

Towson University Parking Regulations

2026 / 2027



The Parking Regulations provide essential information regarding parking at Towson University. The use of parking facilities mandates adherence to all Parking and traffic regulations.

1. Responsibility for Damages

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

Authority: ***Pursuant to Maryland Transportation Code Annotated Section 26-301:***

This statute grants the authority to issue citations for violations of ordinances or regulations 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 to:

- Regulate vehicle parking
- Impound vehicles parked in violation of regulations at the owner's expense
- Regulate the towing of vehicles from publicly and privately owned parking lots
- Authorize officers to issue citations for violations of adopted ordinances or regulations

1.1.1 Purpose

Towson University's parking regulations are designed to ensure the efficient use of parking areas, the safe movement of vehicles and pedestrians, and overall campus safety. These regulations must always be followed, including during exam periods, registration, summer and winter sessions, and inclement weather.

Failure to comply with parking regulations constitutes a violation and may result in fines and/or university sanctions. When interacting with Parking Services employees, students, faculty, and staff are expected to uphold the university's standards of conduct.

- Students who violate the Code of Conduct may be referred to the Office of Student Accountability & Restorative Practices.
- Faculty and staff engaging in misconduct may be referred to their dean, department head, or the Department of Human Resources for appropriate action.

Parking regulations are subject to change. For the most up-to-date information, visit the Parking Services website at www.towson.edu/parking.

1.1.2 Parking Administration & University Police

Parking Services operates under the Department of Public Safety and is located on the first floor of the Union Garage. This office handles all administrative and operational functions, except for special group permit sales.

Special group permits, with prior approval from Parking Services, must be purchased through the **Auxiliary Services Business Office (ASBO)** in **West Village Commons, Suite 309**. For current business hours, please visit the **ASBO website**.

The following transactions must be completed online through the **Parking Services website**:

- Purchase of long-term permits for campus affiliates
- Citation payments
- Appeal submissions (*Verbal appeals will not be accepted*)

Towson University Police Department

The **Towson University Police Department (TUPD)**, located in the **Public Safety Building**, operates **24/7**. For assistance:

- **Non-Emergency:** 410-704-2134
- **Emergency:** 410-704-4444
- **Website:** [Towson University Public Safety](#)

In the event of an accident, property damage, or theft, contact **TUPD immediately**.

2 Contacts, Key Terms, & Definitions

Parking Services is located on the **ground floor of the Union Garage**. For parking-related questions or concerns, contact:

Phone: 410-704-PARK (7275), **Option #1**

☐ **Email:** upark@towson.edu

The **Auxiliary Services Business Office (ASBO)** handles financial transactions and is located in **West Village Commons, Suite 309**. For assistance, contact:

Phone: 410-704-2284

☐ **Email:** OneCard@towson.edu

2.1 Virtual Permits and License Plate Recognition (LPR)

A **virtual permit** is a non-physical parking permit linked to a user's vehicle license plate. It serves as the primary method for identifying permit holders and ensuring vehicles are parked in compliance with campus regulations.

To facilitate accurate verification, the vehicle's license plate must be visible from the driving lane. If a vehicle is registered in a state that does not require a front license plate, the driver must **park head-in** so that the rear license plate is visible.

Towson University employs **License Plate Recognition (LPR) technology** to scan license plates and confirm proper parking authorization. Vehicles not properly aligned or lacking a valid virtual permit may be subject to enforcement actions.

2.2 Hangtag

The term "hangtag" is used to describe a physical hanging parking permit issued for use on vehicles belonging to certain Towson University affiliates, such as board members, vendors, and university vehicles. Hangtags are issued by Parking Services to identify if vehicles are properly parked and to regulate parking at Towson University.

2.3 Carpooling

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 Services, at its discretion, will determine if a carpool application will be approved. Individuals who are not officially part of a carpool but use the same permit may be sanctioned for sharing a permit.

2.4 Visitor

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

2.5 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).

2.6 Resident Student

A resident student is defined as anyone taking courses at the University and living in residence halls/apartments located on university property. This includes those managed by outside contractors.

2.7 Parking Violation Notice/Citation/Ticket

A parking violation notice, citation, and ticket are State of Maryland documents used to cite vehicles for violation of Towson University or State of Maryland parking regulations.

2.8 Reserved Spaces

The term “reserved spaces” refers to parking spaces always restricted for use by a specific individual, type of permit, and/or type of vehicle. Reserved spaces are enforced 24/7.

2.9 Time-Limited Spaces

Parking spaces that are designated for the express purpose of loading/unloading items are defined as “time-limited spaces.” Associated permits for these spaces may only be used for a single designated time frame per day; thereafter, the vehicle must be moved to a legal space without time limits.

2.10 Motorcycle/Scooter Spaces

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

2.11 Late Fee

A late fee is the administrative fee to be applied to all outstanding parking citations with a balance due after the designated time frame to make payments. Late fees must be paid in full along with the citation fine and cannot be appealed.

2.12 Towing Fee

A towing fee is the 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 cannot be appealed.

2.13 Relocation Fee

A relocation fee is an administrative fee charged by an authorized towing company to relocate a vehicle on university property. The fee is issued separately in a citation. Relocation fees are payable to the university and cannot be appealed.

2.14 Core Campus

The Core Campus includes university property bordered by Osler Drive, Towsontown Boulevard, Burke Avenue (10 West/Lot 15), York Road, and Cross Campus Drive, as well as Lot 1, the Administration Building, and the Center for the Arts and associated lots.

2.15 West Village

The university property is bordered by Osler Drive, Emerson Drive, Towsontown Boulevard, and north of Auburn Drive, excluding Lot 1. (Note: Millenium Hall parking lot is a not affiliated with the university. Management of Millenium Hall reviews their lot and will tow any violators)

2.16 Athletic Precinct

University property west of Osler Drive, including areas adjacent to Auburn Drive, excluding Osler Medical property. (Note: Osler Medical is not affiliated with the University. Osler Medical reviews their lot and will tow violators.)

2.17 Campus Tour Participant

This categorization includes anyone visiting the University campus who is not a student or a paid employee. This person is a guest of the university and is scheduled to participate in a campus tour. Guests are provided and should use the appropriate Campus Tour parking permit and park in the location designated on the permit.

2.18 Uptown Garage/Lot Parkers

The University has agreements with Uptown parking organizations to provide close parking to university employees assigned to the 401/Armory locations. Only TU employees assigned to and approved by Parking Services may obtain a TU coordinated permit to park in this location. Those who wish to utilize the designated Uptown parking locations must purchase a Towson University parking permit at their applicable rate. Uptown parking is managed and operated by non-Towson University entities. As such, those parking in Uptown parking garages/lots must follow the regulations of the management company.

2.19 Campus Visitor

This categorization includes anyone visiting the University campus who is not a student or a paid employee. This person is also not the guest of a university employee or department providing them with paid parking arrangements (See Department Guest).

2.20 Department Guest

This individual is categorized as a person who has been directly invited to visit the campus by a university department and is provided with a department code to cover their parking fee. Students and university employees of any kind are not considered guests at any time and may not utilize departmental visitor guest codes. Additional definitions may be found in the University Parking Policy.

2.21 Bus Slip

These are areas specifically designated for use by 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.

2.22 Immediate Pick-Up/Drop Off

Drivers may stop in designated and marked Pick-Up/Drop-Off zones for passengers waiting or will be immediately exiting the vehicle. The driver may not leave the vehicle and may not wait for the passenger to arrive at the zone. The passenger must be waiting at the location. The driver can stop to pick up passengers but cannot wait, stand, or park the vehicle while waiting for passengers. Please observe all signage and adhere to time limits.

2.23 Electric Vehicle Spaces

Spaces specifically designated for electric vehicles, which must be plugged in and charging at any given time while occupying the space. There is a one-time daily usage and four-hour time limit for electric vehicle spaces. After four hours, the vehicle must be moved to an approved parking space. Vehicles are not permitted to move from the charging spaces and return within the same day.

3 Parking Regulations

3.1 General Information

Parking regulations are subject to change. As necessary, Parking 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 website or on the University Policy website. The approved parking policy takes precedence over the regulations.

All vehicles must comply with Towson University's parking regulations. Any violation of these policies 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 Accountability & Restorative Practices or Human Resources for further action.

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

If a vehicle is parked in violation of any regulation without receiving 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, oversized vehicles, golf carts, etc.) not specifically addressed is at the discretion of Parking Services.

Individuals may cancel a term 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 canceling their permit with the Auxiliary Services Business Office and canceling any payroll deductions or installment plans, if applicable. The individual or business who purchased the permit will be issued a refund. For specific information regarding refund amounts, please visit the Auxiliary Service Business Office at 410-704-2284 or contact Parking Services at 410- 704-PARK, select option#1 or www.towson.edu/parking. Daily, weekly, and monthly permits are NOT eligible for refunds.

At the discretion of Parking 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 freshmen (29 credits or less completed credits) are not allowed to purchase a permit or have a vehicle on campus unless they apply for and meet specific criteria for an exception granted by Parking Services.

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

Construction workers should park in 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 a designated lot(s) at the applicable daily, weekly, or monthly rate. Construction workers may not park in visitor spaces at any time on the main campus, whether they have a paid permit or not. Large construction groups should coordinate directly with Parking Services.

Permanently marked non-campus delivery vehicles are not required to have a permit. These vehicles may park in loading docks or a legal space for up to 20 minutes solely for making deliveries.

Delivery vehicles may not park in fire lanes, on sidewalks, or in accessibility spaces or streets outside of buildings. Vehicles parked in these areas may be cited and/or towed at the owner's expense. Companies providing services or 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 one is prohibited. 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 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 or park in a space that has been posted as closed and/or barricaded by traffic control devices and/or staffing. Vehicles parked in restricted areas are subject to citations and towing at the owner's expense. The university is not liable for any damage resulting to vehicles that are towed off campus or relocated on campus.

A parking space is defined by two parallel lines. Parking outside two parallel lines is prohibited. 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 directly from the drive lanes. Vehicles not parked in a manner to allow easy access to an LPR scanner may be cited and possibly towed at the owner's expense.

Specific spaces (for safety reasons) are designated for compact 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 Services.

Parking in any area not indicated by clear parking signage is **prohibited**.

All traffic and parking control devices on campus must be obeyed. Speeding in garages is prohibited and is monitored. The speed limit in garages is 5 mph, and the speed limit on campus roadways is 15 mph.

3.2 Virtual Permit System and Vehicle Registration

Students, faculty, staff, certain Towson University affiliates, and those purchasing a Pay by Plate visitor permit are eligible to purchase a virtual permit. As such, you will not receive a physical hangtag to display on your vehicle. In addition to your receipt, you can access your TU parking account for information on your permits, linked vehicles, citations, appeals, etc.

The virtual permit system uses License Plate Recognition (LPR) technology to match vehicle license plates to a valid Towson University parking permit and determine if the vehicle is parked in the 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 bought the permit, except those 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 Services that does not belong to you or same household 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 involved with sharing a permit are also subject to administrative fees and other university sanctions due to this permit violation.

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 their own permit and register at least one vehicle to their 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 the citation fine being upheld.

Parking Services recognizes that some individuals may drive different vehicles to campus. To accommodate this situation, up to five vehicles for both Faculty/Staff members and for students— owned by you or an individual who is not a current student, faculty, staff, or employee of a TU partner company—may be registered to your permit (motorcycles included). Students can submit a request to add additional vehicles through the Vehicle Request Form.

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 five vehicles; however, these must be properly registered with Parking Services. At its discretion, Parking Services may make exceptions and/or implement restrictions regarding the number of vehicles registered on an account.

3.5 Hangtag Placement

If approved for a hangtag permit, it must be clearly displayed on the inside rearview mirror of the vehicle with the permit number and lot designation completely unobstructed and 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 visible. Hangtags must be removed when your vehicle is in motion.

4 Parking Permit Registration and Fees

4.1 General Information

A valid parking permit is required to park anywhere on campus from 7 a.m. to 5 p.m. Monday through Thursday and 7 a.m. to 3 p.m. on Fridays. Some parking areas, as indicated by signage, are always restricted to specific permit holders. Overflow spaces do not require a permit after 5 p.m., however, reserved spaces, fire lanes and accessibility spaces will continue to be monitored to prevent misuse and illegal parking.

If all spaces are full in areas designated for your permit type, *Overflow* parking is available in all Athletic Precinct lots (excluding a portion of Lots 7 and 8). Overflow parking is designated by signs that state “All TU Permits Valid in This Area.”

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

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. If 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—including but not limited to a student, visitor, faculty/staff member, special programs participant or alumni with a permit whose status changes at any time—is required to exchange their original permit for one that is appropriate for their new status within five business days through the Auxiliary Service Business Office. Applicable charges or credits will be assessed at the time of exchange. Permits are only valid in areas based on the permit type.

Faculty/Staff who separate from the university must cancel their permit upon separation and, if applicable, complete a parking permit return/exchange online form. Parking Services will not automatically cancel parking permits that have been paid in full. Refunds will be minus any outstanding balance if applicable and will be issued based on the date the permit is cancelled. Refunds are not available after certain dates. See the Parking Services website for more information.

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

Parking Services will cancel permits for non-payment. The 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 parents. 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 permits are subject to university sanctions.

Visitor spaces are intended for visitors; however, students, faculty, and staff members may also use “authorized” visitor spaces (department guest spaces are not available for use by general visitors, students, or Faculty/Staff) by paying the prevailing rates via the pay by Phone System. Construction vehicles—marked or personal—are not permitted to park in visitor spaces at any time. If, for some reason, the online reservation system or Pay by Phone App is malfunctioning, it should be reported to the Parking Services office (located on the lower level of Union Garage) immediately. Nonfunctional online reservation systems or nonfunctional pay-by-phone apps do not excuse parking violations. In such an instance, contact Parking Services or utilize the Pay by Phone app to obtain a valid permit. Visitor, Vendor, or TU Vehicle permits obtained using a parking code may not be used by individuals currently associated with the university. This includes 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 Services, will only be valid in *overflow* parking areas at the Athletic Precinct of Towson University before 3 p.m., Monday through Friday. Faculty/Staff members will only be allowed to purchase a maximum of two 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 two nights is prohibited unless the vehicle is registered with a valid Resident Parking Permit, or the vehicle owner has requested and been granted an exception by Parking 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 always display the appropriate permit. Reserved spaces include Gold Permit, Vendor, TU Vehicle, Resident Life, Accessibility spaces, and numbered vehicle spaces with a yellow-bottom sign. These spaces are enforced 24 hours a day, seven days a week, and vehicles not permitted to park in these spaces may be cited or towed at the owner's expense.

5.2 Electric Vehicle Charging Stations

Vehicles parked at the Electric Vehicle Charging Stations on campus must be plugged in and charging the entire time the vehicle is parked. They must have a valid TU parking permit and must be moved to a regular parking location (based on vehicle permit type) before the 4-hour maximum time limit has been exceeded.

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 CORE

Vehicles parked in CORE areas must be registered with a valid core virtual permit, TU Vehicle, Vendor, or Board member parking permit.

5.5 Resident

Vehicles parked in Resident areas must be registered to a valid area-specific resident virtual parking permit, TU Vehicle, Vendor, or board permit. Resident areas are always restricted to lot-specific, valid TU resident permits.

5.6 Overflow

Overflow parking spaces are located at the stadium lots 4, 5, 7 and 8. Stadium Lot monthly and weekly permits are only valid in the overflow areas at the Athletic Precinct prior to 3 p.m. Monday through Friday.

5.7 Motorcycle/Scooter

Motorcycles and scooters parked in motorcycle spaces must have a valid motorcycle permit.

5.8 General Services (Lot 13)

Vehicles parked in the General Services Lot must be registered to General Services, a TU Vehicle, have a vendor permit, or have a valid board member permit.

5.9 General Services (Lot 13) Visitor Spaces

Except for those with a General Services permit, vehicles parked in Lot 13 in the designated Visitor spaces must display either a visitor permit or another valid campus permit and be conducting business in the General Services or Public Safety buildings. Employees of these buildings may not park in visitor spaces.

5.10 Public Safety (Lot 12)

Vehicles parked in the Public Safety lot must be registered to Public Safety, a TU Vehicle, and have a vendor permit or a valid board member permit.

5.11 Loading Areas

Any vehicle parked at a limited time space must have time remaining on the designated loading permit. A time-limited loading permit must be obtained from the parking app. Receipts do not need to 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 and only utilize a loading permit once per day.

5.12 Pay by Phone Visitor Areas

Any vehicle parked in a visitor space must have time remaining on an authorized TU visitor permit. Pay-by-phone permits are virtual and require the license plate to be entered into the app. *Overflow* visitor parking permits from the Athletic Precinct or West Village Garage are not valid in *core* campus parking areas until after 3 p.m.

5.13 Department Guest Spaces

Vehicles parked in spaces designated for department guests must have a department guest visitor permit obtained through the online reservation system and paid for via the use of a departmental visitor access code. The usage of departmental visitor access codes is restricted to non-affiliates of Towson University. Faculty, staff, students, and anyone receiving pay or education credits (of any kind) are prohibited from using department visitor codes at any time.

5.14 Landscape Services

Vehicles parked in the Landscape Services Area (lot 7) must be registered to Landscape Services, a TU Vehicle, or have a vendor permit or a valid board member permit.

6 Student Permit Restrictions and 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. Permit purchase notification will be provided to the student via TU email address unless one is not

available. It is the responsibility of campus members to check their university email account. If no email address is available, notification will be sent in writing to the official university address.

6.1 CORE Parking Permit

Core permits are available to veterans, participants of the Golden ID program, designated high school college programs and students who have 30 or more units and 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, Barton, Douglass, Marshall, and Harris Houses. Core permits are valid at all times in designated *core* areas and *overflow* parking areas. Core permits are also valid 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 for commuters are available to students with less than 30 units or students with 30 or more units 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 Athletic Precinct lots, except in areas designated for Faculty/Staff. Overflow permits are also valid after 3 p.m. in posted *core* areas and in Faculty/Staff areas outside the restricted hours posted on signage.

6.3 Stadium Lot

Weekly and monthly stadium lot permits are available to faculty/staff or any students not living in residence halls, including those managed by outside contractors. Permits are only valid in the athletic precinct (stadium lots) in overflow spaces only, except designated faculty staff for employees and where signs state “all TU permits valid in this area.”

6.4 West Village Resident Permit

West Village Resident permits are available to students with more than 30 units earned credits who reside in university housing and those who are unable to obtain a permit for

Millennium Hall. West Village Resident permits These permits are valid at all times in designated resident parking areas of the West Village Garage and all Athletic Precinct overflow lots as posted. West Village Resident permits are valid in core areas after 3 p.m. and in Faculty/Staff areas outside the restricted hours posted on signage.

6.5 Resident Lot 15 (10 West) Parking Permit

Resident Lot 15 permits are available to eligible students with 30 units or more who reside in 10 West Residence Building. Resident Lot 15 permits are valid in Lot 15 and all overflow parking areas, as posted, where all permits are valid. Resident Lot 15 permits are also accepted in core areas after 3 p.m. and in Faculty/Staff areas outside the restricted hours posted on the signage at the entrance of the lot.

6.6 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 and can only be used by the person to whom it was issued. Millennium Hall permits are valid in the Millennium Hall lots and all Athletic Precinct (Stadium Lots) overflow parking areas as posted. 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 and 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 who are registered and meet criteria through the Graduate Assistantship Office, members of Campus Ministries, partner company employees (food services, cleaning services, consulting services) and Construction Managers, as requested through Facilities and approved by Parking Services. Permit purchase notification will be provided to the Faculty/Staff member via TU email unless one is not available. campus members are responsible for checking their university email account.

If no email address is available, notification will be sent in writing to the official university address or where applicable to non-affiliates mailing address on file.

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 Stadium Lot monthly overflow

(limited to 2 per academic year) or Stadium Lot weekly overflow permits. If extenuating circumstances warrant, an exception request for additional Stadium Lot monthly permits must be submitted and granted by the Director of Parking 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 Stadium Lot weekly and monthly permits. Graduate Assistants are not eligible for payroll deduction or installment as payment options for parking.

Annual permits will be pro-rated weekly, beginning the second Saturday of September. Overtime, offload payments and chair stipends 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 through the online Parking Permit Return/Exchange form. Any remaining value of a permit is contingent upon the permit being cancelled prior to refund cut off dates. Any outstanding balance with the University may be deducted from the refund.

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 and Installation 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 by completing the online Parking Permit Return/Exchange Form, indicating cancellation of payment plan and permit. Permit fees will continue to accrue until the permit is cancelled. It is the employee's responsibility to ensure installment payments are made in full and on time. Non-payment of installment plans will result in the permit being cancelled and full payment of the remaining balance up front should the employee wish to purchase a new permit.

7.4 Employee Special Status

7.4.1 Retirees (Faculty and Staff)

All retirees of TU (faculty and staff) are eligible for free faculty and staff parking permits, as long as they are not working in an Adjunct Faculty or other part-time status as a TU employee after retirement. Retiree permits are allowed in all faculty/staff and overflow spaces.

7.4.2 General Services Employees

General Services Employees - Employees who work in General Services will be assigned a *General Services* permit valid in lot 13. 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 12.

7.4.3 Public Safety Employees

Employees who work in Public Safety will be assigned a *Public Safety* permit valid in lot 12. 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 valid in the General Services spaces in lot 13.

7.4.4 Resident Life Employees

Employees who are approved by Housing & Resident Life to purchase a Resident Life permit are valid in designated Resident Life spaces. If there are no Resident Life spaces available for employees near housing building locations, employees will have to utilize Faculty/Staff parking spaces on the core campus. Resident Life permits are not valid in Public Safety in Lot 12 or the General Services spaces in Lot 13.

8 Motorcycle Parking

Motorcycles must be in the designated motorcycle space on the *core* campus—the stadium areas and West Village Garage. Motorcycles 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 7 a.m. to 5 p.m. Monday through Friday. Visitor permits are also valid in *overflow* areas, *core* 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 visitor permits are not permitted to park in Dept Guest spaces. However, visitors with a departmental guest parking pass purchased with an access code may park in either a regular visitor space or a departmental guest parking space. Visitor permits for the Athletic Precinct (Stadium Area) or West Village are only valid in the Athletic Precinct and West Village visitor areas or overflow areas prior to 3 p.m.

Visitors are required to park in designated visitor areas with a valid Towson University visitor permit. Daily visitor permits may be obtained through the Pay by Phone App. Weekly or monthly Stadium Lot visitor permits are only valid in overflow parking areas in the stadium area and must be approved by Parking Services and purchased from the Auxiliary Services Business Office in person.

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. If an individual has been *“restricted from core parking areas,” that individual can only park in overflow areas no matter the time of day.*

9.1 Visitor Parking Locations/Zones

9.1.1 Main Campus

Main campus visitor areas include Union Garage, Towsontown Garage, Glen Garage, Administration Building visitor lot 9, Lot 3, and Lot 1. Visitor permits purchased for any of these locations are valid in all visitor and overflow spaces on campus.

9.1.2 Lot 17 (Glen Drive)

Lot 17 visitor area is 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 for Lot 17 are valid in all visitor and overflow spaces on campus.

9.1.3 Athletic Precinct (Stadium) and Overflow

Overflow visitor areas are in the Athletic Precinct lots near the stadium. Visitor permits purchased in the Athletic Precinct 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 core spaces. These permits are also valid in Faculty/Staff spaces after posted hours.

10 Accessible Parking

In accordance with the Americans with Disabilities Act (ADA), Towson University has designated specific accessible parking spaces throughout campus. Individuals who have state-issued accessibility license plates/placards and possess a valid TU permit may park in any designated accessible space. 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 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 displayed with all pertinent serial numbers and verbiage 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 Services staff or other university officials upon request. Failure to provide the required documentation may result in a citation being issued and/or the vehicle being towed.

Individuals found to be abusing an accessible plate/placard may be subject to other university sanctions.

Pursuant to Maryland law, vehicles displaying a valid accessible license plate or placard may park at an unpaid single-space meter for up to twice the duration. This law does not apply to parking lots or spaces that are controlled by mobile permit purchase apps.

11 Special Parking Permit Restrictions and Eligibility

Parking Services at its discretion may issue other special permits and determine associated restrictions.

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 at the applicable rate (the use of department codes is prohibited) and park in visitor spaces.

11.2 TU Vehicle Permits

TU Vehicle permits are available for partner 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 for access to supplies, equipment that can't easily be carried. TU Vehicle permits are not available for use with personal vehicles. TU Vehicle permits allow parking in any legal and non-reserved spaces in Faculty/Staff, core, 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 and department guest spaces.

11.3 Vendor Permits

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, core, 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, or they may purchase a *construction worker* permit through the online reservation system if approved. At the discretion of Parking Services, construction worker permits may be restricted to specific parking locations. Available permits include weekly or monthly permits at the regular rate. Verification must be provided through Facilities Management to Parking 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 submit a non-affiliate parking permit online request and obtain approval from Parking Services, for an outside construction manager to purchase a permit.

11.6 Pickup/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 including 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. Alumni are eligible to purchase their overflow permits at half off the commuter rate with proper alumni documentation or TU ID.

11.8 Golden ID

Institutions within the University System of Maryland offer special privileges to senior citizens including 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 permit at half the cost of an overflow permit for parking in the overflow lots or a full rate core permit.

11.9 Emeritus / Retiree

Qualified Emeritus/Retirees are individuals who retired from Towson University and 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” faculty/staff parking permits at no cost. Emeritus faculty are also eligible to purchase Faculty/Staff permits at no cost.

11.10 Retired Faculty/Staff

Faculty Emeritus and Retired Staff are eligible for parking at no charge as long as they are not currently working as Adjunct Faculty or other Part-Time TU employee position. Permits are available for “purchase” starting with each new Academic Year through the eParking portal.

Retired Faculty/Staff Permits may be used to park in any Faculty/Staff or Overflow parking space.

11.11 Green Permits

Approved participants of the Tigers Go Green program are eligible to receive a discounted parking permit. The current discount for Tigers Go Green is 20% off the applicable rate. Tigers Go Green permits are issued for approved EPA certified *SmartWay Elite* vehicles. Participants of the program receive four free parking codes each academic year for when they need to drive another vehicle that is not *SmartWay Elite* to campus. If any participants of the 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. Go Green Permit holders can park in Electric Vehicle charging spaces across campus for 4 hours.

11.12 TU Access Permit

TU Access Permits are available to non-affiliate vehicles and/or TU affiliate personal vehicles to have reasonable access to building locations on campus to allow employees to complete business-related tasks, particularly loading & unloading for up to 90 minutes (about 1 and a half hours) in designated loading dock, TU Vehicle, Vendor, and general visitor spaces on campus. The Towson University Project Manager or authorized department rep must submit a parking permit request and obtain approval from Parking Services for TU department affiliates and outside non-affiliates to obtain this permit.

12 Parking Violations and Fines

To efficiently utilize parking resources and provide safe and available on-campus parking, parking regulations are enforced year-round. University citations are state issued violations and 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 Services or if an affiliate, has been linked to the vehicle through Motor Vehicle records. This includes vehicles that belong to a family member. If the vehicle can't be associated to a campus member, the registered owner will be responsible for violations.

Any vehicle 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 a 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 issuance date. Choosing one review process waives the right to the other process. If a District Court hearing is chosen, it may not be canceled once the hearing has been scheduled by the District Court. If an appeal is not submitted, payment of the citation fine must be made within 30 calendar days of the violation issuance date. If an appeal is submitted and the fine is not waived, then payment if not already paid, must be made within 10 calendar days of an appeal decision. Verbal appeals will not be accepted. Any outstanding citation that is 31 or more days old from the issuance date will have a \$30 late fee applied. Outstanding fines and fees may be transferred to the Student &

University Billing Office, MVA, or state collections as applicable. This includes those in an appeal status.

12.1 Serious infractions

Parking 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 Sustainability Transportation/Green Initiative program rules, erroneous use/distribution of departmental visitor codes & pay by app permits, 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 before 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 sustainable transportation privileges (if applicable); suspension and/or forfeiture of departmental code privileges (if applicable) and referral to The Office of Student Accountability & Restorative Practices or Office of Human Resources, as applicable. Additional violations may result in additional fines, vehicle towing at the owner's expense, and additional sanctions.

12.1.1 Restricted from Core and Revoked Parking

Sanctions can also result in an individual being:

- Restricted from parking on the Core (main campus), which means that they are no longer permitted to park in *core* areas of the campus, to include Core Commuter, Faculty/Staff & Visitor spaces and only allowed to park in overflow areas no matter the time of day.
- Restricted from parking on the Core (main campus) and West Village garage, which means that they are no longer permitted to park in core areas and west village garage of the campus, to include Core Commuter, Faculty/Staff, Overflow, Resident, & Visitor spaces. Vehicles will only be permitted to park in designated overflow areas near the TU Arena /Johnny Unitas Stadium no matter the time of day.
- Revoked parking is also a sanction which prohibits an individual from parking anywhere on TU's campus. Both sanctions can be implemented for up to 12 months. Any further continued infractions may extend sanctions at the discretion of Parking Services to exceed 12-month period.

12.2 Fines

12.2.1 Parked in More Than One Space... \$20

Issued to any vehicle that is not parked within the two lines designating a parking space. (Range of citation fee for a parked in More than One Space from \$20 to \$40)

12.2.2 License Plate Blocked\$20

Issued to vehicles when the license plate is not readable by the license plate video system directly from the driver's lane.

12.2.3 License Plate Not Visible\$20

Issued to vehicles with hidden license plate/single plate facing inwards. Vehicles with a single plate are required to pull into a parking spot rather than back in, so that their license plate is facing outwards, is visible from the drive lane, and can be scanned by the license plate recognition system.

12.2.4 Loading Dock\$75

Issued to a vehicle parked beyond the allowed timeframe in spaces designated for loading/unloading without a loading dock permit or otherwise restricted to a specific amount of time.

12.2.5 Reserved/Restricted Space.....\$75

Issued to vehicles parked in a reserved or restricted space or area without proper authorization. To include parking in closed areas and spaces designated for specific permits, vehicles, etc.

12.2.6 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.

12.2.7 Misuse of Permit\$100

Issued to any vehicle for misuse of TU Access Permit, department codes on a TU affiliate vehicle, and SmartWay Elite Parking Permits on non-Smart way Elite Vehicles.

12.2.8 Prohibited (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 the owner's expense.

12.2.9 EV-Exceeding 4-hour time limit \$100

Issued to SmartWay Elite Electric Vehicles parked in Electric Vehicle (EV) charging areas beyond posted 4-hour limit. After 4 hours, the vehicle must be relocated to a regular parking spot associated with the permit type so that others may use the charging station. EV charging stations are one-use per day to allow charging access to others.

12.2.10 Relocated-Restricted Parking (Restricted-Closed)\$150

Issued to vehicles relocated from one location to another as a result of parking restrictions associated with a special event or improper parking. This is 2 citations – one issued for restricted-closed and one for the relocation towing fee

12.2.11 Handicapped 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 the owner's expense.

12.2.12 Handicapped 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 the owner's expense.

12.2.13 Handicapped Use of Another's Permit/Lost/Stolen (State Regulated Violation) \$300

Issued for utilizing an accessible permit / p l a t e that was 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/plates 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 and then parking in an accessible space is not permitted.

12.2.14 Altered Permissible Permit.....\$300

Issued for utilizing or having 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.

12.2.15 TU Altered Permit.....\$300

Issued for utilizing or having a TU 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.

12.2.16 Sharing of Permit.....\$100

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). 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.

12.2.17 Using the TU 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 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. The citation may also be issued, or an equivalent fee assessed to the individual’s university account, for willfully registering the vehicle of another to his or her parking account.

Appeal Procedures

Citation recipients have 25 calendar days from the issuance date of the 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 Services website or 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 citation’s issuance date will be returned to the associated student, faculty/staff member or vehicle owner for payment of the citation. If an individual is not associated with the university, the registered owner or linked affiliate of the vehicle will be responsible for payment.

12.3 Administrative Appeal Requests

(State-regulated violations must be appealed through a District Court Hearing).

All appeal requests must be submitted in writing to Parking Services through our eParking Portal website online or by completing an appeal form on the back of the citation and mailing it to Parking Services. 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 the submission method to the individual completing the appeal. All appeal decisions are final. Appeal decisions will be provided to the appellant via email unless one is not available. Campus members are responsible for checking their university email accounts for appeal responses. If no email address is available, notification will be sent in writing to the official university address. If the individual is not an affiliate, the response will be sent to the

address provided on the appeal.

12.4 District Court Oral Appeal Hearing Request

In accordance with state law, citations for “Prohibited,” “Accessible Area,” and “Fire Lane” can only be appealed through the District Court. Administrative appeals cannot be accepted.

All District Court oral hearing requests must be submitted to Parking 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 the District Court, the defendant may not request that Towson University cancel their hearing.

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

13 Unpaid Citations

13.1 Overpayment of Citation

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

13.2 Sanctions

The following may be applied because of unpaid parking citations:

- A \$30 late fee will be applied to outstanding citations that are over 30 calendar days old from issuance date.
- Outstanding balances may be transferred to the recipient's Student and University Billing account.
- Flagging of vehicle registration preventing renewal 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.

13.3 Students

Unpaid citations in excess of 30 calendar days from the citation's issuance date may be transferred to the student's financial account through the Student & University Billing 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 Student & University Billing Office collection efforts are unsuccessful, the account will be transferred to the Central Collection Unit of the State of Maryland (CCU). Additional fees 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 Student & University Billing 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 and transcripts and diploma requests may be denied. CCU accounts that are paid off through the Student & University Billing Office with a personal check will require a 30-day waiting period to release the Central Collection hold.

13.4 Students Families

Students will be responsible for any violations associated with a vehicle registered through the MVA/DMV to a family member at the same address. If a sibling is a registered student and has accepted responsibility for a vehicle, violations will remain the responsibility of that student, unless another campus affiliate accepts responsibility for and resolves outstanding balances. Outstanding balances will be linked to the associated student's parking account. Any outstanding fines/fees will be transferred to the Student & University Billing 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.

13.5 Faculty/Staff

Unpaid citations, in excess of 30 calendar days from the citation's issuance date, may be transferred to the employee's financial account through the Student & University Billing. Once transferred to the Student & University Billing, established university collection processes will be utilized, including restricting access to university services until the balance is cleared.

13.6 Partner Company Employees

Unpaid citations more than 30 calendar days from the citation's issuance date may be transferred to the employee's financial account through the Student & University Billing Office, and parking privileges may be suspended until the outstanding balance has been resolved or paid. If transferred to Student & University Billing, established university collection processes will be utilized, including restricting access to university services until the balance is cleared.

13.7 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 having citations over 30 calendar days old that have not been paid. The owner will not be permitted to obtain new tags or validation stickers from the state MVA 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.

All Vehicle Flag Release requests are submitted to MVA's vehicle registration processing queue within 48-72 hours, after all outstanding citations have been paid electronically. (Processing may take up to 10-15 business days for processing by MVA).

13.8 Refunds

Outstanding balances with Parking Services, at the Student & University Billing and/or the State of Maryland will be deducted from refunds.

14 Towing, Relocation, and Impounding of Vehicles

14.1 Relocations

Parking Services reserves the right to relocate vehicles for any one 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.
- Relocation fees will be assessed in a separate violation and may not be appealed.

14.2 Towing and Impoundment

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

- Vehicle has received eleven (11) or more unpaid violations.
- The customer has received eleven (11) unpaid violations on a single vehicle and/or on multiple vehicles.
- Vehicles are illegally parked in roadways, fire lanes, 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 Accountability & Restorative Practices or other university departments for further action and face other applicable sanctions.
- Vehicles belonging to individuals with parking privileges restricted or revoked whether parked illegally or not.

- When multiple vehicles registered to the same account holder are parked on the campus at the same time or on the same day, 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 if the vehicle has been 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 the 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, and service areas.
 - 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.

Note: Resolving issues or concerns related to vehicles towed from the Millennium Hall lots, must be handled directly with the Millennium Hall Resident Office.

15 Parking Nearby Commercial and 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.

16 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 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 owner's 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.

17 Snow Procedures

In the event of inclement weather, the university may modify parking assignments and restrictions 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 owner's 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.

18 Tailgating

The University permits tailgating in designated parking lots at selected sporting events held at Johnny Unitas® Stadium & TU Arena.

19 Out-of-State Vehicles

Maryland law requires that most vehicles be titled and registered in this state if they will be kept in Maryland for more than 60 days (about 2 months). 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
- 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](#).

20 Roadside Assistance

Parking 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.

21 Suggestions

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

University Parking Office
8000 York Road
Towson, MD 21252
upark@towson.edu