

MMSD Doyle Parking Lot Guidelines

DOYLE PARKING LOT - GENERAL POLICY

Parking at the Doyle Administration Building is available for:

- District employees working full-time at the Doyle Administration Building;
- Other eligible District employees and/or Administrators (with a valid Permit) and;
- Registered Visitors to the Doyle Administration building

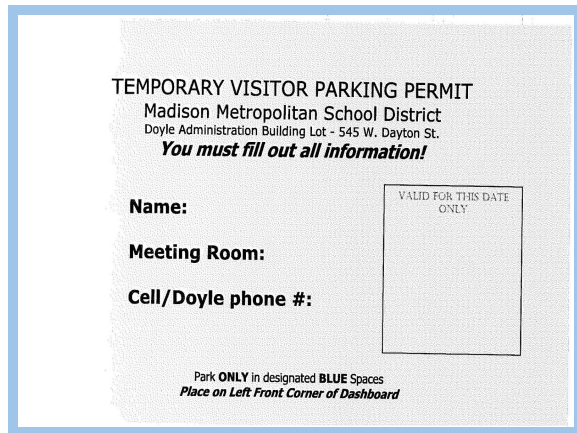
Permission to park will be acknowledged by the issuance of a Doyle Administration Building Hang Tag Permit or a Temporary Visitor Parking Permit ONLY. Possession of a Hang Tag Permit or Temporary Visitor Parking Permit does not guarantee a parking space nor provide exemption from any parking regulations listed below.

PARKING REGULATIONS

1. Parking at the Doyle Administration Building will be regulated weekdays from 7:00am to 5:00 pm throughout the calendar year. Parking after 5:00 pm on weekdays and weekends is further restricted IF there is a Kohl Center event.
2. All permit holders must park in stalls with the **blue painted lines only**.
3. Permit holders may not park in **restricted areas** including:
 - RESERVED spaces marked with yellow posts
 - Visitor parking spaces in the Frances Street circle
 - The drive through lane designated as Fire Lane
 - Spaces designated for Motorcycles only
 - Spaces designated for use by Building Services or contractors
4. Disabled parking stalls have been created in accordance with guidelines established by the City of Madison. Use of these stalls is monitored by the City of Madison Parking Enforcement and cars parked in these stalls must meet their regulations.
5. Each eligible employee at the Doyle Administration Building will be issued ONE Hang Tag Permit. The Hang Tag Permit may be transferred to another employee vehicle as/if necessary. If you forget your Hang Tag Permit, you must obtain a Temporary Visitor Parking Permit for the day. New Hang Tag Permits must be requested and will be issued each school year. Old permits are invalid.
6. Visitors will be allowed to park in the lot by use of a Temporary Visitor Parking Permit. Visitor Permits may be obtained from any of the designated office and should be placed on the vehicle's dashboard on the driver's side. Extended Temporary Permits valid for up to ONE WEEK may also be obtained.
7. Any visitor who will be parking at Doyle Administration Building parking lot on a regular basis over a period of time to surpass one month should contact Human Resources or Public Information directly about receiving a special visitors parking permit.
8. If it is necessary to park in such a way that you are blocking other vehicles, you must immediately notify those individual that you have parked them in. **NEVER LEAVE THE BUILDING WHILE YOU HAVE SOMEONE PARKED IN.**

Anyone violating any of these regulations may forfeit their Parking Permit and privileges and/or receive a parking violation ticket from the Madison Police Department

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TEMPORARY VISITOR PARKING PERMIT
Madison Metropolitan School District
Doyle Administration Building Lot - 545 W. Dayton St.
You must fill out all information!

Name: _____
Meeting Room: _____
Cell/Doyle phone #: _____

VALID FOR THIS DATE ONLY

Park **ONLY** in designated **BLUE** Spaces
Place on Left Front Corner of Dashboard

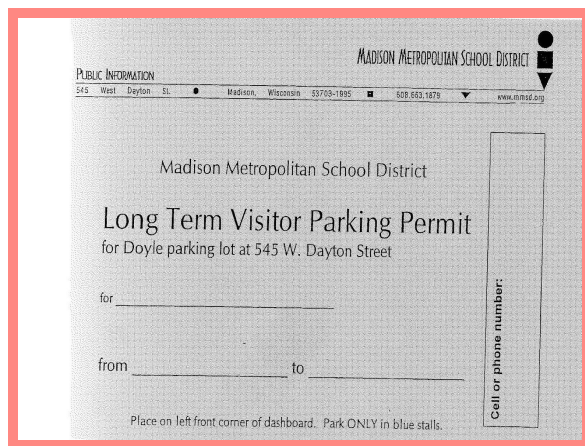
Blue Pass: Visitor Day pass

Available for: All visitors, MMSD staff

Valid: only for the issued day

Parking space: Blue-lined, non-reserved

Issued at: Room 100 & 133, Doyle Building



PUBLIC INFORMATION
MADISON METROPOLITAN SCHOOL DISTRICT
545 West Dayton St. Madison, Wisconsin 53703-1895 608.663.1878 www.mmsd.org

Madison Metropolitan School District
Long Term Visitor Parking Permit
for Doyle parking lot at 545 W. Dayton Street

for _____
from _____ to _____

Place on left front corner of dashboard. Park **ONLY** in blue stalls.

Cell or phone number: _____

Salmon/Red Pass: Visitor Long Temporary Pass

Available for: MMSD staff, long-term visitors

Valid: A couple of weeks - a couple months

Parking space: blue-lined, non-reserved

Issued at: Room 133, Human Resources, Doyle Building



MADISON METROPOLITAN SCHOOL DISTRICT
SPECIAL PARKING PERMIT FOR KOHL EVENTS
for parking in the Doyle Administration Building lot
545 W. Dayton St.

ONLY Issued for:
Place in left front corner of dashboard

Doyle phone/Cell phone # _____

Green Pass: Special Event Parking Pass

Available for: MMSD staff **ONLY**

Valid: for use during Kohl Center events

Parking space: blue-lined, non-reserved

Issued at: Room 100, Doyle Building

Cost: \$10 unless for work purposes

Doyle Parking lot hours:

Monday-Friday 7:00am - 5:00pm

*Doyle lot is open to the public after 5pm on weekdays IF there are no Kohl Center events

*If there is a Kohl Center event during a weekday, all cars must be moved out of the lot by 5pm

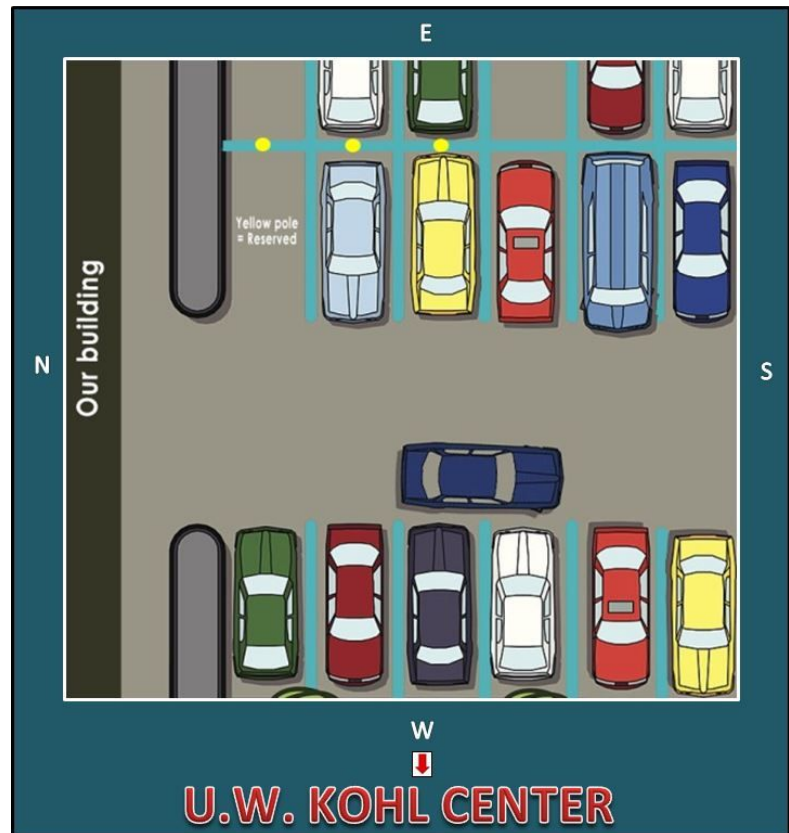
*Staff should consistently check the [Doyle/Kohl Center Parking event calendar](#) to avoid parking issues

*Any parking disputes after 5pm should contact the City of Madison Parking Enforcement 608-266-4624

MMSD Doyle Parking Lot Guidelines

Visitors parking others in:

Since the lot may be full once you arrive, you are allowed to double park/"park in" another car. However, If you are parking someone in, it's your responsibility to notify the person you are parking in and your cell phone needs to remain on. Also, you will need to complete the Doyle parking log info in room 100 along with filling out all the information on the temporary parking pass itself. Lastly, you are only allowed to park on the west side of each row (closer to the Kohl Center) and you may NOT double park behind any reserved spot in the parking lot.



Staff parking others in:

Please have your 2018-2019 Doyle parking hang-tag visible in your vehicle. Having an updated to-date hang-tag is required. Lastly, staff may NOT double park behind any reserved spot in the parking lot and cars must park on west side of each row (closer to the Kohl Center) due to city fire codes.

MMSD Doyle Parking contacts:

Chad Wiese, *Director of Building Services*, 608-204-7900:

- Parking citations and parking disputes (Monday-Friday from 7am-5pm)

*Citations issued by the City, please contact City of Madison Parking Enforcement at 608-266-4624, or submit a Parking Ticket Review Form at www.cityofmadison.com/police/traffic/parking/review.cfm

*Citations issued by University of Wisconsin Police Department, please contact U.W. Transportation Services at 608-263-6666, or e-mail customerservice@fpm.wisc.edu

Deirdre Hargrove-Krieghoff, *Executive Director of Human Services*, 608-663-1694

- Parking issues/concerns

Ryan Budziszewski, *Bilingual Communications Specialist*, 608-663-1971

- General questions, visitor pass questions, special events parking questions