

Carnegie Mellon University

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 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 Transportation Services must be paid before an application will be included in the allocation 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). 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) on a particular day, you should visit the Transportation Services Office to purchase a temporary permit (a \$3 fee will be charged) or the vehicle will receive a citation. 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/hang tag. For non- display of permit hang tag, which is a \$10.00 fine or \$5.00 if paid within (5) days of issuance. One warning, per parking permit year, will be issued for failure to display a temporary permit when your regular permit is forgotten. Thereafter, the vehicle will receive a citation and the owner of the vehicle will be responsible for paying the citation.
- C. Subcompact vehicles must 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 community. After the annual allocation procedure has concluded, the Transportation Services Office sells remaining spaces in each lot to applicants on the waiting list in order of category (faculty, staff, and student).

- 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 the Transportation Services Dept and return all parking materials to remove payroll parking deductions. Employees on sabbatical/leave of absence who wish to retain their parking while out will be responsible to pay for 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 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), or they will not be processed.*
- J. **Special Parking Provisions.** Any special parking provisions must be made and confirmed with Transportation Services.
 - 1. **Visitors:** Departments may purchase visitor parking passes (Validation Tickets) from Transportation Services for special guests upon a space-available basis. If known in advance when visitors will need parking, please contact Transportation Services. Once these arrangements are made, they cannot be canceled, and Transportation Services will not issue a refund. (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 visitor passes.) Guests are subject to all parking regulations; and 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. Please make your guests aware that the first level of the East Campus Garage is reserved for leaseholders only.
 - 2. **Groups and Special Events:** Departments should submit a parking request Event Form to the Transportation Services Office for groups conducting special events on campus larger than 15 guests. The Transportation Services Office must receive any requests in at least three (3) weeks in advance. To make a reservation, send your request to: transportation@andrew.cmu.edu. Once the reservation request is

fulfilled, Transportation Services will not issue any refunds. Requests will be honored on a first-come, first-serve, space available basis. Guests are subject to all parking regulations; it is the responsibility of the department or individual, who arranges for visitor parking to make the Policies known to the guests. Vendors or event sponsors, who are working in the 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 \$22.00 per day.

3. **Cohon University Center Parking Guidelines:** This area is for service vehicles & deliveries only. Violators will be ticketed/towed.
 - a. Delivery area is identified as the loading dock.
 - b. The area adjacent to the loading dock (behind the Weigand Gymnasium) is for Carnegie Mellon service vehicles (FMS, Postal Services, Catering, and Retail Services). Any outside repair/ maintenance service companies must receive permission from the Transportation Services Office to purchase a valid permit. A Contractor Pass fee is \$22.00 for the 23/24 AY.
 - c. Vendors or event sponsors, who are working in the Cohon University Center, are required to purchase a CONTRACTOR parking pass from the personnel in the Transportation Services Office based on availability. 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. **Hazard/flashers should be displayed during the time you are unloading/loading.**
4. **Off-Campus Employee Parking:** Any employee who has a valid/active permit in the following off-campus locations (Bakery Square, 4700 Fifth Avenue, Whitfield, Dithridge St. Garage, 6555 Penn Avenue, PTC, Henry Street, Fifth and Craig-RAND Building, Fifth and Neville, Clyde as well as Downtown Parkers) is eligible to park in spaces designated as off-campus employee parking in the East Campus Garage, and have their ticket validated in the parking office. **An off-campus employee who does not have a current parking permit will pay for parking at the prevailing rate.**
5. **Service, Construction and Vendor Vehicles:** All service, construction and vendor vehicles should obtain a CONTRACTOR permit to park in any Carnegie Mellon lot. All **construction vehicles** marked or unmarked must obtain a permit to gain access to park on 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 CONTRACTOR/vendor permit.
6. **Car Pools:** The Transportation Services Office 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 ECG) and stop by the office for an exit ticket.

- 7. Disabilities:** The University allocates spaces in Carnegie Mellon 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, Students need to reach out to Catherine Getchell, Director of Disability Resources, Staff/Faculty should reach out to Amelia Kephart. 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 4 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.
- 8. Emeriti:** CMU Emeriti will have the ability to receive up to 50 passes for the ECG or Dithridge St Garage for the Academic Year at no charge. Should additional parking be required it can be purchased by the emeriti at one-half the annual rate. The above is not meant to preclude the availability of other University services or resources where arrangements have been made with the respective department and Dean.
- 9. Board of Trustees:** Transportation Services issues Universal parking passes to Board of Trustee, designated vendors, as well as 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.
- 10.** The Parking meters and time signs on Frew, Tech, Margaret Morrison Streets are under the authority of the City of Pittsburgh and are not affected by Carnegie Mellon University visitor passes.
- 11. "Pay By Phone App"** for the Morewood Parking Lot is based on a First Come/First Served availability in the ungated area only. The App Cost is \$5.00 for the first hour and \$3.00 for each additional hour (along with a .25 cent service fee) for a total of \$16.25 per day. Hours of availability are Mon – Fri 8:00 am – 5:00 pm. The find the area on the Pay By Phone app use code 412101.
**If issued a parking citation for parking without activating the app the fine is not reduceable by ½ as many of our citations are. It is the full amount of the citation. Do not leave your vehicle until the parking app is paid for to avoid being issued a citation. Parking in that area becomes free after 5:00 pm on weekdays and all weekend.

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, the Transportation Services Office 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:** 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 Parking Lots 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 chained off.
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 for that day.
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 East Campus 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.
6. The Dithridge Street Garage rooftop will be unavailable due to snow/ice removal team needing access. Parking for that day will be restricted to lower levels.

M. **Motorcycles:** All motorcycles parking on campus must have a valid motorcycle permit. Purchase of this permit enables motorcycles to be parked in certain areas as specified below. 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. If you hold a regular vehicle permit in any lot in which there are motorcycle spaces (East Campus Garage, Fine Arts, Tepper Quad Garage, etc.), Transportation Services will issue a motorcycle permit at no additional charge to you, but this will entitle you only to park in the same lot in which your regular permit entitles you to park.

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 the Transportation Services Office to make arrangements.

O. **Ticketing/Booting/Towing:** All vehicles that have three or more citations will be ticketed and booted. Any vehicle that is booted and the boot not removed within 24-hours will continue to be ticketed each day for 3 consecutive days. All booted vehicle fees must be paid for by cash or credit card only. Any vehicle that has a boot on it after the third day will be towed at the owner's expense.

After the first immobilization there will be an additional accumulating \$50 charge per offense.

First Offense: Fines plus \$100 Immobilization Fee

Second Offense: Fines plus \$150 Immobilization Fee

Third Offense: Fines plus \$200 Immobilization Fee and vehicle towed.

After the 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 Transportation Services. Payments to get a vehicle out of the pound must be made to the towing company (Allegheny Auto @ 412.461.4711).

- P. **Repeat Offenders:** Any vehicle that is considered a repeat offender is subject to be towed at the owner's expense. All existing citations must first be settled with CMU Transportation Services. Payments to get a vehicle out of the pound must be made to the towing company (Allegheny Auto @ 412.461.4711) for the incurred towing expenses in cash. CMU Transportation Services must first authorize the release of vehicle to the towing company.
- Q. **Stored Vehicle Policy:** Parking Security Officers will perform a Vehicle Inventory of all garages on a daily basis. **Overnight parking is only available for lease holders.** Any car parked in the garage overnight **that does not have a lease** will be considered as a stored vehicle. Any vehicles stored in the garage will be subject to the following:
Any vehicle stored (2) consecutive days without a valid permit will receive a ticket;
Any vehicle stored (3) consecutive days will receive a second ticket and booted;
Any vehicle in excess of (5) consecutive days will be issued a third ticket and towed (at owner's expense).
- R. Free Parking is available in the **East Campus Garage** for campus members by swiping their CMU ID Card Mon – Friday during the hours of 6:00 pm – 10:00 pm. You must swipe in on/after 6:00 pm and exit using your CMU id prior to 10:00pm to receive the no charge parking. Weekends are also free but again by using your CMU ID card to enter/exit. Gates will be active and parking charged to all NON CMU parking guests during both of the listed times. The **Morewood Parking Lot** also has free parking during the hours of 5:00 pm until 8:00 am the following morning Mon – Fri. Our PSO Team does begin ticketing at 8:00 am to provide space for our leaseholders. Weekend parking in Morewood is also permitted at no charge but again guests must vacate the area prior to 8:00 am Monday morning.