

Parking Rules and Regulations

Updated 7/26/23

(1) Parking Permit Requirements

- (A) Every individual who parks or expects to park a motor vehicle (whether privately owned, leased or borrowed) on University property, at any time, must register that vehicle with the valid license plate.
 - (i) Registration can be done through ParkUToledo.com, the ParkMobile App or at parking meters (Enforced 24/7).
 - (ii) The registered license plate becomes an electronic parking permit.
- (B) The ParkUToledo office shall make available the appropriate parking permit upon proper vehicle registration and payment of parking fees, via the online parking system. It is the responsibility of all permit holders to promptly update their permit and vehicle information in the parking system. All outstanding citations must be paid in full before purchasing a new permit.
- (C) The person to whom a vehicle is registered in the ParkUToledo parking system is responsible for the citation. If the vehicle is not registered within the ParkUToledo parking system, it is the responsibility of the registered owner of the vehicle. It is the responsibility of the registered driver to make sure others operating the registered vehicle understand and obey these regulations.
- (D) A permit does not assure the availability of a convenient parking space, but grants the privilege of parking in a specific area when space is available.

(2) Purchasing a Parking Permit

- (A) Student Permits
 - (i) Students may purchase a permit at ParkUToledo.com or access through the MyUT portal.
 - (ii) Students must be enrolled for the semester in which they're trying to purchase their permit.
 - (iii) All student permits must be purchased online using a credit/debit card. All transactions include applicable taxes and processing fees.
 - (iv) Semester Permits may be canceled and refunded before the last add/drop day of the undergraduate semester by emailing info@ParkUToledo.com. If the permit has been used to park on campus, the cost of a daily permit for each day used prior to the refund request will be deducted from the refund.
 - (v) Permit fees are posted on the ParkUToledo website (www.ParkUToledo.com) as well as on the parking permit system. Fees vary in both cost and duration of validity.
 - (vi) Student employee permits are available for students who are currently working at Main Campus or Health Science Campus, and not registered for on-campus classes during the semester in which they are working. Students must be enrolled exclusively in online courses to be eligible for a student employee permit.
 - (vii) Permit upgrades can be issued to students with a verified state issued disability placard.
 - (aa) Supporting documents must be submitted in person at the ParkUToledo parking office, or submitted via email at info@parkutoledo.com each semester.

- (viii) For daily or monthly permits, please refer to section 2 (d) within this document.
- (ix) A permit is required for students and employees to park at the Health Science Campus.
- (B) Faculty/Staff Permits
 - (i) Faculty/staff may purchase a permit at ParkUToledo.com or access through their MyUT portal.
 - (ii) Permits may be paid through payroll deduction or credit/debit card unless otherwise stated in Collective Bargaining contracts. All credit card transactions include applicable taxes and processing fees.
 - (iii) Permit fees are posted on the ParkUToledo website (www.ParkUToledo.com).
 - (iv) Requests for qualified permit changes can be made by emailing info@ParkUToledo.com.
 - (v) Permits are subject to cancellation in the event of an employment classification change. ParkUToledo office will communicate upon any cancellation or change.
 - (vi) Faculty/staff who are no longer employed by the university will need to email info@ParkUToledo.com to cancel their parking permit.
 - (vii) For daily or monthly permits, please refer to section 2 (d) within this document.
 - (viii) A permit is required for students and employees to park at the Health Science Campus.
- (C) Affiliate Permits
 - (i) Permits can be obtained through the parking portal at ParkUToledo.com once the sponsoring university department receives confirmation of their active status in Banner.
 - (ii) For daily or monthly permits, please refer to section 2 (d) within this document.
 - (iii) A permit is required for students and employees to park at the Health Science Campus.
- (D) Visitor/Short Term Parking Permits
 - (i) Visitor/Short Term permits can be obtained for a fee using the following methods:
 - (aa) ParkUToledo.com (daily or monthly permits)
 - (bb) [ParkMobile App](#) (hourly parking)
 - (cc) Parking Meters in areas 11, 12 & 13 (hourly parking)
 - (dd) Coin Meters in areas 18 (hourly parking)
 - (ii) Visitors/Short Term parkers will need to know their license plate number when registering to park on campus.
 - (iii) Purchasing a visitor or short-term permit through ParkUToledo.com will carry “C” parking privileges. The holder may park in any space that allows “C” parking privileges.
 - (iv) To register a vehicle using ParkMobile, visit the ParkMobile website, download the mobile app or call the toll-free number on the green ParkMobile sign (877-727-5009).
 - (v) It is the responsibility of the visitor or short-term parker to know where they are permitted to park on campus. A map of parking locations can be found at <https://www.parkutoledo.com/find-parking/#where-should-i-park>.

- (E) Departmental Permits
 - (i) Visitors invited to the campus by an employee or affiliate of the University for the purpose of short-term University business will need to provide valid vehicle information with a valid email address to the department to obtain a permit.
 - (ii) Departments looking to purchase parking permits for their visitors will need to set up an account by completing the appropriate form found: [Here](#)
 - (iii) A department index and account number are required when creating a department portal.
 - (iv) Departments will be charged at the completion of each month, for the prior month's usage.
 - (v) Annual department permits are available for purchase by request through an email sent to info@ParkUToledo.com.
 - (vi) Departments are responsible for providing visitors with accurate information regarding where they may park with their permit.
 - (vii) A departmental permit does not allow the free use of parking meters. Parking meters require separate payment when in use.
 - (viii) Meter codes for hourly parking at the meters in 11, 12 & 13 may be purchased by contacting info@parkutoledo.com.
 - (ix) Departmental permits will receive "A" parking permissions.
- (F) Contractor/Vendor Permits
 - (i) Contractors/Vendors, including their employees, shall register all vehicles that may be parked on campus and are required to park in designated spaces.
 - (ii) Contractors/Vendors who need to purchase their own parking permit can do so at <https://UToledoparking.pmreserve.com>.
 - (aa) Each vehicle will need to register valid vehicle information in order to obtain an individual permit.
 - (bb) Codes are disseminated by the Purchasing and Facilities & Construction Departments.
- (G) Media Parking
 - (i) Clearly marked media vehicles may utilize service vehicle spaces.
 - (ii) In Bus Loops - all loops need enough clearance for bus or firetruck to get around.
 - (iii) No Parking on grass, roadways, meter spots (without paying), disabled (without state issued placard) reserved spaces, patient only spaces, or any area that impedes traffic flow.
 - (iv) Unmarked media vehicles must adhere to all policies set in this document. Unmarked media vehicles must arrange a permit with communications, athletics, or any department that may be bringing the media to campus.

- (H) Other Permits
 - (i) MOTORCYCLES – are required to be properly registered in the parking system like any other vehicle.
 - (ii) STATE REGISTERED DISABILITY PLACARD – A ParkUToledo permit is required to park on campus with a state-issued disability placard or license plate.
 - (iii) DEPARTMENTAL LOADING PERMITS – For purposes of loading and unloading outside of authorized parking areas, operators of properly registered vehicles must obtain a special short-term loading permit from the ParkUToledo parking office.
 - (aa) Loading permits may only be requested by a supervisor.
 - (bb) Loading permits will not be issued to students.
 - (cc) A valid ParkUToledo permit is required to acquire a loading permit.
 - (dd) Loading permits can only be retrieved by the permit holder.
 - (ee) Loading permits are valid for one fiscal year.
 - (ff) Upon receipt of a Loading Permit an additional set of specific policies must be executed.
 - (iv) A permit is required for students and employees to park at the Health Science Campus.

(3) Parking Permit Rules (Strictly Enforced)

- (A) A fee will be assessed for all parking permits, which are required to park on campus.
- (B) It is the responsibility of all permit holders to purchase and promptly update their vehicle information at ParkUToledo.com.
- (C) Permit type is indicated by a capital letter (Example “D” Permit).
- (D) Signs at the entrances to parking areas will indicate the general use of the area; however, the use of specific spaces will be indicated by light post signs and/or signs at individual spaces. As a secondary reference; refer to the color of the lines painted directly on the parking surface.
 - (i) Yellow lines indicate “A”, “E” and “G” permits only.
 - (ii) Green lines indicate Patient Parking only.
 - (iii) White lines indicate all permit spaces.
- (E) Valid and registered ParkUToledo permit holders may park in any parking area after 5pm until 7am Monday through Friday, as well as all day Saturday and Sunday until 7am Monday morning.
Exceptions Include:
 - (i) Reserved disabled and metered spaces which are enforced 24/7
 - (ii) Lot 14 and 44A
 - (iii) Lot 25N and 27A (No overnight parking from 12 a.m. to 6 a.m).
 - (iv) Patient parking areas
- (F) Vehicle license plate must be facing the drive aisle in which the vehicle is parked. Backing in or pulling through a parking space is prohibited if the vehicle does not have a front plate. Use of vehicle covers is prohibited. Attempts to cover license plates, or deceive ParkUToledo or the Ambassadors scanning vehicles will be considered a tampering violation.
- (G) Multiple vehicles may be registered under the same permit. However, citations will be issued to both vehicles if multiple plates registered to the same permit are scanned within a 3-hour period.
- (H) Except as otherwise provided, vehicles shall be parked only in approved spaces indicated by parking lines. Any areas with crosshatched stripes, grass areas etc. are not approved spaces these are “No Parking” areas.

- (I) Overnight parking is defined as parking anytime between 12am and 6am.
- (J) Enforcement for reserved parking spaces is 24 hours, 7 days a week.
- (K) A metered lot or space requires payment at all times; special events are not exempt. If a citation is given for a vehicle parked at a meter without payment through a meter kiosk, mobile payment app or individual meter, no appeal will be granted.
- (L) **DEPARTMENT LOADING PERMITS** - The loading permit is good for 30 minutes unless otherwise specified by ParkUToledo. The vehicle must be parked in a loading zone or other approved parking space.
 - (i) Loading permits do not authorize the holder to park in special use areas such as, but not limited to disability spaces, reserved, patient spaces or metered spaces/lots.
 - (ii) A loading permit on non-company logo vehicles must be displayed regardless of any other parking permit.
 - (iii) Loading permits are to be used for loading and unloading only.
 - (iv) Loading permits do not allow the holder to park in hash lines, on the sidewalk, in the grass, roadway in fire lanes or tow away zones.
- (M) **DISABLED** – ParkUToledo may designate spaces to be limited to disability parking.
 - (i) Disability placards or license plates can only be obtained through the Bureau of Motor Vehicles.
 - (ii) Spaces will be indicated by signage for the space. Spaces so marked are approved for use only by vehicles with a registered ParkUToledo permit as well as a state disability placard or plate.
 - (iii) Disability placards will only be considered valid if the registered placard owner is present when the placard is in use.
 - (iv) Students refer to Section 2(a), vii.
- (N) **DONORS** – Donor permit registration allows one vehicle at a time to park in unreserved faculty, staff or student parking space on both campuses: Main, and Health Science Campus.
 - (i) A donor permit maintains “A” parking permit privileges.
 - (ii) Donors with a valid parking permit should refrain from parking in reserved spaces, fire lanes, Executive (“E” permits) and Gold (“G” permits) spaces, disability spaces (without a designated placard or plate), or in metered spaces (without payment).
 - (iii) If an area is not identified with parking lines, then it is not a valid parking space.
- (O) **OTHER** – ParkUToledo may designate other individually reserved spaces. Spaces so marked shall be used only as indicated.
- (P) **SPECIAL EVENT** – The ParkUToledo office may temporarily designate spaces for special events in permit areas which may displace permit holders from their typical area. Special events do not entitle permit holders to violate the restrictions of their parking permit.

- (Q) **MOTORCYCLES** – ParkUToledo may designate spaces and areas to be limited exclusively for motorcycle, motor scooter, and motorbike parking.
 - (i) Motorcycles must register for a permit in the parking system in order to park on campus.
 - (ii) Under no condition will gasoline-powered vehicles, including mopeds, be stored or parked inside University buildings.
 - (iii) Two-wheeled vehicles are encouraged to park in yellow or white hash marks, with the exception of crosswalks.
 - (iv) Motorcycles may not park in the same space as a vehicle.
 - (v) If a motorcycle is registered to the same permit as a vehicle, only one may be on campus at a time.
- (R) **GOLF CARTS**–
 - (i) Golf carts cannot utilize parking spaces.
- (S) **UNIVERSITY VEHICLES**
 - (i) All university vehicles used or operated by faculty, staff or students must be parked in approved spaces; parking restrictions and regulations will apply in all instances and assigned drivers will be personally responsible for all tickets received.
 - (aa) University maintenance and service vehicles may park in appropriate service areas.
 - (bb) Personal vehicles that are used for University work purposes must be parked in approved spaces and follow all parking rules and regulations.
 - (cc) Parking Meters are enforced 24/7. Payment is required when metered spaces/areas are utilized by service vehicles.
- (T) **Non-Motorized equipment**
 - (i) Equipment may not be stored or utilize parking spaces without a permit or preapproval.
 - (ii) All persons using rollerblades, skateboards, bicycles or other non-motorized equipment on the premises of The University of Toledo may not engage in activity that represents a risk to their safety or the safety of others within the parking areas.

(4) General Parking Rules

- (A) A person shall not commit an act nor fail to act in any manner described in any section of these regulations.
- (B) In addition to these ParkUToledo regulations, the laws of the state of Ohio and the ordinances of the City of Toledo are adopted herein by reference.
- (C) It shall be unlawful for any person to operate a motor vehicle in excess of 10 miles per hour (or otherwise posted) in university parking lots.
- (D) License plates are scanned to validate parking permit registration or lack thereof as well as compliance with permit limitations.
- (E) Operators of motor vehicles and bicycles shall yield the right of way to pedestrians in marked crosswalks in parking lots at all times.
- (F) Parking is prohibited at all times in all fire lanes, roadways, tow away zones, and landscaped areas including (but not limited to) the Student Union and McCommas Village.
- (G) Where individual parking spaces are designated and marked on the parking surface, the vehicle shall be parked entirely within such individual parking spaces.
- (H) No motor vehicles shall be driven or parked upon any sidewalk, grassed or landscaped area.

- (I) No motor vehicle shall park in a visitor, disability, loading or otherwise reserved space without the proper permits.
- (J) Disabled or malfunctioning vehicles which are illegally parked, or which may be left unattended overnight on campus, should be reported immediately to ParkUToledo.
- (K) Only Electric and Hybrid vehicles may utilize EV charging spaces.
 - (i) Vehicle must be charging while the space is occupied.
 - (ii) Maximum charge time is 4 hours. Vehicle must be moved when charging is complete.
- (L) Valid parking spaces are identified with parking lines or as posted; vehicles must park in the direction indicated by the parking lines.
- (M) ParkUToledo may require vehicles to be moved from parking areas for events, construction or other university activities. When possible, signs will be posted at the entrance of the parking area 5 days before the closure. Violators will be cited.

(5) Violations and Fines

- (A) RESPONSIBILITY FOR VIOLATIONS – Violations for vehicles not registered with ParkUToledo are the responsibility of the state registered vehicle owner.
- (B) Violations for vehicles registered with ParkUToledo are the responsibility of the registered user.
- (C) Persons who commit an act or fail to act in any manner described on the ParkUToledo rules shall be fined the amount listed for each violation. Check the parking fine Schedule on ParkUToledo.com for a current list of violations and fines.
- (D) A notice of violation will be emailed or mailed and subsequent notifications will be sent.
- (E) It is the responsibility of active UToledo students and employees to review their University email account to verify there are no outstanding violations.
- (F) Tickets unpaid and older than 90 days may be sent to a collection agency.
- (G) Reasonable expenses incurred in the enforcement of the parking regulations shall be assessed to the person responsible for the payment of the fines. Reasonable expenses may include but are not limited to towing, storage, immobilization, legal costs and fees incurred in the enforcement of parking regulations.
- (H) A \$35 NSF (Non-Sufficient Funds) fee will be added to customer accounts for any returned check. In addition, the citation paid by check will be re-activated and eligible for immobilization and/or collections.
- (I) A \$35 Credit Card Chargeback fee will be added to any customer account if a Chargeback is filed for a citation or permit payment. If a citation is included in the chargeback, that citation will be re-activated and eligible for immobilization and/or collections. If a permit is included in the chargeback, the permit will be cancelled and a failure to register citation will be added to the customer account for every day the vehicle was scanned on campus which the now cancelled permit would cover.

(6) Towing

- (A) The university police and/or the ParkUToledo office are authorized to remove a vehicle, by towing or by other means, from any part of the University campus under any of the following circumstances:
 - (i) When any vehicle is unattended and constitutes a hazard or obstruction to the movement of traffic.
 - (ii) When any vehicle is unattended on campus where parking is not approved.
 - (iii) When any vehicle is on campus, the owner or operator of which has willfully disregarded parking and/or traffic regulations.
 - (iv) When any vehicle is blocking or impeding University business which includes but not limited to dumpsters, loading zones etc.
 - (v) When the vehicle does not display a current, valid state-issued license plate, or when a vehicle displays an expired license plate.
 - (vi) When a vehicle poses a threat to the safety and well-being of the campus, its inhabitants, and environment, including vehicles leaking gasoline or other hazardous substances, or suspicious unattended vehicles – even if they are parked in an authorized parking space. Determination for the need of such a tow shall rest with the University Police Department or ParkUToledo.
 - (vii) Any vehicle that has been determined to be abandoned on University property.
 - (viii) The university police will pay special attention to vehicles in parking spaces reserved for the disabled or in a fire lane and will make a serious effort to cite and tow any vehicle parked illegally in these spaces.
 - (ix) Vehicles not claimed within 90 days from the date of seizure will be considered abandoned, and eligible for sale at auction.
 - (x) Vehicles that have removed or destroyed an immobilization device are eligible to be towed immediately.

(7) Immobilization/Booting

- (A) ParkUToledo may immobilize (boot) any vehicle that has accumulated three or more unpaid notices of violation which have exceeded the appeal time frame, fines which accumulate \$200 or more, or vehicles illegally parked in a disability space. In an effort to identify the owner of an unknown (unregistered) vehicle, ParkUToledo may immobilize unknown vehicles after 2 citations regardless of dollar amount.
 - (i) Any vehicles immobilized will be properly identified, and proper notice left on the vehicle for the owner/operator stating the vehicle has been immobilized. Any attempts to drive the vehicle may result in damage to the vehicle for which ParkUToledo and its agents accept no responsibility.
 - (ii) After being immobilized, all immobilization fees and citations must be paid through PayLock. PayLock's information will be provided via physical notices attached to immobilized vehicle.
 - (iii) After paying the fees required through PayLock, the customer will be provided a code to remove the immobilization device. Customers will then have 72 business hours to return the device to the ParkUToledo office or additional fines will be charged to the card on file with PayLock.
 - (iv) Immobilized vehicles left by the owner/operator for more than 48 hours may be towed at the expense of the owner/operator. ParkUToledo will

- make a reasonable attempt to contact the owner/operator by phone prior to towing the vehicle, in an effort to make them aware of the pending tow.
- (v) Any damage to, or loss of, the immobilizer will be the responsibility of the vehicle owner/operator, and said vehicle owner/operator may be subject to criminal proceedings in Toledo Municipal Court and/or Lucas County Common Pleas Court. Vehicles that have removed or destroyed an immobilization device are eligible to be towed immediately.
- (vi) A boot fee will be assessed for all immobilizations.

(8) Collections

- (A) Any open citations older than 90 days will be sent to a collection agency.
 - (i) After a citation is transferred to a collection agency, all inquiries and disputes must be directed to the collection agency.
 - (ii) Vehicles that have citations in collections are still eligible to be immobilized if found on campus.

(9) Appeals

- (A) The right to appeal a notice of parking violations shall be exercised in accordance with the following procedures:
 - (i) Registered students, employees and affiliates may appeal by logging into their account at ParkUToledo.com. Visitors or those not affiliated with the University of Toledo may file an appeal online by creating a guest account at ParkUToledo.com.
 - (ii) APPEALS PROCESS – All appeals shall be filed not later than 10 calendar days from the statement date of the parking citation notification. Persons not filing an appeal within the allotted time period shall waive the right to appeal. Proper documentation must be submitted to show the citation was written in error.
 - (iii) APPEAL DECISION- ParkUToledo will receive the appeal, render a decision, notify the person appealing the ticket via email or through ParkUToledo.com of the decision. The decision may be to sustain the fine, reduce the amount of the fine, or to dismiss the violation. Appeals require an explanation. Appealing a parking fine indicates vehicle was parked in accordance with these procedures and the citation was incorrectly issued. The decision of the ParkUToledo office will be final and cannot be appealed further.

(10) Special Event Parking

- (A) Organizers for events approved by the University may request parking on campus. To ensure ample parking for students, faculty, and staff, the ParkUToledo office will assign event parking in a manner intended to minimize disruption to the University community.
- (B) ParkUToledo will evaluate the feasibility of special event parking requests in certain parking areas during peak periods. Peak periods are defined as Monday through Thursday from 7:00am to 4:00pm. Additional parking areas may be available in parking areas after 4:00pm Monday through Thursday and all-day Friday through Sunday, depending on availability. Additional parking areas and times may be

available during academic breaks and summer semester to accommodate special event parking.

- (C) There is a charge for parking at all times on the UToledo campuses unless noted in this procedure.
- (D) Events may be subject to an administrative fee.
- (E) Event Parking can be arranged at the following link:
<https://www.parkutoledo.com/department-event-parking/>.
- (F) There will be an additional charge for any staffing needs provided by ParkUToledo.
- (G) Special event parking is defined as an event sponsored by or with off-campus individuals, businesses or organizations for or not for the benefit of the University community.
- (H) Approved event parking is defined as a request that has been submitted through a web form on ParkUToledo.com that has received an approval confirmation email back in response to the request with specific details for parking. Requests should be made no later than 72 hours before the event
 - (i) No Ticketing for No Permits (NTNP) is when the event organizer requests that ParkUToledo does not ticket the agreed upon parking area. That area will be open to any parkers, but no tickets will be issued during the agreed upon times.
 - (ii) Reserved parking is defined as parking areas blocked off and/or staffed for special events. No other parkers will be allowed in the agreed upon area during agreed upon times.
 - (iii) Unique URLs can be provided to event organizers in order to have event visitors register their vehicle for parking. Charges may be assessed to the customer, or can be paid for by the event organizer.
- (I) All Special Event parking whether reserved or suspension of ticketing will carry a cost to the event organizer or department.
- (J) If visitor or event organizer incorrectly enters vehicle information a violation may be issued.

(11) General

- (A) The University/ParkUToledo assumes no responsibility for any vehicle or its contents while it is parked on the campus.
- (B) The individual, who the vehicle is registered to, through ParkUToledo is responsible for all parking violations involving his/her vehicle. If the vehicle is not registered within the ParkUToledo parking system, it is the responsibility of the registered owner of the vehicle.
- (C) It is the responsibility of the person who registered the vehicle to know where they are allowed to park.
- (D) Responsibility of the enforcement for these regulations rests with ParkUToledo.
- (E) ParkUToledo will update this document prior to the beginning of each school year.
- (F) ParkUToledo may adopt additional policies and procedures throughout the year not listed in these rules and regulations if deemed necessary to effectively administer these regulations. Changes to these rules and regulations will be communicated through the ParkUToledo website and ParkUToledo's social media channels.