

## FROSTBURG STATE UNIVERSITY Parking Regulations

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**VISITORS:** Frostburg State University extends cordial greetings to all visitors. Information about the University is available at the Admissions Office located in Pullen Hall, or University Police Headquarters. **Visitors are not permitted to park in the Annapolis & Frampton Lots.**

**PARKING:** Parking lots are assigned to students, faculty and staff. Visitors should obtain visitor parking permits which will entitle them to campus parking. Visitor permits may be obtained from the visitor's host or at University Police Headquarters.

**EMERGENCIES:** **In case of emergency or a need for assistance, call University Police at 301-687-4222.**

## **INTRODUCTION**

These regulations govern the parking, operation, and use of vehicles on the Frostburg State University campus. They are designed to ensure the orderly and safe movement and parking of vehicles. All persons operating vehicles on campus are required to comply with these provisions.

Standard traffic regulations and definitions are enacted into the Motor Vehicle Laws of the State of Maryland (Transportation Article) and are enforced on University property. State citations will be issued for violations of those laws when there is no comparable University regulation. The University assumes no responsibility for any theft, loss, or damage to any vehicle operated or parked on University property.

## **DEFINITIONS OF TERMS**

"University" refers to Frostburg State University.

"Campus" refers to the physical premises of the University.

"Motor Vehicle" means any automobile, truck, motorcycle, motor scooter, motor bike or any other motor-powered vehicle operating on land.

"Student" refers to any person, officially enrolled at the University for undergraduate or graduate study, whether for credit or non-credit, unless employed by the University as a member of the faculty or staff.

"Resident student" means any student residing in campus residence facilities.

"Commuter student" means any student residing outside the boundaries of the University campus.

"Edgewood resident" means any person residing in Edgewood Commons apartments.

"Faculty" refers to any person employed by the University to perform teaching duties on campus.

"Staff" refers to any person employed at the University, other than faculty and students.

"Visitor" refers to any person (other than student, faculty, or staff) on campus in connection with University business or as a guest or invitee of a member of the University community.

## **ARTICLE I - MOTOR VEHICLE REGISTRATION**

### **Sec.1. Registration Requirements**

Any student, faculty, or staff member who parks a motor vehicle on the campus must register with the University. This requirement applies when the motor vehicle is used on campus in connection with any University function or activity including job-related duties, classes, and/or athletic, cultural or social events.

All students are, upon proper registration, enabled to park a motor vehicle on campus.

### **Sec.2. Registration Procedure**

Any student, faculty, and staff member wishing to park a motor vehicle on campus shall register at the University & Student Billing Office no later than the third business day after classes start for the semester. **All regulations except the registration requirement apply and are enforced during these three days. THERE IS NO GRACE PERIOD WHATSOEVER IN FACULTY/STAFF LOTS, INCLUDING THE REGISTRATION REQUIREMENT.**

***All permits issued during the academic year are valid until the expiration date printed on the permit.***

Upon registration, a parking permit is issued for conspicuous placement on the vehicle. HANG-TAG PERMITS ARE TRANSFERABLE FROM VEHICLE TO VEHICLE. VIOLATIONS AND FINES ARE THE RESPONSIBILITY OF THE PERSON TO WHOM THE HANG-TAG IS REGISTERED. Parking permits for automobiles and trucks are to be hung from the rear-view mirror with the numbered side facing out. Registration stickers for motorcycles, motor scooters, and motor bikes, are to be affixed to the right front fork. Owners of convertibles and vehicles without factory-installed rearview mirrors may obtain an adhesive sticker. **The registration sticker must be visible and in clear view from the outside of the vehicle.**

**The registration process is considered complete only when the permit is properly displayed. Any vehicle not displaying such a permit shall be considered unregistered.**

Those students living in Edgewood Commons **MUST** register their vehicle with FSU and obtain a parking permit if they intend on utilizing any of the Frostburg State parking lots.

There is no charge for replacement of parking permits upon proof of damage to, or loss of, originally issued permits. Replacement permits are issued by University Police. Stolen permits should be immediately reported to University Police.

### Sec. 3. Registration Fee

The standard fee for faculty and staff parking permits is \$55.00 per academic year, while student permits are \$50.00 per academic year. Exceptions include the **Green Permit (valid in the Lower Stadium Lot ONLY)**, available for \$40.00 while supplies last, as well as discounted rates for AFSCME staff.

Students who do not live on campus must pay a fee when they register their cars in the University and Student Billing Office. Permits are issued as hangtags. Registration is required for summer session students who have not previously registered. There is a limit of one hang-tag permit per individual. *Payment of the registration fee does not guarantee a place to park.* The registration fee will be discounted 50% for new students or new employees entering after January 1<sup>st</sup>. Upon request, students or employees exiting prior to December 31 will receive a 50% refund.

## **ARTICLE II - SPECIAL PARKING PERMITS**

### Sec.1. Handicapped Permits

Vehicles parked in designated handicapped parking spaces must display permanent or temporary handicapped authorization from the motor vehicle administration agency.

Persons needing accommodation until such authorization may be obtained shall obtain a temporary permit from University Police that will entitle them to park in otherwise prohibited areas, e.g., faculty/staff parking. A temporary permit does not authorize parking in a handicapped parking space. FSU is committed to making all of its programs, services and activities accessible to persons with disabilities. Students may request accommodations through the Office of Student Support Services/Disabled Student Services, 150 Pullen Hall, 301-687-4441, TDD 301-687-7955.

### Sec.2. Temporary Permits

Persons who have forgotten to transfer their hangtag to their vehicle for the day may obtain a one-day temporary permit by applying in person at University Police Headquarters. Temporary permits must be secured at the University Police Headquarters by persons desiring to park temporarily in an otherwise unauthorized area for purposes of loading or delivery. Temporary permits are also available for transient employees who are here for up to thirty days.

### Sec.3. Visitor Permits

Visitors should obtain visitor parking permits immediately upon bringing a motor vehicle to campus. Except for discreet events identified by University officials, visitor permits are free of charge and are valid only for the date issued. **Visitor permits entitle the holder to park in any otherwise unreserved, legal parking place, except in Annapolis and Frampton Lot.**

Specially designated visitor spaces are found only in the Hitchins lot, and for Admissions guests, in Lower Pullen Lot. The issuance of visitor parking permits has been decentralized to various academic and administrative offices in each building. Visitor permits are also available from University Police.

University Police will make special arrangements for groups of twenty or more, upon two weeks' advance notice. Visitors operating vehicles on campus shall comply with all University traffic regulations and shall be prima-facie responsible for such compliance by all users of their vehicles. Persons expecting visitors to the campus should inform them of these provisions. ***It is a violation of these regulations for faculty, staff, or students to obtain or display a visitor permit.***

#### Sec.4. Loading Permits

Loading and unloading zones are provided at most campus buildings. They are reserved for state vehicles and commercial vehicles. Anyone else wishing to use a loading zone must first obtain a temporary permit from the University Police. Unless other arrangements are made with the University Police, all temporary loading and unloading permits have a fifteen (15) minute limit. The fine for loading zone violations is \$50.00

### ARTICLE III - PARKING PROVISIONS

#### Sec.1. Registrant's Responsibility/ Owner's Responsibility

A faculty, staff, or student registrant shall be held presumptively responsible for any violation involving his/her parking permit. Should any vehicle be found on campus in violation of regulations and not displaying a permanent University parking permit, the owner or person in whose name such vehicle is registered under with State authorities shall be held responsible (Authority of 26-302 (b) The Maryland Vehicle Law).

#### Sec.2. Parking

Vehicles must be parked in the lots assigned. **STUDENT VEHICLES MAY ONLY BE PARKED IN STUDENT LOTS OR SHARED LOTS. FACULTY & STAFF MAY PARK IN FACULTY/STAFF OR SHARED LOTS ONLY.** Lots are designated by color-coding that matches the permit color. Student permits are **black**; faculty/staff permits are **red**. **ONLY VISITORS ARE ALLOWED TO PARK IN VISITOR SPACES.** The responsibility for finding a parking space rests with the motor vehicle operator. The fact that a lot is full does not constitute a valid justification for violation of these regulations.

In all cases in which a motor vehicle is parked, the position of the vehicle shall be such that the whole of the vehicle is located within the boundaries of the parking space. **PARKING IS PERMITTED IN MARKED SPACES ONLY.** The fact that other vehicles are parked improperly shall not constitute an excuse for parking in a manner such that part of the vehicle extends over or beyond parking space boundaries.

No parking is allowed within 15 feet of a fire hydrant, in a fire lane, or where "No Parking" signs are posted. Loading areas and docks are no parking zones, reserved for state vehicles, commercial vehicles, and vehicles displaying a loading and unloading pass.

**Certain spaces have been marked by name for individuals with special parking needs. Those spaces are reserved at all times and may not be used by anyone else.**

Vehicle operators are responsible for obeying all parking and traffic signs as posted. Operators should carefully note that some lots will be closed during the night hours. Hours of lot closing and restrictions are posted at lot entrances. It is impractical to mark with signs all areas of University property where parking is prohibited. Parking or driving is definitely prohibited on grass plots, tree plots, sidewalks, construction areas, or where it will physically mar the landscaping of the campus, create a safety hazard, interfere with the use of University facilities, hinder the free movement of pedestrian or vehicular traffic, or impede the use of emergency equipment.

***Parking between 2:00 a.m. and 6:30 a.m. (October 15 to March 31) is restricted to lots.***

Parking on streets or along designated curb areas during these hours is prohibited to facilitate maintenance and snow removal. In addition, various lots may be closed from time to time to facilitate maintenance and snow removal. Signs will be posted or halls notified informing operators of the closing of such lots. In the event of extreme snow conditions, the College Avenue parking lot will be cleared of all vehicles.

During the shut-down periods all vehicles must be removed from University property unless prior arrangements are made with University Police.

***No parking will be allowed in the College Ave. Lot, Environmental Drive, Lower Pullen, and Student Services Lots between the hours of 12:00 midnight to 7:00 a.m. Sunday through Friday.*** The Stadium Lot is to be used for storage of vehicles. Vehicles parked in violation of these provisions may be subject to towing at owner's expense. The fact that a person parks in violation of any law, ordinance, or regulation and does not receive a citation does not mean that the law, ordinance, or regulation is no longer in effect.

With the following exceptions, **parking regulations are enforced Monday through Friday from 7:00 am to 5:00 pm**

- **Chesapeake Lot – 24/7 Enforcement**
- **Environmental Drive –No parking 12am-7am**
- **Frampton Lot – 24/7 Enforcement-**No Visitor Parking****
- **Lower Pullen Lot – No parking 12am-7am**
- **Student Services Lot – No parking 12am-7am**
- **College Avenue Lot – No parking 12am-7am**
- **Annapolis Lot – **No Visitor Parking****

Sec.3. **Repairing Vehicles on Campus** Repairing of vehicles other than official University owned vehicles, except for emergency repairs, are prohibited on University property.

#### **ARTICLE IV - VIOLATIONS, FINES AND APPEALS**

##### **Sec.1. Violations**

- (1) Parking an unregistered vehicle on campus (vehicles not displaying a permit are considered unregistered), No permit displayed, or Failure to Display Valid Permit.
- (2) Parking on campus by unauthorized individuals.
- (3) Parking a vehicle in a lot assigned to another classification of user (including a prohibition against students who are family members of those with faculty/staff privileges from parking in faculty/staff areas).
- (4) Improper display of a registration sticker or permit.
- (5) Falsifying registration documents and/or statements. Note: Violations of this section may lead to disciplinary action as well.
- (6) Exceeding the speed limit on campus. The speed limit within campus parking lots is 10 m.p.h.
- (7) Ignoring or disobeying any posted sign, traffic device, or barricade.
- (8) Operating a motor vehicle (including motorcycles, motor scooters, all-terrain vehicles or mopeds) without university authorization on a sidewalk or walkway.
- (9) Operating a bicycle in a careless or imprudent manner that endangers any property or the life or person of any individual.
- (10) Parking in the same space for a period exceeding 48 consecutive hours (other than storage lots).
- (11) Driving or parking outside of permitted parking areas/spaces.
- (12) Unauthorized parking in the following regulated zones:
  - a. Loading docks
  - b. Service or access areas
  - c. Within 15 feet of a fire hydrant
  - d. Lots or areas restricted by traffic control signs
  - e. Intersections
  - f. Roadways or vehicular areas in such a way as to obstruct traffic
  - g. Designated pedestrian walkways
  - h. Grass or lawn areas
  - i. Areas restricted for snow removal or other purposes
  - j. Handicapped areas
  - k. Fire lanes
- (13) Display of a visitor's parking permit by faculty, staff, or students.
- (14) Display or possession of a lost/stolen parking permit.
- (15) Parking in a parking place that is personally reserved for an identified, high-need parking patron.

(16) Parking overtime in a metered area (Meters require coin activation; a parking permit does not authorize metered parking).

Sec.2. **Fines**

Restricted Parking	\$25.00
Parked in a Reserved Space	\$20.00
Permit Revoked	\$30.00
Fraudulent Registration	\$50.00
Parked by Fire Hydrant	\$20.00
Blocking Fire Lane	\$20.00
Parked in the grass/sidewalk	\$20.00
Parking in handicapped space	\$100.00
Improper Display of Permit	\$20.00
Annapolis/Chesapeake/Student Services Lot Restricted	\$50.00
Parked at Loading Dock	\$50.00
Meter Violation	\$10.00
No Parking Anytime	\$20.00
Overtime Parking	\$20.00
Obstructing Traffic	\$20.00
Using Lost/Stolen Permit	\$200.00
Parking in Visitor Space	\$20.00
Wrong Lot	\$20.00
Failure to Display Valid Permit	\$30.00
Parked in personally Reserved Space	\$50.00

***All parking violations (except Parking in Handicapped space) are half-off the original price if paid by the end of the next business day.***

Sec.3. **Payment**

All fines must be paid to University Billing (Pullen Hall) within fifteen (15) days (Saturdays, Sundays, and Holidays excluded) of issuance of a violation notice unless a court appearance of the violation is then pending.

If payment is made at University Billing before the end of the business day following the date of the issuance of the violation notice, the fine shall be discounted 50% as a reflection of the reduced costs of processing such promptly paid fines. Payment of a fine constitutes a guilty plea and a forfeit of the right to appeal.

#### Sec.4. Appeals

Any person may appeal receipt of a parking violation notice by returning the ticket to the University Police and filling out an appeal form. Paid tickets cannot be appealed.

**ADMINISTRATIVE APPEALS** - Persons who receive a parking violation notice have the right to an administrative appeal at the University. Exercising this right will constitute waiver of the right to an appeal in District Court. **To exercise this option an appeal form must be completed and returned to the University Police Department within five (5) business days of receipt of the notice. Appeal forms may be obtained at University Police.** Appeals are made in writing only and based solely on the written appeal. There is no personal appearance. Appeal decisions are heard by the University's Parking Appeals Committee with all appeal decisions being final.

**TRAFFIC COURT APPEALS** - Persons who wish to contest a parking violation notice in District Court may do so by **notifying the University Police within five (5) business days of receipt of the notice.** Exercising this right will constitute a waiver of the right to an Administrative Appeal at the University.

**VISITOR APPEALS** - If a parking violation notice was issued to a visitor for failure to register a vehicle or display a valid permit, the notice should be sent to the University Police Headquarters, 101 Braddock Road, Frostburg State University, Frostburg, Maryland 21532-1099. The ticket will be promptly forgiven. Visitors are responsible for all violations except registration violations. ***Visitors who fail to take any action within fifteen (15) days regarding a ticket received will be held liable for the ticket and there will be no forgiveness.***

#### Sec.5. Collection of Fines

Any person who has not paid a fine at the Business Office within thirty (30) days after the date of the violation or within thirty (30) days after the District Court appearance, whichever date is later. Students are reminded that registration for succeeding semesters will not be permitted until fines and costs are paid. The President of the University is authorized to withhold the salary check of any full-time faculty member, temporary faculty member, administrator, or professional librarian who is delinquent in the proper discharge of any debt to the University by which he/she is employed until such time as that debt has been properly discharged.

Any person found in violation of these regulations five (5) or more times, in any given academic year, may be called before the Parking Appeals Committee to show cause why his/her parking privileges should not be revoked. The Committee has the power to revoke such privileges for a period not to exceed six (6) months. Any person parking a vehicle on campus after having his/her parking privileges revoked shall be subject to impounding procedures.

#### Sec.6. Flagging Procedures

Pursuant to section 26-305 of the State Motor Vehicle Laws (Department of Transportation Art.), the University will notify the Motor Vehicle Administration of parking violation notices issued on campus by the University Police which remain unpaid after thirty (30) days. Under this "Flagging

Procedure", the Motor Vehicle Administration withholds the registration, renewal, or transfer of the vehicle until all fines and administrative fees have been paid.

**Sec.7. Loading/Unloading**

Loading and unloading zones are provided at most campus buildings. They are reserved for state vehicles and commercial vehicles. Anyone else wishing to use a loading zone must first obtain a temporary permit from University Police. Unless other arrangements are made with University Police, all temporary loading and unloading permits have a fifteen (15) minute limit. The fine for loading zone violations is \$50.00.

During certain days and hours of the week vehicles may be permitted to drive to residence halls so students may load/unload their vehicles. Metered loading and unloading spaces are provided at Westminster and Cambridge Halls. Persons driving to other halls to load/unload must notify University Police Headquarters.

**ARTICLE VI - MOPEDS, MOTORCYCLES AND BICYCLES**

Sec.1. **Motorized bicycles**, commonly referred to as "Mopeds", shall not be parked in buildings, parked so as to block entrance paths, driven on lawns or sidewalks.

Sec.2. **A person may not secure a bicycle to:**

- (1) Fire hydrant or traffic control device.
- (2) A pole, meter, or device on which notice has been posted by the appropriate authorities forbidding the securing of bicycles; or
- (3) Any place where the securing of a bicycle would obstruct or impede vehicular traffic or pedestrian movement, including handrails exit discharge areas and handicapped ramps or access ways.
- (4) Violation of this section will subject the bicycle owner or operator to a "No Parking" fine of \$20 as specified in Article IV. A bicycle parked in a manner which restricts emergency access or handicapped access may be impounded or immobilized pending the identification of the owner and the issuance of a parking violation notice.

**ARTICLE VII - AMENDMENT OF REGULATIONS**

**Sec.1.**

From time to time these regulations are reviewed by the University Executive Committee. Usually, any modification or amendment approved by the Committee is designed to take effect on the commencement of the subsequent fall semester. Where circumstances require an earlier effective date, advance notification of the proposed amendment and a reasonable opportunity to comment will be provided. The University reserves the right to make changes at any time.

Sec.2.

At the discretion of the University's Chief of Police or designee, temporary, emergency parking restrictions may be implemented when conditions warrant. In such circumstances, notice will be given by appropriate signage or traffic control personnel. By authority of: Frostburg State University Annotated Code of Maryland, Education Article, Section 12-109,13-201  
Transportation Article, Subtitle 3, Parking Ordinances and Regulations 26-301-306; 21-803.2  
Revised: July 1, 2005

**FSU is committed to making all of its programs, services and activities accessible to persons with disabilities. You *may request accommodations through the Americans with Disabilities Act Compliance Office, (301) 687-4102, TDD (301) 687-7995.***