

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?

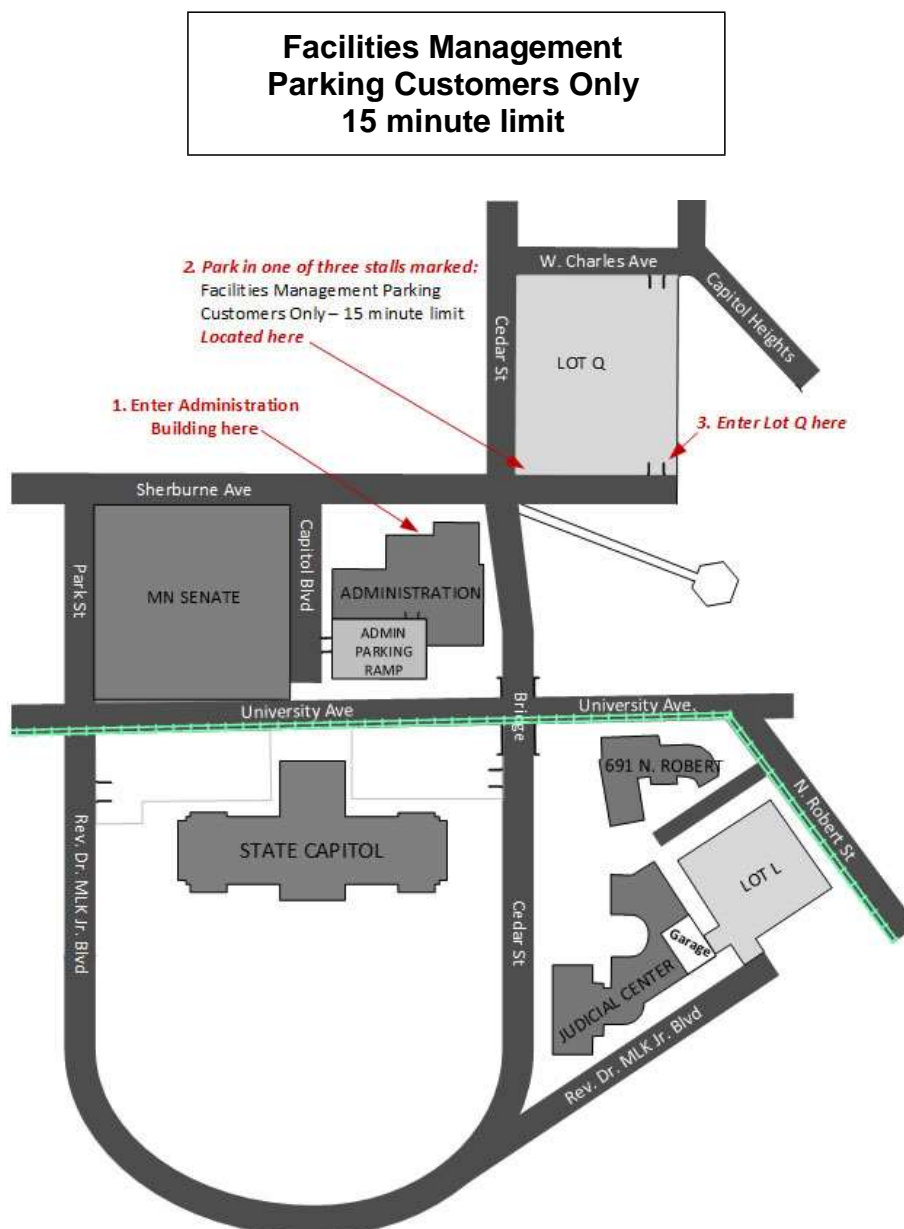
1. Replace it to avoid being ticketed or towed.
2. Pick up a new parking identification tag at the Facilities Management office.
3. There is a \$25.00 charge for a lost or stolen parking identification tag.
4. If, within three months of reporting your parking identification tag lost or stolen, you find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

1. You must obtain a **temporary parking permit** for the day.
2. Request a **temporary parking permit** at Facilities Management, Admin Building.
3. Stop by first thing in the morning to avoid having your vehicle ticketed and/or towed.
4. **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 651.201.3062 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: 651.201.3062
email: FMD.Comments@state.mn.us

between the hours of 7:00 AM and 3:25 PM, Monday-Friday