

Loyola Marymount University

# Department of Parking and Transportation

## Parking Rules & Regulations

Administration Division

This document is effective and valid until expressed otherwise by the  
Department of Parking and Transportation at LMU

[parking@lmu.edu](mailto:parking@lmu.edu)

ver.2017-08-25(cw)

# Title 1. TABLE OF CONTENTS

<b>TITLE 1. INTRODUCTION</b>	<b>3</b>
<b>Article 1. Location &amp; Contact</b>	<b>4</b>
§ 1. Summary	4
§ 2. Purpose	4
§ 3. Governance	4
§ 4. General Liability	4
§ 5. Service Standards	5
§ 6. Government Agencies	5
§ 7. Definitions & Acronyms	6
<b>TITLE 2. ENFORCEMENT AUTHORITY</b>	<b>9</b>
<b>Article 1. Disclaimers</b>	<b>10</b>
§ 1. LMU is Private Property	10
§ 2. Parking Enforcement	10
§ 3. Additional Penalties	10
§ 4. Availability	10
§ 5. Right to Enforce	11
§ 6. Citation Liability	11
§ 7. Revocations	11
§ 8. Late Fees	11
§ 9. Right to Tow	12
<b>Article 2. General Rules</b>	<b>13</b>
§ 1. Parking Stalls	13
§ 2. Permit Sharing	13
§ 3. Disabled Parking	13
§ 4. Head-In Parking	14
§ 5. Loading Zones & Timed Spaces	14
§ 6. Reserved Parking Violations	14
§ 7. Parking in Two or More Spaces	14
§ 8. Obstructing Traffic	14
§ 9. Campus Speed-Limit	15
§ 10. Reckless Driving	15
§ 11. Evasion	15
§ 12. Pedestrian Traffic	15
§ 13. Oversized Vehicles	15
§ 14. Citation List	15
§ 15. Citations	16
§ 16. Appeals	16
<b>TITLE 3. PARKING REGISTRATION &amp; ASSIGNMENTS</b>	<b>17</b>

<b>Article 1. Registration</b>	<b>18</b>
§ 1. Virtual Parking	18
§ 2. LMU Park	18
§ 3. Multiple Vehicles	18
§ 4. Transfer of Registration	19
<b>Article 2. Parking Permits</b>	<b>20</b>
§ 1. Transportation Alternatives	<b>Error! Bookmark not defined.</b>
§ 2. Permit Refunds	20
§ 3. Visitor & Affiliate Parking	20
§ 4. Faculty & Staff Parking	22
§ 5. Student Parking	24
§ 6. Motorcycle Permits and Parking	27
§ 7. Disabled Parking	27
§ 8. Electric Vehicle Charging	27
<b>TITLE 4. PROGRAMS AND SERVICES</b>	<b>29</b>
<b>Article 1. Non-Transportation Programs</b>	<b>30</b>
§ 1. Loyola Marymount Permit Exchange Program	30
§ 2. Vendor Parking Program	30
<b>Article 2. Programs and Services</b>	<b>31</b>
§ 1. Alternative Transportation Incentive Program (ATIP)	31
§ 2. Green-Line Shuttle	31
§ 3. Valet	31
§ 4. Long-Term Parking and Storage	32
§ 5. Event Parking	32

# Title 1. Introduction

# Article 1. Location & Contact

## § 1. Summary

The Department of Parking and Transportation is responsible for the management of Campus parking resources, the sale of parking permits and the enforcement of Campus parking rules and policies. Loyola Marymount University (LMU) enforces parking year round. Paid parking is regulated Monday through Friday, 8am until 8pm, except for [University Holidays](#). Parking is enforced during [Academic Holidays](#), which are different from University holidays. All other rules are enforceable 24 hours a day, 7 days a week.

The Department's main office is located in University Hall, Suite 1766. The office is open Monday through Friday, 8 am until 5 pm 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-mailing [parking@lmu.edu](mailto:parking@lmu.edu).

### *Extended Hours*

The main office opens for extended hours, Monday through Thursday, at the start of each semester. Extended hours run approximately 1 week before each semester through the Thursday after the semester add/drop deadline.

## § 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.

## § 3. Governance

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

## § 4. General Liability

LMU is not responsible for injuries, losses, or damages. Vehicle owners are solely responsible for losses, damages and/or theft to their vehicles and/or their contents while parked 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.

## § 5. Service Standards

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

## § 6. Government Agencies

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 at the owner's expense.

### **Local Agencies**

- Los Angeles Police Department – <http://www.lapdonline.org/>
- Los Angeles Parking Violations Bureau – <http://www.lacity-parking.org/>
- City of Los Angeles Bureau of Street Services – <http://bss.lacity.org/>
- Los Angeles Fire Department – <http://lafd.org/>
- Los Angeles World Airports (LAWA)
- Los Angeles County Sheriff's Department
- Los Angeles Department of Transportation (LADOT) – <http://ladot.lacity.org/>

### **State Agencies**

- California Department of Justice
- California Highway Patrol
- California Department of Motor Vehicles (CA DMV)
- <http://dmv.ca.gov/portal/home/dmv.htm>
- South Coast Air Quality Management District (SCAQMD)
- <http://www.aqmd.gov/>

### **Federal Agencies**

- Department of Homeland Security
  - U.S. Coast Guard
  - U.S. Customs and Border Protection
  - U.S. Secret Service
  - Transportation Security Administration (TSA)
- Department of Justice
  - Federal Bureau of Investigations (FBI)
  - Drug Enforcement Administration (DEA)
  - Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Department of Transportation
- Military Departments
  - Airforce
  - Army
  - Navy & Marine Corps

## § 7. Definitions & Acronyms

Term	Definition
<a href="#"><u>Academic Holiday</u></a>	Holidays during which classes are not scheduled but University offices may remain open. (for more information visit the Office of the Registrar's webpage)
<b>ADA</b>	Americans with Disabilities Act
<b>ADA/Disabled Placard</b>	Placard issued by ADA granting access to parking specifically designed for disabled or handicapped
<b>Affiliate</b>	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
<b>AQMD</b>	Air Quality Management District
<b>CVC</b>	California Vehicle Code
<b>Day Permit/Pass</b>	Refers to daily parking purchased at a Pay Station or through Parkmobile (also known as short-term parking)
<b>DPS</b>	Department of Public Safety
<b>DPT</b>	Department of Parking and Transportation
<b>Good Standing</b>	No liens, holds or any suspension of any LMU benefit or privilege
<b>Impound</b>	Towing a vehicle to an off-Campus agency at the owner's expense
<b>LADOT</b>	Los Angeles Department of Transportation
<b>LAFD</b>	Los Angeles Fire Department
<b>LAMC</b>	Los Angeles Municipal Code
<b>LAPD</b>	Los Angeles Police Department
<b>Late Fee</b>	Fee added to delinquent parking fines
<b>LAWA</b>	Los Angeles World Airports
<b>LLS</b>	Loyola Law School
<b>LMU</b>	Loyola Marymount University

<b>LMU Community Member</b>	Active faculty, staff, students and affiliates of LMU
<b>LMU Park</b>	Online parking payment and registration portal
<b>Long-Term Permit</b>	Any parking permit valid for 30 days or longer
<b>LPR</b>	License Plate Recognition
<b>Opt-Out</b>	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.
<b>PAB</b>	Parking Appeals Board
<b>PAC</b>	Parking Advisory Committee
<b>Paid Parking</b>	Also known as "Permit Parking"
<b>Parking Area</b>	An area of parking spaces with like rules
<b>Parking Office</b>	Department of Parking and Transportation Office; Main Customer Service Office; UNH 1766
<b>Parking Pass</b>	Synonymous with parking permit
<b>Parking Space</b>	A specific, singular, parking space
<b>Parkmobile</b>	A mobile payment application that allows drivers to pay for daily parking at various rates (LMU zone is 961)
<b>Pay Station</b>	Pay-by-Plate machines that allow for the daily purchase of parking at various rates (valid license plate is required for registration)
<b>Pay-By-Plate</b>	The registration and payment for parking via a vehicle's license plate (the display of receipt is not required)
<b>Relocation</b>	The towing of a vehicle from a particular area on Campus to another area on Campus
<b>Reserved Space</b>	Reserved parking for a specific vehicle or individual
<b>RO</b>	Registered owner or operator
<b>SCAQMD</b>	South Coast Air Quality Management District



<b>SFSO</b>	Student Financial Services Office
<b>Short-Term Permit</b>	Any parking permit valid for less than 30 days; typically associated with daily or visitor parking permits
<b>SOV</b>	Single occupancy vehicle
<b>Temporary Parking</b>	Loading zones or timed spaces
<b>Tow</b>	Refers to the act of being relocated or impounded
<b><a href="#">University Holiday</a></b>	Days when University business is closed – including the cancellation of academic classes (see the Human Resources benefits page for more information and dates)
<b>Vehicle</b>	Any motorized device with two or more wheels
<b>Virtual Parking Permit</b>	The use of a vehicle’s license plate as a permit rather than the traditional hangtag or sticker permit
<b>Visitor/Guest</b>	Any person not registered to a long-term parking permit
<b>Warning Sticker</b>	Sticker applied to vehicles with unpaid citations that are subject to tow
<b>Westchester Campus</b>	LMU’s main Campus; used to distinguish between the Loyola Law School Campus Downtown

# **Title 2. Enforcement Authority**

## Article 1. Disclaimers

### § 1. LMU is Private Property

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

### § 2. Parking Enforcement

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 is 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 regulations at their discretion and without announcement. It's encouraged that all vehicle operators familiarize themselves with not only the University's rules and regulations but also local, state and federal laws.

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, ineligibility for issuance of future parking permits and other penalties.

- *Fines are assessed in accordance with the penalty schedule published and enforced at the time of the violation*
- *Fines imposed for a violation of these rules and regulations are the responsibility of the individual who owns the vehicle, has registered the vehicle with LMU or has been identified as operating the vehicle*
- *Fines left unpaid may result in additional consequences not related to Parking and Transportation*

### § 3. Additional Penalties

In some instances, a violation of parking and traffic regulations or policy may result in disciplinary action for employees, students and visitors through suspension or revocation of parking privileges. The Department of Parking and Transportation openly shares problematic accounts with the Department of Human Resources, the Department of Public Safety and the Office of Judicial Affairs.

### § 4. Availability

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.

## § 5. **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. Vehicles may be removed from LMU property at the owner's expense per CVC 22658 and LAMC 80.71.4. In addition, LAPD, LADOT, CHP, the Sheriff's Office, or any other sworn law enforcement agency, reserves the right to enforce local, state and federal regulations on LMU's campus.

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.

## § 6. **Citation Liability**

Persons identified as the vehicle operator shall be considered responsible for any fines, damages or any other event associated with the vehicle that occur on LMU property. Vehicles found in violation of campus policies will be the responsibility of the last person identified as claiming responsibility or being identified as the responsible party. Registering a vehicle online, appealing a citation, claiming a vehicle from impound, paying a citation, registered owner lookup or any other form of association may be used to establish responsibility. It is the responsible party's obligation to prove otherwise. Vehicles operated by someone other than the registered operator that receive citations and are not registered to the vehicle through the Department of Parking and Transportation will be the responsibility of the person on record. If no driver is recorded the vehicle is subject to impound per the University's Towing Policy.

## § 7. **Revocations**

The use of the University's parking facilities is a privilege, not a right. Drivers are responsible for the proper operation of their motor vehicle. Any driver with excessive parking citations, frequent failures to comply or considered a distraction to the Campus community may lose their parking privileges on LMU Campus at the discretion of the Director of Parking and Transportation. Individuals who have had their parking privileges revoked may not park their vehicle on LMU property until written notice from the Director of Parking and Transportation reinstating said privileges and will have their vehicle impounded in accordance with the University's Towing Policy.

## § 8. **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.

- *Delinquent student citation fees transfer to student accounts*
- *Delinquent non-student citation fees remain delinquent*

- *Non-student accounts with four or more unpaid citations are eligible for impound per the University's Towing Policy*

## § 9. **Right to Tow**

Pursuant to CVC 22658 and LAMC 80.71.4, 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.

### ***Relocations***

- *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.*
- *If the relocation originated from a violation of any University regulation, rule or policy, a relocation citation will be issued.*
- *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.*
- *Any unregistered and/or unauthorized vehicle parked on LMU Campus may be towed at the vehicle owner's expense under CVC regulations.*

### ***Impounds***

- *Vehicles with four or more unpaid LMU issued citations are impound eligible.*
- *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.*
- *Warning stickers are a courtesy and are not required for impound.*
- *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.*
- *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

All vehicles parked on LMU property are required to register with the Department of Parking and Transportation and pay for parking during enforcement hours. Unregistered vehicles are subject to citation and/or tow at the owner's expense.

### § 1. Parking Stalls

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 parking stall.

- *Compact Spaces - Vehicles may not occupy a compact space if it obstructs another vehicle from parking or exiting or if it affects the effective and safe flow of traffic*
- *Vehicles in violation are subject to citation and/or tow at the owner's expense*
- *Oversized Vehicles – Vehicles requiring more than one marked parking space must make accommodations in advance with the Department and purchase parking for each space occupied*

### § 2. Permit Sharing

Multiple vehicles may be registered to and share the same virtual permit; however, only one vehicle per permit may be on Campus at a single time. Vehicles will need to purchase parking separately when parked on Campus concurrently and sharing a permit.

### § 3. Disabled Parking

Disabled parking is available throughout the LMU Campus. Only vehicles displaying valid ADA placards may park in designated disabled parking spaces. Registration and payment for ADA vehicles is required per CVC 22511.5.

- *Vehicles displaying valid ADA placards/plates may not violate any CVC or LMU rule or 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*
- *Disabled drivers must still register and pay for parking Monday through Friday, 8a m to 8 pm*
- *LMU does not issue disabled parking placards and may not authorize the use of disabled parking spaces without government issued ADA identification*
- *Drivers needing special parking accommodations should discuss their needs with a licensed physician*
- *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 and/or the towing of the vehicle at the owner's expense*

## § 4. **Head-In Parking**

All vehicles without front license plates must park head-in. 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, use the last 8 characters of the VIN. Update your vehicle's registration before parking on Campus once the new plates have been installed.

## § 5. **Loading Zones & 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:

- *Loading zones and timed spaces are available for any vehicle*
- *Vehicles parked in a loading zone or timed spaces are exempt from paying and registering for the duration of their stay*
- *Vehicles must be moved from the space within the indicated time period*
- *Vehicles must vacate the space before the time period expires*
- *Vehicles may not park in the same timed space*
- *Timed spaces are indicated by paint or curb markings, signs or a combination of both*
- *Times can vary, so be sure to double-check the curb or sign before leaving your vehicle*
- *Loading zones and timed spaces are enforceable 24/7*

## § 6. **Reserved Parking Violations**

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. Unauthorized vehicles may be cited and/or towed at the owner's expense. Faculty, staff and students that park in visitor only parking areas will be cited for violation of a reserved parking area.

## § 7. **Parking in Two or More Spaces**

All vehicles must park completely within the lines at all times, regardless of surrounding occupancy. 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. 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.

## § 8. **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.

## § 9. **Campus Speed-Limit**

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. Exceeding the Campus speed-limit or driving recklessly may result in disciplinary action in the form of fine, suspension of driving privileges, or a combination of the two. This does not include additional sanctions from Judicial Affairs.

## § 10. **Reckless Driving**

Driving a vehicle in willful or wanton disregard for the safety of person or property is guilty of reckless driving (CVC 23103). Driving recklessly is taken very seriously at LMU and can result in seriously penalties if found at fault. If found at fault, penalties may result in disciplinary action ranging from fines, suspension of driving privileges, or a combination of the two to the permanent loss of driving privileges at LMU. This does not include sanctions received from Judicial Affairs.

## § 11. **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.

## § 12. **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.

## § 13. **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.

## § 14. **Citation List**

For a list of the most common citations and descriptions visit the LMU Department of Parking and Transportation webpage.



## § 15. Citations

Citations left unpaid for 14 days or more shall be considered delinquent. Delinquent citations are assessed late fees equivalent to 50 percent of the citation's base amount. Delinquent citations may result in delays with graduation, transcript holds, registration delays, vehicle towing, revocation of parking privileges and other penalties.

## § 16. 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 burden of proof falls on the appellant to provide factual evidence stating otherwise.

### ***The following are examples of seldom granted appeals:***

- *Lack of knowledge of the Rules and Regulations*
- *Forgetfulness*
- *Failure to notice signs*
- *Lack of parking space*
- *Late to class or appointment*
- *Other vehicles were parked improperly*
- *Parked improperly for a short period of time*
- *A note or explanation was left on the windshield*
- *Violation/s not written for others in same or similar situation*
- *There was a passenger left in the vehicle*
- *Inability to pay the fine amount*
- *Disagreement with the Rules and Regulations or fine amount*

### ***First-Level***

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.

### ***Second-Level***

Re-Appeals are only available if the first-level appeal is rejected or reduced and the citation is not a California Vehicle Code infraction. Appellants are allocated 5 minutes to provide an oral argument in person to the Parking Appeals Board. The citation must be paid in full along with a written request to the Parking Office within 14 calendar days from the date of the first-level appeal's decision was sent. Additional details are available by reviewing the Appeal Policy and Bylaws.

### ***Parking Appeals Board***

The Appeals Board (The Board) is a subset of the Parking Advisory Committee. The Board deliberates on all second-level testimony.

# **Title 3. Parking Registration & Assignments**

## Article 1. Registration

### § 1. Virtual Parking

LMU utilizes license plate recognition technology to assist in the management of Campus parking. All vehicles parking at LMU must register and pay in advance through LMU Park, Parkmobile or a Pay Station during enforcement periods. As each vehicle's license plate is used for identification purposes, license plates must be registered precisely to avoid being issued a citation. Errors in registration are the responsibility of the registrant and will cause the issuance of a violation.

#### *Personalized Plates*

- *When you register your vehicle you must omit non-alphanumeric and special characters*
- *For example, if your plate reads "A B C-123", enter "ABC123"*
- *Examples of characters to omit include spaces, dots, dashes, hearts, stars, handprints*

#### *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. Once you receive your vehicle's permanent license plate you must re-register before parking on Campus.

#### *Finding the VIN*

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.

### § 2. 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.

### § 3. Multiple Vehicles

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.

#### § 4. **Transfer of Registration**

If a vehicle is sold or transferred to a new owner, it is the responsibility of parties involved to notify LMU Parking and Transportation of the change in ownership. It is the operator's responsibility to ensure the vehicle is correctly registered and that the vehicle has no outstanding citations. Citations will default to the last registered individual. The burden of proof falls on the driver to provide factual evidence stating otherwise.

## Article 2. Parking Permits

LMU charges for parking Monday through Friday, 8 am until 8 pm. Vehicles must be paid and registered through LMU Park, a Pay Station or Parkmobile, to avoid receiving a parking citation.

### § 1. Permit Refunds

Change is not dispensed at Campus Pay Stations. Refunds for unused parking time are not available. Requests for refunds should be made in writing to [parking@lmu.edu](mailto:parking@lmu.edu) explaining why a refund should be issued. Refund requests are not guaranteed. See each section for additional refund details.

### § 2. Visitor & Affiliate Parking

LMU welcomes guests and vendors to use its parking facilities. Guests and vendors 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. Visitors may exit through the Loyola Blvd Gate but re-entry must occur via Lincoln Blvd. and LMU Drive. Once on Campus, drivers should stop at the information booth for directions and general information. Payment is required for all vehicles during enforcement hours.

- *Visitors are expected to comply with all University parking regulations and park in valid parking space in accordance with approved visiting locations*
- *LMU requires all vehicles to be registered and pay for parking Monday through Friday, 8 am until 8 pm*
- *LMU is a virtual parking Campus – your complete license plate information is required to register and pay for parking*
- *LMU does not issue refunds for the incorrect purchase of parking or registration errors*

## Visitors

### Daily Parking

Daily visitor parking may be purchased at a campus Pay Station, via Parkmobile, or through LMU Park. For a list of the most current rates visit the Department of Parking and Transportation webpage. Rates are subject to change without notice. Please contact the Parking Office or review the most current rates online before parking on campus.

### **Pay Station Locations**

Machines accept Visa, MasterCard, Discover and cash. Purchase carefully; machines do not dispense change. Map of visitor parking and Pay Station locations is available [online](#).

#### Lot-A, Hannon

- *Near Hannon Field and Apartments on Northside of the parking lot*
- *Middle of the parking lot towards the Northeast corner*

#### Lot-C, Burns Rec Center

- *Outside of the Burns Recreation Center's entrance doors*

*Lot-D, Life Sciences Building Parking Garage*

- *Located on level P1 by the main elevator lobby*
- *Located on level P2 by the main elevator lobby*

*Lot-I, Xavier*

- *Located at the entrance of the parking lot near the Sacred Heart Chapel*

*Lot-L, Drollinger Parking Plaza*

- *Located on the upper level by the exit*
- *Located on the upper level by the central elevators on the East side of the parking garage*

*Lot-M, Von Der Ahe (VDA)*

- *Located on the Northwest corner of the lot by Ignatian Circle*

*Lot-U, University Hall*

- *Located on level P2 by the central elevator in the "C" area*
- *Located on level P3 by the central elevator in the "C" area*

***Parkmobile***

Parkmobile is a free mobile pay-by-phone service app available through your Android's Google Play Store or Apple's App Store. It is also available as an online payment system via web browser at [Parkmobile.com](http://Parkmobile.com). LMU's Parkmobile Zone Number is 961. Visitor rates apply.

***LMU Park***

LMU Park is the campus's online parking portal for guests wanting to purchase parking and register their vehicle in advance. Visit the LMU Park homepage and create a new account or log into your existing account [HERE](#).

***Affiliates***

For the purpose of parking at LMU, individuals on official business with the University who are neither an employee nor a student shall be considered an Affiliate.

*Examples of LMU Affiliates****Vendors/Contractors/Consultants***

- *Follett*
- *Allied Barton Security*
- *Sodexo*
- *Aerotek*
- *Ricoh*
- *Black Dog Electrical*

***Non-Student & Non-Employee Members of University Programs***

- *Burns Recreation Center*

- *William H. Hannon Library*

### ***Retired or Graduated Community Members***

- *Alumni*
- *Emeriti*

### ***Affiliate Parking***

Affiliates may either purchase daily parking as a visitor (see Daily Parking) or create an Affiliate parking account through the campus's online registration portal; LMU Park. LMU Park offers longer-term parking options, such as monthly and semester parking. Visit the University's parking webpage for current Affiliate parking options.

### ***Tiered Parking***

Certain Affiliates groups may qualify for discounted parking rates. Please contact the Parking Office for more details.

### ***Visitor & Affiliate Parking Areas***

Payment for parking is required in advance. Visitor parking is interchangeable between the following locations. Carefully read and obey all posted signs. Visitor parking maps are available [online](#), from the Welcome Booth, at the Parking Office or at the Public Safety Office.

- *Lot-A, Hannon Apartments*
- *Lot-B, Gersten Pavilion*
- *Lot-C, Burns Recreation Center*
- *Lot-D, Life Sciences Building*
- *Lot-G, Daum Hall*
- *Lot-H, Del Rey Apartments*
- *Lot-I, Xavier Hall*
- *Lot-L, Drollinger Parking Plaza*
- *Lot-U, University Hall Levels P2 & P3*

Affiliate requiring special accommodations related to job-specific duties may apply for a [Vendor Parking Pass](#). Vendors may not park outside of these rules and regulations without the prior approval of the Parking Office.

### ***Religious Parking***

Individuals affiliated with a religious order who are not being paid may be eligible for certain parking exemptions. Contact the Parking Office for more information.

## **§ 3. Faculty & Staff Parking**

Permit rates and date ranges depend on your classification with the University as determined by Human Resources. All permits are available for purchase in-person at the Parking Office during regular business hours.

## ***Faculty & Staff Permits***

The Parking Office does not determine your employee classification. Change requests or inquiries must be conducted through Human Resources.

Below are the available permit options for faculty and staff. Current rates can be found on the Parking and Transportation website or by contacting the Parking Office.

### ***Full-Time Faculty & Staff Payroll Deduction***

- *Effective immediately from time of purchase until cancelled (see [Payroll Cancellations](#))*
- *Available online through LMU Park or at the Parking Office Window*

### ***Fall Part-Time Faculty & Part-Time Staff Semester***

- *Effective August 1 through January 15*
- *Available online through LMU Park*

### ***Spring Part-Time Faculty & Part-Time Staff Semester***

- *Effective January 1 through May 31*
- *Available online through LMU Park*

### ***Summer Part-Time Faculty & Part-Time Staff Semester***

- *Effective May 1 through August 15*
- *Available online through LMU Park or at the Parking Office window*

### ***Faculty & Staff Monthly Part-Time***

- *Effective 30 days from the purchase date*
- *Available online through LMU Park*

## ***Concurrent Employee & Student Status***

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

## ***Payroll Cancellations***

Permits paid through payroll deduction must be cancelled in advance of the pay period's change deadline for deductions to be stopped. Requests for stoppage of parking deductions must be made in advance and in writing. Only one parking payroll change per academic semester is permitted.

- *Cancellations must be done in writing and submitted to [parking@lmu.edu](mailto:parking@lmu.edu) or in person at the Parking Office in advance*
- *Cancellations must be requested in writing before Payroll's deadline to make changes*
- *Payroll deductions received prior to a request for cancellation will not be refunded without evidence of extenuating circumstances*
- *Requests made same day of the payroll change deadline or without advanced notice may not be stopped until the subsequent pay period and are not eligible for refund*



## ***Faculty & Staff Parking Areas***

Vehicles registered to a faculty/staff type permit may park in any non-restricted parking space, including student sectors. Faculty and staff paying as they go with Daily Visitor Passes are not eligible to park in Faculty and Staff Reserved Areas. Observe all signs and markings for additional restrictions.

## ***Faculty & Staff Reserved Parking***

Certain facilities are reserved Monday through Friday, 8 am until 5 pm, for faculty and staff long-term permit holders only. Faculty and staff paying daily must park according to visitor parking guidelines. Review the [online map](#) for reference.

### **Reserved Areas**

- *University Hall Level P1*
- *Drollinger Parking Plaza Lower Level*
- *Whelan Lane*
- *Lot-K, McKay*
- *Lower Level of Life Sciences Building, P3*

### **Individual Reserved Parking Spaces**

Campus leadership and first responders have assigned parking reserved 24/7. Unregistered vehicles parked in individual reserved parking stalls will be cited and towed at the owner's expense.

## **§ 4. Student Parking**

All class years are eligible to bring a vehicle to Campus. Student parking is divided into Parking Sectors. Parking Sectors are assigned according to each student's housing assignment. Parking outside of an assigned sector during enforcement hours will result in a parking citation. It is each student's responsibility to understand and park in compliance with these regulations. All vehicles must be registered by the driver through LMU Park. LMU Park can be accessed via mylmu.

## ***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

### **Undergraduate Students**

- *Good Standing with the University*
- *Commuter Student and does not live on Campus*
- *Pell Grant Recipient*
- *Have a parking permit charged to their student account*

### Graduate Students

- *Good Standing with the University*
- *Expected Family Contribution (EFC) to study at LMU is zero*
- *Live at a distance of 10 miles or greater from LMU*
- *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.

### **Student Permits**

Semester permits cost \$335 and are automatically assigned each semester to students with 7 or more billable hours. Students enrolled in fewer than 7 billable hours must opt-into parking. All students driving a vehicle must self-register via LMU Park.

Current rates can be found online at the Parking and Transportation webpage or by contacting the Parking Office.

### Fall Semester Permits

- *Effective August 1 through January 15*
- *Automatic Student Account Charge*

### Spring Semester Permits

- *Effective January 1 through August 15*
- *Student Account Charge*
- *Includes summer sessions*

### Summer Session Permits

- *Effective May 1 through August 15*
- *Student Account Charge (student must opt-in)*
- 

### Monthly Parking

- *Effective 30 Days from the permit's effective date*
- *Must be purchased at the Parking Office*

### **Opt-Out and Refunds**

Students registered in 7 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. If you will not need a parking permit you must opt-out each semester by the semester's add/drop deadline. After the opt-out deadline, permit charges will not be reversed and refunds will be issued in accordance to the tuition refund calendar.

- *Opt-Out Deadline is the add/drop deadline of each semester*

- *Vehicles must be registered through LMU Park*
- *Opt-Out must be done each semester*

## ***LMU Extension & AFROTC Students***

LMU Extension and AFROTC affiliates are charged the Commuter Student rate. Extension and AFROTC students may not charge their student account and must pay in advance at the time of registration. Parking assignments are the same as that of a Commuter Student.

## ***Student Parking Sectors***

Monday through Friday from 8 am until 5 pm, all students are assigned to specific parking sectors or areas. After 5 pm weekdays, students with a valid permit may park in faculty and staff areas across all Parking Sectors. During weekends and University Holidays (these are not the same as Academic Holidays) students are allowed to park in any sector or in faculty and staff areas. Regular parking assignments are enforced during Academic Holidays when the Campus is still open for non-academic business.

### ***Leavey 4, 5 & 6 Residents***

- *Sector 1 Parking Assignment*
- *University Hall Parking Levels P2 & P3*
- *Drollinger Parking Plaza*

### ***Rains & McCarthy Residents***

- *Sector 2 Parking Assignment*
- *University Hall Parking Levels P2 & P3*
- *Drollinger Parking Plaza*

### ***Hannon, Tenderich and McKay Residents***

- *Sector 3 Parking Assignment*
- *Lot-A*
- *University Hall Levels P2 & P3*

### ***Rosecrans, Del Rey North & South, Desmond, Doheny, Huesman, Sullivan & Whelan, Residents***

- *Sector 4 Parking Assignment*
- *Lot-H*
- *Del Rey Garage*
- *University Hall Levels P2 & P3*

### ***Non-Resident Students***

- *Commuter Parking Assignment*
- *Lot-A*
- *Lot-D*
- *Lot-H South*

- *Del Rey Garage*
- *Drollinger Parking Plaza*
- *University Hall Levels P2 & P3*

Additional restrictions may apply within an area. Pay careful attention to all temporary and permanent signage and markings on the ground before leaving your vehicle. Individual reserved spaces are reserved 24/7.

## § 5. **Motorcycle Permits and Parking**

Motorcycles are prohibited from creating their own parking space and must register and pay for parking on LMU Campus. Motorcycle registration is only accepted at the Parking Office, in-person, during normal business hours. Proof of registration is required. Motorcycles are required to park in specific areas. Parking outside of these designated areas will result in a parking citation. Motorcycles registered under a regular automobile permit may utilize regular parking spaces specific to that individual's sector assignment. Only one registered vehicle per permit may be on Campus at a single time.

Current rates can be found online at the Parking and Transportation webpage or by contacting the Parking Office.

### ***Motorcycle Permits***

#### *Annual*

- *Effective August 01 through August 15 of the subsequent year*

#### *Fall Semester*

- *Effective August 01 through January 15*

#### *Spring Semester*

- *Effective January 01 through August 15*

#### *Summer Terms*

- *Effective May 01 through August 15*

## § 6. **Disabled Parking**

Vehicles displaying valid disabled placards or plates are permitted to park in any non-reserved marked parking space, including spaces marked specifically for disabled vehicles and timed/loading spaces. Disabled vehicles occupying any timed or loading space may exceed the space's time limit. Disabled vehicles must be paid and registered during enforcement hours.

## § 7. **Electric Vehicle Charging**

Vehicles that require an electric charge to operate are considered Electric. LMU offers Electric Vehicle Charging (EVC) stations in University Hall on level P2 and the Life Sciences Building throughout the parking garage. EVC stalls are reserved Monday through Friday, 8 am through 8

pm for vehicles that are actively charging and that possess a valid LMU parking permit. All permit types are eligible to occupy any electric vehicle station as long as they are actively charging.

Charging sessions are limited to 4 hours per stay. Select stations require a membership and fee to receive a charge. All vehicles must vacate their charging stall by or before the 5<sup>th</sup> hour of occupancy and must either relocate to another charging stall or to their normally assigned parking area.

# **Title 4. Programs and Services**

## Article 1. Non-Transportation Programs

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. Loyola Marymount Permit Exchange Program

The Westchester Campus and Loyola Law School (LLS) 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's Parking Office. Requests should be made several days prior to the day you require parking.

Visit the LLS parking webpage for more information at [Loyola Law School Parking and Transportation](#).

### § 2. 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](mailto:parking@lmu.edu).

## Article 2. Programs and Services

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.

### § 1. **Alternative Transportation Incentive Program (ATIP)**

ATIP's intention 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. Enrollees are eligible to receive exclusive benefits including complementary parking passes, carpool space access and more.

For more information please visit the official ATIP webpage or contact the Parking Office.

### § 2. **Metro U-Pass Program (pilot)**

LMU has partnered with Los Angeles County Metropolitan Transportation Authority to increase student access to public transportation services. This reduced-fare transit program offers eligible students unlimited rides on Metro's rails and bus lines and is designed to streamline the process of purchasing college student discount fares. Contact the LMU Parking Office for more information.

### § 3. **Green-Line Shuttle**

The Department of Parking and Transportation provides a free shuttle service from Metro's Green-Line Station at Aviation Blvd and Imperial Hwy. All LMU community members with a valid One Card are eligible to take advantage of this complementary service.

The shuttle shares the Beach Cities bus dock. The shuttle operates any day the University is open for business Monday through Friday with morning and evening services to and from the University. Review the shuttle's most [current operating schedule](#) as the service is limited.

### § 4. **Non-Special Event Valet**

General, or non-special event valet service, is free to use, Monday through Thursday, during the Fall and Spring semesters. General valet is currently limited to only level P3 of University Hall. Vehicles parked by the valet are still required to be registered and have paid for a parking permit. Valet services do not operate during academic holidays, university holidays and during summer sessions.

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



## § 5. Long-Term Parking and Storage

Parking and Transportation understands students, faculty and staff may need to leave their vehicle on campus while they are away on a school or business trip. While storing a vehicle on Campus is allowed, certain steps must be followed in order to avoid issues that may result in the citing and towing of your vehicle. Vehicles left longer than 21 days without notifying the Parking Office are considered abandoned and may be removed from campus at the owner's expense (CVC 22658).

Below are basic criteria for storing a vehicle on campus:

- *Registered Driver/owner of stored vehicle has completed the necessary [Storage Form](#)*
- *Vehicle is parked in an authorized area by Parking and Transportation*
- *Vehicle is paid and registered for the duration of storage*

## § 6. Event Parking

Please visit the department's "Event Parking" webpage at <http://admin.lmu.edu/parking/eventparking/#d.en.146860>.