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 fix the operator 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 Johnk Lot and the metered areas at Campion 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 rear-view mirror where it is readily visible from the exterior. The window sticker shall be placed outside on driver’s side of the rear window. (See diagram for location of sticker).

b. Permits for vehicles without windows, contact SAS & Campus Police for sticker placement. Head in parking is required for vehicles displaying rear window stickers. Failure to do so will be considered a registration violation. Permits may be obtained from SAS at Maryland Hall, Room 140.

c. Students must pay a $10 registration fee, for the Baltimore campus only. Graduate students attending classes at either Columbia or Timonium need not pay the fee but they must complete the registration form for Columbia or Timonium. Hang tags issued for Columbia and Timonium parking permits will differ from the hang tag issued for the Baltimore campus. Any graduate student attending classes at Baltimore may use that hang tag for Columbia and Timonium.

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 or to 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.

b. Graduate commut er 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 permits may be obtained from SAS 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.

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 & Aquatic Center. The annual fee for a commuter hang tag is $125.00 and does not include overnight parking privileges. Commute overnight parking permits may be purchased for $500.00 and are only valid for the 5104 York Road Lot. Commuter convenience parking is available at 5104 York Road; permits are $25.

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 permits may be obtained from SAS 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.

6. Employees

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, DGA and the Campus garage at a cost of $500 per academic year. FAS convenience parking spaces will be issued based upon 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 Cathdale, 5104 York Road, and the 5000 Year Road and 5100 York Road. The Cathdale Lot 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 trend fee based upon annual salary ($50 or $70) depending on annual salary.
The University has extremely limited dock loading and unloading areas. The critical areas are Emens Family, behind the Student Center and Newman Towers behind legs’4. Active loading and unloading are not allowed in these areas. Vehicles that exceed 96 inches in these areas will be towed. Greater enforcement will be noticeable in these areas during the upcoming school year.

7. VIOLATIONS

In general all parking areas on campus are reserved, and parking is authorized by permit only. The registered hang tag/sticker 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 has 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 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 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. Reserved Parking - No person shall park a vehicle in an area without displaying a current hangtag or window sticker for that area. Additionally, no one shall park a vehicle in an area that is closed by orange traffic cone(s), barricade(s), yellow tape or otherwise temporarily posted “No Parking” and/or “Reserved for Service Vehicles”. Gates may be raised periodically during move in times. Only valid permit holders may park in designated areas.

5. Obstructing roadway, sidewalk, crosswalks 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 no-valid spot or in between spots.

8. Pay by Space Parkers - 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 falsify 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 otherwise circumvent a 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 sign 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 in areas surrounding the University: Reservoir, Guilford, Emmorton, Keswick, Radnor-Winston and Roland Park. The Campus Police will strictly enforce this policy and those in violation will be issued citations.

12. Vehicle Relocations - In order to help ensure a safe environment and maintain the availability of spaces in times of temporary parking needs, the University may relocate (tow) vehicles parked on Campus to the 5104 York Road parking lot, where it can be picked up by the owner. Vehicle relocation will be fined $85.00 and at the owner’s risk.

D. TOWING

Towing will be conducted at the expense and risk of the owner-operator and/or person registering the vehicle. Campus police will authorize a new company to remove from University property a vehicle that is:

- illegitimately parked in a fire lane or disability area, or
- in violation and has been issued 4 or more prior tickets in the same academic year or
- unregistered and presents a hazardous condition, or
- parked in a “No Access Area” in violation of University parking regulations, or
- abandoned.

A motor vehicle is abandoned when it remains on the property of the University more than seven calendar days and is one of the following: (1) partially dismantled or inoperable, (2) not displaying current or valid registration plates, or (3) parked illegally. All towed vehicles go to Pollard Towing. In an effort to improve student use of Taxi Services, one Taxi stand has been designated on campus. This site is intended to facilitate the pick up and drop off of students. It is on the northern side of Butler FAS Lot and is clearly marked with signs. The taxi stand is in effect from 6:00 p.m. to 6:00 a.m. seven days a week during the Academic year.