



Parking Regulations 2018–2019

Parking Services is an income generating auxiliary, funded solely through revenues generated by permit sales and other fees. Parking Services is located in the Huffman Building (Parking Services Department) at the corner of South 7th Avenue and Kagy Boulevard. **For parking information, call 406-994-1723.**

Parking regulations 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 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.

For more information on the authority of Parking Services to enforce these regulations, please refer to: https://leg.mt.gov/bills/mca/title_0200/chapter_0250/part_0030/section_0120/0200-0250-0030-0120.html

Parking Regulations are in effect weekdays 6am – 6pm, 8pm in the Garage. All regulations are enforced over winter, spring and summer breaks. Parking Regulations are not enforced on staff holidays and weekends.

- Parking regulations are enforced on all Montana State University property. This includes the main campus, stadium and Family & Graduate Housing.
- Weather, special events, construction and other factors may impact parking availability. A parking permit does not guarantee that a space will be available at all times.
- A digital copy of these regulations may be found at: montana.edu/parking/ParkingRegulations2018-2019-online.pdf

I. WHERE SHOULD I PARK?

- A campus parking map is available online at: montana.edu/parking/documents/ParkingMap.pdf
- Visitor parking is available in the Garage located behind Norm Asbjornson Hall at the corner of South 7th Avenue and Grant Street. Alternatively, visitors may buy daily permits through Parking Services at the Huffman Building.
- Free timed parking is available, as indicated in red, on the campus parking map.
- Questions may be directed to Parking Services by calling 406-994-1723.

II. PARKING REGULATIONS

A. Definitions

- Vehicle: Any motorized conveyance having three or more wheels, including “trikes” and ATVs, designed or used to transport persons or property on the highways of the state.
- Motorcycle: Any motorized conveyance with two wheels and a seat or saddle for the use of the operator.
- Bicycle: a vehicle propelled solely by human power on which any person may ride, irrespective of the number of wheels, except scooters, wheelchairs and similar devices. The term includes an electrically assisted bicycle.
- Moped: a vehicle equipped with two or three wheels, foot pedals to permit muscular propulsion, and an independent power source providing a maximum of two brake horsepower. The power source may not be capable of propelling the device, unassisted, at a speed exceeding 30 miles an hour on a level surface. The device must be equipped with a power drive system that functions directly or automatically only and does not require clutching or shifting by the operator after the drive system is engaged.

B. Parking

- Vehicles may park in any lot for which they have the appropriate permit. Refer to the campus parking map for lots and permit designations.
- Motorcycles may only park in designated motorcycle parking areas with an MC permit. Refer to the campus parking map for designated motorcycle parking.
- Bicycles do not require 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 and impounded.
- Reserved spaces, marked with gold signs, are enforced as signed.
- Reserved spaces located on 2nd, 3rd and 4th floors of the Garage are enforced Mon–Fri from 6am–8pm.
- ADA accessible parking is available in spaces marked with designated signs. A Handicap parking permit or license plate issued by state government is required. A university parking permit is also required.
- The following parking designations apply Mon–Fri, 6am–6pm:
 - SB and LES (daily commuters) permit holders may park in any SB, E, F or FH lots.
 - E and LEE (residence hall students) permit holders may park only in E or F lots.
 - F and LEF (daily discount commuters) permit holders may park only in the F lots.
 - MN (limited hours) permit holders may park in SB, E and F lots after 3:30pm and before 7:30am.
 - FH (Family & Graduate Housing) permit holders 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 and visitors.
 - The parking areas east and west of the stadium are available to all permit holders.
 - No parking will be allowed at any time in service drives, service parking or loading zones without securing permission. To obtain prior permission, call Parking Services at 406-994-1723.
- Family & Graduate Housing
 - Residents parking in Family & Graduate Housing are required to display either a valid FH or SB permit at all times.
 - Visitors are required to display a valid permit, from their rearview mirror, weekdays 6am–6pm. Family Housing visitor permits may be obtained at the Family & Graduate Housing Office during business hours at no cost. FGH visitor permits are not valid for parking on the main campus. MSU Daily Permits (also valid on main campus) may be purchased at Parking Services during business hours. Visitor permits are not required on staff holidays.
- Storage of trailers, campers, RVs and oversized vehicles is not allowed on campus. Overnight camping is prohibited. Exceptions are noted below:
 - Parking Services provides a limited number of RV storage spaces for rent. Availability is first come first served. Call 406-994-1723 for more information.
 - University vehicles may be stored in lots with special permission and a permit issued by Parking Services. Call 406-994-1723 for more information.
 - Game Day Parking: Campers, trailers and RVs may be occupied overnight in the West Stadium lot, East Stadium tailgate lot and portions of the South Fieldhouse lot designated as RV parking for home football games. Normally, overnight occupancy will be permitted from 6pm Friday to 6pm 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 406-994-1723 for more information.

C. Parking Permits

- Parking permits may be purchased at the Parking Services office, or online at montana.edu/parking/buyingapermit.html
- Annual permits are valid for 13 months, beginning Aug. 1 of each calendar year.
- Campus departments may make prior arrangements for event parking, by calling Parking Services at 406-994-1723.
- State ADA permits may be obtained from the Montana Department of Justice, Motor Vehicle Division. Forms to apply for ADA permits are available at Parking Services or online at <https://media.dojmt.gov/wp-content/uploads/MV5.pdf>.
 - State ADA permits, in conjunction with any MSU permit, allows parking in all designated handicap parking spaces on campus regardless of lot permit designation.
 - When not parked in an ADA space, MSU permits are valid only for the lots specified by the permit designation.
- 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.
- Permits are fully transferrable and are valid in any vehicle in which they are displayed. LEV permits are vehicle-specific and may not be transferred between vehicles.
- Non-Emergency State and Federal vehicles parked in university lots must display a valid permit for the lot in which they are parked.
- Registration is not considered complete or valid unless the permit is displayed on the rearview mirror or windshield, plainly visible from the exterior of the car. Failure to properly display a permit will result in a citation.
- The person to whom a permit is issued or sold by the university is responsible for all future citations linked to that permit.
- Bicycle permits are available at Parking Services; registration is recommended for any bicycle on campus to aid in the return of stolen or lost bicycles. Bicycle registration is free.
- Retirees, or the spouse of a deceased retiree, from Montana State University - Bozeman may be entitled to a single RET 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.

D. Registration Fees

Permit Type	FY19 Price	Permit Designation
Commuter Permit Full Year (S/B)	\$205	SB, E, F
Commuter Permit Half Year	\$130	
Commuter Permit Summer	\$105	
Commuter Permit Winter	\$115	
Resident Permit Full Year (E)	\$205	E, F
Resident Permit Half Year	\$130	
Resident Permit Summer	\$105	
Discount Commuter (F)	\$40	F
Half Year	\$30	
Summer	\$20	
Winter	\$25	
Family & Graduate Housing (FH)	\$126	FH
Half Year	\$90	
Summer	\$65	
Motorcycle (MC)	\$90	MC
With vehicle permit	\$16	
Summer	\$45	
Limited Hours (MN) <i>Not valid from 7:30am to 4pm</i>	\$75	SB, E, F
Contractor (CO)	\$205	SB, E, F
Contractor Summer	\$105	
Delivery (DE)	\$131	Service, SB, E, F
Delivery Summer	\$205	
Service (SV)	\$205	Service, SB, E, F
Service Summer	\$105	
Special Purpose (Horseshoe School, Potato Lab, Babysitting)	\$66	As directed
Town Pass (YS)	\$205	SB, E, F
Town Pass Half Year (YS)	\$130	
Town Pass SB Summer (YS)	\$105	
Town Pass F (YF)	\$40	F
Town Pass Half Year (YS)	\$30	
Town Pass F Summer (YF)	\$20	
Daily Permit	\$5	SB, E, F
R1	\$827	R1, SB, E, F
R1 Half Year	\$546	
R1 Summer	\$414	
R2 - R4	\$620	R2-R4, SB, E, F
R2 - R4 Half Year	\$409	
R2 - R4 Summer	\$310	
R5 - R10	\$525	R5-R10, SB, E, F
R5 - R10 Half Year	\$347	
R5 - R10 Summer	\$263	
Garage Reserved (G)	\$525	G, SB, E, F
Half Year	\$350	
Summer	\$265	
Garage Visitor Parking		
0–60 Minutes	\$4	Garage as designated
Each Additional Hour	\$2	"Visitor"
Maximum/Entry	\$10	
Replacement Permit	\$22	
Bike Registration	Free	
Low Emission Vehicle Permits (LEV)		
LEE	\$165	LEE
LEE Half Year	\$105	
LEE Summer	\$85	
LES	\$165	LES
LES Half Year	\$105	
LES Summer	\$85	
LER1	\$665	LER1
LER1 Half Year	\$440	
LER1 Summer	\$335	
LER2 - LER4	\$500	LER2 - LER4
LER2 - LER4 Half Year	\$330	
LER2 - LER4 Summer	\$250	
LER5 - LER10	\$420	LER5 - LER10
LER5 - LER10 Half Year	\$280	
LER5 - LER10 Summer	\$210	
LEF	\$35	LEF
LEF Half Year	\$25	
LEF Summer	\$20	
LEG	\$420	LEG
LEG Half Year	\$280	
LEG Summer	\$210	

E. Miscellaneous Parking Regulations.

- Parking motor vehicles on campus is a privilege and not a right. Failure to comply with university parking regulations may result in revocation of your parking privileges.
- Parking outside of designated parking areas is prohibited.
- Vehicles must be parked completely within the designated boundaries of the parking space.
- MSU assumes no responsibility for care or protection of any vehicle or its contents while operated or parked on campus.
- Parking conditions as depicted on this map and in these regulations are subject to change; actual signage on streets and in lots should be followed regardless of map depictions.
- Any change in vehicle registration information must be reported to Parking Services as soon as practicable. The owner of record assumes all liability for parking violations.
- Falsifying required registration information voids the permit; such as, falsification of name, residence, license number or any other data.
- The purchase of annual parking permits for privately owned vehicles and payment of parking citations shall not be paid from institutional funds. Payments may be made by cash, personal check, personal credit card, Cat Card or by payroll deduction.
- Vehicles shall not park in any university parking area while undergoing major repairs. All vehicles must be operable and in good running condition as a condition of parking on campus.
- Vehicle license plates must be visible and clear of obstructions at all times.
- Vehicles may not be left on campus over summer and winter breaks without the approval of Parking Services. Parking Services may designate parking areas where vehicles can be stored over breaks. Vehicles left in parking lots other than those designated, are subject to tow.
- Parking Services may impose parking limitations as needed.
- Any accident involving a vehicle on university property must be reported to University Police as soon as practicable.
- Whenever a car is parked improperly because of mechanical failure, the owner or driver must notify University Police as soon as practicable.

F. Parking Citations

- Parking Services may withhold the amount of any unpaid parking fine from any amount owing any student, employee or faculty member.
- Unpaid parking fines may prohibit a student from registering if the student has unpaid parking assessments or fines outstanding resulting from on-campus motor vehicle or parking violations within the previous year.
- When a registered vehicle is issued a citation, the permit holder is responsible for all violations recorded against the permit.
- When an unregistered vehicle is issued a citation, the DMV-registered owner is responsible for all violations recorded against the vehicle.
- All citations must be paid within 10 days of the issue date. Failure to pay on time will result in a \$10 fee increase on the 11th day and a \$20 increase on the 30th day. Unpaid citations will be sent to collections after 60 days and collection fees may apply.
- Citations and Fines:

24 Hr Reserved Stall.....	\$65	Parked or Driving on Lawn	\$35
Lost, Stolen, Forged, Altered or Counterfeit Permit.....	\$180	Parking in Crosswalk.....	\$35
Violation of Bike Regulations.....	\$35	Park in or Block Drive.....	\$35
Blocking Trash.....	\$35	Park/Drive on Sidewalk.....	\$35
Damaged Hangtag.....	\$35	Posted No Parking.....	\$50
Failure to Display.....	\$35	Reserved 6am–6pm.....	\$65
Failure to Register.....	\$65	See Officer Comment.....	\$35
False Registration.....	\$180	Service Drive.....	\$50
Fire Lane.....	\$65	Service Vehicle Only.....	\$35
Handicap Stall**.....	\$100	Student Health Only.....	\$35
Not in Designated Area.....	\$35	Service Vehicle/Special Permit Required.....	\$35
Not in E Lot.....	\$35	Tow Away Zone.....	\$65
Over Line — 2 Stalls.....	\$35	Towing Fee.....	\$175
Overtime Parked.....	\$35	Wrong Side Parked.....	\$35
Parked in Yellow Zone.....	\$50	Parking Privileges Revoked.....	\$65
		**Per MCA 49-4-307	

Use or possession of a lost, stolen, forged, altered or counterfeit permit is subject to criminal prosecution.

G. Appeals

- Fines may be appealed at montana.edu/parking/appeals.html. Appeals must be submitted within 10 days of the citation issue date. Fines upheld by the Parking Appeals Committee must be paid within 10 calendar days of the appeal decision to avoid additional fees.
- 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 will not be referred to the appeals board:
 - A citation will not be reduced to a warning solely because it is the recipient's first citation.
 - Lost citations do not alleviate the responsibility to pay the citation. 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 a short period of time.
 - Failure to take note of properly signed and marked areas.
 - Unfamiliarity with University Parking Regulations.

H. Towing

- Any vehicle found in violation of the following may be towed and impounded by the Parking Services:
 - Vehicles parked in R spaces without a valid permit or permission from the Office of the President.
 - Vehicles parked in a no parking zone or areas not designated for parking.
 - Vehicles displaying a lost, stolen, forged, altered or counterfeit permit.
 - Any vehicle constituting a hazard or interfering with university operations.
 - Vehicles that are unregistered with Parking Services and have accumulated more than three unpaid parking citations.
 - Vehicles that are registered with Parking Services and have accumulated ten or more citations in one academic year. The offender must surrender their parking permit to release the impounded vehicle and will not be eligible for a permit refund. Parking privileges will be suspended for the remainder of the academic year.
- The operator/owner of any towed vehicle will be liable for towing and impound costs in addition to parking fines.
- Tow fees will apply when the tow truck is dispatched.
- MSU assumes no liability for damages caused by the towing process.
- Any unclaimed impounded vehicle will be disposed of as an abandoned vehicle in accordance with State Law.