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|---------------------------|---|
| 1. Main House | 12. Reinsch Library |
| 2. Faculty Lot | 13. Parking Garage |
| 3. Butler Hall | 14. Gerard Phelan Hall |
| 4. St. Joseph Hall | 15. The Lodge |
| 5. Rowley Hall | 16. Main Lot |
| 6. Chapel | 17. Lee Ostapenko Hall and
Parking Garage, and
Caruthers Hall |
| 7. Ireton Hall | 18. Ballston Center |
| 8. Gailhac Hall | 19. Ballston Parking Garage |
| 9. Playing Field | |
| 10. Rose Benté Lee Center | |
| 11. Berg Hall | |

PAYMENT OF FINES

Violation fines may be paid by cash, check, or credit card at the Cashier's Office. Failure to pay parking fines may result in the withholding of the privileges of registration, transcripts, and graduation, as well as booting or towing.

APPEALS

There will be no warnings issued. Security personnel cannot void violations. Any student wishing to appeal a violation must fill out an Appeal Form, available at the ID and Parking Office, the Main Security Station, or the Ballston Security Station, within seven days of the date of violation. Appeal decisions will be returned through the mail and email.

CAMPUS SAFETY

Students can contribute to their own safety and to the safety of the entire community by using well lighted and frequently traveled walkways; by reporting anything or anyone suspicious; by not loitering in a parking area, parked car, or darkened area; by using the Security Guard Escort Service when needed; and by keeping safety in mind at all times.

Students are reminded not to drink and drive, and that there is no drinking allowed on Marymount property except by persons of legal age in those areas so designated by the University.

ESCORT SERVICE

Security Guard Escort Service is available free of charge to all students, faculty, and staff, to and from all parts of the Main Campus and the Ballston Center. Students requesting an escort should inquire at any Security Station, or call ext. 1600 (on campus) or (703) 284-1600 (off campus).

ID AND PARKING OFFICE

Ireton Hall, room 1019

On campus: ext. 5700 • Off campus: (703) 284-5700

Email: idpark@marymount.edu

OFFICE HOURS

Monday - Friday: 9 a.m. - 5 p.m. and by appointment



Parking Rules and Regulations for **STUDENTS** 2016-17

ID and Parking Office
Office of Campus and Residential Services
August 2016

BASIC REQUIREMENTS

1. **All students parking a vehicle on Marymount University property or on an approved off-campus parking lot must obtain, read, and abide by the Parking Rules and Regulations for the current academic term.**
2. All students parking a vehicle on Marymount University property or on an approved off-campus parking lot must display the proper parking permit at all times in accordance with the Parking Rules and Regulations. Parking permits must be current, and must be hung from the vehicle's rearview mirror, facing outward. Motorcycle permits must be affixed to the motorcycle fork and be clearly readable.
3. Any vehicle parked at Marymount or on an approved off-campus parking lot must display current county and state vehicle registrations. Vehicles failing to display these registrations are subject to towing without prior notification to the vehicle's owner and at the owner's expense. Marymount University assumes no responsibility for any towed vehicle.
4. Guests of students must adhere to all Marymount-University Parking Rules and Regulations. Students will be held accountable for violations received by their guests.
5. Marymount University assumes no responsibility for items stolen or damage done to vehicles on University property or in University-designated off-campus parking lots. Drivers should protect themselves by securing their vehicles at all times.

PARKING PERMITS

Parking permits can be obtained at the ID and Parking Office on Main Campus (Ireton Hall, room 1019). Student parking permits are divided into three categories: Resident, Commuter, and Tandem. Except for Tandem permits, a permit does not guarantee that a parking space will be available. The conditions for using each type of permit are as follows:

Permits for Resident Students

- Juniors and seniors living in the University residence halls on Main Campus can obtain a parking permit for the academic year. The permit fee for the 2016-17 academic year is \$300.
- Graduate Students living in University-sponsored off-campus housing, such as Avalon & The View Apartments, will be allowed to park on Main Campus.

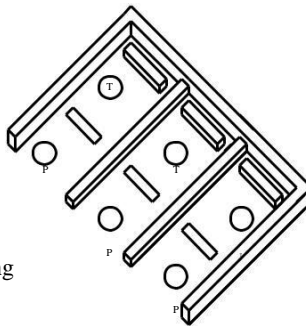
- Students with less than 60 credits living in the University residence halls on Main Campus will not be issued University parking permits.

Permits for Commuter Students

- Commuter students can purchase a permit for fall and spring at a total cost of \$170, or on a per-semester basis for \$85. The permit does not guarantee that a space will be available.

Permits for Tandem Parking Spaces

- Lee Ostapenko Garage has 21 tandem parking spaces available for purchase by qualified resident and commuter students. Tandem spaces accommodate two vehicles at a time, with one vehicle parked directly behind the other. Students must apply for this permit as a two-person team, to ensure the necessary coordination.
- Vehicles that display a tandem parking permit may park only in the tandem parking spots in Lee Ostapenko Garage. The permits may not be used in any other Marymount parking space.
- A limited number of permits are available for purchase. These permits will be sold on a first-come, first-served basis.
- The cost of a tandem permit is \$155 per student. This cost covers fall and spring semesters. Semester-only tandem permits are not available.



Please note that students will be assessed a \$30 replacement fee for a lost permit.

STUDENT PARKING AREAS

Seniors and Juniors living on Main Campus may park in the Blue Parking Garage, located next to the Reinsch Library, and the White Garage next to Lee Ostapenko.

SHUTTLE BUS SERVICE

Shuttle bus service connecting the Main Campus, the 4040 Ballston Center, and the Ballston-MU Metro is provided to all students. The timetable for service is available through the Office of Campus Safety, in the lobbies of Rowley and Gerard halls and the Rose Benté Lee Center, at the Main Security Station, and from shuttle bus drivers. There is no charge for shuttle bus service. A current Marymount ID card is required.

GUEST PARKING

Any student with an invited guest who parks on campus is responsible for that guest's adherence to the Rules and Regulations. Invited guests are permitted to park only in student parking areas and must obtain and display a Marymount University Guest Parking Permit, valid for that day. Guest passes are available at the Main Security Station and Ballston Security Desk. There is no charge for guest parking.

LOADING PASS

A loading pass may be obtained from the Main Security Station for the purpose of loading or unloading a vehicle. The loading pass is limited to 30 minutes.

VIOLATIONS, PENALTIES, AND APPEALS

Violations of the Marymount University Parking Rules and Regulations include

- parking in a fire lane
- parking in an inappropriate area (any area other than those designated as Student Parking)
- parking in any "Reserved" space, such as those for faculty, administration, handicapped
- no permit or improperly displayed permit
- parking in two spaces, wheels extended over white line
- parking where there is no designated space
- parking on a yellow line
- blocking the flow of traffic
- speeding or reckless driving
- failure to obey traffic direction
- failure to obey traffic sign
- abuse of Guest Pass privilege
- two cars registered in the same name parked on campus at one time
- parking in a coned or taped-off space

Violations are placed on the windshield of the vehicle, and fines are indicated on the violation form.

BOOTING/TOWING

Some violations, such as parking in a fire lane or blocking the flow of traffic, parking a nonregistered vehicle, or failure to pay fines, may warrant the immediate placement of a boot on a vehicle or towing of the violating vehicle. Marymount is not responsible for any damage sustained by a vehicle due to the placement of a boot on the wheel.

The penalty for removal of a boot is \$105 in addition to the parking violation fine. Failure to pay for the removal of the boot within three days may result in the vehicle being towed from campus at the expense of the person to whom it is registered.