

University of **LOUISIANA** Monroe

Parking Policy

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The operation of a motor vehicle on the University of Louisiana Monroe campus is a privilege awarded to Faculty/Staff and Students. Faculty/Staff and Students should familiarize themselves with this policy.

Please refer to the [Campus Parking Map](#) for specific lot designations and the permit requirements of each lot. The Baptist Collegiate Ministry, Catholic Campus Ministry, and Wesley Foundation are private lots and by parking on these private lots you are subjecting your vehicle to impoundment.

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I. The University of Louisiana Monroe Traffic and Parking Regulations

All vehicles must be registered with a University of Louisiana Monroe permit/hangtag which authorizes persons to park in the zones to which they are entitled only, if space is available. Parking is enforced at all times and permitted only in the designated parking zones and is expressly prohibited in streets, on sidewalks, in loading zones, at bus stops, or in a pedestrian crossing. During restricted parking hours (7:30 a.m. to 4:30 p.m. Monday through Thursday or 7:30 a.m. to 11:30 am on Fridays), students, faculty, and staff personnel must park only in zones designated by their parking permit.

The University of Louisiana Monroe assumes no responsibility for the safety and/or security of any vehicle or its contents at any time while operated or parked on campus.

The University of Louisiana Monroe reserves the right to tow and impound vehicles abandoned or parked in any place or manner creating a potential hazard for pedestrian or vehicular traffic or impeding the movement of emergency equipment. All vehicles parked on campus must be operable or are subject to being towed. The owners of such vehicles are required to pay towing costs and impoundment fees.

All students, faculty, staff, employees of contractors and other organizations affiliated with ULM are responsible for fines arising from violations incurred in the operation of their vehicles, including those incurred by other individuals who use said vehicles. This applies to all vehicles owned by or registered to the address of the responsible party.

Nonpayment of parking fines and fees assessed for permits or violations, while on the ULM Campus shall constitute grounds for prohibiting students from registering for subsequent semesters and are subject for collections of revenue by mailed letters. Transcripts validating credits earned for academic courses also shall be withheld pending full payment of such parking fines and fees.

II. Vehicle Registration

i. [\(How To Register A Vehicle\)](#)

All faculty, staff, students and contractors/vendors/construction employees, who operate vehicles on the University of Louisiana Monroe campus must register their vehicles and properly affix an official university vehicle registration permit within 24 hours of receiving a permit. Vehicles may not be registered for another person. Any official university vehicle is exempt from having to

display a parking decal. A vehicle registration permit authorizes persons to park in the zones to which they are entitled only if space is available. **A parking space is not guaranteed in those zones.** Overflow lots are located south of the paved lot across from the Liew Family International Student Center west of McGuire Avenue or east of Warhawk Way.

Student vehicle registration fees are \$100 for fall semester/year, \$60 for spring semester and \$30 for summer session. NO refunds are made on parking decals. Registration online is one month prior to the start of the semester. Vehicle permits can be paid online prior to receiving the decal or fed to the individuals BANNER account at the time of receiving the decal. Replacement decals for lost, stolen, or the sale of a vehicle without removing the permit are \$10.

Vehicle registration is completed at the University Police office located at 3811 Desiard Street, except during fall registration is located in the Student Union Building or the Activity Center. Faculty/Staff and Students must bring a current driver's license, **C**ampus **W**ide **I**dentification number (**CWID** is a Faculty/Staff/Student ID number), or vehicle registration to register the vehicle.

All vehicles acquired during any given semester and after the end of the regular academic period must be registered at the University Police office before they may be operated on campus. If a student drives more than one car to campus, the second vehicle must have a temporary hang tag displayed issued to the student and not expired. If a Faculty/Staff member drives more than one car to campus, the second vehicle must be registered with the ULM Parking Office and have a temporary hang tag displayed.

Vehicles operated on campus are required to adhere to university parking and traffic regulations. University police officers may immobilize any vehicle receiving four citations for violations of university parking regulations. Immobilization and/or towing may take place on subsequent violations. Any vehicle which cannot be immobilized may be towed. Immobilized vehicles not claimed within 72 hours excluding weekends/holidays may be towed. The University Parking Office will allow an extension for towing a vehicle not to exceed 7 calendar days excluding weekends/holidays from the time of immobilization, if the Parking Supervisor has been contacted by the owner/driver. Vehicles are towed at the owner's expense. Current outstanding fines are to be paid before the vehicle is released back to the owner. Any other outstanding fines will be charged to the violators' account for collection. Those who continue to violate the regulations after this point may be subject to disciplinary action, revocation of parking privileges, and towing of his or her vehicle at his or her expense.

Motorcycles are to be parked in the motorcycle parking zones only. Motorcycles are not required to register at this time if parked in a designated motorcycle parking area. Faculty/Staff or Students with a vehicle, who plan to use a motorcycle, should register the vehicle only.

Students/faculty/staff are responsible for all vehicles operated on campus whether or not registered with the University Police. Vehicles registered to a Faculty/Staff /Students address are the responsibility of that person. In case of emergency, you may obtain temporary permits at the University Police Department 24/7.

All permits are the property of University of Louisiana Monroe and Faculty/Staff must turn in hang tags upon resignation or termination.

III. Permit/Hangtag Display (Mobility Impaired)

Commuter/East Resident/West Resident/Physically Challenged student parking permit/hangtags for Hall Directors must be properly displayed at the lower left corner of the rear or hanging from the front mirror of the vehicle with the permit number clearly visible from outside of the vehicle. If your vehicle has a soft top / convertible, please check with the ULM Parking Office for decal placement. Improper display or obscured display of a parking hangtag is a violation subject to enforcement. All vehicles must have a permit or hang tag while parked on campus.

Hang tags issued by a state's Department of Motor Vehicles (DMV) for the **Handicapped** should be placed behind the ULM tag. If the windows are not tinted hang tags may be reversed, if clearly seen through the window. Handicapped persons must have ID card and be able to present it upon request by a ULM Police Officer.

Physically Challenged Permit (PC) forms can be downloaded at www.ulm.edu/police and select the [Mobility Impaired Form](#). Temporary PC permits can be issued upon receipt of a displayed notification by the ULM Parking Office.

IV. University of Louisiana Monroe Parking Zones

Restricted parking according to specifically designated zones is in effect (7:30 a.m. to 4:30 p.m. Monday through Thursday or 07:30 a.m. to 11:30 am on Fridays.) During these hours of restriction, faculty, staff, employees, and students are to park only in those zones to which their permit issued for on the [ULM Parking Map](#). After 4:30 p.m. students, faculty, and staff may park with permit in any legal parking space with the exception of Reserved or spaces provided for the handicapped.

Faculty/staff restricted hours parking areas are restricted to Faculty/Staff only. Faculty/Staff lots will be open for all parking for faculty/staff and students (with permit) after 4:30 p.m. Loading/unloading vehicles and visitors must obtain a temporary parking pass from University Police.

No students are allowed to park in Faculty/Staff parking areas until after 4:30 p.m. unless designated by parking sign.

Resident lots are reserved for on-campus residents only at all times.

The 20-minute parking may be used by faculty, staff, and students with current decals. The time limit will be strictly enforced.

Residents are issued resident parking permits and must park only in lots assigned for use by residents of their respective residence halls (7:30 a.m. to 4:30 p.m. Monday through Thursday or 7:30 a.m. to 11:30 am on Fridays.) At other times they are subject to the same regulations as commuter students.

Vehicles parked in a manner creating a hazard; such as in fire zones, crosswalks, streets, or traffic lanes may be towed at owner's expense.

Special parking permits are only approved by the University Parking Supervisor or the Director of University Police.

V. Overflow Lots

Faculty/Staff may park in lots designated for Commuter Students.

The University provides almost 6,000 parking stalls on-campus and parking is almost always available (even when the main campus may be congested Monday-Friday) in the overflow lots. Student parking is available in the open lots east or south of the Child Development Center located on Cole Avenue or east of Warhawk Way near Malone Stadium and Brown Stadium.

VI. Violations/Fines/Reports

ULM Parking Fines and Violations	
Blocking Dumpster	\$50.00
Blocking Legally Parked Vehicle	\$50.00
Double Parked (Over Line)	\$50.00
Exceeded Time Limit	\$50.00
Expired Permit	\$50.00
Falsifying, Forging, or Altering Permits	\$50.00

Failure to Obey a Police Officer	\$50.00
Failure to Register a Vehicle	\$50.00
Failure to Stop (Stop Sign, Red Light, Red Flashing Light)	\$50.00
Handicap Violation	\$150.00
Immobilization (Excessive Citations or Failed to Register)	\$100.00
Improper Display of Permit	\$50.00
Improper Parking	\$50.00
No Display of Permit	\$50.00
Other	\$50.00
Parked in Grass	\$50.00
Parked Facing Flow of Traffic	\$50.00
Parked in Faculty Zone	\$50.00
Parked in Fire Zone	\$150.00
Parked in Health Science Reserved	\$50.00
Parked in Loading Zone	\$50.00
Parked in No Parking Zone	\$50.00
Parked in Reserved Area	\$50.00
Parked in Wrong Zone	\$50.00
Parked on Sidewalk	\$50.00
Unauthorized Removal of Barricade	\$50.00
Unauthorized Removal of Immobilizer	\$50.00

\$5 late fees are assessed after 7 calendar days.

All operators of vehicles on-campus are subject to moving violation penalties. Reckless driving, driving while intoxicated, driving while under the influence of drugs, drag racing, and driving at excessively high rates of speed constitute serious moving violations.

State citations issued for traffic offenses will be referred to 4th Judicial District Court, located at 300 St. John Street, Monroe, LA, for prosecution under the Traffic Laws of the State of Louisiana.

IMMOBILIZATION OF MOTOR VEHICLES BY BOOTING

Louisiana State Legislature Bill Info. HB929 <https://www.legis.la.gov/legis/ViewDocument.aspx?d=886507>

Accident reports for on-campus crashes will be on file at the University Police Department. Any vehicle damage/theft, while on university property should be reported to the ULM Police Department 318-342-5350.

VII. University Parking and Traffic Appeals Committee

If a student or a member of the university faculty or staff believes a citation for a parking or other violation is unwarranted, an appeal may be made to the University Parking and Traffic Appeals Committee.

The University Parking and Traffic Appeals Committee was formed to hear and take action on all such appeals. Appeals against any citation issued by the University Police may be filed within 7 calendar days of the date the citation was issued. [Parking appeals must be filed online](#), by email, or mailed with a post mark date no later than the 7th day.

Failure to file a formal appeal to the University Parking and Traffic Appeals Committee within the prescribed 7 day time limit shall constitute a forfeiture of all appeal privileges.

The University Parking and Traffic Appeals Committee shall meet monthly. The Committee shall keep University Police informed as to its standing schedule so that the appellants may receive instructions on when and where to appear. Appellants have the right to present witnesses and/or affidavits in support of their appeal. The university reserves the same right.

The University Parking and Traffic Appeals Committee are constituted primarily for the purpose of hearing appeals of students who have been issued citations for violations of the ULM traffic and parking requirements. The decision of the board is final.

Composition:

The Parking and Traffic Committee is composed of two (2) full-time Faculty, two (2) full-time Staff, and two (2) full-time Student members. Faculty, Staff and Student members are appointed by the Vice President for Student Affairs. Final approval of all members of the Appeals Committee will be through the Vice President for Student Affairs.

Quorum:

A quorum will consist of at least three (3) members of the Appeals Committee.

Voting:

A simple majority vote of the committee will rule. The Chairperson will not vote unless a tie must be broken.

Service:

Each member of the Appeals Committee will be appointed at the beginning of the Fall Semester and serve for a period of two (2) years; members may be re-appointed for an additional two (2) years by the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, the re-appointments will follow the above stated procedures.

VIII. Visitor Parking

i. [\(Special Event and Parking Request Form\)](#)

All visitors must obtain a temporary parking passes from University Police Department. These temporary parking permits are available 24/7.

Visitors are entitled to the use of all parking areas and zones except reserved parking space. Visitors receiving citations for parking violations, except for parking in handicapped or fire zones, are not subject to the payment of fines and penalties, but are requested to comply with the instructions found on the back of the ticket.

Vehicles brought on campus by students, faculty members, staff personnel, or employees are not eligible for classification as a "visitor vehicle" under any circumstances.

Any large group visiting campus will be required to make advanced arrangements for special parking. The group sponsor (i.e., Recruiting, Career Connections, Athletics, etc.) should contact the UPD at least two (2) weeks in advance, if possible, to work out parking details. Please contact Jeremy Kent, Parking Supervisor at kent@ulm.edu or 318-342-7850.

IX. Bicycle Parking

Bicycles are to be parked in the bicycle racks located throughout the campus and locked. The locking of bicycles to trees, utility poles, etc., or the parking of bicycles along walkways, lawns, etc., or in any area that impedes the flow of pedestrian and/or vehicular traffic or hinders the work of the grounds maintenance crew are considered parking violations. These bicycle infractions are subject to impoundment by the University Police Department.