



## TEXAS TECH UNIVERSITY

### Operating Policy and Procedure

#### **OP 78.06: Management of Visitor Park and Pay Spaces**

**DATE:** June 12, 2023

**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 Senior Managing Director of Transportation & Parking Services with substantive revisions presented to the Associate 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) Engineering Key
- (2) Flint Avenue Parking Facility
- (3) Memorial Circle
- (4) C11 – Student Rec Center
- (5) R01 – Biology / Chemistry
- (6) R01 Visitor – Biology / Chemistry
- (7) R02 – Experimental Sciences
- (8) R03 – Library
- (9) R03 Visitor – Theater / Psychology
- (10) R04 – Electrical Engineering
- (11) R05 – English / Philosophy
- (12) R06 Visitor – Architecture / Art / Education
- (13) R07 – Administration Building / Student Union
- (14) R08 – Chemistry / Physics / Mathematics
- (15) R11 (Band Lot) – Student Union
- (16) R13 – Doak Hall / Drane Hall
- (17) R13 Visitor – Student Union / McClellan Hall / Black Cultural Center
- (18) R14 – Holden Hall / Civil Engineering
- (19) R16 – Mechanical Engineering
- (20) R17 – Marsha Sharp Center for Student Athletes / Frazier Pavilion
- (21) R24 – Petroleum Engineering

## 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: (1) daytime parking and (2) evening parking.
- c. Daytime Parking: 7:30 a.m. to 5:30 p.m., Monday through Friday
  - (1) Vehicles parked in spaces designated as “Visitor Park and Pay” must pay at an adjacent pay station, pay by app, or be registered with a valid TTU ePermit with park and pay permission. Failure to pay results in a parking citation.
  - (2) All other spaces in the lot require the appropriate TTU parking ePermit for that lot (see [OP 78.01, Traffic and Parking Rules and Regulations](#)).
- d. Evening Parking: 5:30 p.m. to 8:00 p.m., Monday through 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 be registered with a valid TTU ePermit. Vehicles without a valid TTU ePermit must pay at an adjacent pay station or by app. Failure to either have a valid TTU ePermit, pay at the station, or pay by app results in a citation.

## 3. Employee Parking

- a. Regular TTU ePermits **will not be honored** in visitor park and pay spaces 7:30 a.m. to 5:30 p.m., Monday through Friday. These ePermits include, but are not limited to, faculty/staff ePermits, student ePermits, contractor/vendor ePermits, and “MA” or “HS” ePermits. TTU ePermit holders must pay at the pay station unless they have an ePermit with park-and-pay privileges.
- b. Departments may provide departmental park and pay supplemental ePermits for employees who need to park in park and pay spaces when conducting official business. Employees must have a valid TTU ePermit to be issued these supplemental ePermits. These supplemental ePermits will be issued to the department’s online parking portal by TTU Transportation & Parking Services. The supplemental ePermit must be issued by the department parking coordinator or other employee as designated by the department chair or managing director. Individual departments are responsible for controlling usage of the supplemental ePermits issued to them. (A fee equal to the current area reserved rate is associated with this supplemental ePermit when assigned to a departmental portal.) Departments may not use department procurement credit cards to pay for employees’ parking.
- c. Departments may request up to three park and pay supplemental ePermits for their departmental portal by submitting a written, signed request from the department head to the Associate Managing Director of Transportation & Parking Services. The request should include the number of supplemental ePermits requested and an explanation of the need for the

- supplemental ePermit(s). Exceptions to the three supplemental ePermit limit require the approval of the Associate Managing Director of Transportation & Parking Services.
- d. The departmental park and pay supplemental ePermits will be valid for the current permit year only. A department may renew the supplemental ePermits by submitting a written request to Transportation & Parking Services by March 1 of each year.
  - e. Only employees of the department may use the departmental supplemental ePermits while conducting official business on campus. The supplemental ePermits may not be used to conduct personal business or attend class. Individuals found to be using the supplemental ePermits for personal business will be subject to citation and notification of the department head. If employees are found to be using the supplemental ePermits for personal business, the department's supplemental ePermits may be revoked.