

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 required at all times. 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 7:00 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 8:30 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.

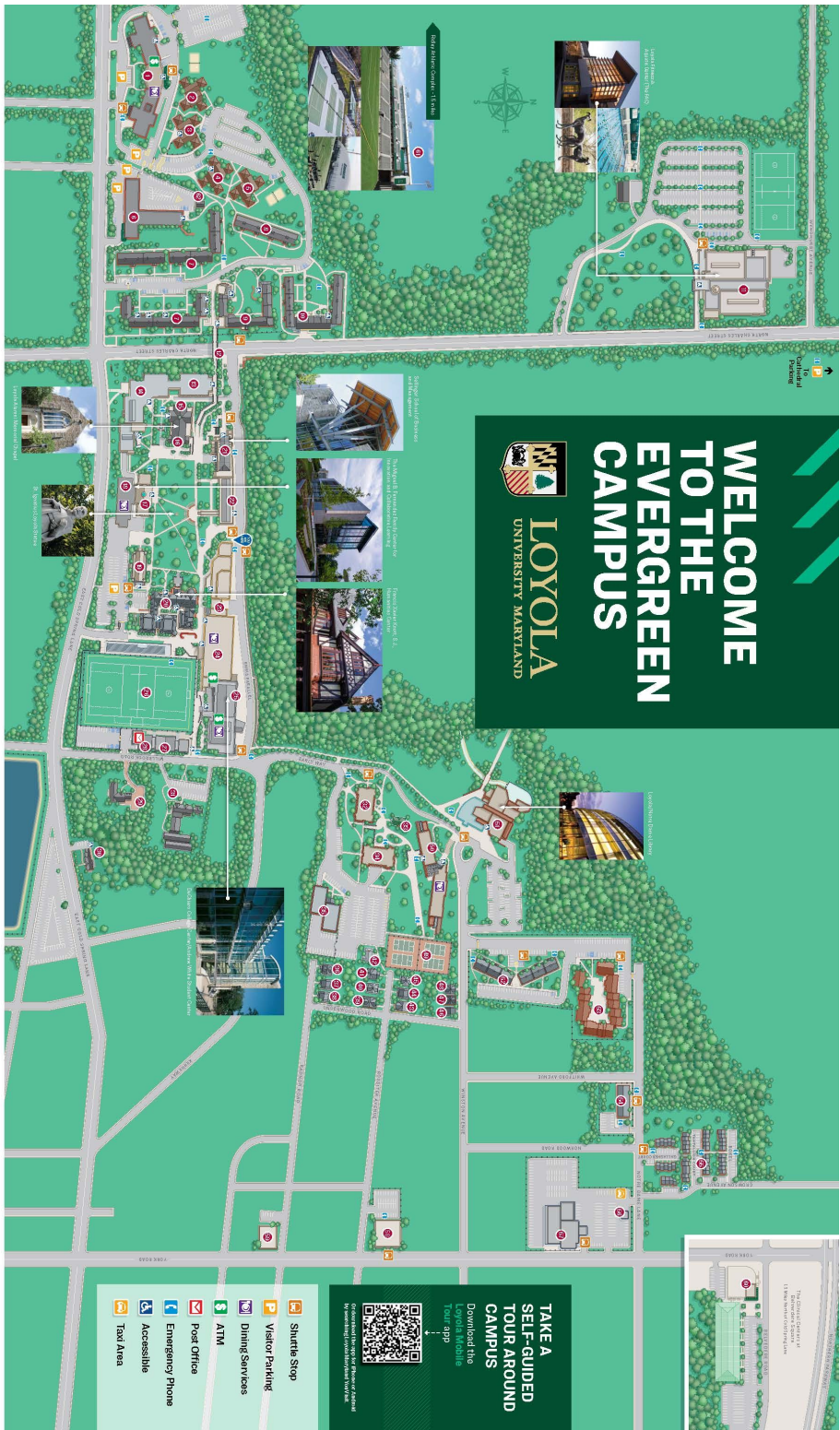
b. Upon sale, trade or other disposition of a vehicle displaying a current parking permit, the owner/operator shall be responsible for updating parking records by registering any newly acquired vehicle or returning the permit. It is the responsibility of the owner/operator of any vehicle to notify SAS of any changes of vehicles, license plates, resident status, etc.

c. For short term accommodation, students requesting temporary parking should submit documentation through D.S.S.. F/A/S should submit documentation to Human Resources. Purchase of disability convenience parking after that must be certified by your home state's vehicle licensing authority. Lot assignment is subject to availability.

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 \$15 per week fee will be accessed to all students and is payable at time of registration.

- 1 Newman Towers
- 2 Avila Hall
- 3 Bellarmine Hall
- 4 Claver Hall
- 5 Dorothy Day Hall
- 6 Campion Tower
- 7 Serra Court
- 8 Southwell Hall
- 9 Hopkins Court
- 10 Lange Court
- 11 Fitness & Aquatic Center
- 12 USF&G Pedestrian Bridge
- 13 Knott Hall
- 14 Donnelly Science Center
- 15 Cohn Hall
- 16 Alumni Memorial Chapel
- 17 Beatty Hall
- 18 The Miguel B. Fernandez Family Center for Interdisciplinary Collaborative Learning
- 19 Serra Hall
- 20 Rev. Francis X. Knott, S.J., Humanities Center
- 21 Stulliger School of Business and Management
- 22 Maryland Hall
- 23 DeChiara College Center
- 24 Ratz Arena/Foxes Court
- 25 Andrew White Student Center
- 26 Dame Ogden-Alkens Field
- 27 Bookstore
- 28 Stamp Rm
- 29 Student Mail Room
- 30 Inman House
- 31 Alumni House
- 32 Rev. Brian C. Lihana, S.J., Early House
- 33 St. Alphonsus Rodriguez House
- 34 SAC Rosterer Avenue
- 35 SAC Rosterer Avenue
- 36 SAC Rosterer Avenue
- 37 SAC Rosterer Avenue
- 38 SAC Rosterer Avenue
- 39 SAC Rosterer Avenue
- 40 SAC Rosterer Avenue
- 41 SAC Rosterer Avenue
- 42 SAC Rosterer Avenue
- 43 SAC Rosterer Avenue
- 44 SAC Rosterer Avenue
- 45 SAC Rosterer Avenue
- 46 SAC Rosterer Avenue
- 47 SAC Rosterer Avenue
- 48 SAC Rosterer Avenue
- 49 SAC Rosterer Avenue
- 50 SAC Rosterer Avenue
- 51 SAC Rosterer Avenue
- 52 SAC Rosterer Avenue
- 53 SAC Rosterer Avenue
- 54 SAC Rosterer Avenue
- 55 SAC Rosterer Avenue
- 56 SAC Rosterer Avenue
- 57 SAC Rosterer Avenue
- 58 SAC Rosterer Avenue
- 59 SAC Rosterer Avenue
- 60 SAC Rosterer Avenue
- 61 SAC Rosterer Avenue
- 62 SAC Rosterer Avenue
- 63 SAC Rosterer Avenue
- 64 SAC Rosterer Avenue
- 65 SAC Rosterer Avenue
- 66 SAC Rosterer Avenue
- 67 SAC Rosterer Avenue
- 68 SAC Rosterer Avenue
- 69 SAC Rosterer Avenue
- 70 SAC Rosterer Avenue
- 71 SAC Rosterer Avenue
- 72 SAC Rosterer Avenue
- 73 SAC Rosterer Avenue
- 74 SAC Rosterer Avenue
- 75 SAC Rosterer Avenue
- 76 SAC Rosterer Avenue
- 77 SAC Rosterer Avenue
- 78 SAC Rosterer Avenue
- 79 SAC Rosterer Avenue
- 80 SAC Rosterer Avenue
- 81 SAC Rosterer Avenue
- 82 SAC Rosterer Avenue
- 83 SAC Rosterer Avenue
- 84 SAC Rosterer Avenue
- 85 SAC Rosterer Avenue
- 86 SAC Rosterer Avenue
- 87 SAC Rosterer Avenue
- 88 SAC Rosterer Avenue
- 89 SAC Rosterer Avenue
- 90 SAC Rosterer Avenue
- 91 SAC Rosterer Avenue
- 92 SAC Rosterer Avenue
- 93 SAC Rosterer Avenue
- 94 SAC Rosterer Avenue
- 95 SAC Rosterer Avenue
- 96 SAC Rosterer Avenue
- 97 SAC Rosterer Avenue
- 98 SAC Rosterer Avenue
- 99 SAC Rosterer Avenue
- 100 SAC Rosterer Avenue

- 101 SAC Rosterer Avenue
- 102 SAC Rosterer Avenue
- 103 SAC Rosterer Avenue
- 104 SAC Rosterer Avenue
- 105 SAC Rosterer Avenue
- 106 SAC Rosterer Avenue
- 107 SAC Rosterer Avenue
- 108 SAC Rosterer Avenue
- 109 SAC Rosterer Avenue
- 110 SAC Rosterer Avenue
- 111 SAC Rosterer Avenue
- 112 SAC Rosterer Avenue
- 113 SAC Rosterer Avenue
- 114 SAC Rosterer Avenue
- 115 SAC Rosterer Avenue
- 116 SAC Rosterer Avenue
- 117 SAC Rosterer Avenue
- 118 SAC Rosterer Avenue
- 119 SAC Rosterer Avenue
- 120 SAC Rosterer Avenue
- 121 SAC Rosterer Avenue
- 122 SAC Rosterer Avenue
- 123 SAC Rosterer Avenue
- 124 SAC Rosterer Avenue
- 125 SAC Rosterer Avenue
- 126 SAC Rosterer Avenue
- 127 SAC Rosterer Avenue
- 128 SAC Rosterer Avenue
- 129 SAC Rosterer Avenue
- 130 SAC Rosterer Avenue
- 131 SAC Rosterer Avenue
- 132 SAC Rosterer Avenue
- 133 SAC Rosterer Avenue
- 134 SAC Rosterer Avenue
- 135 SAC Rosterer Avenue
- 136 SAC Rosterer Avenue
- 137 SAC Rosterer Avenue
- 138 SAC Rosterer Avenue
- 139 SAC Rosterer Avenue
- 140 SAC Rosterer Avenue
- 141 SAC Rosterer Avenue
- 142 SAC Rosterer Avenue
- 143 SAC Rosterer Avenue
- 144 SAC Rosterer Avenue
- 145 SAC Rosterer Avenue
- 146 SAC Rosterer Avenue
- 147 SAC Rosterer Avenue
- 148 SAC Rosterer Avenue
- 149 SAC Rosterer Avenue
- 150 SAC Rosterer Avenue
- 151 SAC Rosterer Avenue
- 152 SAC Rosterer Avenue
- 153 SAC Rosterer Avenue
- 154 SAC Rosterer Avenue
- 155 SAC Rosterer Avenue
- 156 SAC Rosterer Avenue
- 157 SAC Rosterer Avenue
- 158 SAC Rosterer Avenue
- 159 SAC Rosterer Avenue
- 160 SAC Rosterer Avenue
- 161 SAC Rosterer Avenue
- 162 SAC Rosterer Avenue
- 163 SAC Rosterer Avenue
- 164 SAC Rosterer Avenue
- 165 SAC Rosterer Avenue
- 166 SAC Rosterer Avenue
- 167 SAC Rosterer Avenue
- 168 SAC Rosterer Avenue
- 169 SAC Rosterer Avenue
- 170 SAC Rosterer Avenue
- 171 SAC Rosterer Avenue
- 172 SAC Rosterer Avenue
- 173 SAC Rosterer Avenue
- 174 SAC Rosterer Avenue
- 175 SAC Rosterer Avenue
- 176 SAC Rosterer Avenue
- 177 SAC Rosterer Avenue
- 178 SAC Rosterer Avenue
- 179 SAC Rosterer Avenue
- 180 SAC Rosterer Avenue
- 181 SAC Rosterer Avenue
- 182 SAC Rosterer Avenue
- 183 SAC Rosterer Avenue
- 184 SAC Rosterer Avenue
- 185 SAC Rosterer Avenue
- 186 SAC Rosterer Avenue
- 187 SAC Rosterer Avenue
- 188 SAC Rosterer Avenue
- 189 SAC Rosterer Avenue
- 190 SAC Rosterer Avenue
- 191 SAC Rosterer Avenue
- 192 SAC Rosterer Avenue
- 193 SAC Rosterer Avenue
- 194 SAC Rosterer Avenue
- 195 SAC Rosterer Avenue
- 196 SAC Rosterer Avenue
- 197 SAC Rosterer Avenue
- 198 SAC Rosterer Avenue
- 199 SAC Rosterer Avenue
- 200 SAC Rosterer Avenue



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. Permits issued to students are to be used solely by the person to whom the permit is issued. Permits are issued for the academic year. Assignment to convenience lots will be based on class year with preference to seniors or to undergraduate students with a documented need. **First year resident students are not permitted to bring vehicles to the University.**

b. Any resident student may request convenience parking based on a documented health condition in writing through D.S.S. 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 accommodation. 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, Avila, Bellarmine, Campion, Claver, Dorothy Day, 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 7:00 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 attending classes at either Baltimore, Columbia or Timonium need not pay the fee but they must complete the registration form.

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.

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, 4806 York Road and the Triangle lot located on Cold Spring lane. The Cathedral Lot is only available during the academic year and is restricted to Monday through Friday, 7:00 a.m. to 10:00 p.m. The annual fee for satellite parking is \$60.00

d. Ridley Athletic Complex

The annual fees for Ridley based F/A/S parking is \$60.00. 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. Game day transportation (buses) will be provided for students and FAS to and from the Evergreen campus. Pick up and drop off points are at the Library and Newman Towers.

7. FAS and Student Parking Waiting Lists

Once all convenience lots are allocated, a waitlist will be created based on the time and date of registration.

8. Permits and hang-tags are not transferable from one person to another.

C. **PARKING 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. Designated ADA Spaces - A person may not park a motor vehicle in a designated ADA space unless the vehicle bears a Disability Parking Permit issued by Loyola University and/or state issued 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. Designated ADA spaces are reserved for vehicles displaying a temporary Loyola ADA permit or state issued temporary or permitted ADA hangtag. Vehicles parked in an ADA space without a valid ADA permit 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 pavers.

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, Kernewood, Keswick, Radnor-Winston, Roland Park, Roland Springs, Tuscany-Canterbury, and Wyndhurst. Public Safety 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. **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 three (3) or more parking violations, that student may be subject to a student conduct hearing and administrative sanctions according to the rules set forth in the Community Standards.

E. **LOADING AND UNLOADING DOCKS**

The University has extremely limited dock loading and unloading areas. The critical areas are Ennis Parallel, Donnelly Science loading dock, Bunn Drive, behind the Boulder area and Newman Towers behind Iggy's. Active loading and unloading are only allowed in these areas for vehicles authorized by the university.

F. **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 parked in a reserved or gated area without a valid permit specific to that area
- 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). Pollards towing fee is \$160, plus a \$15 storage fee.

G. **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. 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. Student 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 appeal will be forwarded by e-mail. All decisions of the Appeals Board are final and may not be re-submitted.



LOYOLA
UNIVERSITY MARYLAND

PARKING RULES

&

REGULATIONS

Revised April 2023

FOR MORE INFORMATION, PLEASE CONTACT:

Student Administrative Services

Maryland Hall, Room 140

4501 N. Charles Street

Baltimore, MD 21210-2699

Tel: 410-617-2423