OP 78.06: Management of Visitor Park and Pay Spaces

DATE: May 13, 2003

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures concerning the use and management of visitor park and pay spaces.

REVIEW: This OP will be reviewed by March 1 of odd-numbered years by the director of Traffic and Parking Services with recommendations for revision presented to the vice president for operations by April 1.

POLICY/PROCEDURE

1. General
   a. Certain spaces on campus are controlled by pay stations. Parking lots where park and pay spaces are located include, but are not limited to:
      (1) Flint Avenue Parking Facility
      (2) R06 Visitor – Architecture / Art / Education
      (3) R10 – Foreign Language / Education / Theater
      (4) R03 – Library / Theater
      (5) R11 (Band Lot) – Student Union
      (6) R13 Visitor – Student Union / McClellan Hall / Development
      (7) Bookstore
      (8) R07 – Administration Building / Student Union

2. Management of Park and Pay Spaces
   a. Parking is governed by markers and traffic signs. Parking is permitted only in areas clearly identified for parking. The absence of “No Parking” signs does not imply that parking is allowed. Street parking is prohibited except where signs indicate parking is permitted.
   b. Parking control in these lots is divided into two categories: daytime and evening parking. Daytime parking is defined as 7:30 a.m. – 5:30 p.m., Monday - Friday. Evening parking is defined as 5:30 p.m. – 8:00 p.m., Monday - Friday.
   c. Daytime Parking: 7:30 a.m. – 5:30 p.m., Monday – Friday
(1) Vehicles parked in spaces designated as “Visitor Park and Pay” must pay at an adjacent pay station. Failure to pay will result in a parking citation.

(2) All other spaces in the lot require the appropriate TTU parking permit for that lot (see OP 78.01).

d. Evening Parking: 5:30 p.m. – 8:00 p.m., Monday – Friday

(1) All spaces in these lots are available for public parking unless otherwise indicated by signage. Some spaces continue to be reserved until 11:00 p.m. or are reserved 24 hours daily. Drivers should observe signs carefully.

(2) Vehicles parked in these lots must display a valid TTU permit or pass. Vehicles without a valid TTU permit or pass must pay at an adjacent pay station. Failure to either display a valid TTU permit or pay at the station will result in a citation.

3. Employee Parking

a. Regular TTU permits will not be honored in visitor park and pay spaces 7:30 a.m. – 5:30 p.m., Monday – Friday. These permits include, but are not limited to, faculty/staff permits, student permits, dash/supplemental passes, contractor/vendor permits and passes, retired faculty/staff permits, and “M” or “H” designator stickers.

b. Departmental park and pay passes will be provided for employees to use when conducting official business and need to park in a space controlled by a pay station. A valid TTU permit must be displayed when using these passes. These passes will be issued to the department by TTU Traffic and Parking Services and must be checked out by the employee and checked back in to the department upon the employee’s return. Individual departments are responsible for controlling usage of the passes issued to them. AR permits issued to departments housed off-campus will be honored in park and pay spaces if no nearby area reserved parking is available.

c. Departments may request up to three park and pay passes by submitting a written, signed request from the department head to the director of Traffic and Parking Services. The request should include the number of passes requested and an explanation of the need for the pass(es). Exceptions to the three-pass limit will require the approval of the director of Traffic and Parking Services.

d. The departmental park and pay pass will be valid for the current permit year only. A department may renew the pass by submitting a written request to Traffic and Parking Services by March 1 of each year.

e. Departmental passes that are lost, stolen, destroyed, or whose whereabouts are otherwise unknown must be reported to Traffic and Parking Services immediately. A replacement pass will be issued for a fee of $5 the first time and $20 thereafter. Should the missing pass be found in use on campus, the vehicle displaying it will be impounded. Deliberate misuse of the passes may result in the revocation of the department’s passes. If the missing pass is subsequently located, the department must not use it but should contact Traffic and Parking Services immediately for further instructions.

f. The departmental pass may be used only by employees of the department while conducting official business on campus. The pass may not be used to conduct personal business or attend class. Individuals found to be using the pass for personal business will be subject to citation.
and notification of the department head. If employees are found to be using the pass for personal business, the department’s pass(es) may be revoked.