

VIOLATIONS, PENALTIES, AND APPEALS

Violations of the Marmount University Parking Rules and Regulations for faculty and staff include

- parking in an area inappropriate for the permit that the vehicle bears
- parking in a "Handicapped" space
- parking in two spaces, wheels extended over white line
- parking where there is no designated parking space
- parking at Ballston while not on University business
- parking in a "No Parking" area
- parking in a fire lane
- blocking the flow of traffic
- speeding or reckless driving
- parking in "Visitor Reserved" spaces
- parking in a coned or taped-off space

Violation Tickets are placed on the windshields of vehicles violating the Parking Rules and Regulations. Each violation and penalty fine is marked on the Violation Ticket. Penalty fines are cumulative and double 30 days after the Violation Ticket is issued. Penalty fines may be paid at the Cashier's Office.

Some parking violations, such as parking in fire lanes or blocking the flow of traffic, are considered grave enough to endanger the University community and may result in a boot being placed immediately on the violating vehicle or in the towing of the violating vehicle. Vehicles that are not identified by either a University parking permit, Temporary Registration Form, or Guest Pass may be booted until identification is made.

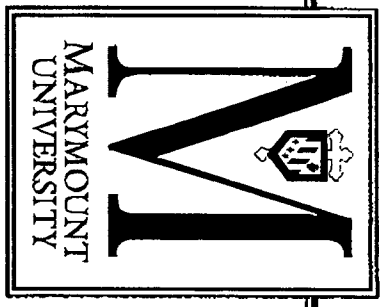
MARYMOUNT UNIVERSITY RESERVES THE RIGHT TO BOOT OR TOW ANY VEHICLE PARKED ON UNIVERSITY PROPERTY WITHOUT PRIOR NOTIFICATION TO THE VEHICLE OWNER.

The penalty fine for removal of a boot is \$50 plus any violation fines that may be due. Failure to pay penalty fines for boot removal within three days of the Violation Ticket issue date may result in the violating vehicle being towed from Marmount University property. Should it be necessary to tow any vehicle from University property, the owner of the vehicle must assume the towing costs and any violation penalties incurred.

Any faculty or staff member wishing to appeal a Parking Violation Ticket must submit an appeal form within seven days.

MARYMOUNT UNIVERSITY ASSUMES NO RESPONSIBILITY FOR ITEMS STOLEN OR DAMAGE DONE TO VEHICLES ON UNIVERSITY PROPERTY OR UNIVERSITY-DESIGNATED SATELLITE PARKING LOTS. Drivers should protect themselves by securing their vehicles at all times.

OFFICE OF CAMPUS SAFETY	
On campus: ext. 1601 • Off campus: (703) 284-1601	
PARKING AND BUJECARD OFFICE	
On campus: ext. 5700 • Off campus: (703) 284-5700	
www.marymount.edu/transportation	
OFFICE HOURS	
Monday - Fridays 9 a.m. - 5 p.m.	
and by special appointment	
Director of Campus Safety	Eric Holt
Assistant Director	Mark Tessier
Parking and Safety Administrator	Geraldine Jones
Shuttle Supervisor	James Shelton
Secretary	Lacie McLaurin



Marymount University
 Parking Rules
 and Regulations
 for
EMPLOYEES
 2006-07

Office of Campus Safety
 August 2006

PARKING RULES AND REGULATIONS FOR EMPLOYEES – 2006-07

All Marymount University employee vehicles must have a valid hang tag permit for the 2006-07 academic year.

Any vehicle parked at Marymount University or a University-designated satellite parking lot by an employee must display current county and state vehicle registrations. Vehicles failing to display these registrations are subject to towing without prior notification to the vehicle's owner. Marymount University assumes no responsibility for any towed vehicle.

PERMIT PLACEMENT INSTRUCTIONS

Only one hang tag permit will be issued per faculty/staff member. This permit may be moved and used in other vehicles driven by the employee.

PARKING AREA ASSIGNMENTS

There are various categories of parking permits with corresponding parking areas, as defined below:

"FF" permit holders may park in faculty spaces at the Ballston Center, in the spaces across the road from the front of the Butler Hall/Main House/Chapel complex, or in any student space if all others are taken.

"AA" permit holders may park in the Ballston Center lot, in the faculty spaces in front of the St. Joseph/Butler Hall/Main House/Chapel complex or in any student space if all of the above are taken.

"CC" permit holders may park in the Ballston Center lot, in the spaces directly in front of The Lodge, with the exception of the handicapped spaces; or in any available space if all of the above are taken.

"DD" permit holders must park off campus as assigned. (See section on Shuttle Service.)

"GG" permit holders may park in the Main Lot (in front of the Lodge) in the evenings and on weekends, and in 26th Street Lot or in the Garage during weekdays.

"HH" permit holders may park at the Ballston Center Lot, only while on business in the Ballston building.

Parking at the Ballston Center is permitted only for those persons on Marymount business at the Ballston Center.

EMPLOYEES MAY NOT PARK IN THE FOLLOWING SPACES RESERVED FOR SPECIAL PURPOSES

- three spaces reserved for Admissions Visitors in front of the Office of Admissions
- space beside Admissions Visitors, marked "Reserved"
- all spaces marked "Handicapped" unless the driver has a handicapped pass
- areas designated "No Parking" by yellow lines
- spaces marked "Visitor Reserved"
- side streets near the Main Campus

SHUTTLE SERVICE

Shuttle Service will be provided to all Marymount University staff, students, and faculty. The M.U.S.T. system (Marymount University Shuttle Transit) runs frequently, connecting the Main Campus, Ballston Center, Mt. Oliver Parking Lot, and Ballston-MU Metro Station. The Shuttle Timetable, available at the Office of Campus Safety, the Switchboard, and other building lobbies, has been designed to accommodate employee work schedules.

GUEST PARKING

Employees may provide a Guest Pass to visitors driving to campus by

- 1) filling out a Guest Pass and sending it in the mail to the guest prior to his/her arrival; 2) filling out a Guest Pass and leaving it at the Main Security Station to be issued to the guest upon his/her arrival; or 3) contacting the Main Security Station and informing security personnel of the name, date, and time of arrival of the guest. (This should be done only with short advance notice.) Invited guests of faculty and staff are permitted to park in any available student space in the Main or 26th Street Parking Lots. The vehicle of the guest must display the currently dated Faculty/Staff Guest Pass on the dashboard so that it is clearly visible through the windshield.

Any employee is considered responsible for the guest's adherence to these Parking Rules and Regulations while the guest's vehicle is parked on campus.

VIOLATIONS OF THE PARKING RULES AND REGULATIONS MAY RESULT IN VIOLATION TICKETS, PENALTY FINES, IMMEDIATE BOOTING, OR TOWING OF THE VEHICLE WITHOUT PRIOR NOTIFICATION TO THE VEHICLE'S OWNER.