

Carnegie Mellon University

Parking & Transportation Services

Parking Policies

- A. The University's Parking Regulations, Policies and Procedures ("Policies") apply to all vehicles operated on University property. **The University is not responsible for loss or damage incurred to vehicles or the contents in the vehicles using University facilities or operated on University property.** The Parking & Transportation Services office issues permits only to members of the University community, subject to the conditions that permit holders abide by the Policies and agree to pay the fees charged for parking permits and all costs or penalties associated with violations of the Regulations. Monies that are owed to Parking & Transportation Services must be paid before an application will be included in the permit assignment process. The Policies define specific violations and explain the University's enforcement practices; including ticketing and imposition of fines, payment and appeal procedures and, where necessary, immobilization or external enforcement (i.e. towing). Parking & Transportation Services reserves the right to ticket and tow any vehicle located on University property if that vehicle does not display a valid parking permit.
- B. If you have forgotten your permit hang tag, you should visit the Parking & Transportation Office to purchase a temporary hang tag (a \$3 fee will be charged) or the vehicle may receive a citation for non-display of a hang tag. In the event a gate card or permit hang tag is lost, a \$20 fee will be charged for issuance of a replacement gate card or hang tag. For non-display of a permit hang tag, a \$10.00 fine will be charged with the violation. One warning per parking permit year will be issued for failure to display a permit hang tag. Thereafter, the vehicle will receive a citation and the owner of the vehicle will be responsible for paying the citation for non-display of a permit hang tag.
- C. Only subcompact vehicles may park in the designated subcompact assigned parking spaces. Any full-size vehicle occupying a subcompact space will be issued a ticket. Subcompact cars/SUVs must be below 5'2" in height regardless of length. Any higher than 5'2" are not considered subcompact. **If your vehicle is classified as a COMPACT CAR, it is not a subcompact car.**
- D. The University establishes the criteria to allocate parking spaces each year among members of the Carnegie Mellon University community. After the annual roll-over process has concluded, the Parking & Transportation Services office sells remaining spaces in each lot to applicants on the waiting list in order of seniority based on hire date at the University. Once all spaces are allocated, members can remain on a waiting list for up to one academic year. The waiting list **does not** roll-over from year to year.
- E. Employees who receive parking before the 15th of the month will be charged for parking for the entire month; any employee who receives parking after the 15th of the month will be charged for half the month. Upon separation of employment or termination of affiliation from the University, parking permits must be surrendered. Any employee, who leaves the University for any reason (short-term disability, termination, leave of absence, sabbatical leave) **must notify Parking & Transportation Services and return all parking materials. Employees on sabbatical/leave of absence who wish to retain their parking while on a Leave of Absence from the University will be responsible for payment of the permit.**

- F. Permit parking Policies are in effect at all times throughout the year including Spring Break, Carnival, or any other special event that may be taking place on University property or in University parking facilities.
- G. It is the driver's responsibility to find a legal, marked parking space and to park the entire vehicle within the boundary lines. If a vehicle experiences mechanical failure, it is the owner's/driver's responsibility to have the vehicle removed as soon as possible, and to notify Parking & Transportation Services and the University Police.
- H. Parking permits are not transferable or shareable.
- I. Permit Refund Request: All parking refund requests must be accompanied by proof of purchase (e.g., canceled check, credit card receipt or sales receipt from Parking & Transportation Services).
- J. **Special Parking Provisions.** Any special parking provisions must be made and confirmed with Parking & Transportation Services.
1. **Visitors:** Departments may purchase visitor parking passes from Parking & Transportation Services for special guests on a space-available basis. If known in advance when visitors will need parking, please contact Parking & Transportation Services. Once these arrangements are made, they cannot be canceled and Parking & Transportation Services will not issue a refund. Guests are subject to all parking regulations. It is the responsibility of the department or the individual who arranges for visitor parking, to make the parking rules and regulations known to visitors. Reservations involving forty or more visitors will require the use of a University approved valet service (at the event sponsor's expense).
 2. The parking meters and time signs on Frew, Tech and Margaret Morrison Streets are under the authority of the City of Pittsburgh and are not affected by Carnegie Mellon University visitor passes.
 3. **Groups and Special Events:** Departments should submit an Event Form to the Parking & Transportation Services' office for groups conducting special events on campus. Parking & Transportation Services must receive any requests 30 days prior to the event date(s). To make a reservation, send your request to: parking@andrew.cmu.edu. Once the reservation request is fulfilled, Parking & Transportation Services will not issue any refunds. Requests will be made on a first-come, first-serve, space available basis. Guests are subject to all parking regulations as outlined above. Vendors or event sponsors, who are working in the Cohon University Center or elsewhere on campus, are required to pay the prevailing parking rates. If requesting a congress card (e.g., a card which permits repeated access during a defined timeframe) for your guests, the charge will be \$12.00 per day, per visitor.
 4. **Cohon University Center Parking Guidelines:** This area is for service vehicles & deliveries only. Violators will be ticketed/towed.
 - a. Delivery area is identified as a loading dock.
 - b. The area adjacent to the loading dock (behind the Weigand Gymnasium) is for Carnegie Mellon University service vehicles (FMS, Postal Services, Catering, and Retail Services). Any outside repair/ maintenance service companies must receive permission from the

- Parking & Transportation Services Office to purchase a valid permit.
- c. Vendors or event sponsors, who are working in the Cohon University Center are required to purchase a parking pass from Parking & Transportation Services.
 - d. Vendors with parking passes who are making deliveries (limited to 30 minutes) are to use the designated loading dock area. If they need additional time in the building to conduct business, they are required to re-park their vehicle in the East Campus Garage.
5. **Off-Campus Employee Parking (current hang tag must be displayed):** Off-Campus parking is available in the East Campus and the Dithridge Street garages. If you have a permit for any area listed below you are eligible to receive validated parking as follows: At the **East Campus Garage** – 4700 Fifth Ave., 6555 Penn Ave., Bakery Square, Dithridge St., Garage, Fairfax Lot, Fifth & Craig (RAND), Fifth & Neville, Henry St., Second Ave (PTC), Whitfield, Zebina Way, and all Downtown locations. At the **Dithridge Street Garage** – East Campus Garage, 6555 Penn Ave, PTC, Bakery Square and all Downtown Locations. **An off-campus employee who does not have a current parking permit will pay for parking at the prevailing rate.**
6. **Service, Construction and Vendor Vehicles:** All service, construction and vendor vehicles should obtain a permit to park in any Carnegie Mellon University lot. All **construction vehicles** marked or unmarked must obtain a permit to gain access to park on the University campus. All vendors with marked vehicles (Frito-Lay, Coca Cola, etc.) may use the appropriate loading zones at each building up to 30 minutes. Any vendor, who is coming to a meeting or is spending more than 15 minutes at one location, will have to pay to park in the garage or purchase a vendor permit.
7. **Car Pools:** Parking & Transportation Services will grant gate access to each carpool member, either using their CMU ID card or using an alternative parking card in their assigned lot location. Only one car from the pool may occupy space in the assigned lot on any given day. This car must display the permit on the rear- view mirror. An allowance will be given three times a year whereby both cars can be present on campus (the second vehicle must park in the East Campus Garage) and stop by the office for a validated parking ticket, and present their carpool punch card for the current parking permit academic year. There will be a \$15 replacement fee for a lost punchcard.
8. **Disabilities:** The University allocates spaces in Carnegie Mellon University parking areas in accessible locations for employees, students, and visitors with disabilities. Requests for all accommodations, short or long term, must be sent to Equal Opportunity Services (EOS) at (412) 268-2013, or by contacting Catherine Getchell, Director of Disability Resources. Appropriate documentation (including but not limited to a physician's certified note) must be presented, when requesting short-term or long-term disability parking. Accommodations for disabilities that will last less than four weeks in duration will not be charged a permit rate change if a lot change is necessary. Otherwise, the University will charge the permit fee appropriate for the location of the space provided as an accommodation.
9. **Emeriti:** Carnegie Mellon University Emeritus faculty have the ability to receive a punch card for free parking of up to 50 days in the East Campus or Dithridge garage per academic year. The above is not meant to preclude the availability of other University services or resources where arrangements have been made with the respective Department Head and Dean. Emeriti

may also purchase a parking permit at 50% off the current permit rate but cannot combine both the punch card and discounted parking.

10. **Board of Trustees:** Parking & Transportation Services issues Universal parking passes to Board of Trustees and selected VIP members of the community on official University business, free of charge. Verification and issuance of such permits are reviewed by the Executive Administration of the University.

K. **Special Restriction Parking:** The University reserves the right to restrict parking for special maintenance, snow removal and other activities deemed appropriate by the University. When restrictions occur Parking & Transportation Services coordinates alternative parking arrangements for people holding valid permits. Since permit holders will be provided with a parking space in an alternative location, the permit holder will not be reimbursed if they choose to park in another location.

L. **Snow Emergency:** A snow emergency is 10 inches or more of snow in a 24-hour period. Following is a list of procedures that will take place in the event of a snow emergency:

1. A pole and chain will be put up to block the entrances to Morewood and Fine Arts in the event of a snow emergency
2. Security will provide personnel to direct permit holders into other lots when Morewood and Fine Arts are not accessible due to safety concerns.
3. Parking will be available in lots that are cleared first. No car will be ticketed, as long as it has a proper University-issued hang tag.
4. Morewood and Fine Arts will be given high priority for snow removal. People coming to work early will be instructed to park in the garage until the lots are cleared.
5. Cars that are obstructing the cleaning of Morewood and Fine Arts, will be towed to a corner of the lot or to the East Campus Garage. Owners of vehicles blocking the lots will be notified to move their cars. Failure to do so may result in the towing of the vehicle at the owner's expense.

M. **Motorcycles:** All motorcycles parking on campus must have a valid University issued motorcycle permit. Purchase of this permit enables motorcycles to be parked in the East Campus garage, Fine Arts lot, Tepper garage, and Zebina Way; or if you hold an automobile permit, you may use your motorcycle permit in your permitted location. Motorcycles are characterized as any bike, which carries gasoline. Any motorcycle parked on the sidewalk, bicycle racks or abutting buildings will be issued a citation. Mopeds are not considered motorcycles. Mopeds must display a moped license plate.

N. **Flyers:** Please be advised that organizations in and around the campus community are not permitted to place advertisement flyers on vehicles in any of the parking areas. If an organization wishes to have their event advertised, please contact Parking & Transportation Services to make arrangements.

O. **Ticketing/Booting/Towing:** All vehicles with three or more citations will be ticketed and booted (immobilized). Any vehicle booted for over 24-hours will continue to be ticketed each day for three consecutive days. After the third day, the vehicle boot will be removed and the vehicle will be towed at the vehicle owner's expense.

1. After a vehicle receives the first immobilization there will be an additional accumulating

\$50.00 charge per offense:

a. First Offense: Fines plus \$100 Immobilization Fee

b. Second Offense: Fines plus \$150 Immobilization Fee

c. Third Offense: Fines plus \$200 Immobilization Fee and vehicle towed at vehicle owner's expense

2. After the vehicle receives a third immobilization, the vehicle will be towed. Once the vehicle is towed, the owner must pay all fines and immobilization fees in addition to the cost of towing the vehicle and the vehicle storage costs. Payments for the violation fines and immobilization fees must be made to Carnegie Mellon Parking & Transportation Services. Payments must be made to the towing company (Allegheny Auto, 412-461-4711) to retrieve an impounded vehicle.

P. Repeat Offenders: Any vehicle that is considered a repeat offender is subject to be towed at the owner's expense. Payment for a vehicle to be released out of the pound must be made to the towing company (Allegheny Auto, 412-461-4711).

Q. Stored Vehicle Policy: Parking Security Officers perform a Vehicle Inventory of all garages on a daily basis at 5:00 AM. **All non-lease holders must exit the East Campus Garage prior to 5:00 AM. Overnight parking is only available for lease holders.** Any car parked in the garage overnight **that does not have a lease** will be considered a stored vehicle. Any vehicles stored in the garage will be subject to the following:

1. Any vehicle stored two (2) consecutive days without a valid permit will receive a ticket
2. Any vehicle stored three (3) consecutive days will receive a second ticket and booted (immobilized)
3. Any vehicle in excess of five (5) consecutive days will be issued a third ticket towed at vehicle owner's expense.