PARKING “QUIK TIPS”

For the complete Parking policies, refer to www.msubillings.edu/police/univ_police_policies.htm

A. The owner/operator of any vehicle is responsible for that vehicle while it is on campus. MSU Billings 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 vehicles.

B. In addition to MSU Billings 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 MyUPP/Parking Services tab or at www.msubillings.edu/police/parkinginfo.htm. Exceptions include permit sales, and citations to be paid after 30 days or appealed after 7 days. Please refer to complete regulations for details.

D. All vehicles authorized to park on University properties must display a current MSU Billings parking permit. 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 student vehicles.

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

F. Faculty/staff permit holders may park in 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 desired location and time on the Pay’n Display站点; then insert the amount indicated. Visitors are valid only in lots designated on the permit, including the Parking Garage. Faculty/staff and student permits are not valid in 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 on while parked in any loading zone.

I. ATVs are to park in regular vehicle parking spaces, not motorcycle areas. Motorcycles and mopeds are not to be parked in areas designated Only motorcycles and mopeds may be parked in these areas.

J. All parked vehicles must be within the confines of the painted parking space boundaries. Overflowing or pulling through may be ticketed if parked in a way deemed to be a safety issue, such as obstructing a driving lane 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 15 miles per hour in 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, unless posted otherwise by the permit holders. Violators 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 plate issued by 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 UPP office.

P. Driving a motor vehicle on University property other than on an authorized road, driveway 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 “Shop Vehicles Only” and Reserved spaces, painted crosshatching or yellow curbs. Parking on lawns, sidewalks or other non-designated areas is prohibited. There is 24-hour tow-away 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, and those otherwise authorized by the University. Exemptions must be applied for and approved by UPP 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 PERMIT FEES

1. Annual Permit (fall, spring, summer) $110
2. Academic Permit (fall, spring) $85
3. Semester Permit $50
4. Summer Permit (May-August) $35
5. Motorcycle Permit (annual) $20
6. Pay’n Display Permit (visitors) $3.00 per hour
7. Weekly Permit $10
8. Monthly Permit $30
9. Reserved Permit (annual only) $200
10. Family Housing (annual only) $140

CITATIONS AND FINES

1. Failure to register vehicle or display permit $100
2. Parking in designated No Parking Zone $25
3. Parking in Loading Zones over 15 minutes 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 faculty/staff areas $100
7. Parking in the wrong lot $25
8. Improper display of permit $25
9. False-permit/true use of permit $30
10. Failure to resolve a fine within seven calendar days (“Late Fee”) $7
11. Improper parking of any vehicle $25
12. Unauthorized parking in Reserved or Student Lots $25 and/or immediate tow plus expenses
13. Other violations $25

PERMITS, PURCHASE AND REPLACEMENT

1. Permission to park begins on the first day of the academic term. MSU Billings reserves the right to alter parking permit sales and use at any time.

2. Parking permits begin on-line and at the UPP office the week of August 15, annually. To avoid citations, all permits must be displayed in vehicle. Parking permits are issued by Parking. Management is expected of every vehicle owner/operator driving or parking on campus property. As soon as possible, please update the following on your permit:

a. Change of license plate
b. Change of address
c. Vehicle destruction or abandonment
d. Purchase, sale or transfer of a vehicle

PARKING REGULATIONS & CAMPUS MAPS

University properties

University of Montana Billings

CITATIONS AND PAYMENT OF FINES

1. Parking is under no obligation to waive any citation properly issued for a violation of MSUB parking regulations. Any disputed citation may be appealed after the Appeals process.

2. Payment of parking permits for privately owned vehicles shall be paid from personal funds. The use of any institutional funding source to pay for private parking permits is unauthorized and against university policy. The purchase of employee parking permits must be made by cash, personal check, money order or by payroll deduction.

3. Unauthorized vehicles parked in sign-designated spaces, “no permit displayed.” Citations issued for failure to display a valid permit (or time-limited receipt) will be referred to the appeals process.

4. Most permits may be purchased on-line. However, not all permits are available on-line; not all on-line purchases are viable; and some permits (Reserved, Family Housing) are only available at UPP. "Observer notices regarding parking violations are only used to inform permit holders of parking violation issues.

5. Ignition-tag permits must hang from the inside rear view mirror, facing out. Self-sticking permits must be affixed to the lower inside of the front window on the driver's side. Your Pay’n Display permit must be placed face-up on the vehicle's dashboard. Motorcycle and ATV permits must be attached to a front fork or the rear mirror. All permits must be clearly visible.

6. Persons who have registered their vehicles and must use a substitute vehicle may purchase a Pay’n Display permit in one of the Visitor lots and park in the Parking Garage.

7. Any person who purchases visitor permits using the Pay’n Display station located on the east side of Great Hall East (facilities 27, 29, 30), in the parking areas south of McMullen Hall, on the east side of Peaks Park Road, and in the south lot at City College. Students accept cash and authorized MSUB permits are also valid in the Parking Garage.

8. Reserved permits are only available to current classified employees and contracted services personnel. Reserved permits may be transferred between holder’s vehicles; however, permit holdership is not transferable. Reserved permits must be displayed in holder’s vehicle at all times while parking on campus.

9. Lost, stolen or destroyed permits must be reported immediately according to a lost/stolen permit protocol. Parking is under no obligation to provide free replacement of lost or stolen permits. Replacement cost may be prorated on a semester basis only. Contact (406) 245-4691 or email Parking to purchase replacement for lost/stolen permits.

10. MSU Billings assumes no responsibility for loss or theft. UPP is under no obligation to provide free replacement of lost or stolen permits. Replacement cost may be prorated on a semester basis only. Contact (406) 245-4691 or email Parking to purchase replacement for lost/stolen permits.

11. Permit(s) must be properly displayed in vehicle(s) to present citizen(s) for “no permit displayed.” Citations issued for failure to display a valid permit (or time-limited receipt) will be referred to the appeals process.

12. The purchase of parking permits for privately owned vehicles shall be paid from personal funds. The use of any institutional funding source to pay for private parking permits is unauthorized and against university policy. The purchase of employee parking permits must be made by cash, personal check, money order or by payroll deduction.

13. The payroll deduction option is available only to classified employees. Once initiated, a person’s payroll deduction may not be altered, canceled or withdrawn. Any change must be in full by cash, check, money order or payroll deduction.

14. Upon leaving University employment, any unpaid payroll deductions on unreturned permits will be due immediately.

4. Most permits may be purchased on-line. However, not all permits are available on-line; not all on-line purchases are viable; and some permits (Reserved, Family Housing) are only available at UPP. “Observer notices regarding parking violations are only used to inform permit holders of parking violation issues.

ABBREVIATED PARKING REGULATIONS & CAMPUS MAPS

Revised August 2018

The Board of Regents of Higher Education by authority of the Montana State Legislature has authorized MSUB to assess fees for all on-campus parking and to assess fines for violating published parking regulations. On-campus parking is a privilege, not a right. MSUB reserves on-campus parking for these students, employees, contractors, visitors and guests affiliated with or on the mission of the University. All vehicle owners/operators on University property are responsible for fully complying with all applicable federal, state and University regulations posted in their entirety on the MSUB billings website. Please refer to all matters concerning parking to the University Police & Parking Office. For assistance, call UPP at 657-1704 during business hours, or email Parking at msubparking@msubillings.edu.
5. Failure to resolve citations within seven days may result in the University taking action. The placement of parking citations is considered proper notification of any violations. 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.

4. 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.

5. 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 Secure Area). Payment may be made by personal check or personal debit/credit card. The pay processing center accepts cash, personal check or personal debit/credit card.

6. The payment of parking citations shall be paid from personal funds. The use of any institutional funding source to pay for citations issued to individuals is unauthorized and against university policy. Payment may be made by personal check, personal check or personal debit/credit card.

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24. The payment of parking citations shall be paid from personal funds. The use of any institutional funding source to pay for citations issued to individuals is unauthorized and against university policy. Payment may be made by personal check, personal check or personal debit/credit card.

APPEALS & REFUNDS
1. Ignorance of the regulations will not be considered in appeals. A lost ticket, a lost or stolen permit, forgoing, parking for only a short period, failure to display permit, and/or not seeing posted signs are not acceptable grounds for appeal.

2. The on-line appeals process must be initiated within seven days of a citation’s issuance. Failure to do so may result in late fees and/or an automatic denial of the appeal. MSUB Billings City College students and faculty/staff may appeal on-line at www.msubillings.edu/log into myInfo>Secure Area>Parking Services tab. Visitor/guests otherwise unaffiliated with MSUB may appeal on-line at www.msubillings.edu/parkinginfo.htm. Any appeal may be referred directly to the Ticket Appeals Board. A person’s department and ticket history, including any outstanding fines, may affect the outcome of the appeal.

3. Citations may not be appealed by any third party. The driver/owner of any vehicle parked on university property shall be responsible for any violation recorded against that vehicle.

4. Any request for a permit refund must be made at the UPP office. The permit or proof that it was destroyed must accompany any refund request. Refunds will be less any financial obligation to the University.

5. Because of the pre-tax advantage of payroll deduction, the refund of any paid amount is unauthorized and against University policy.

EMERGENCIES, ACCIDENTS AND SPECIAL CIRCUMSTANCES
1. University Police may be reached 24 hours a day at 657-2147. Additional information is available on-line at www.msubillings.edu/police/default.htm.

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

3. 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.

4. All vehicles parked on campus must be in safe operating condition. Any vehicle that constitutes a hazard or interferes with University operations may be towed and impounded at owner/operator’s expense.

5. Vehicles may not be stored on campus. Vehicles deemed stored or abandoned may be towed and impounded at owner/operator’s expense. Exceptions to any parking restrictions must be approved by the UPP and do have accident information exchange forms available for insurance purposes.

6. For bus information, please call Parking during business hours, in advance of parking. No campers or trailers may be parked on campus.