Purpose
Towson University has established parking policy and procedures pursuant to the USM policy http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVI/VI900.html. For more information, refer to the current parking regulations, which can be found at http://parking.towson.edu.
TABLE OF CONTENTS

1.0 DEFINITIONS

1.1 AFFILIATED 6
1.2 NON-AFFILIATED 6
1.3 FACULTY/STAFF (F/S) 6
1.4 COMMUTER STUDENT 6
1.5 RESIDENT STUDENT 6
1.6 RESIDENT LIFE - LIVE-IN STAFF 6
1.7 RESIDENT LIFE - STUDENT STAFF 6
1.8 BOARD MEMBERS 6
1.9 VISITORS/GUEST 6
1.10 COMMUNITY/OUTREACH PROGRAMS 7
1.11 EMERITUS AND RETIRED STAFF 7
1.12 VOLUNTEER 7
1.13 SPECIAL PROGRAMS 7
1.14 VENDOR/SERVICE REPRESENTATIVE 7
1.15 JOINT ACADEMIC PROGRAMS 7
1.16 ALUMNI FITNESS MEMBERSHIP 7
1.17 CONTRACTOR 7
1.18 CONTRACTOR VEHICLES 7
1.19 CONSTRUCTION WORKER 7
1.20 PARKING VIOLATION NOTICE/CITATION/TICKET 7
1.21 SPECIAL EVENTS 8

2.0 GENERAL INFORMATION 8

2.1 AUTHORITY 8
2.2 MANAGEMENT 8

3.0 LOT & PERMIT TYPES & ELIGIBILITY 9

3.1 LOT/SPACE TYPE OVERVIEW 9
3.1.1 RESTRICTED 9
3.1.2 NON-RESTRICTED 9
3.1.3 OVERFLOW 9
3.1.4 RESERVED OR SPECIFICALLY DESIGNATED SPACES 9
3.2 FACULTY/STAFF LOTS & PERMITS 9
3.3 COMMUTER LOTS & PERMITS 9
3.4 RESIDENT LOTS & PERMITS 10
3.5 RESIDENCE LIFE (RL) RESERVED SPACES & PERMITS 10
3.6 RESERVED SPACES 10
3.7 HANDICAPPED SPACE 10
3.8 TU VEHICLE SPACE 10
3.9 CONSTRUCTION LOT & PERMITS 10
3.10 VENDOR SPACES & PERMITS 11
3.11 VISITOR LOT/SPACE & PERMITS
3.12 LOADING/UNLOADING – TIME LIMITED SPACES
3.13 PICK-UP/DROP-OFF SPACES – OUTREACH PROGRAMS
3.14 MOTORCYCLE SPACES
3.15 BURKSHIRE PARKING GARAGE
3.16 BOARD MEMBER PERMITS
3.17 SPECIAL PERMITS
3.18 CONTRACTOR PERMIT
3.19 OUTREACH PERMITS
3.20 MILLENNIUM HALL PERMITS

4.0 SPECIAL EVENTS

5.0 PERMIT RATE STRUCTURE

5.1 GENERAL
5.2 F/S
5.3 STUDENT – COMMUTER & RESIDENT
5.4 RESIDENCE LIFE STAFF
5.5 GRADUATE ASSISTANTS
5.6 BOARD PERMITS
5.7 MOTORCYCLE PERMITS
5.8 VISITORS/GUESTS
5.9 COMMUNITY/OUTREACH PROGRAMS
5.10 JOINT ACADEMIC PROGRAMS
5.11 VOLUNTEERS
5.12 VENDOR/SERVICE REPRESENTATIVE
5.13 CONTRACTOR STAFF – PERSONAL VEHICLES
5.14 CONTRACTOR/COMPANY VEHICLES
5.15 CONSTRUCTION
5.15.1 CONSTRUCTION WORKERS
5.15.2 CONSTRUCTION MANAGEMENT
5.16 CAMPUS MINISTRIES
5.17 SPECIAL PERMITS
5.18 PARENTS ASSOCIATION PERMITS
5.19 PICK-UP/DROP-OFF PROGRAMS

6.0 CITATIONS & ENFORCEMENT

6.1 OVERVIEW
6.2 GENERAL POLICIES
6.2.1 OVERVIEW
6.2.2 PERMIT RESTRICTIONS
6.2.3 TOWING AND IMPOUNDMENT

6.3 VIOLATIONS & FINES
6.3.1 SANCTIONS FOR USE OF LOST/STOLEN OR ALTERED PERMIT
6.3.2 UTILIZING A HANDICAPPED PERMIT BELONGING TO ANOTHER, OR USE OF A LOST/STOLEN OR ALTERED HANDICAPPED PERMIT - $300
6.3.3 USE OF A LOST/STOLEN, ALTERED, REPRODUCED PERMIT, OR A PERMIT BELONGING TO ANOTHER - $300
6.3.4 PARKING IN A HANDICAPPED SPACE WITHOUT PROPER PERMIT/PLATE OR PARKING IN AN ADJACENT TRANSFER AREA - $250 18
6.3.5 PROHIBITED PARKING - $100 18
6.3.6 IMPROPER PARKING AREA - $75 18
6.3.7 FAILURE TO REGISTER/NO VALID PERMIT - $75 18
6.3.8 EXCEEDING TIME LIMIT (LOADING/UNLOADING SPACE) - $40 18
6.3.9 EXPIRED METER/TIME - $20 18
6.3.10 ABANDONED VEHICLE - $20 18
6.3.11 PARKED IN MORE THAN ONE SPACE - $20 18
6.3.12 IMPROPER DISPLAY OF PERMIT/DECAL - $10 18

7.0 APPEAL PROCEDURES 19

7.1 GENERAL INFORMATION 19
7.2 ADMINISTRATIVE APPEALS 19
7.3 DISTRICT COURT HEARINGS 19

8.0 UNPAID CITATIONS 19

8.1 GENERAL 19
8.2 STUDENTS 19
8.3 STUDENTS’ FAMILIES 19
8.4 F/S 20
8.5 NON-AFFILIATED INDIVIDUALS 20

9.0 HANDICAPPED PARKING 21

10.0 MISCELLANEOUS 21

10.1 PERMIT & VIOLATION REVENUE 21
10.2 RED ZONE (LOTS 2, 3 & 4) 21
10.3 F/S LOTS – GATING 21
10.4 SIGNS 21
10.4.1 PERMIT RESTRICTIONS 21
10.4.2 ACCESS RESTRICTIONS 21

11.0 ATTACHMENTS 22

11.1 LOT DESIGNATIONS 22
11.1.1 F/S 22
11.1.2 COMMUTER 22
11.1.3 RESIDENT 22
11.1.4 OVERFLOW LOTS 22
11.1.5 VISITOR LOTS 22
11.1.6 CONSTRUCTION LOT 22
11.2 PERMIT RATES – (FY 07) 23
11.2.1 F/S – ANNUAL (FY 07) 23
11.2.2 STUDENT – ANNUAL/SEMESTER (FY 07) 23
11.2.3 GUEST & SHORT TERM (FY 07) 23

Approved Final 8/30/06 – Revised 09/09/2009 4
11.2.4 OTHER (FY 07) 23
11.3 FEES (FY 07) 23
11.3.1 PARKING SERVICES (FY 07) 23
11.3.2 TRANSPORTATION SERVICES (FY 07) 24

12.0 CONTACT 25
1.0 Definitions

1.1 Affiliated
An individual who has a recognized affiliation with the University to include, but not be limited to: faculty/staff, students, vendors, contractors, community program participants and retirees.

1.2 Non-Affiliated
An individual who does not have a recognized affiliation with the University to include, but not be limited to: visitors, guest speakers, alumni, prospective students or employees, and event and conference participants.

1.3 Faculty/Staff (F/S)
Faculty/Staff are defined as any employee who works for the University. This includes both regular and contingent positions.

1.4 Commuter Student
Commuter students are defined as individuals who are taking courses at the University and do not live in Towson University residence halls, including Millennium Hall.

1.5 Resident Student
Resident students are defined as individuals who are taking courses at the University and live in Towson University residence halls, including Millennium Hall.

1.6 Resident Life - Live-In Staff
Individuals designated by Residence Life as full-time staff and their spouse/partner, if applicable, who live in a University residence hall.

1.7 Resident Life - Student Staff
Individuals designated by Residence Life as student staff who live in a University residence hall.

1.8 Board Members
Include members of the University System of Maryland Board of Regents, members of the Towson University Alumni Board, Towson University Board of Visitors and Towson University Foundation Board.

1.9 Visitors/Guest
An individual who has no affiliation with the University to include, but not be limited to: non-affiliated individuals, athletic fans and performing arts guests.
1.10 Community/Outreach Programs
Non-affiliated participants in designated programs, to include but not be limited to: Tigerfish, the Wellness Center, Children’s Dance, Music Preparatory, and the Speech and Hearing Clinic.

1.11 Emeritus and Retired Staff
Emeritus faculty and staff who have retired from Towson University.

1.12 Volunteer
An individual who is not affiliated with the campus and is providing their time and service to the campus at no charge or personal gain.

1.13 Special Programs
Recognized programs for individuals who are attending classes and not pursuing a degree to include, but not be limited to: Golden ID and Auburn Society.

1.14 Vendor/Service Representative
Employees of companies that provide periodic maintenance or other services to the campus to include, but not be limited to: service, delivery, class ring salesman and other sales representatives.

1.15 Joint Academic Programs
Formal joint programs that are recognized by Towson University. Currently, programs include, but are not limited to: Joint MBA Program, Inter-Institutional Relations (IIR), ROTC and the Collegetown Network.

1.16 Alumni Fitness Membership
Burdick gym membership that is available to Towson University alumni.

1.17 Contractor
Employees of a recognized company who work on campus on a regular basis to include, but not be limited to: ARAMARK, Chartwells, and long-term facilities contractors, such as roofers and electricians.

1.18 Contractor Vehicles
Company vehicles that are kept on campus, for a short-term or long-term period and are used in a fashion similar to state vehicles.

1.19 Construction Worker
Those employees of companies completing short term and long term campus construction projects.

1.20 Parking Violation Notice/Citation/Ticket
State of Maryland document used to cite individuals for violation of Towson University or State of Maryland parking regulations.
1.21 Special Events
Events or programs that require special parking arrangements for 10 or more non-affiliated guests/attendees. Events that require special parking arrangements for 10 or more F/S or students.

2.0 General Information

2.1 Authority
Towson University has been given the authority to establish parking policies pursuant to Maryland Transportation Code Annotated Section 26-301. This authority is shared by Parking and Transportation Services and the Towson University Police Department.

2.2 Management
All parking lots will be managed exclusively by Parking and Transportation Services. Any individual utilizing parking resources will be required to obtain a permit, unless parked at a paid meter. Large events held during hours in which a permit is not required may be subject to event fees in order to properly manage parking resources.

Lot and/or space designations are subject to change.
3.0 Lot & Permit Types & Eligibility
The full-time status of an individual takes precedence over any other status.

3.1 Lot/Space Type Overview
Signs at the entrances of all parking lots designate the type of permit required and the associated enforcement hours.

3.1.1 Restricted
Vehicles parked in a restricted lot must display the designated permit at all times.

3.1.2 Non-Restricted
Vehicles parked in a non-restricted lot must display the designated permit during peak times as noted on signage. During non-peak times, vehicles may be parked with any valid Towson University permit.

3.1.3 Overflow
Overflow lots are designated for use by individuals who have any valid Towson University permit.

3.1.4 Reserved or Specifically Designated Spaces
Vehicles parked in spaces marked as reserved or restricted to a specific type of permit or vehicle must display the appropriate permit. Spaces include, but are not limited to: reserved, vendor, state vehicle, handicapped and pick-up/drop-off.

3.2 Faculty/Staff Lots & Permits
Parking area restricted to individuals in possession of a valid F/S parking permit. Individuals who are eligible for a F/S permit are: faculty and staff, Emeritus faculty, full-time Berkshire employees, contractor staff (personal vehicles), construction managers (personal vehicles), graduate assistants working 20+ hours, volunteers and Campus Ministries.

3.3 Commuter Lots & Permits
Parking area restricted to students in possession of a valid commuter parking permit during peak hours. Commuter lots become overflow lots during non-peak hours. Students who are eligible for a commuter permit are: non-resident students, participants of joint academic programs, and Collegetown Network participants not required to take a class at TU.
3.4 **Resident Lots & Permits**
- Parking area restricted to individuals in possession of a valid resident parking permit at all times. Individuals who are eligible for a resident permit are: non-freshman resident students, including Residence Life student staff, Millennium Hall residents, and Burkshire resident students and their spouse/partner (if applicable).
- Resident permits are lot specific.
- Resident permits will be sold on a space available basis and distributed by seniority, on a first-come, first-served basis.
- Priority for core-campus resident lots will be given to seniors and juniors living in core campus residence halls.
- Freshman resident students are restricted from having a vehicle on campus or purchasing a permit, unless they meet the criteria for and are granted an exception.

3.5 **Residence Life (RL) Reserved Spaces & Permits**
Parking space restricted to designated individuals at all times. RL permits are considered F/S permits in other areas. Individuals eligible to obtain a RL permit are: designated full-time, live-in, Residence Life staff and their spouse/partner (if applicable).

3.6 **Reserved Spaces**
Parking space restricted to a designated individual at all times. Individuals who are eligible to park in a reserved space are: University president, vice presidents, deans and athletic director.

3.7 **Handicapped Space**
Parking space specifically designated for use by individuals who are in possession of a valid state issued handicapped placard or license plate.

3.8 **TU Vehicle Space**
Parking space restricted to use by any vehicle with state government (SG) license plates or vehicles with contractor permits. TU vehicles can park in TU vehicle spaces, vendor spaces, F/S, commuter, resident and visitor spaces.

3.9 **Construction Lot & Permits**
Parking spaces/lot designated for construction worker permits. Vehicles parked within a fenced construction site are not required to have a permit. Eligible individuals are: construction workers and managers.
3.10 Vendor Spaces & Permits
Parking space restricted to use by vehicles with state license plates or vehicles with a vendor permit. Vendor permits are valid in vendor spaces, F/S and commuter spaces. Individuals who are eligible for this type of permit are: vendors and service representatives.

3.11 Visitor Lot/Space & Permits
Parking spaces designated to those individuals who are not affiliated with the campus. Visitors will be required to park in a designated visitor lot or at a metered space. Visitor permits will also be available for overflow lots. With the exception of Enrollment Services and General Services, spaces are not designated for a particular department.

Parking in a visitor space will require the purchase of a daily visitor permit, possession of an outreach permit or payment of a meter.

- Athletic Events
  - Football and lacrosse fans are charged a flat event parking fee upon entrance to the parking lots. This fee is charged for all games, including those held on weekends.
  - Fans attending other sports games have the option to purchase a daily guest permit or park at a meter, in accordance with section 6.2.2.
- Center for the Arts - Individuals attending performing arts programs must purchase a daily guest permit unless the fee is incorporated into the performance ticket price.

3.12 Loading/Unloading – Time Limited Spaces
Parking spaces designated by signs that are for the express purpose of loading/unloading items. These spaces may only be used for the designated time frame, after which, the vehicle must be moved to a legal space without time limits. No permit is required while parked in these spaces.

3.13 Pick-Up/Drop-Off Spaces – Outreach Programs
Spaces designated for picking up or dropping off participants for a recognized outreach program. These spaces may only be used for a designated period of time and require a permit.

3.14 Motorcycle Spaces
Motorcycles, mopeds, scooters and the like, whether they are required to have a license plate or not, must be parked in a designated motorcycle parking area and display a valid motorcycle parking permit.
3.15 **Burkshire Parking Garage**
Levels P1 and P2 are reserved exclusively for Burkshire guests and visitors. University students and F/S who do not work at the Burkshire may not park in the Burkshire garage.

3.16 **Board Member Permits**
Board Member permits are valid in all F/S, commuter and visitor lots. Individuals who are eligible to obtain a board member permit are: Board of Regents members, Towson University Alumni Board members, Board of Visitors members and Towson University Foundation members.

3.17 **Special Permits**
Special permits are only valid in overflow lots. Individuals who are eligible to obtain a special permit are: Alumni Fitness members, Golden ID members, Auburn Society members, and retired staff.

3.18 **Contractor Permit**
Contractor permits are valid in all F/S spaces and TU vehicle Spaces. Contractor permits will only be issued for company vehicles.

3.19 **Outreach Permits**
Outreach permits are valid in visitor spaces, overflow lots and lot 24. Individuals who are eligible to obtain an outreach permit are: community/outreach program participants.

3.20 **Millennium Hall Permits**
Millennium Hall permits are only valid in Millennium Hall lots and overflow lots.

4.0 **Special Events**
Activities that require parking for 10 or more vehicles are considered special events and must be coordinated through Parking and Transportation Services. Parking for events with up to 30 vehicles will be handled in the visitor lot(s). Requests for larger groups will be accommodated at the Towson Center lots, space permitting.

Parking for special events during peak periods (Monday through Thursday, 7 a.m. – 4 p.m.) will be located in designated visitor lots, unless an exception is granted by Parking and Transportation Services. Parking and Transportation Services has the authority to deny parking for an event that cannot be accommodated.
5.0 Permit Rate Structure

5.1 General

- All individuals who use the University’s parking facilities are required to pay a fee for parking. The only exceptions are non-affiliated individuals attending major orientations, such as TU CARES or open houses, or visiting the Admissions Office, Enrollment Services or Human Resources. These individuals will be provided a complimentary permit or token for use at a visitor lot/space.
- Individuals may only obtain one permit for their personal use and are responsible for reporting a lost or stolen permit.
- Permits may not be resold, given or transferred to another person.
- University parking hangtags, stickers and gate control cards are the property of Towson University and must be surrendered upon request of Parking and Transportation Services personnel or University police.
- Unless approved by the director of Parking and Transportation Services, permits may only be procured and issued through Parking and Transportation Services.
- Departments may not use departmental funds to pay parking permit fees for affiliated individuals, except for: volunteers and contractor or vendor permits for construction projects managed by Facilities Management.
- Departments may use departmental funds to pay for guest parking for individuals who are not affiliated with the University.
- Permit rates will be determined each fiscal year.
- Parking and Transportation Services has the authority to charge a flat rate for use of a parking area. Upon approval, a department may incorporate a per person charge into ticket/program rates to cover parking fees.

5.2 F/S

Faculty/staff permit rates are determined by a six tier rate structure, based on compensation. Emeritus faculty will pay the lowest F/S rate or prevailing short-term rates.

5.3 Student – Commuter & Resident

Commuter student and resident student permit costs are established at the same rate.

5.4 Residence Life Staff

Spouses/partners of full-time, live-in, Residence Life staff will pay the lowest F/S rate or prevailing short-term rates.
5.5 **Graduate Assistants**
Graduate Assistants who are officially in the graduate assistant program and work 20+ hours will pay the lowest F/S rate. All other graduate assistants will pay the prevailing student rate.

5.6 **Board Permits**
Board permits are complementary to eligible individuals.

5.7 **Motorcycle Permits**
If a motorcycle is registered as the primary vehicle, the individual will pay the full rate of the permit based on his or her status. If the motorcycle is registered as a second vehicle, the rate for the motorcycle permit will be $10 per year.

5.8 **Visitors/Guests**
Individuals who are not affiliated with the University will pay the prevailing short-term permit rates or daily visitor rate.

5.9 **Community/Outreach Programs**
Outreach program participants will pay the lowest F/S rate or prevailing short-term rates.

5.10 **Joint Academic Programs**
Non-affiliated individuals may obtain a commuter permit, free of charge, upon verification that they have obtained a parking permit from their home campus.

5.11 **Volunteers**
Non-affiliated individuals will pay the lowest F/S rate or prevailing short-term rate.

5.12 **Vendor/Service Representative**
Vendors/service representatives will pay the lowest F/S rate or prevailing short-term rates.

5.13 **Contractor Staff – Personal Vehicles**
Contractors are considered F/S. Permit rates will be determined by a six tier rate structure, based on the income of the individual.

5.14 **Contractor/Company Vehicles**
Permits for contractor/company vehicles that are maintained on campus may be purchased at the F/S “D” rate code.

5.15 **Construction**

5.15.1 **Construction Workers**
Workers may purchase a construction lot permit at the lowest F/S rate.
5.15.2 Construction Management
Management may purchase a construction lot permit at the lowest F/S rate, or upon verification of need by Facilities Management, may purchase a F/S permit at the F/S “D” rate code.

5.16 Campus Ministries
Non-affiliated individuals will pay the lowest F/S rate or prevailing short-term rate.

5.17 Special Permits
Non-affiliated individuals who are authorized to obtain this permit will pay half of the commuter rate or the prevailing short-term rate.

5.18 Parents Association Permits
Members of the Parents Association will receive four one-day permits. The fee for the permit will be half the prevailing daily rate and will be incorporated into the association fee.

5.19 Pick-Up/Drop-Off Programs
Individuals who only need to pick up or drop off participants for a special program will be provided a permit and assessed a fee equal to 25 percent of the lowest F/S rate or 25 percent of the prevailing short-term rate. (Exception: Individuals associated with the Child Care Center, who possess a valid Towson University F/S or student parking permit, will be exempt from paying the additional fee.) Individuals who wish to park for extended periods of time are considered visitors.

The rate may be incorporated into the program fee and funds transferred to Parking and Transportation Services.
6.0 Citations & Enforcement

6.1 Overview

- All motor vehicles operating on campus are subject to the University’s parking regulations and Maryland law as codified under the Annotated Code of Maryland. All vehicles, including motorcycles, motor scooters, and any vehicle with a motor, must be parked in designated areas. All vehicles parked in areas or lots controlled by the University must be in compliance with Towson University’s parking regulations. The State of Maryland has granted authority to the University to issue citations on campus for both State violations and University-specific violations.
  - State violations are those associated with safety issues, such as parking in a fire lane, roadway or handicapped spaces. Adjudication of these types of violations is controlled by the State.
  - University violations are those associated with non-safety/access issues. They enable the University to efficiently manage its parking resources. These violations include, but are not limited to: permit requirements, parking assignments, meters and the use of reserved/restricted spaces.

- Departments may not use departmental funds to pay for individuals’ parking violations.

- Individuals who violate parking regulations and policies may be referred to the University’s Judicial Affairs Officer or Human Resources, as applicable.

6.2 General Policies

6.2.1 Overview

- Fines must be paid or appealed within 25 calendar days of the date of issuance.

- Operators of state-owned vehicles who incur parking or traffic violations may be subject to disciplinary action and/or issuance of a citation.

- Parking spaces including those in garages, lots and along roadways are for the purpose of parking vehicles only. Persons are permitted to study, take breaks and rest in their vehicles while occupying parking spaces. Sleeping in a vehicle overnight is strictly prohibited and vehicles shall not be used for the purposes of temporary housing or residence.

6.2.2 Permit Restrictions

- The hours for permit restrictions are subject to change upon approval from the administration.

- Permits are required to park in all lots Monday through Thursday, 6 a.m. to 8 p.m., and Friday, 6 a.m. – 3 p.m.
- Unrestricted lots, unless noted otherwise, become overflow lots between 3 p.m. and 8 p.m., Monday through Thursday.
- Restricted lots, reserved or specifically designated spaces are enforced at all times.
- Permits are not required in unrestricted or overflow lots, from 8 p.m. – 6 a.m., Monday through Thursday, and from 3 p.m., Friday through 6 a.m., Monday.
- Permits are not required when the University is closed for an official holiday or due to inclement weather.
- Evening permits are not valid on campus until 3 p.m.
- Resident permits are not valid outside of the designated lot until 3 p.m.
- Parking and Transportation Services has the authority to lift permit restrictions for special events or situations.

6.2.3 **Towing and Impoundment**

Towing fees are non-refundable. Vehicles may be cited and towed at the owner’s expense to an off-campus location for the following violations:
- Use of a lost/stolen or altered permit
- Parking in a designated tow-away space/zone – fire lanes, roads, handicapped spaces or reserved spaces
- An accumulation of six or more unpaid violations

6.3 **Violations & Fines**

6.3.1 **Sanctions for Use of Lost/Stolen or Altered Permit**

- Issuance of parking citation
- Offender(s) will forfeit parking privileges for the remainder of the academic year
- If parking privileges are revoked, the offender(s) will forfeit any refund for the parking permit
- If offender was involved in the infraction but was not issued a citation, he or she will be subject to a fee equivalent to a citation being assessed to the student account.
- Offender will be referred to Judicial Affairs or Human Resources, as applicable.

6.3.2 **Utilizing a Handicapped Permit Belonging to Another, or Use of a Lost/Stolen or Altered Handicapped permit - $300**

Issued for possession of a lost, stolen or altered handicapped permit. May result in criminal charges.

6.3.3 **Use of a Lost/Stolen, Altered, Reproduced Permit, or a Permit Belonging to Another - $300**

Issued for utilizing or possessing a permit which has been altered, reproduced, or obtained from an agency or person other than Parking and Transportation Services, or was reported lost or stolen.
Possession of a lost or stolen permit may result in criminal charges.

**6.3.4 Parking in a Handicapped Space without Proper Permit/Plate or Parking in an Adjacent Transfer Area - $250**

Issued to individuals who park in a handicapped space and do not display a valid state issued handicapped permit or license plate. Issued to vehicles parked in an adjacent transfer area, with or without a valid handicapped permit.

**6.3.5 Prohibited Parking - $100**

Issued when a vehicle is parked in a fire lane, within 15 feet of a hydrant, in a roadway, on crosswalks or at bus stops. Exceptions: marked fire/rescue vehicles and police vehicles.

**6.3.6 Improper Parking Area - $75**

Issued when parked in an area without displaying the appropriate permit or authorization to include, but not limited to: not displaying the appropriate permit for the lot, parking in a reserved or restricted space, parking in a loading dock, parking at a bagged meter, parking in landscaped areas, or parking in other areas not designated for parking.

**6.3.7 Failure to Register/No Valid Permit - $75**

Issued when a valid permit is not displayed in lots which require a permit. Also issued for parking more than one vehicle on campus at one time.

**6.3.8 Exceeding Time Limit (Loading/Unloading Space) - $40**

Issued when parked in a space designated for loading/unloading beyond the allowed timeframe.

**6.3.9 Expired Meter/Time - $20**

Issued when parked at an expired meter or displaying an expired timed permit, including parking at a jammed or malfunctioning meter.

**6.3.10 Abandoned Vehicle - $20**

Issued to any vehicle determined by Parking and Transportation Services to have been abandoned or stored on the property without the approval of the University.

**6.3.11 Parked in More Than One Space - $20**

Issued to any vehicle that is not parked within the two lines designating a parking space.

**6.3.12 Improper Display of Permit/Decal - $10**

Issued when a valid permit/decal is not displayed in a manner that ensures the permit/decal number, type designation and expiration date is clearly visible. Also issued when a permit/decal is displayed contrary to the regulations regarding placement.
7.0 Appeal Procedures

7.1 General Information
- Individuals who have received a citation may request an administrative appeal through the University or request a hearing through the District Court.
- Citations for Prohibited or Handicapped violations may only be appealed through the District Court.
- The selection of one appeal process forfeits the right to select the other process.
- Requests for an appeal or District Court hearing must be received within 25 calendar days from the date the ticket was issued.

7.2 Administrative Appeals
- Individuals who have received a citation, except for Prohibited or Handicapped parking, may request a written administrative appeal through the University.
- If a guest of a department receives a violation as a result of the department not making arrangements for the guest, the violation will be reduced to the guest fee, payable by the department or guest.

7.3 District Court Hearings
All citations may be appealed through the District Court of Maryland, located in Towson, Maryland.

8.0 Unpaid Citations

8.1 General
Citations which remain unpaid for 30 calendar days from the citation date will be transferred to the Bursar’s Office as applicable, and/or notification will be forwarded to the Maryland Motor Vehicle Administration for flagging. Outstanding citations must be paid in full before a flag release is issued.

8.2 Students
The fee for citations which remain unpaid for more than 30 days from the citation issue date may be transferred to the student’s financial account through the Bursar’s Office. The student may not register for classes, obtain transcripts or receive a diploma until all outstanding balances have been paid in full.

8.3 Students’ Families
Violations involving a vehicle which is owned by a member of the student’s immediate family will be charged to the student’s account unless settled by the individual receiving the citation.
8.4 F/S
The fee for citations which remain unpaid for more than 30 days from the citation issue date may be transferred to the employee’s financial account through the Bursar’s Office.

8.5 Non-Affiliated Individuals
The fee for citations which remain unpaid for more than 30 days from the citation issue date may be transferred to the Bursar’s Office for further processing, to include being transferred to the Central Collection Unit.
9.0 Handicapped Parking
The University has designated specific accessible parking spaces throughout the campus. All vehicles are required to display a current University parking permit in addition to the handicap tag/license plate. If handicapped parking spaces are unavailable, vehicles displaying a valid handicapped license plate or hangtag may park at an on-street parking meter without cost for a maximum of two time periods.

10.0 Miscellaneous

10.1 Permit & Violation Revenue
All revenue generated through the sale of permits, fees and/or collection of violation fines will remain a revenue source for Parking and Transportation Services.

10.2 Red Zone (Lots 2, 3 & 4)
Parking in this area is restricted to visitors, members of recognized community/outreach programs, handicapped parking, and reserved/restricted spaces. The area may be gate controlled and will not include general parking areas.

10.3 F/S Lots – Gating
Where feasible, in high demand areas, such as the garages, F/S lots will be gate controlled.

10.4 Signs

10.4.1 Permit Restrictions
Signs will be placed at each campus entrance indicating the need for a parking permit. Additional lot signs will be placed at each parking lot to indicate the type of permit required and the hours of enforcement.

10.4.2 Access Restrictions
Signs will be placed at access roads for restricted areas and pedestrian areas informing drivers about restrictions.
11.0 Attachments
Attachments are used to specify information related to lots or rates and fees. This information is subject to change.

11.1 Lot Designations

11.1.1 F/S
The following lots are designated as F/S lots: designated F/S areas in the Union, Towsontown and Glen Garages; lots 1, 2, 3, 5, 6, 6a, 8, 9, 9a, 10, 10a, 12, 17a, 21a, 23, 24 and designated areas of lot 17.

11.1.2 Commuter
The following lots are designated as commuter lots: Union, Towsontown and Glen Garages (excluding F/S areas); lots 11 and 24a.

11.1.3 Resident
The following lots are designated as resident lots: lots 7, 7a, 18, 22, 26 and designated areas of lot 17.

11.1.4 Overflow Lots
The following lots are designated as overflow lots: lots 13, 14, 19, 20 and 21

11.1.5 Visitor Lots
The following lots will be designated for visitor parking: parking spots in front of the Administration Building, lots 2, 3 and 4, and designated area in Towsontown Garage.

11.1.6 Construction Lot
The gravel lot located off of Towsontown Boulevard.
11.2 Permit Rates – (FY 07)

11.2.1 F/S – Annual (FY 07)
F/S permit rates are pro-rated over a 10 month period:
- Code A (Less than $15,000)….$ 66
- Code B ($15,000 – $19,999)….$133
- Code C ($20,000 – $39,999)…..$182
- Code D ($40,000 – $59,999)…..$307
- Code E ($60,000 – $79,999)…..$413
- Code F (Over $80,000)………..$660

11.2.2 Student – Annual/Semester (FY 07)
- Commuter and Resident….$220/$127
- Evening……………………$ 78/$50

11.2.3 Guest & Short Term (FY 07)
- Daily - $5
- Weekly - $17
- Monthly - $33
- Hourly (Meters) - $1/ Hour
- Major Athletic Events - $5/ Event

11.2.4 Other (FY 07)
- Motorcycle sticker as second permit - $10
- Replacement Permit
  - F/S - $25
  - Students
    - First Occurrence - $25
    - Second and Subsequent – current value of permit

11.3 Fees (FY 07)
All fees for services will be paid by the requesting department or organization.

11.3.1 Parking Services (FY 07)
Greeters
- Weekday business hours: Monday-Friday, 7 a.m. – 3 p.m.
  - Request submitted at least seven business days prior to event: $12/hour
  - Request submitted one to six business days prior to event: $17/hour
  - Request submitted within 24 hours of event: $25/hour
- After business hours and weekends (four hour minimum)
  - Request submitted one to six business days prior to event: $17/hour
  - Request submitted within 24 hours of event: $25/hour
11.3.2 Transportation Services (FY 07)

- TU Vehicle Charter Services - $35/hour, plus $0.90/mile (four hour minimum). All charter invoices will include one hour for pre/post-trip inspections and fueling.
- Non-TU Vehicle Charter Services – prevailing rates as charged by contract company.

Supervisors

- A Supervisor fee will be charged for any event held outside of regular business hours: $2.5/hour

Signs

- Design & Creation: prevailing rates
- Installation: $10/each
12.0 Contact

Contact the director of Parking and Transportation Services at 410-704-3514 for more information.

Responsibility: Director of Parking & Transportation Services

Approved by: President’s Council 08/30/2006