



Parking Rules & Regulations Manual

2021 – 2022 Academic Year



Table of Contents

General Information	3
Mission.....	3
Authority.....	3
Vehicle Registration.....	3
Permits	4
Employee Permits	4
Parking Payroll Deduction Program	4
New Hire Permits	4
Gated Parking Waitlist	5
Lost Gate Card	5
Emeritus Permits	5
Sabbatical Leave	5
Student Permits	5
Permit Zones	5
Permit Registration	6
Fees	6
First Year Residents	6
ADA & Medical Permit.....	6
Medical Permit	7
Enforcement.....	7
Violations & Fines	8
Citation Payments	8
Citation Appeals	9
Parking Advisory Committee.....	10
Visitor Parking.....	10
Guest Codes	11
Contractor Parking	11
Special Event Parking.....	11
Sustainable Transportation.....	12
Carpool Program	12
Electric Vehicle Charging Stations	13

General Information

Parking Services, a department within the Division of Administration and Finance, is responsible for issuing permits, managing parking inventory and enforcing campus parking rules and regulations. The office is located in the Facilities Management Building, Room 100. It is the responsibility of everyone who operates a motor vehicle on the campus to become familiar with the following regulations. These have been established in order to expedite the safe and orderly conduct of university business and to provide parking facilities in support of this function.

Mission

UMBC Parking Services is committed to providing equitable parking infrastructure for all students, faculty, staff, and visitors through use of innovative, sustainable, and customer-driven measures that support the university's mission.

Authority

Pursuant to Maryland Transportation Code Annotated Section 26-301. Section 26-301 grants authority to State agencies to regulate parking. Specifically, any State agency authorized by law and any political subdivision of this State may adopt ordinances or regulations that:

- (1) Regulate the parking of vehicles,
- (2) Provide for the impounding of vehicles parked in violation of the ordinances or regulations,
- (3) Regulate the towing of vehicles from publicly owned and privately owned parking lots, and
- (4) Provide for the issuance of a citation by an officer for a violation of an ordinance or regulation that is adopted under this section.

Vehicle Registration

All vehicles, motorcycles and motor scooters on campus are required to be registered with Parking Services. An individual may register up to three (3) vehicles. Permits are assigned to a vehicle(s). Only register a vehicle that is owned by you or a member of your household. Information required is the make, model, color, and **license plate number**.

Your permit is valid for use in your parking zone on the vehicles registered in your parking account. Only one vehicle may be on campus at any time. Removal and addition of vehicles can be done by going to [Parking Account Management](#).

Permits

A UMBC parking permit does not guarantee a parking space, however, it allows for legal parking in specific areas on the campus. UMBC requires that all parked vehicles have a valid UMBC virtual permit, Monday through Friday, 7:00 AM – 4:00 PM, excluding visitor Pay-to-Park spaces. Parking permits are required year-round and the permit is electronically attached to your vehicle.

Employee Permits

Employee permits are valid for three (3) years and will automatically renew at the end of the third year. All full-time, payroll eligible or Contingent 2 faculty and staff must enroll in the Parking Payroll Deduction Program. Modified parking zones are in effect after 4 PM and during the winter and summer sessions. Employee permits are issued for the following zones:

Zone D – Non-gated parking (\$280.00 annually)

Zone D – Daily permits (\$2.00 each) are for one date use only and are also available in a 5-pack, 10-pack, or 20-pack [online](#).

Zone E – Gated parking – with visor card is valid for the assigned gated lot only (\$380.00 annually)

Parking Payroll Deduction Program

Full-time, payroll-eligible or Contingent 2 employees with a valid UMBC Parking Account are eligible to participate in this pre-tax benefit. Parking deductions are taken over 20 pay periods, starting in early September. Open enrollment begins around the middle of August each academic year. Once enrolled, your virtual permit will automatically renew. If an employee owes a past due balance, virtual permit will not automatically renew.

To enroll in payroll deduction, please email parking@umbc.edu and request a payroll deduction form.

When an employee is no longer employed with UMBC, on a sabbatical, or leave of absence, it is the **responsibility of the employee** to complete a Payroll Deduction Cancellation Form. Parking fees will continue to accrue until registration is cancelled. Refunds will not be issued.

New Hire Two-Week Permit

The hiring department can submit a request to: parking@umbc.edu for a two- week permit. Please include employee's name, start date, hiring status and vehicle information to include license plate. Two-week permits are available for new regular full-time or full-time contingent 2 employees only. Part-time employees are not eligible for this permit.

Permits will not be issued to employees with past due parking fines.

Refunds will not be issued on permits.

Faculty and staff receiving tuition remission are not eligible for a student permit.

Gated Parking Wait List

Only full-time, payroll eligible employees are eligible for gated parking. Gate Card waitlist forms can be found on our website at <https://parking.umbc.edu/>. Completed gate lot request forms can be electronically submitted to parking@umbc.edu

Please note, the gated lot waiting list is simply a list of names of individuals who are requesting gated lot parking. At the beginning of each semester, as space allows, each divisional VP is sent a list of their employees requesting gated parking, as well as a breakdown of the vacant spots allocated to that particular division. The VP and/or their delegate decides who from their list gets gated parking. Parking Services doesn't determine who gets gated parking. To remain on the waitlist, a valid UMBC permit must be purchased each year. If you transfer to a different department while on the waitlist, notify Parking Services of the change. Parking Services will notify selected employees with instructions on how to obtain the gated parking permit.

Lost Gate Cards

Lost or stolen gate cards must be reported to Parking Services immediately. Replacement gate cards can be obtained at the Parking Services Office. The fee is \$25.00 and must be paid by cash or check only.

Emeritus Permits

Faculty and staff who are granted Emeritus status are eligible for D parking permits at no additional cost. To maintain gated E parking, there is a \$100.00 annual fee. Emeritus appointment letter must be submitted to Parking Services, prior to the employee's final day at UMBC.

Sabbatical Leave

Faculty who are granted Sabbatical Leave must submit a copy of their Sabbatical Appointment Letter to Parking Services prior to the start of the sabbatical. It is the **responsibility of the employee** to cancel their payroll deduction. Prior to your return to campus, it is your responsibility to re-enroll in payroll deduction for a valid permit to be issued. Any faculty member who has gated parking at the time of their sabbatical leave must return their gate card to the Parking Services Office. Doing so will ensure that you do not lose your gated lot privileges while away from campus. Upon your return from sabbatical leave simply visit the Parking Office, present your ID and your gate card will be returned to you.

Student Permits

Parking permits are required year-round and the permit is electronically attached to your vehicle(s). Permits are issued for an academic year from August 15th through August 14th and remain valid for the entire school year for students enrolled in both fall and spring semester. Permits are deactivated for students that are not actively registered for courses during the fall or spring semester. Modified parking zones may be in effect during the winter and summer sessions.

Permit Zones

Student parking permits are issued according to your classification for the following parking zones:

Zone A (Red) – Commuter Students

Zone B (Green) – Walker Community Residents

Zone C (Gold) – Resident Students (excluding Walker Residents)

Zone F (Orange) – First Year Resident Students

Permit Registration

Permit registration begins the middle of August for the fall semester, December 1st for the winter session, January 15th for the spring semester and early May for summer semester. **Only students registered for credit courses are eligible for a parking permit.** Please allow 24 hours for your record to update in the parking system. You will receive an error message 'Invalid Authentication' if your account is not updated as a student in the parking system.

Fees

There is no additional fee for the student parking permit; it is covered under the mandatory transportation fee with your tuition. Permits will **NOT** be automatically renewed each year. It is the **student's responsibility** to obtain a new permit each academic year if needed.

If student's classification changes, please contact the Parking Services Office.

First Year Resident Permits

First Year Residents are identified by Undergraduate Admissions. The classification is based on college credit hours earned. All students classified as First Year Residents will remain so for the entire academic year.

First Year Residents with vehicles must apply for an 'F' permit. The permit is attached to your vehicle's plate and is valid for parking at the Satellite Lots 1 and 2, located at UMBC South Campus, 1450 South Rolling Road, Baltimore, MD 21227. UMBC transit provides a bus route to the Satellite Lot. Schedules for the Arbutus/MARC route are available at: [UMBC Transit](#).

First Year Residents are restricted from parking on the main campus from 9:00 AM – 4:00 PM, Monday through Friday. Your vehicle may remain parked on the Satellite Lot at all times; however, you have the option to park on Stadium Lot outside of the restricted hours as long as you have a valid F permit.

The First Year Resident parking restriction begins on the first day of classes for fall and spring semester. During the winter and summer sessions, First Year Residents may park on the main campus in Zones 'A', 'B' or 'C'. Your designation must remain the same for the entire year (even if you surpass the required credits during the year).

ADA Parking and Medical Permit

ADA Parking

All UMBC faculty, students, and staff utilizing designated ADA parking must register with Parking Services by providing the placard/plate information, medical certificate, and picture ID. Registered individuals in compliance with state regulation may use designated parking only when a university parking permit is connected with a State issued disabled license plate or placard on their vehicle. UMBC permit holders with ADA parking privileges may park at any accessible space on campus except for gated lots, which are restricted to gate card holders. Faculty, staff, and students may park for free at a visitor Pay-to-Park space on campus with their valid UMBC permit and disabled accessible plate/placard displayed, if a designated disabled space is not available. Pay Stations for visitor Pay-to-Park spaces are ADA compliant and visitors with a disabled plate/placard will need to pay when parking in these areas.

As required by State Law, drivers operating vehicles displaying state issued disabled license plates or placards must provide their state MVA disabled authorization form to Parking Services or Police enforcement officials upon request. The identified disabled person must be either the driver or a passenger in the vehicle.

Any fraudulent misuse or misrepresentation in the display of a State issued MVA accessible parking privilege and related placards, tags or supporting documentation, while using a UMBC disabled parking area, constitutes and establishes the same violation as accessible parking without a permit and will be charged as accessible parking without a permit.

Medical Permit

Medical Permits are issued for a maximum of 6 weeks to faculty, staff and students with a documented temporary medical need. The permit is not renewable beyond the 6 weeks. The employee or student is required to have a valid UMBC permit. There is no additional charge for a medical permit.

An original physician's written request for medical parking must be provided indicating the need and duration on the addressed letterhead with the physician's original signature.

Medical permits are obtained in person at Parking Services with the physician's documentation and ID.

Medical permits provide parking at any visitor 'pay to park' space on campus. The visitor parking spaces are located at Administration Drive Garage, Commons Garage, Walker Avenue Garage, Lot 9 and Lot 7. Medical permits are not valid in disabled parking spaces.

Enforcement

Parking must be within the boundaries of a designated space. Parking is not permitted along unmarked curbs in parking lots.

Parking is not allowed at any time at intersections, crosswalks, accessible areas, sidewalks, grass, bus zones, fire hydrants and designated restricted areas. Service areas and loading docks require a service permit.

Vehicles may not enter areas that have been closed by cones or barricades.

Posted signage overrides written regulations. Parking Services reserves the right to close areas due to inclement weather, repairs, construction or special events.

A violation may be issued for each date that a vehicle remains parked in violation of rules and regulations.

Repair of any vehicle, other than university owned, is prohibited on campus, except in the case of an emergency.

The responsibility of finding a legal parking space rests with the operator. Lack of a convenient space is not considered a legitimate reason for violating parking regulations.

The fact that a vehicle is parked in violation of any regulation and does not receive a violation notice does not mean that the regulation is no longer in effect.

Any vehicle in violation of UMBC regulations, State Transportation Articles or abandoned is subject to being ticketed and/or towed at the expense of the owner of the vehicle.

Citations

Violations & Fines (Rates Effective September 1, 2021):

Pay Station – Expired Time – \$30.00

Shared Permit - \$50.00

Expired Permit – \$40.00

Parking in more than one space - \$20.00

Failure to Renew Permit - \$10.00

Violation of Posted Signs – \$50.00

Fire Lane/Fire Hydrant Violation – \$75.00

Accessible Parking – \$250.00

Improper Parking Area – \$75.00

Incorrect Zone – \$40.00

Other including vehicle displaying expired license plate registration – \$40.00

Citation Payments

Online Payment

Citations can be paid online at [Parking Account Management](#). Please enter the citation number or the license plate and state to bring up the citation(s).

Payment forms accepted are American Express, Discover, MasterCard, Visa or ACH.

Pay in Person

Pay at the Parking Services office during regular office hours (Monday – Friday, 8 AM – 4 PM).

Payment forms accepted are check, money order or currency.

Late Fees

Payment must be received and posted within 30 days from the date of the citation or appeal decision date to avoid late fees. A late fee of \$10.00 will be assessed on all past due fines after 30 days. After 45 days an additional late fee of \$20.00 will be assessed.

Returned Checks

A \$30.00 fee will be assessed for all returned checks and ACH payments. Notification for all returned checks and ACH payments is the responsibility of your financial institution and not UMBC Parking Services.

Citation Appeals

Violation Appeals

Appeals must be received within 14 calendar days of the issue date. The issue date is day one. Citations pending an appeal decision will not receive a late fee. The 30-day grace period will begin on the date when the appeal is resolved.

NO FAXED OR VERBAL APPEALS WILL BE ACCEPTED.

Violations may be appealed through the State of Maryland District Court system or through a UMBC administrative appeal process. Choice of one appeal process waives choice of the other process.

Administrative fees of \$10.00 will be charged on appeals unless lowered to a Warning or adjudicated to not guilty.

All appeal decisions are final.

UMBC Visitors online Administrative Appeal Process:

Submit online by going to [Parking Account Management](#)

Click on 'Guest Login' and login if you have already created a guest account OR create a guest account to login. Go to 'Citations and click on 'Appeal' to enter your written appeal. Your appeal decision will be sent in an email.

UMBC Employee online UMBC Administrative Appeal Process:

Submit online by going to [Parking Account Management](#) and login as an 'Affiliate'. Go to 'Citations and click on 'Appeal' to enter your written appeal. You can choose if you wish to have your decision mailed or sent in an email.

UMBC Student Administrative Appeal Process:

UMBC students must initiate appeal review online. Student notification of the appeal decision will be sent through email. The Student Parking Appeals Board under Student Judicial Programs will review and resolve student appeals. The board convenes during the Fall and Spring semesters.

Submit online by going to [Parking Account Management](#) and login as an 'Affiliate'. Go to 'Citations and click on 'Appeal' to enter your appeal.

District Court of MD Review

Visitors, employees and students have the option of having their citation reviewed by the District Court of Maryland before a judge. The District Court is located at 1 Rolling Cross Road, Catonsville, MD 21228. To request a District Court Hearing, you must email Parking Services at parking@umbc.edu within 14 days from the date of the citation. You may request the violation issuer to be present at the DCM trial. Court costs will be assessed by the judge. District Court will notify you by mail of your court date and time.

Parking Advisory Committee

The Parking Advisory Committee (PAC) is charged with enhancing the student and faculty/staff parking experience at UMBC. The PAC meets once a semester and makes recommendations to the Vice-President for Finance and Administration. The committee is comprised of the following members:

- Faculty Senate
- Adjunct Faculty Advisory Committee
- Student Government Association
- Graduate Student Association
- Professional Staff Senate
- Non- Exempt Staff Senate
- AFSCME
- Facilities Management
- Director of Parking Services
- Chief of Police
- Assistant Director of Parking Services

GOALS

- Review parking rules and regulations and make recommendations changes for consideration.
- Review Parking Services annual objectives and goals.
- Assist with publicizing parking issues and enhancements within the university community.
- Review and recommend capital improvement projects,
- Serve as a liaison between respective governing bodies and Parking Services.

Visitor Parking

Visitor parking is available at 'Pay-to-Park' lots. Visitors pay at the pay station and must properly enter their license plate information at the pay station. Please note, receipts are optional and are not required to be displayed

Pay Stations for visitor 'Pay-to-Park' spaces are ADA compliant and visitors with a disabled plate/placard will need to pay when parking in these areas.

Visitor parking spaces are located at Administration Drive Garage upper level, Commons Garage first level, Walker Avenue Garage upper level, Lot 9 and Lot 7 on Walker Avenue.

Visitor parking is \$2.00 per hour and payable by MasterCard, Visa or exact currency, no change or refunds provided. Visitor parking is enforced Monday-Friday from 7:00 am until 4:00 pm.

Visitor parking is not enforced on the following University observed holidays: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day and the following Friday, and Christmas day through the end of the calendar year. Visitor parking is enforced when university offices are open, even if classes are not scheduled.

Departmental Guest Codes

Departments may request visitor guest codes for an individual or an event. Visitor guest codes are not to be used by UMBC employees. Submit the request in writing by email to: parking@umbc.edu. Include name of visitor, date, department with contact information, and chart string. Please allow 2 business days for processing. You will receive a reply to the email with the guest code.

Event Parking

Include name of event, estimated number of attendees, date, location, department with contact information, and chart string. Events will be reviewed for parking availability. One visitor guest code with multiple uses will be created for the event. You will receive a reply to the email with the guest code.

Contractor Parking

All posted service parking spaces on campus require a service permit year-round.

Contractor Service Vehicles

Service permits are available at Parking Services for service vehicles at no charge. The permit is restricted to the designated Service Spaces located throughout the campus. Service permits are restricted to one vehicle per company with additional vehicles assigned to an overflow area. You must have a Contractor/Service Provider Form from the department authorizing your work on campus to receive this permit.

Contractor Construction Vehicles

Permits are not required for contractor vehicles parked within the fenced compound of a construction site.

Vendor Vehicles

Vendors are not eligible for a service permit. Vendors should follow the process for visitor parking.

Special Event Parking

This policy is to serve as a uniform guideline for university special event parking in facilities controlled by Parking Services. It is intended to cover most forms of pre-planned event parking.

Special Event Parking Description

Special event parking is any organized parking for university employees or visitors attending a planned event on campus. This policy applies to department functions, conferences, and official university activities. Special event parking is defined as pre-planned parking for 10 or more parking spaces.

Special Event parking does not include Athletic Events, Event Center Events (not including Retriever Room), Temporary or Vendor Parking, and Construction Parking

Guidelines:

Complete and submit a **Special Event Request Form** at least 15 days prior to the date of the event. Event parking cannot proceed until request has been approved by Parking Services. The availability of parking facilities for the event is not guaranteed; however, every effort will be made to accommodate requests. For groups assigned parking in South Campus or Maryland State Highway Park-n-Ride, the sponsoring department must request shuttle service through [UMBC Transit](#). Failure to notify Parking Services of the cancellation of an event at least 48 hours prior to the event will result in a billing charge to the department or organization. When parking spaces are reserved, the department/group will be charged based upon the number of spaces being held, even if they go unused. Organizations without a university chart string must submit payment for services in advance to the Parking Services Department by check or money order payable to UMBC

Sustainable Transportation

Student Carpool Program

Carpool members must be UMBC commuter students. Carpoolers must complete a UMBC Carpool Application and have at least 2 members whose schedules match at least 50 percent of the time (please submit each member's class schedule with this form). Carpool permits are valid only in Lot 4 in the designated Carpool parking spots. You may only have one car parked in the lot at any time. Carpool permits are enforced Monday through Friday from 7 AM to 4 PM. Carpool permits **MUST** be renewed each semester. Any parking citations issued to carpool participants are the responsibility of the owner/operator of the vehicle. Abuse of a carpool permit by participants, family members, non-UMBC students, or anyone not authorized to use carpool permit will result in the carpool permit being revoked.

Employee Carpool Program

Employee Carpool permits can be purchased for \$180.00 per year. Carpoolers must complete a UMBC Carpool Application, share a single carpool permit, and may park in the **Carpool Lot 4**. The program will allow between two and four individuals to enter into a carpool agreement. Each participant may request up to two free daily permits per month if they need to drive alone. Daily permits beyond the initial allocation must be purchased by the individual users for \$2.00 per day.

Any parking citations issued to carpool participants are the responsibility of the owner/operator of the vehicle. Abuse of a carpool permit by participants, family members, non-UMBC students, or anyone not authorized to use carpool permit will result in the carpool permit being revoked.

Carpool participants are eligible for Guaranteed Ride Home (GRH). GRH provides a **FREE** ride home by taxi, rental car, bus, or train for registered users in the Greater Baltimore/Washington region who take transit, carpool, vanpool, or bike to work at least twice weekly. Commuters will be able to use GRH to get home for unexpected personal emergencies and unscheduled overtime up to **four** times per year. To sign up and for additional information visit: <http://www.commuterconnections.org/commuters/guaranteed-ride-home/>

Electric Vehicle Charging Stations

UMBC offers 19 charging stations around campus for electric cars. These stations are located in Walker Avenue Garage, Lot 9 and Stadium Lot. Users with a valid UMBC permit may utilize EV stations at no additional cost. Visitors can purchase parking at the pay stations for \$2.00/ hour – maximum of 4 hours

Charging of EV's is limited to 4 hours between the hours of 7:00 am- 7:00 pm, Monday- Friday. The time limit will be strictly enforced by Parking Services. Parking in electric charging spaces is restricted to vehicles plugged in for charging only . The university has the right to close electric charging spaces for maintenance, construction, or special events without prior notice. Any non-electric vehicles parked in the charging station spaces will be cited. Charging is on first come, first served basis. The university assumes no liability for damage to vehicles while using the charging stations