

PARKING GUIDELINES

(Updated 09/01/2002)

PARKING SERVICES ASSISTANCE CENTERS

MCV Campus Office:

Address: 1000 East Clay Street
P.O. Box 980235
Richmond, VA 23298-0235
Phone: (804) 828-0501
Fax: (804) 828-5343

Academic Campus Office:

Address: 1111 West Broad Street
P.O. Box 843064
Richmond, VA 23284-3064
Phone: (804) 828-8726
Fax: (804) 225-3765

Office Hours: 8:00 a.m. to 4:30 p.m., Monday through Friday, except University observed holidays

PARKING SUBSCRIPTIONS

Applications for parking subscriptions are available from either Parking and Transportation Services location. To avoid a processing delay, the application should be filled out completely. In order to be eligible for university parking privileges, the applicant must meet the following conditions:

1. The applicant must **have no outstanding** university parking penalties or unpaid violations.
2. The applicant must be a current employee or student.

Permits will be issued only for vehicles owned by or registered by DMV at the same address as the applicant. Parking assignments are made on a first come, first serve basis, availability, and established criteria provided by the university's Parking Advisory Committee. No individual, office, or department, other than Parking and Transportation Services, may grant campus-parking privileges, sell, transfer or **alter** permits.

The roles of certain employees may necessitate an exception to the established parking assignment policy. In such a case, the employee should seek an exception in writing through channels advocated by the appropriate Director, Dean, or Vice President. The Office of the Provost will make recommendations on exceptions for the Academic Campus and the MCV Campus Parking Advisory Committee will make recommendations for the MCV Campus.

Full-time faculty and classified employees are required to pay semi-monthly through payroll deduction. Part-time faculty, adjunct faculty, and part-time classified employees must pay in advance on a semi-annual basis. Hourly employees must pay in advance, quarterly, semi-annually, or annually. Student subscribers must pay in advance on a semester basis.

PERMITS

Single Permit Policy: VCU Parking and Transportation will issue a single permit (hanger or adhesive) per parking subscription. Subscribers wishing multiple permits must purchase multiple parking subscriptions.

Exception: Subscribers registering a motorcycle as a second vehicle may purchase a separate motorcycle permit for a nominal fee. Please contact the parking office for additional information.

Permit Placement: Application of the decal by any means other than those listed below, such as tape, or any other non-permanent manner, is considered a parking violation and the vehicle is subject to enforcement action. VCU Parking decals **may not** be laminated to prevent adhesion to window surface. **Adhesive Decals:** decal backing must be completely removed and the decal must be securely adhered to the **vehicle** surface. Parking permits are not transferable to any other person or unregistered vehicle. Transferring permits is a parking violation and subjects the vehicle to enforcement action.

1. Adhesive decals must be displayed in the lower corner of the **driver's side rear passenger window**. Motorcyclists must place permits on the back of the right side view mirror or the **motorcycle fork**.
2. Non-adhesive temporary permits must be displayed in full view, inside the front windshield, on top of the driver's side of the dashboard.
3. Hangtags must be displayed from the rearview mirror with the decal information facing outward.
4. Convertible/soft top vehicles must display bumper decals on the driver's side back bumper.
5. **All expired University parking decals must be completely removed from vehicles prior to displaying new decals.**

Permit Cancellation: Persons canceling their parking subscriptions, voluntarily or through separation from the university, must return their permits and/or access cards to the Parking Office. Parking and Transportation follows the university's policy on refunds for parking subscriptions for student subscriptions. Employee subscriptions are refunded based on the date of return.

RECIPROCAL PARKING

Reciprocal parking is a privilege enjoyed by all faculty and staff subscribers.

Vehicles displaying a valid MCV Campus permit may reciprocal park in the West Broad Street Deck, **provided space is available**, during its hours of operation. Upon entering the West Broad Street Deck, simply remove a ticket from the spitter and park. Upon exiting, write your permit number on the back of the ticket along with your name and the date. Hand your ticket to the attendant.

1. **Vehicles displaying a valid Academic Campus faculty or staff permit may reciprocal park in the N Deck.**
2. Reciprocal parking within your primary campus is permitted for any unrestricted facility after 4:00 p.m. and prior to 7:30 a.m. weekdays and at any time on weekends and university observed holidays.
3. Only authorized subscribers may park in restricted parking facilities.

RESTRICTED PARKING FACILITIES

Certain parking areas on either campus are restricted to specific parkers. These areas are:

Academic Campus: OO, JJ, HH, BB, WW, QQ, IA, II, Food Services, West Main Street Deck (prohibited between the hours of midnight and 7:00 a.m.), Food Services, as well as designated areas in the FF and MM lots.

MCV Campus: X, G, J, Randolph Minor Lots, and the Nelson Clinic Garage, as well as the S and E decks in the Visitors' Deck Complex.

Our partially restricted facilities limit parking to subscribers specifically assigned to them from 7:30 a.m. until 4:00 p.m. on weekdays. Our partially restricted facilities are:

Academic Campus: RR and UU Lots

MCV Campus: K and F Lots

SUBSTITUTE VEHICLES

In the event a substitute vehicle is used, you are required to notify Parking and Transportation Services. Notification should occur prior to parking or within 30 minutes of parking. **Please telephone 828-0501, 24 hours a day, 7 days a week and provide the following information:** your name, social security number, campus phone number, the license number of the substitute vehicle, the lot/deck assignment, and the number of days you will be driving the substitute vehicle.

SUBSCRIBER RESPONSIBILITY

1. **Finding authorized space:** Drivers are responsible for finding an authorized parking space. Perceived lack of available space, mechanical problems, or other factors do not justify parking violations.
2. **Payment of Fines:** All fines must be paid in full and in a timely manner. Vehicles for which tickets are outstanding are subject to immobilization/towing. If the subscriber is separating from the university, these fees will be deducted from the individual's final paycheck.
3. **Access Cards: Certain** VCU parking facilities are ID card entry only.
 - a) Sharing ID cards is not permitted and may result in the loss of parking privileges.
 - b) Subscribers must have both their ID card and decal in order to park in access card facilities to avoid being charged the daily parking fee.
 - c) There are some parking facilities in which entries are restricted to specific times.
4. **Lost or Stolen Permits:** If your permit is lost; please contact either Parking Office immediately. Permits stolen while on MCV/VCU property must be reported to the VCU Police. Permits stolen in other locations must be reported to the designated city or county police. The Parking Office will re-issue a parking permit with a replacement fee of \$25. **The parking office may waive the replacement fee if a copy of the police report is presented.**
5. **Vehicle Disposal:** In the event a vehicle is sold or disposed of, a substantial portion (50% or more) of the decal must be returned to the Parking Office before a replacement decal will be issued. **If less than 50% is returned or no permit is returned, a replacement fee will be assessed. If the nature of the vehicle loss prevents the safe and proper removal of the decal or permit, the replacement fee may be waived if proof of vehicle loss, such as a letter from insurance representative on company letterhead, is presented.** All fees must be paid before the re-issuance of a permit. If the subscriber is separating from the university, these fees will be deducted from the individual's final paycheck.
6. **Changes in Employment Status:**
 - a) **When terminating employment, subscribers must return their permits/access cards and pay all outstanding fines before separation.**
 - b) Subscribers must notify Parking and Transportation Services with changes in position, classification code, assigned shift, or department information.
7. **Change of Address:** When a subscriber's home address changes, he/she is responsible for contacting the Parking Office with this information. Home addresses are utilized for mailing renewal applications and other pertinent information. It is important that this information be kept current.

PARKING REGULATIONS

Permit holders should familiarize themselves with all regulations. Citations are issued for the following violations:

1. Parking in a prohibited zone
2. Parking in a loading zone
3. Parking in a service area
4. Parking on sidewalks or lawns
5. Failure to display a valid permit (includes access card facilities)
6. Blocking driveways, roadways, or sidewalks
7. Occupying more than one space
8. Improperly displaying a parking permit
9. Employee/student use of patient/visitor spaces
10. Exceeding meter times
11. Failure to obey posted traffic patterns
12. Parking in improper location for permit issued
13. Exceeding posted time limits

In addition, there are regulations that could subject a violator to higher fines, booting, towing and/or revocation of parking privileges. All outstanding parking penalties and fines must be paid prior to release of the vehicle.

These are:

1. Altering, forging, copying, or falsely acquiring a permit or parking pass. VCU Police will be contacted for any altered, forged, or copied permit and will remove the permit from said vehicle. **A penalty fine of at least \$100 to \$500 will be assessed.**
2. Parking in spaces designated for mobility-impaired individuals without displaying HP license plates, a DMV issued pass, **and** an appropriate University permit.
3. Fraudulent use of access cards.
4. Parking multiple vehicles with a single parking subscription.

PLEASE NOTE: While parking tickets are normally issued, vehicles may be towed for violation of any of the parking regulations when exceptional circumstances warrant.

ADMINISTRATIVE REVIEW OF CITATIONS

Persons receiving parking tickets are entitled to administrative review. The administrative review process is not an appeals process. It is conducted upon written request via the Administrative Review Request form to ensure that the citation was issued appropriately. Forms are available at either Parking Office and may be mailed or transmitted via facsimile upon request. The Parking Office must receive requests within **fifteen calendar days** of the ticket issuance date. The fifteen-calendar day review does not apply to tickets received for towing or booting.

Any citation may be appealed to the Richmond General District Traffic Court. The recipient of the citation must initiate this process. Forms are available at either Parking Office location.

MOTORIST ASSISTANCE

Parking and Transportation Services offers motorist assistance to its subscribers. This assistance is limited to jump starts, assistance with changing tires, transportation for gasoline to an on-campus location, and calling a towing service. Due to liability issues, Parking *will not* attempt to open locked vehicles.

IMMOBILIZATION/TOWING PROGRAM

Individuals with unpaid parking fines may have their vehicle placed on the immobilization (boot) list. Vehicles identified while on university property will be booted and the owner will be required to pay all outstanding parking penalties and fines before the boot will be removed. Additionally, there is a boot removal fee. *All fines may be paid with cash, money order, credit card, certified check, or by payroll deduction (payroll deduction option is not available to hourly or MCVAP employees).* Vehicles that remain booted after Parking and Transportation Services closes, will be towed at the owner's expense.

The university reserves the right to tow vehicles at the owner's expense from areas designated as tow zones or that presents a hazard or impedes the normal and/or emergency operations of the university. Illegally parked vehicles, including vehicles parked in unassigned areas may be towed, at the owner's expense, without notice to the operator. After towing a vehicle, Parking and Transportation Services will notify VCU Police of the vehicle's location. ***ALL FINES MUST BE PAID PRIOR TO THE VEHICLE BEING RELEASED FROM IMPOUNDMENT.***

PERMIT RENEWAL

Permits issued to employees with payroll deduction will automatically renew annually upon the expiration date indicated on the permit. Permits for other subscribers will expire at the end of the period indicated on the permit. Renewal of the quarterly permits must take place five work days prior the expiration date of the permit in order for the holder to be assured of continued parking privileges. Vehicles bearing expired permits are subject to enforcement action.

MOBILITY IMPAIRED ACCESSIBLE PARKING

All subscribers parking in handicapped accessible spaces in controlled lots/decks must display **BOTH:**
A valid university parking permit and a
A valid permit or license plate, issued by either DMV or equivalent office for the state in which the car is registered, indicating that the driver is permitted to park in an accessible space for the mobility impaired.

All faculty, staff, and students with temporary disabilities may request permission to park in designated mobility impaired spaces. When the period of disability is expected to last less than six weeks, a letter from a physician is required stating that the mobility impaired parking is necessary. When the period of disability is expected to last longer than six weeks, a mobility impaired permit issued by the State Department of Motor Vehicles is required. In all cases, the subscriber/parker must pay the applicable fee to park in university controlled space. ***University metered spaces are limited to 4 hours for mobility impaired parkers.***

LOADING ZONES/SERVICE AREAS

Persons using loading zones are required to show evidence of loading/unloading (e.g., emergency flashers in use). It is expected that drivers who utilize these zones will do so according to the specified times. Any vehicle parked longer than the posted time limit for the loading zone is in violation and subject to enforcement action.

Vehicles parked in designated service areas must display a permit authorizing use of these areas. Permits for service vehicles may be obtained at the MCV Campus Parking Office. These permits should be used only while the operator is engaged in performing service functions.

LIABILITY DISCLAIMER

Virginia Commonwealth University and the Commonwealth of Virginia do not assume responsibility for any vehicle or its contents when parked on University property. The University and the State do not assume responsibility for damage to vehicles that are immobilized or towed.