A. The owner/operator of any vehicle is responsible for that vehicle while it is on campus. MSUB assumes no responsibility for any vehicle, its contents or occupants, while operated or parked on campus. Please lock your vehicle. Do not leave children or pets unattended in a vehicle.

B. In addition to MSUB’s regulations, Montana laws and Billings city ordinances are enforced on all University properties. Compliance is expected of every vehicle owner/operator driving or parking on campus property.

C. Almost all authorized vehicle registrations, permit purchases, fines and appeals may be managed on-line in the Myidis/Parking Services tab, or at www.msubillings.edu/police/parkinginfo.htm. Exceptions include certain other non-designated areas and violations not to be paid for 30 days after the 7-day appeal period.

D. All vehicles authorized to park on University properties must display a current, unexpired, parking permit issued by the University. This includes vehicles belonging to or driven by students and employees, sales and service providers, construction and maintenance contractors and visitors/guests otherwise unaffiliated with the University, as well as motor pool, rental and state vehicles.

E. All campus parking is designated by signs indicating faculty/staff, reserved, student, disabled and visitor areas. Please observe posted restrictions.

F. Faculty/staff permit holders may park in any student areas, but students may not park in faculty/staff areas between 8:00 am and 4:00 pm Monday - Friday.

G. Visitor lots are for visitors and require a visitor permit. First select a Visitor lot from the Map, then enter the area designated. Visitor permits are valid only in lots designated on the permit, including the Parking Garage. Faculty/staff and student permits are not valid in designated visitor areas.

H. Loading zones, indicated by signs and/or white curbs, are for loading and unloading, not to exceed 15 minutes. Emergency flashers must be off while parked in any loading zone.

I. ATV’s are to park in regular vehicle spaces, not motorcycle areas. Interior and motorcycle, and/or parked in any of these areas designated. Only motorcycles and motorcycles may be parked in these areas.

J. All parked vehicles must be within the confines of the painted parking space boundaries. Overstayed vehicles or parked off of a parking area is considered to be parked in a way deemed to be a safety issue, such as obstructing a driving line or sidewalk. Please do not park in.

K. Pedestrians shall be given the right of way at all times. The campus speed limit is 15 miles per hour. The speed limit is 5 miles per hour within the Parking Garage, which has speed bumps. Speeding on University property is prohibited.

L. Reserved spaces are reserved 24-hours a day, seven days a week. Unauthorized parking, space holder, visitors/guests may be towed without notice and at their own expense.

M. Only student family housing residents may park in the Family Housing lot. A family housing permit is required.

N. ADA accessible parking is available in sign designated spaces. An ADA parking permit or license plate is required for anyone with a state government is required in addition to a University-issued permit to park in these spaces.

O. Students, faculty and staff who become temporarily physically disabled may make arrangements for parking at the University Police & Parking office.

P. Driving a motor vehicle on University property other than on authorized roads, driveways and parking areas is prohibited. Violators may be cited and/or prosecuted in city or county court.

Q. Parking is not allowed in driveways, in crosswalks or areas designated “No Parking,” including “Stop Vehicles Only” and Reserved areas, painted crosshatching or yellow curbs. Parking on lawns, sidewalks or other non-designated areas is prohibited. There is 24-hour low-awakeness enforcement of these zones and spaces.

R. Overnight parking is not allowed on MSUB campuses, except for authorized MSUB housing residents, those serving the mission of the University, campus motor pool vehicles, etc. Individual exemptions must be approved by University Police & Parking during business hours, in advance of parking. Unauthorized vehicles parked overnight are subject to citations and/or towing. No campers or trailers are allowed.

VEHICLE FEES

1. Annual Permit (fall, spring, summer) .................. $110
2. Academic Permit (fall, spring) .................. $85
3. Semester Permit .................. $50
4. Monthly Permit (May-Aug) .................. $35
5. Motorcycle Permit (annual) .................. $20
6. Pay by Display Permit (weekly) .......................... $13.00 per hour
7. Weekly Permit .................. $10
8. Daily Permit (fall, spring, summer) .................. $7
9. Reserved Permit (annual only) .................. $200
10. Family Housing (annual only) .................. $140

CITATIONS AND FINES

1. Failure to register vehicle or display permit ........ $25
2. Parking in designated No Parking Zone ........ $25
3. Parking in Loading Zones over 1 minute or without emergency flashers .................. $25
4. Parking in non-designated areas such as lawns or sidewalks .................. $25
5. Expired permit .................. $25
6. Unauthorized parking in 2-hour visitor spaces ........ $100
7. Parking in the wrong lot .................. $25
8. Improper display of permit .................. $25
9. False/pretense use of permit .................. $30
10. Failure to receive a fine within seven calendar days (“Late Fee”) .................. $7
11. Improper parking of any vehicle .................. $25
12. Unauthorized parking in Reserved or University Dtell spaces .................. $25
13. Other violations, as defined .................. $25

PERMITS, PURCHASE AND REPLACEMENT

1. Permit sales begin on-line and at the University Police & Parking office the week of August 15, annually. To avoid citations, current permits must be displayed in vehicles before the first full week of each semester’s classes. If permit is purchased for delivery option, print out receipt and place face up on dash. Valid receipts may be displayed for ten days only, not to exceed the end of the semester (January for spring semester). If mailed permit is not received within seven days, contact Parking Services. (Parking is not responsible for permits lost or missing in the mail.) Temporary permits (weekly/monthly) and summer permits are not mailable – please pick up at University Police & Parking as soon as possible.

2. All MSUB parking permits remain the property of the University and may not be transferred, exchanged, resold, duplicated or altered in any manner. To do so may result in disciplinary action for fraud and theft of services. No MSUB department may issue parking permits, except as expressly authorized by Parking Services.

3. University Police & Parking is solely authorized to create and allocate the usage of MSUB parking permits. They may not be used for fundraising purposes or paid for. Unauthorized employee permits must be made by cash, personal check, personal debit/card or by payroll deduction.

The payoff donation option is available only to classified employees. One initiation of an employee's donation may not be altered, canceled, or otherwise cancelled. All payments must be made in full by cash, check or personal debit/card.

CITATIONS AND PAYMENT OF FINES

1. Parking is under no obligation to waive a citation properly issued for a violation of MSUB parking regulations. Any disputed citation may be referred to the appeals process, which culminates with the Ticket Appeals Board.

The Board of Regents of Higher Education by authority of the Montana State University Billings has authorized MSUB Billings to assess fees for all on-campus parking and to access fees for violating published parking regulations. MSUB reserves on-campus parking for those students, employees, contractors, visitors and guests affiliated with or on the mission of the University. All vehicle owners/operators on University properties are responsible for fully complying with all University parking policies and regulations posted in their entirety on the MSUB website. We refer all matters concerning parking to the University Police & Parking office. For assistance, call 406-714 during business hours, or email Parking at msubparking@msubillings.edu.
The placement of parking citations is considered proper notification of any violations. Vehicle owners/operators who receive three or more violations and do not promptly resolve those tickets may be deemed a habitual offender and may be towed at any time without additional warning. All fines, towing and impound charges must be paid before the vehicle is released.

Failure to resolve citations within seven days may result in the University withholding the amount of unpaid fines from any amount owed to any student or employee of the University. Students who have unpaid fines are not permitted to register, receive transcripts, grades or diplomas.

Student and employee citations may be paid on-line at www.msubillings.edu/police/parkinginfo.htm or in the Parking Services tab (go to myInfo, enter MSUB Main Campus and City College maps are available at www.msubillings.edu/police/Parking/MSU_ParkingMap.pdf

For bus information, please call Parking Services during business hours, in advance of parking. No campers or trailers may be parked on campus. Exceptions to any parking restrictions must be approved by the University Police before the vehicles involved are moved. University Police do not investigate "fender-benders" (no injury) on campus, but do have accident information exchange forms available for insurance purposes.

All traffic accidents occurring on campus should be reported to the University Police before the vehicles involved are moved. University Police do not investigate "fender-benders" (no injury) on campus, but do have accident information exchange forms available for insurance purposes.

In emergencies and special circumstances, the University Police may impound parking restrictions, as required, with or without notice. No barricades may be moved/removed except by authorized personnel.

Any request for a permit refund must be made at the University Police & Parking office during business hours, in advance of parking. No campers or trailers may be parked on campus. Exceptions to any parking restrictions must be approved by the University Police before the vehicles involved are moved. University Police do not investigate "fender-benders" (no injury) on campus, but do have accident information exchange forms available for insurance purposes.

Any request for a permit refund must be made at the University Police & Parking office during business hours, in advance of parking. No campers or trailers may be parked on campus. Exceptions to any parking restrictions must be approved by the University Police before the vehicles involved are moved. University Police do not investigate "fender-benders" (no injury) on campus, but do have accident information exchange forms available for insurance purposes.

All traffic accidents occurring on campus should be reported to the University Police before the vehicles involved are moved. University Police do not investigate "fender-benders" (no injury) on campus, but do have accident information exchange forms available for insurance purposes.

Any request for a permit refund must be made at the University Police & Parking office during business hours, in advance of parking. No campers or trailers may be parked on campus. Exceptions to any parking restrictions must be approved by the University Police before the vehicles involved are moved. University Police do not investigate "fender-benders" (no injury) on campus, but do have accident information exchange forms available for insurance purposes.