

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

PARKING FEES AND PERMIT ISSUANCE POLICY

<u>Number</u>	06.06.10
<u>Division</u>	Facilities and Operations
<u>Date</u>	September 1, 2009
<u>Purpose</u>	The purpose of this policy is to communicate the requirements associated with obtaining a campus parking permit.

Policy Parties who operate and park a motor vehicle on campus are required to pay for the privilege and properly display on their vehicle either a current UAH parking permit or a temporary parking permit issued by the UAH Police Department's Parking Management Office. All persons issued a parking permit are required to read and follow the [Motor Vehicle Regulations](#). Parties include:

- All students
- All employees (includes part-time staff, adjunct faculty or instructors, and temporary and contract employees hired through UAH or hired through a temporary employment agency)
- Persons 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

Parking permits are valid for a one-year period from September 1 through August 31.

Procedures Employees* and students may pay their parking fees by visiting parking.uah.edu or in person at the Parking Management Office. The office is located inside the front entrance of the Police Department located in the Intermodal Facility at 501 John Wright Drive, across from the University Fitness Center.

*Part-Time, Temporary, and Contract employees must pay parking fees in person at the Parking Management Office, Monday-Friday from 8:30 AM – 5:00 PM.

Methods of Payment

Online Service

- *Students:* Students who pay their parking fee online may charge the fee to their student account or pay by Mastercard, Visa, or Discover.
- *Employees:* Full-time employees who pay their parking fee online may authorize payroll deductions or pay by Mastercard, Visa, or Discover. Part-time, Temporary, and Contract employees must come to the Parking Management Office to pay their parking fees.

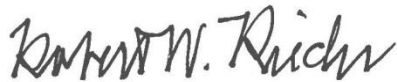
In Person

- Anyone may come to the Parking Management Office, Monday-Friday from 8:30 AM to 5:00 PM and pay for parking, purchase additional permits, or obtain temporary permits when applicable. The Parking Management Office accepts cash, checks, credit cards or account billing and payroll deduction.

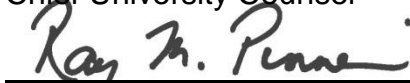
Review

The Parking Management Office is responsible for the review of this policy every five years (or whenever circumstances require).

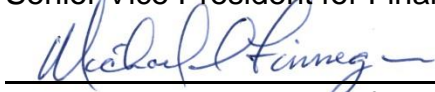
Approval



Chief University Counsel

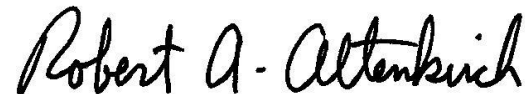


Senior Vice President for Finance and Administration



Associate Vice President for Facilities and Operations

APPROVED:



President