



# 2023-2024 Sam Houston State University Parking Rules & Regulation

General Provisions.....	2
Traffic .....	3
Parking.....	4
Permits.....	7
Citations.....	11
Events .....	14
Pricing .....	15
Enforcement.....	16
Bicycles.....	18
Definitions.....	19

## General Provisions

Pursuant to the authority granted within Texas Education Code § 96.61 enacted by the Legislature of the State of Texas, April 27, 1967, in addition to, Sections 51.201 et seq., 54.005, 54.505, & 95.21 of Title 3 of the Texas Education Code, the governing board of Sam Houston State University (SHSU) is authorized to promulgate rules & regulations for the safety & welfare of students, employees & property. These regulations & procedures apply to any person who walks, drives, or parks a motor vehicle or bicycle on the campuses of SHSU. In addition to university regulations, all of the general & criminal laws of the State of Texas are declared to be in full force & effect within the areas under the jurisdiction of SHSU, & all persons are responsible for compliance with these laws. The governing board of SHSU is authorized to employ campus police personnel for the purpose of carrying out the provisions of Texas Education Code § 96.61 & has commissioned such officers as peace officers vested with all the powers, privileges & immunities of peace officers in the performance of their duties. It shall be unlawful for any person to trespass upon the grounds of SHSU, or to damage or deface any of the buildings, trees, shrubs, grasses, flowers, or other property on the grounds. The University Police shall be vested with the authority to refuse to allow persons having no legitimate business to enter upon any property under the control & jurisdiction of SHSU & to eject any unauthorized persons from said property upon their refusal to leave peaceably upon request. Authority is given to the SHSU Police Department to require identification of any person upon the property of the university. Failure to produce identification upon request of an officer may result in arrest & appearance before a magistrate.

**1. These rules & regulations are supplementary to the statutes of the State of Texas that govern pedestrians & the use of motor vehicles & bicycles.** The Office of Parking & Transportation (P&T) within the Department of

Public Safety Services (DPSS) is charged with governing the Parking & Traffic Regulations. The operation of a motor vehicle or bicycle on any Sam Houston State University campus is a privilege granted by the university & is not an inherent right of any faculty, staff, student, or visitor. All faculty, staff, students, & visitors who have vehicles in their possession or control — for use, operation, or parking on the university campus — must apply for a parking permit/permission with P&T.

Purchasing a parking permit/permission signifies that an individual has been granted the privilege of parking a vehicle on university property & does not guarantee a parking place on campus. All faculty, staff & students must present or have registered a valid SHSU Identification Card prior to any internet sale or direct sale of a permit. All visitors must provide a valid, government-issued identification at the time of direct, in-office registration to receive a permit to park on campus. These rules & regulations are subject to change at the discretion of the Associate Director of P&T or Director of Public Safety/Chief of Police. Notice of any changes will be published to the DPSS website at [www.shsu.edu/police](http://www.shsu.edu/police) & the P&T website at [www.shsu.edu/parking](http://www.shsu.edu/parking).

**2. The university is not responsible for fire, theft, damage, or loss to vehicles parked or operated on the university campus.** No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased, or otherwise controlled by the University. All thefts, accidents or other offenses that occur on campus should be reported to the University Police Department immediately. Motor vehicle accidents should be reported prior to moving the vehicles. Single vehicle accidents should also be reported. Keys or valuables should not be left in a vehicle. Always keep your vehicle locked

## Traffic

Every vehicle operator shall comply with these regulations, state law & all traffic control devices at all times, unless otherwise specifically directed by P&T or SHSUPD. State & local laws pertaining to operation of motor vehicles, bicycles & pedestrians on public streets apply on the campus & streets owned & operated by the university. Vehicles are prohibited at all times from parking in reserved spaces without a proper permit, no-parking zones, tow-away zones, fire lanes, crosswalks, loading zones or service driveways, on lawns, curbs or sidewalks, barricaded areas or in any manner which obstructs the flow of vehicular or pedestrian traffic.

### FOLLOW THESE GUIDELINES WHEN DRIVING ON CAMPUS STREETS:

**Follow special instructions.** No person shall fail to comply with any instruction related to traffic or parking given by a Public Safety Services employee.

**Avoid areas temporarily restricted.** Public Safety Services directors, the Chief of Police, & their designees are authorized to temporarily implement restrictions that govern parking & traffic for construction, emergency situations or special events on campus, & by agreement with the city of Huntsville, on public streets. Notice of such restrictions may be given by the posting of temporary signs or barriers or in any other area deemed appropriate.

**Travel less than or equal to speed limits.** 20 m.p.h. on campus roads, 10 m.p.h. in parking lots & service drives, & 5 m.p.h. in parking garages is the maximum speed limit, at all times, unless otherwise posted.

**Do not obstruct the free flow of traffic.** No person shall park or bring to a halt to any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic or jeopardize safety or university property.

**Only park in designated parking spaces.** With the exception of wheelchairs, ADA scooters or other devices specifically authorized by the Associate Director of P&T or Director of Public Safety/Chief of Police or their designee, no person shall place, use, park or otherwise leave a vehicle within any university building other than a parking garage at any time.

**Do not drive on sidewalks, grass, or shrubbery.** No person shall drive a vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area unless such areas are signed & marked for driving, except as specifically authorized by P&T or DPSS.

**Pick-up & drop-off passengers along a right-hand curb where the free flow of traffic is not obstructed.** No person shall stop a vehicle on any street, alley or driveway on the campus for the purpose of picking up or dropping off a pedestrian without first drawing up to the right-hand curb where applicable.

**Yield to pedestrians.** Pedestrians have the right-of-way at marked crosswalks, in intersections & on sidewalks extending across a service drive, building entrance or driveway. Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on the street. No pedestrian shall stand on the traveled portion of any street, alley or driveway in such a manner as to obstruct or prevent the free flow of traffic. Violations of this rule are applicable to enforcement within the Texas Transportation Code & enforceable by any Texas Peace Officer.

**Acknowledge marked spaces.** Several parking spaces, regardless of the area in which they are located, are reserved 24 hours a day, seven (7) days a week for administrators, service vehicles, faculty/staff members, residence hall directors, ADA, or as loading zones. This also includes spaces marked for DPSS business, compact cars only, police vehicles only & visitors.

Parking spaces have been designated for motorcycles by curb markings, signage & paint markings within designated parking areas. Spaces so marked are for two-wheeled motor vehicles only. Motorcycles may not park in no-parking zones, fire lanes, reserved spaces or any other space intended for a vehicle with two (2) or more axles & (4) or more tires.

## Parking

In order to operate or benefit from the use of a motor vehicle on campus, each member of the SHSU community must register their license plate, pay for parking, park in an authorized area, & display their license plate to the driving aisle.

All visitors, faculty, staff, students (full or part-time), employees of private contractors or other government agencies assigned to SHSU, who operate a vehicle on university property, regularly or occasionally, are required to obtain a parking permit at all times.

### FOLLOW THESE GUIDELINES TO PARK ON CAMPUS:

**Register your license plate.** You can register your license plate through the parking portal at [shsu.edu/park](http://shsu.edu/park) for annual permits or through the Park Mobile app for hourly parking.

No person may register a motor vehicle in his or her name which belongs to another student, faculty, or staff member.

By registering a vehicle for issuance or purchase of an permit or permission to park, vehicle operators consent to SHSU's use of automated license plate recognition technology in accordance with SHSU policy FO-31.2. The license plate of a vehicle followed by make, model, color, & year, is required for registration & must be kept current & up to date by the operator or custodian of the vehicle.

**Select your permit.** The various classes of parking permits & their eligibility requirements, privileges, & limitations are described in the Permits section. Parking in a garage requires the appropriate annual permit, payment through the Park Mobile app, or an approved event pass.

Annual permit must be issued to a person & their registered vehicle no later than the first business day that the vehicle is brought on campus. Hourly permits must be purchased within minutes of parking in an available space.

**Park in your authorized area.** Each parking lot or garage shall be defined by appropriate signs &/or painted lines (when the parking area is paved). All spaces are designated, but not every space has a sign. It is the responsibility of the permit holder to park in the authorized area. Most lots are authorized for multiple types of permits.

Parking areas are designated by signs &/or color coding on a map obtained online at the P&T website at [www.shsu.edu/parking](http://www.shsu.edu/parking). These signs & maps indicate

the type of permit holder for which the area is reserved. Signs take priority over any printed map. In the presence of faded marker lines the predominant marker line always takes priority over a faded, unmaintained paint marking. Any conflict in designation should be reported to P&T prior to attempting to park.

Certain parking spaces have been designated as hourly parking spaces. These spaces are so designated to provide short-term parking for business access to the SHSU Post Office, student center offices & other designated areas. Parking more than the specified time limit is prohibited. Citations may be issued for each segment of parking overtime.

**Only park one registered vehicle per annual permit at a time.** While you can register multiple vehicles in the portal or app, you can only park ONE vehicle on campus at a time.

Faculty & staff, whose dependents are students, may allow those dependents to register a commonly operated motor vehicle for a student parking permit in addition to the employee's parking permit. If the faculty or staff member has two motor vehicles registered, & if both motor vehicles are on campus at the same time, the motor vehicle with the student permit must be parked in the designated student parking area & not in either the faculty or staff member's reserved space, zone, or lot or in the time limit areas on campus.

**Pay for parking.** For students, employees, & retirees, annual permits are paid for through the Cashier's Office. Parking charges are applied to your university account on the following day from permit selection. Visitors can purchase annual permits with a credit or debit card through the parking portal. Anyone can purchase hourly or daily parking with a credit or debit card through the ParkMobile app. The Parking & Transportation Office cannot accept payment in-person.

**Display your license plate toward the driving aisle.** To verify your parking permissions, we use license plate recognition equipment & software which requires your license plate to be visible to the driving aisle.

All vehicles must be parked so that the license plate is visible from the driving aisle. The license plate must be

securely fastened to the exterior side of the vehicle facing the driving aisle in a horizontal, upright position of not less than 12 inches from the ground. Removable tow hitches must be removed & stored when not in use. No covers may be placed over the license plate that would inhibit the reflectivity of the plate. The alphanumeric characters of the license plate must be visible & unobstructed by license plate frames or other accessories.

#### **AVOID THE FOLLOWING:**

**Do not lend, sell, or allow unauthorized use of your permit.** No person shall lend, sell, or otherwise allow another person to use their permit, except as specifically authorized by these regulations. Misuse of a permit may result in confiscation of the permit without refund & a restriction on issuing permits for at least one year. Persons found in use of a permit in violation of this section will be subject to the proper fine, booting, &/or towing of their vehicle(s).

**Do not park without a valid parking permit.** Annual permits expire about August 15th each year. Daily permits expire at 11:59pm each day.

**Do not occupy more than one space.** A vehicle parked on or over a painted marker line, wheel stop, curb, or paved border of a parking space is considered in violation.

**Do not back in or pull through an angled parking space, unless marked otherwise.** Angled parking is designed to go with the flow of traffic. Backing in or pulling through will position the vehicle against the flow upon exit.

**Do not park against the flow of traffic.** Your vehicle should be facing the same direction of the traffic in the driving aisle next to your vehicle.

**Do not park more than 18 inches from a curb.** Your vehicle should not protrude into the driving lane causing an obstruction to the free flow of traffic.

**Do not park or allow a vehicle to stand in a manner that obstructs disabled/handicap parking spaces, walkways, driveways, ramps, loading docks, or marked crosswalks.** Allowing a vehicle to stand refers to the stopping of a vehicle, whether occupied or not, unless actively engaged in receiving or discharging passengers.

**Do not park or allow a vehicle to stand on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area.**

**Do not park a vehicle or allow a vehicle to stand in or block access to fire lanes or 15 feet in either direction of a fire hydrant or connection.** Fire lanes are identified by posted signs &/or red painted curbs/lines. Any emergency authorization for use of fire lanes must be approved through the Department of Public Safety Services.

**Do not park in a No Parking zone.** These zones are indicated by red paint, yellow paint, or the absence of white stripes or hash marks.

**Do not park in front of a service area, loading dock, or garbage dumpster.**

**Do not park in an area designated as a bus stop.**

**Do not park in an area with a barricade, sign, or traffic cone.** Do not remove so you may park in the blocked off area.

**Do not park a utility trailer, camper trailer, or recreational vehicle on university property,** unless specifically coordinated & approved by Public Safety Services.

**Do not park a vehicle in an area not identified as a parking area or space by signage, marker lines, or map.**

**Do not use a motorcycle permit to park a motorcycle in a 4-wheeled vehicle space during peak hours.**

**Do not abandon your vehicle.** Any vehicle that is partially dismantled or wrecked, does not display a current license plate or permit, does not appear to be operable & is left in such condition for more than 48 hours, shall be considered abandoned & impounded at owner's expense. The 48-hour stipulation does not apply to unlocked bicycles.

Notice of pending impoundment shall be posted prominently on the vehicle on the driver's side of the front window, on the rear windshield, on the driver's side window, or on the bicycle frame depending on the type of vehicle. Notice will remain on the vehicle in question for (24) hours prior to removal of the vehicle except when the vehicle causes a traffic hazard or substantial inconvenience to university operations.

**Do not leave disabled vehicles.** It is prohibited to leave a disabled vehicle parked in violation of these regulations without immediately notifying DPSS at (936) 294-1800. If the vehicle is obstructing traffic or creating a hazard, it must be removed immediately. A DPSS employee will

either render assistance or authorize temporary parking. Temporary parking of disabled vehicles shall not exceed 24 hours & must not create any obstruction or hazard.

**Do not live in your vehicle.** No one may inhabit a vehicle of any kind (cars, trailers, campers, motor homes, trucks, buses, or other vehicles) on the university campus (streets, parking lots, garages, & other areas) except as approved by Parking & Transportation Administration. Violators may be cited for improper habitation/parking & the vehicle(s) may be towed from university property.



## Permits

A parking permit will be assigned to your registered license plate(s) upon selection in the parking portal or payment through the ParkMobile app. The Associate Director of P&T may issue a parking permit to any person or company desiring to park on university property, upon payment of the appropriate fee.

**Permits are non-transferable.** Ownership of all permits remains with the university & is not transferable.

**Permits expire.** All permits will have a date of issuance & a date of expiration including timed parking & hourly pay spaces. Vehicles parked with an expired permit, permission, or hourly pay transaction shall be considered in violation of these rules & regulations.

**Permits are subject to change.** Changes in parking permission & enforcement are subject to change during intersessions, events, construction & other times as designated by the Director of Public Safety & Associate Director of P&T.

**To purchase an annual permit, you cannot have an outstanding balance.** All outstanding balances as a result of citations and/or permits must be paid in full to be able to purchase a parking permit.

**Annual permits are refundable until the 20th class day.** Annual permits are eligible for a full refund until the 20th class day of the semester in which it was purchased. After the 20th class day permits are unable to be returned for a refund.

**Campus Designation.** Zone 1 & Residential permits are divided into classifications by Avenue I and Bowers Boulevard. Zone 1 permits are designated as East or West; Residential permits are designated as North, South, East or West.

**Peak vs Off-Peak.** Permit permissions vary based on the time of day to provide increased access during lower traffic hours. Peak hours are between 7:30am & 5pm Monday through Friday. Off-Peak hours are between 5:01pm & 7:29am Monday through Friday, & all day on Saturday & Sunday.

### ACCOMODATIONS

**Veterans.** In adherence to Texas Transportation Code 681.008, Disabled Veterans, Congressional Medal of Honor Recipients, Former Prisoners of War, Pearl Harbor

Survivors, & Purple Heart Recipients, whose vehicles display the special license plates issued by the Texas Department of Transportation, are exempt parking fees for unreserved surface lot spaces. You are not exempt from garage & hourly parking fees.

Veterans that do not have a vehicle with special plates as stated above & possess a disability percentage of 50% or higher can provide the necessary paperwork from the Veterans Affairs Office to receive complimentary parking for registered vehicles in surface lots.

This privilege applies only to the veteran & not to anyone else driving the vehicle.

**Disabled.** Physically impaired individuals who possess a State of Texas disabled placard or disabled registration tags are required to register their vehicle and provide documentation through the parking portal at [shsu.edu/park](http://shsu.edu/park).

Faculty, staff, & students may obtain a mobility permit to park in handicap space. Visitors may use the Park Mobile app or parking garage kiosk to pay for parking. Disability placard documentation must be provided prior to, or within 20 minutes of parking.

**Temporary Impairment.** Special permits are available to students or faculty/staff who must park close due to a temporary injury or illness with supplemental documentation from a physician. Requests for temporary special permits must be made to P&T. Temporary special permits are not authorized to park in any area designated for the physically challenged &/or disabled. To be eligible for added special permission, the student or faculty/staff member must have the equivalent of a Zone 2 permit.

### HOURLY PERMIT OPTION

Anyone can use the Park Mobile app to pay for hourly and daily parking. Kiosks also are available within both parking garages. You can park hourly in any unreserved space in one of the parking garages, Zone 2, & Zone 3. Zone 1 hourly parking is limited to marked spaces only.

With an hourly permit for the surface parking lots, you may leave and return as many times as you like before your time expires. However, we cannot guarantee a parking space upon your return. With an hourly permit for the parking garages, you are not able to exit and re-enter.

Once you leave the parking garage your permit is ended, no matter how much time you have left on it. Pricing varies by zone and time. Hourly & daily parking transactions are not eligible for refund or return.

Parking Time	Garage	Zone 1	Zone 2	Zone 3
First hour	\$2.75	\$2.75	\$1.50	\$0.75
Each hour after	\$1.25	\$1.00	\$0.75	\$0.50
6+ hours	\$9.00	\$7.75	\$5.25	\$4.25

## ANNUAL PERMIT OPTIONS

### Parking Garage

Access to Sam Houston or Coliseum parking garage.

**Price.** \$500

**Eligibility.** Faculty, Staff, Students, & Visitors. Upon annual permit holder's renewals, the remaining spaces are sold on a first come, first serve basis.

#### **24 / 7 Access**

Selected Garage

Zone 2 lots

Zone 3 lots

#### **Off Peak Access (Weekdays 5:01pm-7:29am, Weekends)**

Both garages

Zone 1 lots

### Zone 1

Parking lots with close access to campus buildings within one designation, resulting in an approximate walk of less than 5 minutes.

**Price.** \$262

**Eligibility.** Faculty & Staff. Graduate students may be provided an opportunity to purchase based on availability.

#### **24 / 7 Access**

Zone 1 lots within east or west designation of choice.

Zone 2 lots

Zone 3 lots

#### **Peak Access (Weekdays 7:30am - 5pm)**

Overflow lot

#### **Off Peak Access (Weekdays 5:01pm-7:29am, Weekends)**

All Zone 1 lots

### Reserved Surface Space

A designated numbered space within any surface lot.

**Price.** \$645

**Eligibility.** Faculty & staff members approved by the SHSU President & Vice President for Finance & Operations.

#### **24 / 7 Access**

Your designated space

Zone 1

Zone 2

Zone 3

### Residential

Parking lots within walking distance to residential buildings, resulting in a 5-to-15-minute walk.

**Price.** \$238

**Eligibility.** Students who reside in SHSU housing.

#### **24 / 7 Access**

Your residential designation

#### **Peak Access (Weekdays 7:30am - 5pm)**

Overflow lot

#### **Off Peak Access (Weekdays 5:01pm-7:29am, Weekends)**

Zone 1 lots

Zone 2 lots

Zone 3 lots

### Zone 2

Parking lots within walking distance to campus buildings, resulting in a 5-to-10-minute walk.

**Price.** \$218

**Eligibility.** Faculty, staff, commuter students, & visitors.

#### **24 / 7 Access**

Zone 2

Zone 3

#### **Peak Access (Weekdays 7:30am - 5pm)**

Overflow lot

#### **Off Peak Access (Weekdays 5:01pm-7:29am, Weekends)**

Zone 1 lots



## Zone 3

Remote parking lots to campus buildings, resulting in a 10-to-20-minute walk. A few Zone 3 lots provide immediate access to off-campus administrative locations.

**Price.** \$92

**Eligibility.** Faculty, Staff, Students, & Visitors.

### **24 / 7 Access**

Zone 3

### **Peak Access (Weekdays 7:30am - 5pm)**

Overflow lot

### **Off Peak Access (Weekdays 5:01pm-7:29am, Weekends)**

Zone 1 lots

Zone 2 lots

## Overflow

Daytime parking near Bowers Stadium, The Art Complex, & the College of Criminal Justice.

**Price.** \$61

**Eligibility.** Faculty, staff, students, & visitors.

### **Peak Access (Weekdays 7:30am - 5pm)**

Only allowed to park in Overflow lot located on 16th Street accessed from Sycamore Avenue.

## Retiree

Parking lots with close access to academic, recreational, & administrative buildings for a cheaper rate.

**Price.** \$61

**Eligibility.** Any visitor who is officially titled as retiree through Sam Houston State University.

### **24 / 7 Access**

Zone 1 lots

Zone 2 lots

Zone 3 lots

## Motorcycle

Parking in 2-wheel spaces in parking lots. Excludes parking garages.

**Price.** \$121

**Eligibility.** Faculty, staff, & student.

### **24 / 7 Access**

2-wheel spaces in parking lots. Excludes parking garages.

### **Off Peak Access (Weekdays 5:01pm-7:29am, Weekends)**

4-wheel spaces in Zone 1 lots

4-wheel spaces in Zone 2 lots

4-wheel spaces in Zone 3 lots

## The Woodlands Center (TWC)

Parking provides access to The Woodlands Center.

**Price.** \$0

**Eligibility.** Anyone at The Woodlands Center

**Access.** The Woodlands Center parking lot and garage.

## Osteopathic Site

Parking that provides access to the College of Osteopathic Medicine.

**Price.** \$262

**Eligibility.** Faculty, staff, & students in the College of Osteopathic Medicine.

### **24 / 7 Access**

Zone 1 lot 70

Zone 2 lots

Zone 3 lots

### **Off Peak Access (Weekdays 5:01pm-7:29am, Weekends)**

All Zone 1 lots



## Mobility

Parking in marked handicap spaces in any zone.

**Price.** \$218

**Eligibility.** Anyone that provides proof of impairment.

### 24 / 7 Access

Handicap spaces in any zone

Zone 1 lots

Zone 2 lots

Zone 3 lots



## Disabled Veteran

Parking lots with close access to academic, recreational, & administrative buildings at no cost for eligible drivers. In adherence to Texas Transportation Code 681.008

**Price.** \$0

**Eligibility.** Veterans who meet eligibility guidelines but do not possess a disabled person license plate or a disabled parking placard that features the International Symbol of Access (ISA).

Veterans who meet eligibility guidelines and possess a disabled person license plate or disabled parking placard that features the International Symbol of Access would be granted a “Mobility” permit at no charge which would allow you additional parking in Handicap spaces in any zone.

### 24 / 7 Access

Zone 1 lots

Zone 2 lots

Zone 3 lots

## BUSINESS PERMITS

**Vendors, Contractors, & Affiliates.** Arrangements can be made with the Director of Parking & Transportation to provide parking options to vendors, contractors, & affiliates. The cost of the parking arrangements will be determined on a case-by-case basis. Any parking arrangements made by a department must be approved by Public Safety Services. Otherwise, vendors, contractors, and affiliates are considered visitors. Visitors must pay for hourly or daily parking options.

**Departmental Visitors.** Departments may purchase parking passes on behalf of their guests through the department module in the parking portal. To setup your department, contact Parking & Transportation.

**Employees.** In the event an employee needs to report to alternative location than their primary reporting location, departments may issue a business use pass for up to 2 days in advance. The employee receiving the permit must have an active Zone 1, Zone 2 or Zone 3 before the business use pass may be issued.

# Citations

University citations are issued for parking violations outlined in this document. Every person receiving a university citation must remit the amount of the fine to P&T. Citations can be issued subsequent to violation when the violator vehicle information, date, time, location of violation can be verified based upon complete and accurate information.

**Notice.** Citation notifications are sent via e-mail to the official SHSU e-mail address for all faculty, staff, and students. Stickers are placed on the window of unregistered vehicles the second citing and beyond. On hot, wet days stickers may be placed under the windshield wiper to protect the car from the sticker's adhesive during extreme weather conditions.

When unpaid charges are recorded, the P&T office shall notify the registered permit holder, university affiliate of the permit holder, or owner/operator of said vehicle by US Mail to the registered owner's address and/or registered e-mail address. Such notification shall state that unless payment of all accumulated charges is received by the date specified, the recorded vehicle may be impounded.

## VIOLATIONS TO PAY

Description	Fine
License plate improperly displayed	\$35
Parked in unauthorized Permit Zone	1st Offense - \$35
	2nd Offense - \$40
	3rd Offense - \$45
	4th Offense - \$50
	5+ Offense - \$55
Parked on or across marker lines	1st Offense - \$35
	2nd Offense - \$40
	3rd Offense - \$45
	4th Offense - \$50
	5+ Offense - \$55
Parked in a No Parking, Yellow Zone	1st Offense - \$35
	2nd Offense - \$40
	3rd Offense - \$45
	4th Offense - \$50
	5+ Offense - \$55
Parked in an undesignated parking area	\$35
Standing or parked in a Handicap Zone	\$180
Parked on campus without a valid permit	\$45
Parked in a reserved space	\$90
Improper Manner of Parking	\$25
Vehicle not registered/Failure to register valid permit	\$15

Parked over posted or paid time limit	\$25
Standing/Parked in a Fire Zone, Red Zone	\$120
Altered Receipt or License Plate	\$60.00
Parked Using Shared Permit	\$45.00

## HOW TO PAY

Citation fee payments are accepted through the Cashier's office for students, employees, & retirees. Your fee will be applied to your university account the day after your vehicle was cited or matched to your account. Visitors may pay for their citation through the parking portal. We cannot accept payment in our office.

## FAILURE TO PAY

Failure to pay citations within 10 calendar days of the date of the citation may result in one or more of the following:

**Registration Hold.** Students may be barred from registration, readmission, and have grades, degree, refunds, or official transcripts withheld pending payment of overdue charges.

**Vehicle Impoundment.** Upon notice, violators may be subject to the impoundment of their vehicle(s) pending payment of overdue charges.

Any vehicle parked in violation of this regulation, or a regulation issued hereunder may be immobilized (booted) or impounded (towed/relocated to a storage area). Violators who accumulate three (3) or more outstanding citations or have any outstanding citation over 45 calendar days past due, may have their vehicle towed. Vehicles may also be booted for specific violations. The university is not responsible for any damage to the vehicle during towing, relocation, or storage.

In addition to any charge that may be levied by the university for an offense resulting in relocation or towing, the owner of a relocated or towed vehicle will also pay commercial wrecker service fees, storage charges, and/or relocation fees.

If the owner or driver of the vehicle appears on the scene before the tow truck, the vehicle will not be impounded.

If the owner or driver appears on the scene after the arrival of the tow truck and before the tow hook is attached to the vehicle, the operator will be advised to proceed to a Parking and Transportation Services office to settle all outstanding fines and fees. The tow hook will be

considered attached when the vehicle has been hooked completely to the tow truck.

If the vehicle owner or driver appears on the scene after the tow truck driver has made a hookup but before the vehicle is impounded, the vehicle will not be impounded. The vehicle owner or driver is required to pay the tow truck driver the hookup fee in lieu of towing.

When a vehicle is towed, P&T and SHSUPD shall be notified. This notification shall include the name and the phone number of the towing contractor. DPSS may refuse to authorize release of the vehicle to the owner or custodian until the cost of boot removal, storage fees, and all other outstanding fines/fees have been paid.

A daily storage fee based on a 24-hour clock shall be charged to the owner or custodian of a vehicle left at the towing compound or university storage facility. Storage fees vary for cars, motorcycles, and bicycles. The person claiming an impounded vehicle shall be required to provide proof of ownership as required by the SHSU towing vendor. All towing, booting, and storage fees are subject to change.

#### **Suspension of Privilege to Drive and Park on Campus.**

The loss of the privilege of driving or parking a motor vehicle on campus shall commence immediately following notification of suspension. Such notification shall state the term of the suspension and consequences for violation of the stated terms. The violations of the suspension shall be reported to the Dean of Students if the person is a student or to the appropriate dean, director, or administrative official for possible disciplinary action if the person is a faculty or staff member.

If a person whose privilege of driving or parking on campus has been suspended receives a university citation by reason of having a vehicle on campus during the period of their suspension, the period of suspension may be extended.

Suspensions may be appealed within 10 calendar days on the grounds that the imposition of such suspension is improper or will create serious and substantial hardship. No appeal shall be considered if there are any unpaid citations outstanding at the time such appeal is filed, unless special arrangements are made with the P&T Office.

A person receiving notice that their privilege of driving or parking on the campus has been suspended shall lose all parking privileges without opportunity of a refund.

**University Disciplinary Action.** Failure to abide by these regulations may be the basis for disciplinary action for students and employees.

#### **TO APPEAL**

Any person cited for violation of any portion of the P&T regulations may appeal the citation to the university's designated appeals officer within 10 calendar days of the citation's issuance. Failure to meet the 10 calendar day appeal period requirement shall result in a forfeiture of all appeal privileges.

Requests for exceptions to the appeal deadline will be considered on an individual basis if mitigating or unusual circumstances exist. Such requests shall be submitted in writing to the P&T office and shall detail the reason(s) such a request is being made.

If a person desires to appeal a university citation, they may do so within 10 calendar days after issuance of the citation.

Appeals may be submitted online through a registered parking account at [www.shsu.edu/park](http://www.shsu.edu/park); emailed to [parking@shsu.edu](mailto:parking@shsu.edu); U.S. Postal Mail to P&T, Box 2329, Huntsville TX 77341-2329; or in person by visiting our office during business hours at 820 Bowers Blvd.

Regardless of the appeal method chosen, the following information must be included with the appeal. Incomplete appeals will be returned to the sender unprocessed.

- Name
- SAM ID (if applicable)
- University status (i.e., student, staff, faculty, visitor, etc.)
- Permanent address
- E-mail address
- Daytime phone number
- Citation number
- Vehicle plate number including state
- Permit number or receipt of hourly parking transaction (if applicable)
- Reason for appeal

The university appeal process allows the individual to demonstrate the citation is invalid. The person requesting the appeal will assume the burden of showing why the appropriate enforcement action should not take place. The first level of an appeal is the appeal officer within P&T. The appeal officer shall review all timely filed appeals within 15 working days, or 30 working days during major special events. The violations for "Parked in Handicap" and "Parked in Fire Zone/Red Zone" are not eligible for appeal

unless there is clear evidence that the person had the proper, active permission or documentation available that would nullify the violation as an error of fact.

The basis for determining the outcome of a parking citation appeal is whether, or not, a parking violation took place. Invalid reasons for dismissing a citation include but not limited to:

“I never received a ticket.”

“I was only parked there for a few minutes”

“I didn’t realize I couldn’t park there”

“I didn’t know I had to pay to park”

“I’m not familiar with where I should park”

“There were no signs or paint markings stating I couldn’t park there”

“Other cars were parked there without being ticketed”

“I parked there before without receiving a citation”

“I was not parked long and my vehicle flashers were on”

“I can’t afford to pay this citation”

“An employee said that I could park there”

Submitting an appeal to the appeal officer does not stay or prevent requirements of making payment for the towing, booting, and/or storage fees for removal of the impounded or immobilized vehicle or bicycle.

**Appeal Panel.** The second level of appeal is with the university’s Parking and Transportation Appeal Panel. This panel has been established to review appeals that have been denied or reduced by the appeal officer. The panel consists of representatives from the faculty, staff, and student bodies. The appellant may make a written appeal to the Appeals Panel within five (5) calendar days of the date of the appeals officer’s decision.

Written requests shall include all information required in the initial appeal plus any additional information the appellant wishes to include.

For a second level of appeal to be considered the citation must be paid in full. Such payment serves as a “bond” until the appeals panel renders a final decision.

The Appeals Panel shall set forth the grounds on which the appealing party believes the decision was improper or inequitable.

The panel may review an appeal online, in a written format, or in person with the appellant by appointment determined by the availability of the Appeals Panel. Final disposition by the panel shall be understood to mean a ruling in which the panel affirms, modifies, or reverses a decision of the appeals officer. The decision of the Appeals Panel is final. The disposition of the “bond” will depend on the decision of the panel.

When the P&T office is advised in writing of the decision rendered by the panel, the bond will be released, and the proceeds will then either be refunded to the appealing party or used to pay any outstanding fees.

### FORGIVENESS

The first citation issued to you may be eligible for Citation Forgiveness. The citation fine amount must be \$30 or less. Citations over \$30 cannot be forgiven due to the disruptive nature of those violations. Vehicles not registered prior to issuance are not eligible. You must ask forgiveness within 10 calendar days of being issued a citation. Only one ticket will be forgiven per account and/or license plate. The citation cannot have previously been appealed or reduced.

Participants will fill out a form via [www.shsu.edu/forgiveme](http://www.shsu.edu/forgiveme), in which they’ll provide their information and take a 10 question parking quiz.

Those that provide a reasonable explanation and pass the quiz, with a 70 or higher, will be granted Citation Forgiveness. Please give us 48 hours to review your information.

# Events

The Associate Director of P&T may cause certain lots, spaces, areas, or garages to be reserved for those attending a special event or specifically authorized persons. Special events coordination is required for any special event requiring reservation of parking spaces and surface lots or when buses or more than twenty vehicles are anticipated to park on campus.

P&T may issue special permits or require electronic registration of vehicles parked for an event on campus.

Prices for event parking will vary depending on the type, location, and time of day of the event. Event parking locations are determined on a case-by-case basis at the discretion of P&T. The Sam Houston Parking Garage is the preferred, primary location for event parking.

Events that expect or require event parking regarding the use of a vehicle with more than 15 occupants for transportation of their guests will be required to meet with Parking and Transportation regarding a transportation route plan, identification of drop off/pick up points, and storage of vehicles at a remote location when not in use.

Parking and Transportation will provide an invoice of all charges to the event host and payment will be expected within a term of 30 days. If the host is a department of SHSU, payment may be processed using the university's Interdepartmental Order Form. Hosts that are not a department of SHSU may pay via check or accepted credit card payment.

The Associate Director of P&T may take one or more of the following steps to inform permit holders of special event parking policies:

- Information mailed or e-mailed to all permit holders with assigned lots or garages affected by special event parking.
- Event parking signs posted at the entrances to lots reserved for special events by P&T.
- Information posted on the P&T web site.

Public Safety Services is authorized to remove and/or have cited, vehicles parked in reserved spaces before athletic or university-sponsored events. On the day of an event, a list of all vehicles removed and/or relocated will be forwarded to SHSUPD.

## RENTAL RATES

### SHSU Affiliate Host Paid Parking

Type	Unreserved Space	Reserved Space <20	Max Total (Entire Lot/Facility)	
	Per Day	Per Day	Peak	Off-Peak
Surface	\$4.00	\$5.00	\$600.00	\$350.00
Garage	\$6.00	\$7.00	\$1350.00	\$700.00

### Non-SHSU Affiliate Host Paid Parking

Type	Unreserved Space	Reserved Space <20	Max Total (Entire Lot/Facility)	
	Per Day	Per Day	Peak	Off-Peak
Surface	\$5.00	\$6.00	\$700.00	\$450.00
Garage	\$7.00	\$8.00	\$1500.00	\$850.00

### Guest Paid Parking

Type	Max Daily Rate
Surface Lot	\$5.25
Garage Space	\$9.00

### Parking Attendant

The standard Parking Attendant rate includes monitoring of entry/exits of a surface lot or structure for the first 3 hours of an event. After that time, normal parking operations will resume in that area. If further monitoring is requested for the event, the hourly rate for a parking attendant will be used for billing purposes.

Standard Rate	Additional Hourly Rate
\$65.00	\$10.50



# Pricing

## ANNUAL PERMITS RATES

Permit	Annual	Fall Only	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Reserved Surface	\$645	N/A	\$645	\$645	\$595	\$545	\$495	\$445	\$395	\$345	\$295	\$245	\$195	\$145	\$95
Zone 1	\$262	\$158	\$262	\$262	\$242	\$222	\$202	\$182	\$162	\$142	\$122	\$102	\$82	\$62	\$42
Osteopathic	\$262	\$158	\$262	\$262	\$242	\$222	\$202	\$182	\$162	\$142	\$122	\$102	\$82	\$62	\$42
Zone 2	\$218	\$131	\$218	\$218	\$201	\$184	\$167	\$150	\$133	\$116	\$99	\$82	\$65	\$48	\$31
Resident	\$238	\$143	\$238	\$238	\$220	\$202	\$184	\$166	\$148	\$130	\$112	\$94	\$76	\$58	\$40
Mobility	\$218	\$131	\$218	\$218	\$201	\$184	\$167	\$150	\$133	\$116	\$99	\$82	\$65	\$48	\$31
Motorcycle	\$121	N/A	\$121	\$121	\$112	\$103	\$94	\$85	\$76	\$67	\$58	\$49	\$40	\$31	\$22
Zone 3	\$92	N/A	\$92	\$92	\$85	\$78	\$71	\$64	\$57	\$50	\$43	\$36	\$29	\$22	\$15
Overflow	\$61	N/A	\$61	\$61	\$56	\$51	\$46	\$41	\$36	\$31	\$26	\$21	\$16	\$11	\$6
Retiree	\$61	N/A	\$61	\$61	\$56	\$51	\$46	\$41	\$36	\$31	\$26	\$21	\$16	\$11	\$6
Garage	\$500	\$300	\$500	\$500	\$462	\$424	\$386	\$348	\$310	\$272	\$234	\$196	\$158	\$120	\$41
Custodian/Ground	\$218	N/A	\$218	\$218	\$201	\$184	\$167	\$150	\$133	\$116	\$99	\$82	\$65	\$48	\$31
SHPG Reserved	\$1000	N/A	-	-	-	-	-	-	-	-	-	-	-	-	-

Payroll deduction available for full-time, benefits-eligible employees through February.

## HOURLY PERMITS RATES

Parking Time	Garage	Zone 1	Zone 2	Zone 3
First hour	\$2.75	\$2.75	\$1.50	\$0.75
Each hour after	\$1.25	\$1.00	\$0.75	\$0.50
6+ hours	\$9.00	\$7.75	\$5.25	\$4.25

## SPECIAL EVENT PERMITS

### SHSU Affiliate Host Paid Parking

Type	Unreserved Space	Reserved Space <20	Max Total (Entire Lot/Facility)	
	Per Day	Per Day	Peak	Off-Peak
Surface	\$4.00	\$5.00	\$600.00	\$350.00
Garage	\$6.00	\$7.00	\$1350.00	\$700.00

### Non-SHSU Affiliate Host Paid Parking

Type	Unreserved Space	Reserved Space <20	Max Total (Entire Lot/Facility)	
	Per Day	Per Day	Peak	Off-Peak
Surface	\$5.00	\$6.00	\$700.00	\$450.00
Garage	\$7.00	\$8.00	\$1500.00	\$850.00

### Guest Paid Rates

Type	Max Daily Rate
Surface Lot	\$5.25
Garage Space	\$9.00

### Parking Attendant Fee

Standard Rate	Additional Hourly Rate
\$65.00	\$10.50

## CITATION FEES

Description	Fine
License plate improperly displayed	\$35
Parked in unauthorized Permit Zone	1st Offense - \$35 2nd Offense - \$40 3rd Offense - \$45 4th Offense - \$50 5+ Offense - \$55
Parked on or across marker lines	1st Offense - \$35 2nd Offense - \$40 3rd Offense - \$45 4th Offense - \$50 5+ Offense - \$55
Parked in a No Parking, Yellow Zone	1st Offense - \$35 2nd Offense - \$40 3rd Offense - \$45 4th Offense - \$50 5+ Offense - \$55
Parked in an undesignated parking area	\$35
Standing or parked in a Handicap Zone	\$180
Parked on campus without a valid permit	\$45
Parked in a reserved space	\$90
Improper Manner of Parking	\$25
Vehicle not registered/Failure to register valid permit	\$15
Parked over posted or paid time limit	\$25
Standing/Parked in a Fire Zone, Red Zone	\$120
Altered Receipt or License Plate	\$60
Parked Using Shared Permit	\$45

# Enforcement

## GOVERNANCE

**Office of Parking and Transportation (P&T).** This office is responsible for all administrative functions relating to the issuance of parking permits/ permissions, the collection of administrative enforcement charges for university parking and traffic administrative violations, the acceptance of appeals from such violations, the processing of refund requests upon withdrawal from the university, and for the operation of all parking lots and garages. P&T also supervises the parking enforcement assistants who issue parking citations as outlined in these regulations.

Questions relating to these functions should be directed to Office of Parking and Transportation, 820 Bowers Blvd. The normal administrative operating hours are Monday through Friday from 7:30 a.m. to 4:30 p.m., however, these hours are subject to change.

**The Sam Houston State University Police Department (SHSUPD).** SHSUPD may enforce regulations at any time or under any circumstances deemed necessary. SHSUPD has legal authority for the enforcement of these Parking and Traffic Regulations. SHSUPD police officers may issue university citations or court appearance citations enforceable in the appropriate state or municipal court (Section 31.1.6 Enforcement, Sanctions and Appeals Process). On special occasions and during emergencies, parking limitations may be imposed by Sam Houston State University Director of Public Safety Services/Chief of Police or waived at his discretion due to prevailing conditions.

**The Parking and Traffic Appeals Panel.** This panel is composed of faculty, staff, and students, and reviews petitions and appeals arising in connection with parking priorities and the enforcement of regulations.

## METHODS AND DEVICES

The University may enforce these parking and traffic regulations using the following means:

- Through the issuance of university citations and the collection of administrative enforcement charges for offenses;
- Through the impoundment or booting of vehicles interfering with the movement of vehicular, bicycle, or pedestrian traffic; blocking a space for those with disabilities, loading dock, ramp, cross-walk, entrance,

exit, fire lane, or aisle; and/or with unpaid charges after proper notice as provided by these regulations;

- By the suspension, revocation, or denial of campus driving, permit, and garage access privileges to those with overdue charges or who have violated stipulations of these regulations;
- By requiring either the vehicle owner/operator or the person who purchased the permit to appear in the appropriate state or municipal court or at a university hearing for non-payment of outstanding charges;
- By barring re-admission and by withholding grades, degree, refunds, and official transcript of any student for non-payment of outstanding charges;
- By disciplinary action against employees or students who fail to abide by these regulations;
- Through SHSUPD, by the issuance of court appearance citations requiring an appearance in the appropriate state or municipal court. A violation of the university parking & traffic regulation is a misdemeanor punishable by a fine of up to \$200;
- By such other methods as are commonly employed by city governments or state agencies in control of parking and traffic regulation enforcement.

**Evidence.** The issuance of a citation reflecting the fact that any parking or traffic control device, sign, parking meter, signal, or marking was actually in place at any location on campuses of SHSU shall constitute prima facie evidence that the same is official and was installed under the authority of applicable law and these regulations. Evidence that a motor vehicle was found having stopped, parked, or left standing in violation of these regulations is prima facie evidence that the vehicle was parked by:

- The person holding a university parking permit for the vehicle
- If no university parking permit has been issued for the vehicle and the vehicle is not registered with the university, the person whose name it is registered with the Texas Department of Motor Vehicles or the corresponding agency of another state or nation and/or,

- A son, daughter, spouse, or ward of the registered owner, is such person who is employed with or enrolled in the university at the time of the violation
- The absence of sufficient parking spaces on the university campus is not justification for violation of these regulations. Failure to enforce any regulation shall not constitute a waiver of the university's authority to enforce these regulations. Other improperly parked vehicles do not constitute an excuse for improper parking

**Collection Methods.** Failure to pay debts within the required time frame can result in the university arranging for the collection of fees assessed against faculty, staff, students, and visitors in the following manner:

- Parking citation debts will be invoiced to the permit holder, registered owner of the vehicle or the individual's university affiliate that are responsible for the citation.
- A financial or non-financial bar will be placed against students for past due debts.
- SHSU may elect to use the services of a commercial collection agency or attorney to collect outstanding fees for permits and citations. If a debt is referred to an agency or attorney, the offender will be responsible for paying all costs of collection, including any agency fees and/or reasonable attorney's fees, which will be added to the total amount due. Additionally, a late fee may be added to the outstanding fees.
- No parking permit/permission will be issued to any individual who has P&T outstanding debts.
- When the Vice President for Student Affairs determines the civil penalties validly imposed for violation of these regulations cannot, or will not, be

collected through normal administrative procedures, they may bring a civil action against the offender in the name of the university for the recovery of the penalty.

## RESPONSIBILITY

- The person to whom a university parking permit or permission is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through P&T by that person.
- If the vehicle is not registered through P&T to any university-affiliated party, then the person to whom the vehicle is registered through the Texas Department of Transportation or other state agencies at the time of issuance of the citation and that individual's university affiliate (faculty, staff or student) are responsible for the citation.

**Liability.** SHSU assumes no liability or responsibility for damage to, or theft of, any vehicle parked or driven on campus. The university assumes no responsibility or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked on the campus. The provisions of this regulation shall apply to all operators of all vehicles, public and private, and they shall be enforced 24 hours a day except as otherwise specified by these regulations. It shall be prohibited for any operator to violate any of the provisions of these regulations.

**Vehicle Sale or Transfer of Ownership.** If the owner of a vehicle has sold or transferred the vehicle to a new party, the owner must contact the county tax office or regional office and fill out the Motor Vehicle Transfer Notification Form (VTR-346). Upon receipt of the form and fee, the Department of Motor Vehicles records will be updated to reflect the transfer/sale of the vehicle. Upon receipt of proof of this transfer, P&T will release the owner from liability of any citations issued to the vehicle after the sales date.

## Bicycles

All state and local laws pertaining to bicycles will be enforced on campus. This enforcement includes traffic and parking regulations. Measures to enforce these regulations may include warning notification, citations and/or impoundment of a bicycle.

### GUIDELINES

- Campus speed limit is 10 mph.
- Bikes may not ride on sidewalks, disabled ramps, in mall areas or in parking garages.
- Bikes must yield to pedestrians.
- Bikes must keep to the right of the roadway and obey all traffic control devices.
- Bicycles secured to anything other than a bicycle rack are considered improperly parked.
- Any bicycle considered abandoned, lost, stolen, or improperly parked or stored may be impounded at the owner's expense (see Citations).
- The university is not responsible for any incidental damages that may occur to bicycles or locks during the impoundment process

## Vehicle Charging Stations

Electric Vehicle Charging Stations are available to customers who have an any active permit or who have initiated an hourly parking session through Parkmobile. If utilizing a station inside a parking garage you must either have an active garage permit or initiated an hourly parking session through Parkmobile.

### GUIDELINES

- Only electric vehicles may park in the dedicated spaces.
- Vehicles must be actively charging when parked.
- Charging is limited to four (4) hours.
- Failure to remove the vehicle from the charging station after four (4) hours will result in a citation.

## Definitions

**Commuter.** A student without resident assignment within Sam Houston State University managed housing.

**Disabled Vehicle.** Any vehicle that has mechanical failure which prevents it from being operated at all or impedes the vehicle's operation for a period of more than 48 hours.

**Disabled Veteran.** Any veteran that has, or qualifies for, disabled veteran license plates, or has a disabled placard issued by the Texas Department of Motor Vehicles and provides proof of service through Department of Defense or Department of Veterans Affairs paperwork.

**DPSS.** Sam Houston State University Department of Public Safety Services, which includes University Police Department and the Office of Parking and Transportation.

**Event Parking.** Any lot or parking garage maintained by P&T may be closed and utilized for event parking for the use of events sponsored by SHSU. These events include but are not limited to athletic, departmental, recruiting, administrative, or celebratory events.

**Extraordinary Service Veteran.** Any veteran that qualifies for or has specialty license plates issued by the Texas Department of Motor Vehicles indicating receipt of a Purple Heart, Congressional Medal of Honor, Distinguished Service Medal, Bronze Star Medal, Army Distinguished Service Cross, Air Force Cross, Distinguished Service Cross, Navy Cross, or indicating service as a Prisoner of War or Survivor of Pearl Harbor.

**Faculty/Staff.** Any person employed by the university, full-time or part-time. The Faculty/Staff designation does not apply to graduate assistants or student employees of the university.

**Fire Zone/Red Curb Area.** This area is marked by any single or combination of signage, red curb painting and/or red lines on the pavement. A vehicle, with exception to an emergency vehicle, may not be parked and left unattended for any amount of time. Any vehicle observed in this manner is considered in violation and can be cited and/or towed.

**Flagrant Violations.** A clear and obvious violation of these rules and regulations, including but not limited to receipt of 3 or more unpaid citations; or any violations that substantially impact the daily operations of the university or the health and safety of others.

**Impound.** Securely hold a vehicle until certain conditions are met for its release.

**Improper Parking.** A vehicle parked against the flow of traffic, obstructs the free flow of traffic and/or prohibits use of space or access. More details available in the parking section of this document.

**Inhabitation.** To live or reside in a vehicle.

**Intersession.** The period between the day following the published last day of SHSU finals of one semester and the beginning of the next semester (first day of class) and SHSU spring break.

**Motorcycle/Moped/Motor Scooters.** A self-propelled device with at least two wheels in contact with the ground during operation, a braking system capable of stopping the device under typical operating conditions, a gas or electric motor, and a deck designed to allow a person to stand or sit while operating the device.

**Official University Holiday.** Those days when the university is officially closed for business.

**Off Peak Hours.** Weekdays between 5:01pm - 7:29am & weekends.

**Parking And Transportation (P&T).** The Department of Public Safety Services Office of Parking and Transportation.

**Parking Enforcement Assistant.** Employee of P&T who controls the parking of motor vehicles; issues parking citations in parking lots, garages, and along streets at SHSU; provides guidance and directions to visitors; assists with special event parking.

**Parking Permit.** Permits are electronic parking permissions attached to your registered vehicle license plate number. A permit allows you to park in designated areas.

**Parking Space.** An area designated for vehicle parking by pavement or curb markings and signs. Any area not so marked is not a valid parking space. A parking space will have an area designated on three sides by lines and/or posts, curbs, or other types of barriers for the explicit purpose of parking a motor vehicle.

**Patient Parking.** Designated spaces in front of the Student Health Center that are reserved for active patients with a verifiable appointment.

**Pay By Hour, Hourly Pay Parking or Metered Parking Space.** Designated parking spaces identified by space signage or signage at the entry of a parking lot for use at an hourly rate and maximum daily rate. Pay by Hour Parking is available for all non-permit holders and permit holders that would like to utilize the space for parking. Pay by Hour parking is managed, and all fees paid through a third-party parking application service. Registration of a vehicle and proof of purchase or transaction of parking validates a vehicle to park in a pay by hour or metered parking space.

**Peak Hours.** Weekdays between 7:30am - 5:00pm

**Permit Requirements.** A parking permit is required at all times on campus, 24 hours a day, 7 days a week. This may be an annual permit or pay by hour. Access privileges may change during intersessions and official university holidays.

**Private Contractor.** Any person employed by a business, but not affiliated with SHSU as faculty, staff, or student, which has contracted to operate a business or service function of the university.

**Reserved Parking Space.** A parking space identified by signage to be reserved or designated. Traffic cones and barricades in parking areas should be observed as a reserved area or an area that is closed and should not be utilized.

**Resident.** Students who have a current SHSU on-campus housing assignment.

**SHSU.** Sam Houston State University

**Student.** Any person who is or has been within the last six months registered and enrolled at the university; including, but not limited to, online students, dual credit students,

part-time students, auditing individuals, teaching assistant students, graders, and research assistants.

**Tow.** When a vehicle is authorized to be removed from university property by DPSS or designee for a flagrant violation or in a matter where DPSS identifies a vehicle parked in a manner that presents a hazard or obstruction to university operations.

**Unauthorized Parking Permit.** Use of a parking permit for which the individual is no longer eligible or use of a parking permit that was purchased/issued to another individual.

**University.** Sam Houston State University

**University Property.** Includes all properties under the control and jurisdiction of Sam Houston State University.

**UPD.** Sam Houston State University Police Department

**Vehicle.** Includes, but is not limited to, automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, and bicycles.

**Vendor.** An individual or company not affiliated with the university as faculty, staff or student, which provides goods or services to the university.

**Visitor.** Any person who is not a faculty, staff or student member of the university or otherwise eligible for a SHSU parking permit. Visitors may not receive free parking services or permits for the benefit of a student, faculty or staff member. The appropriate parking permit or pay by hour parking option should be used.

**Yellow Zone/Area.** This area is identified by signage and/or yellow curb or surface lot striping and considered a No Parking Area. Any vehicle parked and left unattended for any amount of time is in violation and can be cited and/or towed. Curbs painted yellow can be used as a loading/unloading zone of large, heavy equipment but the vehicles may not be left unattended for any amount of time. Any vehicle observed in this manner is considered in violation and can be cited and/or towed