



**Parking Rules and Regulations
Fall 2023 – Summer 2024**

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These regulations supersede all previously published and become effective July 1, 2023.

A. AUTHORITY

These regulations are established under the authority vested by The Board of Trustees of the University of Alabama in accordance with state law. By virtue of the powers granted to The Board of Trustees by the State Constitution, The Board of Trustees has the authority to adopt and promulgate reasonable rules and regulations for the management and governance of the institutions. Those powers may be delegated to various University officials for the governance of University affairs; Ref: Alabama-Code §16-47-2, 34 (1975).

B. RESPONSIBILITY OF MOTOR VEHICLE OPERATORS

Students, faculty, staff, and others operating a motor vehicle or parking on the UAH campus must pay for the privilege and register their vehicle or vehicles with UAH Parking Services. By doing so, they agree they will observe the state motor vehicle laws and be familiar with the University's parking regulations. Motor vehicle operators who violate these regulations will be subject to a citation, and in certain cases, their vehicle may be immobilized or towed and impounded at their expense.

These rules and regulations are in effect 24 hours a day, seven days a week unless otherwise indicated. Furthermore, being unfamiliar with the rules, not being able to find a parking space, or not having time to search for an appropriate space are not acceptable excuses for violating parking regulations.

The fact that a citation has not been issued in the past when a vehicle is illegally or improperly parked does not imply that the regulations or laws are not applicable.

C. UNIVERSITY LIABILITY

The University assumes no responsibility for the care or protection of vehicles or their contents while the vehicle is on property owned, leased, or otherwise controlled by the University.

D. GENERAL PARKING REGULATIONS

1. All students living in residence halls or commuting to campus who park a motor vehicle on campus must pay the appropriate parking fee and will receive a hangtag permitting them to park in specified zoned lots. Resident students may typically park in the assigned lot(s) nearest their residence hall during zone parking enforcement hours. They may also park in any lot designated for "Any UAH Permit." Students commuting to campus will be issued a Commuter hangtag and must use the Commuter lots or lots designated for Commuter+Faculty/Staff. Lots designated for Faculty/Staff exclusively are off-limits to students during zone parking enforcement hours.
2. Employees classified as "regular" (full-time, part-time, or on-call), adjunct faculty, temporary and contract employees hired by UAH or hired through an employment agency, and others who park a motor vehicle on campus are required to pay for the privilege and obtain a hangtag or temporary parking hangtag. This requirement

also applies to individuals or organizations that rent, lease, or use office space, labs, or other University facilities on University property and park a personally-owned or company-owned vehicle on campus.

3. Permit categories are determined at the discretion of the UAH Parking Committee.
4. Hangtags must be displayed from the rearview mirror facing out and clearly visible for UAH Parking Services staff inspection. Nothing may be placed in front of the hangtag in such a manner that obstructs any portion of the hangtag from view. It is recommended that drivers remove their hangtag from the rearview mirror before placing the vehicle into motion. Operators of vehicles with no rearview mirror must place the hangtag on the dash facing up where the entire hangtag, including permit number and expiration date, can be clearly observed.

Motorists should be mindful of windshield sun shades, air fresheners, beads, and other items that may potentially block the parking hangtag, as the permit numbers and expiration date must be clearly visible at all times.

5. Vehicles parked in a manner deemed unsafe or obstructing the safe flow of traffic will be considered in violation and subject to being towed and impounded at the owner's expense.
6. Parking is authorized inside marked spaces delineated by white painted lines. Parking anywhere else for any period of time is prohibited unless UAH Parking Services grants advance permission. Examples of special circumstances (loading/unloading, passenger pickup, vehicle breakdown, etc.) Drivers are responsible for notifying Parking Services in advance to receive permission to park in areas not normally designated for parking. No other person has the authority to grant permission to park in violation of these regulations for any reason or at any time. Contact Parking Services at 256-824-6595 for more information.
7. All areas not specifically designated for parking by signs, pavement striping, bumper blocks, or other devices are considered "No Parking Zones." The lack of a "No Parking" sign does not imply a legal parking space.
8. Nonaffiliated Visitors parking on University property must park in designated Visitor Parking zones. If a visitor is affiliated **in any way** and does not possess a current parking permit, they must obtain and display a UAH-issued visitor hangtag from the vehicle's rearview mirror. Operators of vehicles with no rearview mirror must place the hangtag on the dash facing up where it can be clearly observed by UAH Parking Services staff. Visitor parking hangtags can be obtained at Parking Services during regular business hours (Monday – Friday from 8:30 AM – 4:00 PM) or at the UAH Police Department during non-business hours.
9. It is the responsibility of affiliated individuals (meaning employees and students of the University) and departments who invite guests to the campus to ensure their

guests are instructed on how to obtain a visitor's hangtag or provide them one in cases where the sponsoring department has been authorized to do so.

10. The speed limit inside campus parking lots and structures is 10 MPH.
11. Follow posted speed limits when driving on campus streets as they are enforced by radar.
12. Parking is prohibited curbside to a street, parking lot, or driveway, on sidewalks, in a dumpster area, in front of a driveway, within an intersection, within 15 feet of a fire hydrant, on a pedestrian crosswalk, on grass, or other surfaces not designated for parking, or in any roadway or traffic lane.
13. A campus area that has been closed off by barricades, traffic cones, caution tape, or other traffic control devices, including signs, may not be entered by any vehicle unless specifically authorized by Parking Services.
14. Parking in more than one space (*double parking*) is prohibited.
15. Only motorcycles and mopeds may park in spaces designated by signs indicating motorcycle parking.
16. Parking Services may suspend parking enforcement, preempt the use of, and/or close any parking area preceding special events.
17. Vehicles parked on University property must be operable, display a valid and current license plate, and display a current parking hangtag.
 - a Vehicles that are disabled, under repair, or not drivable, must be removed from the campus within 72 hours, or
 - b They may be towed and impounded at the owner's expense.
18. The overnight parking of buses, motor homes, trailers, and like vehicles is prohibited on campus grounds unless an exemption is granted by Parking Services. Drivers will be instructed where they may park.
19. The perceived lack of convenient parking is **NEVER** an excuse for violating any parking regulation.

E. VEHICLE REGISTRATION AND PARKING FEES

1. Registering a Bicycle

Registration of bicycles is **mandatory** for all UAH faculty, staff, and students. Log in at my.uah.edu and click "Register a Bicycle" under Campus Services. Enter the requested information and submit the form. It is **free** to register your bicycle and to receive your decal. Three business days after submission, you may pick up your decal at Parking Services during regular business hours, Monday – Friday from 8:30 AM – 4:00 PM.

2. Registering a Motor Vehicle

To avoid waiting in long lines and limit personal contact, employees and students must pay their parking fee and register their motor vehicle(s) ahead of time by visiting parking.uah.edu. Hangtags may be picked up at Parking Services at the Conference Training Center in Room 147 three business days after submission. Remember to bring your driver's license when picking up your hangtag.

- a. Those registering online early may opt to have their hangtags mailed via the U.S. Postal Service to their home address for a period of two weeks from the start of sales in advance of the fall semester start date. Otherwise, the hangtag will be held for pickup at Parking Services.
- b. Hangtags purchased online for the spring or summer semester must be picked up in person at Parking Services. Permits may be purchased only for use by the purchaser and are non-transferable.
- c. Supplying fraudulent information or information other than your own may result in loss of parking privileges on campus.

3. Individual Permit Limitations

- a. Students
 - i. May purchase only one hangtag.
 - i. Exception is for a motorcycle decal which may be purchased in addition to a hangtag.
 - ii. Purchasing and taking possession of more than one hangtag will be considered an invalid registration.
- b. Employees
 - i. Employees of UAH are authorized to purchase two (2) parking permits per academic year, both at the regular price. (See Section 5.b.) Both permits shall be registered to the Faculty or Staff member making the purchase and identified as the permit holder. No other person may be identified as the permit holder.
 - i. Faculty/Staff permits may not be used by a spouse, partner, child, or family member if that individual is a student at UAH.
 - ii. Payment of a citation issued to a vehicle associated with the permit holder is the permit holder's responsibility. There is no appeal process for a violation issued to the spouse, partner, or other family members. Therefore, it is incumbent upon the permit holder to educate the other driver(s) of the second permitted vehicle about the *UAH Parking Rules and Regulations*.
 - iii. Abuse of this privilege may result in the invalidation and/or confiscation of the second permit by Parking Services, and no parking fee refund will be issued.
 - iv. Any subsequent attempts to use an invalid permit will result in additional fines and removal of the vehicle from the University property at the owner's expense. The responsible employee will not be allowed to purchase a second permit for one year.

4. Parking permits may only be obtained by permission of UAH Parking Services.

- a. No college, department, organization, event sponsor, club, or third party is authorized to manufacture, sell, give away, or distribute parking permits. Violators will be prosecuted for the *Theft of Services*.
- b. UAH parking permits remain the property of the University and are subject to seizure for misuse, abuse, or other violations of these regulations.
- c. Visitor passes must be obtained through UAH Parking Services during regular business hours, Monday – Friday from 8:30 AM – 4:00 PM. After hours, they may be obtained through the UAH Police Department.

5. Parking Fee Schedule

a. Students

- i. \$140.00 for each hangtag purchased before or during the 2023 Fall semester. Hangtags are valid from the date of purchase through August 5, 2024, unless the student separates from the University prior to the expiration date.
- ii. \$95.00 for each hangtag purchased for new or returning students entering during the Spring semester. Hangtags are valid from the date of purchase through August 5, 2024, unless the student separates from the University prior to the expiration date.
- iii. \$50.00 for each hangtag purchased for new or returning students entering the Summer semester. Hangtags are valid from the date of purchase through August 5, 2024, unless the student separates from the University prior to the expiration date.
- iv. Students who rarely park on campus may purchase and print a one-day permit online at parking.uah.edu for \$5 each time they come on campus. *A maximum of five one-day permits may be purchased per academic year.*

b. Employees

- i. \$140.00 for each hangtag purchased before or during the 2023 Fall semester. Hangtags are valid from the date of purchase through August 31, 2024, unless the individual separates from the University prior to the expiration date.
- ii. \$95.00 for each hangtag for individuals beginning employment after January 1, 2024. Hangtags are valid from the date of purchase through August 31, 2024, unless the individual separates from the University prior to the expiration date.
- iii. \$50.00 for each hangtag for individuals beginning employment after the Spring semester ends. Hangtags are valid from the date of purchase

through August 31, 2024, unless the individual separates from the University before the date of expiration.

c. Motorcycles and Mopeds (Students and Employees)

IT IS AGAINST ALABAMA STATE LAW TO AFFIX YOUR UAH MOTORCYCLE DECAL ON YOUR LICENSE PLATE. PLACE IT ON AN AREA OF THE MOTORCYCLE/MOPED WHERE IT WILL BE EASILY VISIBLE TO UAH PARKING SERVICES PERSONNEL.

- i. \$75.00 for each decal purchased before or during the Fall semester. Decals are valid from the date of purchase through the expiration date unless the individual separates from the University prior to the expiration date. All motorcycle decals expire on August 5, 2024.
- ii. \$50.00 for each decal purchased after January 1, 2024. Decals are valid from the date of purchase through the expiration date unless the individual separates from the University prior to the expiration date. All motorcycle decals expire on August 5, 2024.
- iii. \$30.00 for each decal purchased for the Summer semester only. Decals are valid from the date of purchase through the expiration date unless the individual separates from the University prior to the expiration date. All motorcycle decals expire on August 5, 2024.

DEPARTMENTS AND COLLEGES OF THE UNIVERSITY ARE PROHIBITED FROM USING STATE FUNDS TO PURCHASE PARKING PERMITS.

6. Parking Fee Refunds

Students' parking fees may be refunded only if the refund request is made on or before the drop/add date for the semester. Students must bring their parking permit to Parking Services during regular business hours, Monday – Friday from 8:30 AM – 4:00 PM. No refund requests will be accepted after this date.

7. Transferring a Hangtag to Another Vehicle

A hangtag may be transferred from vehicle to vehicle in cases where the owner possesses multiple vehicles, rents a vehicle temporarily, or borrows one. Additional vehicles must be added at parking.uah.edu under the current hangtag account. However, the hangtag may only be used by the individual to whom it was issued. Transferring a UAH parking hangtag to another individual is prohibited; if discovered, the holder of the hangtag and the individual using the transferred hangtag will be fined. (The one exception to this rule applies to an employee who purchases a second permit and allows a non-affiliated spouse, partner, or family member to use the permit independently.)

8. Forged, Stolen, or Altered Hangtags

Displaying forged, stolen (lost), or altered parking hangtags is prohibited. Such violations will be treated as a theft of services and/or an honor code violation in addition to a parking violation. Individuals involved will be reported to the appropriate authorities.

9. Conditions for Obtaining a Temporary Hangtag

Vehicle operators who have paid the parking fee and were issued a hangtag are responsible for obtaining a temporary parking pass for the day in the event the issued hangtag is left in another vehicle. Temporary passes are available to order and print online at parking.uah.edu. The temporary pass must be displayed on your vehicle's dash and visible from the outside through the windshield.

10. **Lost or Stolen Hangtags** must be replaced at full cost unless one of two items are presented to Parking Services:

- a. A police report showing the vehicle was entered into illegally, or in the case of a motorcycle or moped, the decal was forcibly removed or;
- b. An official document from an insurance company stating the registered vehicle was a total loss along with the contents contained within the vehicle, including the hangtag or decal if the vehicle was a motorcycle or moped.

WARNING: If at any time it is determined that a student or employee (full-time, part-time, temporary, contract, etc.) is parking a motor vehicle on the campus without paying the appropriate fee, the entire calendar year parking fee (\$140.00) will be applied to the person's account. Collections from employees will follow the procedures found in the Staff Handbook under the section entitled "*Indebtedness and Collection Complaints*," located on pages 46 – 47.

F. PARKING ZONES

Zone parking is enforced Monday – Friday from 7:30 AM – 5:30 PM on regular business days. During this time, vehicle operators are only authorized to park according to their hangtag classification in those zones described below.

Zone parking enforcement will not occur on days when the University is officially closed.

- a. This occurs typically during official University holidays or when inclement weather forces a precautionary closure and class cancellation. Just because classes are moved online for the day does not mean that the University is officially closed and employees are not working.
- b. Zone parking enforcement will not occur during the breaks between semesters. All other regulations will be enforced when violations are detected.

- c. Zone parking enforcement is in effect during summer semesters as classes are in session.

1. Student Commuter and Non-Affiliated Commuter (Commuter who is not a Student or Employee of the University)

- a. Permitted to park in a "Commuter Only" zone or a "Commuter+Faculty/Staff" zone (both indicated by a WHITE dot) and any "UAH Permit Required" zone.
- b. [Hyperlink to map of Commuter and Commuter+Faculty/Staff zones](#)

2. Resident

- a. Permitted to park in their designated "Resident" zone (indicated by a YELLOW dot) and any "UAH Permit Required" zone.
- b. Cannot park in the UFC parking lot during zone enforcement hours.
- c. [Hyperlink to map of CCH Resident zones](#)
- d. [Hyperlink to map of FFH/NCH Resident zones](#)
- e. [Hyperlink to map of SCH/FSR/CGV Resident zones](#) -

NOTE: *SCH/FSR/CGV permit holders are not permitted to park on Levels 1 and 2 of the IMF parking garage.*

3. Faculty/Staff

- a. Permitted to park in any designated "Faculty/Staff Only" zone (indicated by a BLACK dot), "Commuter+Faculty/Staff" zone (indicated by a WHITE dot), and any "UAH Permit Required" zone.
- b. Cannot park in the "UFC Permit Only" area if utilizing the UFC during zone enforcement hours.
- c. [Hyperlink to map of Faculty/Staff zones and Commuter+Faculty/Staff zones](#)

4. Invention to Innovation Center (I²C)

- a. Permitted to park in the "Faculty/Staff ONLY" zone in G5 and G9 lots (indicated by a BLACK dot), and lots designated for "Any UAH Permit."
- b. I²C visitors may park in the visitor spaces reserved for I²C located in front of their building in the G5 lot using a departmental visitor pass printed online. The guest will receive an invite by email from the guest coordinator at I²C. Otherwise, they must go by UAH Parking Services for a visitor pass during regular business hours (M – F from 8:30 AM – 4:00 PM) or the UAH Police Department after hours. If all of the I²C visitor spaces are taken, they may park in the regular Faculty/Staff spaces in the G5 lot in front of the I²C building using the same visitor pass.

- c. Visitors and guests are prohibited from parking in the Resident and Commuter parking zones. Violators are subject to being towed and impounded at the owner's expense.

5. NASA

- a. Permitted to park in a "Commuter+Faculty/Staff" only zone (indicated by a WHITE dot) and any "UAH Permit Required" zone.
- b. Permitted to park in "UFC Permit Only" (indicated by a GRAY dot) if utilizing the UFC.

6. NWS

- a. Permitted to park in a "Commuter+Faculty/Staff" only zone (indicated by a WHITE dot) and any "UAH Permit Required" zone.
- b. Permitted to park in "UFC Permit Only" (indicated by a GRAY dot) if utilizing the UFC.

7. OLLI

- a. Permitted to park in the Commuter section of G5, G9, and G10 lots. OLLI students are prohibited from parking in the Faculty/Staff and Resident parking zones. Violators are subject to being towed and impounded at the owner's expense. Prohibited from parking in Resident parking zones (indicated by a YELLOW dot.)

8. The University Fitness Center – AKA UFC Patrons (Members who are not Students or Employees of the University)

- a. UFC Patron hangtags can be obtained at the Front Desk of the University Fitness Center.
- b. Permitted to park in the north side of the parking lot in front of the UFC nearest Holmes Avenue designated "UFC Permits Only" (indicated by a GRAY dot).
- c. [Hyperlink to map of UFC zones](#)

9. Alumni Board

- a. Permitted to park in a "Commuter Only" zone or a "Commuter+Faculty/Staff" zone (both indicated by a WHITE dot) and any "UAH Permit Required" zone.
- b. [Hyperlink to map of Commuter+Faculty/Staff zones](#)

10. Retiree

- a. Permitted to park in any designated "Faculty/Staff" only zone (indicated by a BLACK dot), "Commuter+Faculty/Staff" only zone (indicated by a WHITE dot), and any "UAH Permit Required" zone.
- b. [Hyperlink to map of Retiree zones](#)

11. **Alabama Credit Union** parking lot is for banking business only. Overnight parking in the credit union parking lot is not allowed. Vehicles found in violation may be towed and impounded at the owner's expense.

G. SPECIAL/RESTRICTED PARKING AREAS

1. **Service Vehicle Only** spaces are designated for vehicles displaying a government license plate or a vehicle that has been registered with Parking Services as a service vehicle and displays a service vehicle parking placard. Service vehicle parking is enforced 24 hours a day, seven days a week. Vehicles found in violation may be towed and impounded at the owner's expense.
2. **Twenty-minute Parking** spaces are enforced 24 hours a day, seven days a week. No special hangtag is required for their use. These "short-term" spaces are available for anyone who needs to run quick errands, grab a snack, load, unload, pickup, and make convenient deliveries.
3. **Visitor Parking** spaces are established for the exclusive use of guests who are **not affiliated** with the University, and a visitor hangtag is required. These spaces, located around the campus, are enforced Monday – Friday from 7:30 AM – 5:30 PM. *UAH students and employees may not use them during these times, except those with a UAH-issued Disability Access Parking Hangtag, provided all available handicapped parking spaces within the lot are occupied.*

NOTICE: *Visitor parking spaces in/around Southeast Campus Housing, Frank Franz Hall, Central Campus Residence Hall, and Charger Village have a one-hour time limit and are enforced seven days per week, 24 hours a day.*

4. **Reserved Visitor Parking (Student Services Building)** spaces are designated by electronic signs that will either display the name of the person for whom the space is reserved or any non-affiliated visitor/guest of the University.

Employees and students are **prohibited** from parking in these spaces from 7:30 am – 5:30 pm, Monday – Friday, and anytime the signs are illuminated.

5. **Loading Zones** are spaces/areas that have been reserved exclusively for vendors and service vehicles. Temporary permission for others to use these spaces can be obtained by calling Parking Services at (256) 824-6595 prior to usage. A twenty-minute time limit will be imposed for personal vehicles during peak usage periods.
6. **Handicap Parking** spaces are provided exclusively for persons who are disabled. Motor vehicle operators who are **NOT** disabled may not use these spaces unless the disabled individual is in the vehicle at the time it is parked. A state DMV-issued Disability Access Parking hangtag or license plate must be clearly displayed at all times. Disability Access Parking hangtags issued to an employee or student must

be validated before use on the campus. A UAH Accessibility Parking Hangtag (See next section.) must be clearly displayed in an unobstructed manner. The striped access aisle next to a disability parking space is a necessary space when the disabled person uses a ramp and/or a wheelchair to get out of a vehicle. These are part of one single disability parking space and are not to be used by a second vehicle, even if that second vehicle has a legitimate disability parking placard or license plate.

7. UAH Accessibility Parking Hangtag

a Students and employees with a state DMV-issued Disability Access Parking hangtag or license plate must bring the hangtag or license plate number and registration to UAH Parking Services to have it validated. Also, bring your current UAH hangtag to exchange it. Once the Disability Access Parking hangtag or license plate was legally issued to the student or employee, a UAH Accessibility Parking Hangtag will be exchanged for the student or employee's zone parking hangtag. **Standard parking fees still apply to the individual.**

b UAH Accessibility Parking hangtags must be displayed from the rearview mirror, unobstructed by other objects, and in plain view. Operators of vehicles with no rearview mirror must place the hangtag on the dash facing up where it can be clearly observed by UAH Parking Services staff. If all Handicap and Visitor spaces in a lot are full, the individual with the UAH Accessibility Parking hangtag may park in any regular space in a Commuter or Faculty/Staff lot.

WARNING! Illegal use of another person's Disability Access Parking hangtag or license plate is a class B misdemeanor and carries a severe financial penalty and/or arrest. The hangtag, if applicable, will be seized by Parking Service and given to the UAH Police Department as evidence for criminal prosecution. Subsequent violations of this section may result in the loss of parking privileges.

8. Alternative Fuel Spaces and Charging Stations

- a Are available to accommodate any vehicle that is classified as actually using alternative fuels (other than gasoline or diesel) and not simply a feature of the vehicle.
- b Electric vehicles are the only ones permitted to park in a charging port space. The vehicle is required to be plugged in while parked in the space.
- c All other vehicles are prohibited from using these spaces.

9. Spaces Restricting Certain Vehicles (Vans, SUVs, & Trucks)

These parking spaces are located inside the Intermodal Facility (parking garage) near the top or bottom of a ramp and affixed to a concrete pylon directly in front of the parking space. Vehicles categorized by their manufacturer as a van/minivan, SUV (including cross-over vehicles), or truck may not park in these spaces.

10. Motorcycle/Moped Parking Exception

Motorcyclists and moped riders may park in any area or legal space designated by signs "For Motorcycles Only." Inside the Intermodal Facility, motorcycles/mopeds may use the areas with painted diagonal, white stripes and marked with appropriate signage. Motorcycles and mopeds should be parked well inside the painted areas so as not to obstruct other motor vehicle operators from safely making turns.

H. GENERAL RULES REGARDING VIOLATIONS

1. Parking violations generally result in the issuance of a University citation.
2. A citation is not eligible for appeal for an employee or student who has not paid the required parking fee or after 14 calendar days have expired from the date of citation issuance.
3. Vehicles parked illegally or improperly are subject to being immobilized or towed and impounded at the owner's expense.

I. VIOLATIONS AND FINES

1. Common Violations and Fine Amounts

- a. Failure to Pay Parking Fee: \$50 fine and payment of full academic year parking fee (\$140)
- b. Use of Expired Hangtag or Parking Credential: \$50 fine and payment of full academic year parking fee (\$140)
- c. Improper Display or Obstructed Hangtag: \$25
- d. Curbside Parking: \$50
- e. Parking on a Seeded Area (lawn, flower bed, athletic field, lakeside, etc.): \$50
- f. Blocking a Roadway, Driveway, Sidewalk, or Disability Access Ramp: \$100, and the vehicle is subject to being towed and impounded at the owner's expense
- g. Not in a Legal Space: \$50
- h. No Parking Zone: \$50
- i. Parking Against the Flow of Traffic: \$25

- j. Reserved Parking Space (designated by cones, barricades, or signage): \$50, and the vehicle is subject to being towed and impounded at the owner's expense
 - k. Service Vehicle Space: \$50, and the vehicle is subject to being towed and impounded at the owner's expense
 - l. Loading Zone: \$50, and the vehicle is subject to being towed and impounded at the owner's expense
 - m. Zone Parking Violation: \$50
 - n. Double Parking (encroaching adjacent space): \$75
 - o. Overtime Parking: \$25
 - p. Visitor Space Violation: \$50
 - q. Handicap Parking Space Violation: \$300, and the vehicle is subject to being towed and impounded at the owner's expense
 - r. Unlawful Use of a Disability Access Parking Hangtag/Plate: \$300, seizure of the hangtag and vehicle is subject to being towed and impounded at the owner's expense
 - s. UAH Parking Accessibility Hangtag Not Displayed: \$50
 - t. Duplicating Your Issued Hangtag: \$25
 - u. Wrongful Use of UFC Patron Hangtag: \$30, and the vehicle is subject to being towed and impounded at the owner's expense
 - v. Falsifying Vehicle Registration: \$75
 - w. Transfer of Hangtag to Another Person: \$100
 - x. Use of Transferred Hangtag: \$100
 - y. Use of Counterfeit/Altered Hangtag, Placard, or other Parking Credential: \$150 and payment of full parking fee (\$140)
 - z. Possession/Use of a Lost or Stolen Hangtag, Placard, or other Parking Credential:
\$300
2. Failure to acknowledge the violator's copy of a citation after it has been placed on the vehicle will not be grounds for voiding a citation.
 3. Registered vehicle owners are liable for each citation issued. Filing an appeal will not shield the violator from similar citations received for the same offense. Fines must be paid online at parking.uah.edu.

4. Habitual violators with five or more unpaid citations due to lack of vehicle registration may be subject to vehicle immobilization (boot) or the vehicle being towed and impounded at the owner's expense.
 - a. If a vehicle is immobilized, the boot will not be removed until all fines are paid, including the boot removal fee of \$35.
 - b. If you damage the boot, you will be charged for a replacement.
5. **Students:** All unpaid fines and fees incurred by a student must be paid in full to The University of Alabama in Huntsville within 14 days of citation issuance.
 - a. A Public Safety HOLD is applied if a student has any delinquent financial obligation during a subsequent term, and the student will not be allowed to view transcripts.
 - b. Financial obligations of \$350 or more will prevent registration, viewing transcripts, and receiving a diploma until **paid in full**. The degree will still be awarded.
6. **Faculty/Staff:** All unpaid fines will be collected from the employee following the procedures found in the *Staff Handbook* under the section entitled *Indebtedness and Collection Complaints*, located on pages 46 – 47.
7. **Non-Affiliated Hangtag Holders:** Fines must be paid within 14 days of issuance of the citation online by going to parking.uah.edu and entering your ticket number and license plate number. Three or more unpaid fines may result in loss of parking privileges, and the vehicle may be immobilized or towed and impounded at the owner's expense.

J. APPEALING A CITATION

1. Only Employees and students may appeal a violation notice under the following conditions:
 - a. Parking fee was paid for the current period and prior to the citation being issued.
 - b. Citation was issued within the prior 14-day period.
 - c. The citation was clearly issued in error. (No violation occurred.)
2. An Appeal Request Form may be completed online at parking.uah.edu.
 - a. If the appeal is denied, the fine is due immediately.
 - b. Unpaid Faculty/Staff fines will be collected from the employee following the Indebtedness and Collection Policy.
3. The decision of the Traffic Appeals Board is **final** and may not be contested by ANYONE.

K. SPECIAL EVENT PARKING

Parking inside the interior of the John Wright and Ben Graves loop is typically restricted to individuals with a UAH hangtag.

Student group sponsors or departments planning to conduct meetings, workshops, conferences, or other special events for which persons from off-campus will be invited **must** complete the [UAH Event Parking Request Form](#) and email it to parking@uah.edu at least **45 days in advance of the event date**.

Every effort will be made to accommodate event parking requests. However, University-affiliated parking customer rights and accommodations take priority.

Therefore, it's imperative that planners obtain confirmation and approval from UAH Parking Services **BEFORE** advertising, inviting guests, or expending financial resources.

Please be mindful that event parking requests within the campus's interior may be denied if notification is not received at least 45 days in advance! Furthermore, availability to reserve on-campus parking for events within the interior parking lots cannot be guaranteed if there is, for example, if any pre-existing event conflicts, the expected number of guests far exceeds available parking spaces, construction work, or other reasons.

SPECIAL NOTICE:

EVENTS OF ANY SIZE MAY NOT BE PLANNED WHILE FINAL EXAMS ARE BEING ADMINISTERED.

The approval process for large events being conducted Monday – Friday from 7:30 AM – 5:30 PM while classes are in session:

- When a request for event parking within the interior of the campus is received, and the expected number of guests **exceeds 30**, the Supervisor of Parking Services will review the request and determine the impact on student and employee parking.
- Planners should expect to be directed to use one of the satellite parking lots, such as the Benchmark Lot located just west of the SWIRLL Facility (see parking map). It is strongly suggested that you obtain and pre-position signage that is easily visible to non-affiliated guests directing them to the appropriate satellite parking lot(s).

When satellite parking lots are required, event planners may want to arrange a shuttle service to transport guests between the satellite parking lot and the event venue.

Suggested options include:

- The UAH Facilities and Operations Department maintains a small fleet of 12 passenger vans for a fee of \$65.00 or \$0.65 per mile. Drivers are not provided. Coordinators must ensure that properly licensed and approved van drivers are used.
- Various vehicle rental companies (Hertz, Dollar Rental, Enterprise, Budget, etc.) may also be an option. Prices for van and small bus/limousine rentals are available on company websites. Most provide corporate rates.

The approval process for small events being conducted on Monday – Friday from 7:30 AM – 5:30 PM while classes are in session:

- Events expecting 30 or fewer guests will be reviewed, especially when the requested parking lot to be used is one with a high average daily usage demand. The impact of the additional vehicles will be evaluated against relevant usage data. UAH Parking Services will decide if the event planners may use the lot or offer an alternative solution. If the request is approved, it is strongly suggested that you obtain and pre-position signage that is easily visible to non-affiliated guests directing them to the appropriate parking lot(s) if approved.
- Events hosted by the Office of Admissions involving student recruiting, orientation, and other events determined to be in the university's best interest may be authorized to park their guests in requested interior lots. In some cases, it may be necessary to capture parking spaces in advance with the placement of cones and barricades.

WARNING: MOVING TRAFFIC CONES OR BARRICADES IS A VIOLATION THAT MAY SUBJECT AN INDIVIDUAL TO A FINE AND/OR HAVING THEIR VEHICLE TOWED AND IMPOUNDED AT THE OWNER'S EXPENSE.

Only UAH Parking Services may authorize the closure of a University parking lot or street for a special event that will cause the displacement of students and employees from parking in their approved zoned lots or re-routing of regular traffic flow.

During the week, if classes are **NOT** in session, group parking for most special events can normally be accommodated in "Commuter and Faculty/Staff" lots located around campus. UAH Parking Services will determine availability and assign lots based on expected attendance and possible conflicts with other approved events. On the weekends and holidays, parking is generally more available everywhere on campus. **Coordination with Parking Services is still required.** Social events in the IMF (Parking Garage) are prohibited.

Legal Notices:

The University of Alabama in Huntsville is an equal opportunity/affirmative action institution and does not discriminate with respect to race, color, religion, sex, age, national origin, or handicap status in any educational program.

The University of Alabama in Huntsville publishes an Annual Security Report and Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)). These reports are available online at <http://safety.uah.edu>. These reports provide information concerning crimes reported to University officials and other important information. You may request a written copy of the report by contacting The University of Alabama in Huntsville Police Department at (256) 824-6596 or by mailing a request to The University of Alabama in Huntsville Police Department 301 Sparkman Drive, IMF Huntsville, AL 35899.