

UNIVERSITY OF NORTH TEXAS
PARKING AND TRANSPORTATION SERVICES
PARKING RULES AND REGULATIONS
September 1st, 2013– August 31st, 2014

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1.1 VISION, VALUES, MISSION STATEMENT, GOALS:

1.2 Vision:

Parking and Transportation Services will be a respected industry leader responsible for creating a campus wide parking and transportation system which is responsive to customer needs, self-sustaining, efficient and equitable in the management of University resources.

1.3 Values:

- ❖ Accountability
- ❖ Communication
- ❖ Environmental Sustainability
- ❖ Innovation
- ❖ Integrity
- ❖ Fiscally Responsible
- ❖ Professionalism
- ❖ Teamwork

1.4 Mission Statement:

Parking & Transportation Services supports the University's mission by maximizing campus access through environmentally sustainable practices, superior customer service, through innovation and professional management of parking facilities and transportation resources.

1.5 Goals:

1. Provide accessible parking facilities and transportation choices
2. Partner and collaborate with University units, to include internal and external customers and the community encouraging communication which supports problem solving
3. Provide accurate and timely information to all customers
4. Manage revenue and resources efficiently and effectively
5. Plan strategically for capital expenditures with regard to parking, transit and equipment used in the operation of Parking and Transportation Services
6. Provide regulation, education, and enforcement which promotes compliance
7. Annually evaluate performance to improve service through surveys offered to our constituents

2.0 CONTACT INFORMATION, LOCATION AND OFFICE HOURS:

Parking & Transportation Services (PTS) is located in the Highland Street Garage, 620 Central Ave. The lobby entrance is off of Avenue A.

Contact Information:

Department Phone Number – (940) 565-3020
E-ride – (940) 565-3014
Fax – (940) 565-2452
Email – parking.services@unt.edu
Web Address – www.unt.edu/transit

Office Hours are:

Monday – Friday 7:30am – 5:00pm
Closed on Saturday & Sunday

- Office hours are 9am to 3pm on the Saturday August move-in dates
- Office is closed when the university is closed.

Late Openings: When UNT will be opening late, the Parking & Transportation Services Office will open ½ hour prior to the rest of the campus.

3.1 INTRODUCTION:

3.2 Parking on campus is a privilege not a right. Parking rules and regulations will be enforced.

3.3 Vehicles parked in the Campus Area are required to display an official, current UNT parking permit and to park where that permit is honored. Vehicles parked at meters or in a garage are excluded from this requirement. (See Regulation 4.4)

3.4 The University of North Texas recognizes that the use of a motor vehicle on campus is a convenience for many and a necessity for some. We have a commitment to promote alternative transportation through ridesharing, vanpooling, biking, the campus shuttle service, and the Denton County Transportation Authority services. Our desire is to reduce traffic congestion and improve pedestrian safety through these mobility options.

3.5 UNT faculty, staff, and students are encouraged to educate family members and guests who park on campus about parking regulations and expectations. We value all of our guests at UNT and want to make sure they are informed about parking options. Visitors may purchase a \$5.00 daily permit allowing them to park in Lot 20 (Fouts Field) from the Parking office. Visitors may park in the Highland Street or Union Circle Garages where the first thirty (30) minutes is free. Current garage rates may be viewed at the following web site: <http://www.unt.edu/transit/garage.html>

3.6 Parking & Transportation Services will communicate with the campus community when parking spaces or areas are closed or any adjustments are made for construction or special events.

3.7 Posted signs overrule regulations, regulations overrule the parking map.

3.8 Parking wheel stops and curbs located on campus are six inches tall. Many newer and some older model vehicles have special ground effects attachments such as air dams, fog/driving lights, or other attachments that reduce ground clearance under the vehicle. Driving such vehicles over the parking wheel stop or curb may cause damage to these vehicles. Drivers are urged to use caution when parking vehicles to avoid damage. The University/System assumes no responsibility in such cases.

4.1 DEFINITIONS:

4.2 PTS: Parking and Transportation Services

4.3 University: The word "University" in this text refers to the University of North Texas located in Denton, Texas.

4.4 University Property: All properties owned, leased or otherwise under the control and jurisdiction of the Board of Regents of the University of North Texas System located in Denton, Texas.

4.5 Campus Area: All university-owned or controlled property within the confines of the Denton campus. This area also includes all public streets under the jurisdiction of the City of Denton in accordance with an interlocal cooperation agreement between UNT and the city of Denton.

4.6 Visitor: Anyone who is not enrolled in classes or works for the university, and who is NOT otherwise currently affiliated with the University. Visitor permits are honored in parking spaces designated "Visitor", "D" or "G".

4.6.1 Visitor permits and visitor spaces are not to be used by students, faculty or staff members of UNT, UNT-D, UNTHSC, or the UNT System. Questions regarding visitor permits should be directed to (940) 565-3020.

4.6.2 Anyone attending a seminar at the university should park in a parking garage or purchase a temporary parking permit from Parking & Transportation Services, located in the Highland Street Garage. ([Permit Fee Chart](#))

4.7 Parking Garages: The Union Circle Garage and the Highland Street Garage are operated and owned by the University of North Texas. Paid hourly parking is available in either garage without a permit required.

4.8 Motorized Vehicles: Automobiles, buses, trucks, motorcycles, motorbikes, motor scooters, all-terrain vehicles, electric/gas powered golf carts/utility vehicles and Segways.

4.9 Other Vehicles: Any mechanism or device that can be used for the transportation of passengers or cargo. This definition includes, but is not limited to: bicycles, skateboards, roller skates, in-line skates, wagons, and sleds.

4.10 Parking Permit: Any decal, sticker, hang tag, or emblem authorized or issued by UNT Parking & Transportation Services that grants parking privileges on University property.

4.11 Parking Zone: The designation of a parking space, lot or specific area in which a specific permit is valid. The privilege of parking on campus is granted when a valid university parking permit is displayed and the vehicle is parked where that permit is honored. Please refer to the official UNT Parking Map, which can be found online at www.unt.edu/transit or at Parking & Transportation Services, located in the Highland Street Garage.

4.12 University Holiday: Any day, except Saturday or Sunday, when the University administrative offices are closed.

4.13 Summer Parking: The first Monday following Spring Commencement through the first Monday following Summer Commencement.

5.1 PARKING AUTHORITY AND CONTROL:

5.2 The Texas Education Code provides authority to the University of North Texas System to regulate parking. The University of North Texas System Board of Regents has delegated this authority to the President of the University of North Texas pursuant to UNT System Regent's Rule 11.800 Parking and Traffic Regulations (<https://untsystem.edu/regents-rules.htm>).

5.3 The President determines parking permit rates, meter rates, garage/facility parking rates, and establishes fine amounts for violations. The UNT President has delegated authority to the UNT Chief of Police to establish parking and traffic regulations providing for their enforcement and to operate the parking program.

5.4 UNT Parking & Transportation Services or Police Department employees are authorized to close or otherwise restrict parking in specific parking spaces or locations for construction, maintenance, special events or other appropriate reasons necessary to accomplish institutional goals.

5.5 All appropriate Texas criminal laws and motor vehicle laws, in addition to University regulations, are in effect on UNT property. Police officers have jurisdiction to enforce regulations and the authority to remove or impound any vehicle operated or parked in violation of the regulations.

6.1 GENERAL INFORMATION:

6.2 Speed Limit:

6.2.1 The speed limit for all vehicles in a parking lot is **10 MPH**.

6.2.2 The speed limit for all vehicles on all streets through campus is **20 MPH** unless otherwise posted.

6.2.3 The speed limit for all vehicles in a parking garage on campus is **5 MPH**

6.3 The use of campus sidewalks by unauthorized motor vehicles as defined in 4.7 is prohibited. Authorized University vehicles may use sidewalks and other appropriate areas for repairs and emergency operations.

6.3.1 The Chief of Police will designate approved routes, speed limits, and restrictions for service and delivery vehicles.

6.3.2 Vehicles shall not be operated on University sidewalks for the 10-minute period before and after class change time.

6.3.3 Motor vehicles are prohibited from parking in bicycle paths.

6.3.4 Operation of motor vehicles on sidewalks, lawns, and during class periods is regulated by UNT Policy 9.5, Vehicle Operation and Parking. ([UNT Policy 9.5](#))

6.3.5 Other vehicles as defined in 4.8 are prohibited in the following areas:

- a. on any pedestrian walk, ramp, courtyard, or patio where signs are posted indicating this prohibition;
- b. within any building at the University;
- c. on any ramp established for persons with disabilities;
- d. on any stairs, landings or handrails on University property;

- e. in or on a University parking garage; or

- f. on University structures, including but not limited to benches, walls, sculptures, statues, or monuments.

6.3.6 Performing or attempting to perform acrobatic stunts using roller-skates, roller-blades, skateboards, or any other non-motorized device is prohibited on campus, unless specifically approved as part of a sanctioned University event.

6.4 Lost/Stolen/Damaged Permits

6.4.1 In the event that a permit is lost, stolen, missing or no longer in your possession, it must be reported to Parking & Transportation Services as soon as possible. Individuals are responsible for all citations issued against their permit prior to the date a lost/stolen report is received by PTS.

6.4.2 Lost and missing permits may be replaced for a \$25.00 fee.

- a. Permits that are “lost” in the mail can be replaced free of charge when Parking & Transportation Services is notified within 21 days of the date the permit was ordered.

- b. If a permit that has been reported lost/stolen is found, that permit must be returned immediately to Parking & Transportation Services.

- c. Vehicles displaying a permit that has been reported lost/stolen are immobilized immediately.

6.4.3 Damaged permits will be replaced for a \$10.00 fee if they are returned to Parking & Transportation Services.

6.4.4 Stolen Permits may be replaced for a \$10.00 fee after a police report is filed.

6.4.5 Replacement garage access cards will be issued for a \$25.00 fee.

6.5 Parking Defined

6.5.1 The motor vehicle operator is responsible for finding an authorized parking space within the spaces designated by the parking permit.

- a. Vehicles must park within a defined space.

- b. A space is defined by two (2) parallel stripes or by a wheel stop.

- c. No part of the vehicle may be on or over a line or other such space delineators.

- d. Any vehicle parked parallel on a roadway must face the direction of authorized traffic movement.

- e. Vehicles that do not fit in a single designated space must coordinate their parking with Parking & Transportation Services. That parking will be in Fouts Field (Lot 20)

6.5.2 Parking a vehicle in any place that will create a traffic hazard or obstructs access is prohibited.

6.5.3 Parking in fire lanes is *never allowed*. During move-in/move-out dates, vehicles may stop to load/unload, but must be attended by a licensed driver at all times.

6.5.4 Barricaded Spaces: It is unlawful to park in a space with a barricade, to drive around a barricade, or to remove a barricade.

6.6 Parking Lot Enforcement

6.6.1 University parking spaces/lots are designated by parking zones. This designation determines which specific permit is honored in each zone.

- a. The privilege of parking on campus is granted when a valid university parking permit is displayed and the vehicle is parked where that permit is honored.
- b. Please refer to the official UNT Parking Map, which can be found online at www.unt.edu/transit or at Parking & Transportation Services, located in the Highland Street Garage.
- c. Upon purchasing a parking permit to park on UNT property the purchaser of the permit agrees to follow all of the current rules and regulations.

6.6.2 Student parking spaces are enforced when the University is open. During times when classes are not in session both “P” and “R” permits are honored in both “P” and “R” zoned spaces. (See Regulation 8.18)

6.6.3 Faculty/Staff parking spaces are enforced when the University is open. There are many days during a year when classes are not in session, but the University is still open.

6.6.4 Yellow curbs, ADA accessible spaces, fire lanes, loading spaces, and Service Spaces are enforced 24/7/365.

6.6.5 Spaces with marked time limits are enforced from 7:00am to 10:00pm Monday – Thursday, and 7:00am to 3:00pm Friday.

6.6.6 Meters are enforced 7:00am to 10:00pm Monday – Thursday, and 7:00am to 3:00pm Friday, except University holidays, or as otherwise posted.

6.6.7 Reserved “A” spaces are enforced 7:00am to 5:00pm, Monday – Friday when the University is open.

- a. Vehicles parked in these spaces must display the correct permit for that specific space or specific lot during the stated enforcement hours.
- b. Vehicles parked without the proper permit displayed will be cited and may be towed.

6.7 Parking Information (Miscellaneous) .

6.7.1 The Metered spaces in Lot 5 are enforced: M-Th 7am-7pm; Fri.7am-6pm Sa 10am-4pm

6.7.2 Crossing signs, located at most crosswalks, will control pedestrian traffic.

6.7.3 Parking privileges may be modified at any time when necessary for safety, security, special events, or traffic control reasons.

6.7.4 Customers of Parking & Transportation Services (PTS) are responsible for notifying PTS of any changes in their address, phone number, license plate, vehicle information, etc.

6.7.5 Student Health & Wellness Center Patients and Career Center Employers have parking spaces reserved for them in Lot 5 beside Chestnut Hall.

- a. These spaces are enforced from 7:00am to 10:00pm, Monday – Friday.
- b. These spaces require a specific permit issued from the Student Health & Wellness Center front desk or from the Career Services Center.

6.7.6 If a non-operable vehicle is parked in violation, the owner/operator of the non-operable vehicle must notify the Police Department (940) 565-3000 or Parking & Transportation Services (940) 565-3020 immediately for arrangements. Otherwise, owner/operator will be held accountable for any citation(s)/impoundment.

- a. Vehicles found with no identifying numbers visible are subject to impoundment.
- b. Non-operational vehicles must be removed from campus within 24 hours.

6.7.7 Recreational vehicles, semi-tractor/trailers, buses and similar vehicles are prohibited from overnight parking on campus unless prior arrangements are made with Parking & Transportation Services.

6.7.8 UNT Parking Permits are issued to automobiles, vans, pick-up trucks, motorcycles and sport utility vehicles only. Use on recreational vehicles is prohibited unless in accordance with Regulation 6.6.6.

6.7.9 Car covers must have a permit attached to the cover within a weatherproof pocket or some method for permit to be visible under all weather conditions.

6.7.10 “Other improperly parked vehicles” does not constitute an excuse for improper parking. For example, “that car parked over the line, therefore, I had to park over the line” will not excuse an “Improper Parking” citation.

6.8 Parking Garages

6.8.1 Hourly parking is available at the posted rates. ([Permit Fee Chart](#))

6.8.2 Semester and annual parking is available via access card only. Access cards are available from Parking & Transportation Services.

6.8.3 Department validations can be purchased from Parking & Transportation Services.

6.8.4 Overnight parking is allowed with a garage contract.

6.8.5 It is prohibited for any person to deface damage, tamper with, willfully break, destroy, or impair the usefulness of, or open without lawful authority an entry or exit gate or any other related equipment.

6.7.8 No open flames, such as portable grills, are allowed in any University parking garage.

7.1 PERMIT INFORMATION:

7.2 All permits and garage access cards remain the property of UNT and may be recalled at any time. Permits are sold on a first come first served basis. Parking permits once issued are non-transferrable.

7.2.1 All “D”, “P”, “R”, “G”, and Motorcycle permits are sold on-line at www.unt.edu/transit. UNT Dallas and UNT HSC permits are also sold on-line at the UNT Parking & Transportation Services website, www.unt.edu/transit.

7.2.2 The last page of the on-line permit ordering process is a receipt. This receipt is to be used as a temporary permit for 15 days,.

- a. If the permit ordered is valid immediately, the receipt should be printed and placed in the front dash of the vehicle on the passenger side.
- b. Temporary permits/receipts not printed out at the time an order is placed may be printed at Parking & Transportation Services.
- c. Preorders for a permit that is not valid immediately (upcoming school year) do not include a temporary permit with the receipt because there is sufficient time for the permit to be delivered prior to it becoming active.

7.2.3 Permits ordered online that are valid immediately should be delivered to the requested address within seven (7) days of placing the order.

- a. Contact Parking & Transportation Services immediately if the permit does not arrive within 7 days.
- b. A permit lost in the mail can only be replaced free of charge if Parking & Transportation Services is notified within twenty-one (21) days of the order date. (See 6.3.2)

7.2.4 Denton campus “A”, “TF (Teaching Fellow)” and temporary permits are available at Parking & Transportation Services.

- a. TF permits are only available to Teaching Fellows.
- b. A list of authorized Teaching Fellows is provided to Parking & Transportation Services by each department, each semester.

7.2.5 All annual permits are valid from the first day of classes of each new academic year through August 31 of the following summer. See www.unt.edu/transit for more information.

7.2.6 The Athletic Center Office must authorize all AC permits for Athletic Center Lot 80.

7.2.7 Annual parking permits are transferable and may be used in any vehicle the permit holder is driving. (See Regulation 6.6.7)

- a. Parking on campus requires that a parking permit be displayed.
- b. One (1) temporary one-day permit per semester will be issued at no charge if the permit was not moved over to the vehicle brought to campus. Additional temporary one-day permits can be purchased for \$5.
- c. This only applies to individuals who have already purchased an annual permit.

7.2.8 “A” and “AA” permits must be renewed annually.

- a. Renewal forms are available at www.unt.edu/transit.
- b. Renewal forms can be faxed, mailed or emailed to Parking & Transportation Services.
- c. Renewal forms that are not received by August 31 for the coming fiscal year will result in the loss of the ability to renew.
- d. All deadlines are final.
- e. Renewal notifications are a courtesy. Failure to receive a renewal notice does not excuse the permit holder of responsibility to renew by the deadline.

7.3 The person in whose name a parking permit is issued is responsible for all citations issued against that permit regardless of who was given authority to drive the vehicle.

7.3.1 Parking citations are not excused on the plea that another person was driving the vehicle or using the permit at the time the vehicle was cited.

7.3.2 Parking & Transportation Services reserves the right to collect parking fines and fees from the registered owner of the vehicle, the permit holder, and/or the UNT student or UNT employee parking the vehicle on campus.

7.4 A parking permit itself is not a guarantee that an individual will find a parking space considered “convenient” to their final destination.

7.5 The face of a permit must be clearly visible (readable) from the front of the vehicle and properly displayed to be honored. The DECAL permit must be affixed to the inside of the front windshield in the lower right hand corner (front passenger side). Permits obscured by window tinting, a sunshield, etc. are not considered valid and will not be honored. (See Regulation 8.12.2 for permit placement on a motorcycle)

7.5.1 Hang-tag type permits must be properly displayed from the rear view mirror stem.

7.5.2 Decal style permits are not to be altered or affixed to anything other than the inside of the vehicle windshield.

7.5.3 Decal permits are only honored when affixed to the vehicle windshield by the adhesive attached to the permit.

7.5.4 “AA”, “A”, “D”, “G”, “P”, “HD”, and “R” decal permits are transferable. Owners of open air vehicles may request a permanent sticker to be placed on the vehicle’s windshield.

7.5.5 The Director of Parking & Transportation Services may authorize a modification from the stated permit placement requirements.

7.5.6 Lockable permit sleeves are available for purchase from Parking & Transportation Services for open air vehicles or motorcycles.

7.6. Most UNT employees have the option to payroll deduct the cost of a parking permit.

7.6.1 Requesting payroll deduct for a payment option authorizes the University to reduce your annual income, divided equally over nine (9) months of pay periods.

7.6.2 Any changes to payroll deduction, following the initial online purchase of a permit, must be completed in writing at Parking & Transportation Services.

7.6.3 Permits that were purchased with payroll deduction cannot be refunded or exchanged.

- a. For employees leaving the University, the payroll deduction is discontinued.
- b. For employees wanting to exchange a permit, one deduction process will be discontinued and a new one began for the new permit.
- c. Contact Payroll or additional information regarding pre and post-tax payroll deductions.

7.7. Faculty, staff, and students with outstanding fees due to Parking & Transportation Services are not eligible to purchase or renew any parking permit.

8.1 PERMIT CLASSIFICATIONS:

Is your car in the shop? Are you driving a loaner or rental onto campus? Maybe you're driving someone else's car on to campus? Be sure to bring your permit with you to avoid parking issues. Your permit is transferable so it can be removed from your primary vehicle and re-adhered to any car you park on campus. All vehicles parked on campus must display a valid parking permit to park in a surface lot or in an on-street space. Additionally, you may choose to pay to park in one of the garages or at a parking meter.

One (1) temporary one-day permit per semester will be issued at no charge if the permit was not moved over to the vehicle brought to campus. Additional temporary one-day permits may be purchased, please see the current permit pricing chart. ([Permit Fee Chart](#))

Visitor parking is available in the following locations:

- a. Lot 20 (Fouts Field) permits are available for \$5.00 per day.
- b. Highland Street Garage or the Union Circle Garage, the first 30 minutes is free, and \$2/hr up to \$10/day

8.2 “AA” All Access Permit (red permit).

8.2.1 The holder of this permit may park in any space on campus except in "A" reserved spaces or zones, yellow curbs, handicap spaces, "no parking" spaces, and fire lanes.

8.2.2 A vehicle displaying this permit may park in any time zone or service/state vehicle space while it is being used for University business.

8.3 “A” Faculty/Staff Reserved Permit (green permit). Full-time faculty/staff may park their vehicle in their specific designated space or lot, or any "D" or "G" space. The subleasing of reserved "A" parking spaces is prohibited. Enforcement of "A" spaces is as follows:

8.3.1 Monday – Friday, 7:00am – 5:00pm. When the University is open, cars parked in "A" reserved

spaces must display a permit for that specific space or specific lot.

8.3.2 Monday – Friday, 5:00pm – 10:00pm both "A" and "D" permits will be honored in "A" spaces.

8.3.3 Monday – Friday, 10:00pm – 7:00am, no permit is required to park in "A" spaces.

8.3.4 "A" Reserved permits may only be purchased by full-time Faculty/Staff. Faculty/Staff on a sabbatical are eligible for these permits.

8.3.5 Vehicles parked in a parking lot designated as an "A Permit Area Reserved lot" or an "A Reserved Space lot" without the appropriate permit during the times posted for the lot is subject to being towed or impounded immediately.

8.4 "D" Faculty/Staff Permit (blue permit). This permit is for faculty/staff and non-UNT employees working on campus in support of UNT operations. Enforcement of "D" permits and spaces is as follows:

8.4.1 "D" permits are honored in "D" and "G" spaces.

8.4.2 "TF", "A", "HD", Visitor and specialty permits indicating "D" spaces, are honored in "D" and "G" spaces. * "TF" permits are honored in Lots 50 and 59 after 12:00pm.

8.4.3 Monday – Thursday, 5:00pm – 10:00pm and Friday, 3:00pm – 10:00pm, "R" and "P" permits are also honored in "D" spaces, unless otherwise posted.

8.4.4 Monday – Friday, 10:00pm – 7:00am, no permit is required to park in a "D" space.

8.4.5 "D" spaces located within the residence parking areas are enforced 24/7/365 and are identified by signs.

8.5 "TF" Teaching Fellow Permit (black, yellow, or purple permit). This permit is sold by the semester to Teaching Fellows. Each department will provide a list of current Teaching Fellows to Parking & Transportation Services for verification.

8.5.1 "TF" permits are honored in all "D" and "G" spaces at any time except for Lots 50 and 59. "TF" permits are honored in Lots 50 and 59 after 12:00pm.

8.6 "HD" Hall Director Permit (light blue). This permit is sold to Hall Directors and their spouses only. These spaces are reserved 24 hours, seven days a week.

8.6.1 "HD" permits are honored in all "HD", "D" and "G" spaces.

8.6.2 "HD" permits are honored in "R" spaces while attending meetings.

8.6.3 "HD" spaces are reserved for "HD" permits 24/7/365.

8.7 "D" Honorary Retiree Faculty/Staff Permit (gold permit). This is a complimentary permit for retirees of the University who occasionally visit campus. **Occasionally is defined as a maximum of five (5) days per month.**

8.7.1 This permit is not to be used while working or attending class.

8.7.2 This permit is honored in all spaces zoned "D", "P", or "G" and visitor spaces across campus.

8.8 "R" Student Resident Permit (orange permit): Students must live in a residence hall to be eligible for this permit. The enforcement of "R" permits and spaces is as follows:

8.8.1 "R" permits are honored in all spaces zoned "R" or "G".

8.8.2 Sunday 6:00pm – Friday, 3:00pm, "R" spaces are enforced 24 hours.

8.8.3 Monday – Friday, 5:00pm – 7:00am, "R" permits may park in "P" spaces.

8.8.4 Monday – Friday, 5:00pm – 7:00am, "R" permits may park in "D" spaces, unless otherwise posted by signs.

8.8.5 Residence Hall permits must be returned to Parking & Transportation Services when moving out of the

Residence Halls. The “R” permit can be exchanged for a “P” or “G” permit for the difference in price.

8.8.6 The Residence Hall “R” permits are not to be used to park in any Hall Director (HD) space at any time. Vehicles parked in a HD parking space without the appropriate HD permit are subject to being impounded immediately. HD SPACES ARE RESERVED 24/7/365.

8.9 “P” Premium Commuter Permit (gold permit). This permit is available to all students living off campus. The enforcement of “P” permits and spaces is as follows:

8.9.1 “P” permits are honored in all spaces zoned “P”, “AC” or “G”.

8.9.2 Monday – Friday, 5:00pm – 10:00pm, “P” permits will be allowed to park in “D” spaces unless otherwise posted by signs.

8.9.3 Monday – Thursday, 5:00pm – 10:00pm, a valid UNT permit is required in “P” spaces.

8.9.4 Monday – Friday, 10:00pm – 7:00am, no permit is required to park in a “P” space.

8.10 “G” General Commuter Permit (maroon permit). This permit is available to any individual routinely parking on campus.

8.10.1 “G” permits are honored in all spaces zoned “G” unless otherwise posted by signs.

8.10.2 Any valid UNT permit may park in any “G” space at any time, unless otherwise posted by signs.

8.10.3 Monday – Thursday, 5:00pm – 10:00pm, “G” permits will be allowed in all “P” spaces.

8.10.4 Monday – Friday, 10:00pm – 7:00am, “G” permits are honored in “D” faculty/staff spaces unless otherwise posted by signs.

8.10.5 Monday – Thursday, 5:00pm – 10:00pm, and Friday 3:00pm – 7:00am, no permit is required in “G” spaces.

8.11 “AC” Athletic Center Permit (gray permit). This permit is only available to individuals approved through UNT Athletics. Athletics will provide a list of eligible individuals to Parking & Transportation Services.

8.11.1 “AC” permits are honored in all spaces zoned “AC” or “G” unless otherwise posted by signs.

8.11.2 Monday – Thursday, 5:00pm – 7:00am, “AC” permits are honored in “P” spaces.

8.11.3 Monday – Friday, 10:00pm – 7:00am, “AC” permits are honored in “D” faculty/staff spaces unless otherwise posted by signs.

8.11.4 Monday – Thursday, 7:00am – 5:00pm and Friday 7:00am – 3:00pm “AC” and “P” permits are honored in “AC” spaces.

8.11.5 Monday – Thursday, 5:00pm – 7:00am, no permit is required in “AC” spaces.

8.12 “V” Vendor Permit (purple permit).

8.12.1 Vendor permits may be purchased at Parking & Transportation Services for one day or one year. They are for use by companies providing the University with goods or services. Proof of eligibility is required at time of purchase. Proof of eligibility consist of:

- a. A letter on company letterhead affirming that the company does business with UNT
- b. The individual requesting a Vendor permit is an employee of said company.

8.12.2 Vendor permits are honored in any space zoned “G”, “D”, Service Vehicle or Visitor for a maximum of two (2) hours, or in any timed spaces for the posted time limit.

8.12.3 Vendor permits are only honored when the permit holder is conducting legitimate business with UNT. Personal use of a vendor permit is prohibited.

8.13 Motorcycle, Motorbike, Motor Scooter Permit.

8.13.1 Any motor vehicle (See definition 4.7) with two wheels is required to park in a designated motorcycle parking space. This excludes “A” permit holders who may park in their specific space or lot.

8.13.2 Permits must be permanently affixed on the left front fork of the vehicle or in a lockable UNT issued permit sleeve where it can be seen without difficulty.

8.14 Bicycles.

8.14.1 Bicycles are not required to display a parking permit.

8.14.2 Bicycles are subject to all state and local motor vehicle laws pertaining to street travel.

8.14.3 Bicycles operating on a shared-use pathway must yield right of way to pedestrians and operate at a speed and in a manner consistent with public safety.

8.14.4 Bicycles are required to be parked in bicycle racks only.

8.14.5 Bicycles chained to handrails, trees, or any location other than designated bicycle racks may be impounded immediately.

- a. Security devices will be removed by whatever means necessary to impound the bicycle.
- b. The University will not be held liable to the owner of the security device for the cost of repair or replacement of such securing device.

8.14.6 Bicycles may not be parked, stored, or left standing in any lobby, hallway, or room of any building.

8.14.7 Riding bicycles on campus is prohibited in designated areas.

8.14.8 Impounded bicycles will be held for 30 calendar days before they are disposed of.

8.14.9 Bicycles will be identified as abandoned if they are missing a major component such as pedals, handle bars, or chain and/or has a flat tire(s). Once identified as abandoned, the owner has two (2) weeks to make repairs or the bike is subject to impoundment.

8.14.10 Claiming an impounded bicycle requires:

- a. Proof of ownership (sales receipt will suffice) or providing make, model, color, and location bicycle was secured when impounded.
- b. Valid picture ID.
- c. Signed statement of receipt from Parking & Transportation Service.
- d. Payment of any citations issued against the bicycle.

8.14.11 A list of impounded bicycles will be posted on the UNT Police web page for a minimum of thirty (30) days. <http://www.unt.edu/police/Property.html>

8.15 Recognition Society Permits. Please contact the UNT Office of Development for information regarding Recognition Society Parking Permits. (940) 565-2010

8.16 UNT at Dallas/UNTHSC/TWU Parking Permits.

8.16.1 Dallas Campus: A valid Dallas Campus parking permit is honored in all “G” spaces. After 5:00pm these permits will be honored in all “D” and “G” spaces.

8.16.2 UNTHSC: A valid UNTHSC Campus parking permit is honored in all “G” spaces. After 5:00pm these permits will be honored in all “D” and “G” spaces.

8.16.3 TWU: A valid TWU Campus parking permit is honored in “G” spaces after 4:00pm TWU students who come for computer based testing in Gateway 140 may receive one (1) Visitor permit each year and park in Lot 20 (Fouts Field).

8.17 Disability Parking. ADA accessible parking is available to persons who have a ADA accessible or ADA

accessible veteran license plate or a State approved ADA accessible hang-tag (state approved disability credentials) **AND** a valid UNT parking permit. "D" spaces, "P" spaces and "G" spaces are included.

8.17.1 Areas marked "A" reserved spaces or lots, service areas, fire lanes, No Parking zones, bus stops, or "tow away" zones are not included. Visitor areas are only included with a valid UNT Visitor permit.

8.17.2 Vehicles displaying state approved ADA accessible credentials and a valid UNT parking permit may park in "time zone" spaces or at parking meters only for as long as the maximum amount of time that the time zone or metered space normally allows.

8.17.3 If cited for failure to display a state issued ADA accessible credential, an individual may bring that credential, with proof of ownership to Parking & Transportation Services to have the citation reduced to a warning.

8.17.4 Parking & Transportation Services has provisions to issue a temporary ADA Accessible permit for a maximum of six (6) weeks upon presentation of a written request from a licensed physician.

8.17.5 A state issued temporary ADA accessible permit should be obtained if the medical condition requiring the permit is expected to exceed six (6) weeks. Additional information may be located at: <http://www.txdmv.gov/vehicles/drivers/disabled.htm>.

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8.18 Temporary Permits.

8.18.1 Temporary permits can be issued for one-day, 1 week or 2 weeks by Parking & Transportation Services.

8.18.2. One-day Scratch Off Permits are available to be purchased for a single day or for up to two-weeks at a time." With the cost being \$5/day and \$25/week

8.19 Summer Parking. This time period is defined as the first Monday following Spring Commencement through the first Monday following Summer Commencement. (See Regulation 4.12)

8.19.1 Enforcement of "A" and "D" permits and zoned spaces is consistent all year. (See Regulation 8.2 and 8.3) There will be no exceptions to this enforcement policy for these areas.

8.19.2 "P" permits are honored in "P", "R" and "G" zoned spaces at any time.

8.19.3 "R" permits are honored in "P", "R" and "G" zoned spaces at any time.

8.19.4 "G" permits are enforced consistently all year. (See Regulation 8.9)

8.19.5 "R" zoned spaces require a "P", "R" or specific event permit from the first Monday following Spring Commencement to the first Monday following Summer Commencement.

8.20 Clients and Conference/Workshop Attendees. Those attending a conference or workshop should contact the sponsoring UNT unit or department for parking arrangements. Hourly parking is available at parking meters or in the Union Circle or Highland Street Garage.

8.21 Service Vehicle Spaces.

8.21.1 These spaces are intended for "AA" Permits, Vendor Permits, Media Permits, Service and State vehicles only.

8.21.2 All other vehicles parked in service vehicle spaces are subject to citation and impoundment.

8.21.3 Service vehicle spaces are enforced 24/7/365.

8.22 Evening Permits.

8.22.1 One-day, scratch-off evening permits are available at Parking & Transportation Services. ([Permit Fee Chart](#))

8.22.2 This permit is honored in all "G" and "P" spaces Monday – Thursday, 3:00pm – 10:00pm. No permit is required in "G" or "P" spaces after 3:00pm on Friday.

8.23 Construction Permits. These permits are for contractors working on campus through Facilities Management and

are available through Facilities Management. These permits are only valid in Lot 20 (Fouts Field) and Mean Green Village.

8.24 Adjunct Faculty. Persons with a job code of 0700 have the option of buying either a Faculty/staff “D” permit or a Teaching Fellow “TF” permit.

8.25 Parking Meters.

8.25.1 Parking is not allowed at broken parking meters. Report broken parking meters to Parking & Transportation Services at (940) 565-3020 as soon as possible.

8.25.2 Parking meter pre-paid cards (instead of paying the meter with change) are available from Parking & Transportation Services for use in most parking meters on campus.

- a. Meter cards can be re-loaded for any requested amount at Parking & Transportation Services during normal business hours.
- b. No refunds are issued for credit remaining on pre-paid meter cards.
- c. Parking meter tokens may be purchased from Parking & Transportation Services. Each token is equivalent to one quarter (25¢).

8.25.3 Parking meter rates, durations and hours of enforcement are posted on each individual meter.

8.25.4 To ensure proper credit, when parking at a dual space parking meter, press the button for the space you are parked in prior to paying the meter.

8.25.5 For parking meter appeals – see Regulation 11.2

8.25.6 Vehicles parked in metered spaces without the meter being activated with lawful coins, tokens, or meter card payment are subject to a citation for each period of one (1) hour that the vehicle occupies the space while the meter is expired.

8.25.7 It is prohibited for any person to damage, tamper with, willfully break, destroy, or impair the usefulness of, or open without lawful authority any parking meter installed pursuant to this regulation. It is prohibited for any person to insert into a parking meter any object that is not a coin of the United States or approved token.

8.25.8 Parking meter payment is not required for those with one of the following license plates/placards:

- a. Prisoner of War
- b. Pearl Harbor Survivor
- c. Congressional Medal of Honor
- d. Legion of Valor
- e. Purple Heart
- f. Legion of Merit.

8.25.9 For metered parking fees and requirements for those with an ADA Accessible or ADA accessible Veterans parking credentials please see Regulations 8.16.

8.26 Timed Spaces (Time Zone Spaces).

8.26.1. Vehicles parked in timed spaces are subject to a parking citation for each increment of time the space is occupied past the original time period. For example, a vehicle parked in a 15 minute space for 2 hours is subject to 7 “Beyond Time Limit” citations.

9.0 PERMIT TIME TABLE:

ZONE/SPACES	PERMIT REQUIRED BY TIME			
	7am to 12noon	12noon to 5pm	5pm to 10pm	10pm to 7am
A	"A"		"A" OR "D"	No Permit Required
D (Except Lots 50 & 59)	"A", "D", "TF" Honorary Retiree		"A", "D", "TF", "P" OR "R" Honorary Retiree	No Permit Required
D (Including Lots 50 & 59)	"A" OR "D" Honorary Retiree	"A", "D", "TF" Honorary Retiree	"A", "D", "TF", "P", "R" Honorary Retiree	No Permit Required
P	"P", Honorary Retiree	"P", Honorary Retiree Evening Permit=3:00pm	Any Valid UNT Permit	No Permit Required
G	Any valid UNT Permit		No Permit Required	No Permit Required
AC	"AC", "A" OR "P"		No Permit Required	No Permit Required
R	"R"		"R"	"R"
Visitor	Visitor, Honorary Retiree		Any Valid UNT Permit	No Permit Required
Disability	Disability Permit and valid UNT Permit Required 24 hours (all time spaces)			
Motorcycle	Motorcycle Permit Required - 24 hours (all time spaces)			
Service	"AA", Media, Vendor = 2 hrs only			
Metered	Payment Required or a ADA accessible license plate or, placard AND a Valid UNT permit must be displayed			Not Enforced
Time Zone	Time limit Enforced, No Permit Required			Not Enforced

10.1 PARKING FEES:

10.2 Permit Fees: Current annual permit fees are posted on the PTS website. ([Permit Fee Chart](#)) Permit fees prorate beginning October 15. Contact Parking & Transportation Services for current prices.

10.3 Annual Permit Return Policy:

10.3.1 Return Policy, Student Annual Permits.

- a. Any annual permit purchased prior to the first day of Fall classes can be returned up to the 10th class day of the Fall Semester.
- b. Any annual permit purchased at a prorated amount after the first Monday following December Commencement can be returned up to the 10th class day of the Spring Semester.
- c. Refunds are calculated on purchase price.

Purchase Date	Refund Amount	Return Date
Prior to Class Day #1 of Fall Semester	100%	End of business Class Day #1
	80%	End of business Class Days #3 - #6
	70%	End of business Class Days #7 - #10
	None	Class Day #11 and beyond
First Monday following December Commencement – Class Day #1 of Spring Semester	100%	End of business Class Day #1
	80%	End of business Class Days #3 - #6
	70%	End of business Class Days #7 - #10
	None	Class Day #11 and beyond

d. Students graduating in December who purchased an annual permit at full price may return it for the current prorated amount, less an \$25 processing fee between the day of December Commencement and the first day of class of the following Spring Semester.

e. Students completely withdrawing from the University after the 10th class day of the Fall Semester and before the first Monday of Spring Break may return an annual parking permit for the current prorated fee less an \$25 processing fee.

- i. A UNT Verification of Enrollment Form from the Registrar’s Office must be submitted to PTS.
- ii. No annual student permits can be returned following the first Monday of Spring Break.

f. All refunds are processed through Student Accounting and University Cashier.

10.3.2 Return Policy, Faculty/Staff Annual Permits

a. UNT employees leaving the University may return an annual permit at the current prorated amount less a \$25 processing fee prior to the first Monday of Spring Break.

- i. Permits that have been payroll deducted cannot be returned for a refund at any time.
- ii. No refund will be issued for employee permits returned beginning the first Monday of Spring Break.
- iii. A Verification of Termination form must be submitted to PTS.
- iv. All refunds are processed through PPS via check.

b. Annual employee permits that have been payroll deducted can be exchanged.

- i. The current payroll deduction schedule that is in place will be terminated.
- ii. A new payroll deduction schedule for the permit being purchased will be initiated.
- iii. The monthly deduction amount will be the current cost of the permit divided by the number of months left before the deduction schedule ends in June (the payroll deduction schedule is 9 months, October – June)

10.4 Late Fees and Collection Efforts

10.4.1 A \$25 late fee is assessed for each citation that remains unpaid after fifteen (15) calendar days from the date the citation is issued.

- a. A Citation Notification is sent electronically or via the U.S. Postal Service within 24 hours of a citation being issued to a UNT email address or a secondary email address if one has been provided to Parking & Transportation Services.
- b. A Citation Reminder is sent electronically or via the U.S. Postal Service 5 days after a citation is issued to a UNT email address or a secondary email address if one has been provided to Parking & Transportation Services.

Parking & Transportation Services will attempt to collect citation fines for 90 days from the date a citation is issued. Unpaid fines are turned over for collection 90 days from the date a citation is issued. PTS will use state and other appropriate national databases to access address information from vehicle registrations.

A letter is emailed or mailed via USPS 30 days after a citation is issued and remains unpaid.

- a. A second letter is emailed or mailed via USPS 60 days after a citation is issued and remains unpaid.
- b. Citations that remain unpaid 90 days after being issued are turned over to collections. Additional fees are assessed by the collection agency.

10.4.3 Parking & Transportation Services will place a service indicator on any student's account in the event parking fines or fees go unpaid.

10.5 Immobilization Devices/Impound (towing).

10.5.1 A vehicle may be immobilized or impounded for one of the following reasons:

- a. After accumulating three (3) past due citations.
- b. Displaying a permit reported lost or stolen.
- c. Displaying a permit that has been altered or replicated.
- d. Parking in an "A" reserved space without the permit for that space or lot.
- e. Flagrant violation of parking regulations.
- f. Failing to have visible any identifying numbers (VIN number, License plate)
- g. Any other reason authorized by law.

10.5.2 UNT is not responsible for any damage to a vehicle, wheel, tire, etc. alleged to have been caused as a result of placement or removal of any immobilization or impound device.

10.5.3 A booting or towing fee, in addition to any citation fine, is charged to the permit holder or registered owner of the vehicle if no permit is displayed.

- a. Payment in full of all outstanding citation fines and boot/tow fees is required prior to release of the vehicle
 - i. Boot Fee: \$100.00
 - ii. Towing Fee: \$125.00
 - iii. Storage Fees: \$15.00 per day (beginning the 3rd business day following impoundment)
- b. If the driver or owner of the vehicle arrives after the immobilization or impoundment process has begun, the process will be completed.
- c. University Community Service Officers or Police Officers cannot accept payment to prevent or stop this process. The vehicle driver or owner must go to Parking &

Transportation Services to resolve all outstanding debt for the vehicle to be released.

- d. No fees or fines will be transferred to a student's University account.
- e. Storage fees will accrue beginning on the 3rd day following vehicle impound.
- f. Should the vehicle not be claimed or the fines/fees are not paid in full the vehicle may be disposed of in accordance with State law.
- g. Any unauthorized tampering or removal of an immobilization device may result in criminal prosecution.

10.6 Revocation of Parking Privileges. The Director of Parking & Transportation Services may revoke an individual's privilege to park on campus for one of the following reasons:

10.6.1 Accumulating ten (10) or more citations, paid or unpaid, during an academic year.

10.6.2 Accumulating three (3) or more citations for failure to display a valid permit during an academic year.

10.6.3 Committing a criminal act relating to university parking regulations.

10.6.4 Any other reason authorized by law.

10.6.5 A permit that is revoked for any reason noted in **10.5.1 – 10.5.4** will not be eligible for a refund.

10.7 Citation Fees

10.7.1 The goal of Parking & Transportation Services is to obtain voluntary compliance with the regulations rather than to assess fines. Parking fines have been enacted to deter violations.

10.7.2 Citations are not cleared from an individual's parking record once paid. A complete history of an individual's parking activity is maintained.

10.7.3 Click here for a list of parking violations and the citation fine. ([Parking Violations](#))

11.1 PARKING PAYMENT AND APPEALS:

11.2 Payment Procedures.

11.2.1 Payment options to Parking & Transportation Services are as follows:

- a. Payments are accepted online 24 hours a day, seven days a week by logging into the Parking & Transportation Services website. (Guest accounts can be created.)
- b. Online payment methods include VISA, Master Card, American Express and Discover.
- c. Parking & Transportation Services accepts VISA, Master Card, American Express, Discover, Cash or a Money Order. Personal checks will be accepted from any individual with an appropriate government ID such as a state driver's license or military ID. (See Regulation 2.0 for Office Hours).
- d. After Hours only, UNT Police Dispatch accepts VISA, Master Card, American Express, Discover, or a Money Order. Personal checks will only be accepted from any individual with an appropriate government ID such as a state driver's license or military ID.. Call (940) 565-3000 for assistance.
- e. All returned checks will be assessed a Merchant Fee \$30 (Section 3.506 Texas Business & Commerce Code). All Hot Checks will be filed with the Denton Criminal District Attorney for collection and/or prosecution.
(<http://law.onecle.com/texas/business/3.506.00.html>)

11.2.2 After being issued a citation, payment must be made before the 16th calendar day from the date of issuance to avoid a late fee (See Regulation 10.3.1). Unpaid citations may result in:

- a. Immobilization or Impoundment.
- b. Service Indicator attached to student account.
- c. Reporting to a collection agency.
- d. Revocation of parking privileges.

11.2.3 Impounded vehicles are released through Parking & Transportation Services during normal business hours and through UNT Police Dispatch outside of business hours.

11.3 Parking Citation Appeals

11.3.1 All individuals believing a parking citation was issued in error may appeal the citation.

- a. Citation appeals must be filed within 10 calendar days of date the citation is issued.
- b. Broken meter appeals must be filed within 24 hours of date/time the citation is issued.
- c. Citation appeals are filed online at www.unt.edu/transit. (Guest accounts can be created) Appeals cannot be submitted following the 10 day grace period.
- d. Citation appeals will be reviewed by an Appeals Officer who is not a member of the parking staff. The Appeals Officer will make a determination consistent with these regulations.
- e. The Appeals Officer's determination is final.
- f.

11.3.2 The parking appeals process applies to university parking violations only. City parking and traffic citations must be cleared through the Municipal Court of the City of Denton, Texas, on or before the time and date stated on the citation.

11.3.3 Citations which cause a vehicle to be impounded may be appealed through the normal appeal process, but must be paid before the vehicle is released.

11.4 Warnings

11.4.1 Visitors to the University are entitled to a warning on the first ticket issued. Exceptions are:

- a. Yellow curbs
- b. Tow Away Zones
- c. Fire Lanes
- d. ADA accessible space violations
- e. "A" Reserved space violations
- f. Meter violations
- g. To resolve a citation, a visitor must bring the citation, along with a valid I.D. to Parking & Transportation Services within ten (10) calendar days of issuance.

11.4.2 UNT faculty, staff, and students may have one "No Valid Permit Displayed" citation per academic year reduced to a warning provided specific conditions apply.

- a. The individual has purchased a current permit and is parked where that permit is honored.
- b. The individual purchases a current, annual permit for which he is eligible on the day the citation is brought to Parking & Transportation Services.
- c. The citation in question is brought to Parking & Transportation Services within

ten (10) calendar days of issuance.

12.0 INFORMATION CONCERNING THE UNIVERSITY POLICE:

A police dispatcher is on duty 24 hours a day, seven days a week, and university police are available to assist any UNT student, faculty, or staff member at any time while on campus.

THE EMERGENCY PHONE NUMBER FOR ON-CAMPUS PHONES IS 911

The non-emergency phone number for the University Police Department is (940) 565-3000.

Off-campus, non-emergencies should be routed through the Denton Police Department. (940) 349-8181.

Emergency telephones are conveniently located in high pedestrian areas on campus to accommodate emergencies as well as other police services, such as motorist assistance or security escort. These phones provide direct, no-dial communications with the police dispatcher.