

# Parking Regulations

## 1. **Eligibility**

All faculty, staff and students are eligible to park on University of St. Thomas (UST) property with purchase of a hangtag.

## 2. **Student Parking Fees**

Fall Semester \$100

Spring Semester \$100

Summer Semesters \$60

Parking fees are non-refundable and payable at the Business Office or online.

Persons who purchase a parking permit, must present a printed receipt to the University Police Department (UPD) when registering their vehicle.

## 3. **Hangtags are required to park in the following areas:**

- a. Employee Lots L, M, O, P -- 8:00am - 5:30pm Monday - Friday
- b. Student Lot S -- 8:00am - 5:30pm Monday - Friday

Note: Parking is available in the Moran Parking Center 24 hours a day. The Parking Center may be used by anyone who pays either the daily exit fee or the semester parking fee.

## 4. **Student Vehicle Registration**

- a. Vehicles must be registered with the University Police Department.
- b. After submitting a completed registration form and proof of parking fee payment, applicant will be issued a parking hangtag. This hangtag must be hung from the rearview mirror in the vehicle and displayed so that it is visible and legible from the outside of the vehicle.
- c. Vehicle registration and fee payment do not guarantee a parking place.
- d. The person who registers the vehicle will be held responsible for any violations of the parking regulations.
- e. Students may register a second vehicle and obtain a second hangtag by paying an additional fee of \$10. Additional permits can only be utilized by the student who has paid the \$100 parking fee.
- f. Vehicles parked on University property without an appropriate hangtag displayed will be booted or towed at owner's expense.
- g. Students are prohibited to obtain parking permits for use by visitors (persons other than students, staff or faculty).

## 5. **Lost/Stolen Hangtag**

A lost/stolen hangtag should be reported immediately to the University Police Department. A replacement fee will be charged for a lost hangtag.

## 6. **Parking Garage Exit Fee**

There is a \$5 per exit fee per vehicle for the parking garage for those who do not pay the semester parking fee. Any member of the UST community or any visitor to the University may pay the daily exit fee. Use of a proximity/ID card to allow others to exit the parking garage without paying is prohibited and considered theft of service, and may result in a fine of \$50 and/or suspension or revocation of parking privileges.

## 7. **Special Events**

Any department or individual scheduling an event that will attract visitors to the University should contact the UPD one week prior to the event to make appropriate arrangements for parking.

## 8. **Parking Regulations**

In addition to the University regulations, all Texas Criminal and Motor Vehicle regulations are in effect on University property 24 hours a day. Strict adherence to all regulations is required to protect pedestrians and vehicles. Police Department personnel have the jurisdiction to remove or impound any vehicle operated or parked illegally in violation of these regulations on University property. The owner of the vehicle will be required to pay the cost of moving and storing the vehicle. Police Department personnel have discretionary powers to enforce a policy of traffic control on the campus even if not specifically covered by these regulations.

- a. All employees and students are expected to be familiar with and abide by these regulations. The responsibility for knowing all current laws and regulations rests with the motor vehicle operator.
- b. These regulations apply to all vehicles operated on the campus of the University of St. Thomas. The term "campus" means all property at the University of St. Thomas under the jurisdiction of the Police Department. The term "vehicle" includes automobile, trucks, motorcycles, motorbikes, scooters and mopeds. "Visitors" are persons other than UST students, staff, and faculty. University policy requires that students have their student ID cards with them at all times while on campus. Drivers approaching the exit gates in the Moran Parking Center without an ID card will have to pay the exit fee regardless of whether or not semester parking was purchased.
- c. Each owner is expected to take the necessary steps to safeguard his/her property. The University is not liable for auto thefts, damages, or burglaries.
- d. Students are not allowed to park in designated faculty/staff parking lots Monday – Friday from 8:00 am-5:30 pm when school is in session.
- e. Vehicles with Handicap parking permits may park in any Handicap designated space in any lot at any time.

## 9. **Operation of a Motor Vehicle**

- a. The maximum permissible speed on all campus parking lots is 15 miles per hour.
- b. Pedestrians have the legal right-of-way at all crosswalks.
- c. A motor vehicle operator shall not back his/her vehicle into or through any intersection.
- d. A vehicle shall not be operated / parked on any sidewalk, the mall, or lawn areas. Exception: University owned vehicles, emergency vehicles, or contractors performing assigned duties.
- e. Driving over or around the orange cones being used to reserve on street parking is prohibited.

## 10. **Parking of a Motor Vehicle**

- a. No vehicles are allowed in any space or area designated for visitors or loading zone. Vehicles may be booted on the first offense.
- b. Motor vehicles without proper identification parked in areas designated for handicap or fire zone may be towed on the first offense.
- c. Vehicles shall be parked so that the entire vehicle is within the limits of the marked parking space.
- d. Drivers shall not park their vehicles in any place that may obstruct the normal flow of traffic.
- e. No trailer shall be parked in campus parking lots.
- f. The parking on the campus of "junked vehicles" or vehicles displayed for resale or trade is prohibited. "Junked vehicles" may be towed. "Junked vehicles" are defined as those vehicles which are abandoned or unattended for a period of thirty (30) days or more, as evidenced by dust and debris accumulation on the surface of the vehicle. Reasonable effort will be made to identify and contact the registered owner of the vehicle. Failure of those reasonable efforts will result in the vehicle being towed and stored at the owner's expense.

## 11. **Parking Violations**

It is a violation of these regulations to park in the following places at any time. A vehicle so parked may be subject to removal at the owner's expense, and the owner may also be charged a fee for the violation. All violation charges below increase by \$10 after the third citation for the same violation in a fiscal year.

<b>Violation</b>	<b>Fee</b>
Abandoned Vehicle in Moran Parking Garage	\$100
Failure to Display Parking Permit	\$10
Allowing Unauthorized Exit from the Parking Garage	\$25
Failure to Use Bicycle Rack	\$10
Blocking a Legally Parked Vehicle	\$25
Boot Removal	\$50
Displaying a Lost or Stolen Hangtag	\$100
Disregard of Barricades	\$20
Driving or Parking on Grass or Lawn Areas or Sidewalk	\$20
Illegal use of Permit (reproducing, altering, or defacing or use revoked, transferred, unauthorized permits or another person's permit)	\$100
Improper Parking (disregard of stall lines, more than one foot from curb, facing wrong direction)	\$10
Parking in Area Not Designated as a Parking Area	\$20
Parking in Crosswalk	\$25
Parking in Lot or Space not Authorized by Permit	\$25
Parking on Campus While Parking Privileges are Suspended	\$100
Parking in 24-Hour Reserved Space	\$50
Parking Where Prohibited by Sign	\$25
Parking Where Prohibited by Yellow Lines or Curb	\$10
Safety Hazard (parking in fire lane, sidewalk, blocking drive, blocking fire hydrant, standing where prohibited, or improper use of skates or skateboards)	\$25
Unauthorized Parking in or Blocking of a Disabled Person Parking Space or Access Aisle	\$100
Unauthorized Removal of a Boot	\$200

## 12. **Failure to Comply with Regulations**

When, in the judgment of the Vice President for Student Affairs (VPSA), a student fails to comply with traffic and parking regulations, the VPSA may file conduct and disciplinary charges against the student. The Police Department reserves the right to use automobile immobilization devices, commonly known as "boots," to enforce parking regulations in problem areas. The boot, once placed, will be removed only upon the payment by the violator of a \$50 fee. The officer removing the boot will direct violators to the Business Office to pay fees. Only after normal business hours will officers accept this fee in cash or in a check made payable to "University of St. Thomas," and a receipt will be issued.

If the boot is not removed on the same day it is installed, an additional \$50 fee will accrue each day the boot remains in place. This fee will continue to accrue for three (3) days, at which time the Chief of Police will undertake such measures as are necessary to remove the vehicle from University property and recover the boot fees. A reasonable attempt to contact the registered owner of the vehicle will be made. Any attempt to remove a boot by the owner of the immobilized vehicle will result in additional fees. Removal or attempted removal of the boot where no damage occurs will be construed as Theft of Service. Removal of the boot where it is damaged will be construed as Criminal Mischief. If the boot is taken from the campus by the violator, it will be considered Theft of University Property. In all cases, the Police Department will file charges.

## 13. **Bicycle Regulations**

The University recognizes the beneficial effects of bicycle use to the health and well-being of the individual cyclist, as well as to the environment. In order to provide for the safety of the community at large, the following regulations have been adopted:

- a. Bicycles must be parked only at bicycle racks.
- b. Bicycles are not allowed in buildings, with the exception of Guinan Hall (see Residence Life Policy and Procedure for more information).

- c. Bicycles may not block pedestrian traffic nor be chained to stairwells or arcade columns. Violators may have their bicycle booted (\$10 removal fee) or removed by the Police Department. Damaged locks will not be the responsibility of the University.
- d. Riding a bicycle on principal pedestrian sidewalks, through building walkways (inside or outside) or other pedestrian paths is not permitted. Riders are expected to dismount when using pedestrian-only walkways.

UST Police bike patrol officers are exempt from these limitations when performing official duties. More information on Parking Regulations can be found on the UST website.