



Parking & Traffic Regulations

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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These regulations are not to be superseded by any verbal communications by anyone.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 also applies to **ALL 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 BEARcard functions as the gate card. Once a parking permit is purchased, the BEARcard will automatically be activated for the parking lot and/ or garage access.
3. Upon reaching a parking gate, always swipe once to enter and once to exit, even if the gate arm is up. Upon entry or exit of a parking gate, the arm of the gate will descend in 10 seconds. Morgan State University is not liable for any vehicular damage caused by the arm.
4. When registering a motor vehicle, including motorcycles, individuals must present their valid vehicle registration card, and a valid driver's license. An expired driver's license or vehicle registration will not be accepted. Permits will not be issued until these documents are provided.
5. The owner of a motor vehicle registered at Morgan State University is responsible for all violations involving that vehicle while on the campus.
6. Each permit holder will be issued **ONLY 1** (one) hang tag permit. If the permit holder has multiple vehicles, it is the responsibility of the permit holder to transfer the permit from vehicle to vehicle.
7. Hang tag permits must be displayed totally unobstructed. Permit should hang from the rear view mirror whenever the vehicle is on Morgan State University's campus at all times or the vehicle will risk being ticketed or towed at the owner's expense. The same applies for temporary permits. During rare occasions in which some vehicles do not provide space on the rear view mirror to display a permit, then the permit should be placed on the front dash board of vehicle.
8. A parking permit **must not** be displayed on a motor vehicle other than the one for which it was issued; permit should not be altered or defaced. Permits should not be transferred from employee to employee or student to student.
9. It is the permit holder's responsibility to register any new vehicles with the Parking Services Office.
10. If a permit is lost or stolen it must be reported **immediately** to the Parking Services office before a replacement can be obtained. Replacements do cost an additional fee. A maximum of two replacements per permit holder per parking season will be issued.
11. If it is found that the permit holder is still using previous permits marked "lost" or transferring permits to other persons, the permit holder will be cited. 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.

12. Permit holders will be allowed 3 temporary permits per parking season if needed.
13. 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.
14. Permits are non - transferable. When a permit holder leaves the University prior to the expiration of his/her permit, the permit is automatically voided.



Handicap Parking

1. To be legally parked on the University's campus at any time, one must display a valid University-issued permit; this policy applies to **faculty, staff, students, visitors and vendors**. 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 valid vehicle registration card, a valid driver's license, receipt of parking permit payment, and a copy of the Motor Vehicle Administration (MVA) Disability Parking Certification card. This card may be obtained from the MVA by submitting a form # VR-210 (permanent disability); see <http://www.mva.maryland.gov/>. Persons requesting MSU handicapped permits must meet the above conditions before a permit can be issued.
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 Parking Services office 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. – 4:15 p.m., Monday thru Friday. After 4:15 p.m., visitors with handicapped permits may park on campus without a University permit, but must display the MVA-issued disabled permit/tag.

Faculty~Staff & Student 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**
Must park on designated lot between 7:00 a.m. & 4:15 p.m. Monday thru Friday. For your convenience, beginning at 4:15 p.m. until 11:30 p.m., parking is allowed on any lot with a valid MSU permit (**with the exception of Lot H-Truth Hall, Lot G-McMechen, Lot S-Washington Service Center Loading Dock, and Reserved & Handicapped Spaces**). On Saturday and Sunday, permits are valid on any University parking lot from 8:00 a.m. until 11:30 p.m.
 - **Day Commuter Students**
Must park on designated commuter lots/garages between 7:00 a.m. & 11:30 p.m. Monday thru Friday. For your convenience, beginning at 4:15 p.m. until 11:30 p.m., parking is allowed on any lot with a valid MSU permit (**with the exception of Lot H-Truth Hall, Lot G- McMechen, Lot S-Washington Service Center Loading Dock, Lot K – School of Global Journalism & Communication, Morgan View and Reserved & Handicapped Spaces**). On Saturday and Sunday, permits are valid on any University parking lot from 7:00 a.m. until 11:30 p.m.
 - **Residential Students**
Have continuous access Monday-Sunday on their designated residential lot, in addition to Commuter Lot Y from 7:00 AM & 11:30 PM. **The Commons Garage, North Campus Garage and Lot QN (School of Business & Management) are no longer available to Residential Students prior to 4:15 PM, Monday-Friday.**

For your convenience, beginning at 4:15 p.m. until 11:30 p.m., Monday-Friday, parking is allowed on any lot with a valid MSU permit (**with the exception of Lot H-Truth Hall, Lot G- McMechen, Lot S-Washington Service Center Loading Dock, Lot K – School of Global Journalism & Communication, Morgan View and Reserved & Handicapped Spaces**). On Saturday and Sunday, permits are valid on any University parking lot from 7:00 a.m. until 11:30 p.m.
 - **Evening/Weekend Faculty~Staff and Students**
Permits are valid on any University parking lot from 4:15 p.m. until 11:30 p.m., Monday thru Friday, and 7:00 a.m. until 11:30 p.m. Saturday and Sunday.
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 ticketing and /or towing.

3. Failure of a permit holder to park on their assigned lot is not an excuse for parking in another unauthorized location. In such cases, the permit holder shall park on overflow **Lot Y** in the rear of Murphy Fine Arts Center on the Montebello Campus.
4. The University reserves the right to close and/or make other parking lot adjustments for special campus events, construction, repairs, or other activities as the needs arise. In such events, employees shall be provided notice and instructions for alternative parking.
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.

Faculty~Staff Day Parking 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. New/first-time permit holders will be placed on the closest **available** parking lot to the permit holder's office/work location.
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 or requesters should complete and submit the Faculty/Staff Parking Lot Wait List form. A cumulative list for each lot will be updated based on requests received. During the year, transfers may be conducted as spaces become available.
3. Permits for parking spaces not renewed during registration will be issued to customers on the wait list. Any remaining spaces after the wait list has been cleared will be issued on a first-come, first-serve basis.
4. Current permit holders who do not renew their parking permit assignments for the new parking season will be deleted from the wait lists.
5. Based on the financial formula used for parking garage construction, the University garages are designated as "pay-as-you-go" facilities. All patrons must pay to park in the garages, consistent with the University parking rate schedule. Commuter students are issued parking permits to park in the garages, as well as on designated surface parking lots once they have completed all requirements for registration. **Please note that the purchase of a faculty/staff surface lot permit does not allow for free parking in the University garages.**
6. For detailed information about faculty~staff parking including current price list, parking locations, methods of payment, schedules, wait list forms, etc., go to www.morgan.edu/parking.

Student Parking Registration

1. **Residential Student** parking permits are sold on a first come basis first serve basis. Fall permits are valid from September 1st thru January 31st. Spring permits are valid from February 1st thru May 31st.
2. **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, students residing in Morgan View must register their vehicles with University Parking Services and be issued a University commuter student permit.
3. **Commuter Students** are not permitted to park in lots reserved for residential students or Faculty~Staff during daytime hours. Commuter students must register their vehicles for a commuter student permit which allows parking on commuter surface lots and both the Commons (Student Center) and North Campus (CBEIS & Engineering) Garages.
4. The majority of campus parking lots are gated, requiring a swipe card for access. The official University ID card, the BEARcard functions as the gate card. Once a parking permit is purchased, the BEARcard will automatically be activated for parking lot access.
5. For detailed information about Commuter and Residential Student Parking including current price list, parking locations, schedules, methods of payment, etc., go to www.morgan.edu/parking.

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 **Commons Parking Garage** (University Student Center) 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, 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, \$3.00 maximum/day (*rates subject to change*).
3. **Pay-As-You-Go stations are also available at North Campus** (Center for Built Environment & Infrastructure Studies and Engineering) in designated visitor parking spaces. Rates: \$.50 each hour, \$3.00 maximum/day (*rates subject to change*); Cash & credit cards accepted.
4. Visitor parking is also allowed on the overflow **Lot Y – Montebello Complex** where the majority of student services are conducted.
5. It is the responsibility of visitors to comply with parking assignments. If parked in a lot other than the assigned space, cars may be ticketed and/or towed.
6. Handicapped visitors with a handicapped parking decal must present their valid vehicle registration card, a valid driver's license, and MVA-issued handicapped documents, to Parking Services to obtain a handicapped visitor's pass.
7. Vendors are required to register their vehicles with Parking Services and receive instructions of where to park while visiting Morgan State University. It is the responsibility of the vendor to comply with parking assignments. If parked in a lot other than the assigned space, the vehicle may be ticketed and/or towed. The Police Department operates on a 24-hour basis and is located at the Washington Service Center.
8. Visitors are expected to adhere to University – approved Parking and Traffic Regulations as outlined herein and provided on the University website www.morgan.edu/parking.

Community Parking Reservation Requests

As an outreach service to the Community, Morgan State University allows community groups to use campus lots to park cars on a short-term basis for events/trips; the number of cars is limited to 25. Such requests are considered based on availability and scheduling of University events. Written approval must be granted from the University, in advance, of the scheduled trip. Written requests should include the following information:

1. Full name
2. Address
3. Contact Number
4. Destination location
5. Date and time of departure
6. Date and time of return
7. Number of vehicles to be parked on the lot
8. Emergency contact number

Upon appropriate review of the reservation request, the requestor will receive a letter of confirmation or regrets. The University reserves the right to deny such requests, without reason. Further, the University is not responsible for any thefts or damages to vehicles while parked on the University campus.

Campus Shuttle Services

1. The University provides shuttle bus services throughout the campus including Marble Hall Gardens, Portage Ave., Morgan View, on-campus Residence Halls, West Campus, North Campus and the Montebello Complex.
2. The shuttle service operates on a daily basis, Monday through Friday. There is no weekend service.
3. Shuttle schedules are published on a regular basis prior to the start of each semester session, and is disseminated by way of university-wide email announcement.



What is the Baltimore Collegetown Shuttle?

The Baltimore Collegetown Shuttle provides free transportation to key destinations including Penn Station, Loch Raven Plaza, Towson Mall, Towson Place Shopping Center, Towson Town Center, and participating colleges and universities. This service is available to all MSU students, staff and faculty. All passengers must present a valid Morgan State University BEARcard.

There are two designated stops on Morgan's campus:

1. Hillen Road MTA Bus Stop adjacent to Earl S. Richardson Library -- Bus Stop #505 (Red Route)
2. McKeldin Center H Lot – Bus Stop #503 (Red Route)

To see the schedule, click www.baltimorecollegetown.org/shuttle

To track shuttle, text [nbus collegetown 505 to 41411](tel:4108342835) or [nbus collegetown 503 to 41411](tel:4108342835) or call 410.834.2835

Need to get downtown? Feel free to utilize Baltimore's new complimentary downtown shuttle service. Transfer from the Collegetown Shuttle to the Charm City Circulator located at Penn Station. For more information, visit www.charmcitycirculator.com

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. A one-time late fee will be assessed if the fine is not paid in 30 calendar days.
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 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 Morgan State University 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. Ticket 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). Please be considerate of our neighbors.

Contact Information

- In the event of an accident of any kind, the Morgan State University Police Department, located in the Washington Service Center, must be notified immediately. The Police Department also handles parking enforcement for all University parking lots. The Police Department operates on a 24-hour basis. Please call 443-885-3103.
- The Parking Services Office, located in Montebello Wing-D, Room 100, handles parking for all day time and evening-weekend faculty-staff, residential and commuter students, visitor, special event and garage parking. Office hours are 8:00 a.m. - 5:00 p.m., Monday thru Friday. Please call 443-885-7275.