



For all emergencies dial 911. For non-emergencies call 994-2121. The University Police Department is staffed 24 hours a day and responds to all requests for emergencies as well as for information. Located at the Huffman Building on the corner of S. 7th Ave and Kagy Blvd.

Parking Regulations 2014–2015

All vehicles parked on campus, weekdays 6 am – 6 pm, must have a permit. Exceptions are Saturday, Sunday and staff holidays when all university offices are closed. All regulations are enforced over winter, spring and summer breaks.

- Parking regulations are in effect for all property owned by Montana State University including main Campus, Safety and Risk Management, Marsh Labs, Agriculture Facilities, Stadium, Museum of the Rockies and Family & Graduate Housing.
- The parking area east of the stadium is available for event parking only.
- Parking permits do not guarantee that a space will be available at all times for registered vehicles.
- Due to weather, special events, construction and other factors beyond the control of Parking Services, a parking permit does not guarantee that a space will be available at all times for registered users.
- These regulations along with the MSU Bike regulations may be found at: www.montana.edu/police

I. Where should I park?

- A. You may park in any lot for which you have a valid permit. All parking on Montana State University (MSU) is controlled and a permit must be purchased prior to parking on campus during business hours. You may buy daily permits at the University Police. You may buy long-term permits online and at the police station. Visitors may also park in the pay lot on the corner of 7th and Grant or in any of the 30 minute or metered parking spaces located across campus.
- B. Parking in service drives and next to buildings is not allowed without permission. For short duration drop-offs, permission to park in a service drive may be secured by calling University Police at 994-2121. Normally, permission will be granted for up to 20 minutes.
- C. Parking Services has a parking availability map located online which details when parking is likely to be available by parking lot and time. You may access the map here: www.montana.edu/police/University%20Parking%20Time%20Slice%20Map.pdf. Click on the "Click Here" link on the bottom left corner to see how parking availability varies by time and lot and where the best opportunities might be for your visit to campus.
- D. For more information you may call 994-2121 or you may access our FAQ page here: www.montana.edu/police/parkingservicesfaq.shtml

II. General Policies

- A. Registration: All vehicles parking on campus Mon–Fri, 6 am–6 pm must display a permit. This includes parking on all university controlled streets and lots. University controlled streets and lots are shown on the campus parking map on the reverse. All streets in Family & Graduate Housing are university controlled. Parking permits may be purchased online at www.montana.edu/police/permit.shtml or at University Police. Annual permits are valid from Sept. 1–Aug. 31.
1. Exceptions:
- Permits are not required to park in 15 minute, 30 minute and 45 minute timed parking spaces, metered spaces or in service drives for which parking permission has been granted. Permission to park in service drives may be obtained by calling 994-2121.
 - The following are enforced 24 hours a day, 7 days a week:
 - Service Drives
 - Handicapped spaces
 - Fire lanes
 - No Parking zones/Yellow zones
 - 15, 30 or 45 minute timed parking
 - 24 hour reserved spaces
 - Bicycles are not required to purchase permits if they conform to the definitions below.
- B. Parking and Traffic: All matters concerning parking and traffic should be referred to the University Police.
- C. University Police: The University Police are certified sworn peace officers and are empowered to enforce all state laws.
- D. Liability: MSU assumes no responsibility for care or protection of any vehicle or its contents while operated or parked on campus.
- E. Fines: Students, faculty, staff and visitors of the University are subject to such fines and penalties as listed in these regulations.
- F. Reserved Spaces: 24 hour Reserved spaces are enforced 24 hours a day, 7 days a week. 12 hour Reserved spaces are enforced Mon–Fri, 6 am–6 pm with the exception of university staff holidays when campus offices are closed. Violators will be ticketed and are subject to towing.
- G. Income derived from the sale of parking permits and from the collection of parking fines assessed under these regulations is used for administration, maintenance, and improvement of parking facilities. By state law, the parking operation receives no funding from the general university appropriations.
- H. These regulations are designed to foster convenience and safety for all personnel and facilitate efficient operation of the university. They are applicable to all persons operating motor vehicles on university owned or controlled property. Also, they are deemed a part of the terms and conditions of admission and enrollment of students, employment of staff members, and privilege of visitors to operate motor vehicles on campus. The university campus proper and university property is considered a part of MSU campus and within the scope of these regulations.
- I. Parking conditions as depicted on this map are subject to change; actual signage on streets and in lots should be followed regardless of map depictions.

Parking motor vehicles on campus is a privilege and NOT a RIGHT. This privilege is acquired and maintained by registration and operation (including parking) of any motor vehicle pursuant to these regulations. Although acquired, this privilege may be revoked or suspended.

III. Parking Regulations

- A. Definitions: For the purposes of parking on MSU the following definitions shall apply:
- Vehicle: Any motorized conveyance having three or more wheels. This includes "trikes" and ATVs.
 - Motorcycle: A motorized conveyance with two wheels and a seat or saddle for the use of the operator.
 - Bicycle:
 - A non-motorized conveyance with two or more wheels powered solely by human power;
 - motorized conveyance with pedals for human propulsion and a motor of 50cc or less which develops 2HP or less.
- B. Parking:
- Vehicles may park in any lot for which they have the appropriate permit. See legend on reverse for a key showing which permits may park in which designated lots.
 - Motorcycles may only park in designated motorcycle parking areas. See map on reverse for motorcycle parking areas.
 - Bicycles do not need a permit and may park in any bike rack on campus. Bicycles locked to trees, fences, poles or anything other than an approved bike rack may be removed by University Police.
- C. Parking Permits:
- Annual or semester parking permits may be purchased online at www.montana.edu/police/permit.shtml or at University Police. See **Section IV. Fees and Fines** for prices.
 - Daily parking permits may be purchased at the University Police Department. Cost is \$3 and permits are valid for parking in any SB, E, F or D lot. Customers may also call 994-2121 to make prior arrangements for event parking.
 - All faculty, staff and students are eligible to purchase the appropriate parking permit. See **Eligibility Requirements** in the map legend on the reverse for more details. Contact Parking Services at University Police for further information by dialing 994-2121.
 - Parking Services is not responsible for permits lost or missing in the mail. Permits lost in the mail will be replaced free of charge **if reported missing within 21 days of ordering**. After 21 days, replacement fees will apply.

D. **State & Federal:** State and Federal vehicles using University Parking must buy and display a valid permit and park accordingly.

E. **Registration is not considered complete or valid unless the hangtag is mounted on the rearview mirror of the vehicle, plainly visible from the exterior of the car. Daily permits must be visible and show the correct date.**

F. The person to whom a permit is issued or sold by the university is responsible for all future citations linked to that permit.

G. Information:

- Any change in vehicle registration information must be reported to the University Police Department as soon as possible.
 - The operator, registrant and/or owner registered or unregistered, of a vehicle is responsible for all violations recorded against the vehicle. **As a student, staff or faculty, you are responsible for anyone parking your vehicle on campus and you are responsible for all fines.**
 - Falsifying information on registration applications is prohibited and will void the registration. The term falsifying information includes, but is not limited to: falsification of name, residence, license number, or any other data required for registration of a motor vehicle or motorcycle.
 - The purchase of annual parking permits for privately owned vehicles and payment of parking citations shall be paid from personal funds. The use of any institutional funding source to pay for either private parking permits or parking citations is unauthorized and against university policy. The purchase of employee parking permits must be made by cash, personal check, personal credit card, Car Card or by payroll deduction.
- H. ADA Accessible Parking Spaces: ADA accessible parking is available in spaces marked with designated signs. A Handicap parking permit or license plate issued by state government is required in addition to a university issued permit to park in these spaces. People with short term medical conditions or injuries may be issued a temporary permit from, and at the discretion of, University Police to park in handicap spaces while waiting for their state issued Handicapped permit. Such permits are not valid in reserved spaces. People with such conditions or injuries who need handicap parking longer than one week must obtain a handicap parking permit from the Montana Department of Justice, Motor Vehicle Division in Deer Lodge. Forms to apply for these permits are available at the University Police Department or online at www.doj.mt.gov/driving/forms/mv5.pdf. This state permit, in conjunction with any MSU permit, allows parking in all designated handicap parking spaces on campus regardless of lot permit designation.
- I. Limitations: Mon–Fri, 6 am–6 pm the following limitations apply:
- R (Reserved) may park in their R designated lot or in SB, E, F or D designated areas.
 - SB (Commuters) may park in SB, E, F, FH or D designated areas.
 - E (Residence Hall students) may park only in E, F or D designated areas.
 - D (Commuter, Residence Hall students) may park only in D or F designated areas and are eligible to access all lots, except for Reserved, at 4 pm each day.
 - F (Commuter staff and students) may park only in the F designated areas and are eligible to access all lots, except for reserved, at 4 pm each day.
 - FH (Family & Graduate Housing) may park only in FH designated areas. There are no multiple or second vehicle discounts for Family & Graduate Housing. See below for specific rules concerning Family & Graduate Housing residents.
 - The parking area east of the stadium is available for event parking only.
 - Motorcycle permits are issued for all two-wheeled motor vehicles meeting the definitions in Section III. A.2 Motorcycles may only park in designated motorcycle parking. See map on reverse for areas designated as motorcycle parking.
 - No parking will be allowed at any time in service drives, service parking, or loading zones without securing permission, prior to use, by calling University Police Department at 994-1723. Permission is limited to specific time periods.**
 - No parking or driving is allowed on lawns, grassy areas or sidewalks.
 - The position of any vehicle when parked must be located within the boundaries of the parking space. The fact that other vehicles are parked improperly is not an excuse for parking any part of the vehicles over any line.
 - Bicycle permits are available at University Police; **registration is recommended for any bicycle on campus to aid in the return of stolen or lost bicycles.** Bicycle registration is free.
- K. Retirees, or the spouse of a deceased retiree, from Montana State University - Bozeman may be entitled to a single SB permit, free of charge. Each permit will be valid for up to four years and can be transferred between vehicles. Documentation is to be provided by University Personnel & Payroll to substantiate retired status.
- L. Trailers, Campers, Recreation Vehicles, Oversized Vehicles etc.:
- Campers and RVs may not be occupied overnight.
 - All Campers, trailers, RVs, etc. must have a parking permit issued by Parking Services if parked on campus from 6 am–6 pm, Mon–Fri.
 - Such vehicles shall be restricted to parking in the following lots unless other arrangements have been made with Parking Services:
 - The gravel lot on the corner of Lincoln and 19th Ave.
 - The Huffman lot
 - The Antelope lot
 - The West Stadium lot
- Arrangements to park elsewhere on campus must be made in advance. Call Parking Services at 994-2121 for more information.

4. Exceptions:
- Game Day Parking: Campers, trailers and RVs may be occupied overnight in the West Stadium lot, east stadium tailgate lot and portions of the SFH lot designated as RV parking for home football games. Normally, overnight occupancy will be permitted from 6 pm Friday to 6 pm Sunday on weekends when there is a home football game. Mid-week home games will be handled on game by game basis; contact Parking Services at 994-2121 for more information.
- M. Enforcement: State laws and university regulations will be enforced on the campus of MSU 24 hours a day, seven days a week. Drivers of vehicles on the campus shall comply with all signs, markings and devices properly placed by University Police for the purpose of regulating, warning or guiding traffic.
- N. Speed Limit: For those streets and alleyways which do not have speed limits posted, the speed limit is 25 mph.

- O. Family & Graduate Housing:
- Reserved parking is provided for each unit, with the exception of west side houses, in Family & Graduate Housing. Residents parking in Family & Graduate Housing are required to display either a valid FH or SB permit at all times.
 - Visitors to Family & Graduate Housing are not permitted to park in reserved parking stalls. Weekdays 6 am–6 pm, visitors are required to display a valid Family Housing Visitor Permit or an MSU Daily Permit from their rearview mirror. Family Housing visitor permits may be obtained at the Family & Graduate Housing Office during office hours: 7:30 am–5 pm at no cost, but are not valid on the main campus. MSU Daily Permits (also valid on main campus) may be purchased at University Police 24 hours a day for \$3/day. People who visit on weekends, holidays or after hours are not required to have a visitor hangtag as long as they park in visitor parking.
 - Residents who have an unauthorized vehicle parked in their reserved stall may call University Police and request a citation be issued. These tenants may be required to prove registration of the parking stall by showing their yellow parking authorization slip. The Family & Graduate Housing Office provides this authorization slip to the tenant at check-in.
- P. No vehicles shall be parked in any university parking area while undergoing major repairs without permission of the University Police Department. All vehicles must be operable and in good running condition.

- Q. Towing: Any vehicle found in violation of the following may be towed and impounded by the University Police:
- Vehicles parked in reserved parking spaces without a valid permit or permission from the President's Office.
 - Vehicles parked in a tow away zone.
 - Any vehicle that may constitute a hazard, interferes with university operations, blocks a street or driving lane in a parking lot, or is inoperable.
 - Vehicles that are unregistered with the University Police and have accumulated three (3) or more unpaid parking citations.
 - A Habitual Offender is identified as a person who has 10 or more paid or unpaid citations accrued in one academic year. The offender will surrender any parking permit and not be eligible for any refund. Parking privileges will be suspended for the remaining academic year.

The operator/owner of any towed vehicle will be liable for towing and impound costs and all risks involved. Any unclaimed impounded vehicle will be disposed of according to State law. Towing charges are incurred even if the owner of the vehicle arrives before the tow is completed.

R. Pedestrians have the right of way at intersections, designated crosswalks and on all sidewalks. People riding bikes are not considered pedestrians and shall yield to pedestrians.

S. Vehicles may not be left on campus over the summer break without the approval of University Police and Parking Services. Normally, all parking lots undergo annual maintenance over the summer months and must be empty of vehicles for that period. Parking Services will designate a parking area where vehicles can be stored over the summer break. Vehicles left in parking lots other than those designated as long term summer storage, and which are not moved for maintenance, are subject to towing. Call 994-2121 for more information on summer vehicle storage.

IV. Fees and Fines

A. Registration Fees:

- Annual and semester permit prices by permit designation (FY15):

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|-----------------------------|-------|-----------------------------|-------|
| S/B (Commuter) | \$169 | Contractor | \$169 |
| 1/2 year S/B | \$109 | Contractor Summer | \$84 |
| Summer S/B | \$84 | Delivery | \$105 |
| Winter S/B* | \$96 | Service | \$169 |
| E (Resident) | \$169 | Delivery Summer | \$59 |
| 1/2 year E | \$109 | Service Summer | \$84 |
| Summer E | \$84 | Horseshoe School | \$45 |
| D (Distant Lots) | \$121 | Town Pass SB | \$95 |
| Summer D | \$60 | Town Pass SB Summer | \$49 |
| D Upgrade to SB | \$48 | Town Pass F | \$60 |
| Summer D Upgrade to E or SB | \$24 | Town Pass F Summer | \$29 |
| Winter D* | \$69 | R1 | \$753 |
| F (Discount Commuter) | \$70 | R1 Half Year | \$499 |
| Summer F | \$34 | R1 Summer | \$379 |
| F Upgrade to SB | \$99 | R2–R4 | \$546 |
| Summer F Upgrade to E or SB | \$50 | R2–R4 Half year | \$361 |
| Winter F* | \$41 | R2–R4 Summer | \$273 |
| FH (Family Housing) | Free | R5–R10 | \$451 |
| FH-Additional Vehicle | \$90 | R5–R10 Half year | \$299 |
| Summer FH | \$44 | R5–R10 Summer | \$226 |
| FH Upgrade to SB | \$79 | Replacement Permit | \$18 |
| Summer FH Upgrade to SB | \$40 | Daily Permit | \$3 |
| MC (Motorcycle) | \$70 | Bike Registration | Free |
| MC with SB/D/F Pass | \$25 | Pay (Fee) Lot Prices | |
| Summer MC | \$33 | 1st Half Hour | Free |
| | | 30–60 Minutes | \$3 |
| | | Each Additional Hour | \$1 |
| | | Maximum/Entry | \$8 |

*Winter permits valid from Nov. 1–Mar. 31

- See Eligibility Requirements in the map legend on the reverse for more details. Contact Parking Services at University Police for further information, 994-2121.
- Daily permits are available from University Police. Permits are \$3/day and are valid in all D, E, F, SB lots and in Family Housing visitor parking. They are not valid in gold signed Reserve spaces.
- Fee Lot Parking:** The fee lot is located on the corner of Grant St. and S. 7th Ave and is open to the public Mon–Fri, 6 am–8 pm. Fee schedule is listed above. **Vehicles remaining after 8 pm are subject to ticket/towing.**

No overnight parking is allowed in the fee lot. Vehicles parked overnight are subject to fee lot charge, citations and/or towing.

B. The Regents of the Montana University System have authorized the Presidents of the various units to levy fines against students, faculty and staff for violation of parking, traffic or registration regulations.

C. Violations & Fines:

| | |
|---------------------------------------|-----------------------------------|
| \$60 24 Hour Reserved Spaces | \$30 Parked or Driving on Lawn |
| \$30 Damaged Hang Tag | \$30 Parking in Crosswalk |
| \$25 Violation of Bicycle Regulations | \$30 Parking in or Blocking Drive |
| \$30 Blocking Trash Receptacles | \$30 Parking/Driving on Sidewalk |
| \$30 Expired Meter | \$45 Posted No Parking |
| \$30 Failure To Display Valid Permit | \$60 Reserved 6 am–6 pm |
| \$60 Failure To Register | \$30 See Officer Comment |
| \$60 Fire Lane | \$30 Service Drive |
| \$100 Handicap Spaces * | \$30 Service Vehicle Parking Only |
| \$30 15 Minute Loading Zone | \$30 Student Health Parking Only |
| \$30 Not in Designated Area | \$30 Special Permit Required |
| \$30 Not in E Lot | \$60 Parked in Tow Away Zone |
| \$30 Over Line – 2 Spaces | \$75 Towing Fee |
| \$30 Overtime Parked | \$30 Wrong Side Parked |
| \$45 Parked in Yellow Zone | \$60 Parking Privileges Revoked |

Use or possession of a lost, stolen, forged, altered or counterfeit permit is a \$175 fine and is subject to a university tow. Improper use of Handicapped stalls and access aisles is a \$100 fine, mandated by state law. Impound fee \$5/day.

D. Appeals:

- The appeals process is not an alternative to full compliance with these parking regulations; therefore, the following issues are not legitimate grounds for an appeal and cannot be referred to the appeals board:
 - Lost citations: the fact that a citation exists is prima facie evidence that it was placed on the vehicle. When vehicle/license descriptions on the citation match the owners records held in the parking database then the citation cannot be appealed solely on the grounds that it was not received.
 - Parking illegally for only a short period of time will not be considered valid grounds for an appeal.
 - Forgetting a permit, leaving it in another vehicle or failing to display it properly may be reduced to a warning once per academic year by University Police.
 - Failure to take note of properly signed and marked areas are not grounds for an appeal.
 - Being unfamiliar with University Parking Regulations is not grounds for an appeal.
- Fines may be appealed in person at University Police or online at www.montana.edu/police/appeals.shtml. Appeals must be submitted no later than the date specified on the citation. Fines upheld by the Parking Appeals Committee must be paid within seven days or a late fee will apply.
- The university is authorized by Montana statute to withhold the amount of any unpaid parking fines from any amount owed to students, employees or faculty members.
- Student transcripts may also be held for unpaid parking fines, and unpaid fines may be added to student accounts for collection purposes.
- The Parking Appeals Committee is composed of faculty, staff and student members appointed by the Vice President for Administration.

V. Special Occasions and Emergencies

- A. On special occasions and in emergencies, the University Police Department as required will impose additional parking limitations.
- B. Accidents: Any accident involving a vehicle on university property must be reported to the University Police Department by the quickest means.
- C. Emergencies: The University Police Department is open 24 hours a day and can be reached by telephone at 994-2121.
- D. Mechanical Failure: Whenever a car is parked improperly because of mechanical failure, the owner or driver must notify the University Police Department of the situation immediately: 994-2121.

VI. Amendments to Regulations

These regulations may be amended at any time and such amendments will become effective by the order of the University President and by posting notices on the bulletin boards throughout the campus and publishing notices in local or university publications for three consecutive weeks.