if you have a parking contract and cannot find a place to park, call Facilities Management at 651.201.2300 and they will direct you to a back-up parking location.
- During construction projects or special events, Facilities Management will make alternative arrangements in advance and notify all affected parkers of the arrangements.

#### ***What if I need parking intermittently?***

- Pay stations are available in all visitor parking facilities.
- See the "Parking Rates" sheet for current rates.
- Rates are subject to change.

#### ***Is an escort service available?***

- Yes, Capitol Security provides escorts.
- Contact Capitol Security at 651.296.6741 about 20 minutes prior to your departure time.

#### ***How do I cancel parking?***

- Return your parking identification tag to the Facilities Management office.
- You will be asked to fill out a brief cancellation form.
- In accordance to your parking contract, you will continue to incur parking charges until you return your parking identification tag.

#### ***For more information on parking and alternative transportation services, please contact:***

Facilities Management Division  
50 Sherburne Avenue, Room G-10  
St. Paul, MN 55155  
Service Line: 651.201.2300

*between the hours of 7:00 AM and 4:30 PM,  
Monday-Friday*