A. RESPONSIBILITY

The operation of a motor vehicle or parking a vehicle on University property is at the sole risk of the operator. The University assumes no responsibility for any loss, damage or injury to any person or property that occurs on University property. Parking is considered a privilege and may be revoked upon violation of the Loyola University parking rules and regulations. These rules and regulations also apply to those who operate or park University owned vehicles on campus. Registration of vehicles is also required during the summer months. Vehicles must be registered so that identification can be reached quickly. Campus Police must be able to find the owner of any vehicle parked on Loyola Campus property.

B. REGISTRATION OF VEHICLES

1. University Community:

Administrators, faculty, staff, students and contracted employees of or at Loyola University who possess, maintain or operate a motor vehicle on the Loyola University campus must register said vehicle with Student Administrative Services (SAS) at the Evergreen campus, Maryland Hall Room 140.

2. Visitor & Guest Parking

Those visiting the University between the hours of 6:00 a.m. and 10:00 p.m. may park without charge at the Cathedral Lot. Short-term, fee-based parking is available at the Jenkins Lot and the metered areas at Campus and Newman Towers. Guests who plan to leave their vehicle in a lot after 10:00 p.m. or overnight may park by permit only at 5104 York Road. Permits may be obtained from SAS at Maryland Hall 140, Monday through Friday, 7:30 a.m. to 5:00 p.m. After business hours and weekends permits may be obtained at the Campus Police Communications Center located in the Facilities building, second floor.

3. Parking Registration-Hang Tag or Sticker Permits

a. All vehicles parked on Loyola University property shall display a current parking permit, (hanging or a window sticker). The hanging permit shall be placed on the rearview mirror where it is readily visible from the exterior. The window sticker must be placed outside on driver’s side of the rear window. (See diagram for location of sticker). For vehicles without windows, contact SAS & Campus Police for sticker placement. Hand held parking is required for vehicles displaying rear window stickers. Failure to do so will result in a registration violation. Permits may be obtained from SAS at Maryland Hall, Room 140.

b. Upon sale, trade or other disposition of a vehicle displaying a current parking permit, the owner/operator shall be responsible for updating parking records by registering any newly acquired vehicle or returning the permit. It is the responsibility of the owner/operator of any vehicle to notify SAS of any changes of vehicles, license plates, resident status, etc. If a student will be using their permit for only part of the year, the permit holder is responsible for returning the permit to the SAS office in MH 140 in order to obtain a refund for the remaining part of the year.

c. Anyone can purchase convenience disability parking for 30 days if they document the need with official documentation from the MVA. Purchase of disability convenience parking after that must be certified by your home state’s vehicle licensing authority.

d. Temporary Parking Permits -All undergraduates who need temporary parking permits must register their car at Student Administrative Services in Maryland Hall Room 140. Upon obtaining a temporary permit students will be allowed to park in the FAC and/or York Road lots subject to availability. A $10 per week fee will be assessed to all students and is payable at time of registration.

4. Resident Students

a. Convenience and satellite parking for resident students may be purchased on a space available basis for the fee of $500.00 per year. Assignment to convenience lots will be based on social class year with preference to seniors and underclass students with a documented need. First year resident students are not permitted to bring vehicles to the University.

b. Any resident sophomore or junior may request convenience parking based on a documented health problem or other hardship in writing through SAS. Requests should include a letter from a physician that describes the medical condition, and the extent to which the health issue inhibits mobility or requires special consideration. Students awarded an exception must pay the appropriate convenience parking fee.

c. Resident Student Convenience Parking areas are behind the gates in the following lots: Alten/McAuley, Aquinas, Campus, Cloister, Gandon, Newman, Rainier Village and Thomas More Loop Road/Loop.

d. Resident Student Satellite Parking is available at 5104 York Road and in designated spaces at the Fitness & Aquatics Center.

5. Commuter Students Undergraduate & Graduate

a. Undergraduate commuter students may purchase a commuter parking hang tag that may be used between the hours of 6:00 a.m. and 10:00 p.m. to park at 5104 York Road, the Cathedral or in designated commuter spaces at the Fitness & Aquatics Center. The annual fee for a commuter hang tag is $125.00 and does not include overnight parking privileges. Commuter overnight parking permits may be purchased for $350.00 and are only valid for the 5104 York Road lot. Daytime commuter convenience parking is available at Newman Towers; permits are $325.

b. Graduate commuter students may park at 5104 York Road and the Cathedral. Note: The Cathedral Lot is only available during the academic year and is restricted to Monday through Friday, 6:00 a.m. to 10:00 p.m. Graduate student parking may also be available at the Butler/Hammerman lot between the hours of 4:00 p.m. and 6:00 a.m. Monday through Friday and all day Saturday and Sunday.

c. Graduate students must pay a $150 registration fee, for the Baltimore campus only. Graduate student attending classes at either Columbia or Timonium need not pay the fee but they must complete the registration forms for Columbia or Timonium. Hang tags issued for Columbia and Timonium locations will differ from the hangtag issued for the Baltimore campus. Any graduate student attending classes at Baltimore may use that hangtag for Columbia and Timonium.

6. Employee

a. Faculty, Administrators and Staff (FAS) Permits issued to FAS and contractors are to be used solely by the person to whom the permit is issued. Permits are issued for the academic year.

b. Convenience parking is offered on a space available basis for faculty, administrators and staff at the Butler/Hammerman lot, DCA and the Campus garage at a cost of $500 per academic year. FAS convenience parking spaces will be issued based on length of full time employment. Note: The Butler/Hammerman lot will offer open parking between 4:00 p.m. and 6:00 a.m. Monday through Friday and all day Saturday and Sunday.

c. Satellite parking for FAS is available at the Cathedral, 5104 York Road, and the lots behind 5000 York Road and 4806 York Road. The Cathedral Hang Tag is only available during the academic year and is restricted to Monday through Friday, 6:00 a.m. to 10:00 p.m. The annual fee is a tiered fee based upon annual salary ($50 or $70) depending on annual salary.
d. Ridley Athletic Complex
FAS parking at the Ridley will be paid parking. The annual fees are tied based upon annual salary ($60 and $65). Students are reminded that they cannot park at the Ridley Complex, on the Kennedy Krieger grounds or at the Poly High School lot on game days. These spaces are reserved for guests, friends and family of the university. Shuttle transportation (taxis) will be provided for students and FAS and to and from the campus. Pick up and drop-off points are at the Library and Newman Towers.

7. FAS and Student Parking Waiting Lists
a. Since concurrency parking is limited and most levels fill to capacity every year, any FAS or eligible student may place their name on a waiting list in the event that they are not initially selected for concurrency parking. The waiting list will be administered by the SAS parking coordinator and applicants will be chosen from the list based on the date of time and placement on the list.

b. FAS will be selected from the waiting list based first on date of employment then on the date of placement on the list.

8. Permits and hang tags are not transferable from one person to another.

C. VIOLATIONS
In general all parking areas on campus are reserved, and parking is authorized by permit only. The registered hang tag permit holder is responsible for all traffic and parking tickets.

1. Parking for People with Disabilities - A person may not park a motor vehicle in a space designated for individuals with disabilities unless the vehicle bears a Disability Parking Permit issued by Loyola University and/or special Registration plates, a removable windshield placard, a temporary removable windshield placard issued by the Motor Vehicle Administration of Maryland or other state vehicle licensing authority. A person may not stop, stand, or park a vehicle in front of a curb ramp designated for the use of individuals with disabilities. The disability parking spaces are reserved for only those who are disabled. Vehicles parked in violation of a disability sign will be towed without warning at owner’s expense.

2. Fire Lanes - A person may not stop, stand or park a motor vehicle in a designated fire lane. Parking within fifteen (15) feet of a fire hydrant is prohibited. Vehicles parked in violation of a Fire Lane sign will be towed without warning at the owner’s expense.

3. Registration Violation - All vehicles parked on the campus parking lots shall be registered with the University. Vehicles not properly displaying permits will be considered unregistered and are subject to citation and towing.

4. Reservations Required - No person shall park a vehicle in an area without displaying a current hang tag or window sticker for that area. Additionally, no one shall park in an area that is closed by orange traffic cone(s), barricade(s), yellow tape or otherwise temporarily posted “No Parking” and/or “Reserved” or “Reserved for Service Vehicles”. Gifts may be raided periodically during move in times. Only valid permit holders may park in designated areas.

5. Obstructing roadway, sidewalk, crosswalk or pedestrian and vehicular traffic - No person shall park a vehicle so as to obstruct or hinder vehicular or pedestrian traffic on any roadway, sidewalk or on the University Center Mall.

6. No Parking - A person may not park a vehicle in a designated “No Parking” area.

7. Improper parking - Any vehicle parked in a non-valid spot or in between spots.

8. Pay by Space Parking Meters - It is the vehicle operator’s responsibility to ensure that payment for parking in the metered spaces has been made.

9. Abuse of Privileges - No person shall falsely facts, after parking permits, fraudulently obtain, use or lend an ID card and/or parking permit to another. No person shall destroy or permit the destruction of damage to, or other than a jurisdiction parking gate or gate arm.

10. Moving Violation - The driver of any vehicle, unless otherwise directed by a police officer, shall obey the instructions of any traffic officer or device, crosswalk marking, or signs placed by the University to control pedestrian and vehicular traffic, limit speed, stop traffic, and limit roadway access. Pedestrians in designated cross-walks shall have the right-of-way.

The campus speed limit is 15 M.P.H.

11. Parking in the Community - Students are prohibited from parking in the following neighborhoods surrounding the University: Waverlywood, Guilford, Evergreen, Homeland, Korewood, Keswick, Ruvicker-Windsor, Roland Park, Roland Springs, Tungsey-Canterbury, and Wyndhurst. The Campus Police will strictly enforce this policy and those in violation will be issued citations.

D. PARKING VIOLATIONS AND PENALTIES
Vehicles, with or without a valid parking permit displayed, in violation of University parking rules and regulations shall be issued University tickets. Each day (24 hour period), a violation occurring in University parking lots designated for individuals with disabilities unless the vehicle bears the appropriate University permit or permits; and, theft of permits or parking equipment.

VIOLATIONS

1. Disability parking
   Fine: $85.00

2. Fire Lane
   Fine: $85.00

3. Registration violation
   Fine: $15.00

4. Reserved parking
   Fee: $60.00

5. Obstructing
   Fine: $15.00

6. No Parking
   Fine: $35.00

7. Improper Parking (see remarks)
   Fine: $15.00

8. Expired Pay by Space
   Fee: $60.00

9. Abuse of privileges
   Fine: $85.00

10. Moving Violation
    Fine: $85.00

11. Parking in the Community
    Fee: $15.00

12. Vehicle Relocations
    Fee: $85.00

If a student receives five (5) or more parking violations, that student will be subject to a judiciary hearing and administrative sanctions according to the rules set forth in the Student Code of Conduct.

E. TAXI STANDS
In an effort to improve student use of Taxi Services, one Taxi stand has been designated on campus.

A. Appeal forms are available at SAS, Maryland Hall, Room 140.

B. All appeals must be submitted to the Parking Appeals Board on the “Appeal Request” form and forwarded to SAS located in Maryland Hall, Room 140. All appeals must be received within 10 days of the ticket issuance date.

C. The original parking violation notice or copy of same must accompany each payment or appeal to ensure accurate processing of payments or appeals.

F. PAYMENT OR APPEALS

1. Payment
   a. All parking violations are to be paid at the Loyola University Student Administrative Services Office, Maryland Hall 140, located at 4501 N. Charles Street, Balti­more, MD 21210. Tel: 410-617-2423. If payment is made by mail or inter-office mail, make checks or money orders payable to “Loyola University”. Do not send cash through the mail.

2. Appeals - Parking Violations
   a. Appeal forms are available at SAS, Maryland Hall, Room 140.

   b. All appeals must be submitted to the Appeals Board on the “Appeal Request” form and forwarded to SAS located in Maryland Hall, Room 140. All appeals must be received within 10 days of the ticket issuance date.

   c. The original parking violation notice or copy of same must accompany each payment or appeal to ensure accurate processing of payments or appeals.

   d. The results of the appeals will be forwarded by e-mail. All decisions of the Appeals Board are final and may not be re-submitted.

5. Appeals - Revocation of Privileges
The appeal of the revocation of parking privileges must be submitted on the Appeal Request Form and forwarded to SAS. Appeals forms may be accompanied with a written explanation detailing the circumstances of the appeal. The results of all appeals will be forwarded by e-mail. All decisions of the Appeals Board are final.

FOR MORE INFORMATION, PLEASE CONTACT:
Student Administrative Services
Maryland Hall, Room 140
4501 N. Charles Street
Baltimore, MD 21210-2699
Tel: 410-617-2423