

**Procedure:** Vehicle traffic and parking

**Procedure Number:** 3364-61-01.01

**Responsible Department:** Executive VP of Administration

**Scope:** All University of Toledo Campuses



**Review Date:** January 4, 2019

**Original Effective Date:** July 28, 2008

(A) Procedures

(1) Parking permit requirements

- (a) With the exception of the circumstances listed below, every individual who parks or expects to park a motor vehicle (whether privately owned, leased or borrowed) on University property, at any time, must obtain a valid parking permit.
  - (i) Parking meters (Enforced 24/7)
  - (ii) Special events approved through the Parking Office
- (b) The Parking Office shall make available the appropriate parking permit upon proper registration application and payment of parking fees, via the online parking system. It is the responsibility of all permit holders to update their permit and vehicle information in the parking system.
- (c) The person to whom a vehicle is registered in the UT parking system is responsible for the citation. It is the responsibility of the registered driver to make sure others operating the registered vehicle understand and obey these regulations.
- (d) A permit does not assure the availability of a convenient parking space, but grants the privilege of parking in a specific area when space is available.

(2) Purchasing a parking permit

- (a) Student permits
  - (i) Students may purchase a permit at [myparking.utoledo.edu](http://myparking.utoledo.edu) or access through the MyUT portal.
  - (ii) Students must be enrolled for the current or upcoming semester to have access to register for a student-parking permit.
  - (iii) Student parking permit purchases are automatically charged the cost of a permit to his/her student account.
  - (iv) Permits may be cancelled by, the student, emailing [parking@utoledo.edu](mailto:parking@utoledo.edu) before the last add/drop date for the given semester.
  - (v) Fees are posted on the Parking Services website ([www.utoledo.edu/parkingservices](http://www.utoledo.edu/parkingservices)) as well as on the parking permit system. Fees vary in both cost and duration of validity.
  - (vi) Student employee permits are for students who are currently working at UT and not registered for on-campus classes during the semester in

which they are working. Students may be enrolled in on-line courses and be eligible for a student employee permit. Payment methods include credit card or electronic check.

- (vii) Permit upgrades can be issued to students with a verified state issued disability placard.
- (b) Faculty/Staff
  - (i) Faculty/staff may purchase a permit at [myparking.utoledo.edu](http://myparking.utoledo.edu) or access through the MyUT portal.
  - (ii) Permits may be paid through payroll deduction or credit card unless otherwise stated in Collective Bargaining contracts.
  - (iii) Fees are posted on the Parking Services website ([www.utoledo.edu/parkingservices](http://www.utoledo.edu/parkingservices)) as well on the parking permit system.
  - (iv) Refund requests are subject to the Permit Registration Terms and Conditions.
- (c) Affiliates
  - (i) Permits can be obtained through the myparking portal at [https://myparking.utoledo.edu/myparking/security/login\\_person\\_local.cfm](https://myparking.utoledo.edu/myparking/security/login_person_local.cfm) once the sponsoring university department receives confirmation of their active status in Banner.
  - (ii) Refund requests are subject to the Permit Registration Terms and Conditions.
- (d) Vendors
  - (i) University departments will provide the supplier a parking permit through the Department Guest Portal.
  - (ii) Refund requests are subject to the Permit Registration Terms and Conditions.
- (e) Guest Permits
  - (i) Guest permits can be obtained from [guestparking.utoledo.edu](http://guestparking.utoledo.edu) for a daily fee.
  - (ii) It is the responsibility of the guest to know where they are able to park on campus. Visit [www.utoledo.edu/parkingservices/parking-permits/docs/where-to-park.pdf](http://www.utoledo.edu/parkingservices/parking-permits/docs/where-to-park.pdf) for more information.
  - (iii) Payment methods include credit card or electronic check.
- (f) Departmental Permits
  - (i) Guests invited to the campus by an employee or staff member for the purpose of short-term University business will need to provide vehicle information to the department to obtain a permit.
  - (ii) Departmental guest permits are reserved for visitors only. Refer to definition of visitor in Parking Policy.

- (iii) Misuse of department guest permits may be subject to disciplinary actions.
  - (g) Contractors
    - (i) Contractors, including their employees, shall register all vehicles that may be parked on campus and are required to park in designated spaces.
    - (ii) Permits can be obtained through Departmental Contractor Permit Portal.
  - (h) Other Permits
    - (i) MOTORCYCLES – are required to be registered in the parking system. A fee will be assessed at point of registration.
    - (ii) STATE REGISTERED DISABILITY PLACARD – A UT permit is required to park on campus with a state-issued disability placard or license plate.
    - (iii) DEPARTMENTAL LOADING PERMITS – For purposes of loading and unloading outside of authorized parking areas, operators of properly registered vehicles must obtain a special short term loading permit from the parking office.
    - (iv) A permit is required for students and employees to park at the Health Science Campus.
- (3) Parking Permit Rules
- (a) A fee will be assessed for parking permits, which are required to park on campus.
  - (b) It is the responsibility of all permit holders to apply for and update their permit through the myparking portal at [Myparking.utoledo.edu](http://Myparking.utoledo.edu) and print and display permit confirmation visible through the front window of the vehicle.
  - (c) Permit type is indicated by a capital letter before the description of the permit type. (Example “D-Residential Upper-class”)
  - (d) Signs at the entrances to parking areas will indicate the general use of the area; however, the use of specific spaces will be indicated by the color of the lines painted directly on the parking surface, and/or signs at individual spaces or on light poles.
  - (e) Vehicle license plate must be facing the aisles in which the vehicle is parked. Backing in or pulling through a parking space is prohibited if the vehicle does not have a front plate.
  - (f) Except as otherwise provided, vehicles shall be parked only in approved spaces. Any areas with crosshatched stripes are not approved spaces – these are “No Parking” spaces.
  - (g) Students with a “C” or “K” permit can park in yellow lined spaces after 4pm, unless otherwise indicated.
  - (h) Overnight parking is defined as parking anytime between 1am and 6am.
  - (i) Enforcement for reserved parking spaces is 24 hours, 7 days a week. If a ticket is given for parking in a reserved space, it cannot be appealed.
  - (j) A metered lot or space requires payment at all times; special events are not exempt. If a ticket is given for a vehicle parked at a meter without payment through a meter kiosk or individual meter, it cannot be appealed.
  - (k) All resident students with less than 30 earned credit hours will be required to park in a designated area at the Scott Park campus.

- (l) DEPARTMENT LOADING PERMITS - The loading permit is good for 15 minutes. The vehicle must be parked in a loading zone or other approved parking space with four-way flashers operating.
  - (i) Loading permits do not authorize the holder to park in special use areas such as, but not limited to: disability spaces, reserved spaces or metered spaces/lots.
  - (ii) A loading permit on non-company logo vehicles must be displayed regardless of any other parking permit.
- (m) VISITORS/GUEST – The parking office designee may designate spaces to be limited to visitor parking.
  - (i) Visitor spaces are reserved for visitors 24 hours daily and are not approved for parking registered vehicles.
  - (ii) Students, faculty, or staff shall not use any visitor parking spaces.
  - (iii) After obtaining a Guest registration (temporary parking permit) at [guestparking.utoledo.edu](http://guestparking.utoledo.edu), visitors may park in any student space which is designated on the lot signs as “C” permit.
  - (iv) Parking meters are available to visitors through payment at a meter kiosk or the individual meter.
  - (v) Visitors will be responsible for complying with all parking regulations.
- (n) DISABLED – The Parking Office designee may designate spaces to be limited to disability parking.
  - (i) Handicap placards or license plates can only be obtained through the Bureau of Motor Vehicles.
  - (ii) Spaces will be indicated by signage for the space. Spaces so marked are approved for use only by vehicles with a registered University permit as well as a state disability placard or plate.
- (o) DONORS – Donor permit registration allows a person to park in any unreserved faculty, staff or student parking space on all campuses: Main, Scott Park, and Health Science Campus.
  - (i) A Donor permit maintains “A” parking permit privileges.
  - (ii) Donors with a valid parking permit should refrain from parking in reserved spaces, fire lanes, Executive (E permits) and Gold (G permits) spaces, Centennial Mall, disability spaces (without a designated placard or plate), or in metered spaces (without payment).
  - (iii) If an area is not identified with parking lines then it is not a valid parking space.
- (p) OTHER – The parking office designee may designate other individually reserved spaces. Spaces so marked shall be used only as indicated.
- (q) SPECIAL EVENT – The parking office designee may temporarily designate spaces for special event parking for which a special parking fee may be assessed.

- (i) Parking for special events may be requested by a University employee through the parking website:  
<http://www.utoledo.edu/parkingservices/event-parking/event-parking.html>.
  - (ii) Requests made by student organizations must be submitted through the Office of Student Involvement.
  - (iii) Questions regarding parking for Athletic events should be directed to the Athletic Office.
  - (iv) Parking meters are excluded from special event requests.
  - (v) Departmental guest sites need to be utilized for events that involve 29 or less guests/visitors. Call the parking office with guest counts above 30.
- (r) **MOTORCYCLES** – The parking office designee may designate spaces and areas to be limited exclusively for motorcycle, motor scooter, and motorbike parking.
- (i) Motorcycles need to be registered in the parking system to be valid to park on campus.
  - (ii) Under no condition will gasoline-powered vehicles, including mopeds, be stored or parked inside University buildings.
  - (iii) Two-wheeled vehicles are encouraged to park in yellow or white hash marks, with the exception of crosswalks.
- (s) **GOLF CARTS** – Golf carts may operate on university roadways but must meet the statutory requirements that are applicable to motor vehicles.
- (i) Golf carts must follow the traffic laws required of all motor vehicles.
  - (ii) Golf carts may not operate on sidewalks.
- (t) **UNIVERSITY VEHICLES** – All university vehicles used or operated by faculty, staff or students must be parked in approved spaces; parking restrictions and prohibitions will apply in all instances, and assigned drivers will be responsible for all tickets received.
- (i) University maintenance and service vehicles may park in appropriate service areas.
  - (ii) Personal vehicles that are used for University work purposes must be parked in approved spaces and follow all parking and traffic regulations.
- (u) **Non-Motorized equipment**
- (i) Equipment may not be stored or left inside buildings or other enclosed structures on campus and along walls, handrails and other external structures where such use poses a substantial risk of harm to the individual, others or University property.
  - (ii) Skateboarders, rollerbladers, and bicyclists must always yield the right of way on any sidewalks or other pedestrian pathways on campus.
  - (iii) All persons using rollerblades, skateboards, bicycles or other non-motorized equipment on the premises of The University of Toledo may not engage in activity that represents a risk to their safety or the safety of others or which causes a disruption of operations of the University or

- which causes or may cause damage to the University property or to property of any of its members or visitors.
- (iv) Any person in violation of these procedures will be subject to the appropriate University judicial proceedings and/or prosecution under applicable criminal proceedings in a court, having appropriate jurisdiction.
  - (v) **Parking rules**
    - (i) A person shall not commit an act nor fail to act in any manner described in any section of these regulations.
    - (ii) In addition to these University traffic regulations, the laws of the state of Ohio and the ordinances of the City of Toledo are adopted herein by reference.
  - (w) **Other traffic rules - The following rules are necessary for the orderly regulation of vehicular traffic at the University:**
    - (i) It shall be unlawful for any person to operate a motor vehicle in excess of 20 miles per hour (or otherwise posted) on university roadways.
    - (ii) It shall be unlawful for any person to operate a motor vehicle in excess of 10 miles per hour (or otherwise posted) in university parking lots.
    - (iii) License plates are scanned to validate parking permit registration or lack thereof as well as compliance with permit limitations.
    - (iv) Operators of motor vehicles and bicycles shall yield the right of way to pedestrians in marked crosswalks at all times.
    - (v) Parking is prohibited at all times in all fire lanes, roadways and tow away zones, including the Student Union and the Centennial Mall.
    - (vi) Where individual parking spaces are designated and marked on the parking surface, the vehicle shall be parked entirely within such individual parking spaces.
    - (vii) No motor vehicles shall be driven or parked upon any sidewalk, grassed or landscaped area.
    - (viii) No motor vehicle shall park in a visitor, disability, loading, or otherwise reserved space without the proper permits.
    - (ix) Disabled or malfunctioning vehicles which are illegally parked, or which may be left unattended overnight on campus, should be reported immediately by the operator to the Campus Police Dispatcher.
    - (x) Bicycles or skateboards are prohibited on sidewalks.
    - (xi) It shall be unlawful to attach a two-wheeled vehicle, including bicycles, to any tree, shrub, stair railing, disability railing or post, or to store such vehicles in any hallway, stairway or exit way. Bicycles found in violation of this rule will have their locking chains/cables cut at the owners' expense and will be stored in a storage facility maintained by the Campus Police Department. Bicycles not claimed within 90 days from the date of seizure will be considered abandoned, and eligible for sale at auction.
    - (xii) Electric and Hybrid vehicles with a valid UT parking permit are the only vehicles able to park and utilize spaces equipped with electric charging stations.
    - (xiii) Valid parking spaces are identified with parking lines.

- (x) Violations and fines
  - (i) RESPONSIBILITY FOR VIOLATIONS – The operator of the vehicle, or the person in whose name the vehicle is registered, is responsible for violations charged to that vehicle as described in the parking policy.
  - (ii) Persons who commit an act or fail to act in any manner described on the UT Parking Fine Schedule shall be fined the amount listed for each violation. Check the UT Parking Fine Schedule for a current list of violations and fines. [www.parkingenforcement.utoledo.edu](http://www.parkingenforcement.utoledo.edu)
  - (iii) A notice of violation will be emailed, mailed or placed on the vehicle and subsequent notifications will be sent.
  - (iv) It is the responsibility of active UT students and employees to review their University email account to verify there are no outstanding violations.
  - (v) Citations issued to students that are not under appeal or the appeal has been denied will be transferred to the student's e-statement account after 45 days and may incur additional charges.
  - (vi) Tickets unpaid and older than 60 days will be sent through the University Collections Department and ultimately may be forwarded to the Attorney General of the State of Ohio.
  - (vii) Reasonable expenses incurred in the enforcement of the traffic regulations shall be assessed to the person responsible for the payment of the fines. Reasonable expenses may include but are not limited to towing costs, legal costs, and fees incurred in the enforcement of traffic regulations.
  
- (y) TOWING – The university police and/or the parking office designee are authorized to remove a vehicle, by towing or by other means, from any part of the University campus under any of the following circumstances:
  - (i) When any vehicle is unattended and constitutes a hazard or obstruction to the movement of traffic.
  - (ii) When any vehicle is unattended on campus where parking is not approved.
  - (iii) When any vehicle is on campus, the owner or operator of which has willfully disregarded parking and/or traffic regulations.
  - (iv) When the vehicle does not display a current, valid state-issued license plate, or when a vehicle displays an expired license plate.
  - (v) When a vehicle poses a threat to the safety and well-being of the campus, its inhabitants, and environment, including vehicles leaking gasoline or other hazardous substances, or suspicious unattended vehicles – even if they are parked in an authorized parking space. Determination for the need of such a tow shall rest with the Chief of Police or his designee.
  - (vi) Any vehicle that has been determined to be abandoned on University property.
  - (vii) The university police will pay special attention to vehicles in parking spaces reserved for the disabled or in a fire lanes and will make a serious effort to cite and tow any vehicle parked illegally in these spaces.
  - (viii) Vehicles not claimed within 90 days from the date of seizure will be considered abandoned, and eligible for sale at action.

- (z) **IMMOBILIZATION/BOOT** – The university police or parking office designee may immobilize (boot) any vehicle that has accumulated two or more unpaid notices of violation, all of which are more than 45 days old, fines which accumulate over \$250, or vehicles illegally parked in a disability space.
    - (i) Any vehicles immobilized will be properly identified, and proper notice left on the vehicle for the owner/operator stating the vehicle has been immobilized. Any attempts to drive the vehicle may result in damage to the vehicle for which The University of Toledo and its agents accepts no responsibility.
    - (ii) The immobilizer will be removed only after the owner/operator reports to the Police Dispatch with proof of payment of all outstanding fines.
    - (iii) Immobilized vehicles left by the owner/operator for more than 48 hours will be towed at the expense of the owner/operator. The university police department or parking office designee will make a reasonable attempt to contact the owner/operator by phone prior to towing the vehicle, in an effort to make them aware of the pending tow.
    - (iv) Any damage to, or loss of, the immobilizer will be the responsibility of the owner/operator, and said owner, and said owner/operator maybe subject to criminal proceedings in Toledo Municipal Court and/or Lucas County Common Pleas Court.
    - (v) An \$80 boot removal fee will be assessed for all boot removals.
  - (aa) **COLLECTIONS** – Any open tickets that are older than 60 days issued to any non-student will be sent through the University Collections Department and may be forwarded to the Attorney General of the State of Ohio.
- (4) **Appeals** – The right to appeal a notice of parking violations shall be exercised in accordance with the following procedures:
- (a) Registered students, employees and affiliates may appeal by logging into [https://myparking.utoledo.edu/myparking/security/login\\_person\\_local.cfm](https://myparking.utoledo.edu/myparking/security/login_person_local.cfm). Visitors or those not affiliated with the University of Toledo may file an appeal online at [www.parkingenforcement.utoledo.edu](http://www.parkingenforcement.utoledo.edu).
  - (b) **APPEALS PROCESS** – All appeals shall be filed not later than 30 calendar days from the statement date of the parking citation notification. Persons not filing an appeal within the allotted time period shall waive the right to appeal.
  - (c) Citations received for vehicles unregistered and/or parked in a reserved space/area may not be appealed.
  - (d) The parking appeals officer will receive the appeal, render a decision, notify the person appealing the ticket via email or through Myparking.utoledo.edu of the decision, and report the findings to the parking enforcement office for implementation. The decision may be to sustain the fine, reduce the amount of the fine, or to dismiss the violation.
  - (e) Appeals require an explanation.
  - (f) **SECOND APPEALS** – Persons who wish to appeal the decision of the parking appeals officer may attend the next scheduled Parking Appeals Board meeting to personally appeal the decision to the Parking Appeals Board.



- (i) The request for a personal appeal must be made within 7 days of the initial decision by the parking appeals officer. The Parking Appeals Board may decide to sustain the original decision, reduce the amount of the fine, or dismiss the violation. This decision will be final.
- (ii) General
  1. The University assumes no responsibility for any vehicle or its contents while it is parked on the campus.
  2. The individual, who the vehicle is registered to, through the University, is responsible for all parking violations involving his/her vehicle.
  3. It is the responsibility of the person who registered the vehicle to know where they are allowed to park.
  4. Responsibility of the enforcement for these regulations rests with the parking office designee.
  5. The chief of police or parking office designee may adopt procedures necessary to effectively administer these regulations.

(5) Centennial Mall Vehicle Access

- (a) Temporary access cards may be approved by the Office of Auxiliary Services for a maximum of one year and will require advance approval by the Senior Leadership Representative for the department.
- (b) Loading zone permits for an employee's personal vehicle will need to be approved by the employee's supervisor. The supervisor will email [parking@utoledo.edu](mailto:parking@utoledo.edu) with the employee's name and R#. The employee will provide a picture ID and signature to pick up the loading zone permit.
- (c) With the exception of the circumstances listed below, all automobile vehicles are prohibited within Centennial Mall, including University, Vendor, Contractor and Employee vehicles.
  - (i) University Vehicles
    - (a) When applicable, departments may be provided departmental access card(s) that will allow limited access to the Centennial Mall area.
    - (b) University marked vehicles may park in the parking stalls provided outside of the gate entrances in spaces identified for Service Vehicles.
    - (c) University vehicles may not park in hash marked area. University owned vehicles that do not follow the University's vehicle traffic and parking rules will be issued a citation and the citation will be placed on the department's parking account.
    - (d) University Police, Emergency and Paratransit vehicles will have unlimited access to the Centennial Mall area.
    - (e) For deliveries that take 30 minutes or less, parking stalls are designated for short-term parking directly outside the gates. University vehicles parked in short-term parking will be subject to parking enforcement regulations and subject to a citation if the vehicle exceeds the maximum time limit. If short-term parking spaces are occupied or the time limit will exceed 30 minutes, University vehicles should park in an open Service Vehicle space.
  - (ii) Vendor Vehicles
    - (a) Vendors are required to park in the parking stalls provided outside of the gate entrances identified for Service Vehicles.
    - (b) Vendor vehicles may not park in has marked area.

- (c) For deliveries that take 30 minutes or less, parking stalls are designated for short-term parking directly outside the gates. Vehicles parked in short-term parking will be subject to parking enforcement regulations and subject to a citation if the vehicle exceeds the maximum time limit. If short-term parking spaces are occupied or the time limit will exceed 30 minutes, vendor vehicles should park in an open Service Vehicle space.
  - (d) Limited access may be granted on a case-by-case basis. Advance approval will be required from the Office of Parking & Transportation.
  - (e) Limited access, with a department access card, may be granted between 12:00am and 6:30am.
- (iii) Contractor Vehicles
- (a) Contractors are required to park in the parking stalls provided outside of the gate entrances identified for Service Vehicles.
  - (b) Contractor vehicles may not park in hash marked areas.
  - (c) Contractors should be registered with a parking permit and parked in designated areas in accordance with their permit type.
  - (d) For deliveries that take 30 minutes or less, designated parking is available for short-term parking directly outside the gates. Contractor vehicles parked in short-term parking will be subject to parking enforcement regulations and subject to a citation if the vehicle exceeds to maximum time limit. If short-term spaces are occupied or the time limit will exceed 30 minutes, vehicles should park in an open Service Vehicle space.
  - (e) Limited access may be granted on a case-by-case basis. Advance approval will be required from the Office of Parking & Transportation.
  - (f) Limited access, with a department access card, may be granted between 12:00am and 6:30am.
- (iv) Employee Vehicles
- (a) Employee vehicles will not be allowed within the mall unless special permission is granted and access is permitted with a departmental access card and the vehicle displays a current Loading Zone Permit hangtag from the parking office.
  - (b) When permitted temporary access to Centennial Mall, the vehicle will park along the curb on the north side and for not longer than one hour.
  - (c) Employees attending to University business may park in the parking stalls provided outside of the gate entrances identified for Service Vehicles by displaying a Loading Zone Permit hangtag.
  - (d) Employee vehicles attending to University business may not park in hash marked areas.
  - (e) Employee vehicles should be registered with a parking permit and parked in designated areas in accordance with the permit type.
  - (f) For deliveries that take 30 minutes or less, parking stalls are designated for short-term parking directly outside the gates. Employee vehicles attending to University business, displaying a Loading Zone Permit hangtag and parked in short-term parking will be subject to parking enforcement regulations and subject to a citation if the vehicle exceeds the maximum time limit. If short-term spaces are occupied or the time limit will exceed 30 minutes, employee vehicles attending to University business and displaying a Loading Zone Permit hangtag should park in an open Service Vehicle space.

- (g) Limited access may be granted on a case-by-case basis. Advance approval will be required from the Office of Parking & Transportation.
  - (v) Event Parking
    - From time to time events approved by the University may take place on Centennial Mall. Vehicular parking will require advance approval by the Office of Parking & Transportation.
  
- (6) Special Event Parking
  - (a) Organizers for events approved by the University that involve off campus businesses or organizations may request parking on campus. To ensure ample parking for students, faculty, and staff, the Office of Parking & Transportation will assign event parking in a manner intended to minimize disruption to the University community.
  - (b) The University of Toledo will be able to accommodate special event parking in certain lots during peak periods. Peak periods are defined as Monday through Thursday from 7:00am to 4:00pm. Additional parking areas may be available in lots after 4:00pm Monday through Thursday and all day Friday through Sunday, depending on availability. Additional lots and times will be available during academic breaks and summer semester to accommodate special event parking.
  - (c) There is a charge for parking at all times on the UT campuses unless noted in this procedure.
  - (d) Athletic ticketed events such as football, basketball, baseball, softball, cross country, soccer, swimming and diving, track, tennis, and volleyball games are exempt from this procedure (camps, practice and non-ticketed events excluded).
  - (e) Commencement ceremonies are exempt from this procedure.
  - (f) Definitions
    - (i) Special event parking is defined as an event sponsored by or with off-campus individuals, businesses or organizations for or not for the benefit of the University community.
    - (ii) Approved event parking is defined as a request that has been submitted through a web form on <http://www.utoledo.edu/parkingservices/event-parking/event-parking.html> that has received an approval confirmation email back in response to the request with specific details for parking. Requests should be made no later than 72 hours before the event.
    - (iii) Reserved parking is defined as parking areas blocked off and/or staffed for special events. An administrative cost for the set-up and dedicated personnel will apply. The administrative cost is contingent upon the service request. There may be a cost per space for special events. There is not a cost per space when organizers reserve lots 17, 18, 20 or 25. Requests should be made at least 7 days prior to the reserved parking event.
  - (g) Parking Provisions
    - (i) The Office of Parking & Transportation encourages organizers to direct event parking to lots 17, 18, 19, 20, and 25. Enforcement will be suspended for the “non-registration” violation during the time of the approved event, beginning 30 minutes before the event and will extend for 30 minutes following the event. There is not a cost per space to organizer and/or guests for parking of approved events.
    - (ii) Organizers have the option to prepay TARTA for attendees to ride the Gold or Blue UT shuttles to the event destination on campus or suggest attendees ride the UT shuttle by paying the normal base fare when boarding. Organizers will want

to let attendees know to bring the exact amount; drivers do not make change, see pricing below.

View Pricing Here: <http://tarta.com/rider-information/fares-passes/>

- (iii) Organizers may request a supplemental TARTA Blue/Gold UT shuttle to transport a large number of guests along an existing UT route (e.g. from Rocket Hall to the Student Union). The cost of the supplemental service is \$75/hour/bus with a one-hour minimum, not including any potential travel time. The supplemental service will follow the approved blue/gold route. The blue/gold route may be modified for efficiency and may not stop at individual route stops. Supplemental service may be limited or denied based upon availability. TARTA will require not less than 30 days advance notice for supplemental service.

Please note: Travel time is defined as the amount of time to travel to and from the bus garage for the supplemental service. Charges will be incurred for this time.

- (iv) Departments may request departmental parking permits. Departmental parking permits will be billed at the existing daily guest rate. Reports will be ran at the end of each month and a journal entry will be made for the money transfer. (Section 6(g)iv will go in effect on July 1, 2019.)
- (v) Organizers for approved events scheduled after 4pm Monday through Thursday or on Friday, Saturday or Sunday may request fee lots throughout campus as space is available. There is not a cost per space to organizer and/or guest for parking of approved events in approved fee lots during the above referenced time periods. Approval is required from the Office of Parking & Transportation.
- (vi) Lots may be reserved and staffed for special events. Reserved and staffed lots will be assessed an administrative cost to offset the special service (rates will vary depending on request). Lots 4, 12W, 17, 18, 20, and 25 are available for this service.

**Related Form:** Residential Parking Policy Appeal Form

Reviewed by:

/s/  
Bonnie Murphy  
Associate Vice President Auxiliary Services

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