

# University of Houston Clear Lake

## MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Parking and Transportation Department

Number: 01.A.01

AREA: FMC - General Services

**SUBJECT: Parking Rules and Regulations**

### I. PURPOSE

The University of Houston-Clear Lake (UHCL) Parking Regulations bring about 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 of employees, students, 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.

### II. POLICY

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.edu/parking](http://www.uhcl.edu/parking). All parking regulations are subject to enforcement twenty-four hours a day, seven days a week, every day of the year.

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.

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.

### III. PROCEDURES

#### 3.1 PARKING – Parking is permitted as follows:

3.1.1 Students: Park in the sections not designated for employees only in Parking lots D, G or J with a current permit or valid temporary permit properly displayed.

3.1.2 Employees: Parking lots A and B, and portions of D, G, and J 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.

- 3.1.3 Reciprocal Agreements: Current official parking permits are honored per the following reciprocity agreements in section 3.2
- 3.1.4 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.

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 Parking Kiosks only accept debit and credit cards. Temporary permits may also be purchased through the ParkMobile app as indicated by signage on campus.

- 3.1.5 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](mailto:parking@uhcl.edu) or call the Parking Office at 281-283-2277.
- 3.1.6 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: 281-283-2277
  - Email: [parking@uhcl.edu](mailto:parking@uhcl.edu)

## 3.2 RECIPROCITY AGREEMENTS

### 3.2.1 UH-Main

- 3.2.1.1 The University of Houston has a reciprocity agreement with the other UH System campuses to honor their parking permits. Vehicles must display a current UH System Campus permit and are permitted to park in the following areas:

Monday-Thursday, 7 a.m.-3 p.m.: Zone E ungated parking lots.

Monday-Thursday, 3 p.m.-7 a.m., and all-day Fridays, Saturdays, and Sundays: Any ungated zone lot.

- 3.2.1.2 The reciprocity agreement is intended for visitations only. A transfer of employment or classes would necessitate the purchase of a UH parking permit.

### 3.2.2 UH-Clear Lake

- 3.2.2.1 Current parking permits issued by the Parking Offices or Police Departments of the Alvin Community College, University of Houston, UH-

Downtown, UH-Victoria and the UH-System are honored at UHCL and UHCL at Pearland. Student permits are honored in student parking lots D1, D2, D3, D4, G, J, and Pearland. Employee/Faculty/Staff permits are honored in all non-gated parking lots. Digital Permits shall be presented on the vehicle dashboard in the form of a printed receipt containing the vehicle license plate, dates active, and university logo.

### 3.2.3 UH-Victoria

#### 3.2.3.1 Employees from other UHS Components

- 3.2.3.1.1 Parking permits from other University of Houston components will be honored.
- 3.2.3.1.2 May park in parking lot "T", Special Events Parking, except for reserved parking spaces located on the first row facing the North Building.

#### 3.2.3.2 Alumni or Students from other UHS Components

- 3.2.3.2.1 Alumni or students from other UHS components may park in the following areas: Visitor marked space, Lot "T", or Special Events Parking without a parking permit with the exception of reserved spaces located on the first row facing the North Building.

### 3.2.4 UH-Downtown

- 3.2.4.1 Students, faculty, and staff visiting from other UH System universities may park in any available parking space in any uncontrolled or open access UHD student parking lot provided a valid parking permit from the other university is properly displayed on the vehicle

## 3.3 PERMIT REGISTRATION

- 3.3.1 Students: Student Permits are purchased exclusively online at the Parking Department's E-business website – [www.uhcl.edu/parking](http://www.uhcl.edu/parking). Permits can be purchased annually or by semester. Only credit or debit cards are accepted. Once a permit is purchased, the repositionable decal 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 decal permit arrives. Semester permits are available throughout each semester.
- 3.3.2 Employees: Employee permits are purchased exclusively online at the Parking Department's E-business website – [www.uhcl.edu/parking](http://www.uhcl.edu/parking). 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 from August 1<sup>st</sup> until September 30<sup>th</sup>. New employees will receive a one-time promo code to park on campus before beginning the on-boarding process. New employees hired during the year will be provided a prorated rate based on the number of months left in the fiscal year.
- 3.3.3 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.

- 3.3.4 Disabled Veterans: Disabled veterans can obtain a parking permit from the UHCL Office of Veteran Services.
- 3.3.5 Alumni: Alumni members may choose to purchase a student 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.edu/parking](http://www.uhcl.edu/parking). Alumni who had previously received permits through the Lifetime Membership benefits from the Alumni Association may continue to use said permit.
- 3.3.6 Retirees: UHCL employees who have retired are eligible for a lifetime complimentary permit. This permit can be obtained through the Office of Human Resources.
- 3.3.7 Temporary Parking Permits: For employees or students who forgot their parking permit will need to purchase a day permit from one of the pay stations located on campus (Lot G, D4 (In front of Recreation and Wellness Center), R (Visitor Lot), and Pearland). 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. Temporary parking permits may also be purchased using the ParkMobile application using a smartphone or by calling the phone number on the signs located on campus. The ParkMobile signs also delineate which zone to input when purchasing a temporary parking permit.
- 3.3.8 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's 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.edu/parking](http://www.uhcl.edu/parking).
- 3.3.9 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 permit for a motorcycle, moped or motor scooter for a \$13.00 additional fee. Such vehicles are not permitted in campus buildings.
- 3.3.10 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.

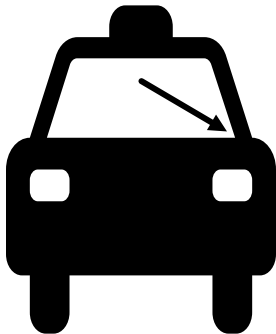
### 3.4 PARKING PERMITS

- 3.4.1 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.

3.4.1.1 Permit Ownership: A parking permit signifies the purchaser has been granted the privilege of parking on UHCL property. 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/altered permit shall result in administrative and criminal charges. Vehicles displaying a lost/stolen or forged/altered permit may be impounded with appropriate storage and wrecker fees charged to the violator.

3.4.1.2 Display of Permit: Parking permits shall be displayed on the vehicle as follows:



3.4.1.2.1 Repositionable Decal Permits must be clearly visible and adhered to the interior of the windshield above the vehicle registration sticker when parked on campus.

3.4.1.2.2 "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.

3.4.1.2.3 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.

3.4.2 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.

### 3.5 UH-Clear Lake Parking Citation Appeals

3.5.1 Parking citations may be contested via the T2 website at UHCLPARKING.T2HOSTED.COM (found on the back of the citation). Each citation will have one opportunity for appeal, to be submitted within 14 days of issuance; the physical day of issuance will be counted as day one.

### 3.6 PARKING FEES – Subject to Change

#### 3.6.1 STUDENTS

|         |                               |         |
|---------|-------------------------------|---------|
| 3.6.1.1 | Annual                        | \$95.00 |
| 3.6.1.2 | Fall Semester                 | \$60.00 |
| 3.6.1.3 | Spring Semester               | \$60.00 |
| 3.6.1.4 | Summer Semester               | \$45.00 |
| 3.6.1.5 | Motorcycle (2nd vehicle only) | \$18.00 |

**3.6.2 FACULTY/STAFF**

|         |                               |          |
|---------|-------------------------------|----------|
| 3.6.2.1 | Lot A – Annual                | \$150.00 |
| 3.6.2.2 | Faculty/Staff Annual          | \$95.00  |
| 3.6.2.3 | Adjunct Annual                | \$50.00  |
| 3.6.2.4 | Adjunct Fall Semester         | \$30.00  |
| 3.6.2.5 | Adjunct Spring Semester       | \$30.00  |
| 3.6.2.6 | Adjunct Summer Semester       | \$25.00  |
| 3.6.2.7 | Motorcycle (2nd vehicle only) | \$18.00  |

**3.6.3 REPLACEMENT FEES**

|         |                           |         |
|---------|---------------------------|---------|
| 3.6.3.1 | Damaged permit (returned) | \$25.00 |
| 3.6.3.2 | Stolen or Lost permit     | \$25.00 |

**3.7 PARKING AREAS**

3.7.1 LOT A – Faculty and Staff Parking Only – Assigned Spaces

3.7.2 LOT B – Faculty and Staff Parking Only

3.7.3 LOT C – State Vehicles Only

3.7.4 LOT D – Student, Faculty, Staff, Alumni, Community Members, and Visitors with  
Permits (Including Temporary)

3.7.5 LOT D1 – Faculty, Staff and Assigned Parking, or Student

3.7.6 LOT G – Student, Faculty, Staff, Alumni, Community Members, And Visitors with  
Permits (Including Temporary)

3.7.7 LOT J – Student, Faculty, Staff, Alumni, Community Members, And Visitors with  
Permits (Including Temporary)

3.7.8 LOT R – Visitor Parking – Temporary Permits Required.

3.7.9 MARKED CURB PARKING – Temporary Permits Required.

3.7.10 RETIREE PARKING – Parking lots D, G, J, Visitor and Motorcycle

# Campus Directory

## North Campus

### Buildings

- ① Police Department
- ② Central Services
- ③ North Office Annex (NOA) 1&2
- ④ Recreation and Wellness Center
- ⑤ STEM and Classroom Building
- ⑥ Hunter Hall
- ⑦ Student Services and Classroom Building
- ⑧ Bayou Building

### Parking

- A Faculty/Staff
- B Faculty/Staff
- C State Vehicles
- D Faculty/Staff
- D1 Motorcycle
- D2 Student
- D3 Student
- D4 Student

### Parking

- Student
- Visitor

### Paystation

- D4 Parking & Rec.&Wellness
- R Parking & Visitor Lot

## South Campus

### Buildings

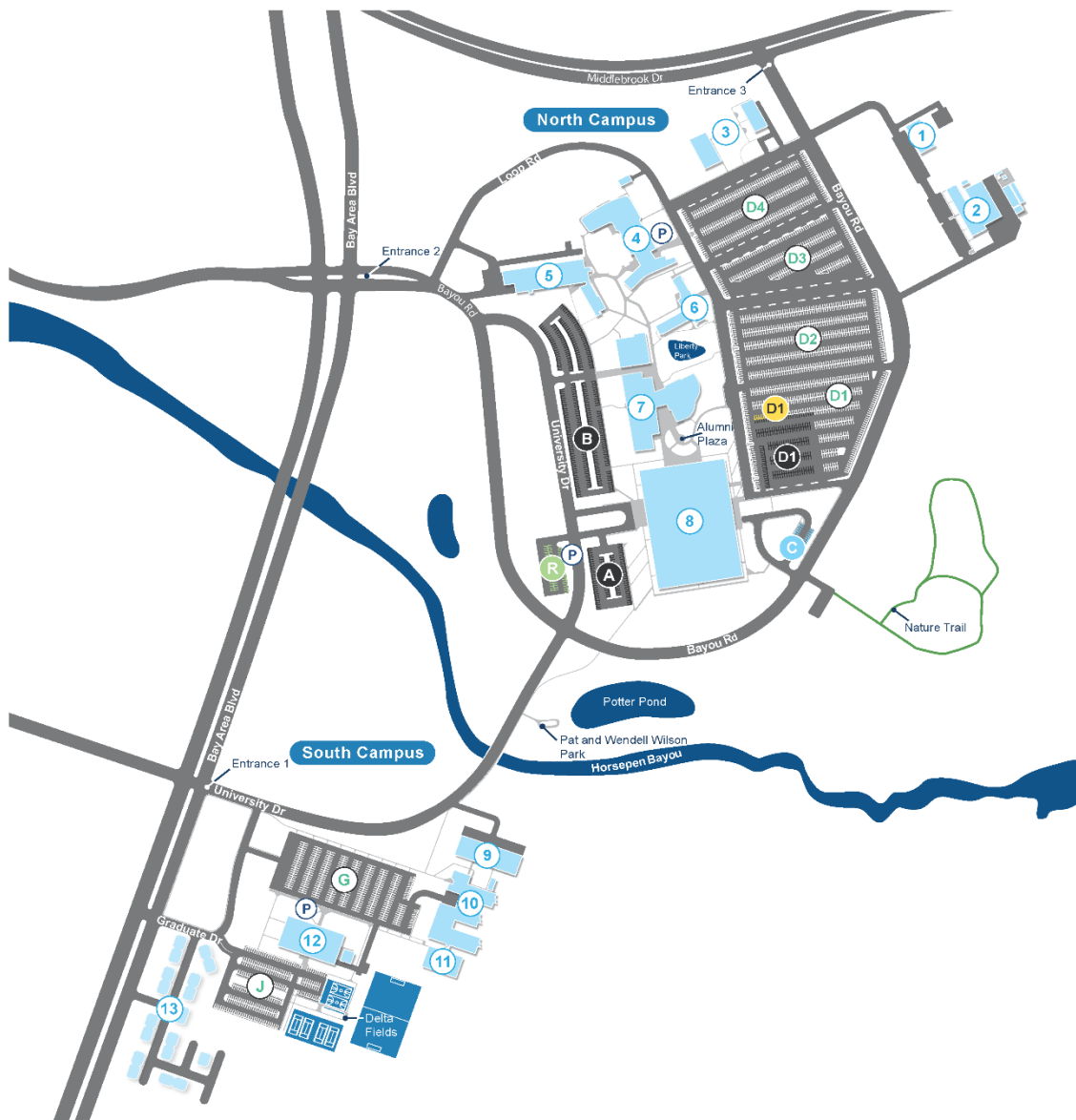
- ⑨ Arbor Building North
- ⑩ Arbor Building Central
- ⑪ Arbor Building South
- ⑫ Delta Building
- ⑬ University Forest Apartments

### Parking

- Student
- Student

### Paystation

- G Parking & Delta



**3.8 PEARLAND CAMPUS**

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

3.8.2 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.

**3.9 TOWING**

3.9.1 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 driveways, for hazardous vehicles, for habitual violations of UHCL's Parking and Regulations, and for failure to pay parking or traffic citations.

3.9.2 The University will not be liable for damages or costs involved in the removal or impoundment of any vehicle on campus.

3.9.3 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.

**IV. REVIEW AND RESPONSIBILITY**

Responsible Party: Parking and Transportation Department responsible for implementing and monitoring policy

Review: Review schedule: Every 1 year

**V. APPROVAL**

Approved: \_\_\_\_\_

Associate Vice President Facilities Management and Construction

\_\_\_\_\_  
President

Date of President's Approval: \_\_\_\_\_



**VI. REVISION LOG**

| Revision Number | Approval Date | Description of changes |
|-----------------|---------------|------------------------|
| 1               |               |                        |
|                 |               |                        |