

UNIVERSITY OF NORTH TEXAS
PARKING AND TRANSPORTATION SERVICES
PARKING RULES AND REGULATIONS
Effective: 08-01-2015 through 07-31-2016

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1.0 INTRODUCTION

1.1 VISION, VALUES, MISSION STATEMENT, AND GOALS

1.1.1 Vision

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

1.1.2 Values

- Accountability
- Communication
- Environmental Sustainability
- Innovation
- Integrity
- Fiscal Responsibility
- Professionalism
- Teamwork

1.1.3 Mission Statement

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

1.1.4 Goals

- Customer Service is understanding our policies and communicating them accurately to our customers. We will listen carefully to fully understand the issue and respectfully craft a fair solution based on policies and procedures.

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

1.2 OTHER INTRODUCTORY INFORMATION

1.2.1 Parking on campus is a privilege, not a right. Parking rules and regulations will be enforced as noted in this document.

1.2.2 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 (see Regulation 5.0 for visitor parking information).

1.2.3 Posted signs overrule regulations; regulations overrule the parking map.

1.2.4 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.

1.2.5 The privilege of parking on campus is granted when a vehicle is parked in compliance with these regulations. Please refer to the official UNT Parking Map, which can be found online at www.unt.edu/transit or at the Parking and Transportation Services office, located in the Highland Street Garage.

1.2.6 Vehicles parked in the Campus Area (see Regulations 3.4, 3.8, 3.9, and 3.12) are required to display a 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.

1.2.7 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.

1.2.8 When time permits, Parking and Transportation Services will communicate with the campus community when parking spaces or areas are subject to closure, temporary restrictions, or other conditions which prevent normal use of a parking facility.

1.2.9 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.

1.2.10 Parking permits do not guarantee you will locate a parking space near your destination on the UNT campus.

1.2.11 Parking is still enforced in all lots when there are no classes but the University is open for business; for official closures, refer to the current academic calendar found on <http://www.unt.edu/calendars-events.htm#academiccalendars>.

1.3 PARKING AUTHORITY AND CONTROL

1.3.1 The Texas Education Code (51.202) 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>).

1.3.2 The UNT President establishes 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, provide for their enforcement, and to operate the parking program.

1.3.3 UNT Parking and 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. PTS reserves the right to make such changes with or without advance notice.

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

2.0 CONTACT INFORMATION, LOCATION, AND OFFICE HOURS

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

Location

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

Office Hours

- Monday – Friday from 7:30am – 5:00pm,
- And 9:00am – 3:00pm during residence hall move-in dates.
- The office is closed on the weekend, and when the University is officially closed as dictated by the current academic calendar.

3.0 DEFINITIONS

3.1 PTS: Parking and Transportation Services

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

3.3 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.

3.4 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 inter-local cooperation agreement between UNT and the City of Denton.

3.5 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. No permit is required for hourly parking.

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

3.7 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.

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

3.9 Parking Zone: The designation of a space, lot, or specific area in which parking is permitted.

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

3.11 Summer Parking: This time period is defined as the first Monday following Spring Commencement through the first Monday following Summer Commencement. Parking Regulations are still enforced during this period.

3.12 Parking Space: A space is defined by two (2) parallel stripes and/or by a wheel stop.

4.0 GENERAL INFORMATION

4.1 Speed Limit

- The speed limit for all vehicles in a parking lot is 10 MPH.
- The speed limit for all vehicles on all streets through campus is 20 MPH unless otherwise posted.
- The speed limit for all vehicles in a parking garage on campus is 5 MPH.

4.2 The use of campus sidewalks by motor vehicles, as defined in Regulation 3.6, is prohibited. Authorized University vehicles may use sidewalks and other appropriate areas for repairs and operations.

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

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

4.2.3 Motor vehicles are prohibited from parking in bicycle paths.

4.3 Other vehicles, as defined in Regulation 3.7, are prohibited in the following areas:

- On any pedestrian walk, ramp, courtyard, or patio where signs are posted indicating this prohibition;
- Within any building at the University;
- On any ramp established for persons with disabilities;
- On any stairs, landings or handrails on University property;
- In or on a University parking garage; or
- On University structures, including but not limited to benches, walls, sculptures, statues, or monuments.

4.4 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.

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

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

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

4.5.3 Vehicles that do not fit within a single designated space must coordinate their parking with Parking and Transportation Services. Parking for these vehicles will be in Fouts Field (Lot 20).

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

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

4.5.6 Barricaded Spaces: Unauthorized vehicles are restricted from parking in a space with a barricade, driving around a barricade, or removing a barricade.

4.5.7 Ground markings, like arrows, show the specific direction of travel for each aisle in parking lots and garages; by pulling through these spaces, the driver would then be driving in the opposite direction of the flow of traffic. These spaces are deliberately offset to prevent pull-through parking. Citations may be issued for "Improper Parking" if vehicles are found parked opposite the direction of travel.

4.6 Summer Parking: This time period is defined as the first Monday following Spring Commencement through the first Monday following Summer Commencement.

4.6.1 Enforcement of "A" and "D" permits and zoned spaces are consistent all year (see Regulation 10.2 and 10.3). There will be no exceptions to this enforcement policy for these areas.

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

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

4.6.4 "G" permits are enforced consistently all year (see Regulation 10.9).

4.6.5 "R" zoned spaces require a "P", "R" or specific event permit.

4.7 Miscellaneous Parking Information:

4.7.1 The metered spaces in Lot 5 are enforced: 7:00am – 7:00pm, Monday – Thursday; 7:00am – 6:00pm on Friday; and 10:00am – 4:00pm on Saturday.

4.7.2 Student Health & Wellness Center patients and Career Center visiting employers have parking spaces reserved for them in Lot 5 near Chestnut Hall.

- These spaces are enforced from 7:00am to 10:00pm, Monday – Friday.
- These spaces require a validation issued from the Student Health & Wellness Center front desk or from the Career Center.
- The validation must be paired with the citation – if the individual has received one in the Lot 5 designated Student Health & Wellness Center Patients and Career Center Employers parking space – and placed in the green drop-box at the West end of the lot.

4.7.3 PTS reserves the right to modify parking privileges at any time when necessary for safety, security, special events, or traffic control reasons.

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

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

4.7.6 Non-operational vehicles must be removed from campus within 24 hours.

4.7.7 Vehicles found with no identifying numbers visible (license plate, vehicle identification number, permit number, etc.) are subject to impoundment.

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

4.7.9 UNT parking permits are issued to automobiles, vans, pick-up trucks, motorcycles, and sport utility vehicles only. Use on recreational vehicles is prohibited.

4.7.10 Car covers must have a permit attached to the cover within a weatherproof pocket or some other method so that the permit is visible under all weather conditions.

4.8 ADA Accessible Parking: ADA accessible parking is available to persons who have an ADA accessible license plate, an 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.

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

4.8.2 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.

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

4.8.4 Parking and 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.

4.8.5 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/motorists/disabled-parking-placards-plates>.

4.9 Abandoned Vehicles: Parking and Transportation Services may deem a motor vehicle to be abandoned if parked on the University campus for more than 48 hours without a valid permit displayed. This is in accordance with Texas Transportation Code Sec. 683.002 Abandoned Motor Vehicle which states that a motor vehicle is considered abandoned if:

- It is inoperable, is more than five (5) years old, and has been left unattended on public property for more than 48 hours.
- It has remained illegally on public property for more than 48 hours.

4.9.1 Abandoned vehicles may be immediately impounded/immobilized without prior notice.

4.9.2 The owner of the vehicle is responsible for all towing and storage charges.

4.9.3 Abandoned vehicles that have been impounded will be stored for 30 days before being disposed of in accordance with State laws.

4.9.4 The University assumes no responsibility to protect any vehicle or its contents at any time it is operated or parked on campus.

5.0 VISITOR INFORMATION

5.1 A visitor is anyone who is not enrolled in classes, does not work for the University, and who is NOT otherwise currently affiliated with the University.

5.2 Visitors may purchase a \$5.00 daily permit allowing them to park in “Visitor”, “D”, or “G” lots from the Parking and Transportation Services office, located in the Highland Street Garage. This permit may also be purchased online and must be printed out and placed on the dashboard of the vehicle driven. Purchase the online visitor permit here:

http://www.unt.edu/transit/visitor_info.html

5.3 Visitors may park in the Highland Street Garage (where the first 30 minutes are free) or Union Circle Garage. Current garage rates may be viewed at the following website: <http://www.unt.edu/transit/garage.html>

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

5.5 Anyone attending a seminar at the university should park in a parking garage or purchase a temporary parking permit from Parking and Transportation Services, located in the Highland Street Garage, or online at

http://www.unt.edu/transit/visitor_info.html

6.0 PARKING LOT ENFORCEMENT

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

6.2 Only vehicles properly displaying a valid university permit may park on campus, as shown by the boundaries on the map on the Parking and Transportation Website.

6.3 Please refer to the official UNT Parking Map, which can be found online at www.unt.edu/transit or at Parking and Transportation Services, located in the Highland Street Garage.

6.4 Parking policies are enforced at all times the University is open and continue even when classes are not in session. For a listing of official UNT closures refer to the current academic calendar found at <http://www.unt.edu/calendars-events.htm#academiccalendars>.

6.5 Yellow curbs, ADA accessible spaces, fire lanes, loading spaces and Service Spaces are enforced at all times, even when the University is closed.

7.0 LOST/STOLEN/DAMAGED PERMITS

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

7.2 Lost and missing permits and garage access cards may be replaced for a \$25.00 fee.

7.3 Permits that are lost in the mail can be replaced free of charge when Parking and Transportation Services is notified within 21 calendar days of the date the permit was ordered.

7.4 If a permit that has been reported as lost/stolen is found, that permit must be returned immediately to Parking and Transportation Services. *Vehicles displaying a permit that has been reported as lost/stolen are immobilized immediately.*

7.5 Damaged permits will be replaced for a \$10.00 fee if they are returned to PTS.

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

8.0 PARKING GARAGES, METERS, AND TIME ZONES

8.1 Parking garage hourly parking is available at the posted rates. Information can be found on the Parking and Transportation website: www.unt.edu/transit.

8.1.1 Semester and annual parking is available via access card only in the Highland Street Garage. Access cards are available from the PTS office which is located in the Highland Street Garage.

8.1.2 Department validations can be purchased from Parking and Transportation Services at the Highland Street Garage. \$2, \$4, and \$10 validations are available for purchase. *Validations purchased for Highland Street Garage are only valid in the Highland Street Garage; they cannot be used in the Union Circle Garage due to differences in hourly rates.*

8.1.2.1 PTS will not sell, and does not produce validations for the Union Circle Garage. Union Circle Garage does not accept Highland Street Garage's validations.

8.1.3 Overnight parking is allowed with a garage contract.

8.1.4 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.

8.1.5 No grills, open flames, or tailgating is allowed in any University parking garage.

8.1.6 Lost garage tickets, or having insufficient funds, will result in the customer being charged the maximum daily rate of the garage they were occupying. *The maximum rate for the Highland Street Garage is \$10.00, and is \$36.00 for the Union Circle Garage.* Please see Regulation 12.6 for Insufficient Funds citations.

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

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

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

- Meter cards can be reloaded for up to \$100.00 at the Parking and Transportation Services office during normal business hours.
- No refunds are issued for credit remaining on pre-paid meter cards.
- No refunds are issued for credit from damaged or malfunctioning meter cards.

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

8.2.4 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.

8.2.5 For parking meter appeals, see Regulation 13.2.1.2.

8.2.6 Vehicles parked in metered spaces without the meter being activated with lawful coins 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.

8.2.7 It is prohibited for any person to damage, tamper with, willfully break, destroy, 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.

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

- Prisoner of War,
- Pearl Harbor Survivor,
- Congressional Medal of Honor,
- Legion of Valor,
- Purple Heart,
- Legion of Merit, and
- Defense Superior Service Medal.

8.2.9 For metered parking fees and requirements for those with an ADA Accessible or ADA accessible Veterans parking credentials, please see Regulation 4.8.

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

8.4 Parking garages are closed during University holidays and are repurposed during campus-wide special events. Garages may also be repurposed in the event of emergency or maintenance. ***PTS cannot guarantee that garage spaces will be available at all times.*** Prompt notice will be issued via email prior to any scheduled holiday or event. Please verify and update your information with PTS by calling (940) 565-3020, emailing parking.services@unt.edu, or logging on to your parking account at www.unt.edu/transit.

9.0 PERMIT INFORMATION, REFUNDS, AND UPGRADES

If it becomes necessary to use a vehicle without your assigned permit for an emergency or maintenance, your permit is repositionable, 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, or 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.

For visitor information, please see Regulation 5.0.

9.1 Parking permits, once purchased, may be used by the registered purchaser on any vehicle which the purchaser operates and parks on campus. Permits may not be transferred to other persons and become void when the purchaser is no longer actively associated with the university.

9.2 All “D”, “P”, “R”, “G” and Motorcycle permits are sold online at www.unt.edu/transit. UNT Dallas and UNTHSC permits are also sold online at the UNT Parking and Transportation Services website.

9.3 The last page of the online permit ordering process is a receipt. This receipt is to be used as a temporary permit for 15 days.

9.3.1 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.

9.3.2 Temporary permits/receipts not printed out at the time an order is placed may be printed at Parking and Transportation Services, located at the Highland Street Garage.

9.3.3 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.

9.4 Permits ordered online that are valid immediately should be delivered to the requested address within seven (7) to ten (10) days of placing the order.

9.4.1 Contact Parking and Transportation Services immediately if the permit does not arrive within 2 days of the date that the temporary permit is set to expire.

9.4.2 A permit lost in the mail can only be replaced free of charge if Parking and Transportation Services is notified within 21 calendar days of the order date (see Regulation 7.3).

9.5 Denton campus “A”, “TF” (Teaching Fellow) and Temporary One-Day Permits are available at Parking and Transportation Services office, located in the Highland Street Garage.

9.5.1 TF permits are only available to Teaching Fellows; a list of authorized Teaching Fellows is provided to Parking and Transportation Services by each department, each semester.

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

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

9.8 Annual parking permits are repositionable and may be used in any vehicle the registered purchaser is operating.

9.8.1 One (1) temporary one-day permit will be issued per semester 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 \$5.00. This only applies to individuals who have already purchased an annual permit.

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

9.9.1 Renewal forms are available at www.unt.edu/transit.

9.9.2 Renewal forms can be faxed, mailed, or emailed to Parking and Transportation Services.

9.9.3 Renewal forms that are not received by August 31st for the coming fiscal year will result in the loss of the ability to renew.

9.9.4 Renewal notifications are a courtesy. Failure to receive a renewal notice does not excuse the permit holder of responsibility to renew by the deadline.

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

9.12 The face of a permit must be clearly visible (readable) from the front of the vehicle and properly displayed to be honored. The decal style 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 10.12.2 for permit placement on a motorcycle).

9.12.1 Hang-tag type permits must be properly displayed from the rearview mirror stem.

9.12.2 Permits which are taped on, or affixed by unauthorized materials, will subject the permit holder to a citation.

9.12.3 “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.

9.12.4 The Director of Parking and Transportation Services may authorize a modification of the stated permit placement requirements.

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

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

9.14 Refunds

9.14.1 PTS will not issue permit refunds for Faculty/Staff, Students, or Visitors.

9.14.2 Employees who have purchased their permit through Payroll Deduction are not eligible for a refund; they may bring their permit in and we will implement a “Stop Payment Plan”, stopping their current payroll deduction. These employees must also not have an outstanding balance with the PTS Office.

9.15 Upgrades and Downgrades

9.15.1 All permit exchanges must be done in the Parking and Transportation Services Office.

9.15.2 All UNT Faculty/Staff and Students are able to upgrade their permits, given the following conditions are met:

- The current permit held is not the highest they are eligible for,
- They do not have an outstanding balance on their Parking Account,
- The permit they request to exchange has been returned to the PTS Office, and
- If downgrading, the customer must fill out a Refund Request Form in order to receive a partial refund.

Once the above criteria are met, the PTS cashier may issue the customer their new permit.

9.15.3 PTS will only issue downgrades to Faculty/Staff on Payroll Deduction. The PTS Office will not issue any downgraded permits the Monday following the last day of Spring Break.

9.15.4 Students who wish to upgrade from the “PF” Premium Commuter Fall permit to a “P” Premium Commuter permit may do so for \$75.

10.0 PERMIT CLASSIFICATIONS

10.1 “AA” All Access Permit (red permit)

10.1.1 The holder of this permit may park in any space on campus except in "A" reserved spaces, yellow curbs, handicapped spaces, "No Parking" spaces, and fire lanes.

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

10.2 “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 periods and parking zone privileges for "A" spaces are indicated in the Permit Time Table, Regulation 11.0.

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

10.2.2 “A” Reserved permits may only be purchased by full-time Faculty/Staff. Faculty/Staff on a sabbatical are also eligible for these permits.

10.2.3 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 are subject to being cited and impounded/immobilized immediately. After 5:00pm, unauthorized vehicles will be towed. Impound and towing fees are issued as separate citations. The cost of the fees can be found in Regulation 12.3.

10.2.4 “A” Reserved permits are honored in their specifically assigned “A” Reserved space or Designated “A” Reserved Area parking lot.

10.2.5 “A” Reserved and Reserved Area permits are honored in “D” and “G” spaces.

10.3 “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 periods and parking zone privileges for “D” lots and spaces are indicated in the Permit Time Table, section 11.0.

10.3.1 “D” permits are honored in “D” and “G” spaces.

10.3.2 “TF”, “A”, “HD”, Visitor and specialty permits indicating “D” spaces are honored in “D” and “G” spaces.

10.3.3 “D” spaces located within the residence parking areas are enforced 24/7/365 and are identified by signs.

10.4 “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 and Transportation Services for verification.

10.4.1 “TF” permits are honored in all “D”, “P”, and “G” spaces at any time except for Lots 50 and 59. “TF” permits are honored in Lots 50 and 59 after 12:00pm.

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

10.5.1 “HD” permits are honored in all “HD”, “R” and “G” spaces.

10.6 “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.

10.6.1 This permit may not to be used while working or attending class.

10.6.2 This permit is honored in all spaces zoned “D”, “P”, “G” and visitor spaces across campus.

10.6.3 If a Retiree Faculty/Staff member returns to UNT to perform compensated employment activities, the “D” Honorary permit is invalid and a purchased parking option will be required if the retiree will park on campus.

10.7 “R” Student Resident Permit (orange permit): Students must live in a residence hall to be eligible for this permit. Enforcement periods and parking zone privileges for “R” spaces are indicated in the Permit Time Table, section 11.0.

10.7.1 “R” permits are honored in all spaces zoned “R” or “G”.

10.7.2 Residence Hall permits must be returned to Parking and 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.

10.7.3 Residence Hall “R” permits are not to be used to park in any Hall Director “HD” space at any time. Vehicles parked in an “HD” parking space without the appropriate “HD” permit are subject to being impounded immediately. “HD” spaces are reserved at all times.

10.8 “P” Premium Commuter Permit (gold permit): This permit is available to all students living off campus. Enforcement periods and parking zone privileges for “P” permits are indicated in the Permit Time Table, section 11.0.

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

10.9 “PF” Premium Commuter Fall Permit (gold permit): This permit is available to all students living off campus. Enforcement periods and parking zone privileges for “P” permits are indicated in the Permit Time Table, section 11.0.

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

10.9.2 Students graduating in the Fall can purchase the “PF” permit rather than a full year “P” permit. No refunds will be granted to students graduating in the Fall for their full year permit. See sections 9.14.1 and 9.15.4

10.10 “G” General Commuter Permit (maroon permit): This permit is available to any individual routinely parking on campus. Enforcement periods and parking zone privileges for “G” permits are indicated in the Permit Time Table, section 11.0.

10.11 “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 and Transportation Services.

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

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

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

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

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

10.12 “V” Vendor Permit (purple permit)

10.12.1 Vendor permits may be purchased at Parking and 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 consists of both:

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

10.12.2 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.

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

10.13 Motorcycle, Motorbike, Motor Scooter Permit

10.13.1 Any motor vehicle (see Regulation 3.6) 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.

10.13.2 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.

11.0 PERMIT TIME TABLE

SPACES/ZONES	PERMIT REQUIRED BY TIME			
	7:00AM to 11:59AM	12:00PM to 4:59PM	5:00PM to 9:59PM	10:00PM to 6:59AM
<i>A</i>	"A" Permit		"A" or "D" Permit	No Permit Required
<i>D (Except Lots 50 & 59)</i>	"A", "D", "TF", or "Honorary Retiree" Permit		"A", "D", "TF", "Honorary Retiree", "P", or "R" Permit	No Permit Required
<i>Lots 50 & 59</i>	"A", "D", or "Honorary Retiree" Permit	"A", "D", "TF", or "Honorary Retiree" Permit	"A", "D", "TF", "Honorary Retiree", "P", or "R" Permit	No Permit Required
<i>P</i>	"P" or "Honorary Retiree" Permit	"P", "Honorary Retiree", or "Evening" Permit	Any Valid UNT Permit	No Permit Required
<i>G</i>	Any Valid UNT Permit			No Permit Required
<i>AC</i>	"AC", "A", or "P" Permit		Any Valid UNT Permit	"R" Permit
<i>R</i>	"R" Permit			No Permit Required
<i>Visitor</i>	"Visitor" or "Honorary Retiree" Permit		Any Valid UNT Permit	No Permit Required
<i>Disability</i>	ADA License Plate/Placard and Valid UNT permit			
<i>Motorcycle</i>	Motorcycle Permit			
<i>Service</i>	"AA", "Vendor", or "Media" Permit			
<i>Metered</i>	Payment Required, or ADA License plate/Placard combined with a valid UNT permit must be displayed			Not Enforced
<i>Time Zone</i>	Time limit enforced; No permit required			Not Enforced

12.0 PARKING FEES

12.1 Permit Fees: Current annual permit fees are posted on the PTS website, www.unt.edu/transit. Permit fees prorate beginning November 1. Contact Parking and Transportation Services for current prices.

12.2 Late Fees and Collection Efforts

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

12.2.2 A “Friendly Reminder” citation notification is sent electronically to a UNT email address or a secondary email address if one has been provided to Parking and Transportation Services, or via the U.S. Postal Service, within 24 hours of a citation being issued. Notification is deemed to have been made at the time the electronic notice is sent to the provided e-mail address. If an e-mail address has changed, is not provided, or is otherwise not able to receive mail, notice is deemed to have been made at the time PTS attempts to send the electronic notice of the prior days citations.

12.2.3 PTS will use state and other appropriate national databases to access address information from vehicle registrations.

12.2.4 A second notification letter is mailed via USPS 15 days after a citation is issued and remains unpaid; this letter also notifies the individual of the escalation fee of \$25.00 that was added to the unpaid citation.

12.2.5 Citations that remain unpaid 30 days after being issued are turned over to collections. Additional fees are assessed by the collection agency.

12.2.6 Parking and Transportation Services will place a service indicator on any student’s account in the event parking fines or fees remain unpaid. PTS will notify Human Resources of faculty and employee fines and fees remaining unpaid in addition to initiating collection procedures when appropriate.

12.3 Immobilization Devices/Impound (towing)

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

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

12.3.2 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.

12.3.3 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.

12.3.4 Payment in full of all outstanding citation fines and boot/tow fees is required prior to release of the vehicle

- Boot Fee: \$100.00
- Boot Tampering Fee: \$125.00
- Towing Fee: \$125.00
- Storage Fees: \$15.00 per day (beginning the 3rd business day following impoundment)

12.3.5 If the driver or owner of the vehicle arrives after the immobilization or impoundment process has begun, the process will be completed and fee applied.

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

12.3.7 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.

12.3.8 Any unauthorized tampering or removal of an immobilization device will result in a “Boot Tampering” fee of \$125.00, and may also result in criminal prosecution.

12.3.9 Impounded vehicles are released through Parking and Transportation Services during normal business hours and through UNT Police Communications outside of normal business hours.

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

- Accumulating ten (10) or more citations, paid or unpaid, during an academic year,
- Accumulating three (3) or more citations for failure to display a valid permit during an academic year,
- Committing a criminal act relating to university parking regulations, and
- Any other reason authorized by law.

12.4.1 A permit that is revoked for any of the above reasons will become void at the time of revocation.

12.5 Citation Fees

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

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

12.5.3 For a list of parking violations and the citation fine amount, see: ([Parking Violations](#))

12.6 Theft of Service

12.6.1 In the event that an individual exits either of the parking garages without paying, they will be issued an Insufficient Funds promissory note, or garage citation, in the amount of the maximum daily rate of that particular garage. The maximum daily rates can be found in Section 8.0.

12.6.2 The ISF note or citation will follow the same guidelines as regular parking citations; a late fee will be applied after 15 calendar days from the date of issuance that the citation goes unpaid. If the individual is a student, a hold will be placed on their student account. These notes and citations are eligible to be sent to a collections agency if left unresolved.

12.7 No fees or fines will be transferred to a student's University account.

13.0 PARKING PAYMENT AND APPEALS

13.1 Payment Procedures: Payment options to Parking and Transportation Services are as follows:

- Payments are accepted online 24 hours a day, seven days a week by logging into the Parking and Transportation Services website, www.unt.edu/transit (guest accounts can be created). Online payment methods include VISA, Master Card, American Express and Discover.
- The Parking and Transportation Services office 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).
- After Hours only, UNT Police Communications accepts VISA, Master Card, American Express, Discover or a Money Order. Personal checks will only be accepted from an individual with an appropriate government ID such as a state driver's license or military ID. Call (940) 565-3000 for assistance.

13.1.1 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>).

13.1.2 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 10.4.1). Unpaid citations may result in:

- Immobilization or Impoundment,
- Service Indicator attached to student account,
- Reporting to a collection agency, and
- Revocation of parking privileges.

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

13.1.4 Benefits eligible UNT employees have the option to payroll deduct the cost of a parking permit.

13.1.4.1 Requesting payroll deduction for a payment option authorizes the University to reduce your annual salary, divided equally over 9 or 12 months of pay periods.

13.1.4.2 The designation of an employee as either a 9 or 12 month employee is dependent upon the employee's classification with UNT Human Resources. If an employee elects payroll deduction, the number of pay periods for deduction will be determined by the employee's classification as either 9 or 12 months.

13.1.4.3 Any changes to payroll deduction, following the initial online purchase of a permit, must be completed in writing at Parking and Transportation Services, located in the Highland Street Garage.

13.1.4.4 When employees or faculty members cease being actively associated with the university any issued parking permit(s) will become void and payroll deduction will cease.

13.1.4.5 If an employee requests to exchange a permit, one deduction process will be discontinued and a new one initiated for the new permit.

13.2 Parking Citation Appeals

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

13.2.1.1 Citation appeals must be filed within 10 calendar days of date the citation is issued.

13.2.1.2 Broken meter appeals must be filed in the PTS Office within 24 hours of date/time the citation is issued.

13.2.1.3 If the parking garage equipment has malfunctioned an appeal must be filed in the PTS Office within 24 hours of the occurrence.

13.2.1.4 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.

13.2.1.5 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.

13.2.1.6 The Appeals Officer's determination is final.

13.2.2 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.

13.2.3 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.

13.3 Warnings

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

- Yellow curbs,
- Tow Away Zones,
- Fire Lanes,
- ADA accessible space violations,
- “A” Reserved space violations, and
- Meter violations.

13.3.2 To resolve a citation, a visitor must bring the citation, along with a valid I.D. to Parking and Transportation Services within ten (10) calendar days of issuance.

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

- The individual has purchased a current permit and is parked where that permit is honored.
- The individual purchases a current, annual permit on the day the citation is brought to Parking and Transportation Services. In order for the warning to apply, the individual must purchase a permit that is honored in the lot for which the citation was written.

The citation in question must fulfill the above two conditions and also be brought to Parking and Transportation Services within ten (10) calendar days of issuance.

13.4 Interdepartmental Orders (IDOs)

13.4.1 IDOs cannot be used to pay for an annual UNT Permit unless the cost of the permit is specifically covered by the grant.

13.4.2 All IDO requests made for permit payment must be reviewed and approved by the Chief of Police.

14.0 BICYCLES

14.1 Bicycles are not required to display a parking permit.

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

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.

14.4 Bicycles must be parked in bicycle racks only.

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

14.5.1 Security devices will be removed by whatever means necessary to impound the bicycle.

14.5.2 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.

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

14.7 Riding bicycles on campus is prohibited in designated areas.

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

14.9 Bicycles will be identified as abandoned if they meet one of the following criteria:

- The bicycle is missing a major component such as pedals, handle bars, or chain and/or has a flat tire(s),
- The bicycle is inoperable, and has been left unattended on University property for more than 48 hours, or

- The bicycle has remained illegally on University property for more than 48 hours.

14.9.1 Once identified as abandoned, the owner has two (2) weeks to make repairs or remove the bicycle. If the bicycle remains inoperable or remains on campus illegally after this period, the bike is subject to impoundment or immobilization.

14.9.2 The owner of the bicycle is responsible for all towing and storage charges.

14.10 Claiming an impounded bicycle requires:

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

14.10.1 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>.