

*Parking & Transit strives to provide exceptional customer service and accurate information, contributing to a safe campus environment for the University community and its visitors.*

The regulation of parking is a service to the university, and is intended to protect student, staff, and faculty pedestrian mobility in fulfilling the class and work schedule itinerary; use available parking space in the best interests of the entire university; and maximize parking area consistent with land needs for the academic function, topography, financial feasibility, and maintenance of the natural beauty of the campus.

**Parking & Transit is supported solely through the sale of permits, fines, and other user fees. It receives no income from state or tuition funds.**

Any suggestions for improvement to Parking & Transit are welcomed and should be directed to [kupark@ku.edu](mailto:kupark@ku.edu).

## 1. GENERAL REGULATIONS

**1.0 The University of Kansas**, through the Board of Regents and its administrative officers, is authorized by state law to establish parking rules and regulations and to provide penalties for infractions of these regulations. Regulations are established by the Parking Commission with the approval of the Provost.

**Any motorized vehicle operated on the property of the University of Kansas is subject to all regulations governing parking at the institution.**

**Parking is restricted year-round.** All campus parking shall be restricted to vehicles with permits/e-permits which authorize parking in that area or where the meter fee or garage toll has been paid.

**Parking spaces are marked** with paint—if there are no painted lines, it is not a parking space. The only exceptions are gravel parking lots.

**A car is considered parked** if it is not in motion, and a ticket may be issued even if you are sitting in your illegally parked vehicle.

**1.1 All communication** regarding tickets and permits/e-permits will be conducted through email, using university registered email addresses (see [Electronic Mail Policy](#)).

**1.2 Traffic Control Booths**, and/or gates, are located at the entrances to central campus in order to control and restrict traffic in the central campus area. During the hours when access to campus is restricted, only vehicles authorized by assigned permit or by a courtesy pass may enter the campus. **The stop sign shall always be observed.**

Generally, traffic is controlled from 7:45 a.m. to 5 p.m. Monday through Friday. Campus may be open for drive through after the last day of finals, until the week before classes begin each semester. During the summer session, access will be controlled from 8 a.m. to 2 p.m. Monday through Friday.

Access to campus via the gate on Sunflower Road, north of Wescoe Drive, is extremely limited. Only vehicles with authorized transponders may enter campus through the gate during restricted hours.

**1.3 Parking & Transit is not responsible** for incorrect information given out by anyone other than Parking & Transit employees.

**1.4 Failure of Parking & Transit to strictly enforce** any parking regulation shall not be construed as a waiver for the future enforcement of the regulation.

**1.5 Tickets are sent via KU-registered email or placed on vehicles at time of issuance.** Parking & Transit is not responsible for emails not read by recipient or tickets removed from vehicles thereafter. If a ticket is issued to a student, FERPA prohibits us from discussing the situation with anyone other than the student. Tickets issued to non-students may not be discussed with anyone other than the person cited.

## 2. VISITOR PARKING

**2.0 Visitors** are considered to be persons (other than current and recent students, staff and faculty) who occasionally visit the campus for pleasure, conferences, or business. Spaces that are designated by "Visitor Parking" or "Guest Only" signs are not to be used by faculty, staff or students. Any person operating a vehicle registered to a current university student or employee is not eligible for visitor status.

**2.1 Access** to central campus is very limited. **Visitors may park** in the Allen Fieldhouse Garage on Irving Hill Road, or in the Mississippi Street Garage north of the Kansas Union (see map), for \$1.75 first hour and \$1.50 per each additional hour. Visitor permits/e-permits are available for a few parking lots where a parking garage is not within a reasonable distance of visitor's destination, and are valid in regular permit stalls or long-term parking meters within the color zone indicated. Several metered and pay-by-phone parking areas are specifically available for the convenience of visitors, including lots 90, 94, 301 and 302.

Once parked, visitors may use any bus to get around campus, which is a fare free zone. Bus stops can be found in or near most parking lots; routes and schedules are online at [www.lawrencetransit.org](http://www.lawrencetransit.org).

**2.2 Visitors are required to observe all University of Kansas parking regulations** and to park in designated visitor or metered parking areas. If parked at a meter, all visitors must pay the prescribed fee. Parking tickets are assessed against a vehicle, not the vehicle operator.

**2.3 Visitor permits/e-permits** may be purchased by individuals or departments. (See [parking.ku.edu/visitor-parking](http://parking.ku.edu/visitor-parking) for current rates.) **Faculty, staff and students are not eligible to use daily visitor permits purchased by departments.** In order to be credited for unused visitor permits, departments must return permits on or before the day permits are valid. Digital visitor permits will not be credited.

Hooded meter requests must be submitted at least two (2) business days prior to the date needed. Requests made less than two (2) days in advance will be invoiced at double the daily rate (see section 6.1). Unused permits for hooded meters will not be credited. Send email to [eventparking@ku.edu](mailto:eventparking@ku.edu) to order permits.

## 3. ACCESSIBLE PARKING

**3.0 An official state-issued ADA license plate or placard is required and must be displayed to park in accessible and limited mobility parking spaces.**

**3.1 Placard/Tag Registration.** Registration of official state-issued ADA placard or license tag with Parking & Transit is required. Owner agrees to follow rules for on campus usage.

**3.2 Motor vehicles** which bear an official state-issued ADA placard or license tag which are being operated by or used for the transportation of the registered owner, affiliated with KU, **must also purchase a University of Kansas parking permit/e-permit.**

**3.3 Proof of ownership** of state-issued ADA placard (photo ID with State of Kansas wallet ID card or registration receipt) must be presented for registration and purchase of ADA permit/e-permit, and upon request at traffic control booths in order to gain entrance to the central core of campus.

**3.4 Visitors** with state-issued ADA placard parking on campus 8 a.m. – 5 p.m. Monday through Friday must present identification (see section 3.2) at traffic control booth to verify ownership to park free at meters with state-issued disabled placard; pay hourly toll in parking garages; or purchase a visitor permit/e-permit in the Parking & Transit office or at the traffic control booths located at the Chi Omega Fountain or next to Danforth Chapel.

## 4. STUDENT, FACULTY, AND STAFF PARKING

**4.0 The University of Kansas** maintains various types of parking facilities to meet the needs of faculty, staff, and students. These include regular permit lots, parking garages and metered parking spaces. Some lots are controlled 24 hours per day (see section 7.1). **Owning a parking permit/e-permit does not imply or guarantee a parking space at any particular time and parking privileges may be modified or preempted by the authority of the Chancellor of the university** (see section 9). Since parking is limited, faculty, staff, and students should consider their needs carefully when applying for parking privileges.

**The university assumes no responsibility for security of vehicles or their contents while moving or parked in any area subject to university jurisdiction.**

**4.1 Student.** A person is considered a student when enrolled for at least one (1) hour of credit and not employed in a university staff or faculty position, as long as enrollment is intact (not withdrawn or canceled). Enrollment shall be considered official as of the first day of classes. Graduate assistants are students, not staff.

**4.2 Faculty or Staff.** A person holding a benefits-eligible appointment with the university shall be considered faculty in a teaching position, or staff if not in a teaching position; except graduate assistants (see 4.1).

**4.3 Retiree.** Any faculty or staff person who has retired from the University of Kansas, and has not returned to active employment on campus equal to or greater than 0.5 FTE.

**4.4 Assignment of parking privileges. Faculty and staff** shall normally be assigned red, blue, or gold parking permits. In general, the criterion for blue parking is total of age plus service in State of Kansas employment equaling at least 62, and for gold parking is age plus service equaling at least 70. For gold, the applicant's primary office is in a building located along Jayhawk Boulevard. **Students** shall normally be assigned to yellow, park and ride, or university housing.

The Parking Commission has the right to alter or revoke parking assignments as the needs of the individual or the university community change. Zones near the campus shall not be assigned to solve problems such as work assignments or tight schedules. Falsification of any information for the purpose of obtaining a parking permit shall result in the forfeiture of all parking permits/e-permits and paid fees.

**4.5 Appeal of parking assignment.** Individuals who wish to appeal their parking assignments or who need special parking privileges should apply to the Parking Commission.

**4.6 New employees** of the university may, on presentation of a valid staff ID card, offer letter, or written verification by their department head or supervisor; purchase a parking permit/e-permit with cash, check, credit card, or payroll deduction (see section 6.4). Fees will be prorated throughout the year.

Temporary employees may, on presentation of written authorization by his or her department head or supervisor; purchase a temporary yellow or red permit/e-permit for the term of their appointment. Inquiries on this procedure should be directed to Parking & Transit.

## 5. PARKING PERMITS/E-PERMITS

Parking permits may be either physical permits or "e-permits" connected to the license plate(s) registered on parking assignee's parking account. Permit enforcement shall be done primarily using license plate recognition software (LPR).

**5.0 Parking assignees may purchase only one (1) permit per person, per academic year. Permits are not valid if not displayed, or if license plate is not visible from the nearest driving lane or was registered incorrectly.** Upon payment of the scheduled fee, **parking assignees must register their license plate(s) for e-permits.** During times when the lots are being controlled, a parking permit or e-permit entitles the vehicle to park only in zones or lots designated by the permit with the exceptions noted in these regulations.

**Ownership and use of parking permits are not transferable to any other person.** Permits are not to be resold. No person may register a vehicle in his or her name which belongs to any other student, faculty, or staff member.

Any person giving false information when registering a vehicle is subject to appropriate disciplinary action and revocation of their parking permit/e-permit and related parking privileges.

Faculty and staff who share a vehicle where one is employed at the university, and the other at the medical center, must register at each campus if they intend to park at both campuses.

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

**5.1 Annual parking permits/e-permits expire July 31. Parking must be renewed by August 1.** Parking is color coded by zones or to particular lots.

**5.2 Permit for alternate/temporary vehicle.** If the primary registered vehicle is out of service, owner must register license plate of the alternate vehicle within one (1) hour of parking. If more than one registered vehicle is on campus at the same time, a ticket will be issued to the second vehicle (in order of being scanned by LPR system).

**5.3 Sold or traded vehicles.** When selling or trading a vehicle, license plate must be deactivated and new vehicle added to the system. If a new license plate is issued, it must be registered before it will be valid with existing e-permits.

**5.4 Lost or stolen parking permits.** The university cannot be responsible for lost or stolen permits. Stolen permits should be reported to the police immediately. Replacement permits can only be purchased after signing form at Parking & Transit for one-half of the prorated fee. **Any vehicle displaying a lost, stolen, forged or altered permit is subject to criminal charges, a fine, towing at the owner's expense, and loss of parking privileges.** Fraudulent report will also result in fine and loss of parking privileges.

**5.5 Revocation of parking privileges.** Parking & Transit has a **no tolerance policy on cheating.** If you forge, alter, or steal any form of parking authorization, or use or display a permit that you have not purchased from the department, **your parking privileges will be revoked for one (1) year,** and a letter requesting disciplinary action will be sent to the Vice Provost for Student Success or Human Resources. This includes "passbacks" in the Allen Fieldhouse Garage or Mississippi Street Garage.

**5.6 Classes of permits/e-permits.** Subject to modification, the parking permit classifications and parking privileges are shown below. Permits are not valid in loading areas, reserved stalls, metered areas, accessible or limited mobility spaces without accompanying ADA placard, and fire lanes.

**BOARD OF REGENTS.** Valid in all zones.

**RETIREE.** Valid in all Gold, Blue, Red, Yellow, and Park & Ride lots. Not valid in any University Housing zone. A retiree ID card must be presented to

obtain Retiree permit, subject to verification of not having returned to active employment status. Retirees may obtain Park & Ride permit free of charge.

**GOLD.** Valid in all Gold, Blue, Red, Yellow, Park & Ride, and University Housing lots, except Alumni Place.

**BLUE.** Valid in all Blue, Red, Yellow, Park & Ride, and University Housing lots, except Alumni Place.

**RED.** Valid in all Red, Yellow, Park & Ride, and University Housing lots, except Alumni Place.

**STAFF YELLOW.** Valid in all Yellow and Park & Ride zones.

**STUDENT YELLOW.** Valid in specific parking lots by area: Stadium East (53, 92, 94); Stadium West (55, 56, 57, 58, 59, 65); Rec Center (90, 117); Fieldhouse South (71, 125, 127); or West District (200-302). Valid in Park & Ride, and any yellow zone after 3 p.m. and throughout summer semester.

**PARK & RIDE.** Valid in lot 301.

**CARPOOL.** Valid in either lot 52 or 61, and in Yellow and Park & Ride zones. Three (3) or more students may form a carpool. A limited number will be available. Detailed information and application form are available online at [parking.ku.edu/carpool](http://parking.ku.edu/carpool).

**ALLEN FIELDHOUSE GARAGE.** Issued on annual basis only. License plate must be registered in order to be valid outside garage. Not valid for parking during home basketball games. Staff garage permits not valid in lots 6, 7, 8, 17, 35, 41, 54, 70, 71, 72, 129, or the Mississippi Street Garage (see section 8.2). Student garage permits not valid in yellow zones outside garage before 3 p.m. daily. **Any misuse of this permit will result in loss of parking privileges.**

**MISSISSIPPI STREET GARAGE.** Issued on annual basis only. License plate must be registered in order to be valid outside garage. Not valid for parking during home football games and other special events. Staff garage permits not valid in lots 16, 39, 53, 91, 92, 94, or the Allen Fieldhouse Garage (see section 8.3). Student garage permits not valid in yellow zones outside garage before 3 p.m. daily. **Any misuse of this permit will result in loss of parking privileges.**

**EVENING ONLY.** Valid only in the Mississippi Street Garage after 5 p.m. until 7 a.m. Monday through Friday and 24 hours on weekends.

**CENTRAL DISTRICT GARAGE.** Projected to open Spring 2017.

**SERVICE.** Valid in all color zones and service vehicle stalls. Issued to non-university persons conducting university business or services on a regular basis (twice a month or more), or to construction companies working on campus. Service permits are not valid for university students, staff or faculty. **Any misuse of this permit will result in loss of parking privileges.**

**TEMPORARY.** Valid in zone specified. Issued upon justification by the applicant for parking on specific days of the week at specific times (for a total of five (5) hours per week). Also issued for short-term parking (not a substitute for a regular semester parking permit), to gain access to parking for a period from one (1) to six (6) weeks. Available to faculty, staff and students.

**CHILDCARE LOAD.** Valid for twenty (20) minutes in designated loading zone, for loading and unloading children at campus child care centers, Haworth, Dole, Hilltop, etc. Issued through each respective childcare program.

**MEDICAL.** Valid in zone specified. Issued for type of parking authorization most commensurate with individual parking needs for duration of time recommended by physician. Not valid in accessible or limited mobility stalls, metered spaces, or reserved spaces. **Paperwork for this permit must be resubmitted for each permit requested. Any falsification of information on the above-mentioned materials will result in termination of parking privileges.**

Faculty, staff, or students who require parking privileges because of health problems should contact Parking & Transit for specific information about obtaining this permit. If medical conditions exist for more than six (6) weeks, it is recommended that steps be taken to acquire an accessible placard from the state.

**DEPARTMENTAL PASS.** Provides university employees access to restricted areas for conduct of employment-related business. For occasional, short-term use only. Pass is not to be used for parking to attend class, drive-through only, for long-term parking while at one's regular job station, or for any personal (not employment-related) reason. Abuse of the intended purposes of the pass will result in revocation of both individual and departmental parking privileges.

Departmental pass must be taken to a traffic control booth or the Parking & Transit office in order to receive one courtesy pass, valid up to three hours, and must be accompanied by a valid KU parking permit/e-permit.

**STATE VEHICLE.** Any state vehicle parked in a color zone parking lot is required to have a registered license plate with a valid parking permit/e-permit for that lot. University departments may purchase parking permits for state vehicles for gold, blue, red or yellow zones. State vehicles are required to pay at meters. State vehicles may park free in lot 301 or 302.

**LOADING ZONE.** Twenty (20) minute loading zone passes may be issued from the traffic control booths for quick loading/unloading tasks. These permits are valid in marked loading zones.

**MOTORCYCLE/MOPED.** Valid only in designated motorcycle/moped parking spaces. A motorcycle/moped is a motorized vehicle designed to travel on not more than three (3) wheels in contact with the ground. Mopeds may not be parked in any building, entrance-way to any building, on sidewalks, lawns, or in bicycle racks, and shall be issued a ticket and removed from the area. **At no time shall a motorcycle or moped be operated on sidewalks or lawns on campus.**

Motorcycles and mopeds must park in designated motorcycle/moped zones unless meter fee has been paid. Motorcycles and mopeds may not park in parking garages. "Cycle Red" permits/e-permits are issued to students and do not have access to central campus. "Cycle Blue" permits/e-permits are available to faculty/staff only, and do have access to central campus. **A license plate is required to park on campus and purchase a permit. Three-wheeled motorcycles that take up a full car parking space must purchase a car permit.**

**UNIVERSITY HOUSING.** The following permits/e-permits are only valid in the lots specified during fall and spring semesters, except for marked red zones. Valid in yellow zones during summer semester. Student must reside in residence hall to be eligible. Sales are limited, through a lottery.

**AP (ALUMNI PLACE).** Valid in lots 100, 107, 120, 121, 122, and 124, serving Margaret and K.K. Amini, Battenfeld, Douthart, Grace Pearson, Krehbiel, Miller, Pearson, Rieger, Sellards, Stephenson, and Watkins scholarship halls. No guest parking.

Residents of scholarship halls are eligible to purchase Mississippi Street Parking Garage permit.

**DH (DAISY HILL).** Valid in lots 101, 103, 104, 105, 114, and 300E-G, serving Ellsworth, Hashinger, Lewis, Oswald, Self, and Templin halls.

**GC (GSP/CORBIN).** Valid in lots 111 and 120.

**JT (JAYHAWKER TOWERS).** Valid in lots 72, 109, and 110. No guest parking.

**OL (OLIVER HALL).** Valid in lot 112, serving McCarthy and Oliver halls.

**RECREATION CENTER.** Valid for up to three (3) hours in lot 90, together with any University Housing permit/e-permit (listed above). Obtain by checking in at Ambler Student Recreation Fitness Center.

**OCCASIONAL DAILY PARKING.** Students, staff, or faculty members who do not own a valid parking permit may purchase daily permits for the color zone in which they are eligible to park.

## 6. PERMIT FEES

**6.0-6.1 Full schedule of parking permit fees** available online at [parking.ku.edu/parking-fees](http://parking.ku.edu/parking-fees).

**6.2 Medical permits** will be sold at the gold temporary weekly rate, regardless of current permit/e-permit (see *online fee schedule*).

**6.3 Refunds.** Full refunds of fees paid for unused permits/cancelled e-permits will be made only if a written request for refund is made to Parking & Transit within ten (10) business days from the date of receipt. Partial refunds of annual permits/e-permits may be requested until the 20th day of the spring semester.

Amount of refund will be calculated at the time permit is returned/e-permit is cancelled, is subject to a \$5 administrative fee, and will first be applied to all outstanding charges at the university. Physical permit must be returned intact before a refund will be processed. Parking & Transit reserves the right to refuse any refund request.

**6.4 Payment through payroll deduction.** Faculty and staff with at least 0.5 FTE may choose the option of purchasing their parking permit through payroll deduction, except when in a temporary position. **Once payroll deduction has been selected, it will be ongoing until employee makes a change or is terminated. If payroll deduction is terminated for continuing employees, it will not be restarted.**

**E-permits will be cancelled upon termination of employment,** and payroll deduction will end. There will be no refunds.

**New employees** may select payroll deduction at any time, but we encourage them to do so during their first two weeks of employment. For requirements, contact Parking & Transit office.

## 7. CONTROL OF PARKING LOTS

**7.0 Signs** are posted at the entrance of each parking area giving the designation, hours the area is controlled, and the zone color. Vehicles may only park in areas designated for parking. Remember, if the sign does not say you can, then you cannot. **Most parking lots are restricted year-round.**

During hours when an area is controlled, parking is restricted to vehicles with permits which authorize parking in that area or at paid meters. Reserved parking spaces are restricted according to the sign posted at each reserved parking space. **No vehicle, with the exception of those displaying a valid accessible placard/tag or a paid visitor permit, may park free of charge at any meter.**

**7.1 Parking lots/zones.** See table at right. **Parking lots are not intended for long-term storage** (see section 11.5).

**7.2 Long term meters.** Meters are available in limited locations on campus for time limits of **2 and 10 hours**. Meter rates are \$1.50 per hour, or \$.75 per hour in lots 301 and 302. Long-term meters are enabled for use with Parkmobile and can be paid using a phone; follow instructions on meter label. The entirety of lots 94, 301, and 302 are also enabled for hourly parking via Parkmobile. Meters are enforced the same hours as the restrictions of the lot in which the meter is located, with the possibility of issuance of multiple tickets, once per hour.

**7.3 Loading zone meters.** All loading zone meters are for short-term use only, for **20 or 40 minutes** with the possibility of issuance of multiple tickets every 20 or 40 minutes. Short-term meters may not be used for multiple consecutive time periods and are prohibited for long-term daily use. Rates are \$.50 for 20 minutes. **Faculty, staff and students may not park at delivery or visitor meters.**

**7.4 Other loading zones.** Designated by signs. Restricted twenty-four (24) hours. Non-metered loading zones require a special permit, limited to 20 minutes, issued at traffic control booth or Parking & Transit office. Some have posted time limits, with possible issuance of multiple tickets each day.

## 7.1 Parking lots/zones

Restrictions	Zones	Comments/Exceptions
<b>24 hours all year</b>	<b>ADA or Limited Mobility Stall</b>	Designated by sign.
	<b>Lot 5</b>	State and Union vehicles only.
	<b>Alumni Place<sup>1</sup></b>	AP permit required. Vehicles without the correct parking authorization will be towed.
	<b>Jayhawker Towers<sup>1</sup></b>	JT permit required.
	<b>Sunflower Apartments</b>	Sunflower; red, blue, gold or visitor permit required.
	<b>Motorcycle/ Moped<sup>2</sup></b>	Only blue motorcycle/moped permits are allowed campus access.
<sup>1</sup> No visitor parking.		
<sup>2</sup> Cars may never park in motorcycle or moped spaces.		
<b>7 a.m. – 5 p.m. Monday – Friday Enforced All Year</b>	<b>Lot 3</b>	Outside of reserved hours for individual spaces, staff permits required 24 hours under Spencer overhang.
	<b>Gold</b>	Staff permits required 5 – 7:30 p.m. Monday – Friday in the rectangular section of lot 12 and lots 13, 18, 21, 35, 37 and 129.
	<b>Blue</b>	
	<b>Red</b>	Red zones in lots 102, 104, 111, 112 and AP lots enforced 24 hours.
<b>8 a.m. – 4 p.m. Monday – Friday</b>	<b>Yellow<sup>3</sup></b>	YE permit required. Students must select permit for specific area. Valid in any yellow area after 3 p.m.
	<b>Stadium East</b>	Lots 53, 92, 94
	<b>Stadium West</b>	Lots 55, 56, 57, 58, 59, and 65
	<b>Rec Center</b>	Lots 90, 117
	<b>Fieldhouse South</b>	Lots 71, 125, 127
	<b>West District</b>	Lots 200-300, 302 <b>No parking 4-6 a.m. in lots 206, 222, and 300 A-D</b>
	<b>Park &amp; Ride<sup>4</sup></b>	PR permit required.
<b>24 hours 7 a.m. Monday – 5 p.m. Friday</b>	<b>Daisy Hill<sup>4</sup></b>	DH permit required.
	<b>GSP/Corbin<sup>4</sup></b>	GC permit required.
	<b>Oliver Hall<sup>4</sup></b>	OL permit required.
<sup>3</sup> Restricted from the first day of classes in the fall and spring semesters through the last day of the final exam period of each semester. Yellow zones also restricted during summer semester. Not restricted during academic holidays.		

**7.5 Health Center patients** should park at the meters in lot 117 and the northeast corner of lot 90 with any valid student parking permit/e-permit or one hour paid at meter. If patient receives ticket with valid permit displayed or paid meter, tickets may be turned in within ten (10) business days at point of service within Watkins Health Center for cancellation. Restricted all year.

## 8. PARKING GARAGES

### 8.0 Parking & Transit operates two parking garages on campus:

The **Allen Fieldhouse Garage** is located north of Allen Fieldhouse at Naismith Drive & Irving Hill Road, with one entrance on Irving Hill Road.

The **Mississippi Street Garage** is located north of the Kansas Union at 13th & Oread, with two entrances on Oread Avenue and Mississippi Street.

A third parking garage is projected to open in the Central District in Spring 2017.

**8.1 Toll.** Hourly charge for parking in the garages is \$1.75 for the first hour, and \$1.50 per each additional hour, or any portion thereof. Lost tickets will be charged a \$15 replacement fee.

Payments may be made with cash, Visa, or MasterCard at the paystation in the elevator tower, or with Visa or MasterCard at the exit gates.

**8.2 Faculty, staff and students** are eligible to purchase permits for either the Allen Fieldhouse Garage or the Mississippi Street Garage. Permits valid in one garage only, not both (see section 5.6 for permit restrictions).

Eligibility for Allen Fieldhouse Garage permit determined by primary office (faculty and staff) or graduate program location (students). Application for permit should be made at Parking & Transit. Applicants may be placed on a waiting list.

**8.3 Allen Fieldhouse Garage.** Restricted 24 hours all year.

**8.4 Mississippi Street Garage.** Restricted 24 hours all year: Any valid KU permit will be honored in this garage after 5 p.m. until 7 a.m. daily, except home football game days and other posted events. Contact office to add this access to surface permits.

**8.5 Vehicles caught leaving a garage without payment or permit,** including passbacks, will be assessed a ticket (see section 10.5 and 10.7) and a police report may be made.

## 9. PARKING LOT CLOSURES (PREEMPTION)

**9.0 The Chancellor** of the University of Kansas or their designated representative is authorized to create, modify, or preempt parking in controlled areas of the campus. Any such area shall be manually controlled or posted with signs stating the type of permit or restrictions pertaining to the use of the area.

**9.1 Requests for parking lot preemptions** must be submitted by departments in writing to the Chancellor, detailing the nature of the event, date(s), time(s), and parking lot(s) involved. If the preemption is approved, details on staffing, costs and signage will be determined by Parking & Transit.

**9.2 Parking Lot Preemptions.** During major events (e.g. commencement, football, basketball), certain parking lots will be preempted. In general, preemptions will only take place after 5 p.m. on weekdays or at any time on Saturday or Sunday. In all cases, notice will be given in the form of a sign at each entrance to all affected parking lots at least two (2) days in advance of the preemption. Information about most preemptions can also be found on the Parking & Transit website.

## 10. VIOLATIONS

**10.0 Responsibility for violations.** The person in whose name a motorized vehicle is titled or the person who normally operates that vehicle shall be responsible for all tickets identified to the vehicle. If a parking permit is displayed, or the vehicle is registered for an e-permit, then the owner of the parking permit/e-permit shall be responsible for that ticket. **A \$10 late fee will be added to all tickets not paid within 14 calendar days.**

**10.1 City violations.** City of Lawrence ordinances shall cover moving violations on the university campus and may cover standing or parking violations on city streets within the campus.

**10.2 Disabled Vehicles. Immediately notify Parking & Transit or the Office of Public Safety if your vehicle becomes disabled on campus.** Failure to do so within one (1) hour of vehicle being disabled or issuance of ticket will result in enforcement of all appropriate penalties. Disabled vehicles

must be moved within forty-eight (48) hours of being reported. You may call 864-7289 or use our online form to [report a disabled vehicle](#).

**Abandoned Vehicles.** A vehicle will be considered abandoned if it appears undriveable (e.g. flat tires, broken windows, etc) and has not moved for five (5) or more days, regardless of valid license plate or permit. Abandoned vehicles will be towed after letter is sent to registered owner or permit holder, if they can be identified, stating date by which vehicle must be moved, unless vehicle is proven to be driveable.

**10.3 Multiple tickets** may be issued for same violation on consecutive days, and may also be issued on the same day for multiple, separate instances or at parking meters.

**10.4 Group 0 University violations.** Fee: \$15.

- 1) Expired **meter**.
- 2) Garage gate lifted in office for **inability to pay toll**. Fine escalates \$10 each time upon subsequent issuance (e.g. \$25, \$35, \$45, etc.)
- 3) Failure to update license plate/transfer e-permit.

**10.5 Group I University violations.** Fee: \$25. Vehicle may be towed from posted tow away zones.

- 4) **No valid permit** or other authorization for use of parking facilities, including **wrong zone**, where assigned permit is not valid. In staff zones, fine escalates \$10 each time upon subsequent issuance (e.g. \$35, \$45, etc. up to \$75), and vehicle is automatically towable once fine reaches \$75..
- 5) **Permit not properly displayed**.
- 6) License plate **not visible** from driving lanes.
- 7) License plate **obscured** (e.g. with mud, cover, bicycle rack, etc.)
- 8) **License plate not properly displayed** (e.g. in car window).
- 9) **More than one vehicle** parked on campus at the same time (issued to second vehicle found).
- 10) Vehicle **not within stall lines** of a legal parking space.
- 11) Parked in **restricted area** (e.g. delivery or guest meter; service stall, etc.)
- 12) Parking after **event** restriction begins. Fine escalates \$10 each time upon subsequent issuance (e.g. \$35, \$45, \$55, etc), with late fee added after the 14th calendar day.
- 13) **Overstaying** permit or parking stall **time limit** (e.g. loading zones, etc.)
- 14) **Facing wrong way** – Vehicles using parallel parking areas must park with the front of the vehicle pointing in the same direction as flow of traffic.
- 15) **Improper use** of paid/validated toll ticket while exiting garage.

**10.6 Group II University violations.** Fee: \$50. Vehicle may be towed.

- 16) Parked in **reserved stall**.
- 17) **Nondesignated parking** in an area not specifically designated for or designed as a parking area for motor vehicles (e.g. on grass, sidewalk, “no parking” sign, areas not marked as a parking space, such as at the end of a row, or in any building not designated for the repair or storage of vehicles, etc.)
- 18) **Blocking** drive, roadway, dumpsters, doors, or legally parked vehicles, or restricting normal flow of traffic.
- 19) **Unauthorized storage** of vehicle on university premises. (Vehicles not bearing a license tag or current permit, or parked illegally and not moved for five (5) or more days.)

**10.7 Group III University violations.** Fee: \$55.

- 20) **Booth run.** Unauthorized entry to closed area of campus.
- 21) **Theft of Services.** Issued to any car exiting a gated toll facility without paying toll. Parking privileges will be revoked.
- 22) **Abuse of Garage Permit.** Issued to any garage permit owner who uses their permit to allow any other car(s) free exit. Parking privileges may be revoked.

**10.8 Group IV University violations.** Fee: \$75. Vehicle may be towed.

- 23) **Excessive violator.** Assessed if vehicle is impounded by wheellock or towed (see section 11.4).

**10.9 Group V University violations.** Fee: \$100. Vehicle may be towed.

- 24) **Gate Tampering.** Issued to any person who tampers with any gate equipment. Cost of repair will be added to the fine.
- 25) Parked in designated **fire lane** or adjacent to a fire hydrant.
- 26) Display of **forged, altered, lost or stolen** parking permit, or fraudulent report of lost or stolen parking permit. Cost of forged, altered or stolen permit will be added to the fine, and parking privileges will be revoked for one year.
- 27) Use of permit/e-permit for which user is **not eligible**; or purchase of permit/e-permit by eligible third party for a user who is not themselves eligible for the permit/e-permit.

**10.10 Group VI University violation.** Fee: \$150. (\$160 after 14th calendar day.) Vehicle may be towed.

- 28) Illegally parked in or blocking an **accessible or limited mobility space**, accessible aisle, or ADA-compliant ramp designated as accessible.
- 29) Parking on campus after parking privileges have been **revoked**.

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## 11. PAYMENT OF FEES

**11.0 Violation fees** shall be payable online, at the fine boxes, or at the department's office either in person or by mail, payable and addressed to KU Parking & Transit. **Violation notices (ticket or statement) shall accompany payment. Payment is due upon issuance of ticket. A \$10 late fee will be added to all tickets not paid within 14 calendar days.**

Parking & Transit accepts cash, checks, cashier's checks, Visa, MasterCard, American Express, and Discover. For cash payments, up to \$1 in coins may be accepted.

**11.1 Students with unpaid tickets shall not be permitted to purchase permits/e-permits enroll or obtain or transfer records or diplomas.** No personal checks will be accepted for release of hold on official transcript.

**11.2 Faculty or staff with unpaid tickets shall not be permitted to purchase permits/e-permits, and are subject to KSA 76-741, which specifies that parking fines may be collected from payroll warrants.**

**11.3 If an account of unpaid tickets** or other charges remains past due, the account may be referred to a collection agency for collection, as specified by KSA 76-475.

**11.4 Excessive violations** exist whenever three (3) or more tickets have been issued to any vehicle or posted to the account of any owner/operator and have not been paid within ten (10) business days.

**All vehicles on an excessive account are subject to towing.** Payment for release of vehicles impounded due to excessive violations must be cash, cashier's check, money order, American Express, Discover, MasterCard or Visa. **No personal checks will be accepted for tickets on towed vehicles/accounts.** In addition, the Parking Commission may revoke the privilege of operating a vehicle on the university campus.

**Movement of a wheel-locked vehicle will cause damage to the vehicle.**

**11.5 Towing and impoundment of vehicles.** Vehicles may be towed from the campus at any time if they interfere with the efficient operation of the traffic and parking on the university campus or if they are parked in an area not specifically designated for or designed as a parking area. All charges for towing and/or storage fees are the responsibility of the owner/operator.

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## 12. APPEAL OF VIOLATION NOTICES

**12.0 The University of Kansas Parking Traffic Court** reviews violation notices when such review is requested within ten (10) business days of issuance. Appeals must be made online. Forms submitted with insufficient explanation or appeals made simply to release an enrollment hold will not be accepted.

Appellants who provide deliberately false or misleading information will be reported to Student Affairs (see *Student Code of Rights and Responsibilities, Article 19, Section C, parts 2-3*).

**12.1 A \$5 filing fee will be assessed on each appeal.** If the decision is in favor of the appellant, this fee is assessed to Parking & Transit.

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## 13. STATUTORY AUTHORIZATION

KSA 74-3209 through KSA 74-3216 authorizes the Board of Regents to promulgate regulations for the control of parking and traffic on the University of Kansas campus and to establish misuse fees for violations of the regulations. Besides the internal misuse fees, KSA 74-3215 provides for violations of the regulations to be prosecuted as misdemeanors in the courts of the 7th Judicial District of Kansas, with a maximum fine of twenty-five dollars (\$25).

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## CONTACT US

**The Parking & Transit office** is located in the Allen Fieldhouse Garage at Naismith Drive and Irving Hill Road, and is open 7:30 a.m. to 5 p.m. Monday through Thursday, and until 4:30 p.m. Friday, except holidays.

Forms and additional information can also be found online.