

Morgan State University

Parking and Traffic Regulations

It is the desire of the University to provide parking for all University faculty, staff, students and visitors. The following regulations have been designed to provide for the effective use of parking areas, the safe movement of motor vehicles and pedestrian traffic, the general safety of the campus, and the enforcement of the regulations. Failure to comply with traffic regulations constitutes a violation subject to penalties as herein set forth. Regulations must be observed at all times including exam periods, registration, summer school and inclement weather.

These regulations are not to be superseded by any verbal communications by anyone. Changes to this official policy will be made in writing and distributed as an addendum to this document. Any information contained within is subject to change during the course of the academic year.

Registration and Regulations

1. To be legally parked on the University campus at any time, one must display a valid University permit; this policy applies to **handicapped drivers and visitors**.
2. The majority of campus parking lots are gated, requiring a swipe card for access. The official University ID card, the BEAR Necessity Card (BNC) functions as the gate card. Once a parking permit is purchased, the BEAR Card will automatically be activated for parking lot access.
3. When registering a motor vehicle, including motorcycles, individuals must present their vehicle registration card, and a valid driver's license. Permits will not be issued until these documents are provided.
4. The owner of a motor vehicle registered at MSU is responsible for all violations involving that vehicle while on the campus.
5. Except for vehicles issued temporary permits (hangtags), vehicles are not officially registered until the windshield permit is placed on the inside of the drivers' side back door window, in the lower right corner. This permit must be clearly visible at all times or the vehicle will risk being ticketed or towed at the owner's expense. Temporary permits must be displayed as directed, usually behind the rearview mirror or on the dashboard.
6. A parking permit must not be affixed to a motor vehicle other than the one for which it was issued; and may not be altered or defaced.
7. Once a permit is purchased, refunds will not be given unless the permit is returned, intact, PRIOR to the start of the vehicle registration year.

8. Permits are non-transferable. When a permit holder leaves the University prior to the expiration of his/her permit, the permit is automatically voided.
9. Duplicate permits are available for use on an alternate or temporary vehicle. A duplicate permit **may not** be issued **in your name for someone else's use**. Duplicate permits may not be used on the campus at the same time the regular sticker is being used. Any violation of this policy may result in the revocation of parking privileges and/or a parking citation being issued. Faculty/staff violators may lose renewal privileges for the subsequent year; student violators may be referred to the University Judicial Council for further action.
10. If a permit is lost or stolen it must be reported **immediately** to the University Police before a replacement can be obtained. Replacement stickers will only be issued upon a verification of a police report. All efforts should be made to remove an old sticker from a former vehicle and presented to the Business Services Office or Police Department when requesting a replacement permit. In instances where the old permit or parts thereof cannot be removed, a written explanation will be required.

Handicapped Parking

1. To be legally parked on the University campus at any time, one must display a valid University-issued permit; this policy applies to **faculty, staff, students** and **visitors**. Possession of a State-issued handicapped parking permit **alone does not** satisfy the University's requirement for legal parking.
2. It is imperative that the University track and evaluate the demand for handicapped parking. It is therefore, essential that persons with temporary or permanent handicapped tags, register their vehicle with the University. The University reserves the right to charge a fee for handicapped parking; fee schedules are provided on an annual basis.
3. Persons desiring to purchase a handicapped permit must present their vehicle registration card, a valid driver's license, receipt of parking permit payment, and a copy of one of the following forms approved by the *Motor Vehicle Administration (MVA) Form #VR 210 (permanent disability) or Form #VR253 (temporary disability) Application of Parking Permit/License Plates for Individuals with a Disability*". Persons requesting MSU handicapped permits must meet one of the above conditions before a permit can be purchased.
4. **Handicapped visitors** with a handicapped parking decal must present their vehicle registration card, a valid driver's license, and handicapped I.D. documents, to the MSU Police Department located in the Washington Service Center Room 300 to obtain a handicapped visitor's pass.
5. **Handicapped visitors** are required to obtain and display a MSU visitor permit between the hours of 8:00 a.m. – 5:00 p.m., Monday thru Friday. After 5:00 p.m., visitors with handicapped permits may park on campus without a University permit, but must display the MVA-issued disabled permit/tag.

Vehicle Parking

1. All vehicles utilizing parking spaces must have a valid parking permit and must occupy a space on the assigned lot or zone within the designated time period. Operators must obey lot designations and valid parking times as follows:
 - **Day Faculty~Staff and Students**
Must park on designated lot between 8:00 a.m. & 5:00 p.m. Monday thru Friday. For your convenience, after 4:15 p.m., parking is allowed on any lot with a valid MSU permit.
 - **Evening/Weekend Faculty~Staff and Students**
Permits are valid on any University lot from 4:15 p.m. until 8:00 a.m., Monday thru Saturday, and from 8:00 a.m. Saturday until 8:00 a.m. Monday.
2. The responsibility of finding a legal parking space on the assigned lot rests with the vehicle operator. Under no circumstances should a vehicle operator park in a designated handicapped or reserved space or in an unauthorized location. Failure to comply with this regulation will result in immediate towing and /or ticketing.
3. The University reserves the right to close and/or make other parking lot adjustments for special campus events, construction, or other activities as the needs arise. In such events, employees shall be provided notice and instructions for alternative parking.
4. Failure of a permit holder to park on the assigned lot is not an excuse for parking in another unauthorized location. In such cases, the permit holder shall park on **Lot Y** in the rear of Murphy Fine Arts Center.
5. Parking is permitted only in designated parking lots and roadways. It is impractical to mark all areas of University property where parking is prohibited.
6. Parking or driving is definitely prohibited in grass plots, construction areas, or where it will physically deface the landscaping of the campus, create a safety hazard, or interfere with the use of University facilities or hinder the free movement of traffic.
7. Parking or standing is prohibited at all times on campus roads, (except where spaces are designated or parking is allowed by posted signs), at yellow curbs, or within 15 feet of hydrants. All red-painted curbs are fire lanes and parking is prohibited.

Visitor Parking & Special Permits

1. Visitors are defined as those individuals who are not students or employees of the University and are, therefore, ineligible to purchase a permanent parking permit.
2. The University Parking Garage is the most likely and convenient place for visitors to park. Centrally located on the campus, the garage is adjacent to the Athletic Complex, Student Center, Ticketmaster's, Bookstore and across from the Library. Hours of Operation: 7:00 a.m. to 11:30 p.m. Monday thru Friday; weekend hours are scheduled per request. Rates: First 30 minutes - Free, \$.50 each additional hour, \$4.00 maximum/day.
3. Visitor parking is also allowed on the overflow Lot Y – Montebello Complex where the majority of student services are conducted. Visitors are required to register their vehicles at the front desk and obtain visitor permits to be displayed on the vehicle.
4. It is the responsibility of visitors to comply with parking assignments. If parked in a lot other than the assigned space, cars will be ticketed and/or towed.
5. Handicapped visitors with a handicapped parking decal must present their vehicle registration card, a valid driver's license, and their handicapped I.D. documents, to the MSU Police Department located in the Washington Service Center Room 300 to obtain a handicapped visitor's pass.
6. Vendors are required to register their vehicles with the Police Department and receive instructions to where to park while visiting MSU. It is the responsibility of the vendor to comply with parking assignments. If parked in a lot other than the assigned space the vehicle will be ticketed and/or towed. The Police Department operates on a 24-hour basis and is located at the Washington Service Center.
7. Visitors are expected to adhere to University – approved Parking and Traffic Regulations as outlined herein and provided on the University website
www.morgan.edu/admin/parking

Day Faculty/Staff Registration

1. Faculty~Staff permits are valid for the period September 1st thru August 31st. The registration period is scheduled between the months of July and August. Permits are available for purchase on a renewal basis. Permits for parking spaces not renewed during registration will be issued on a first-come, first-serve basis.
2. Once a faculty~staff member has entered the university parking system, transfers or changes to the assigned parking lot are available on a limited basis. All transfer requests must be submitted in writing to the Director of Business & Auxiliary Services, Montebello Complex, Room D-201. A cumulative list for each lot will be updated based on requests received. During the year, transfers may be conducted as spaces become available.

Student Parking

1. Residential Student Parking permits are sold on a first come basis. Please consult with your Residence Director for specific instructions regarding parking for your assigned residence hall.
2. Commuter students are not permitted to park in spaces reserved for residential students. Commuter students have the option to purchase a commuter permit or park in the parking garage and “pay-as you-park” at the established rates. Commuter and student residential lots are gated. Evening permits are valid from 4:15 p.m. to 8:00 a.m. After 4:15 p.m. you will be able to gain access to any gated lot. Your University ID, the BEAR Necessity Card (BNC) is your gate access card.
3. Students residing in Morgan View Apartments are required to purchase residential permits to park on the Morgan View property. Such permits are not valid on the University campus lots. To be legally parked on campus, Morgan View students must purchase a University commuter permit.

Shuttle Buses

1. The University provides shuttle bus services throughout the campus including Marble Hall Gardens, Portage Ave., Morgan View, on-campus Residence Halls, and the Montebello Complex.
2. The utilization of MSU shuttle buses is operated on a “demand” basis, and at any time routes are subject to change. Shuttle services are currently being provided, at no cost, to members of the University community.
3. Detailed shuttle routes and schedules are published on a regular basis and are available via the web at www.morgan.edu/admin/shuttleservices and various locations throughout the campus.

Fines and Penalties

Fines and penalties for violation of registration, parking, and traffic violations are in the form of one of the following or a combination:

1. Ticketing—issued by campus police and carries a fine, which varies according to the violation as listed on the traffic citation.
2. Towing—persons whose vehicles are towed due to violation of parking and traffic regulations are liable for an illegal parking fine, a towing fee, a daily storage fee, and payment of all outstanding fines. The University is not liable for any damage to any vehicle resulting from being towed. All vehicles will be towed to:

Frankford Towing

6300 Belair Rd.

Baltimore, MD 21206

(410) 488-1020

3. Revocation of University parking privileges —persons who violate procedures for duplicate/replacement permits are subject to lose the privilege of purchasing a University parking permit for a specified period of time.

4. Flagging–Morgan State University is a participant in the State of Maryland Flagging Program. Renewal of Maryland vehicle registration and license plates will be withheld by MVA until fines and late fees are paid to the University cashier. Fines and penalties are payable in the Bursar's Office, Montebello Complex at the cashier (1st floor) from 9:00 a.m. until 4:00 p.m. Then proceed to the MSU Police Department located in the Washington Service Center Room 300 to receive the necessary receipt (VR119) for the release of the flagging from MVA.
5. Payment for fines may be made in person or by mail, by cash, check or money order only, payable to Morgan State University.

Appeal Procedures

1. On the reverse side of each ticket there is a form, which must be completed and returned to the Police Department within five (5) working days of the payment due date. Failure to do so will result in loss of your right to stand trial if the ticket is to be appealed in District Court.
2. Appeal forms submitted more than five (5) working days from the tickets payment due date will be returned for payment to the registered owner, since the right to appeal was not exercised in a timely manner.
3. Tickets appeals are heard in the District Court of Maryland –District One, 700 East Patapsco Avenue, Baltimore, Maryland 21225.

Residential Neighborhood Parking

Members of the University Community are cautioned not to park their vehicles in the nearby residential communities while on campus. Many of these communities have initiated residential parking programs which restrict parking to residents during specific times. Violators are subject to significant fines (including towing).

Contact Information

- In the event of an accident of any kind, the MSU Police must be notified immediately by calling 443-885-3103.
- The Business & Auxiliary Services Office, Located in Montebello Complex, Room D-201 handles parking for all day, faculty, staff and garage parking. Office hours are 8:00 a.m.-5:00p.m., Monday thru Friday, phone: 443-885-3065.
- The Morgan State University Police Department, located in the Washington Service Center, handles parking for day and evening/weekend students, evening/weekend faculty/staff and parking for vendors. The Police Department operates on a 24-hour basis. Call 443-885-3103.

FACULTY-STAFF LOTS

A	Lower lot - Holmes Hall
B/C/D/ER	Holmes, Banneker, Calloway & Roadway
CC	Christian Center
E	Academic Research Center
F	Maintenance yard
G	McMechen Building
H	Truth Hall (<i>Reserved spaces</i>)
I	Portage Ave.
K	Communications Center
L	Cummings House
LR	Library Roadway
M	Behind the Infirmary
P	Turner's Armory
S	Power Plant/Procurement
U	Montebello Complex
W	Stadium Way
X	Murphy Fine Arts Center
Z	Alumni House

COMMUTER LOTS

Qn	Northwood Shopping Center
Y	Lower lot Murphy Fine Arts Center

RESIDENTIAL STUDENTS

A	Lower lot behind Holmes Hall
L	Behind Cummings House
N	O'Connell Hall
T	Blount Towers
V	Rawlings Hall

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