

# **TOWSON UNIVERSITY**

## **PARKING REGULATIONS FALL 2017/SPRING 2018**

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Welcome to Towson University. The Parking Regulations contain information you need to know about parking at Towson University. The use of parking facilities requires that all parking / traffic regulations must be observed.

## 1. Parking Introduction

### 1.1 Responsibility for Damages

As a condition of parking on Towson University's campus, the vehicle's operator agrees that Towson University shall not be liable for any damage to or theft of any vehicles parked on campus nor shall it be responsible for the theft of or damage to any personal property located therein ("Damage"). The vehicle's operator shall have sole responsibility of any and all such Damage. The vehicle's operator further agrees to indemnify and hold Towson University, its officers, and employees harmless from any liability for such Damage.

### 1.2 General Information

Parking & Transportation Services is responsible for the administration and enforcement of all parking regulations. This authority is shared with the Towson University Police Department.

#### 1.2.1 Authority

Pursuant to Maryland Transportation Code Annotated Section 26-301:

grants authority for issuing citations for a violation of an ordinance or regulation that is adopted by the Board of Regents of the University System of Maryland. Specifically, "Any State agency authorized by law and any political subdivision of the State may adopt ordinances or regulations that:

- Regulate the parking of vehicles;
- Provide for the impounding of vehicles parked in violation of the ordinances or regulations at owner's expense;
- Regulate the towing of vehicles from publicly owned and privately owned parking lots; and
- Provide for the issuance of a citation by an officer for a violation of an ordinance or regulation that is adopted under this section."

#### 1.2.2 Purpose

The parking regulations have been designed to provide for the effective use of parking areas, the safe movement of motor vehicles and pedestrian traffic, and the general safety of the campus. Regulations must be observed at all times, including exam periods, registration, summer and winter sessions, and inclement weather. Failure to comply with the parking regulations constitutes a violation subject to parking fines and / or university sanctions. When interacting with Parking & Transportation Services, students, faculty, and staff are expected to abide by the University's standards with regard to conduct. Students who violate the Code of Conduct may be referred to The Office of Student Conduct and Civility Education. Faculty/staff who engage in misconduct may be referred to their Dean, Department Head, or the Department of Human Resources for appropriate action. Any information contained within this document is subject to change. Summarized information may be obtained on the Parking & Transportation Services Web site at [www.towson.edu/parking](http://www.towson.edu/parking).

#### 1.2.3 Parking Administration & University Police

The Parking & Transportation Services office is located on the first floor of the University Union Garage. All administrative and operational functions are handled from this office, with the exception of special group

permit sales.

Permit sales for special groups with prior approval from Parking & Transportation Services must be handled through the Auxiliary Services Business Office located on the first floor of the University Union. For current hours, please visit their Web site at <https://www.towson.edu/campus/landmarks/union/ticketbusinessoffice/index.html>. Long-term permits for campus affiliates must be purchased online at [www.towson.edu/parking](http://www.towson.edu/parking). Appeals and citation payments must also be processed online at [www.towson.edu/parking](http://www.towson.edu/parking). Verbal appeals will not be accepted.

The Towson University Police Department is located in the Public Safety building and operates 24 hours a day, 7 days per week. For police and safety information, they may be contacted at 410-704-2134 (non-emergency), 410-704-4444 (emergency), or <http://www.towson.edu/publicsafety/police/>. In case of an accident of any kind or to report property damage or theft, the Towson University Police Department should be contacted immediately.

## 2 Contacts, Key Terms & Definitions

Parking & Transportation Services is located on the first floor of the University Union Garage. The department may be contacted regarding parking issues or concerns at: 410-704-PARK (7275) or by email at [upark@towson.edu](mailto:upark@towson.edu).

The Auxiliary Services Business Office handles financial transactions and is located on the first floor of the University Union. They may be contacted at: 410-704-2284 or by email at [OneCard@towson.edu](mailto:OneCard@towson.edu).

### 2.1 Legal, Non-Reserved

Legal spaces are those bounded by two parallel control lines and do not have specific signs reserving the use of the space. Reserved spaces have signs specifically detailing the permit or vehicle type allowed to park in that space.

### 2.2 Virtual Permit

The term Virtual Permit is used to describe the non-physical parking permit purchased by students, faculty, staff, and certain Towson University affiliates. Virtual Permits are assigned by Parking & Transportation Services to identify permit holders and ensure vehicles are properly parked on the campus. Towson University utilizes License Plate Recognition (LPR) technology to read license plates and determine if the vehicle is parked properly.

### 2.3 Hangtag

The term Hangtag is used to describe the physical hangtag parking permits issued for use on vehicles belonging to certain Towson University affiliates such as: Board Members, Vendors, and University Vehicles. Hangtags are issued by Parking & Transportation Services to determine if vehicles are properly parked and to regulate parking at Towson University.

### 2.4 Carpooling

Is defined as multiple individuals coming to and from campus in a single vehicle at the same time. To be eligible to participate in the Carpool Program, all individuals must complete the Carpool Application and provide supporting documentation (vehicle registrations, verification of addresses, class and/or work schedules, TU OneCard) that carpooling is a reasonable option. Parking & Transportation, at its discretion, will determine if a carpool application will be approved. Individuals who are not officially part of a carpool and using the same permit may be sanctioned for “Sharing” a permit.

### 2.5 Visitor

A visitor is defined as any individual who is not currently a student, faculty, staff, or contracted employee of the university.

### 2.6 Volunteer

A volunteer is defined as someone providing services to the university who does not receive any type of compensation from Towson University (including pay or class credits).

### 2.7 Resident Student

A Resident Student is defined as anyone taking courses at the University and living in residence halls/apartments located on university property, including those managed by outside contractors.



## 2.8 Parking Violation Notice/Citation/Ticket

State of Maryland document used to cite vehicles for violation of Towson University or State of Maryland parking regulations.

## 2.9 Reserved Spaces

A parking space restricted for use by a specific individual, type of permit, or type of vehicle at all times.

## 2.10 Time Limited Spaces

Parking spaces that are designated for the express purpose of loading/unloading items. These spaces may only be used for a single designated time frame, after which, the vehicle must be moved to a legal space without time limits.

## 2.11 Motorcycle/Scooter Spaces

Specific spaces designated for motorcycles, scooters, mopeds, and other two wheeled motorized vehicles.

## 2.12 Towing Fee

Administrative fee charged by an authorized towing company when a vehicle is towed off campus. Payment of towing fees must be made directly to the towing agency and may not be appealed.

## 2.13 Relocation Fee

Administrative fee charged by an authorized towing company to relocate a vehicle on University property. The administrative fee is included in the citation. Relocation fees are payable to the university and may not be appealed.

## 2.14 Core Campus

University property bordered by Osler Drive, Towson Blvd., Burke Avenue (this includes the Towson University Marriott Conference Hotel), York Road, and Cross Campus Drive to include the Administration Building and its parking lots, the Center for the Arts and its parking lot and Lot 17.

## 2.15 West Village

University property bordered by Osler Drive, Emerson Drive and Towson Boulevard and north of Auburn Drive, excluding Lot 17.

## 2.16 Athletic Precinct

University property west of Osler Drive including areas adjacent to Auburn Drive, excluding Osler Medical property.

## 2.17 Campus Visitor

Any person visiting the University campus who is not a student or a paid employee of any kind and is not the invited guest of a University employee or department who has provided them with paid parking arrangements.

## 2.18 Department Guest

A person who has been invited to visit the campus by a University Department. Students and University employees of any kind are not considered guests at any time and may not utilize Departmental Visitor Codes. Additional definitions may be found in the University Parking Policy.

## 2.19 Bus Slip

Designated areas specifically for authorized shuttle buses to stop and wait for passengers to load and unload. Bus slips may not be used as loading/unloading zones or waiting areas for vehicles not specifically authorized to be in a bus slip.

## 2.20 Immediate Pick-Up/Drop Off

Drivers of vehicles may stop in designated Pick-Up/Drop-Off zones for passengers who are waiting there. The driver may not leave the vehicle and may not wait for the passenger to arrive to the zone. The passenger must be waiting at the location. Driver can stop to pick up passenger but cannot wait, stand or park the vehicle while waiting for passenger.

## 2.21 Pick-Up/Drop-Off Zone

Areas specifically designed for immediate passenger pick-up or drop-off. Drivers may not wait in pick-up/drop-off zones for passengers. Please observe all signage and adhere to time limits.

## 3 Parking Regulations

### 3.1 General Information

Parking regulations are subject to change. As necessary, Parking & Transportation Services reserves the right to modify the availability of parking permits and lot assignments.

Additional policy information, rates, and hours may be found on the department web site or on the University policy website. The approved parking policy takes precedence over the regulations with regard to policy.

All vehicles must be in compliance with Towson University's parking regulations. Any violation of these polices may result in parking restrictions, revocation of parking privileges, a parking citation being issued, and/or the vehicle being towed or relocated at the owner's expense. Violators may be referred to The Office of Student Conduct and Civility Education Office or Human Resources for further action.

The responsibility for parking in a legal space rests with the motor vehicle operator. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATING ANY REGULATION.

If a vehicle is parked in violation of any regulation and does not receive a citation, this does not mean the regulation is no longer in effect. All motorized vehicles, including motorcycles, scooters, and mopeds, must be parked in designated/authorized areas only.

It is impractical to mark all areas of university property where parking is prohibited. Parking or operating a vehicle on grass, tree plots, construction areas, sidewalks or where it will physically mar the landscaping of the campus, create a safety hazard, interfere with the use of university facilities, or hinder the free movement of traffic or pedestrians is prohibited.

Only one VALID Towson University permit per university affiliate will be issued.

Parking availability and assignments for specialized vehicles (i.e. Recreational Vehicles, buses, oversize vehicles, golf carts, etc.) not specifically addressed is at the discretion of Parking and Transportation Services.

Individuals may cancel a semester or annual permit for a prorated refund (date restrictions may apply). The refund amount will be based on the prorated value when the permit is cancelled (not the date of separation from the University if a faculty or staff member) with the Auxiliary Services Business Office. Outstanding balances with any department at the University or with the State of Maryland may be deducted from refunds. Separated faculty and staff members are responsible for cancelling their permit with the Auxiliary Services Business Office and cancelling any payroll deductions or installment plans, if applicable. The individual or business who purchased the permit will be issued the refund. For specific information regarding refund amounts, please visit the Auxiliary Service Business Office or contact Parking & Transportation Services at 410-704-PARK or [www.towson.edu/parking](http://www.towson.edu/parking). Daily, weekly, and monthly permits are NOT eligible for refunds.

At the discretion of Parking & Transportation Services, parking permits for residents may be limited. If limits are placed on resident permits, those with the highest number of credits will be given priority. Resident freshman (less than 30 completed credits) are not allowed to purchase a permit or have a vehicle on campus unless they meet specific criteria for an exception and are granted an exception by Parking & Transportation Services.

Those Residents who are unable to obtain a parking permit are not permitted to bring vehicles to campus. If permits for residents are no longer available, at its discretion, Parking & Transportation Services may grant a limited number of exceptions for those who demonstrate a substantial medical need pending approval by the University Health Center or can document a required college course, internship or ROTC program being taken at another university.

Construction workers should park in clearly marked construction zones located within the fenced area of the project they are working on, if applicable. At the department's discretion, Construction workers may also purchase permits for designated Towson Center lot(s) at the lowest Faculty/Staff annual rate, monthly or weekly rate. Construction workers may not park in visitor spaces at any time. Large construction groups should coordinate directly with Parking & Transportation Services.

Permanently marked non-campus delivery vehicles are not required to have a permit and may park in loading docks or a legal space for the purpose of making deliveries, for up to 20 minutes. Delivery vehicles may not park in fire lanes, on sidewalks, or in accessibility spaces. Vehicles parked in these areas may be cited and/or towed. Companies providing services or those remaining on campus after a delivery for set ups, etc., must purchase an applicable permit and park in designated visitor areas/spaces.

Parking without a valid state-issued accessibility permit in spaces reserved for those with an accessibility permit is prohibited at all times. Towson University parking permit requirements are applicable to vehicles parked in accessibility spaces. Vehicles parked in violation of accessibility regulations or permit regulations in these areas are subject to being cited and towed. Per State law, the individual who is issued the accessibility placard MUST be in the vehicle when parked.

Vehicles shall not enter any area of the university or park in a space which has been posted as closed or barricaded by other traffic control devices or staffing. Vehicles parked in restricted areas are subject to citations and/or towing at the owner's expense.

The university is not liable for any damage resulting to vehicles requiring tow removal or relocation.

A parking space is defined by two parallel lines. Parking in an area outside of two parallel lines is prohibited at all times. Vehicles must be parked in one parking space only. Operators must leave clear access to adjacent spaces and may not block or impede driving lanes. Parking on "hash marks" is prohibited. All vehicles must be parked in such a manner that the vehicle's license plate(s) are readable to either an LPR scanner or the naked eye from the drive lanes. Vehicles not parked in a manner to allow easy access to an LPR scanner may be cited and/or towed at the owner's expense.

Specific spaces (for safety reasons) are designated for compact size cars only. Vehicles parked in those spaces must not be longer than 16 feet. Oversized vehicles that cannot fit into a parking space without impacting other parking spaces or traffic are prohibited from parking on campus without the express consent of Parking & Transportation Services.

Parking in any area not indicated by clear parking signage is prohibited at all times.

All traffic and parking control devices on campus must be obeyed. Speeding in the garages is prohibited and is monitored. The speed limit in garages is 5 mph and the speed limit on campus roadways is 15 mph. University Police will monitor and enforce all traffic regulations on campus.

The Towson University Marriott Conference Hotel parking areas are reserved exclusively for hotel guests and visitors. Faculty/Staff and students are prohibited from parking in these areas. Faculty/Staff and students who are registered guests of the Marriott may use the hotel parking areas with a valid Marriott hotel permit. Your primary university status supersedes part-time status with the Marriott. For instance, a student who is a full-

time student and works at the Marriott part-time may not park in any area designated for the Towson University Marriott Conference Hotel.

### 3.2 Virtual Permit System and Vehicle Registration

Students, faculty, staff, and certain Towson University affiliates are eligible to purchase a Virtual Permit. As such, you will not receive a physical hangtag to display in your vehicle. In addition to your receipt, you may access your parking account for information on your permits, linked vehicles, citations, appeals, etc.

The Virtual Permit system utilizes License Plate Recognition (LPR) technology to match vehicle license plates to a valid Towson University parking permit, as well as determining if the vehicle is parked in an appropriate area for its permit type. Vehicles parked in a manner that obscures the license plate from the LPR may be cited and towed at the owner's expense. The LPR will also identify if more than one vehicle is parked on campus and attempting to utilize a permit associated to another vehicle. (i.e. Sharing a permit)

### 3.3 Sharing a Permit

Individuals may not "share" a parking permit even if their vehicles will not be on campus at the same time. Permits are only to be used by the individual who purchased the permit, with the exception of those individuals who have been approved to participate in the Carpool Program. Permit holders are not permitted to register the vehicle of another student, faculty or staff member to their parking account.

Having more than one vehicle registered to the same permit on campus at the same time; registering vehicles, without an exception approval from Parking & Transportation Services, that do not belong to you or a family member or registering a vehicle belonging to another campus member, is considered sharing a permit and may result in one or both vehicles being cited and/or towed. Individuals determined to be involved with "Sharing" a permit are also subject to administrative fees and other university sanctions as a result of their participation in "sharing" a permit.

Individuals, including those who are related, may NOT utilize the same permit to park different vehicles on campus, even if the vehicles are not on campus at the same time. If multiple family members are associated with the University, each family member must obtain his or her own permit and register at least one vehicle to his or her own account. Vehicles may only be registered to one individual's parking account.

### 3.4 Registering a Vehicle

Vehicles parked on campus must be registered prior to arriving on campus. It is the responsibility of the permit holder to ensure that the vehicle license plate information on his or her parking account is accurate and up to date. Individuals who repeatedly receive citations for unregistered vehicles may be subject to a portion of the citation fine being upheld.

Parking & Transportation Services recognizes some individuals may drive different vehicles to campus. In order to accommodate this situation, up to 3 vehicles, owned by you or an individual who is not a student Faculty, Staff or employee of a TU partner company, may be registered to your permit (motorcycles included).

You must be authorized to use the license plate on the vehicle you are bringing to campus. Documentation may be required.

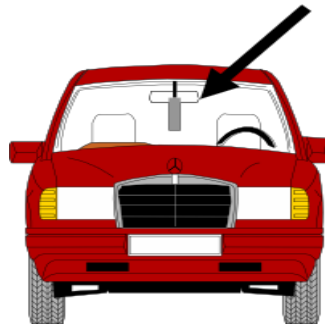
Rental vehicles that are being used for less than 10 business days do not count against your total of 3 vehicles, although these must be properly registered with Parking & Transportation Services. Parking &

Transportation Services at its discretion may make exceptions with regard to the number of vehicles registered on an account.

### 3.5 Hangtag Placement

Hangtag permits, for those who are issued them, are to be clearly displayed on the inside rearview mirror of the vehicle with the permit number and lot designation completely unobstructed facing the front windshield. If the permit is physically unable to be hung, it must be placed face up on the dash of the vehicle with all information clearly visible. Hangtags must be removed when your vehicle is in motion.

Hangtag to be placed here



## 4 Parking Permit Registration & Fees

### 4.1 General Information

Towson University employment or student status takes priority over any other status. An individual's full time status takes priority over any part time status. Part time employment status takes priority over part time student status. In the event that students and faculty/staff are carpooling together, the group will determine which individual will purchase the permit and applicable restrictions will apply. In cases with students of different classifications, the student with the most restricted status will take priority.

Any permit holder to include but not limited to: student, visitor, faculty/staff member, special programs participant, alumni, with a permit whose status changes at any time is required to exchange, within 5 business days, the original permit for a permit that is appropriate for his or her new status. For example, a student who is hired as a full-time staff member must exchange the student permit and purchase a faculty/staff permit. Applicable charges or credits will be assessed at the time of exchange. Permits are only valid in areas based on the permit type.

A valid parking permit is required to park anywhere on campus from 6 a.m. to 8 p.m., Monday through Thursday, and 6 a.m. – 3 p.m. on Fridays. Some parking areas, as indicated by signage, are restricted to specific permit holders at all times. Single space metered parking spaces do not require a permit; however, meters must have available time showing when those spaces are used.

If all spaces are full in areas designated for your permit type, "Overflow" parking is available in all Towson Center lots (excluding lot 21a) and in designated spaces in the West Village Garage. "Overflow" parking is designated by signs that state "All TU Permits Valid in This Area." Vehicles registered to West Village Resident permits may not park in the "Overflow" spaces of the West Village garage before 3 p.m.

University parking hangtags and temporary permits are the property of Towson University and MUST be surrendered upon request of Parking & Transportation Services personnel or the University Police.

Faculty/Staff who separate from the University must cancel their permit upon separation and if applicable, complete a payroll deduction or installment cancellation form. Parking & Transportation Services will not automatically cancel parking permits that have been paid in full. Refunds minus any outstanding balance and, if applicable, will be issued based on the date the permit is cancelled. Refunds are not available after certain dates. See the [Parking & Transportation website](#) for more information.

If permit was paid by credit card, any applicable refund will be credited to the credit card used to purchase parking. If that card has been cancelled or replaced, the refund credit will go to the replacement credit card.

Parking & Transportation Services will cancel permits for non-payment. Individual will then have to purchase a visitor parking permit and park in a designated visitor area or overflow area where "All TU Permits" are valid.

Students whose parents are faculty or staff members are not entitled to use the permit issued to their parent. Students using a faculty/staff parking permit may be subject to citations, fines, and university sanctions. Faculty/staff members who allow unauthorized individuals to use their permit are subject to university sanctions.

Visitor spaces are intended for visitors; however, students, faculty, and staff members may also use, where authorized, visitor spaces (department guest spaces are not available for use by general visitors) by paying the prevailing rates. If for some reason the pay station is malfunctioning, it should be reported to the

Parking & Transportation Services office (University Union Garage) immediately. Malfunctioning/broken meters or paystation kiosks do not excuse parking violations. In such an instance, contact Parking & Transportation Services and proceed to the next available functioning meter/pay station to obtain a valid permit.

Visitor permits obtained through the use of a parking "Code" may not be used by individuals currently associated with the university to include: Faculty/Staff, students or anyone receiving monetary or educational (credits) for their services. Violators will be subject to significant sanctions.

Weekly and monthly temporary permits, unless otherwise approved by the Director of Parking & Transportation, will only be valid in "Overflow" parking areas at the Athletic Precinct of Towson University before 3pm Monday through Friday. Faculty/Staff members will only be allowed to purchase a maximum of 2 monthly permits per academic year and must park in designated "Overflow" areas.

Towson University permits allow parking while participating in university activities such as attending classes, campus employment, events and other campus activities. Campus parking is not intended to be used as alternative parking due to lack of parking at other housing locations or work sites.

All lots are available on a first-come, first-served basis. LACK OF SPACE IS NOT A VALID REASON TO PARK ILLEGALLY OR PARK IN A LOT REQUIRING ANOTHER PERMIT TYPE.

Parking overnight for more than 2 nights is prohibited unless the vehicle is registered to a valid "Resident" parking permit or the vehicle owner has requested and been granted an exception by Parking & Transportation Services. Individuals who do not have parking available at their off campus residence, may NOT park overnight on the campus. Unauthorized vehicles parked overnight are subject to being cited and/or towed at the owner's expense.



## 5 Area (Lot) & Space Restrictions

### 5.1 Reserved Spaces

Vehicles parked in spaces marked as reserved or restricted to a specific type of permit or vehicle must display the appropriate permit at all times. Reserved spaces include, but are not limited to: Reserved, "Vendor", "TU Vehicle", Resident Life, Towson University Marriott Hotel and accessibility spaces.

### 5.2 Electric Vehicle Charging Stations

Vehicles parked at Electric Vehicle Charging Stations on campus must be charging the entire time the vehicle is parked and have a valid TU permit.

### 5.3 Faculty/Staff Areas

Vehicles parked in faculty/staff areas must be registered to a valid faculty/staff Virtual permit, be a TU Vehicle, or have a "Vendor", "TU Vehicle" or "Board" member permit. Other active TU permits may be valid in Faculty/staff areas after hours based on posted signage at the lot. Public Safety and General Services permits are valid in Faculty/Staff areas.

### 5.4 Commuter Areas

Vehicles parked in "Commuter" areas must be registered to a valid "Commuter" Virtual permit, TU Vehicle, "Vendor" or "Board" permit prior to 3 p.m. All active TU permits are valid in "Commuter" areas after 3 p.m.

### 5.5 Resident Areas

Vehicles parked in resident areas must be registered to an area specific valid "Resident" Virtual permit, be a TU Vehicle, "Vendor", or "Board" permit. Resident areas are restricted to a lot-specific valid TU "Resident" permit at all times.

### 5.6 Overflow Areas

All Towson Center lots (with the exception of lot 21a), and designated areas of the West Village garage where signs state "All TU Permits Valid in This Area" are considered overflow areas. Vehicles registered to any valid TU permit may park in "Overflow" areas. Vehicles registered to West Village Resident permits or Millennium Hall permits may not be parked in the West Village garage "Overflow" areas between 6 a.m. and 3 p.m. Monday – Friday. Towson Center Monthly and Weekly permits are only valid in the Overflow areas at the Athletic Precinct until after 3pm Monday through Friday.

### 5.7 Motorcycle/Scooter Areas

Motorcycles and Scooters parked in Motorcycle spaces must have a valid "Motorcycle" virtual permit or a "Scooter" sticker permit and must park in Motorcycle spaces.

### 5.8 General Services (Lots 10 & 10A)

Vehicles parked in the General Services lot must be registered to a "General Services", TU Vehicle or Vendor permit, be a TU Vehicle, or have a valid "Board" member permit.

### 5.9 General Services 10a Visitor Spaces

Vehicles parked in the designated "Visitor" spaces in lot 10a, must display a "Visitor" permit or another valid campus permit (except those with a General Service or Public Safety permit) AND be conducting business in the General Services building or Public Safety building. General Services and Public Safety employees may

NOT park in the General Services Visitor spaces.

### 5.10 Public Safety Areas (Lot 10b)

Vehicles parked in the Public Safety lot must be registered to a “Public Safety” TU Vehicle or Vendor permit, be a TU vehicle, or have a valid “Board” member permit.

### 5.11 Loading Areas (Meters/Paystations)

Any vehicle parked at a meter must have time remaining on the meter. Visitor areas also have free 20 minute loading spaces; however, a 20 minute loading permit must be obtained from the paystation and be displayed on the dashboard. Vehicles parked in a loading space or using a loading permit may only remain for a single duration of the time limit.

### 5.12 Pay & Display Visitor Spaces

Any vehicle parked in a visitor space must have time remaining on the visitor permit purchased from the pay stations in the area. Paystation permits must be displayed face up on the dash with all information clearly visible. Overflow visitor parking permits are not valid in core campus parking areas until after 3:00 p.m.

### 5.13 Pay & Display 5 Minute Space

Next to each paystation are spaces reserved for motorists to park no longer than 5 minutes to purchase a parking permit. Once the permit has been purchased, the vehicle must be moved to a valid parking space within the appropriate lot. Overflow visitor permits are not valid on the core campus visitor areas until after 3:00 p.m.

### 5.14 Pay & Display Department Code Spaces

Vehicles parked in spaces designated for Department Guests must display a Visitor permit obtained from a pay station and paid for via the use of a departmental visitor code. Usage of departmental visitor codes is restricted to non-affiliates of Towson University. Faculty, staff, students and anyone receiving either pay or education credits of any kind are not permitted to use Department Visitor Codes at any time.

## 6 Student Permit Restrictions & Eligibility

Below are the types of permits available to students and the associated parking restrictions. Permits will be pro-rated weekly, beginning the second Saturday of September.

### 6.1 “Commuter” Parking Permit

“Commuter” permits are available to students who have 30 or more credits, veterans, and those participating in the Golden ID program who are not living in campus residence halls on University property, whether the building is managed by the University or an outside company. Residences managed by outside companies include: Millennium Hall, Tubman, Paca, Barton, Douglass, Carroll and Marshall Houses. “Commuter” permits are valid in core campus “Commuter” and “Overflow” parking areas at all times, and in “Faculty/Staff” areas outside the restricted hours posted on signage. General Services and Public Safety areas are restricted at all times.

### 6.2 “Overflow” Parking Permit

Overflow permits are available to: students with less than 30 credits who are not living in campus residence halls, including those managed by outside contractors. Non-degree students who are not officially part of the IIR, Joint Academic Program, or Golden ID students may purchase an “Overflow” permit at a reduced rate. Retirees and Alumni with no other campus affiliation may also purchase an “Overflow” permit.

“Overflow” permits are valid in the Towson Center lots, except for 21a, and in designated areas of the West Village garage where signs state “All TU Permits Valid in This Area”. “Overflow” permits are also valid after 3pm in posted “Commuter” areas and in “Faculty/Staff” areas outside the restricted hours posted on signage.

### 6.3 Towson Center Weekly and Monthly Parking Permit

Weekly and Monthly Towson Center permits are available to any student not living in campus residence halls, including those managed by outside contractors as well as Faculty/Staff.

Weekly and Monthly permits are only valid in the Towson Center lots (except for 21a) where the signs state “All TU Permits valid in this Area.”

Weekly and Monthly permits are not valid in the overflow areas of the West Village Garage. These permits are also valid in “Commuter” areas after 3:00 p.m. and in Faculty/Staff areas outside the restricted hours posted on signage.

### 6.4 “Evening” Parking Permit

“Evening” permits are available to students who are not living in the campus residence halls, including those managed by an outside company such as Millennium Hall, Tubman, Paca, Barton, Douglass Houses, Carroll and Marshall Houses.

“Evening” permits are only valid after 3 p.m. in Commuter areas, all “Overflow” parking areas as posted, and in Faculty/Staff areas after the restricted hours posted on signage. If an evening permit holder needs to park on campus before 3pm, they need to purchase a Visitor’s parking permit from the Visitor paystation and park in a designated Visitor or Overflow area. An “Evening” permit is NOT valid in visitor spaces at any time.

## 6.5 “Scooter” Parking Permit

“Scooter” permits are available to students, including residents and Faculty/Staff, who have a two wheel motorized vehicle that is not required to have a license plate. “Scooter” permits are only valid in designated motorcycle/scooter spaces on the core campus, Towson Center areas, and West Village garage. Scooters and mopeds are not permitted to ride on sidewalks or be parked at bike racks.

## 6.6 “West Village Resident” Permit

“West Village Resident” permits are available to students with more than 30 credits earned who reside in West Village housing; those who are unable to obtain a permit for their desired lot located on the core campus or those granted a resident exception. “West Village Resident” permits are valid at all times in designated Resident parking areas of the West Village garage and all Towson Center lots (except 21a) as posted. “West Village Resident” permits are not valid in the “Overflow” areas of the West Village garage until after 3 p.m. “West Village Resident” permits are also valid in “Commuter” areas after 3 p.m. and in Faculty/Staff areas outside the restricted hours posted on signage.

## 6.7 “Resident Lot 7” Parking Permit

“Resident Lot 7” permits are available to eligible students who reside in the North Campus housing area to include Newell Hall, Residence Tower, Richmond, Prettyman and Scarborough Halls. “Resident Lot 7” permits are valid in the designated third floor section of the Towsontown Garage and all designated “Overflow” parking areas as posted. “Resident Lot 7” permits are also accepted in “Commuter” areas after 3 p.m. and in “Faculty/Staff” areas outside the restricted hours posted on signage at the entrance of the lot.

## 6.8 “Resident Lot 26” Parking Permit

“Resident Lot 26” permits are available to eligible students who reside in any of the Glen Towers. “Resident Lot 26” permits are valid in Lot 26 and all Overflow parking areas as posted, where all permits are valid. “Resident Lot 26” permits are also accepted in “Commuter” areas after 3 p.m. and in “Faculty/Staff” areas outside the restricted hours posted on signage at the entrance of the lot.

## 6.9 “Millennium Hall” Permits

“Millennium Hall” parking permits are available to a portion of Millennium Hall residents as determined and distributed by the Millennium Hall management company. The Millennium Hall permit is not transferrable, it only can be used by the person to whom it was issued.

“Millennium Hall” permits are valid in the Millennium Hall lots and all Towson Center “Overflow” parking areas as posted. “Millennium Hall” permits are not allowed in the “Overflow” areas of the West Village garage until after 3p.m.

“Millennium Hall” permits are also valid in “Commuter” areas after 3 p.m. and in “Faculty/Staff” areas outside the restricted hours posted on signage. Students are prohibited from utilizing/obtaining a Towson University and a Millennium Hall parking permit. Only one permit may be associated with a vehicle at any one time.

## 7 Faculty/Staff Permit Restrictions & Eligibility

### 7.1 Eligibility

“Faculty/Staff” permits are available to current faculty and staff members (contingent and regular), emeritus faculty, department volunteers, Graduate Assistants with a minimum of 20 hours, members of Campus Ministries, partner company employees (Food Service, Cleaning Services, Consulting Services), and Construction Managers, as requested through Facilities and approved by Parking & Transportation Services.

### 7.2 Rates

“Faculty/staff” permit fees are based on a graduated scale linked to the employee’s annual salary as of June 30th of the prior year as verified by the Office of Human Resources. Emeritus faculty are eligible to purchase a Faculty/Staff permit at the lowest rate. Faculty/staff members are eligible to purchase annual, Towson Center monthly “overflow” (limited to 2 per academic year), or Towson Center weekly “overflow” permits. If extenuating circumstances warrant, an exception request for additional Towson Center monthly permits, must be granted by the Director of Parking & Transportation Services.

Graduate Assistants with either a single 20-hour contract or two 10-hour contracts approved through the Graduate Assistantship Office are eligible to purchase an annual Faculty/Staff permit at lowest Faculty/Staff rate and Towson Center weekly and monthly permits.

Annual permits will be pro-rated weekly, beginning the second Saturday of September. Chair stipend and off load payments are not included in the calculation of salary.

### 7.3 Payment Options

#### 7.3.1 Regular Employees

Regular Employees - are eligible to purchase a permit through payroll deduction (date restrictions apply), installment payments (date restrictions apply) or by making full payment at the time of purchase. Upon termination of employment, individuals utilizing payroll deduction or installment payments will be responsible for any remaining balance unless the permit is cancelled with the Auxiliary Services Business Office. Any remaining value of a permit is contingent upon the permit being cancelled prior to refund cut off dates.

#### 7.3.2 Contingent/Contract Employees

Contingent/contract employees, including adjunct professors, are eligible to purchase a permit through installment payments or by making full payment at the time of purchase.

#### 7.3.3 Partner Company Employees

Partner Company employees must make full payment at time of purchase.

#### 7.3.4 Payroll Deduction & Installment Cancellations

If paying through payroll deduction or installment, when an employee separates from Towson University or is on a leave of absence, it is the employee’s responsibility to cancel their permit with the Auxiliary Services Business Office and complete a new Payroll Deduction Form or Installment card and indicate “cancel.” Permit fees will continue to accrue until the permit is cancelled.

Non-payment of installment plans will require full payment up front should the employee wish to purchase a new permit.

## 7.4 Employee Special Status

### 7.4.1 Retirees (Staff)

Retirees are eligible to purchase "Overflow" permits. "Overflow" permits are valid in all Towson Center lots (except for lot 21a), and designated "Overflow" areas of the West Village garage. "Overflow" permits are also accepted in Commuter areas after 3 p.m. and in "Faculty/Staff" areas outside the restricted hours posted on signage at the lot. Retirees may purchase a permit for half the cost of a Commuter permit.

### 7.4.2 General Services Employees

General Services Employees - Employees who work in General Services will be assigned a "General Services" permit valid in lots 10 and 10a. If there are no General Services spaces available for employees who work in this designated building, employees will have to utilize "Faculty/Staff" parking spaces on the core campus or "Overflow" spaces. "General Services" permits are not valid in the Public Safety spaces located in lot 10b.

### 7.4.3 Public Safety Employees

Employees who work in Public Safety will be assigned a "Public Safety" permit valid in lot 10b. Spaces not specifically restricted (TU vehicles, accessibility placard/plates, visitor, etc.) will only be available to those who work in Public Safety. If there are no Public Safety spaces available for employees who work in this designated building, employees will have to utilize Faculty/Staff parking spaces on the core campus. Public Safety permits are not be valid in the General Services spaces located in lots 10 and 10a.

## 8 “Scooter” Parking Permit

Permits are required for all scooters and mopeds. “Scooter” permits are available to any campus member who has a two wheel motorized vehicle that is not required to have a license plate. “Scooter” permits are only valid in designated motorcycle/scooter spaces on the core campus, Towson Center areas, and West Village garage. Scooters and mopeds are not permitted to ride on sidewalks or be parked at bike racks.

## 9 Visitor Parking

Visitor permits are required in visitor lots/spaces from 6 a.m. to 8 p.m. Monday through Thursday and from 6 a.m. to 3 p.m. on Friday. Visitor permits are also valid in “Overflow” areas, “Commuter” lots after 3 p.m. and in Faculty/Staff lots outside the restricted hours posted on signage at the entrance of the lot.

Visitors who purchased their permit with cash or a credit card may NOT park in a Departmental Guest parking space. However, visitors with a Departmental guest parking pass may park in either a regular visitor space or a Departmental Guest parking space. Visitor permits purchased at the Towson Center or West Village paystations are only valid in Towson Center and West Village visitor areas or “Overflow” areas prior to 3 p.m.

Visitors who drive EPA certified “SmartWay” Elite vehicles are eligible to purchase a discounted Green Visitor permit and park in a designated Visitor or Overflow parking space or at an Electric Vehicle Parking Station, as long as the vehicle is charging the entire time it is parked. Non-SmartWay Elite vehicles utilizing a Green Visitor permit are subject to a \$300 fine and vehicle towing at the owner’s expense.

Visitors are required to park in designated visitor areas with a valid visitor permit. Daily Visitor permits may be obtained from any parking paystation. Weekly or monthly Towson Center Visitor permits, are only valid in “Overflow” parking areas at the Towson Center (except Lot 21a), and must be purchased from the Auxiliary Services Business Office.

Individuals who have had their parking revoked may not park on campus and are not eligible to purchase any type of parking permit, including visitor permits.

### 9.1 Visitor Parking Locations/Zones

#### 9.1.1 Core Campus

Core campus visitor areas include: Union garage, Towsontown garage, Glen garage, Administration Building visitor lot, Lot 12 and Lot 17. Visitor permits purchased at any of these locations are valid in all visitor and Overflow spaces on campus.

#### 9.1.2 Glen Drive

Glen Drive Visitor area is located behind Stephens and Smith Hall. This area is only for individuals with state issued accessibility plates/placards (TU parking permit is required) and those who have been provided a departmental guest code to obtain their visitor permit. Visitor permits purchased at the Glen Drive pay station are valid in all visitor and Overflow spaces on campus.

#### 9.1.3 Towson Center Overflow & West Village Overflow

Overflow visitor areas include: Visitor spaces and “Overflow” spaces in the West Village garage and the Towson Center lots (excluding lot 21a). Visitor permits purchased in Towson Center or West Village are only valid in these areas prior to 3 p.m. After 3 p.m., visitor permits from these areas are also valid in Core Campus visitor spaces and Commuter spaces. These permits are also valid in Faculty/Staff spaces after posted hours.

## 10 Accessible Parking

In accordance with the American with Disabilities Act (ADA), Towson University has designated specific accessible parking spaces throughout campus. Individuals who have state issued accessibility license plate/placards and possess a valid TU permit may park in any designated accessible space, including those outside of the areas designated for their TU parking permit. If an accessible space is not available, individuals should park in an accessible space in another lot or in a space where their Towson University parking permit is valid and request transport through Paratransit service.

Whenever parking in an accessible parking space, the individual issued the accessibility plate/placard by the Department of Motor Vehicles must be in the vehicle when the vehicle is parked. If the individual who was issued the accessibility plate/placard is dropped off, the driver may not park in an accessible space. Specific information concerning abuses should be brought to the attention of the Parking & Transportation Services office for appropriate action.

In addition to a valid accessibility plate/placard, a valid Towson University parking permit must also be on record in accordance with posted lot restrictions. If a physical permit has been issued, all permits must be clearly displayed with pertinent serial numbers completely unobstructed and facing the windshield.

Where applicable, as required by state law, a driver who is parking a vehicle displaying state issued accessibility identification must provide their state Department of Motor Vehicles accessibility authorization/registration form to Parking & Transportation Services staff or other University officials upon request. Failure to provide required documentation may result in a citation being issued and/or the vehicle being towed. Individuals who are found to be abusing the use of an accessible plate/placard may be subject to other University sanctions.

Pursuant to Maryland law, vehicles displaying a valid accessible license plate or accessible placard may park at an unpaid single-space meter for up to twice the duration of the meter time. This law does not apply to parking lots that are controlled through the use of a central paystation.



## 11 Special Parking Permit Restrictions & Eligibility

### 11.1 Remote Site Assignments

Faculty/Staff who are assigned to work at remote sites on a regular basis are eligible to purchase a parking permit for the main campus located at 8000 York Road. The permit rate will be based on what, if any rate they are paying at the remote location. If the employee wishes to have an annual permit for the main campus, they will pay the difference between what they pay for parking at the remote location (documentation is required) and their applicable main campus permit rate. If the cost of parking at the remote site exceeds the applicable rate at the core campus, a core campus permit will be issued at no charge. If the employee does not purchase an annual permit and needs to park on campus, they will need to purchase a visitor permit (the use of department codes is prohibited) at the applicable rate and park in visitor spaces.

### 11.2 TU Vehicle Permit

TU Vehicle permits are available for partner TU company service vehicles (Food Service, Housekeeping, Construction Companies, Fire Prevention, etc.) whose vehicles and operation are based on the university campus AND it is necessary to have the vehicle close to work zones. TU Vehicle permits are not available for use on personal vehicles. TU Vehicle permits allow parking in any legal, non-reserved spaces, in faculty/staff, commuter, resident, vendor, TU Vehicle spaces and loading docks (30 minute limit). TU Vehicle permits are not valid for parking on roads, in fire lanes, accessible spaces, transfer areas, or visitor spaces.

### 11.3 Vendor Permit

Vendor permits are available to service companies that provide periodic services (maximum of 2-3 times per month) such as, copier repair, sales representatives, etc. and are only on campus for a short period of time. Vendor permits allow parking in any legal, non-reserved spaces in faculty/staff, commuter, resident, or vendor designated parking areas. Contractors who are working on projects (to include construction, implementations, IT projects, consultants, etc.) are not eligible to use a Vendor permit regardless of the length of time of their contract.

### 11.4 Construction Worker Permits

Construction workers must park within a fenced construction zone, if available and may purchase a "Construction Worker" permit. At the discretion of Parking & Transportation Services, Construction worker permits may be restricted to specific parking locations. Available permits include weekly or monthly at the regular rate, or annual permits may be purchased at the lowest Faculty/Staff "A" rate. Verification must be provided through Facilities Management to Parking & Transportation Services. Construction workers may NOT use visitor parking at any time.

### 11.5 Construction Manager Permits

Outside construction managers who need the ability to park in Faculty/Staff areas of the campus are eligible to obtain a Faculty/Staff permit at the "D" rate. The Towson University Facilities Project Manager must request and obtain approval from Parking & Transportation Services, for an outside construction manager to purchase a permit.

### 11.6 Pick-up/Drop-off Permits

Pick-up / drop-off permits are available to designated group members (summer camps & Childcare) who park for no longer than 15 minutes to pick up and drop off those individuals attending the program. These permits are not available to faculty/staff or others who may be providing services to the group. These permits cannot

be used for long term parking to include a parent staying to visit during the program.

### 11.7 Alumni

Parking permits for Towson University alumni must be purchased in person at the Auxiliary Services Business Office. Verification of status will be required. Qualified alumni are individuals who have graduated from Towson University and who are not registered for classes or employed as faculty/staff members on campus. Alumni permits are for the exclusive use of the person to whom the permit is issued and are not to be used by relatives, friends or others who are affiliated with Towson University. Alumni are only eligible to purchase Overflow parking permits.

### 11.8 Golden ID

Institutions within the University System of Maryland offer special privileges to senior citizens to include reduced rates on parking permits when enrolled in courses. Parking permits must be purchased in person at the Auxiliary Services Business Office by providing verification of status. Golden ID participants may purchase a reduced rate permit for the Overflow lots or a full rate Commuter permit.

### 11.9 Emeritus/Retiree

Qualified Emeritus/Retirees are individuals who have retired from Towson University and who are not registering for classes or employed as faculty/staff members on campus. Parking permits for retirees / emeritus are for the exclusive use by the person to whom the permit is issued and are not to be used by relatives, friends or others who are affiliated with Towson University. Retired employees are eligible to purchase Overflow parking permits at ½ the commuter rate. Emeritus faculty are eligible to purchase faculty/staff permits at the lowest Faculty/Staff rate. Those Emeritus/Retirees who join the Towson University Retired Faculty Association (TURFA) are issued 5 parking codes per fiscal year. TURFA members may park in any Visitor, Department Guest space, or Overflow space on campus with a paystation permit.

### 11.10 Hybrid/Green Permits

Approved participants of the Legacy Hybrid Program and the Tigers Go Green Program are eligible to receive a discounted parking permit. Currently the discount for the Legacy Hybrid Program is 50% off the applicable rate. The current discount for Tigers Go Green is 20% off the applicable rate. Hybrid permit holders are eligible to remain in the program while they drive the approved legacy vehicle. Once they are no longer in possession of the vehicle, their eligibility for the program ends and if they wish to purchase a parking permit, they must pay the full applicable rate or apply for Tigers Go Green if that vehicle qualifies. Tigers Go Green permits are issued for approved EPA certified "SmartWay Elite" vehicles. Participants of both programs receive four free parking codes each academic year for when they need to drive another vehicle to campus. If any participants of the Hybrid and/or Tigers Go Green program or others are involved with the violation of any of the program rules, they are subject to fines, towing and other university sanctions.

## 12 Parking Violations & Fines

In order to efficiently utilize parking resources and provide safe and available on-campus parking, parking regulations are enforced year-round. University citations carry the same weight and importance of any citation issued by any law enforcement agency in Maryland. Individuals who have outstanding citations may be subject to university sanctions, referral to the State Central Collections Unit (CCU), or administrative holds and fees with the Motor Vehicle Administration.

Violations will be the responsibility of the individual, whether they were driving or not, who has either registered the vehicle with Parking & Transportation Services or if an affiliate, has been linked to the vehicle through Motor Vehicle records. This includes vehicles that belong to a family member.

Any vehicle that is parked, stopped or standing is considered parked regardless of whether it is occupied or not, and is subject to applicable fines and/or towing at the owner's expense.

Towson University offers the right to either an administrative appeal or District Court hearing for citations regarding non-compliance with current University regulations. Violations of state safety or Accessible regulations may only be appealed through the District Court. Requests for an administrative appeal or a District Court hearing must be submitted within 25 calendar days of the violation. Choosing one review process waives the right to the other process. If a District Court hearing is chosen, it may not be cancelled once the hearing has been scheduled by District Court. If an appeal is not submitted, payment of the citation fine must be made within 30 calendar days of the violation. If an appeal is submitted and the fine is not waived, then payment must be made within 10 calendar days of an appeal decision. Verbal appeals will not be accepted.

### 12.1 Serious Infractions

Parking & Transportations Services, at its discretion, may apply the sanctions below for serious infractions of parking regulations. Serious infractions include but are not limited to: continued violation of the parking regulations, violation of Alternative Transportation program rules, erroneous use/distribution of departmental visitor codes, altering a permit, being in possession of a lost/stolen or altered permit, sharing a permit, using an accessible permit belonging to another.

Sanctions include but are not limited to: Issuance of parking citation(s) or assessment of violation fee(s) to the violator's university account ; vehicle being towed and/or impounded at the owner's expense; (if vehicle is impounded, all outstanding fines and fees related to the individual must be satisfied prior to the vehicle being released); revocation and/or restriction of parking privileges for up to 12 months from the date of infraction: forfeiture of any permit refund; suspension and/or forfeiture of any alternative transportation privileges (if applicable); suspension and/or forfeiture of departmental code privileges (if applicable); referral to The Office of Student Conduct and Civility Education or Office of Human Resources, as applicable. Additional violations may result in additional fines, vehicle towing at the owner's expense and additional sanctions.

### 12.2 Fines

#### 12.2.1 Failure to Register Vehicle or Display Permit .....\$10

Failure to register license plate on account or to display hangtag permit.

#### 12.2.2 Parked in More than One Space.....\$20

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

- 12.2.3 Abandoned Vehicle .....\$20  
 Issued to any vehicle determined by Parking & Transportation Services to have been abandoned or stored on the property without the approval of the University. Illegally parked vehicles are subject to towing and impoundment.
- 12.2.4 Expired Pay Station Permit .....\$20  
 Issued to any vehicle parked beyond the time printed on a pay & display permit for the same day or displaying an expired timed permit for the same day.
- 12.2.5 Exceeding Time Limit (Loading/Unloading) .....\$40  
 Issued to a vehicle parked beyond the allowed 20 minute timeframe in spaces designated for loading/unloading or otherwise restricted to a specific amount of time.
- 12.2.6 Improper Parking Area .....\$75  
 Issued to vehicles parked in an area where their permit is not valid or areas that are not designated for parking. This includes, but is not limited to: parking in: a lot where their permit is not valid, a reserved or restricted space, loading dock, bagged or out of order meter, an area closed for parking, landscaped areas, a bus slip, or in other areas not designated for parking. Illegally parked vehicles are subject to towing and impoundment at the owner’s expense.
- 12.2.7 Relo-Prohibited Parking.....\$75  
 Issued to vehicles relocated from one location to another as a result of parking restrictions associated with a special event or improper parking.
- 12.2.8 No Valid TU Permit/hangtag.....\$75  
 Issued to any vehicle not displaying or not linked to a valid Towson University permit in areas requiring a parking permit.
- 12.2.9 Prohibited Parking (State Regulated Safety) Violation.....\$100  
 Issued to vehicles parked in a fire lane, within 15 feet of a hydrant, in a roadway, or on crosswalks Exceptions made for marked fire/rescue vehicles and police vehicles on official business at Towson University. Illegally parked vehicles are subject to towing and impoundment at owner’s expense.
- 12.2.10 Handicap Space without a Permit (State Regulated Violation) .....\$250  
 Issued to any vehicle parked in an accessible space without displaying a valid state-authorized and state-issued accessible permit or license plate; with or without a valid TU permit. Illegally parked vehicles are subject to towing and impoundment at owner’s expense.
- 12.2.11 Handicap Transfer Area (State Regulated Violation).....\$250  
 Issued to any vehicle parked in an adjacent transfer area or marked transfer area, with or without a valid accessible permit. Illegally parked vehicles are subject to towing and impoundment at owner’s expense.
- 12.2.12 Handicap Use of Another’s Permit/Lost/Stolen (State Regulated Violation) .....\$300  
 Issued for utilizing an accessible permit issued to another person; improperly obtained from an agency or person other than the issuing state Department of Motor Vehicles or reported as lost or stolen. Accessible

permits may only be used by the individual that was issued the permit or to transport the individual that the permit was issued to. The authorized individual MUST be in the vehicle to park in an accessible space. Dropping off an individual at another location, then parking in an accessible space is not permitted.

**12.2.13 Altered Handicap Permit.....\$300**

Issued for utilizing or being in possession of an accessible permit that has been altered or reproduced. Possession of an altered or reproduced permit may result in criminal charges or other University sanctions. Vehicles are subject to towing and impoundment.

**12.2.14 TU Altered Permit .....\$300**

Issued for utilizing or being in possession of a TU permit which has been altered or reproduced. Possession of an altered or reproduced permit may result in criminal charges or other University sanctions. Vehicles are subject to towing and impoundment.

**12.2.15 Shared/Misuse of Permit.....\$300**

Issued for parking more than one vehicle on campus at a time, and/or utilizing the same permit to park multiple vehicles on campus, including at different times (Shared Permit Violation). Also issued when a student or a faculty/staff member uses a visitor department code or those who use a "SmartWay" Visitor permit for an ineligible fuel efficient vehicle. Family members may not "share a permit" even when they are driving to campus at different times of day. Also applies to using someone else's Millennium Hall permit to park on campus.

**12.2.16 TU Using Permit of Another/Lost/Stolen .....\$300**

- Using the Permit of Another
- Registering the Vehicle of Another
- Displaying Lost/Stolen TU permit

Issued for utilizing a TU permit belonging to another person or improperly obtained from an agency or person other than Parking & Transportation Services. Permits may only be used by the registered permit holder and are only transferable between vehicles used by the permit holder. Unless an exception is granted, registered vehicles must be in the individual's name or that of a family member at the same household who is not affiliated with the university. Citation may also be issued or an equivalent fee assessed to the individuals university account, for willfully registering the vehicle of another to his or her parking account.

## 13 Appeal Procedures

Citation recipients have 25 calendar days from the issuance date of violation to request an Administrative Appeal through the University or a District Court Oral Appeal hearing through Baltimore County. Requests for either appeal process may be filed online through the Parking & Transportation Services website or through a written appeal. The selection of one appeal process (TU Administrative or District Court) will forfeit your right to select the other process. Appeal requests received more than 25 calendar days from the citations issuance date will be returned for payment to the associated student, faculty/staff member or vehicle owner. If an individual is not associated with the university, the registered owner of the vehicle will be responsible for payment.

### 13.1 Administrative Appeal Requests

(State Regulated Violations must be appealed through a District Court Hearing).

All appeal requests must be submitted in writing to Parking & Transportation Services through an online appeal or by completing an Appeal Form. Verbal appeals will not be accepted. Administrative appeals will be reviewed by a university administrator. Forms must be fully completed to request an administrative appeal. Incomplete appeals will be rejected and returned via submission method to the individual completing the appeal. All appeal decisions are final.

Appeal decisions will be provided to the appellant via e-mail unless one is not available. It is the responsibility of campus members to check their university e-mail account for appeal responses. If no e-mail address is available, notification will be sent in writing to the address provided on the appeal.

### 13.2 District Court Oral Appeal Hearing Request

All District Court oral hearing requests must be submitted to Parking & Transportation Services. Appellants receive trial dates directly from the District Court to appear at the District Courthouse in Towson, Maryland. Court costs may be imposed unless waived by the judge. Court-imposed fines and court costs must be paid immediately after the trial at the District Court location.

Once a District Court Hearing has been scheduled by District Court, the defendant may not request that Towson University cancel their hearing.

Failure to Appear for District Court Date may result in citations being upheld at the full rate. Court decisions are final.

Citations for "Prohibited Parking," "Accessible Area" and "Fire Lane" can only be appealed through the District Court. Administrative appeals cannot be accepted.

## 14 Unpaid Citations

### 14.1 Overpayment of Citation

Any overpayment of citations will be applied to other outstanding fines on the account (if applicable).

### 14.2 Sanctions

The following sanctions may be applied as a result of unpaid parking citations:

- Outstanding balances may be transferred to the recipient's university bursar account;
- Flagging of vehicle registration with the MVA (MVA fees may apply);
- Transfer to the State of Maryland Central Collections Unit (CCU) (Note: Once balances are transferred to CCU, there will be no further review or consideration given to adjusting the balance and additional CCU fees will apply);
- Restriction of parking privileges from the core campus;
- Revocation of parking privileges on the campus;
- Towing or impoundment at the owner's expense.
- Loss of privilege to participate in applicable special parking programs.

### 14.3 Students

Unpaid citations in excess of 30 days from the citation's issuance date may be transferred to the student's financial account through the Bursar's Office. Registering for classes and obtaining transcripts or a diploma may be placed on hold until all outstanding balances have been paid in full.

If the Bursar's Office collection efforts are unsuccessful, the account will be transferred to the Central Collection Unit of the State of Maryland (CCU). A late collection fee will be imposed and a collection fee not to exceed 20 percent will be charged to the transferred account and the debt may be reported to the credit bureau. Per CCU Rules & Regulations, "under the Unit's legislation, the referring agency loses all authority to waive, forgive, compromise, settle, dictate the collection actions, etc. on the referred account." See the TU Bursar's Office website for further information. **ALL UNIVERSITY SERVICES WILL BE SUSPENDED UNTIL THE OUTSTANDING DEBT WITH CCU HAS BEEN SATISFIED.**

For delinquent accounts, parking privileges may be denied, as well as transcripts and diploma requests. CCU accounts that are paid off through the Bursar's Office with a personal check will require a 30-day waiting period to release the Central Collection hold.

### 14.4 Student's Families

Students will be responsible for any violations associated to a vehicle that is registered through the MVA to a family member at the same address (other than a sibling who is a registered student). Outstanding balances will be linked to the associated student's parking account. Any outstanding fines/fees will be transferred to the students Bursar account and must be resolved for the student to have access to University services. If a citation is issued to a vehicle belonging to a family member and there are two or more siblings who have or are attending the university, the citation will be linked to the most senior active student's account.

### 14.5 Faculty/Staff

Unpaid citations in excess of 30 days from the citation's issuance date may be transferred to the employee's financial account through the Bursar's Office. Once transferred to the Bursar's office, established University

collection processes will be utilized, to include restricting access to University services until the balance is cleared.

#### 14.6 Partner Company Employees

Unpaid citations in excess of 30 days from the citation's issuance date may be transferred to the employee's financial account through the Bursar's Office and parking privileges may be suspended until the outstanding balance has been resolved or paid. If transferred to the Bursar's office, established University collection processes will be utilized, to include restricting access to University services until the balance is cleared.

#### 14.7 Vehicle Registration Flagging Process

Notification will be sent to the Maryland Motor Vehicle Administration for flagging (withholding of the motor vehicle registration renewal) for any vehicle with in-state tags that has citations over 30 days old and have not been paid, or are not in pending appeal results. The owner will not be permitted to obtain new tags or validation stickers until all outstanding violations have been paid in full.

The University is not required to send warning letters to the registered owner before outstanding violations are referred to the Motor Vehicle Administration.

The Motor Vehicle Administration will issue a letter to the registered owner of the vehicle within 45 days before the registration renewal stating the violation(s) must be cleared.

Outstanding citations must be paid in full at the University, before a flag release will be issued.

The owner is subject to additional fees, for each violation, that may be applied by the MVA. Any MVA fees must be settled directly with the MVA.

A Vehicle Flag Release form (VR-119) must be obtained by one of the following methods:

- In person at the Parking & Transportation Services office;
- Via U.S. Postal Service sent to the registered owner's official address;
- Via facsimile to customer while physically present at the Motor Vehicle Administration. (Customer must provide Fax number).

#### 14.8 Refunds

Outstanding balances with Parking & Transportation Services, the University Bursar account and/or the State of Maryland will be deducted from refunds.



## 15 Towing, Relocation & Impounding of Vehicles

### 15.1 Relocations

Parking & Transportation Services reserves the right to relocate vehicles for any one of or a combination of the following:

- Vehicle is parked in violation of university regulations or state vehicle code.
- Vehicle is parked in any area specifically posted as restricted.
- Vehicle is presenting a safety hazard.
- All relocation fees will be included in the issued citation prior to relocating the vehicle.

### 15.2 Towing & Impoundment

Vehicles may be towed and impounded at the owner's expense for any one of or a combination of the following:

- Vehicle has received 5 or more violations whether the citations have been paid or not.
- Customer has received 5 or more violations whether the citations have been paid or not.
- Vehicle is illegally parked in roadway, fire lane, accessible space or transfer area, areas marked as tow-away zones and any space otherwise marked as reserved.
- Vehicle is displaying a lost, stolen or altered TU permit and / or stolen or altered state-issued accessible permit. These permits may be confiscated by Towson University Police personnel or Parking Services staff. The holder may be referred to The Office of Student Conduct and Civility Education or other university departments for further action, and face other applicable sanctions.
- Vehicles belonging to individuals who have had their parking privileges restricted or revoked whether the vehicle is parked illegally or not.
- When multiple vehicles registered to the same account holder are parked on the campus at the same time. i.e. found to be sharing a permit.
- Vehicles that do not belong to the permit holder or a family member and have been inappropriately added to the account holder's account.
- Any vehicle parked in violation of towable offenses of Towson University's parking regulations or abandoned on campus. The term abandoned, as it relates to motor vehicles, is defined as:
  - Any motor vehicle, trailer or semitrailer which does not have the authority to remain on campus overnight and has not been moved for forty-eight (48) hours and whose owner or other claimant the Towson University Police Department is unable to locate.
  - Any vehicle which has not been moved in forty-eight (48) hours and whose identified owner refuses to move it.
  - Any vehicle which has not been moved for forty-eight (48) hours due to any inoperative condition caused by the removal of necessary parts or a wrecked condition. Vehicles in inoperative condition must be immediately removed from accessible spaces, fire lanes, roadways, service areas, and unpaid meters.
  - Any vehicle on which current license plates are not displayed which has not been moved in forty-eight (48) hours or is displaying the registration plate of another vehicle (as described in the Transportation Article Sec. 25-201.B7.ii).

All towing, storage, and/or impound fees incurred must be paid in full to Towson University or the authorized towing contractor. If a vehicle is impounded on the TU campus, outstanding balances for parking related fines must be cleared prior to the vehicle being released. All parking violation notices must be satisfactorily resolved. Positive identification must be provided before the vehicle is released. Tow fees are not subject to a written or oral appeal process.

## 16 Parking Nearby Commercial & Residential Areas

Students and faculty/staff members are cautioned not to park their vehicles in nearby commercial parking lots or residential communities while on campus. Many of these parking lots and communities have instituted parking programs that restrict parking to patrons or residents during specific times. Violators are subject to significant fines and towing.

Hourly parking is available on Cross Campus Drive. Parking enforcement on Cross Campus Drive is the responsibility of the Baltimore County Police Department and illegally parked vehicles are subject to applicable fines. Towson University parking permits are not valid on Cross Campus Drive.

## 17 Special Events

During a limited number of special events, including, but not limited to, football, basketball, lacrosse games and commencements, parking in designated lots may be restricted to a special event permit and/or may require an additional parking fee to be paid. Signage will be posted in designated areas to notify the campus community of the event parking restrictions. Vehicles not removed from the restricted area are subject to being issued a citation and towing at the owners expense.

During these events, individuals with a valid TU permit who do not have the appropriate event permit or who do not wish to pay the event-parking fee may park in other valid parking areas on campus.

## 18 Snow Procedures

In the event of a snowstorm, the university may modify parking assignments and restrictions in order to accommodate snow removal and help ensure a safe environment. Permit holders are responsible for monitoring emails and university announcements regarding restrictions and modifications.

Resident students' vehicles parked in open lots and on the roof levels of garages may be required to move to a covered marked space inside one of the campus' garages. Vehicles not parked in a legal space are subject to citations and towing at the owners expense. These vehicles must be relocated back to their appropriate parking area within 24 hours of the university reopening or they will be subject to citations and/or towing.

## 19 Scooter Regulations

### 19.1 Definition: Scooters are defined as:

Self-propelled by a motor with a rating of more than 1.5 brake horsepower and a capacity of at least 49 cubic centimeters piston displacement.

Has a singular front steering road wheel mounted in a fork assembly that passes through a frame steering bearing and to which is attached a handlebar or other directly operated steering device.

Has a seat that is straddled by the driver.

Except for a windshield or windscreen, does not have any enclosure or provision for an enclosure for the driver or any passenger.

Motor scooter must be registered with Parking & Transportation Services and display a valid parking permit to park on campus. The parking permit will be issued free of charge. Without this registration sticker affixed to the motor scooter, the scooter is subject to citations and impoundment if parked on the campus.

Motor scooter must be in designated motorcycle or motor scooter parking areas. Scooters may not be parked anywhere else and are specifically banned from bicycle racks. Motor scooters parked anywhere else but in a designated motorcycle parking area or motor scooter parking area are subject to citations, impoundment, and/or towing.

### 19.2 Policies

Scooters are expressly forbidden from parking or operating in the following areas:

- In an area where signs are posted indicating that motor scooter parking is prohibited.
- In such a manner as to block or otherwise impede normal entrance to or exit from any building on university property.
- On any building access or egress.
- On any sidewalk, bicycle path, walking path, stairway, patio area, or pedestrian area.
- On any landscaped area.
- So as to interfere with or impede the normal movement of disabled persons, pedestrians or bicyclists upon ramps, stairways or curb cuts.
- Chained or otherwise locked, or attached to any handrail, tree, bush, door, signpost, lamp, telephone pole, lamppost, fence, or other object not maintained or designated for the purpose of securing motorized cycles.
- In any lobby, hallway or room of any building.

If your preferred parking area is full, it is your responsibility to park in an alternate motorcycle parking area.

### 19.3 Removal/Impoundment

Parking & Transportation Services is authorized to impound unregistered motorized scooters/cycles and those improperly stored and remove them to an area designated for storage, to include an off campus towing and storage company. The prevailing impoundment fee shall be charged to the owner prior to the release of any impounded motorized scooter/cycle. Motorized scooters/cycles that are impounded may be recovered only upon proof of ownership and after required fees are paid.

## 20 Tailgating

The University permits tailgating in designated parking lots at selected sporting events held at Johnny Unitas® Stadium & SECU Arena. When permitted, signs will be posted in the stadium or arena area to indicate the lot is designated for tailgating. To ensure a safe environment, a [tailgating policy](#) has been established by Towson University.

## 21 Out-of-State Vehicles

Maryland law requires that most vehicles be titled and registered in this state if they will be kept in Maryland more than 60 days. A non-resident permit enables a licensed driver to maintain and operate a vehicle with out-of-state registration for more than 60 days in Maryland, without titling and registering it in this state. To obtain a non-resident permit, you must have an out-of-state driver's license and meet one of the following criteria:

Student – You are enrolled as a student in an accredited school, college or university in Maryland, the District of Columbia, or in a bordering state, or you are serving a medical internship in Maryland. Note: medical residents are not eligible for a non-resident permit.

Temporary Employee – You are temporarily employed in Maryland.

Visitor – You have a permanent dwelling in another state and are visiting Maryland as a vacationer, to receive medical treatment or for another legitimate reason.

To obtain a permit and additional information regarding Out-of-State permits, please go to the [MVA website](#).

## 22 Roadside Assistance

Parking & Transportation Services and the University Police provide limited roadside assistance to members of the campus community. Services will only be provided at locations that are on the University's main campus property or Cross Campus Drive. Individuals requesting service will be required to provide identification and verification that they are either the owner of the vehicle in question or are authorized to use the vehicle. Services provided include jump starts (hot shots), lock out assistance, transportation to the nearest fueling station and tire inflation. Department staff has discretion when providing service and may deny service at any time for any reason. The University and those providing the service are not responsible for any damage that may occur while providing services.

## 23 Suggestions

Suggestions on methods of improving the parking management program and transportation services on campus are welcomed by the Parking & Transportations Services office. Suggestions should be addressed to:

Director of Parking & Transportation Services

University Union Garage,

Towson University

8000 York Road

Towson, MD 21252-0001

APPROVED: July, 2017 PAMELA MOONEY

Director, Parking & Transportation Services