



VCU Parking and Transportation

STUDENT 2016-17 PARKING GUIDELINES

PERMITS

Parking permits are sold during the fall, spring and summer semesters. Parking restrictions may change throughout the year due to space availability, construction or access; however, subscribers will be notified in the event of such changes.

Each parking subscriber will be issued one parking permit and may have only one vehicle parked in a VCU facility at a time.

PURCHASING A PERMIT

Student parking subscriptions are available for purchase online at www.parking.vcu.edu or from the Parking customer service office for a limited time each semester.

In order to be eligible for university student parking privileges, a student must:

1. Have no outstanding university parking penalties or unpaid violations;
2. Not be a part-time or full-time VCU or VCUHealth employee;
3. Be a current student with a valid VCUCard.
4. Be registered for classes

** Please note, while a permit does guarantee subscribers a parking space in one of our facilities, VCU Parking and Transportation reserves the right to relocate vehicles to alternate facilities as required for emergencies, construction, access, special event parking, and/or safety concerns.*

SWITCHING LOCATIONS

Student subscribers wishing to switch their current parking subscription to an alternate parking facility once assigned will be charged an administrative fee of \$10.00 for each instance.

PARKING ASSIGNMENTS

Parking assignments are made on a first come, first served basis, depending on availability. No individual, office, or department, other than Parking and Transportation, may grant campus parking privileges, sell, transfer or alter permits.



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COMMUTER PERMITS

Standard commuter permits are valid from 7am-2am, Monday-Friday, in one's designated parking location and from 7am-2am, Saturday and Sunday, in any unrestricted lot. The 12pm-8am and 4am-11pm commuter permits are valid during these designated timeframes only, and the same weekend parking rules apply as with the standard commuter permit. The 24-hour commuter permits are valid in one's designated parking location 24 hours a day, 7 days per week. Reciprocal parking information and a list of unrestricted lots can be found online at www.parking.vcu.edu.

HOUSING PERMITS

Housing permits are valid 24 hours in one's assigned facility.

Note: Students who hold Housing permits are required to park on the upper two levels of their designated parking facility at all times. Non-adherence to this policy may result in enforcement action. This rule does not apply to those subscribers utilizing ADA spaces.

PERMIT DISPLAY

The RFID hangtag permit must be displayed on the rear view mirror mount so that it is clearly visible and can easily activate the gates. Any old VCU RFID permits must be destroyed prior to displaying a new hangtag. When approaching the gates, one's vehicle should not exceed five miles per hour, as this may result in the reader not registering the permit. In the event subscribers experience any difficulties while in the deck, they should press the "i" button, located on the entrance/exit lane verifiers to be connected to Parking and Transportation 24-hour command center.

All subscribers are required to display a valid parking permit while parked in any VCU parking facility. Subscribers who park in leased facilities (i.e. W Deck & K Deck) should display the VCU permit and will continue to use the facility's existing access card.

VCU parking permits are required at all parking facilities. Failure to display a VCU permit may result in a parking citation.

All expired university parking decals must be completely removed from vehicles prior to displaying new decals.

PERMIT CANCELLATION

Students wishing to cancel their parking subscriptions must return their permits and/or access cards to the parking office. Refunds will not be granted if the parking permit or access card is not returned.



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REFUNDS

Refunds are calculated beginning the first of each month. There are no refunds provided for Evening permits.

PERMIT RENEWAL

Vehicles bearing expired permits are subject to enforcement action. It is the responsibility of the student to ensure the parking permit displayed remains current.

RELOCATION OF VEHICLES

VCU Parking and Transportation reserves the right to relocate vehicles to alternate facilities as required for emergencies, construction, access, special event parking, and/or safety concerns. VCU Parking and Transportation will make every effort to notify affected subscribers in advance of the relocation.

RECIPROCAL PARKING

Reciprocal parking is allowed when space is available. This privilege allows a subscriber to park in a certain campus location outside of their assigned area. These parking locations are situated on both the Monroe Park Campus and the MCV Campus. Reciprocal parking locations are available at <http://www.parking.vcu.edu/parking/students/reciprocal-parking>. Reciprocal parking privileges do not apply during special events.

SUBSCRIBER RESPONSIBILITY

- 1. Finding authorized space:** Drivers are responsible for finding an authorized parking space. Perceived lack of available space, mechanical problems, or other factors do not justify parking violations.
- 2. Payment of Fines:** All fines must be paid in full and in a timely manner. Vehicles with outstanding tickets are subject to immobilization/towing. Students who fail to pay parking citations when due will be assessed a late payment fee and will be denied future parking privileges until all amounts owed to the university are paid.
- 3. Lost or Stolen Permits:** If a permit is lost, students must contact VCU Parking and Transportation immediately at 828-7275. Permits stolen while on the MCV Campus or the Monroe Park Campus property must be reported to VCU Police. Permits stolen in other locations must be reported to the designated city or county police. The parking office will re-



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issue a parking permit for a replacement fee of \$10. The Parking office may waive the replacement fee if a copy of the police report is presented.

5. Change of Address or Vehicle: When a subscriber's home address or vehicle information changes, he/she is responsible for ensuring that this information is updated in their parking account. This information can be updated/managed through eServices and "Manage My Account," which can be accessed here: <https://vcu.t2hosted.com>. Home addresses and vehicle information are utilized for mailing renewal applications and other pertinent information. It is important that this information is kept current.

PARKING REGULATIONS/ CITATIONS

Permit holders should familiarize themselves with all regulations. Citations are issued for the following violations:

1. Parking in a prohibited zone, loading zone, service area, sidewalk or lawn
2. Parking in the improper location for issued permit
3. Failure to display or improperly displaying a valid permit (includes access card facilities)
4. Blocking driveways, roadways, or sidewalks
5. Occupying more than one space
6. Improper employee/student use of patient/visitor spaces
7. Exceeding pay station times as well as posted time limits
8. Failure to obey posted traffic patterns
9. Illegal parking in a designated ADA space
10. Unauthorized permit usage, including a forged/altered decal
11. Three or more parking citations totaling \$150 or more

In addition, there are certain regulations that could subject a violator to higher fines, booting, towing and/or revocation of parking privileges. All outstanding parking penalties and fines must be paid in full before the vehicle will be released.

These include:

1. Altering, forging, copying, or falsely acquiring a permit or parking pass. A penalty fine of from \$100 to \$500 will be assessed. Violators will be automatically towed, parking privileges may be suspended for one year, and the parking permit will be removed from the vehicle. If the permit is paid by a department, the department head will be notified of the infraction. Additionally, the VCU Police may be notified at the parking manager's discretion, dependent upon the severity of the infraction.



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2. Parking in spaces designated for mobility-impaired individuals without displaying HP license plates, a DMV issued pass, and an appropriate university permit.
3. Fraudulent use of access cards.
4. Parking multiple vehicles with a single parking subscription.

PLEASE NOTE: While parking citations are normally issued, vehicles may also be towed for violation of any of the parking regulations when exceptional circumstances warrant.

PAYMENT FOR A CITATION

There are multiple ways to pay a citation:

1. Fines can be paid online at <https://vcu.t2hosted.com>.
2. Fines can be paid in person to the VCU Parking and Transportation Office from 9:00am until 4:30 pm, on the Monroe Park Campus and at the MCV campus location at 659 N. 8th Street, Monday - Friday (8:30am to 4:30pm). Fines can be mailed to the VCU Parking and Transportation Office @ P.O. Box 980235, Richmond, VA. 23298. If payment is mailed, please include the citation number on the memo line on the check.
3. Payment may be made with cash, check, Visa, MasterCard, Discover, AMEX, money order or certified check. Checks and money orders should be made payable to VCU Parking and Transportation.

LATE PAYMENT

Parking citations not paid or appealed within 15 calendar days of the issuance date become past-due and a late fee will be assessed. Parking citations not paid within sixty days (60) will be turned over to a Collection Agency.

UNPAID PARKING CITATIONS

Individuals with 3 or more unpaid parking fines may have their vehicle immobilized (booted). Vehicles identified while on university property will be booted and the owner will be required to pay all outstanding parking penalties and fines before the boot will be removed. Additionally, there is a boot removal fee. During office hours, all fines may be paid with cash, money order, credit card, or certified check. Vehicle owners' whose cars remain booted after Parking and Transportation Services closes are able to pay all of their penalties online. After payment, please contact the VCU Enforcement Officer at 971-0540 to have the boot removed. If non-payment occurs, the vehicle can be towed at owner's expense.

CITATION FEES

- \$5.00 Fine- Improper Display, After Hours Fee, Failure to Pay Upon Exit
- \$15.00 Fine- Occupying More than one Space



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\$25.00 Fine- Failure to Display, Parking In Loading Zone, Parking In Service Zone, Blocking Drive or Roadway, Exceeding Posted Time, Service Charge Tow/Boot, Parking in Wrong Location, Parking on Sidewalk or Lawn, Failure to Obey Posted Traffic Patterns, Meter Time Expired, Parking In a Prohibited Zone

\$50.00 Fine- Unauthorized Parking in D Deck

\$100.00 Fine- Illegal Parking In an ADA Space

\$200.00 Fine- Forged/Altered Permit, Unauthorized Use of a Permit

APPEALING CITATIONS

Any person who has been issued a parking ticket may file an appeal [online](#) provided that no more than fifteen (15) calendar days have elapsed since the issuance of the ticket. The Appeals Officer will investigate to determine whether or not a violation has occurred and if there were significant mitigating circumstances surrounding the alleged violation to warrant excusing the fine. The Appeal will be entered into the computer system and the billing process will be halted until a decision is made.

- Appeals must be submitted [online](#) within fifteen (15) calendar days from the date of the ticket.
- The Appeals process is an administrative process; therefore a hearing will not be conducted.
- Appellants will be notified email of the decision within 5 to 7 business days.
- The decision by the Appeals Officer is final and binding with VCU Parking and Transportation.
- If an appeal request is denied, the fine must be paid within fifteen (15) calendar days from issuance of the denial email.
- Parking citations not paid within fifteen (15) calendar days will become past due and a late fee will be assessed.
- Parking citations not paid within sixty (60) days will be turned over to a Collection Agency.

MOTORIST ASSISTANCE

VCU Parking and Transportation offers motorist assistance to subscribers. This assistance is limited to jumpstarts, assistance with changing tires, transportation for gasoline and calling a towing service. Due to liability issues, parking staff will not attempt to open locked vehicles.

IMMOBILIZATION/TOWING PROGRAM

Individuals with unpaid parking fines may have their vehicle immobilized. Vehicles identified while on university property will be booted and the owner will be required to pay all outstanding parking penalties and fines before the boot will be removed. Additionally, there is a boot removal fee. During office hours, all fines may be paid with cash, money order, credit card, or certified check. Vehicles that remain booted after Parking and Transportation closes can have their fines paid online. If not paid, the vehicle may be towed at the owner's expense.



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The university reserves the right to tow vehicles at the owner's expense from areas designated as tow zones, situations that present a hazard or impede the normal and/or emergency operations of the university, or are parked in unassigned areas without notice to the owner. After towing a vehicle, Parking and Transportation will notify VCU Police of the vehicle's location.

All vehicle fines must be paid prior to the vehicle being released from impoundment.

MOBILITY IMPAIRED ACCESSIBLE PARKING (ADA) / TEMPORARY DISABILITIES

All subscribers parking in accessible spaces in controlled lots/decks must display BOTH a valid university parking permit for their assigned lot or deck and a disabled parking placard or license plate, issued by the state Department of Motor Vehicles (DMV) or equivalent office for the state in which the car is registered, indicating that the driver is permitted to park in an accessible space for the mobility impaired.

All students with temporary disabilities may request permission to park in designated mobility impaired spaces in their designated lot or deck from the Parking office with a DMV issued disabled parking placard. Additionally, if necessary, parking subscribers who become pregnant may request to move to a more proximate location, based on current space availability; however, subscribers must present a doctor's note with the due date before consideration for temporary parking reassignment will be granted. In all cases, parking subscribers must pay the applicable subscriber fee to park at any VCU parking location. All reassignments are based on current availability.

Failure to follow documented procedures will result in a \$100.00 parking fine if a vehicle is found parked in an ADA space without displaying the proper permits.

LOADING ZONES/SERVICE AREAS

Vehicles parked in designated service areas must display a permit authorizing use of these areas. Permits for service vehicles may be obtained at either parking office. These permits should be used only while the operator is engaged in performing service functions. Blinkers or flashers must be activated when vehicles are parked in load/unload zones. Vehicles exceeding the posted time limit are subject to a citation and fine. Any vehicle parked longer than the posted time limit for the loading zone is in violation and remains subject to enforcement action.

OVERNIGHT PARKING



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Overnight parking is permitted for only those vehicles displaying Housing/12pm-8am/24-hour parking permits. Vehicles not displaying these decals will be cited and towed after 2:00 am (with the exception of overnight commuter permits). Overnight parking is available at the rate of \$10.00 per day at any visitor parking facility. Contact customer service for additional information.

LOST ITEMS

If an item was lost on a RamRide or RamSafe van/bus, please contact customer service at 828-PARK (7275). Please note that the parking office does turn in all items in to VCU PD. VCUPD can be contacted at 804-828-7071 (non-emergency).

LIABILITY DISCLAIMER

Virginia Commonwealth University and the Commonwealth of Virginia do not assume responsibility for any vehicle or its contents while parked on university property. The university and the State do not assume responsibility for damage to vehicles that are immobilized or towed. If a vehicle is damaged while parked in a VCU facility, VCUPD must be contacted before leaving the premises.