

For more information,
contact Loyola Express Card/Parking Services.
(504) 865-3000
e-mail: parking@loyno.edu
www.loyno.edu/~parking



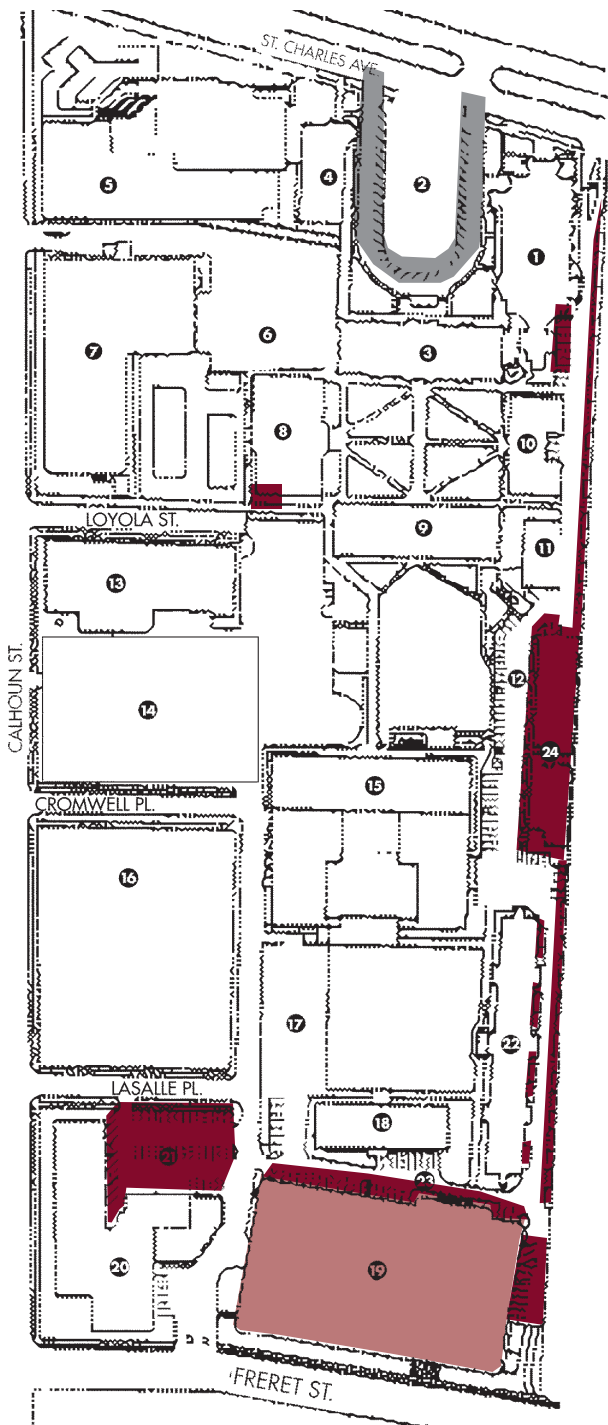
Parking and Traffic Regulations 2008 – 2009

Distributed by Loyola Parking Services

All regulations are enforced
24 hours a day, every day of the year.

**LOYOLA
UNIVERSITY
NEW ORLEANS**

MAIN CAMPUS



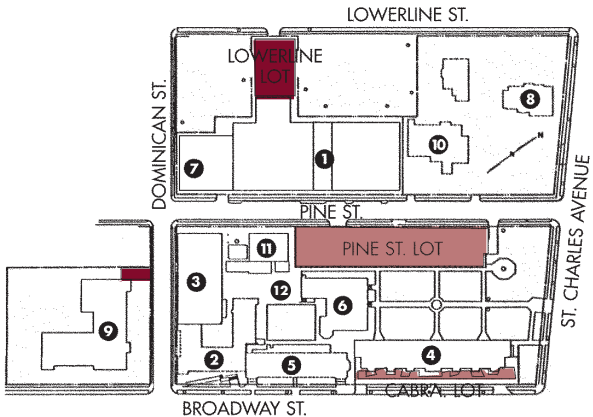
ZONES—Main Campus

-  Zone 1
-  Zone 2
-  Zone 3

LEGEND—Main Campus

- 1 Holy Name of Jesus Church
- 2 Horseshoe Lot
- 3 Marquette Hall
- 4 Thomas Hall
- 5 Communications/Music Complex (Roussel Hall)
- 6 Palm Court
- 7 Monroe Hall
- 8 Former Library
- 9 Bobet Hall
- 10 Stallings Hall
- 11 Central Plant
- 12 West Road Parking Garage
- 13 Miller Hall
- 14 Monroe Library
- 15 Danna Student Center
- 16 Holy Name School
- 17 Carrollton Hall
- 18 Buddig Hall
- 19 University Sports Complex/Freret Parking Facility
- 20 Mercy Hall
- 21 Mercy Lot
- 22 Biever Hall
- 23 North Road
- 24 West Road Parking Garage (Refer to zone chart.)

BROADWAY CAMPUS



ZONES—Broadway Campus

- Zone 4
- Zone 5

LEGEND—Broadway Campus

- 1 College of Law
- 2 Dominican Alumnae Hall
- 3 Broadway Activities Center
- 4 Cabra Hall
- 5 Founders Hall
- 6 Greenville Hall
- 7 College of Law Addition
- 8 Sacred Heart Hall
- 9 St. Mary's Hall
- 10 Veritas Hall
- 11 Central Plant
- 12 Greenville Lot (reserved 24 hours)

Loyola

Parking

Services

Where

and

When

to Park?

Permit Category	MAIN CAMPUS			BROADWAY CAMPUS	
	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
F/S	24 hours	24 hours	24 hours	24 hours	24 hours
Resident	5 p.m. – Midnight	Weekends Only	24 hours	24 hours	N/A
Commuter	5 p.m. – Midnight	6 a.m. – 2 a.m.	6 a.m. – 2 a.m.	5 p.m. – Midnight	N/A
Evening	5 p.m. – Midnight	4 p.m. – 2 a.m.	4 p.m. – 2 a.m.	5 p.m. – Midnight	N/A

Notes:

- 1) All permit holders may park in zones 1 – 4 from 6 a.m. to 2 a.m. on Saturday and Sunday.
- 2) Permit holders without a Broadway sticker may **NOT** park on the Broadway campus before 9 p.m.
- 3) Parking permit holders may **NOT** park in a metered space unless the meter is paid.
- 4) Resident permit holders must park in the Freret Street Garage during weekdays 6 a.m., Monday, through 6 p.m., Friday. Resident permit holders may park in Zones 1, 2, and 3 on weekends, holidays, and “closed days.” Vehicles must be parked in the Freret Street Garage by 6 a.m. on the next regular business day.

Loyola University New Orleans is located in the Uptown/ university section of the city. Although served by one of the finest municipal transit systems in the country, including the St. Charles Avenue streetcar line, the campus experiences problems in the movement and parking of automobiles. Virtually all areas of the campus are within short walking distances of one another, and vehicular traffic is generally restricted to the periphery of the campus. Parking facilities on the campus are presently capable of handling approximately 1,400 cars at one time; parking in the residential and recreational areas contiguous with the campus is difficult.

The establishment of these regulations is not expected to solve all the traffic and parking problems encountered at Loyola University, but these regulations do represent an attempt to deal with an area of concern, which affects every member of the university community. These parking regulations are in effect 24 hours per day, year round, and may not be orally modified by anyone. During the summer months, the university reserves the right to modify parking policies regarding parking location restrictions or whenever such circumstances exist that would warrant change.

I. ORGANIZATION

A. Vice President for Finance and Administration

Responsibility for operation of University Police and Parking Services falls under the administrative control of the vice president for Finance and Administration.

B. Director/Chief of University Police

The chief of University Police is charged with the impartial enforcement of all sections of these regulations and the management of both the University Police and Parking Services. It is specifically noted that the director/chief of University Police is not empowered to circumvent these regulations nor to void tickets issued (except on the administrative grounds that the issuance of the ticket was clearly in error).

C. Parking Services

The Loyola Parking Services office, located on the first floor of Biever Hall, is responsible for most campus parking services, including parking permit sales and vehicle registration, traffic citation appeals, billing of parking fines, and all on-campus guest parking. A parking services coordinator operates the office. A captain from University Police directly manages Parking Services. After normal working hours and on weekends, all traffic/parking problems should be directed to the Department of University Police, located on the first floor of Biever Hall.

D. University Police Officers

University Police officers are commissioned in accordance with the provisions of Louisiana Law R.S. 17:1805 and have police powers on and off campus. They are authorized to affect arrests of persons violating state and local statutes, investigate crimes committed on campus and certain public properties, issue campus and city parking citations, immobilize vehicles in violation of the parking regulations, and detain persons involved in serious infractions of university regulations.

E. Traffic Control Personnel

Traffic control personnel, student marshals, and other designated employees are authorized to direct and control traffic, including the issuance of citations for any traffic or parking violation.

F. University Parking Committee

The University Parking Committee consists of seven members, two each representing faculty, staff, and students, and one representing the Broadway campus. The Parking Services coordinator and/or captain from University Police is an eighth, non-voting member of the committee. The committee is specifically charged with the following responsibilities:

1. Serve as the official Appeals Board for citations issued by University Police (see Section IX, C).
2. Serve as a disciplinary board for violations of administration sections of these regulations.
3. Serve as a committee to consider individual requests for exceptions to these regulations.
4. Review procedures and policies in the areas of traffic and parking at the request of the vice president for Student Affairs, and furnish to that office the recommendations of the committee.
5. Review procedures and policies in the areas of traffic and parking at the request of Parking Services, and furnish that office with recommendations of the committee.
6. The committee may also initiate reviews of any policy, procedure, or records pertaining to parking and traffic, and to make any indicated recommendations. Such action may be initiated by any member of the committee at his or her own prerogative, or on behalf of any member of the university community.
7. The parking committee chair will assume all responsibilities of the committee body during the summer months or whenever committee members are unavailable and is authorized to rule on absentee appeals regularly brought before the committee. In-person appeals will be heard by the full committee during the following fall semester.

When acting as an appeals board or disciplinary board or when acting to review individual exceptions, the actions of the committee are final. In other matters, the committee acts to deliberate and recommend, providing representation of all segments of the university community in such matters.

II. PARKING, PERMITS, ACCESS, AND FEES

A. Campus Access

Vehicle access to the campus is not restricted. Parking permits are required 24 hours a day, every day of the year for campus parking privileges. Visitors and other non-permit vehicles may park on a cash basis in a metered space on campus. For those on university business and who are not Loyola University faculty, staff, or students, there are 45-minute visitor spaces located in the horseshoe lot.

All Loyola students, with the exception of on-campus freshman residents (lottery based), are eligible to purchase a university student-parking permit. The following classes of permits have been established for students:

<u>Permit Categories</u>	<u>1 Sem. Price</u>	<u>2 Sem. Price</u>
1. Resident	\$210	\$400
2. Commuter	\$180	\$340
3. Evening	\$85	\$150
4. Part time, Evening	\$48	N/A

Faculty/staff permits are available to all Loyola employees. The price of these permits is based on the individual salary level of the employee. A schedule of the salary levels and the appropriate permit price is posted in the Loyola Parking Services office. An employee of the university can obtain and only use a faculty/staff

permit when parking on campus during their normal working hours.

In order to park on the Broadway campus, a vehicle must display a valid Loyola parking permit with a Broadway sticker attached. These "Broadway Permits" are sold at the regular decal price. Broadway campus employees, resident students, and day law students may choose to park in designated parking zones on the main campus and shuttle to the Broadway campus. These individuals will receive a 50 percent discount in parking permit cost. These discounted permits will not be valid on the Broadway campus, except after 9 p.m. on weekdays and all day on weekends.

Permit purchase prices are prorated down monthly. The purchase of less than a full two-semester permit will incur a \$10 administrative fee. Summer student permits cost \$5 per week with a required minimum purchase of five weeks. Faculty/staff payroll deduction is a courtesy designed to spread permit payment over the life of the permit. It is not a system of "pay as you go." There will be NO REFUNDS OR TRANSFERS of any parking permits. ALL SALES ARE FINAL.

Students who withdraw from the university may submit an appeal to the Parking Committee in order to receive a partial refund in accordance with the schedule for refunds established by the university and only after the decal is returned to Parking Services. The date of the decal return will establish the amount refunded or deduction stopped if granted.

B. Disabled Parking

Individuals parking in a handicapped space must display a regular Loyola parking permit along with a valid state issued handicapped license plate or placard. In order to legally utilize a designated handicapped parking space, the vehicle must be used for the transportation of the person for whom the handicapped license plate or placard was issued. Handicapped persons are eligible to park in any university parking area with a valid university-parking permit. Such permit holders are requested to park in HANDICAPPED RESERVED spaces, when available, before parking in any other space.

C. Vehicle Damage

Loyola University is not responsible for damage caused by vehicles in the process of parking or driving on campus. All vehicles are operated or parked on campus at the owner and/or operator's risk. University Police will assist in furnishing information that is available to persons involved in claims for damage. Accident reports may be purchased at University Police for a fee of \$5.

D. Space Limitations

Space limitations do not permit the assigning of spaces for all vehicles possessing a parking permit. A parking permit does not grant permission to park in an unauthorized area or illegally if no parking space is available in the designated parking areas.

III. WHERE AND WHEN TO PARK

A. See campus map on pages 2 and 3.

Main Campus

"Zone 1" consists of the horseshoe lot; parking is limited to faculty/staff with permit numbers 1 through 100.

"Zone 2" includes West Road behind Biever Hall, West Road from St. Charles Avenue to Bobet Hall, the West Road Garage, North Road, Mercy Lot, and East Road. Only faculty/staff and commuter permit holders may park in Zone 2 Monday through Friday.

Note: East Road parking is designed as an overflow area. Parking on East Road is restricted to regular business days Monday – Friday between the hours of 8 a.m. until 6 p.m. East Road is closed to parking on weekends, holidays, and closed days.

“Zone 3” consists of the Freret Street Garage.

Note: Resident permit holders must park in the Freret Street Garage during weekdays 6 a.m. Monday through 6 p.m. Friday. Resident permit holders may park in Zones 1, 2 on weekends, holidays, and closed days. Vehicles must be parked in the Freret Street Garage by 6 a.m. on the next regular business day. This includes Broadway residents who are parked on the main campus.

To park in a metered space, you must pay the meter, unless the vehicle displays a special pass issued by the Parking Services office or the meter is taken “out of service” as designated by a yellow bag over the meter.

Broadway Campus

“Zones 4 and 5” are on the Broadway campus. “Zone 4” contains the Pine St. Lot and Cabra Lot, and is limited to resident student and faculty/staff Broadway permit holders until 5 p.m.

“Zone 5” consists of the Lowerline lot, the College of Law Lot, and St. Mary’s Driveway. This zone is reserved for faculty/staff permit holders 24 hours a day.

In order to park on the Broadway campus, the vehicle must display a valid Loyola “Broadway Permit.” All other permit holders may park in Zone 4 after 9 p.m.; before 9 p.m., they must park on the main campus and shuttle to the Broadway campus.

Loyola Parking Services, in conjunction with the university parking committee, reserves the right to change the restrictions on parking locations at any time.

B. Short-Term Visitor Parking

Visitor parking spaces are located in the Horseshoe Lot in front of Marquette Hall. These spaces are reserved at all times for visitors to the university and are not available to students, faculty, or staff. There is a 45-minute time limit for parking in these spaces. For situations requiring a longer period of time, a visitor may obtain a pass from the department that invited the visitor to campus. The pass must be displayed on the driver’s side dashboard of the vehicle. **Students, faculty, and staff of the university who park in these spaces will be subject to immobilization and the appropriate fines.**

Metered parking spaces are available on North Road next to the Freret Street Parking Garage.

C. Loading and Unloading

The loading zones are limited to commercial vehicles. There are three spaces located in Mercy Lot, Monroe Physics Loading Dock, and at Marquette Place (behind Music) designated for faculty/staff loading and unloading only. Valid permit holders may temporarily park in the loading zones to load or unload for a maximum of 30 minutes. Should a permit holder need to park in a loading zone, they must turn on their hazard lights and move the vehicle to a regular parking space when loading or unloading is complete after a maximum of 30 minutes.

IV. WHO CAN PARK ON CAMPUS

A. Permit Parking

Parking permits may be purchased by Loyola community members for their personal use only. Any Loyola student or employee who purchases a parking permit for a vehicle for himself/herself or either a Loyola/non-Loyola community member who is not eligible for

the privilege it grants will be fined \$250 and his/her parking privileges will be revoked. A non-Loyola community member found in possession of a parking permit will be issued a citation for an Administrative Violation (Section VIII, E), the permit will be confiscated, and the vehicle immobilized if parked on campus.

B. Special Event Parking

Guests at special events may park in Freret Garage with a pre-paid permit or in a metered parking space. Please note that our parking regulations, including meters, are enforced 24 hours per day, 7 days a week. **It is necessary to notify Parking Services of any event that will require parking for guests to the university. It is not necessary to reserve spaces for small events; those vehicles will require a temporary parking pass in order to park.** Notification of a special event that will require a special parking area, or a large number of parking spaces, must be given to Parking Services not less than 21 days in advance of the event. For events expected to attract more than 100 vehicles during undergraduate class times, the department sponsoring the event will be required to post and distribute notices to all Loyola community members including the use of campus-wide e-mail.

If the event requires publicity or notices to be sent out in advance of the 21-day requirement, it is the responsibility of the event organizer to confer with Parking Services in a timely fashion and include appropriate parking information in the publicity or notices. Short time frames often result in conflicting parking needs among events and it is very difficult, often impossible, to change parking arrangements and assignments for special events on short notice. Loyola Parking Services, in consultation with the university parking committee, will assign special event parking spaces/areas.

Fees for special event parking are based on the number of guests expected and the duration of the event. Fees may be paid at the time of the event or in advance at Loyola Parking Services. Please consult with Parking Services for exact pricing. Vehicles with full-price university parking permits are not subject to these additional charges for special event parking.

C. Guest Parking

Guest parking passes are available for guests of the university. A guest of the university is defined as a person or persons visiting the campus on official university business, and is performing an uncompensated service for the benefit of the university (lecturer, uncompensated faculty, volunteer, etc.). If your visitor fits this classification, simply send a memo to the Loyola Parking Services detailing the visit and the visitor, and a Guest Pass will be issued. Those visitors (e.g. vendors) who do not qualify for needed guest parking may park at a paid parking meter, or in any Faculty/Staff parking space using a prepaid permit, purchased from Parking Services or after business hours at the University Police office.

D. Reserved Parking

1. Temporary Reserved Spaces

Reserved parking requests are designed to accommodate guest speakers or other special needs. Each request must be in writing and include the number of spaces requested, the desired location of the reserved spaces, and the time frame of the event. No more than 30 spaces, university-wide, may be reserved on any given day. Requests must be made three weeks in advance if more than three spaces are desired.

Reserved spaces will be held for 30 minutes after the beginning of the event. In order to minimize the unnecessary restriction of reserved parking spaces, placards will be

posted notifying occupants of the need to vacate prior to the reserved time. Failure to vacate a parking space by the posted time is subject to a \$50 fine and immobilization.

2. Permanent Reserved Spaces

All permanently reserved parking spaces must be approved by the university parking committee and marked with an approved sign. These spaces are reserved 24 hours a day, every day, including all university holidays. The number and location of reserved spaces are subject to change, as the university requires.

E. Resident Family Parking Passes

Parking Services will provide 20 numbered parking permits, five per residence hall for use by **parents and/or immediate family** visiting the campus. The permits will be valid from 4 p.m. until 12 a.m., Monday through Friday, and from 8 a.m. until 12 a.m. on weekends for use on a single day basis. Permits must be returned to the University Police office after use.

V. OBTAINING AND DISPLAYING PARKING PERMITS

A. Permit Applications

Parking permit application forms and detailed information on fees, fee payment, and non-standard parking permits may be obtained from the Loyola Parking Services office or online at www.loyno.edu/police/parking. The completed application must be submitted to Loyola Parking Services before a permit will be issued. ALL PARKING PERMITS WILL BE BILLED TO STUDENT ACCOUNTS OR VIA PAYROLL DEDUCTION FOR UNIVERSITY EMPLOYEES.

B. Displaying/Outstanding Fines

Student parking permits must be displayed on one vehicle only and may not be transferred. The permit must be permanently adhered to the driver's side rear window. Exceptions will be made for vehicles that do not have a permanent rear window (ex. convertibles) with prior permission from Parking Services.

Faculty/staff parking permits are sold as "hangtags." The hangtag can be hung from the rearview mirror so that the permit may be moved from vehicle to vehicle. You may tape or glue the hangtag to the rear windshield on the driver's side. Please remember that the permit must be visible when the vehicle is parked on campus. Hangtag permits that are lost or stolen will be replaced for a \$40 fee. Hangtags that break due to sun damage will be replaced at no charge. The remains of the tag must be returned to Parking Services.

Individuals owing previous fines will not be issued a new permit until all fines have been paid. The application form contains a permission clause allowing the university to bill a student's account or deduct from an employee's payroll for delinquent fines.

C. Insurance

Each permit holder is required to maintain the legally required liability coverage for the state in which the vehicle is registered, current registration and inspection, and a current driver's license. Failure to comply with these regulations is grounds for removal/denial of parking privileges.

D. Replacement Decals

Replacement decals are issued when required, such as when the car is sold, wrecked, etc. The decal, or a substantial portion of its remnants, must be returned to Loyola Parking Services in order to obtain a replacement. Cost of a replacement decal is \$40. If there is a need to replace a decal a second time or more the fee will be

the current full price of the desired permit with no option for appeal.

If no numerically identifiable portion of the permit can be returned or if your permit is lost or stolen, you may submit a request to the university parking committee with documentation to determine whether a new permit will be issued and the cost of said permit. The responsibility for safeguarding a permit resides with the purchaser. Loyola University New Orleans does not insure against theft or the loss of the permit.

E. Temporary Permits

Permit holders who must use a vehicle other than the one on which their permit is permanently displayed may obtain a temporary parking pass from Loyola Parking Services Monday through Friday from 8:30 a.m. to 4:45 p.m. or, from University Police at any other time. A temporary permit can be issued for a maximum of two weeks and not to exceed two consecutive issuances. The permit holder will be held responsible if the permanent permit and the temporary permit are both used to park on campus at the same time.

F. Overnight Passes

Commuter and evening permit holders needing to keep their car parked on campus beyond 2 a.m. can purchase an overnight parking permit for that night with Parking Services during business hours or University Police after hours.

G. Long-Term Storage Parking

Loyola's parking facilities are not intended for long-term storage. Long-term parking is defined as a vehicle parked for more than one week (five working days) without being moved. The exception to this is the parking of resident vehicles over the holiday break between the fall and spring semesters. Vehicles with valid fall/spring resident permits may leave their vehicles parked on campus during this period.

Under certain circumstances, arrangements may be made to park a vehicle on campus only after receiving advanced approval from the university parking committee for extended periods of time. Vehicles that have not received advanced approval and are left on campus are subject to citation, immobilization, and towing depending upon the circumstances involving the vehicle.

VI. COMPACT CAR PARKING

Various parking areas and individual parking spaces have been created where the existing space is adequate to allow parking by compact but not full-size cars. Signs stating "compact only" or the letter "C" painted on the ground identifies these spaces.

VII. TOWING OF VEHICLES

Vehicles parked on campus that are hindering the performance/function of the university may be towed or relocated at the owner's expense. Loyola University, University Police, Parking Services, or any of its employees are not responsible for any damage to vehicles as a result of towing. Vehicles that have been "booted" may be towed after a period of 48 hours has elapsed if no arrangements had been made to settle the fines and fees associated with the "boot."

VIII. VIOLATIONS AND ENFORCEMENT

A. Enforcement

University Police officers, student marshals, and other designated employees who observe violations of university parking regulations are empowered to issue traffic and parking citations. These employees are authorized to utilize the

immobilization/wheel lock process as an enforcement tool. (See also section IX, paragraph B.) Fees for removal of the immobilization device are set at \$25 for valid permit holders and \$75 for non-permit holders, in addition to any fines charged.

B. Moving Violations

1. Speeding - Exceeding the campus speed limit;

On surface roads (10 mph), speed of:

- | | | |
|----------------|-----|-------|
| a. 11 – 30 mph | 1st | \$20 |
| | 2nd | \$40 |
| | 3rd | \$60* |
| b. 31 – 40 mph | 1st | \$50 |
| | 2nd | \$50* |
| c. over 40 mph | 1st | \$50* |

In the Parking Garages (5 mph), speed of:

- | | | |
|----------------|-----|-------|
| a. 6 – 15 mph | 1st | \$20 |
| | 2nd | \$40 |
| | 3rd | \$60* |
| b. 16 – 25 mph | 1st | \$50 |
| | 2nd | \$50* |
| c. over 25 mph | 1st | \$50* |

* Will also be subject to disciplinary hearing and/or campus ban.

2. The fine for the following moving violations is \$40:

- Reckless driving and/or endangering life or property.
- Failure to stop at stop signs.
- Driving on grass.
- Passing moving cars going in the same direction.
- Disregarding the instructions of a University Police officer or traffic gate control person.
- Removing barricades.
- Failure to yield to a pedestrian.
- Failure to obey any regulatory sign or device for the control of traffic.

C. Parking Violations

1. The fines for the following parking violations are set at \$20 for non-permit holders. The fine for parking violations committed by a permit holder with the vehicle on which the permit is displayed is \$15. (Note: A \$5 late fee will be added after 14 days.) Parking violations are listed below:

- Parking in restricted, reserved, or loading zones.
- Failure to park within the painted lines that define a parking area.
- Parking on walkways or parking in barricaded areas.
- Parking in unauthorized spaces on roadway.
- Parking in unauthorized zone (e.g. faculty/staff lot).
- Parking at unauthorized time.
- Parking along yellow painted curbs.
- Failure to properly display a parking decal or pass.
- Parking on grass.
- Failure to obey any regulatory sign or device for the control of parking.
- Non-compact car in compact space.
- No permit or expired permit.
- Expired parking meter.
- Unauthorized use of a visitor space.
- Blocking driveways, roadways, or entrances to buildings.

2. Failing to display a valid hanging permit is a \$15 fine.

3. Parking in a disabled person space is a \$75 fine.

D. Immediate Immobilization Violation

Any vehicle, even those with a parking permit, may be immobilized if in violation of the following regulations:

- a. Parking in a handicapped space without a state-issued plate or placard.
- b. Parking in restricted, reserved, or loading zones.
- c. Parking on walkways or parking in barricaded areas.
- d. Parking in a "No Parking" zone.
- e. Blocking driveways, roadways, or entrances to buildings.
- f. Parking on grass.
- g. Unauthorized use of a visitor space.
- h. Parking without a valid parking permit.

Non-permit vehicles will be charged a \$75 immobilization fee in addition to the parking fine. Valid permit bearing vehicles will be charged \$25 immobilization fee in addition to the parking fine.

E. Blocking Chained or Unchained Entrance to Campus

A definite safety/fire hazard is created when vehicles block entrances to the university, fire lanes, or roadways thereby preventing emergency vehicles from entering or moving about campus. The fine for blocking an entrance, fire lane, or roadway is set at \$50, and the vehicle may be towed if the owner cannot be immediately contacted.

F. Administrative Violations

1. The penalty for an administrative violation by a permit holder is the revocation of the decal or permit involved (without any refund of the purchase cost) and a fine of \$250 for each person or vehicle involved in the violation.
2. Administrative violations are as follows:
 - a. Fraudulently obtaining a parking decal or permit.
 - b. Use of Guest Parking Permit by students and/or faculty and staff.
 - c. Failure to return a decal following termination of eligibility.
 - d. Use of a stolen decal or permit.
 - e. Failure to replace a mutilated parking decal.
 - f. Operation of more than one vehicle at a time on campus.
 - g. Failure to comply with any specified administrative provisions of these regulations.
 - h. Disregarding instructions of University Police officer, student marshal, or other authorized personnel.
3. The fine for fraudulent or improper use, possession, or duplication of a parking garage access card, a parking permit, or a parking pass is \$250. Fraudulent use includes using an access card to enter or exit the Freret Street Parking Garage with a vehicle that is not the registered vehicle to be used with that access card, without obtaining a temporary parking pass. Fraudulent use includes the use of a permit or access card by a person other than the person to whom it was issued or the lending of an access card to a person other than the person to whom it was issued.
4. Violations of administrative provisions of these regulations, serious moving violations, or habitual violations of the parking regulations may result in further disciplinary action by the university parking committee, over and above any fines incurred through ticketing. Such disciplinary action may include, but is not limited to, removal of parking privileges. In the case of students brought before the committee for disciplinary action, the committee may refer them to the vice president for Student Affairs with the recommendation that they face

university disciplinary action.

G. Noise Violation

The fine for creating a disturbance by making unnecessary noises and/or unnecessary use of horns is as follows: \$15 fine on the first violation, \$30 fine on the second violation, and a \$40 fine on the third or subsequent violations. (Note: unnecessary noises also include continuous automobile alarm activation over five minutes.)

IX. SETTLEMENT OF CITATIONS

A. Payment

Citations must be settled by payment at the Bursar's Office, by mail to Loyola University, 6363 St. Charles Ave, Box 220, New Orleans, LA 70118, or through the Parking Services office to bill the student account, payroll deduction, or at University Police after hours.

NOTE: Immobilization devices will not be removed until payment is received.

B. Failure to Pay

If no attempt at settlement is made within two weeks after a citation is issued, the following disposition will be made and will incur a late fee:

1. If the citation holder is identified as a student, the fine will be placed on a student's university account, which originates from the Office of Student Finance.
2. If the citation holder is identified as a faculty or staff member, the amount of the fine will be deducted from the next pay period or, if a waiver has not been signed, the vehicle will be subject to immobilization by the use of a wheel lock.

Vehicles not registered with the university and parked or operated in violation of these regulations are subject to immediate immobilization on the first citation. The wheel lock will not be removed until all fines and fees due the university have been paid.

C. Appeals

If an individual wishes to question or protest a citation, the university parking committee acts as the official appeals board. The parking committee meets on a weekly basis during the fall and spring semesters. In such instances the committee decisions will be final. To initiate an appeal to the university parking committee, the citation holder must go to the Loyola Parking Services within two weeks (10 working days) of the date of the citation. Appeals will only be heard by the university parking committee after the citation holder completes a traffic citation appeal form. This form can be retrieved in either the parking services office or the University Police office. **Appeals will only be considered where there is a dispute of fact.** Appellants may request to be heard in person; such requests are normally honored by the committee and are scheduled for regular committee meetings. Individuals who have requested to be heard in person will be notified by mail of the committee meeting for which their appeal is scheduled. Non-appearance at an in-person appeal will result in the appeal being handled in the same manner as a written appeal.

X. GENERAL POLICY FOR BICYCLES, MOTORCYCLES, SKATEBOARDS, AND ROLLERBLADES

A. General

Motorcycles, bicycles, other motor-driven vehicles, and the operators are subject to all city and state laws and regulations relating to motor vehicles and may be cited and/or denied access to campus when in violation of them.

B. Motorcycles

1. All motorcycles operated on campus must be registered with the Loyola Parking Services. Registration and insurance requirements will be the same as for other motor vehicles. Decals will be fastened to the front of the motorcycle at all times, in an easily visible position. The fee for registration will be \$140 per school year. If a temporary permit is required for a motor vehicle, a fee of \$5 per day, or \$10 per week, will be assessed. Registration is open to all members of the university community.
2. Parking for motorcycles will be in designated areas only. **MOTORCYCLES WILL NOT OCCUPY NORMAL AUTOMOBILE PARKING SPACES.** Motorcycles will not be parked on grassy areas, sidewalks, or under any building overhang or stairways (including Danna Student Center, Monroe Hall, and Miller Hall).

C. Bicycles

1. Bicycles operated on campus are required to be registered with University Police. Registration is provided at no cost to the owner. Failure to register bicycles that are operated on campus shall result in an immobilization and a \$5 fine.
2. All bicycles are required to be locked to a bicycle rack when parked on campus. University Police officers will take bicycles found unsecured or secured to any structure other than a designated bicycle rack for safekeeping. University Police officers are authorized to cut chains or locks in order to move illegally secured bicycles. The university is not responsible for any damage to bicycles, chains, or locks when the bicycles are moved by University Police officers.
3. All bicycles must be removed from bicycle racks at the end of the spring semester by May 15, unless attending the university during the summer semester. Bicycles that are not removed will be assumed to have been abandoned. The bicycle will be removed from the racks and stored until such time that it will be auctioned. Owners of abandoned bicycles will not be reimbursed for bicycles or damaged locks that have to be removed.

D. Skateboards, Rollerblades, and Skates

In order to provide an atmosphere on campus that minimizes the opportunity for injury to persons or property, the following policy pertains to the activity of using roller skates, rollerblades, or skateboards (referred to as skating) on campus:

1. Skating on campus is at the skater's own risk.
2. Skating is only permitted in a safe manner on campus streets and sidewalks. Skaters must yield to all vehicular traffic and pedestrians.
3. Skating is prohibited in all campus buildings, including the inside of the parking garages.
4. Skating off any curbs, ramps, benches, handrails, or other objects above ground level is prohibited.

Violation of this policy may result in a fine of up to \$50 for the first offense and/or confiscation of the equipment for a serious violation of personal safety or damage to property. A second violation will result in the loss of skating privileges on campus.