



# **Parking Rules & Regulations Manual**

2023 – 2024 Academic Year



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## 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. Adding vehicles to your account can be done by going to Parking Account Management. If you wish to remove a vehicle, please call 410-455-2551 or email [parking@umbc.umbc](mailto:parking@umbc.umbc) with the information for the vehicle you would like removed

## 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.

**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](mailto: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](mailto: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

Gate Card waitlist forms can be found on our website at <https://parking.umbc.edu/>. The forms are completed via DocuSign and sent directly to Parking Services.

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 can be paid by cash, check or credit card.

## 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)

## 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.**

## 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 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**

Posted sign violations and standard Maryland Traffic Regulations are enforced 24 hours a day, 7 days a week and 365 days per year (regardless of whether UMBC is open or closed that day). Parking permits are enforced during the hours of 8 AM to 4 PM, Monday – Friday. Parking permits are required during the summer. There is no free parking during the hours of 8 AM to 4 PM.

Parking must be within the boundaries of a designated space. Parking is not permitted along unmarked curbs in parking lots. Vehicles may not enter areas that have been closed by cones or barricades.

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.

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 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.

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.

Vehicles who fail to register on campus will be stickered. Those who are stickered and do not take action in a timely manner will be obligated to pay all citations. No waivers will be given.

## **Citations**

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

Pay Station – Expired Time – \$30.00

Shared Permit - \$50.00

No Valid 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

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 credit card, 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:**

Visitor appeals are to be sent via email to [parking@umbc.edu](mailto:parking@umbc.edu).

### **UMBC Employee online UMBC Administrative Appeal Process:**

Submit online by logging into to [Parking Account Management](#). Go to 'Citations' and click on 'Appeal' to enter your written appeal.



## **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 will review and resolve student appeals. Appeals are reviewed throughout the year.

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](mailto: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, exact currency, and Park Mobile and Passport Apps. 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, 4<sup>th</sup> 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](mailto:parking@umbc.edu). Include name of visitor, date, department with contact information, and non-grant funded 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 NCAA Sanctioned 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. Host department/group is responsible for obtaining event signage through UMBC Sign Shop. 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.

### **Bicycles, Electric Scooters and Electric Bikes**

#### **Bicycles**

Bicycle racks have been conveniently placed throughout the campus for the use and convenience of the campus community. Bicycle owners park their bicycles at their own risk and the University assumes no liability or responsibility whatsoever for any bicycles left at any time.

- All bicycles on campus must be registered with UMBC Parking Services
- Bicycles must be parked in bicycle racks or lockers and secured using a u-lock, or a cable or chain with a lock
- Parking of bicycles in areas other than bike racks is considered unauthorized (e.g., chained to trees, buildings, poles, etc.) and will not be permitted. This practice can damage university property and can create hazardous situations for pedestrians
- If left in unauthorized locations as described above, bicycles may be removed immediately
- Bicycle racks are typically for temporary use only. Bicycles left in a bike rack beyond a continuous thirty (30) day period may be considered abandoned and removed by UMBC Police. The university assumes no liability or responsibility for damages due to removal of the bicycles because of extended parking or abandonment

- Bicycles that are determined to be abandoned may be removed by UMBC Police and held in storage until August 1st of each year. All bikes not reclaimed (by contacting UMBC Police) by this time may be donated to a charity to be designated by the university
- Removed bicycles may be reclaimed by contacting UMBC Police. Claimants should provide an ID, a description of the bike (manufacture & color), and the location on campus where the bicycle was parked

### **Electric Scooters and Electric Bikes**

Pursuant to MD Transp Code § 11-104 (2022), electric scooters and electric bikes are regulated similar to bicycles. The electric scooter (e-scooter) is a device with two or three wheels, handlebars, and footboard that can be stood upon riding, which is completely powered by an electric motor and human power. An electric bicycle (e-bike) is a motorized bicycle with an integrated electric motor used to assist propulsion. UMBC is committed to creating an environmentally sustainable and safe campus. Therefore, UMBC regulates the use of e-scooters and e-bikes on university property. E-scooter and e-bike operators must adhere to the following rules and regulations:

- All e-scooters and e-bikes must be registered with UMBC Parking Services
- E-scooters and e-bikes must be operated on the road, designated paths, and adhere to all traffic laws and posted signs. This includes stopping at stop signs, obeying traffic signals, riding in the direction of traffic, the prohibited wearing of headphones or air buds in both ears, and yielding to other vehicles and pedestrians
- Operators must not be impaired while operating an e-scooter or e-bike
- E-scooters and e-bikes are to not be operated in university parking lots and garages
- E-scooters and e-bikes must be parked adjacent to bicycle rack in upright position
- E-scooters and e-bikes must never be parked on sidewalks, block pedestrian pathways, fire hydrants, ADA access, building entrances or impede the work of the university (e.g., mowing or snow removal.)
- E-scooters and e-bikes are not permitted to be in residence halls or other university buildings
- E-scooters must be folded and placed between the riders' legs while seated or when standing on UMBC Transit
- E-scooters carried onto UMBC Transit must use sealed gel, lithium ion, or NiCad batteries for power. Gas powered scooters are prohibited regardless of whether they are also battery powered
- E-bikes can be secured on UMBC transit front racks similar to bicycles