

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

**CAMPUS SAFETY**

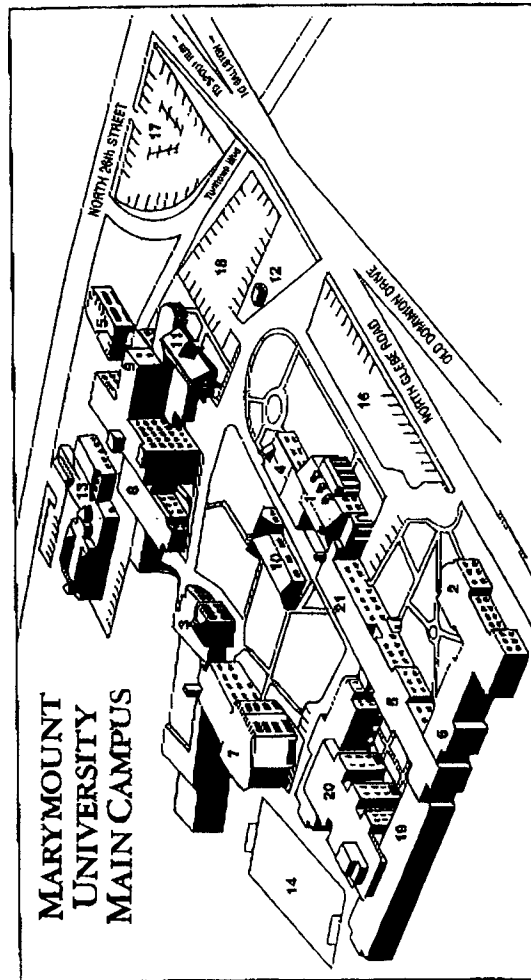
Students can contribute to their own safety and to the safety of the entire community by using well lighted and frequently used walkways; by reporting anything or anyone suspicious; by not loitering in the parking lot, in a parked car, or in a darkened area; by using the Security Guard Escort Service when needed; and by keeping safety in mind at all times.

Students are reminded not to drink and drive, and that there is no drinking allowed on Marymount property except by persons of legal age in those areas so designated by the University.

**ESCORT SERVICE**

Security Guard Escort Service is available free of charge to all students, faculty, and staff, to and from all parts of the Main Campus and the Ballston Center. Students requesting an escort should inquire at any Security Station, or call 1600 (on campus), or (703) 284-1600 (off campus).

1. Main House
2. Admissions
3. Rose Beatté Lee Center
4. Chapel
5. Butler Hall
6. Butler Hall Residence
7. Gaillauc Hall
8. Majella Berg Hall
9. Gerard Phelan Hall
10. Ireton Hall
11. The Lodge
12. Main Security Station
13. Emerson G. Reinsch Library
14. Playing Field
15. Parking Garage
16. Parking Lot (Faculty)
17. Parking Lot (General)
18. Main Lot (General)
19. Rowley Academic Center
20. Rowley Hall
21. St. Joseph Hall



**Marymount University**  
**Parking Rules**  
**and Regulations**  
**for**  
**STUDENTS**  
**2005-06**

**OFFICE OF CAMPUS SAFETY**  
 On campus: ext. 1601 • Off campus: (703) 284-1601

**PARKING AND BLUECARD OFFICE**  
 On campus: ext. 5700 • Off campus: (703) 284-1601

**OFFICE HOURS**  
 Monday - Friday: 9 a.m. - 5 p.m.  
 and by special appointment

Director of Campus Safety ..... Eric Hols  
 Assistant Director ..... Mark Tessmer  
 Parking and Safety Administrator ..... Geraldine Jones  
 Shuttle Supervisor ..... James Shelton  
 Secretary ..... Lacie McLaurin

Office of Campus Safety  
 August 2005

## BASIC REQUIREMENTS

1. All students parking a vehicle on Marymount University property, or inviting a guest who parks on Marymount University property, must obtain, read, and abide by the **Parking Rules and Regulations for the current academic term**. It is the responsibility of the student to ensure that his/her guests adhere to all Marymount University Parking Rules and Regulations. Students will be held accountable for violations received by their guests. Marymount University assumes no responsibility for items stolen or damage done to vehicles on University property or in University-designated satellite parking lots. Drivers should protect themselves by securing their vehicles at all times.
2. All students parking a vehicle on Marymount University property or approved lots must display the proper parking permit or temporary registration card on their vehicle in accordance with the Parking Rules and Regulations. Parking permits must be hung from the vehicle's rearview mirror, facing outward.
3. All students are required to park only in those areas designated as Student Parking, as listed in the section "Student Parking Areas."

## STUDENT PARKING AREAS

Students may park in these areas only.

1. The Main Parking Lot, with the exception of reserved spaces. Additionally, resident students are not permitted to park in the Main Parking Lot from noon until 8 p.m., Monday through Friday.
2. The 26<sup>th</sup> Street Parking Lot, located at the south end of campus, at the corner of 26<sup>th</sup> Street and Old Dominion Drive.
3. The Parking Garage, located next to the Library. The entrance is on Yorktown Blvd., which can be reached from 26<sup>th</sup> Street. Students using the garage must present their ID card to the card reader at the main gate in order to enter.
4. The Ballston Center Parking Lot. This lot is monitored only during school hours. Space is limited. **Students may park at this lot only while they are on Marymount business at the Ballston Center.**
5. Mt. Olivet United Methodist Church Parking Lot, located at 1500 North Glebe Road (at the intersection of North Glebe Road and North 16<sup>th</sup> Street, on the west side of Glebe Road). This site is served by the M.U.S.T. (Marymount University Shuttle Transit) system.

## RESTRICTED PARKING AREAS

1. Students and their guests are not permitted to park in any space marked "Reserved" for any purpose, at any time, weekends and holidays included.
2. Never park on a yellow line or white line at any time.
3. Student and guest parking is allowed only in spaces marked by white lines in the lots designated for student parking. Any other student parking is considered a violation.

## PARKING PAYMENT OPTIONS

Student parking permits are divided into two categories: Resident and Commuter. The conditions for using each type of permit are as follows:

**Resident Permit**—Residents pay \$200 for both the **fall and spring** semesters, in advance. The payment does not guarantee that a space will be available.

**Commuter Permit**—Commuters pay \$100 for both the **fall and spring** semesters, in advance. The payment does not guarantee that a space will be available.

There is a \$25.00 replacement fee for lost permits.

All parking permit payments are to be made at the Cashier's Office, Rowley Hall (ext. 6810).

## SHUTTLE BUS SERVICE

Shuttle bus service, serving the Main Campus, Mt. Olivet, the Ballston Center, and the Ballston-MU Metro, is provided to all students. The timetable for service is available through the Office of Campus Safety, in the lobbies of Rowley and Gerard halls, the Student Center, the Main Security Station, and from shuttle bus drivers. There is no charge for shuttle bus service. A current validated Marymount ID card is required. Specific details for shuttle usage are included on the Shuttle Bus Timetable. Students arriving at the Ballston-MU Metro station after normal shuttle hours may call (703) 284-1600 up until midnight on weekends, and a shuttle will be dispatched for transportation to the Main Campus.

## GUEST PARKING

Any student with an invited guest who parks on campus is responsible for that guest's adherence to the Rules and Regulations. Invited guests are permitted to park only in student parking areas, and must obtain and display a Marymount University Guest Parking Permit, valid for that day. Guest passes are available at the Main Security Station, the Ballston Security Desk, and the Office of Campus Safety and Parking. There is no charge for guest parking.

## LOADING PASS

A loading pass may be obtained from the Main Security Station for the purpose of loading or unloading a vehicle. The loading pass is limited to 30 minutes.

## VIOLATIONS, PENALTIES, AND APPEALS

Violations of the Marymount University Parking Rules and Regulations include:

1. parking in a fire lane
2. parking in an inappropriate area (any area other than those designated as Student Parking)
3. parking in any "Reserved" space, such as those for faculty, administration, handicapped
4. no permit or improperly displayed permit
5. parking in two spaces, wheels extended over white line
6. parking where there is no designated space
7. parking on a yellow line
8. blocking the flow of traffic
9. speeding or reckless driving
10. failure to obey traffic direction
11. failure to obey traffic sign
12. abuse of Guest Pass privilege
13. two cars registered in the same name parked on campus at one time
14. parking in a coned or taped-off space

Violations are placed on the windshield of the vehicle, and fines are indicated on the violation form. Fines are cumulative and double after 30 days from the date of issue.

## PAYMENT OF FINES

Violation fines may be paid by cash, check, or credit card at the Cashier's Office. Failure to pay parking fines may result in the withholding of the privileges of registration, transcripts, and graduation, as well as booting or towing.

## BOOTING/TOWING

Some violations, such as parking in a fire lane or blocking the flow of traffic, parking a nonregistered vehicle, or failure to pay fines, may warrant the immediate placement of a boot on a vehicle or towing of the violating vehicle. Marymount is not responsible for any damage sustained by a vehicle due to the placement of a boot on the wheel.

The penalty for removal of a boot is \$50 in addition to the parking violation fine. Failure to pay for the removal of the boot within three days may result in the vehicle being towed from the campus at the expense of the person to whom the car is registered.

## APPEALS

There will be no warnings issued. Security personnel cannot void violations. Any student wishing to appeal a violation must fill out an Appeal Form, available at the Office of Campus Safety, the Main Security Station, the Ballston Security Station, or the Parking Garage, within seven days of the date of violation. Appeal decisions will be returned through the mail.