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Title 1. Department Information
Introduction

§1.1 Summary

The Department of Parking and Transportation is responsible for the management of parking resources, the sale of parking permits and the enforcement of these rules and regulations. The Department’s main office is located in University Hall, Suite 1766 inside the main elevator lobby. The office is open Monday through Friday, 8am until 5pm and is closed on weekends and University holidays. You may reach us by phone during normal business hours at 310.338.1681 or by e-mail at parking@lmu.edu. Loyola Marymount University (LMU) enforces parking year round. Paid parking and parking assignments are regulated Monday through Friday, 8am until 8pm, except for University holidays. Parking is enforced during academic holidays, which are different than University holidays. All other rules are enforceable 24/7.

§1.2 Purpose

The following manual contains parking rules and regulations that are currently in effect at LMU. It is the responsibility of each individual operating a motor vehicle on campus to know, understand, and comply with the rules and regulations expressed in this document. This information supersedes and replaces all previously issued parking and transportation rules and regulation documents. The Department of Parking and Transportation may change, delete, suspend, or discontinue this document, or any part of, at any time at its sole and complete discretion.

§1.3 Governance

The Department of Parking and Transportation is part of the Administration Division. The Director of Parking and Transportation reports directly to the Associate Vice President for Administration Services. The department also works closely with the Parking Advisory Committee, which is an advisory board comprised of various faculty, staff, and students.

§1.4 Liability

Park at your own risk. LMU is not responsible for injuries, losses, or damages. Vehicle owners are solely responsible for loss, damages and/or theft to their vehicles and/or their contents while the vehicles are on LMU property. LMU assumes no responsibility for the damage to and/or theft of any vehicle or its contents while the vehicle is parked or moving on campus. LMU is not responsible for damage that may occur when a vehicle is impounded, relocated, or when any other authorized official of the University is assisting in a help-related service or while issuing a citation.

§1.5 Service Standards

The Department of Parking and Transportation is committed to providing excellent customer service. Parking staff will make every attempt possible to return your call or reply to your e-mail within the same business day; however, response rates may vary based on the volume of requests and when the inquiry was placed.
§1.6 Government Agencies

Loyola Marymount works with government agencies and complies with their regulations. Local, state and federal regulations are enforced on LMU campus. Failure to comply with these regulations may result in monetary fines, vehicle impoundment or other penalties.

a.) Local Agencies:

i.) Los Angeles Police Department
   (i)  http://www.lapdonline.org/
   (ii) It is the mission of the Los Angeles Police Department to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime, and to enhance public safety while working with the diverse communities to improve their quality of life. The LAPD mandate is to do so with honor and integrity, while at all times conducting themselves with the highest ethical standards to maintain public confidence.

ii.) Los Angeles Parking Violations Bureau
   (i)  http://www.lacity-parking.org/laopm/pvb_home.html

iii.) City of Los Angeles Bureau of Street Services
   (i)  http://bss.lacity.org/

iv.) Los Angeles Fire Department
   (i)  http://lafd.org/
   (ii) It is the mission of the Los Angeles Fire Department to preserve life and property, promote public safety and foster economic growth through leadership, management and actions, as an all risk life safety response provider.

v.) Los Angeles World Airports (LAWA)
   (i)  The functions of patrol services are incorporated into all aspects of LAWA Police operations, but the Patrol Services Section (PSS) component has the primary responsibility for achieving patrol objectives. PSS provides continuous patrol coverage on a 24-hour basis with overlapping shifts and provides the major portion of first-line law enforcement services for Los Angeles World Airports at LAX and Van Nuys (VNY).

vi.) Los Angeles Department of Transportation (LADOT)
   (i)  http://ladot.lacity.org/index.htm
   (ii) LADOT is a leader in the planning, design, construction, and operations of transportation systems in the City of Los Angeles and partners with sister agencies to improve transportation service and infrastructure in the city and the region.
   (iii) LADOT reports to the Mayor of Los Angeles.
   (iv) LADOT receives policy direction and budgetary and position approval through the City Council. Most legislative matters are heard at the Transportation Committee before consideration by the full City Council.

b.) State Agencies

i.) California Department of Motor Vehicles (CA DMV)
   (i)  http://dmv.ca.gov/portal/home/dmv.htm
   (ii) DMV registers vehicles in California and licenses their drivers.

ii.) South Coast Air Quality Management District (SCAQMD)
   (i)  http://www.aqmd.gov/
   (ii) Under federal and state law, the South Coast Air Quality Management District (AQMD) is under a legal obligation to enforce air pollution regulations. These regulations are primarily meant to ensure that the surrounding (or ambient) air meets federal and state air quality standards. AQMD also has broad authority to regulate toxic and hazardous air emissions, and these regulations are enforced in the same manner as those which pertain to the ambient air quality standards.
### §1.7 Definitions and Acronyms

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<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Holiday</strong></td>
<td>Holidays during which classes are not scheduled but University offices may remain open. (for more information visit the Office of the Registrar’s webpage)</td>
</tr>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
</tr>
<tr>
<td>ADA/Disabled Placard</td>
<td>Placard issued by ADA granting access to parking specifically designed for disabled or handicapped</td>
</tr>
<tr>
<td>Affiliate</td>
<td>Individuals or entities that are associated with LMU but are not categorized as students, faculty or staff. Eg. vendors, contractors, LMU Extension students, Non-LMU Rec Center Members, or any regular visitor to campus</td>
</tr>
<tr>
<td>AQMD</td>
<td>Air Quality Management District</td>
</tr>
<tr>
<td>CVC</td>
<td>California Vehicle Code</td>
</tr>
<tr>
<td>Day Permit/Pass</td>
<td>Refers to daily parking purchased at a Pay Station or through Parkmobile (also known as short-term parking)</td>
</tr>
<tr>
<td>DPS</td>
<td>Department of Public Safety</td>
</tr>
<tr>
<td>DPT</td>
<td>Department of Parking and Transportation</td>
</tr>
<tr>
<td>Good Standing</td>
<td>No liens, holds or any suspension of any LMU benefit or privilege</td>
</tr>
<tr>
<td>Impound</td>
<td>Towing a vehicle to an off-campus agency at the owner’s expense</td>
</tr>
<tr>
<td>LADOT</td>
<td>Los Angeles Department of Transportation</td>
</tr>
<tr>
<td>LAFD</td>
<td>Los Angeles Fire Department</td>
</tr>
<tr>
<td>LAMC</td>
<td>Los Angeles Municipal Code</td>
</tr>
<tr>
<td>LAPD</td>
<td>Los Angeles Police Department</td>
</tr>
<tr>
<td>Late Fee</td>
<td>Fee added to delinquent parking fines</td>
</tr>
<tr>
<td>LAWA</td>
<td>Los Angeles World Airports</td>
</tr>
<tr>
<td>LLS</td>
<td>Loyola Law School</td>
</tr>
<tr>
<td>LMU</td>
<td>Loyola Marymount University</td>
</tr>
<tr>
<td>LMU Community Member</td>
<td>Active faculty, staff, students and affiliates of LMU</td>
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<tr>
<td>LMU Park</td>
<td>Online parking payment and registration portal</td>
</tr>
<tr>
<td>Long-Term Permit</td>
<td>Any parking permit valid for 30 days or longer</td>
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<tr>
<td>LPR</td>
<td>License Plate Recognition</td>
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<tr>
<td>Opt-Out</td>
<td>The decision to avoid an automatic charge for a parking permit if a student will not have a car on campus by a semester deadline.</td>
</tr>
<tr>
<td>PAB</td>
<td>Parking Appeals Board</td>
</tr>
<tr>
<td>PAC</td>
<td>Parking Advisory Committee</td>
</tr>
<tr>
<td>Parking Office</td>
<td>Department of Parking and Transportation Office</td>
</tr>
<tr>
<td>Parking Pass</td>
<td>Synonymous with parking permit</td>
</tr>
<tr>
<td>Parkmobile</td>
<td>A mobile payment application that allows drivers to pay for daily parking at various rates (LMU zone is 961)</td>
</tr>
<tr>
<td>Pay Station</td>
<td>Pay-by-Plate machines that allow for the daily purchase of parking at various rates (valid license plate is required for registration)</td>
</tr>
<tr>
<td>Pay-By-Plate</td>
<td>The registration and payment for parking via a vehicle’s license plate (the display of receipt is not required)</td>
</tr>
<tr>
<td>Relocation</td>
<td>The towing of a vehicle from a particular area on campus to another area on campus</td>
</tr>
<tr>
<td>Reserved Space</td>
<td>Reserved parking for a specific vehicle or individual</td>
</tr>
<tr>
<td>RO</td>
<td>Registered owner or operator</td>
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<table>
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<tr>
<th>Term</th>
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<td>SCAQMD</td>
<td>South Coast Air Quality Management District</td>
</tr>
<tr>
<td>SFSO</td>
<td>Student Financial Services Office</td>
</tr>
<tr>
<td>Short-Term Permit</td>
<td>Any parking permit valid for less than 30 days; typically associated with daily or visitor parking permits</td>
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<td>SOV</td>
<td>Single occupancy vehicle</td>
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<td>Temporary Parking</td>
<td>Loading zones or timed spaces</td>
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<tr>
<td>Tow</td>
<td>Refers to the act of being relocated or impounded</td>
</tr>
<tr>
<td>University Holiday</td>
<td>Days when University business is closed – including the cancellation of academic classes (see the Human Resources benefits page for more information and dates)</td>
</tr>
<tr>
<td>Vehicle</td>
<td>Any motorized device with two or more wheels</td>
</tr>
<tr>
<td>Virtual Parking Permit</td>
<td>The use of a vehicle’s license plate as a permit rather than the traditional hangtag or sticker permit</td>
</tr>
<tr>
<td>Visitor/Guest</td>
<td>Any person not registered to a long-term parking permit</td>
</tr>
<tr>
<td>Warning Sticker</td>
<td>Sticker applied to vehicles with unpaid citations that are subject to tow</td>
</tr>
<tr>
<td>Westchester Campus</td>
<td>LMU’s main campus; used to distinguish between the Loyola Law School campus downtown</td>
</tr>
</tbody>
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Title 2. Enforcement Authority
Article 1. Disclaimer & Summary

§1.1 Summary

Paid parking and parking assignments are enforced Monday through Friday, 8am until 8pm. All other violations are enforceable 24 hours a day, 7 days a week.

§1.2 Parking Privileges and Availability

LMU’s campus is private property and the Department of Parking and Transportation reserves the right to suspend or revoke parking privileges at any time at its sole discretion. The purchase of parking rights does not guarantee the availability of parking space. Lack of available parking space, amount of time spent looking for a parking space or the lack of knowledge concerning the University’s parking rules and regulations are not valid reasons for violating any parking regulation or as justification of the dismissal of a parking violation. The use of the University’s parking facilities is a privilege, not a right.

a.) Penalties for violations of parking and traffic regulations include but are not limited to fines, vehicle relocation, towing or impoundment of vehicle, loss of access privileges, loss of parking privileges, suspension of services, and ineligibility for issuance of future parking permits on campus.

b.) Fines will be assessed in accordance with the penalty schedule published and enforced at the time of the violation.

c.) Fines imposed for a violation of these rules and regulations are the responsibility of the individual who owns the vehicle or has registered the vehicle with LMU.

d.) Fines left unpaid may result in additional consequences not related to Parking and Transportation.

   i.) Citations left unpaid after 14 days are considered delinquent.

   ii.) Delinquent citations will be assessed a late fee of 50 percent of the citation’s base value.

   iii.) Students may experience delays with graduation, holds on transcripts, an inability to register for classes and other penalties for unpaid parking fines.

   iv.) Vehicles with four or more unpaid citations are subject to impoundment per the University’s Towing Policy.

   e.) In some instances, a violation of parking and traffic regulations may result in disciplinary action for employees, students and visitors through suspension or revocation of parking privileges.

§1.3 California Vehicle Code (CVC)

Individuals entering LMU’s campus are subject to enforcement action by officials of the University for violation of any LMU regulation, Division 11 of the CVC, or any other applicable state law or local ordinance. Unless otherwise provided for by these rules and regulations, all provisions of the CVC relating to traffic upon the highways shall be applicable on LMU property. These provisions include but are not limited to posted speed limits, traffic signs, and other traffic control devices. Vehicles that fall within the CVC include but are not limited to automobiles, trucks, motorcycles, motor-scooters, electric carts, bicycles, and mopeds.

   a.) The campus speed limit is 15 MPH on all streets, unless indicated otherwise. Parking lots and garages have speed limits of 5 MPH.

§1.4 LMU’s Right to Enforce

Rules and regulations outlined in this document may be enforced by representatives of the Department of Parking and Transportation, LMU Public Safety Officers, and/or any other authorized LMU official pursuant CVC 21113. CVC 22658 permits LMU to remove vehicles from campus property.
§1.5 Responsibility for Citations, Penalties and Fines

The person to whom a vehicle is registered with LMU Parking and Transportation is responsible for any liability or damage claims, including violations in connection with the possession and/or operation of the vehicle on the LMU campus. Citations incurred on vehicles loaned or driven by someone other than the registered owner will be linked to the identified driver until the registered owner can be unidentified. In the event the registered owner is not identified, the driver associated with the vehicle will be charged with all associated fines.

a.) All individuals are afforded the opportunity to appeal parking citations within the 14 days of the date of issuance. Appeals do not guarantee the overturn or reduction of the citation amount.

b.) Rejected first level appeals may be re-appealed through the Parking Appeals Board.

   i.) CVC violations may not be re-appealed.

c.) If a vehicle is sold, it is the responsibility of the seller and buyer to notify Parking and Transportation of the change in ownership. If a vehicle is sold to another LMU community member, it is both parties' responsibility to ensure the vehicle is correctly registered and that the vehicle has no outstanding citations. Citations will default to the last registered individual.

d.) Any driver with excessive parking citations may lose their parking privileges on LMU campus at the discretion of the Director of Parking and Transportation.

   i.) Individuals who have had their parking privileges revoked may not park their vehicle on LMU campus at any time and will have their vehicle impounded in accordance with the University Towing Policy.

§1.6 Right to Tow

Pursuant to CVC 22658, LMU reserves the right to tow vehicles using an off-campus agency. In addition, vehicles are subject to impoundment and storage whose parking privileges have been revoked/suspended or that are parked on the Loyola Marymount University campus in violation of these regulations, the CVC and/or any government code. During the course of a tow, it may be necessary for an authorized LMU employee or an outside towing company to access the vehicle. LMU assumes no responsibility for damage to a vehicle as a result of impoundment or relocation. Please contact the Parking Office if you believe your vehicle has been towed.

a.) Relocations

   i.) Relocated vehicles are moved to another area on campus and may be retrieved by the registered owner by either contacting the Parking Office during business hours or the Department of Public Safety outside of regular business hours.

   ii.) If the relocation originated from a violation of any University regulation, rule or policy, a relocation citation will be issued.

b.) Impounds

   i.) Vehicles that are impounded will be removed from campus by an outside agency and may be picked up by the registered owner only an impound fee to the impounding agency is paid.

   ii.) Any unregistered and/or unauthorized vehicle parked on LMU campus may be towed at the vehicle owner’s expense under CVC regulations.

   iii.) Vehicles with four or more unpaid LMU issued citations are impound eligible.

   iv.) On the third unpaid parking citation, a “warning” sticker may be applied to the driver’s side-window, indicating the vehicle will be impounded on its next citation.

      i) Warning stickers are a courtesy and are not required for impound.

      ii) Vehicles that have exceeded the maximum allowed number of unpaid citations will be impounded on site, regardless of registration or payment of parking fees for that day.

   v.) The vehicle owner of the vehicle is responsible for all charges associated with the impoundment, storage and any citations, new or old. LMU and its employees are not responsible for loss or damage[s] of any kind resulting from enforcement, towing and storage.
Article 2. General Rules & Regulations

§2.1 Summary

Loyola Marymount University enforces its own rules and regulations through the issuance of parking citations and the towing of vehicles. Failure to comply with the rules contained in this document are the responsibility of the vehicle operator. Being unaware, not reading, or any other misunderstanding are not valid reasons for violating any rule or policy of the University.

The University cooperates with local, state and federal law enforcement agencies. These agencies have the right to enforce their regulations at their discretion and unannounced. It’s encouraged all vehicle operators familiarize themselves with not only the University’s rules and regulations but any other local, state or federal rules and regulations.

§2.2 Citations

Below is a general list of parking violations and associated fees. Certain citations issued may not be on this list. LAPD, LADOT the Sheriff’s Office or any other sworn law enforcement agency reserves the right to enforce local, state and federal regulations on LMU campus.

<table>
<thead>
<tr>
<th>Citation Name</th>
<th>Definition</th>
<th>Fine Amount Without Late Fee</th>
<th>Fine Amount With Late Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altered Permit/Fraud Use of Citation</td>
<td>Vehicles displaying fraudulent permits or a citation with the intention of misleading parking enforcement are subject to cite/tow. May include the loss of driving privileges and other consequences.</td>
<td>$200</td>
<td>$300</td>
</tr>
<tr>
<td>Blocking Crosswalk</td>
<td>Vehicles may not stop, stand or park in any way that inhibits pedestrian crossing.</td>
<td>$200</td>
<td>$300</td>
</tr>
<tr>
<td>Double Parked</td>
<td>Vehicles parked on the roadway side of an already parked vehicle thereby obstructing traffic and the already parked car.</td>
<td>$50</td>
<td>$75</td>
</tr>
<tr>
<td>Driving on Lawn</td>
<td>Driving or parking on any landscape.</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td>Driving Under the Influence</td>
<td>Driving under the influence of alcohol or narcotics. May also include the loss of driving privileges and other consequences.</td>
<td>$500</td>
<td>$750</td>
</tr>
<tr>
<td>Exceeding Time Limit</td>
<td>Vehicles must obey all posted time limits indicated by signage or on the space or curb.</td>
<td>$50</td>
<td>$75</td>
</tr>
<tr>
<td>Failure to Obey Traffic Device</td>
<td>Applies to stop signs, yield signs, temporary signs, directional signs, gate arms, spike strips, gates, bollards, traffic personnel or any other measure intended to control traffic.</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td>False Identification/Non-Compliant</td>
<td>The attempt or act to mislead any campus official and/or failing to comply with their instructions.</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td>Handicapped/Disabled Access</td>
<td>Vehicles must display a valid ADA issued placard or display a DMV issued ADA license plate with current registration. Proper DMV paperwork must be kept in the vehicle for identification if requested. No vehicle may park or block a disabled walkway or access path. Vehicles are subject to tow and additional fees.</td>
<td>$250</td>
<td>$375</td>
</tr>
<tr>
<td>Head – In Parking</td>
<td>All vehicles must park head-in if they do not have a front license plate except where parallel parking is required.</td>
<td>$50</td>
<td>$75</td>
</tr>
<tr>
<td>Illegal Entry</td>
<td>Entering campus without proper access or failing to follow protocol.</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td>Littering</td>
<td>Improper disposal of waste.</td>
<td>$200</td>
<td>$300</td>
</tr>
<tr>
<td>Motorcycle Area Violation</td>
<td>Non-motorcycles or unauthorized vehicles (golf carts, trikes, cars, trucks, etc.) may not park in a designated motorcycle area at any time.</td>
<td>$50</td>
<td>$75</td>
</tr>
<tr>
<td>Violation</td>
<td>Description</td>
<td>Fines</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td><strong>Motorcycle out of Area</strong></td>
<td>Motorcycles are required to be parked in designated parking areas specific to motorcycle parking. Motorcycles may not park in unauthorized areas or create parking spaces. Motorcycles registered under a regular permit may park in a regular vehicle stall if desired.</td>
<td>$50 - $75</td>
<td></td>
</tr>
<tr>
<td><strong>No Parking Permit/Expired Permit</strong></td>
<td>All vehicles are required to be registered with a valid parking permit (permits are virtual) unless paid as a daily visitor.</td>
<td>Escalating fee: $20, $40, $60, $80</td>
<td>Escalating Fee: $30, $60, $90, $120</td>
</tr>
<tr>
<td><strong>Not in marked Space</strong></td>
<td>Vehicles must park in valid parking areas specified by the university. Vehicles may not park in unmarked areas or areas specifically indicating no parking. Vehicles are subject to tow and additional fees.</td>
<td>$50 - $75</td>
<td></td>
</tr>
<tr>
<td><strong>Obstructing Bike Lane</strong></td>
<td>Vehicle parked or standing in a marked bike lane.</td>
<td>$100 - $150</td>
<td></td>
</tr>
<tr>
<td><strong>Obstructing Traffic/Building Access</strong></td>
<td>Vehicles impeding the proper flow of traffic or building access or causing any safety concern shall be cited and/or towed at the owner’s expense.</td>
<td>$100 - $150</td>
<td></td>
</tr>
<tr>
<td><strong>Parked in Two Spaces</strong></td>
<td>Vehicles must park within the indicated lines specific for parking. Oversized vehicles are not an exception and will either a) need to make alternative arrangements with the Parking Office or b) park off LMU property.</td>
<td>$50 - $75</td>
<td></td>
</tr>
<tr>
<td><strong>Parking on Lawn/Sidewalk</strong></td>
<td>Vehicles may not park, stop or stand on sidewalks or lawns. Vehicles are subject to tow and additional fees.</td>
<td>$100 - $150</td>
<td></td>
</tr>
<tr>
<td><strong>Public Nuisance</strong></td>
<td>Excessive noise, persistent vehicle alarm or any other action causing discomfort to the public.</td>
<td>$50 - $75</td>
<td></td>
</tr>
<tr>
<td><strong>Purposeful Evasion</strong></td>
<td>Purposefully evading any official of the University.</td>
<td>$500 - $750</td>
<td></td>
</tr>
<tr>
<td><strong>Reckless Driving</strong></td>
<td>Driving a vehicle in an unsafe manner.</td>
<td>$200 - $300</td>
<td></td>
</tr>
<tr>
<td><strong>Red Zone/Fire Lane/Hydrant</strong></td>
<td>No vehicle may park, stop or stand in any area marked as a red zone or fire lane for any period of time. Fire hydrants must be kept clear with a minimum of 15 ft. Vehicles are subject to tow and additional fees.</td>
<td>$100 - $150</td>
<td></td>
</tr>
<tr>
<td><strong>Reserved Area</strong></td>
<td>Vehicles may not park in areas marked reserved or blocked for an event without proper authorization. Vehicles are subject to tow and additional fees.</td>
<td>$50 - $75</td>
<td></td>
</tr>
<tr>
<td><strong>Reserved Space</strong></td>
<td>Vehicles parked in a space reserved for another vehicle. This includes permanent and temporary reserved spaces.</td>
<td>$100 - $150</td>
<td></td>
</tr>
<tr>
<td><strong>Shared Permit</strong></td>
<td>Only one vehicle per permit may be parked on campus at a time. Additional vehicles must pay the daily visitor rates.</td>
<td>$50 - $75</td>
<td></td>
</tr>
<tr>
<td><strong>Speeding</strong></td>
<td></td>
<td>$100 - $150</td>
<td></td>
</tr>
<tr>
<td><strong>Tow-Away Zone</strong></td>
<td>Vehicles may not park, stop or stand in any area marked as a tow away zone. Violators are subject to cite/tow at the owner’s expense.</td>
<td>$100 - $150</td>
<td></td>
</tr>
<tr>
<td><strong>Warning Sticker</strong></td>
<td>Sticker indicating the vehicle is in violation of some policy.</td>
<td>$0 - $0</td>
<td></td>
</tr>
<tr>
<td><strong>Wrong Sector</strong></td>
<td>All vehicles must park in their assigned sector.</td>
<td>$50 - $75</td>
<td></td>
</tr>
</tbody>
</table>
§2.3 Appeals

Appealing a parking citation indicates that you believe you were parked in accordance with the Loyola Marymount University’s Parking Rules and Regulations and were incorrectly issued a parking citation or that the occurrence was due to circumstances beyond your control. Appeals should be direct and address factual information only.

The following are examples of seldom granted appeals:

1. Lack of knowledge of the Rules and Regulations
2. Forgetfulness
3. Failure to notice signs
4. Lack of parking space
5. Late to class or appointment
6. Other vehicles were parked improperly
7. Parked improperly for a short period of time
8. A note or explanation was left on the windshield
9. Violation/s not written for others in same or similar situation
10. There was a passenger left in the vehicle
11. Inability to pay the fine amount
12. Disagreement with the Rules and Regulations or fine amount

First-level appeals must be submitted online through LMU Park within 14 calendar days of the issue date. Failure to submit an appeal within 14 calendar days shall result in the forfeiture of the right to appeal and the right to re-appeal.

a.) Parking Appeals Board (PAB or the Board)
   (i) The PAB meets monthly and deliberates on all re-appeal testimony.
   (ii) The PAB is comprised of a minimum of one faculty member, staff member and student representative.
   (iii) The PAB is a subset of the Parking Advisory Committee.

b.) Requirements and Procedures for Filing a Re-Appeal
   (i) Appeals are only available if the first level appeal is rejected or reduced and the citation is a non-CVC infraction.
   (ii) Second-level appeals are requested by e-mailing the general parking e-mail at parking@lmu.edu within 14 calendar days from the date of the first level appeal’s decision. Once verified, the Parking Office will reply with instructions.
      1. Appellants must appear in person.
      2. Each appellant has five minutes to explain their re-appeal to the Board.
      3. Board members may ask the appellant relevant questions to the re-appeal once testimony has concluded. Questions and answers shall not count towards the allocated time for testimony.
      4. Appellants may submit documents in addition to their first-level appeal submittal.
         a. Additional documents must be submitted a minimum of two business days prior to the re-appeal hearing date.
         b. Late submissions will not be reviewed or be taken into consideration.
   (iii) Decisions will be communicated via e-mail within 10 business days of the re-appeal date.
§2.4 Late Fees
A late fee of 50 percent of the original violation amount will be applied to the citation balance if unpaid after 14 days of issuance. Citations under appeal are exempt from the late fee. If the appeal is rejected the 14 day period for payment shall start from the appeal decision date.

a.) Delinquent student citation fees transfer to student accounts.
b.) Delinquent non-student citation fees remain delinquent.
c.) Non-student accounts with four or more unpaid citations are eligible for impound per the University’s Towing Policy.

§2.5 Shared Permit
Multiple vehicles may be registered under the same permit, however, only one vehicle may be on campus at a single time. If parking multiple vehicles on campus during the same time, additional vehicles must purchase additional parking in accordance with the time they will need on campus.

§2.6 Handicapped Parking
Disabled parking is available throughout the LMU campus. Only vehicles displaying valid ADA placards may park in designated handicapped parking areas. Registration and payment for ADA registered vehicles is permitted per CVC 22511.5.

a.) Vehicles displaying valid ADA placards/plates may not violate any CVC or LMU regulation as a substitution for the lack of ADA parking. Failure to comply may result in the citation and/or impound at the owner’s expense.

i.) Disabled drivers must still register and pay for parking Monday through Friday, 8am to 8pm.
b.) LMU does not issue disabled parking. Drivers requiring special accommodations should discuss their needs with the California DMV or a licensed physician.
c.) Keep all DMV issued paperwork inside the vehicle using ADA parking. Audits may be conducted at random by authorized LMU personnel or local law enforcement. Failure to provide requested documentation may result in the issuance of a citation or the towing of the vehicle.

§2.7 Head-In Parking
All vehicles without front license plates are required to park head-in except in areas where spaces are marked for parallel parking. Vehicles using parallel stalls must park with the flow of traffic so the passenger side is against the curb or wall. If your vehicle does not have a license plate on both the front and back:

a.) Register the LAST eight characters of your VIN at a Pay Station or Parkmobile for daily parking or via LMU Park for long-term parking. You will be required to update your vehicle information once license plates have been installed. If you need assistance, please contact the Parking Office during regular business hours.

§2.8 Loading Zones and Timed Spaces
Certain spaces around campus are restricted by time. These stalls are intended for the conducting of brief business or the loading and unloading of materials from a vehicle. Before using loading zones and timed spaces, please review the guidelines below:

a.) Loading zones and timed spaces are available for any vehicle to occupy.
b.) Vehicles parked in a loading zone or timed spaces are exempt from paying and registering for the duration of their stay.
c.) Vehicles must be moved from the space within the indicated time period.
d.) Vehicles may not park in the same timed space consecutively or in a space in the same parking lot or area.
e.) Timed spaces are indicated by paint or curb markings, signs or a combination of both.

f.) Times can vary, so be sure to double-check the curb or sign before leaving your vehicle.

g.) Loading zones and timed spaces are enforceable 24/7.

§2.9 Reserved Parking Spaces

Certain spaces and areas across campus are reserved for individuals, special events or prearranged services. Reserved parking is indicated via signage (temporary or permanent), painted curbs, stenciling or a combination of the latter. Unauthorized vehicles may be cited and/or towed at the owner’s expense.

a.) Reserved Parking Areas (but not limited to)

i.) Valet Area of Drollinger Parking Plaza
   (i) During the Fall and Spring Academic semesters, the valet area (Southwest corner) of the upper level of Lot-L is reserved from 8:30am until 10pm Monday through Thursday.

ii.) Children’s Center
   (i) Only authorized persons registered for parking through the Children’s Center may use the lot from the hours of 6am until 7pm, Monday through Friday.

iii.) Lot-B, Front of Gersten Pavilion
   (i) Spaces on each space correspond to the numbers indicated on the lot’s entrance sign.
     1. Spaces may or may not be accompanied by a barricade or cone.
     2. Please refer to the lot entrance sign for the current range of reserved spaces for that day.

iv.) Electrical Vehicle Charging Stations
   1. EVC stations are reserved for cars actively charging from 8am until 11am, Monday through Friday.

§2.10 Parking in Unmarked Spaces

Vehicles must park in designated, marked parking spaces only. Vehicle operators may not create or park in any other area without the prior consultation and approval from the Parking Office. The lack of signage, paint or any other communication device is not a valid reason to park outside of a marked stall.

§2.11 Compact Spaces

Vehicles may not occupy a compact space if it obstructs another vehicle from parking, exiting or traffic from flowing regularly. Vehicles in violation are subject to citation and/or tow at the owner’s expense.

§2.12 Parking in Two or More Spaces

All vehicles must park completely within the lines.

a.) Perpendicular stalls must not have any portion of the space’s occupant’s vehicle extending beyond the furthest space boundary line. This is true even if no vehicle is parked adjacent at the time of occupancy.

b.) Parallel stalls must not have any portion of the space’s occupant’s vehicle extending beyond the front and back boundary line. Vehicles must be parked within 18 inches of the curb and may not obstruct traffic in any fashion.

§2.13 Obstructing Traffic

Vehicles may not stop for any time in non-designated parking areas. Blocking or disrupting the regular flow of traffic will result in the issuance of a citation. Unoccupied vehicles may be towed at the owner’s expense.

a.) Anticipated parking needs in non-parking areas should be coordinated in advance through the Parking Office.
§2.14 Speed Limit on Campus

The maximum speed limit on the LMU campus is 15 mph unless otherwise posted. The speed limit in all parking lots and structures is 5 mph. Prevailing safety conditions may occasionally require a lesser speed. Speed bumps are placed in designated areas to limit the speed of vehicles. LMU is not responsible for vehicle damage caused by speed control devices.

§2.15 Evasion

Drivers identified evading any University official shall be issued a citation. Parking and driving privileges may additionally be suspended. A hearing may be requested by the driver to discuss the reinstatement of campus driving and parking privileges. Vehicles violating any suspension or disciplinary action may be impounded at the owner’s expense.

§2.16 Pedestrian Traffic

Pedestrians have the right-of-way at all times in all parking lots, access roads, crosswalks, and intersections. Drivers failing to yield to any pedestrian may be issued a citation for reckless driving with the possibility of parking and driving privileges being suspended. A hearing may be requested by the driver to request reinstatement of campus driving and parking privileges. Vehicles violating any suspension or disciplinary action may be impounded at the owner’s expense.

§2.17 Oversized Vehicles

Approval to park campers, trucks, trailers, buses or any other large vehicle or attachment must be obtained from the Department prior to parking on LMU property. If authorized, vehicle/s and attachments must not obstruct the flow of traffic, access to parking or driveways, fire lanes or ADA spaces. Vehicles found in violation may be cited and/or towed at the owner’s expense. Any vehicle and/or its attachment must register and pay for parking. Each stall occupied or made unavailable to another driver is required to pay for the time occupied.
Title 3. Parking Registration
Article 1. License Plate Recognition

§1.1 Summary

LMU is a virtual parking permit campus. Each vehicle’s license plate number is used in lieu of a physical permit. License plates are scanned through

§1.2 License Plate Registration (LPR)

LMU utilizes LPR technology to assist in the enforcement of parking regulations. All vehicles parking at LMU must register and pay in advance through LMU Park, Parkmobile or a Pay Station during enforcement periods. As no physical permit or sticker is used, license plates must be registered accurately to avoid citation.

For example, if your plate reads “A B C–123”, enter “ABC123”.

a.) Personalized Plates

i.) When you register your vehicle you must omit non-alphanumeric and special characters. Examples of characters to omit include spaces, dots, dashes, hearts, stars, handprints.

b.) Errors in registration are the responsibility of the registrant and will cause the issuance of a violation.

§1.3 Vehicles without License Plates

Vehicles without a license plate must register by the LAST eight characters of the vehicle’s VIN number. Any other sequence of the vehicle’s VIN number will be invalid and result in a citation.

a.) How to Find the VIN

i.) The VIN can be found by looking at the dashboard on the driver’s side of the vehicle. The easiest way to view the VIN is to stand outside the vehicle on the driver’s side and look at the corner of the dashboard where it meets the windshield. If the VIN cannot be found there, open the driver’s side door and look at the door post (where the door latches when it is closed). It is likely the VIN will also be displayed at this location. The VIN can also be found on new vehicle registration usually taped to the bottom corner of the windshield on the passenger side or on the vehicle’s permanent registration from the DMV.

b.) Once you receive your vehicle’s permanent license plate you must re-register before parking on campus.
Article 2. Visitor Registration

§2.1 Summary

LMU welcomes guests and visitors to use its parking facilities. Guests must access the campus via the main entrance at LMU Drive off Lincoln Blvd. Access through the Loyola Blvd. gate is granted to students and employees only. Guests may exit through the Loyola Blvd. gate but re-entry must occur via Lincoln Blvd. and LMU Drive. Once on campus, visitors should stop at the information booth for directions and general information.

a.) Guests are expected to comply with all University parking regulations and park in valid parking locations. LMU requires all vehicles to be registered and pay for parking Monday through Friday, 8am until 8pm.

b.) LMU is a virtual parking campus – your complete license plate information is required to register and pay for parking. You do not need to display a receipt, permit or sticker unless alternative arrangements have been made in advance.

c.) LMU does not issue refunds for the incorrect purchase of parking. Please purchase carefully.

§2.2 Visitor Parking Areas

Visitor parking is available in the following areas. Please review a campus-parking map for additional parking guidance.

a.) Common Visitor Parking Areas w/Pay Stations:

i.) University Hall, levels P2 and P3
   (i) Level P1 is employee parking only

ii.) Drollinger Parking Plaza, Upper Level (UL) and Lower Level (LL)
   (i) The nested area (behind gate arm) on the lower level is restricted to employee parking only

iii.) Lot-I, Xavier Lot
   (i) Daily/visitor rate must be paid
   (ii) Faculty, staff and students may park in this area but must purchase daily/visitor parking

iv.) Lot-H, Del Rey
   (i) Underground structure is OK to park with payment
   (ii) Pay Station is in the southern section of the outdoor lot between Rosecrans and Del Rey South Apartments

v.) Lot-A, Hannon
   (i) Temporary parking in the Children’s Center lot is not permitted unless registered through the Children’s Center and confirmed with the Parking Office.

b.) Additional Visitor Parking Areas w/out Pay Stations:

   (i) Lots-B, C and G
   (ii) Rosecrans and Facilities Lanes

*Payments from any Pay Station or through Parkmobile are valid in any visitor acceptable location.

§2.3 20 Minutes Free Policy

When purchasing parking from a Pay Station or Parkmobile, the first 20 minutes are free. To receive 20 minutes free, the vehicle must be registered at a Pay Station or through Parkmobile prior to receiving the free 20 minutes. The 20 minutes free may be used alone without paying for additional parking. If additional time is needed for parking, regular parking rates shall apply. This feature may only be used once each day per vehicle. Multiple uses or the misuse of this benefit will result in the suspension of your visitor parking privileges and the possible revocation of your parking privileges on the LMU campus entirely.
§2.4 Visitor Rates

<table>
<thead>
<tr>
<th>Time Purchased in Minutes</th>
<th>Cost</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 20</td>
<td>$0</td>
<td>Free with registration; Only one use of this feature is allowed per day</td>
</tr>
<tr>
<td>21 – 40</td>
<td>$2</td>
<td></td>
</tr>
<tr>
<td>41 – 60</td>
<td>$4</td>
<td></td>
</tr>
<tr>
<td>61 – 80</td>
<td>$6</td>
<td></td>
</tr>
<tr>
<td>81 – 100</td>
<td>$8</td>
<td></td>
</tr>
<tr>
<td>101 – More Minutes</td>
<td>$10</td>
<td>Daily maximum; 2 hours or until 8pm</td>
</tr>
</tbody>
</table>

§2.5 Pay Station Locations

<table>
<thead>
<tr>
<th>Pay Station Location</th>
<th>Location Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot-A, Hannon</td>
<td>Near Hannon Apartments and Hannon Field</td>
</tr>
<tr>
<td>Lot-A, Hannon Central</td>
<td>Central, By Light Post</td>
</tr>
<tr>
<td>Lot-B, Burns Rec Center</td>
<td>Right of Burns Rec Center Entrance</td>
</tr>
<tr>
<td>Lot-H, Del Rey</td>
<td>Near ADA Stalls and Rosecrans Apartments</td>
</tr>
<tr>
<td>Lot-I, Xavier</td>
<td>At Entrance by Light Post</td>
</tr>
<tr>
<td>Lot-L, Drollinger</td>
<td>At Entrance to Garage</td>
</tr>
<tr>
<td>Lot-L, Drollinger</td>
<td>At East Elevator to Lot-K and Stairs to Leavey Field</td>
</tr>
<tr>
<td>Lot-M, Von der Ahe</td>
<td>North of Entrance Along Ignatian Cl</td>
</tr>
<tr>
<td>UNH, University Hall</td>
<td>Level P2 of Section C</td>
</tr>
<tr>
<td>UNH, University Hall</td>
<td>Level P3 of Section C</td>
</tr>
</tbody>
</table>

a.) Payments Accepted
   i.) Visa, Mastercard, and Cash
       (i) No refunds
       (ii) No change issued at machine

b.) Extend-By-Phone
   i.) Only credit card payments may be extended by phone
   ii.) Only the purchased amount may be extended
   iii.) Extend-By-Phone does not count towards the daily maximum

§2.6 Parkmobile

Parkmobile is a pay-by-phone service available in many cities across the country. It is also available as an online payment system via web browser at Parkmobile.com.

To download the app from your smartphone, visit your app store or scan the QR code to the right

a.) Payments Accepted
   i.) Visa, Mastercard and Discover
   ii.) Non-daily maximum purchases begin immediately at the time of purchase
   iii.) No refunds

b.) LMU is zone 961
§2.7  LMU Park

LMU Park is the University’s central parking portal for the majority of your parking needs. As a visitor, you must create your own account and login through the LMU Park link on our home page, or click HERE. Faculty, staff and students should login via the mylmu.edu portal and select “system logins” from the top navigation bar, and then choose LMU Park from the dropdown menu.

At LMU Park you can also appeal citations, pay tickets, register or modify vehicles and purchase parking permits.
Article 3. Faculty, Staff, Student and Affiliate Registration

§3.1 Summary
All vehicles parked on LMU property are required to register with the Department of Parking and Transportation and pay for parking. Faculty, staff and students can do this through LMU Park found on the MYLMU portal under “System Logins”. From there you will be redirected to LMU Park.

§3.2 Multiple Vehicles
i.) You may register multiple vehicles under a single parking account in LMU Park. Only one vehicle may be on campus at a time. Multiple vehicles registered under the same permit found on the LMU campus will receive a parking citation. If you need to have more than one vehicle on campus at a time, the second vehicle must be registered and paid under a separate permit or day pass.

§3.3 LMU Park
LMU Park is the University’s central parking portal for the majority of your parking needs. As a visitor, you must create your own account and login through the LMU Park link on our home page, or click HERE. Faculty, staff and students; please login via the mylmu.edu portal and select “system logins” from the top navigation bar, and then choose LMU Park from the dropdown menu.

At LMU Park you can also appeal citations, pay tickets, register or modify vehicles and purchase parking permits.

§3.4 Rates and Permit Date Ranges
Permit rates and date ranges depend on your classification with the University as determined by Human Resources. The Parking Office does not determine your classification. Click HERE to see the HR Matrix.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Rate</th>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Payment Method</th>
<th>Eligibility</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Deduction</td>
<td>$696</td>
<td>Date of Purchase</td>
<td>Until Cancelled</td>
<td>Payroll Deduction</td>
<td>Full-Time Faculty and Staff, Part-Time Staff</td>
<td>Automatic payroll deduction of $29; auto-renews until cancelled. Payment covers previous two weeks of parking.</td>
</tr>
<tr>
<td>Part-Time Semester, Fall</td>
<td>$150</td>
<td>August 1</td>
<td>January 15</td>
<td>Visa, Mastercard, Discover, Cash and Check</td>
<td>Part-Time Faculty, Per Diem Staff</td>
<td>Requires self-purchase through LMU Park or the Parking Office.</td>
</tr>
<tr>
<td>Part-Time Semester, Spring</td>
<td>$150</td>
<td>January 1</td>
<td>May 31</td>
<td>Visa, Mastercard, Discover, Cash and Check</td>
<td>Part-Time Faculty, Per Diem Staff</td>
<td>Requires self-purchase through LMU Park or the Parking Office.</td>
</tr>
<tr>
<td>Part-Time Summer</td>
<td>$75</td>
<td>May 1</td>
<td>August 15</td>
<td>Visa, Mastercard, Discover, Cash and Check</td>
<td>Part-Time Faculty, Per Diem Staff</td>
<td>Requires self-purchase through LMU Park or the Parking Office.</td>
</tr>
<tr>
<td>30 Day Monthly</td>
<td>$32</td>
<td>Date of Purchase</td>
<td>30 Days from Date of Purchase</td>
<td>Visa, Mastercard, Discover, Cash and Check</td>
<td>Part-Time Faculty, Per Diem Staff</td>
<td>Requires self-purchase through LMU Park or the Parking Office.</td>
</tr>
</tbody>
</table>

Student
### Fall Semester
- **Cost:** $335
- **Start Date:** August 1
- **End Date:** January 15
- **Parking Category:** Student Accounts
- **Classification:** Resident and Commuter Students
- **Restriction:** Students enrolled in seven or more billable hours will automatically be charged. Parking restrictions apply based on residence and classification.

### Spring Semester
- **Cost:** $335
- **Start Date:** January 1
- **End Date:** August 15
- **Parking Category:** Student Accounts
- **Classification:** Resident and Commuter Students
- **Restriction:** Students enrolled in seven or more billable hours will automatically be charged. Parking restrictions apply based on residence and classification.

### Summer Term
- **Cost:** $200
- **Start Date:** May 1
- **End Date:** August 15
- **Parking Category:** Student Accounts
- **Classification:** Resident and Commuter Students
- **Restriction:** Not automatically charged. Only applies to students who did not purchase a Spring permit.

### 30 Day
- **Cost:** $58
- **Start Date:** Date of Purchase
- **End Date:** 30 Days from the Date of Purchase
- **Parking Category:** Visa, Mastercard, Discover, Cash and Check
- **Classification:** Resident and Commuter Students
- **Restriction:** Only one monthly permit may be purchased each semester.

### Affiliate

#### Fall Semester
- **Cost:** $290
- **Start Date:** August 1
- **End Date:** January 15
- **Parking Category:** Visa, Mastercard, Discover, Cash and Check
- **Classification:** Vendors, Contractors, Long-Term Visitors
- **Restriction:** Requires self-purchase through LMU Park or the Parking Office.

#### Spring Semester
- **Cost:** $290
- **Start Date:** January 1
- **End Date:** May 31
- **Parking Category:** Visa, Mastercard, Discover, Cash and Check
- **Classification:** Vendors, Contractors, Long-Term Visitors
- **Restriction:** Requires self-purchase through LMU Park or the Parking Office.

#### Summer Term
- **Cost:** $116
- **Start Date:** May 1
- **End Date:** August 15
- **Parking Category:** Visa, Mastercard, Discover, Cash and Check
- **Classification:** Vendors, Contractors, Long-Term Visitors
- **Restriction:** Requires self-purchase through LMU Park or the Parking Office.

#### 30 Day
- **Cost:** $58
- **Start Date:** Date of Purchase
- **End Date:** 30 Days from the Date of Purchase
- **Parking Category:** Visa, Mastercard, Discover, Cash and Check
- **Classification:** Vendors, Contractors, Long-Term Visitors
- **Restriction:** Requires self-purchase through LMU Park or the Parking Office.

### §3.5 Payroll Deduction Cancellations

As the setup of your parking deduction requires the involvement of several departments, the cancellation or stoppage of deductions is not immediate. Additionally, to avoid the unnecessary starting and stopping of parking deductions, only one change may be made each academic semester.

i.) Only one change to your parking deduction may be made in a semester.
   i.) Additional changes must wait until the subsequent semester.
   ii.) Cancellations must be done in writing and submitted to parking@lmu.edu or in person at the Parking Office in advance.
      i.) Cancellations may take up to one pay period to process.
   iii.) Requests to cancel or stop deductions after the payment period has been processed by payroll are not refundable.
   iv.) If you cancel your payroll permit and require parking before the next semester you will be required to purchase parking as a visitor until the following semester begins.
§3.6 Permit Refunds

All short-term permits are non-refundable. Permits purchased and then returned the same day will have $10 deducted for the day of parking. All non-student charges and payroll deduction sales are final. Extenuating circumstances will be considered but must be accompanied with physical proof or documentation.

§3.7 Concurrent Employee and Student Status

The primary role of the account owner determines the permit/s available for purchase.

§3.8 Affiliates

For the purpose of parking at LMU, any individual that is not paid by LMU or an enrolled student with formal business on-campus shall be considered an Affiliate. Affiliates are technically guests but have the option to purchase long-term parking with added parking locations. Permits available to Affiliates are daily, 30 Day and semester permits. These can be purchased either online or at the Parking Office with credit card (Visa, Mastercard and Discover), cash or check.
Article 4. Student Registration

§4.1 Summary

There is no restriction on bringing a vehicle to campus, however, campus residents are encouraged to leave their vehicles at home. Los Angeles has a variety of public transportation systems and the University has partnered with Zipcar to make it easier for students without cars to get on and off campus. If you do decide to bring a vehicle to campus, parking is districted via “sectors” or parking assignments, which are enforced Monday through Friday, 8am until 8pm. It is each student’s responsibility to understand and park in compliance with their assigned sector.

§4.2 Parking Charges and Opt-Out

Commuter and Resident students enrolled in seven or more billable hours/units are automatically charged for permits which are only available by semester. To avoid being automatically charged students must complete an Opt-Out Form online by the add/drop deadline of each semester. Thereafter permits will be refunded in coordination with the University’s tuition calendar.

a.) Opt-Out

i.) Effective Spring 2013 students registered in seven or more billable hours will be automatically charged for parking each semester. Each semester, students must either opt-out of the parking charge by selecting the “Opt-Out” link in LMU Park or register their vehicle.

ii.) If you will not need a parking permit you must opt-out each semester prior to the end of the first week of scheduled classes. After the opt-out deadline, permit charges will not be reversed and refunds will be issued in accordance to the tuition refund calendar. For more information on opting-out, please visit our opt-out page by clicking HERE.

§4.3 LMU Extension and AFROTC Students

LMU Extension and AFROTC affiliates are charged the commuter student rate. Parking assignments are the same as that of a Commuter Student (parking assignment map).

§4.4 Motorcycle Permits and Parking

Payments and registration are only accepted at the Parking Office during normal business hours. Please bring a valid form of payment along with the motorcycle’s current registration. This permit requires motorcycles to park in specific designated areas for motorcycle parking. Parking outside of these areas will result in a parking citation.

<table>
<thead>
<tr>
<th>Permit</th>
<th>Rate</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>$174</td>
<td>August 1</td>
<td>August 15</td>
</tr>
<tr>
<td>Fall</td>
<td>$87</td>
<td>January 1</td>
<td>August 15</td>
</tr>
<tr>
<td>Summer</td>
<td>$50</td>
<td>May 1</td>
<td>August 15</td>
</tr>
</tbody>
</table>

a.) Acceptable forms of payment are credit card (Visa, Mastercard, and Discover) cash and check.

b.) Individuals who have purchased a non-motorcycle parking permit but have a motorcycle may register their bike under their non-motorcycle permit with the option of parking in a regular vehicle stall. Only one vehicle may be on campus at a time, which applies to motorcycles as well.
Title 4. Parking Assignments
Article 1. Assignments and Locations

§1.1 Summary

These are general guidelines. Additional restrictions may apply within each lot through signage and paint. Read all signs, curb markings and paint on or near parking stalls. Parking assignments for faculty and staff are based on employment classification and housing assignments for students. Permits are enforced Monday through Friday, 8am until 8pm. Parking assignments fall into one of the following four categories:

1. Faculty, Staff, Affiliate
2. Student
3. Visitor
4. Motorcycle

§1.2 Faculty, Staff and Affiliates

Vehicles registered to a faculty or staff type permit may park in any non-restricted parking space/area on campus with the exception of visitor only lots such as Lot-I, Xavier, and areas marked for other use. Affiliates that have purchased long-term permits (not daily) are provided the same parking privileges as regular faculty and staff. Observe all signs and markings for additional restrictions.

In addition, certain lots are designated as faculty/staff only 8 am until 8 pm, Monday through Friday. These areas are designated by yellow paint and may be further segregated by a gate arm.

a.) Employee Only Lots:

<table>
<thead>
<tr>
<th>Location</th>
<th>Location Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Hall</td>
<td>Level P1</td>
</tr>
<tr>
<td>Drollinger Parking Plaza</td>
<td>Lower level behind the gate arm</td>
</tr>
<tr>
<td>Life Sciences Building</td>
<td>Part of Level P2 and all of P3</td>
</tr>
<tr>
<td>Whelan Ln</td>
<td>East of Sacred Heart Chapel</td>
</tr>
</tbody>
</table>

b.) Faculty, Staff and Affiliates purchasing daily passes may not park in employee only parking areas.

§1.3 Students

Monday through Friday from 8 am until 8 pm, all students are assigned to specific parking sectors or areas. After 5 pm, students with a valid permit may park in faculty and staff reserved areas, but not other student sectors. During weekends and university holidays (these are not the same as academic holidays), students are free to park in any sector or in faculty and staff areas. Individual reserved spaces are restricted 24/7.

Additional restrictions may apply within a sector. Pay careful attention to all temporary and permanent signage and markings on the ground before leaving your vehicle.

<table>
<thead>
<tr>
<th>Sector</th>
<th>Student Description</th>
<th>Sector Location</th>
<th>Location Descriptions</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Leavey 4,5,6 and O’Malley</td>
<td>University Hall and Drollinger</td>
<td>University Hall Levels P2 and P3 and Drollinger Parking Plaza</td>
<td>Valet area is reserved Mon-Thurs 8:30am until 10pm in Drollinger Parking Plaza</td>
</tr>
<tr>
<td>2</td>
<td>Rains and McCarthy</td>
<td>University Hall and Drollinger</td>
<td>University Hall Levels P2 and P3 and Drollinger Parking Plaza</td>
<td>Valet area is reserved Mon-Thurs 8:30am until 10pm in Drollinger Parking Plaza</td>
</tr>
<tr>
<td>3</td>
<td>Hannon, Tenderich and McKay</td>
<td>Lot-A</td>
<td>Hannon Lot</td>
<td>Children’s Center Lot is reserved 6am until 7pm; Thereafter it is a temporary parking lot restricted by time</td>
</tr>
</tbody>
</table>
Visitors

Visitors are expected to register their vehicles either pre-arrival using LMU Park or post-arrival via a Pay Station or Parkmobile. Visitors may park in the following campus areas.

<table>
<thead>
<tr>
<th>Location</th>
<th>Location Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot-A</td>
<td>Hannon</td>
<td>Children’s Center lot is reserved for registered parents only. Please talk with the front office of the Children’s Center for authorization.</td>
</tr>
<tr>
<td>Lot-B</td>
<td>Gersten Pavilion</td>
<td>No overnight parking</td>
</tr>
<tr>
<td>Lot-C</td>
<td>Burns Rec Center</td>
<td>No overnight parking</td>
</tr>
<tr>
<td>Lot-G</td>
<td>Daum Hall</td>
<td></td>
</tr>
<tr>
<td>Lot-I</td>
<td>Xavier, West of Sacred Heart Chapel</td>
<td>Day pass only</td>
</tr>
<tr>
<td>Lot-L</td>
<td>Drollinger</td>
<td>Nested area behind access gate arm on lower level is employee only</td>
</tr>
<tr>
<td>Rosecrans Ln</td>
<td>Northeast Section of Campus</td>
<td>Do not park in Zipcar or Reserved Spaces</td>
</tr>
<tr>
<td>UNH</td>
<td>University Hall Levels P2 and P3</td>
<td>Level P1 is employee only</td>
</tr>
</tbody>
</table>

Motorcycles

Motorcycles may never create their own parking space or area. Motorcycles are prohibited from parking in bicycle parking areas. Violators will be cited and/or towed at the owner’s expense.

a.) Motorcycles must be registered and pay to park on campus. There are two ways to register a motorcycle.

1. Purchase a motorcycle specific permit
   a. Motorcycle specific permits require riders to park in designated motorcycle areas only.
   b. For a motorcycle specific permit registration and payment need to be done in person at the Parking Office. Valid DMV registration is required at the time of purchase.

2. Add a motorcycle to a long-term, regular permit
   a. Motorcycles registered in this manner may park in standard vehicle spaces as well as in motorcycle areas.
Title 5. Programs and Services
Article 1. Non-Transportation Programs

§1.1 Summary
Parking and Transportation offers a variety of non-transportation programs. These are brief descriptions of each program. Complete program details can be found online or by contacting the parking office.

§1.2 Loyola Marymount Permit Exchange Program
The Westchester Campus and Loyola Law School have partnered to allow shared parking privileges for current students and employees. You must have a valid parking permit at your home campus to be eligible. To enroll in the exchange program or for more specific program details, please contact your primary campus Parking Office. Requests should be made several days prior to parking at the sister campus.

§1.3 Vendor Parking Program
The Parking Office understands certain jobs require special parking accommodations for the University’s functionality. To aid in the University’s functionality and to provide uninterrupted services, the Vendor Parking Program’s intent is to allow authorized vendors parking access to specific areas, which would otherwise be restricted. For more information or to apply for the program, please contact the Parking Office at parking@lmu.edu.

§1.4 Student Parking Assistance Program
The University has allocated a finite pool of funding to assist qualified students by offsetting part of the parking fee for those who purchase a semester parking permit and elect to bring a vehicle to campus. Both undergraduate and graduate students are eligible for this supplement under the following guidelines:

a.) Undergraduate Students
   i.) Good Standing with the University
   ii.) Commuter Student and does not live on campus
   iii.) Pell Grant Recipient
   iv.) Have a parking permit charged to their student account

b.) Graduate Students
   i.) Good Standing with the University
   ii.) Expected Family Contribution (EFC) to study at LMU is zero
   iii.) Live at a distance of 10 miles or greater from LMU
   iv.) Have a semester parking permit charged to their student account

For more information, please review additional documentation on our webpage or contact the Parking Office.

Article 2. Transportation Programs

§2.1 Summary
Parking and Transportation offers a variety of transportation related programs. These are brief descriptions of each program. Complete program details can be found online or by contacting the parking office.

§2.2 Alternative Transportation Incentive Program (ATIP)
ATIP’s purpose is to reduce the number of vehicles on the road and campus while simultaneously reducing carbon emissions and other toxic byproducts produced by fuel dependent vehicles. The Department of Parking and Transportation acknowledges that there may be circumstances in which individuals that typically commute using alternate forms of transportation are required to drive a vehicle and park on campus. The Department of Parking and Transportation shall provide limited free parking each semester to community members who utilize ATIP and therefore pledge not to commute on
a regular basis as a driver of a single occupancy vehicle. For more information please visit our webpage or contact the Parking Office.

§2.3 Shuttle Program

The Department of Parking and Transportation provides a free shuttle service from Metro’s Green Line Station at Aviation and Imperial Hwy for all LMU community members with a valid One Card. The shuttle shares the Beach Cities bus dock. The shuttle operates any day the University is open for business Monday through Friday with AM and PM services to and from the University. For the most current schedule, please visit the program’s webpage.
Article 3. Services

§3.1 Summary

Parking and Transportation offers a variety of services. These are brief descriptions of each service. Complete service details can be found online or by contacting the parking office.

§3.2 Big Blue Bus Pass

LMU has recently partnered with the Santa Monica Big Blue Bus and has begun selling 13 ride passes and 30 day passes via the Parking Office during regular business hours. Please contact the Parking Office for rates and other details.

§3.3 Valet Service

Valet service is provided at no additional cost, Monday through Thursday during the Fall and Spring semesters. Vehicles parked by the valet still require valid registration and payment to avoid citation. Valet service does not operate during academic breaks or University holidays.

<table>
<thead>
<tr>
<th>Location</th>
<th>Days Open</th>
<th>Hours Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Hall Levels P1 and P2</td>
<td>Mon-Thurs</td>
<td>9am – 6pm</td>
</tr>
<tr>
<td>Lot-L, Drollinger</td>
<td>Mon-Thurs</td>
<td>9am – 10pm</td>
</tr>
</tbody>
</table>

a.) Vehicles assigned to specific residential sectors may not utilize valet services outside of the assigned sector. Vehicles parked in valet outside of the assigned sector will be issued a citation.

b.) Keys left with the valet are available at the Public Safety Offices between the hours of 10pm and 7:45am the night after and from 8 am until 5pm at the Parking Office thereafter.

i.) Vehicles left in the valet area of Drollinger Parking Plaza past 8:30am Monday through Thursday are subject to citation.

ii.) Vehicles left in the valet area of Lot-A, Hannon, shall be relocated to a stall outside of the valet area.

iii.) Vehicles left afterhours with University Hall valet attendants will be relocated to a parking stall on the same level.

§3.4 Electric Vehicle Charging

Vehicles that require an electric charge to operate are considered Electric Vehicles. LMU offers Electric Vehicle Charging (EVC) stations in P2 of University Hall and Lot-A (Hannon). EVC station spaces are reserved Monday through Friday, 8am through 11am for vehicles that are actively charging. Vehicles found in violation are subject to citation.

§3.5 Zipcar Rentals

LMU community members enjoy convenient access and discounted rates for Zipcar, an hourly car rental service. The service is available to both students and employees and is a great way to commute short-term to and from campus at an affordable hourly rate. To get started, visit www.zipcar.com/lu. Please plan ahead as it can take up to a week to receive your Zipcard (access key) once your application has been approved.

§3.6 Ridesharing

LMU offers free services to assist in rideshare matching and vanpool formations. Once matched, the organization of the rideshare group is up to the members. LMU currently is partnered with vRide, a rideshare specialist. For more information or to create a free account, visit www.vride.com or contact the Parking Office.
Article 4. Event Parking

§4.1 Summary
Parking works with internal and external groups in a support capacity assisting in a variety of roles. Each event is different and requires different amounts of time planning. Please alert our department immediately if you will be needing DPT support or are unsure. Late or last minute requests may not be able to be supported given available resources, which could impact the success of your event.

§4.2 Special Events
Please contact the Department of Parking and Transportation a minimum of three working days in advance for all parking arrangements. For large events requiring services in addition to parking, please make arrangements through the Conference and Event Services Office first, who will then incorporate parking arrangements. Requests will be accommodated on a first come, first served basis, based on the academic calendar and predicted demand for parking at the scheduled time(s).

a.) Charges
   i.) (department budget transfers are permitted) may apply depending on the event’s needs (signage, traffic control etc.). Please review the Validation Policy and Blocking Space Policy for additional information. Event Support
   ii.) Events requiring DPT support without advanced or formal notice will be charged for all services rendered by the Parking Department.

b.) Services
   i.) All services provided by the Department have an associated cost. Costs can vary depending on the number of staff, internal versus external labor, materials and a variety of other factors.

c.) Failure to Notify/Comply
   i.) Events failing to comply with DPT directives regarding parking and traffic may be asked to relocate, provide support or postpone the event.

For a full list of support services, contact the Parking Office.

§4.3 Signage
Parking is not responsible for the printing and laminating of custom signs. Custom signage should be ordered through Campus Graphics.

§4.4 Athletic Events
a.) Per NCAA requirements, officials and visiting teams are eligible for reserved parking at no cost.
Title 6. Policies and Guidelines
Article 1. Summary

Data contained in this section outlines Parking and Transportation policies and guidelines only. Other University departments and divisions create and maintain their own policies, guidelines and procedures. For further information, contact the Parking Office at 310.338.1681.

a.) The Department of Parking and Transportation reserves the right to revise, supplement or rescind any policy or guideline at any time with or without notice and in its sole discretion.

b.) The policies and guidelines posted on the official LMU Department of Parking and Transportation webpage are in effect at the time of publication. Officially published and posted documents supersede and replace all previous versions. Any statement or representation made by any person or persons that conflict with anything contained in the Department’s publications or any University policy is not binding.

c.) Failure to comply or understand the policies listed on this document may lead to the revocation of parking privileges, impoundment of vehicle/s, or the occurrence of monetary fines.

d.) Guidelines are expectations and protocols intended to be followed by departments, individuals and division but may require the self-administration and compliance according to the specific document’s content.

e.) The Department of Parking and Transportation, its staff and Loyola Marymount University are not responsible for the violation or ignorance of any document expressed in these regulations.

f.) Policy details can be found online www.lmu.edu/parking.

§1.2 List of Current Parking Policies

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>20 Minutes Free Policy</td>
<td>Registering and the proper use of the 20 minutes free feature at LMU.</td>
</tr>
<tr>
<td></td>
<td>Appeals Policy</td>
<td>Contesting a parking citation; first and second level.</td>
</tr>
<tr>
<td></td>
<td>Citation Late Fee Policy</td>
<td>Delinquent citations are subject to a 50 percent late fee.</td>
</tr>
<tr>
<td></td>
<td>Filming Policy</td>
<td>Using LMU parking facilities for filming.</td>
</tr>
<tr>
<td></td>
<td>Media Parking Policy</td>
<td>Media parking on campus for news or journalism events.</td>
</tr>
<tr>
<td></td>
<td>Motorcycle Policy</td>
<td>Motorcycle specific parking restrictions and privileges.</td>
</tr>
<tr>
<td></td>
<td>Payroll Deduction Policy</td>
<td>Paying for parking via payroll deduction.</td>
</tr>
<tr>
<td></td>
<td>Space Blocking Policy</td>
<td>The reservation of space or spaces for guests and/or events.</td>
</tr>
<tr>
<td></td>
<td>Timed Space Policy</td>
<td>Parking in loading and timed spaces across campus.</td>
</tr>
<tr>
<td></td>
<td>Towing Policy</td>
<td>Vehicles are subject to tow under certain circumstances identified in this policy.</td>
</tr>
<tr>
<td></td>
<td>Valet Usage Policy</td>
<td>Using the valet and understanding its limitations.</td>
</tr>
<tr>
<td></td>
<td>Validation Policy</td>
<td>Paying for another driver’s parking.</td>
</tr>
<tr>
<td></td>
<td>Vendor Parking Policy</td>
<td>Non-LMU service providers requiring frequent or intermittent access to the University.</td>
</tr>
</tbody>
</table>
§1.3 Long-Term Parking and Storage

Parking and Transportation understands students and employees may need to leave their vehicle on campus while they are away. While storing a vehicle on campus is allowed, certain steps must be followed in order to avoid issues that may result in the citing/towing of your vehicle.

Please see below for the basic criteria for storing a vehicle on campus:

a.) Vehicle is paid and registered for the duration of storage
b.) Vehicle is parked in an authorized area by Parking and Transportation
c.) Registered Driver/owner of stored vehicle has completed the storage form
d.) Parking and Transportation considers any vehicle left without movement over 21 calendar days as being “stored”

§1.4 Validation Guidelines

There are some circumstances under which the University may choose to validate guest(s) parking. The validation process does not mean that the University is waiving the parking fee but rather that the hosting division, school, or college is electing to pay for the guest’s parking through reallocation of existing budgeted dollars. No new funds will be added to any budget for the purpose of validating guest parking and validation decisions must be authorized by the Dean or Senior Vice President. In the event that a guest is issued a citation either for non-payment of parking or failing to comply with campus parking regulations, the Senior Vice President or Dean may elect to pay for the guest’s citation at the full issued value.

For more information, please review the complete guidelines online on the Parking Department’s webpage or by contacting the Parking Office.