

**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 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 Jenkins 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, (hangtag or a window sticker). The hangtag permit shall be placed on the rear-view 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. 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.

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 any 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.

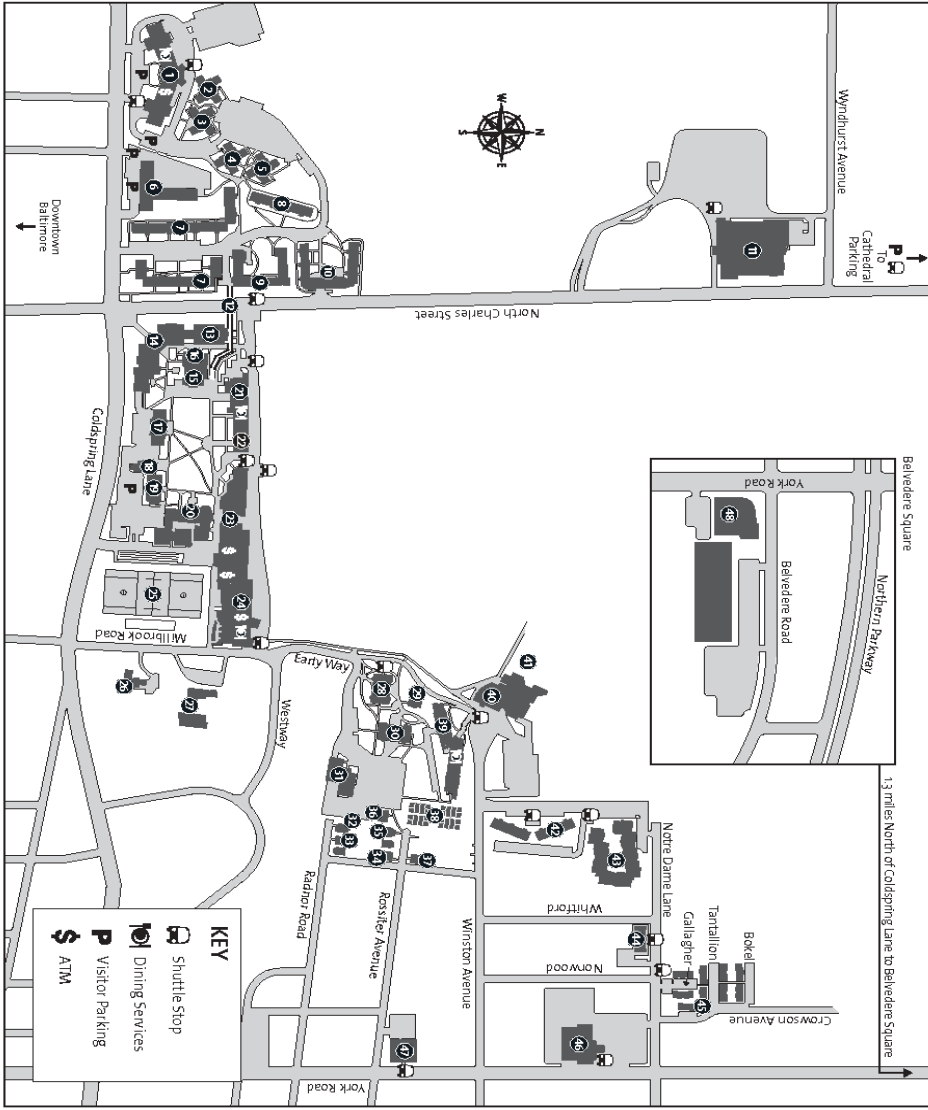
c. Anyone can purchase convenience disability parking for 30 days if they document the need with official documentation from the MVA. Purchase of disability convenience parking after that must be certified by your home state’s vehicle licensing authority.

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 attaining 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 accessed to all students and is payable at time of registration.



**CAMPUS MAP**

- 1. Newman Towers**  
ATM Machine  
Sun/Deck  
Disability Support Services  
Event Services and Auxiliary Management  
Dining Services  
Administrative and Catering Offices  
Speech/Language Pathology/Audiology Department
- 2. Ayla Hall**  
Vice President for Academic Affairs
- 3. Balthasar Hall**  
Evergreen Annual Grey/round
- 4. Claver Hall**  
W.L.O.Y. Radio Station
- 5. Dordy Day Hall**  
Communication Lab  
Sand Volleyball Court  
W.L.O.Y. Television
- 6. Campion Tower**  
Studio Campion  
Telecommunications
- 7. Seon Court**  
Alcohol and Drug Education and Support Services  
Health Services-Health Education Programs  
Student Life Office  
Sophomore Involves  
Women’s Center
- 8. Southwell Hall**
- 9. Hopkins Court**
- 10. Langer Court**
- 11. Finnes and Aquatic Center**  
Recreational Sports
- 12. US&G Recreation Bldg**  
Kronk Hall
- 13. Keon Hall**  
Metamorphosis Sciences Department  
Physics Department  
Terminology Services
- 14. Donnelly Science Center**  
Biology Department  
Chemistry Department  
Computer Science Department  
Engineering Science Department
- 15. Alumni Memorial Chapel**  
Campus Ministry
- 16. Conlin Hall**  
Center for Community Service/Judice
- 17. Beatty Hall**  
Public Safety Department  
Psychology Department  
Sociology Department  
X-Ray Department
- 18. X-Ray Department**  
Institutional Research  
Office of Franchiser Research  
Vice President for Enrollment Management & Communications
- 19. Jamblich Hall**  
Academic Affairs and Diversity  
Academic Coordinator for  
Varying Sports  
Government and Community Relations  
Human Resources Service  
Center  
Masters Room  
Resource Management  
The Study
- 20. Rex, Frank X. Monk, S.J., Humanities Center**  
Writing Center  
Undergraduate Admission  
Alumni Relations  
Classics Department  
Counseling Center  
Dean-College of Arts and Sciences  
Development and College Relations  
English Department  
Financial Aid  
Grant Services  
History Department  
Hill Lounge  
Creative Services  
Research and Sponsored Programs  
Philosophy Department  
Provost’s Center  
Public Relations  
Public Relations  
Theory Department  
Writing Department
- 21. Sellinger School of Business and Management**  
Accounting Department  
Cody Center  
Dean-Sellinger School of Business and Management  
Economics Department  
Finance Department  
Information Systems and Operations  
Management Department  
Management and International Business  
Marketing, Law and Social Department  
Responsibility Department  
**22. Hayden Hall**  
Academic Publications  
Academic Advising and Support Center  
Dean of Franchiser Students and Academic Services  
Instructional Programs  
Institutional Services  
Language Learning Center  
Master of Business and Leadership Studies  
National Fellows Office  
Reports  
Student Administrative Services
- 23. DeChon College Center**  
ADM Machine  
First Federal Financial  
The Career Center  
Communication Department  
Emig G. Turley, Robt Arnes  
Julio Fine Arts Wing  
Art Gallery



**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 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: Ahern/McAuley, Aquinas, Campion, Claver, Gardens, Newman, Rahner 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 and Aquatic 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 & Aquatic 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 \$500.00 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 is also 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 \$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 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, DGA and the Campion 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 Cathedral, 5104 York Road, and the lots behind 5000 York Road and 4806 York Road. 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. The annual fee is a tiered fee based upon annual salary (\$60 or \$30) depending on annual salary.

d. Ridley Athletic Complex

FAS parking at the Ridley will be paid parking. The annual fees are tiered based upon annual salary (\$60 and \$30). 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 (buses) will be provided for students and FAS 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 convenience 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 convenience parking. The waiting list will be maintained by the SAS parking coordinator and applicants will be chosen from the list based on the date and time of 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/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 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. 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 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". 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 non-valid spot or in between spots.

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

9. Abuse of Privileges - No person shall falsify facts, alter parking permits, fraudulently obtain, use or loan an ID card and/or parking permit to another. No person shall destroy or permit the destruction or damage to or other-wise 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 neighborhoods surrounding the University: Blythewood, Guilford, Evergreen, Homeland, Kerewood, Keswick, Radnor-Winston, Roland Park, Roland Springs, Tuscany-Canterbury, and Wyndhurst. 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 may be picked up by the owner, Vehicle relocation will be fined \$85.00 and at the owner's risk.

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 occurs it creates a new offense and ticket. In lieu of arrest, a ticket may be issued for violations involving the damage or destruction to parking gates and equipment, misuse of parking gate cards or permits; and, theft of permits or parking equipment.

	<u>Violation</u>	<u>Fine</u>
1.	Disability parking	\$85.00
2.	Fire Lane	\$85.00
3.	Registration violation	\$35.00
4.	Reserved parking	\$60.00
5.	Obstructing	\$35.00
6.	No Parking	\$35.00
7.	Improper Parking (see remarks)	\$35.00
8.	Expired Pay by Space	\$60.00
9.	Abuse of privileges	\$85.00
10.	Moving Violation	\$35.00
11.	Parking in the Community	\$85.00
12.	Vehicle Relocations	\$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. 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.

F. LOADING AND UNLOADING DOCKS

The University has extremely limited dock loading and unloading areas. The critical areas are Ennis Parallel, behind the Boulder area and Newman Towers behind Iggy's. Active loading and unloading are only allowed in these areas. Vehicles that exceed 30 minutes in these areas will be towed. Greater enforcement will be noticeable in these areas during the upcoming school year.

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 tow company to remove from University property a vehicle that is:

- illegally parking 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
- unoccupied and presents a hazardous condition, or
- parked in a "Tow Away Zone" 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 consecutive days and is one or more 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 Pollards Towing, 3 Ensor Avenue, Towson Maryland 21204. 410-823-1808 (Regular business hours) 410-377-8122 (After hours)

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.

b. If a parking violation issued to a student is not paid within ten (10) calendar days of the date of issuance, the ticket will be processed and payment will be charged to the student's tuition account. Non-payment may result in a "hold" being placed upon academic records until paid, thus restricting registration for classes and the ability to obtain transcripts and/or diploma.

c. If a parking violation issued to an employee is not paid within ten (10) calendar days of the date of issuance, the ticket will be processed for payment through payroll deduction.

2. Appeals - Parking Violations

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 issue date .

c. The original parking violation notice or a copy of same must accompany each payment or appeal to insure 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.

3. Appeals- Revocation of Privileges

The appeal of the revocation of parking privileges must be submitted on the Appeal Request form and forwarded to SAS. Appeal 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.



LOYOLA  
UNIVERSITY MARYLAND

## PARKING RULES

&

## REGULATIONS

### 2015- 2016

FOR MORE INFORMATION, PLEASE CONTACT:

Student Administrative Services

Maryland Hall, Room 140

4501 N. Charles Street

Baltimore, MD 21210-2699

Tel: 410-617-2423