



**Motor Vehicle Rules and Regulations**

Fall 2020 – Summer 2021

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These regulations supersede all those previously published and become effective July 1, 2020.

## **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, and 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 Parking Management. 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 citation and in certain cases their vehicle may be towed and impounded at their expense.

These rules and regulations are in effect 24 hours a day, 7 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 a space are not acceptable excuses for violating a parking regulation.

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 inspection by parking enforcement staff. Nothing may be placed in front of the hangtag in such a manner that obstructs any portion of the hangtag from view. **Motorists should be mindful of windshield sun screens, air fresheners, beads, and other items that may potentially block the parking hangtag as the permit numbers and expiration date must be clearly visible.** 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.
5. Vehicles parked in a manner that is deemed unsafe or an impediment to safe traffic flow 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 advance permission is granted by the Parking Management Office. Examples of special circumstances (loading/unloading, passenger pickup, vehicle breakdown, etc.) Drivers are responsible for notifying the Parking Management Office 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 the UAH Parking Management Office at 256-824-6594 for 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. Visitors parking on University property in legal spaces other than a marked "Visitor Parking" space 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 a parking enforcement officer. Visitor parking hangtags can be obtained at the Parking Management Office in the Police Department 24 hours a day, 7 days a week.
9. It is the responsibility of affiliated individuals and departments who invite guests to the campus to insure their guests are instructed 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 parking structures is 10 MPH.
11. The speed limit on campus streets is 25 MPH and is 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 the UAH Police Department.
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. The UAH Police Department 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 maintained in a mechanically operational condition, display a valid and current license plate, and display a current parking hangtag. Vehicles that are disabled, under repair, or not drivable must be removed from the campus within 72 hours or it 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 Management. 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**

**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 parking fee, the full calendar year parking fee (\$140.00) will be applied to the student's account. Collections from employees will follow the procedures found in the *Staff Handbook* under section entitled "Indebtedness and Collection Complaints" located on pages 46-47.**

### **1. Registering a Bicycle**

Log in at [my.uah.edu](http://my.uah.edu) and click on "Register a Bicycle" under Campus Services. Enter the requested information and submit the form. Three business days after submission, you may pick up your decal at the Parking Management Office 24 hours a day, 7 days a week.

### **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 <http://my.uah.edu>. Three business days after submission, hangtags may be picked up 24 hours a day, 7 days a week at the Parking Management Office, located in the Intermodal Facility. Remember to bring your drivers license when picking up your hangtag. Those registering online early may opt to have their hangtags mailed via the U.S. Postal Service to their home address up to two weeks in advance of the fall semester start date.

Otherwise, the hangtag will be held for pickup at the Parking Management Office. Hangtags ordered online for the spring or summer semester must be picked up in the Parking Management Office. Permits may be purchased only for use by the purchaser and are non-transferable. Supplying fraudulent information, or information other than your own, may result in loss of parking privileges on campus.

### 3. Individual Permit Limitations

- a. Students may purchase only one hangtag, but a motorcycle decal may be purchased in addition to a hangtag. 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. 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 responsibility of the permit holder. There is no appeal process for a violation issued to the spouse, partner, or other family member. Therefore, it is incumbent upon the permit holder to educate the other driver(s) of the second permitted vehicle about the UAH Motor Vehicle Rules and Regulations.
  - iii. Abuse of this privilege may result in the invalidation and/or confiscation of the second permit by the Parking Management Office and no parking fee refund will be issued. Any subsequent attempts to use an invalid permit will result in additional fines and removal of the vehicle from 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 the Parking Management Office.

- 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 Theft of Service.
- 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 the Parking Management Office. However, some exceptions are made for certain entities to distribute visitor permits that are provided by the Parking Management Office.

## 5. Parking Fee Schedule

### a. Students

- i. \$140.00 for each hangtag purchased before or during the 2020 fall semester. Hangtags are valid from the date of purchase through August 6, 2021, 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 6, 2021 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 in the summer semester. Hangtags are valid from the date of purchase through August 6, 2021 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 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 2020 fall semester. Hangtags are valid from the date of purchase through August 31, 2021 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, 2020. Hangtags are valid from the date of purchase through August 31, 2021 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 purchases through August 31, 2021 unless the individual separates from the University before the date of expiration.

### c. Motorcycles and Mopeds (Students and Employees)

- 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 6, 2021.
- ii. \$50.00 for each decal purchased after January 1, 2021. 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 6, 2021.

- 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 6, 2021.

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

**6. Parking Fee Refunds**

Parking fees for students may be refunded only if the refund request is made on or before the drop/add date for the semester. Students must come to the Parking Management Office during normal business hours, Monday – Friday. 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 <http://my.uah.edu> under the current hangtag account. However, the hangtag may only be used by the individual to whom it was issued. Transfer of a UAH parking hangtag to another individual is prohibited and, 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 hangtag in the event the issued hangtag is left in another vehicle, damaged to the degree it can't be read, or has been misplaced. This is available at the Police Department 24 hours a day, 7 days a week and must be done prior to parking on campus.

**10. Lost or stolen hangtags must be replaced at full cost unless one of two items is presented to the Parking Management Office:**

- 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.

## F. PARKING ZONES

Zone parking is enforced Monday – Friday from 7:30 AM – 5:30 PM on normal business days when classes are in regular session.\* 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. This normally occurs during official University holidays or when inclement weather forces a precautionary closure and class cancellation. Zone parking enforcement will not occur during the breaks between semesters or during summer semester. All other regulations will be enforced when violations are detected.

### 1. Student Commuter and Non-Affiliated Commuter

- 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 his/her designated “Resident” zone (indicated by a YELLOW dot) and any “UAH Permit Required” zone.
- b. [Hyperlink to map of CCH Resident zones](#)
- c. [Hyperlink to map of FFH/NCH Resident zones](#)
- d. [Hyperlink to map of SCH/FSR/CHV Resident zones](#)

### 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. [Hyperlink to map of Faculty/Staff zones and Commuter+Faculty/Staff zones](#)

### 4. Army Corps of Engineers Staff

- a. Permitted to park across Sparkman Drive in the Executive Plaza lots in spaces not designated “Executive Plaza Tenant.” Lunch and dinner guests of the Bevill Center must park there as well.
- b. [Hyperlink to map of Army Corps of Engineers zone](#)

### 5. ACOE Students may park in the Executive Plaza lots in spaces not designated “Executive Plaza Tenant.”



## **6. Executive Plaza**

Permitted to park in the zones restricted to “Executive Plaza Tenant” only and any “UAH Permit Required” zone.

## **7. Invention to Innovation Center (I<sup>2</sup>C)**

- a. Permitted to park in the “Faculty/Staff ONLY” zone in G5, G9 and G12 lots (indicated by a BLACK dot), the “Commuter+Faculty/Staff section of W29 lot, Executive Plaza and lots designated for “Any UAH Permit.”
- b. I<sup>2</sup>C visitors may park in the reserved visitor spaces for I<sup>2</sup>C located in front of their building in the G5 lot using a visitor pass issued by the Parking Management Office via the I<sup>2</sup>C reception desk assistant. If all of the visitor spaces are taken, they may park in the regular Faculty/Staff spaces in G5 lot in front of the I<sup>2</sup>C building using the same visitor pass. 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.

## **8. 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 “Fitness Center Patrons Only” (indicated by a GRAY dot) if utilizing the UFC.

## **9. 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 “Fitness Center Patrons Only” (indicated by a GRAY dot) if utilizing the UFC.

## **10. OLLI**

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.

## **11. The University Fitness Center (Non-Affiliated Members – AKA UFC Patrons)**

- a. Permitted to park in the north side of the parking lot in front of the UFC nearest Holmes Avenue designated “Fitness Center Patrons Only” (indicated by a GRAY dot) and in designated spaces in the surface lot located behind the UFC.
- b. [Hyperlink to map of UFC zones](#)

## 12. Alumni

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

## 13. 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](#)

## 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 the Parking Management Office as a service vehicle and displays a service vehicle parking placard. Service vehicle parking is enforced 24 hours a day, 7 days a week. Vehicles found in violation may be towed and impounded at the owner’s expense.
2. **Timed Parking** spaces are enforced Monday – Friday, 7:30 AM to 5:30 PM.\* 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.

**NOTICE:** Twenty-minute parking spaces in/around Southeast Campus Housing, Frank Franz Hall, Central Campus Residence Hall, and Charger Village are enforced 7 days a week, 24 hours a day.

3. **Visitor Parking** spaces are established for the exclusive use of guests who are **not affiliated** with the University. These spaces, located around the campus, are enforced Monday – Friday, 7:30 AM – 5:30 PM ***UAH students and employees may not use them during these times with the exception of those with a UAH-issued Disability Access Parking Hangtag, provided all available handicap 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 limit and are enforced 7 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 the Parking Management Office at (256)824-6594 or the non-emergency UAH Police number at (256)824-6596 prior to usage. A twenty-minute time limit will be imposed for personal vehicles during peak periods of usage.
6. **Handicap Parking** spaces are provided exclusively for persons who are handicapped. 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 prior to use on the campus and 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. **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 Police as evidence for criminal prosecution. Subsequent violations of this section may result in the loss of parking privileges.**
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 to the Parking Management Office to have it validated. Once it is determined 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, or provided in lieu of, a zone parking hangtag. **Standard parking fees still apply for 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 a parking enforcement officer. 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.
8. **Alternative Fuel Spaces and Charging Stations** 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. Electric vehicles are the only vehicles permitted to park in a space featuring a charging port. The vehicle is required to be plugged in while parked in the space. 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 in such a way as not to obstruct other motor vehicle operators from safely making turns.

## **H. GENERAL RULES REGARDING VIOLATIONS**

1. Parking violations generally results 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 towed and impounded at the owner's expense.
4. Serious moving violations that endanger life or property, such as attempting to flee from police, reckless driving, or driving under the influence may result in the arrest of the vehicle operator.\*

***\*UAH Police Officers may issue State of Alabama citations which must be adjudicated in the Madison County District Court. These citations are used for serious moving violations.***

## **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
    - i. First Offense \$25
    - ii. Subsequent Offenses \$50

- 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 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 vehicle is subject to being towed and impounded at the owner's expense
- k. Service Vehicle Space: \$50 and vehicle is subject to being towed and impounded at the owner's expense
- l. Loading Zone: \$50 and vehicle is subject to being towed and impounded at the owner's expense
- m. Zone Parking Violation
  - i. First Offense \$25
  - ii. Subsequent Offenses \$50
- n. Double Parking (encroaching adjacent space): \$75
- o. Overtime Parking: \$25
- p. Visitor Space Violation: \$50
- q. Handicap Parking Space Violation: \$300 and 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 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 Previously Issued Citation: **Fine is doubled.**
  - z. Use of Counterfeit/Altered Hangtag, Placard, or other Parking Credential: \$150 and payment of full parking fee (\$140)
  - aa. Possession/Use of a Lost or Stolen Hangtag, Placard, or other Parking Credential: \$300
  - bb. Driving on Seeded Area: \$75
  - cc. Speeding: \$75
  - dd. Other – Moving Violation: \$75
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 may be subject vehicle immobilization (boot) or vehicle being towed and impounded at the owner's expense.
  5. **Students:** All unpaid fines and fees incurred by a student are required to be paid in full to The University of Alabama in Huntsville within 14 days of citation issuance. 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. Financial obligations of \$350 or more will prevent registration, viewing transcripts, and receiving diploma, but 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 page 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 vehicle may be towed and impounded at the owner's expense.

## J. APPEALING A CITATION

1. 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. Ticket appeals will not be eligible for review if any of the following reasons existed prior to the violation or are presented as justification for the appeal:
- a. Appellant did not pay the parking fee and obtain the proper hangtag prior to the ticket being issued.
  - b. Appellant is a habitual violator and has received five or more citations within the last year.
  - c. Appellant stated there were no parking spaces available in the lot or zone he/she wished to park.
  - d. Appellant stated the justification for the violation was due wholly or in part due to other vehicles that were improperly parked.
  - e. Hurried behavior caused by tardiness for class or work contributed to the violation.
  - f. Appellant stated there will be a financial hardship if a fine is imposed.
  - g. Lack of knowledge of the University's parking regulations contributed to the violation.
  - h. Appellant argues that there should have been a WARNING issued in lieu of a citation and fine.
  - i. Appellant asks for consideration due to the duration of time the vehicle was parked in violation of regulations.
  - j. Appellant states he/she parked in the same space before and did not receive a citation.
3. An Appeal Request Form may be completed online at <http://my.uah.edu>. If the appeal is denied, the fine may be charged to the student's account; unpaid Faculty/Staff fines will be collected from the employee following the Indebtedness and Collection Policy.
4. 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 to [parking@uah.edu](mailto: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 the Parking Management Office **BEFORE** advertising, inviting guests, or expending financial resources. Please be mindful that requests for event parking **within the interior** of the campus 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 are, for example, any pre-existing event conflicts, the expected number of guests far exceeds available parking spaces, construction work, or other reasons.

**Approval process for large events conducted on 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 Chief of Police, in consultation with the Supervisor of Parking Management, will review the request and suggested parking plan developed by the Supervisor of Parking Management while determining 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 or Executive Plaza (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 insure 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.

**Approval process for small events 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. The Supervisor of Parking Management 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 that are determined to be in the best interest of the University, 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.



Students and employees who are displaced from a lot in which they normally park should seek alternate parking elsewhere in a lot appropriately zoned for their hangtag. Parking out of zone could result in the issuance of a violation notice.

**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 the UAH Chief of Police 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. The UAH Parking Management Office 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 the UAH Parking Management Office is still required.

**SPECIAL NOTICE: Events of any size may not be planned during the period of time when final exams are being administered.**

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.*