

University of Houston Clear Lake

PARKING REGULATIONS Effective – September 2014

Parking E-Business Website: www.uhcl.eduparking

Parking Office Main Number: 281-283-CARS (2277)

I. INTRODUCTION

The University of Houston-Clear Lake (UHCL) and Parking Regulations are intended to create an orderly and safe campus parking environment. The goal is to achieve voluntary compliance of University parking regulations for the sake of personal safety and convenience for employees and visitors. The University reserves the right to change these regulations, without notice, as necessitated by changes to the University environment or to State of Texas legislation. On special occasions - and during emergency situations - further parking limitations may be imposed that otherwise do not appear in the University's official Parking Regulations. No vehicle may be operated on UHCL property if such operation is in violation of Texas law. UHCL is not responsible for vehicles damaged or personal property lost or stolen from vehicles while on campus. The University also claims no responsibility for vehicles stolen while parked on campus.

All UHCL permit holders are responsible for knowledge of, and compliance with, University of Houston-Clear Lake Parking Regulations. Copies of these regulations are available on the web at www.uhcl.eduparking. All parking regulations are subject to enforcement twenty-four hours a day, seven days a week, every day of the year.

II. PERMIT REGISTRATION

All motor vehicles parked on the UHCL campus must be parked within the appropriate parking lots as identified on the parking permit. Vehicles without approved parking permits, must purchase a temporary permit and park in designated temporary permit locations or the student lots. Temporary permit holders are not authorized to park in employee lots. Purchase of a parking permit does not guarantee the availability of a parking space. It is the responsibility of the vehicle operator to find an approved space.

- A. **Students** – Student Permits are purchased exclusively online at the Parking Department's E-business website – www.uhcl.eduparking. Permits can be purchased annually or by semester. Only credit or debit cards are accepted. Once a permit is purchased, the hangtag permit will be mailed to the student. A printable, temporary permit will be provided at the time of purchase to be used until the permanent hangtag permit arrives,

Semester permits are available throughout each semester. Annual permits are available for the entire academic year only in the fall semester.

- B. **Employees** – Employee permits are purchased exclusively online at the Parking Department's E-business website – www.uhcl.eduparking. Permits are annual. Credit and debit card and direct payroll withdrawal options are available. The payroll withdrawal option is only available at the beginning of each fiscal year for a limited time. New employees will receive a temporary thirty-day permit from Human Resources upon hire in order to give them time to purchase their permit via the E-business site. New employees hired during the year will be provided a prorated rate based on the number of months left in the fiscal year.

- C. **Drivers with Disabilities** – Individuals with a disability who have a state authorized handicap license plate or placard are **still required** to purchase a UHCL parking permit. They must display both the handicap permit and the UHCL permit when parking in handicap designated spaces on campus.

- D. **Alumni and Community Members** – Alumni and community members may choose to purchase a parking permit for the entire year. These permits will allow them to park in student parking lots. This purchase can be made via the Parking Department's E-business site at www.uhcl.eduparking. Alumni may also be eligible for a lifetime complimentary permit per certain requirements met through University Advancement. Alumni are encouraged to obtain more information for this program through University Advancement.

- E. **Retirees** – UHCL employees who have retired are eligible for a lifetime complimentary permit. This permit can be obtained through the Office of Human Resources.

- F. **Temporary Parking Permits** – For employees or students who forgot their parking permit will need to purchase a day permit from the pay station located within parking lot G. Upon receiving the day permit the user shall place the permit on the driver's side dashboard facing outward. The day permit will allow the user to park in their designated parking lot for the day.

- G. **Additional Permits** – Students or employees may choose to purchase a second permit. While the first issued permit is transferable from one vehicle to the next, UHCL recognizes that some students or employees may wish to have a second permit for convenience sake. Second permits are sold at the same price as the first permit and can be purchased at the E-business site at www.uhcl.eduparking.

- H. **Motorcycles, Mopeds or Motor Scooters** – Students or employees parking a motorcycle, moped or motor scooter on campus shall pay regular parking fees for parking permits if they are not also purchasing a parking permit for an automobile. However, if the student or employee already has a paid parking permit for an automobile, the student or employee must also purchase a for a motorcycle, moped or motor scooter for a \$10.00 additional fee.

Such vehicles are not permitted in campus buildings.

- I. **Replacement Permits** – All lost or stolen parking permits must be reported to the Parking Department immediately. Once reported lost or stolen, these permits will no longer be valid. Reporting the loss or theft is required prior to the purchase of a replacement permit. Stolen or lost permits will be replaced for a \$20.00 fee.

III. PARKING PERMITS

Parking Permits will be issued to persons applying for parking privileges at UHCL under the condition that the applicant is in good standing and does not owe back fees or has other encumbrances. The parking permit is transferable to any passenger vehicle being operated by or for the permit holder. The applicant will be responsible for parking violations by any vehicle bearing the permit. The University Parking Permit is an official state document. Attempting to alter, deface or forge the permit is a felony offense and punishable by fine and/or prison.

- A. **Display of Permit** – Parking permits shall be displayed on the vehicle as follows:

1. Hanging Permits must be **clearly visible and hung from the inside rear view mirror of the vehicle when parked on campus**. If no rear view mirror post is available, or if the tint or rearview mirror does not allow for a clear view of the hangtag, the permit should be taped to the windshield in the lower left hand corner so that it is clearly visible from outside the vehicle. **"Clearly Visible" is defined as being able to easily see the permit's issuing authority and serial number while standing at the front of the vehicle and looking through the front windshield.**
2. Externally mounted permits shall be issued for all motorcycles, mopeds and motor scooters. These permits should be placed in a conspicuous location on the vehicle in such a way that it can be easily read.



- B. **Permit Responsibility** – The original applicant is responsible for any citation(s) issued to a vehicle displaying a UHCL parking permit. If a vehicle receives a citation on campus and no permit is attached to the vehicle, the registered owner of the vehicle and/or the UHCL student or employee associated with that registered owner will be held responsible for the citation.

- C. **Permit Ownership** – A parking permit signifies that an individual has been granted the privilege of parking on UHCL property. Ownership of the permit remains with the University. Individuals are not allowed to transfer ownership of a permit. Found permits shall be returned to the University Parking Department. Possession or use of a lost/stolen or forged/altering permit shall result in administrative and criminal charges. Vehicles displaying a lost/stolen or forged/altering permit may be impounded with appropriate storage and wrecker fees charged to the violator.

IV. **PARKING**

A. Parking is permitted as follows:

1. **Students** – Park in the sections not designated for employees only in Lots D, G or J with a current permit or valid temporary permit properly displayed.
 2. **Employees** – Lots A and B, and a portion of D Lot have been designated as faculty/staff only. **Faculty/staff may also park in all student lots.** All employees must appropriately display their parking permits when parked on campus.
 3. **Reciprocal Agreements** - Current parking permits issued by the Parking Offices or Police Departments of the Wharton County Junior College, University of Houston, UH-Downtown, UH-Victoria and the UH-System are honored at UHCL, if the vehicle is parked in the appropriate parking area for the type of permit displayed.
- B. **Visitor Parking** - Parking Lot R and curb spaces throughout campus (marked by signs) are designated as the university's primary visitor parking areas. Parking in these areas requires the display of temporary visitor's permit. Vehicles with regular UHCL parking permits are not allowed to park in the designated visitor spaces or risk citation.
- C. **How to Obtain a Temporary Visitor's Permit – On campus, Temporary Visitor's Permits may be purchased at Parking Kiosks throughout campus. The locations of these kiosks are indicated via signage along campus roads. The E-business site and Parking Kiosks only accept debit and credit cards.**
- D. **Event Parking** – Events with less than 30 vehicles should utilize the temporary permit process for their guests and use the Visitor's Lot R for their events. For groups of 30 or more vehicles, alternative parking options at varying rates can be formulated on an individual basis through the University Parking Department. Organizers should provide at least five business days notice of special parking needs. To make special parking arrangements, email parking@uhcl.edu or call the Parking Office at 281-283-2277.
- E. Special Parking Considerations – If your parking needs are not met by the processes described in the UHCL Parking Regulations, please contact the Parking Department for arrangements before the parking need is required. The Parking Department can be contacted as follows:
- Phone: 281-283-CARS (2277)
 - Email: parking@uhcl.edu

V. **TOWING**

- A. The University of Houston-Clear Lake reserves the right to remove and impound any vehicle at the owner's expense for parking in reserved areas, violations of state law, for the sake of public safety, to clear roadways, parking lots and drive ways, for hazardous vehicles, for habitual violations of UHCL's Parking and Regulations, and for failure to pay parking or traffic citations.
- B. The University will not be liable for damages or costs involved in the removal or impoundment of any vehicle on campus.
- C. The location of towed vehicles is maintained by the University Parking Department and the University Police Department. Owners/operators of towed vehicles will have to meet the fees and identification requirements of the tow storage yard, as well as pay all outstanding University reinstatement fees, before the vehicle will be released.

VI. **PARKING VIOLATIONS / RESOLUTION OF CITATIONS**

The University Parking Department issues citations for violations of University Parking Regulations.

A. **Failure to Resolve** – Failure to properly settle a parking citation may result in any of the following:

1. **Student** – Encumbrance of records. Future parking permit may be denied until outstanding fees are paid. Vehicle may be towed. Delinquent fines sent to collection agency.
2. **Employee/Visitor** – Future parking permit denied until outstanding fees are paid. Initiate UHCL "Employee Financial Responsibility" policy and all associated actions, up to and including termination.

B. **Payment of Parking Citations** – **Parking citations must be paid via the Parking Department's E-business site – www.uhcl.edu/parking. Only debit and credit cards are accepted.**

C. **Parking Violations**

1. Parking where prohibited by signs or markings.	\$50.00
2. Parking in area not designated a parking space.	\$50.00
3. Overtime Parking.	\$30.00
4. Blocking a crosswalk or sidewalk.	\$50.00
5. Failure to park within lines of designated space.	\$30.00
6. Failure to display a current parking permit.	\$40.00
7. Parking in a designated reserved space or area.	\$30.00
8. Blocking a driving lane.	\$50.00
9. Parking within fifteen feet of a fire hydrant.	\$75.00
10. Parking illegally in a handicap space or ramp.	\$75.00
11. Parking in a tow-away or fire zone.	\$75.00
12. Other parking violation (as indicated on citation)	\$30.00

G. **Appeals Process**

1. Parking violations may be appealed through the University Parking Citation Appeals Committee. Appeals of parking violations must be made and received within 14 days of issuance. Parking violation appeal requests must be submitted via the UHCL Parking Department website (www.uhcl.edu/parking).
2. **An appeal can be filed ONLY if the vehicle owner believes the citation was issued in error.** Requests for leniency are not a valid reason for appeal and will not be heard by the Appeal Committee.
3. Once the committee makes a decision on an appeal, email notification will be sent to the appellant. If the committee does not decide in favor of the appellant, the fine will become immediately due and subject to resolution action earlier defined in this section.

H. **UH-Clear Lake Parking Citation Appeals Committee** – The UH-Clear Lake Parking Citation Appeals Committee is an administrative body appointed by the University President with the authority to hear appeals of administrative parking citations issued by the University Parking Department. The function of the Committee is to decide by a majority vote the merit of appeals presented to them as prescribed by the University Parking Regulations. The Committee's decisions are final. There is no further appeal option beyond the Parking Citation Appeals Committee. The Committee is composed of five members. When possible, the committee members will represent various segments of the university community: student (preferably one undergraduate student and one graduate student), PASA and SSA (staff), and faculty representation. One of these members will serve as the Committee Chairperson. A Parking Department designee attends all appeals hearings. The Parking Department representative organizes the appeal paperwork, enforces the Committee's decisions, and is available to the committee and appellants for clarifications and questions. The Parking Department designee does not vote and will not influence the committee's decision. The committee officially reaches a quorum if at least three of its five voting members are present.

Top Four Citations Issued on Campus:

1. Failure to display parking permit (double check it before leaving your car).
2. Parking in a Handicap Space without a Handicap Placard displayed.
3. Not parked within a marked parking space.
4. Parked in reserved area (make sure you park where assigned).

VII. **PARKING FEES – Subject to Change**

A. STUDENTS		FACULTY/STAFF	
Annual	\$85.00	Lot A – Annual	\$135.00
Fall Semester	\$50.00	Faculty/Staff Annual	\$85.00
Spring Semester	\$50.00	Adjunct Annual	\$40.00
Summer Semester	\$35.00	Adjunct Fall Semester	\$20.00
Motorcycle (2 nd vehicle only)	\$10.00	Adjunct Spring Semester	\$20.00
		Adjunct Summer Semester	\$15.00
		Motorcycle (2 nd vehicle only)	\$10.00
B. ALUMNI / COMMUNITY MEMBER			
Annual	\$120		
C. REPLACEMENT FEES			
Damaged permit (returned)	\$20.00		
Stolen or Lost permit	\$20.00		

VIII. **REFUNDS**

All parking permit fees are non-refundable.

IX. **PARKING AREAS**

- LOT A – FACULTY AND STAFF PARKING ONLY - Assigned spaces
- LOT B – FACULTY AND STAFF PARKING ONLY - No Student Parking
- LOT C – UH-CLEAR LAKE VEHICLES ONLY
- LOT D – STUDENT, FACULTY AND STAFF, and ALUMNI AND COMMUNITY MEMBERS with PERMITS, VISITORS WITH TEMPORARY PERMITS
- LOT D1 – FACULTY, STAFF AND DESIGNATED GROUPS ONLY
- LOT G – STUDENT, FACULTY, STAFF, ALUMNI AND COMMUNITY MEMBERS with PERMITS, AND VISITOR PARKING with temporary permits.
- LOT J – STUDENT, FACULTY, STAFF, ALUMNI AND COMMUNITY MEMBERS with PERMITS, AND VISITOR PARKING with temporary permits.
- LOT R – Visitor Parking
 - Temporary permits required.
- MARKED CURB PARKING THROUGHOUT CAMPUS
 - Temporary permits required.

X. **PEARLAND CAMPUS**

All UHCL Parking Regulations are enforced at the UHCL Pearland campus.

All employees and students must have a valid UHCL Parking Permit to park at UHCL- Pearland. The UHCL Parking Permit is valid at both UHCL primary campus and UHCL-Pearland.

Visitors to the UHCL Pearland Campus or employees / students who forget their permits must check in with onsite security immediately upon arrival in order to avoid a citation.

