



Parking Permits CO-CV-PR13

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Police Department

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Errors or changes to: aim@uta.edu

I.

All faculty, staff or student motor vehicles of all types must have a properly displayed current permit in order to park or drive on the campus of The University of Texas at Arlington.

II.

Permits are issued at the Traffic and Parking Division of the University Police Department, 1225 W. Mitchell. Only **one** permit will be issued to each faculty, staff or student.

III.

Faculty, staff and students desiring to obtain parking permits should contact the Traffic and Parking Services Office and be prepared to present their Mav Express identification card. If a temporary pass is needed the following information will be needed:

- A. Person's name
- B. Person's address
- C. Person's University department
- D. Person's home phone number
- E. Person's Business phone number
- F. Person's Vehicle description (color, year, make and model)
- G. Proof of ownership of each vehicle, if registering a vehicle and a motorcycle

IV.

A **visitor** is defined as a person who is neither a student nor an employee of the university, nor is he/she a person who uses campus parking for the benefit of a student or employee.

V.

Visitors to Davis Hall will enter at the west entrance of the Davis Hall parking lot and may obtain information from the parking attendant in the booth. The attendant may also assist in finding a parking space. All visitor spaces are clearly marked and are located in the west portion of the Davis Hall lot along the west curb. All visitors are encouraged to obtain (before parking on campus) and display a parking pass in clear view when parked in the Davis Hall lot.

VI.

Visitors to Davis Hall will enter at the west entrance of the Davis Hall parking lot and may obtain information from the parking attendant in the booth. The attendant may direct visitors where to park. All visitor spaces are clearly marked and are located in the west portion of the Davis Hall lot along the west curb. All visitors are encouraged to obtain (before parking on campus) and display a parking pass in clear view when parked in the Davis Hall lot.

VII.

Each faculty, staff and student will receive only ONE permit per fiscal year. If it becomes necessary to drive a different vehicle, the permit is transferable. However, the permit owner is responsible for all violations accrued by any vehicle that has the owner's permit displayed on lower right-hand corner of windshield and all citations on said vehicle, when permit is not displayed.

VIII.

Lost or stolen permits should be immediately reported to the University Traffic and Parking Services Office or the person to whom they are issued will be held responsible for citations issued to the lost or stolen permit. A replacement permit will be issued at full cost of original permit.

IX.

Any time a replacement permit is issued, an additional full permit fee will be charged. However, if the permit becomes defective, it can be exchanged at no charge. If remnants of a permit are not returned, a replacement permit will be full price: Students \$90.00; Faculty/Staff \$120.00.

X.

Complete parking and traffic rules and regulations are available in the following areas:

Traffic and Parking Services Office	1225 W. Mitchell, Suite 112
Davis Hall	Basement