

MONTANA STATE UNIVERSITY BILLINGS

ABBREVIATED PARKING REGULATIONS & CAMPUS MAPS

Revised August 2019



The Board of Regents of Higher Education by authority of the Montana State Legislature has authorized MSU Billings to assess fees for all on-campus parking and to assess fines 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 owner/operators on University properties are responsible for fully complying with all policies and regulations posted in their entirety on the MSU Billings website. Please refer all matters concerning parking to the University Police & Parking office. For assistance, call 657-1704 during business hours, or email Parking at msubparking@msubillings.edu.

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 (visitor)....	\$1.00 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 valid permit.....	\$25
2. Parking in designated No Parking Zone...	\$25
3. Parking in Loading Zones over 15 minutes or without emergency flashers on	\$25
4. Parking in non-designated areas such as lawns or sidewalks	\$25
5. Expired permit	\$25
6. Unauthorized parking in Disabled space	\$100
7. Parking in the wrong lot.....	\$25
8. Improper display of permit	\$25
9. False permit/false 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 Shop Vehicles Only spaces.....	\$25 and/or immediate tow plus expenses
13. Other violations.....	\$25

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 your vehicle.*
- **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 MyInfo/Parking Services tab, or at www.msubillings.edu/police/parkinginfo.htm. Exceptions include certain permits; 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, year-round. 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 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 time on the Pay'n'Display unit, then insert the amount indicated. 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 ON while parked in any loading zone.*
- **I.** ATVs are to park in regular vehicle spaces, not motorcycle areas. Motorcycles and motorbikes must park in areas designated. Only motorcycles and motorbikes may be parked in these areas.
- **J.** All parked vehicles must be within the confines of the painted parking space boundaries. Oversized vehicles 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 back in.
- **K.** Pedestrians shall be given 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, year-round. Upon space-holder's request, 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 license 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 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 "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, campus motor pool vehicles, etc. Individual exemptions must be applied for and 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 REGISTRATION

All vehicles brought to campus must be registered with University Police & Parking. The person in whose name a vehicle and/or permit is registered shall be responsible for all violations recorded against that permit and/or vehicle while on campus. As soon as possible, please update the following on-line at www.msubillings.edu/police/parkinginfo.htm:

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

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 mailing is chosen for delivery option, please print out receipt and place face up on dash. Valid receipts may be displayed for ten days only, not to exceed the end of September (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 available – 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 by any department other than Parking Services, which is self-funded; nor may they be designated as compensation for services rendered by any other department or off-campus entity, except as expressly authorized by Parking Services.

4. Most permits may be purchased on-line. However, not all permits are available on-line; not all on-line purchases are available; and some permits (Reserved, Family Housing) are only available at University Police & Parking. Observe notices regarding mailing deadlines for on-line permit purchases by University affiliates and visitors/guests. Permits may also be purchased at University Police & Parking (debit/credit, check or cash – cannot make change for \$50s or \$100s).
5. Hang-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. Pay'n'Display permits must be placed face-up on the vehicle's dashboard. Motorcycle and ATV permits must be attached to a front fork or the rear fender. All permits must be clearly visible.
6. Persons who have registered their vehicles but 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. Anyone may purchase visitor permits using the Pay'n'Display stations located on the east side of Cisel Hall lot (facing N. 27th St.), in the visitor parking areas south of McMullen Hall, along the east side of the Peaks to Plains Park, and in the South lot at City College. Stations accept coins and dollar bills, but make NO change. Visitor permits are also valid in the Parking Garage.
8. Reserved permits are available only 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, destroyed or stolen permits must be reported immediately and a loss/theft report must be completed at University Police & Parking. Falsely claiming loss or theft of a permit and/or the use of a permit reported lost/stolen is considered fraud, and disciplinary action may be taken, according to the University's Codes of Conduct.
10. MSU Billings assumes no responsibility for loss or theft. University Police & 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 University Police & Parking during business hours.
11. Permit(s) must be properly displayed in vehicle(s) to prevent citation(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 purchase of employee parking permits must be made by cash, personal check, personal debit/credit card 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, only canceled. Any upgrade must be paid for in full by cash, check or personal debit/credit card.

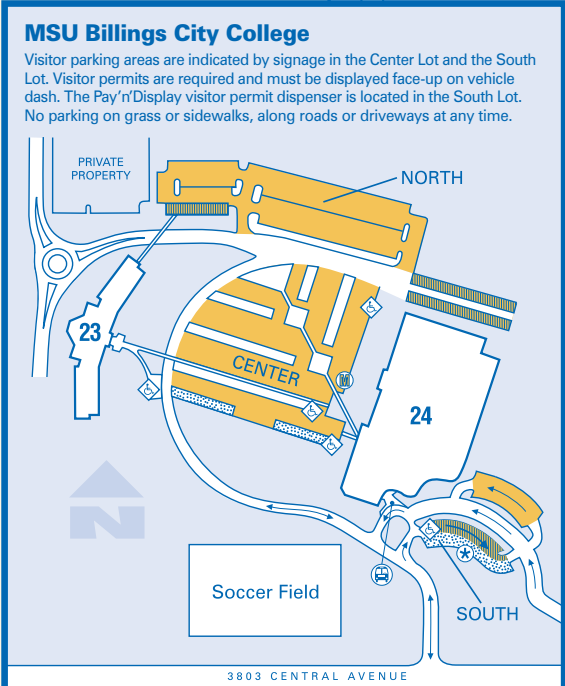
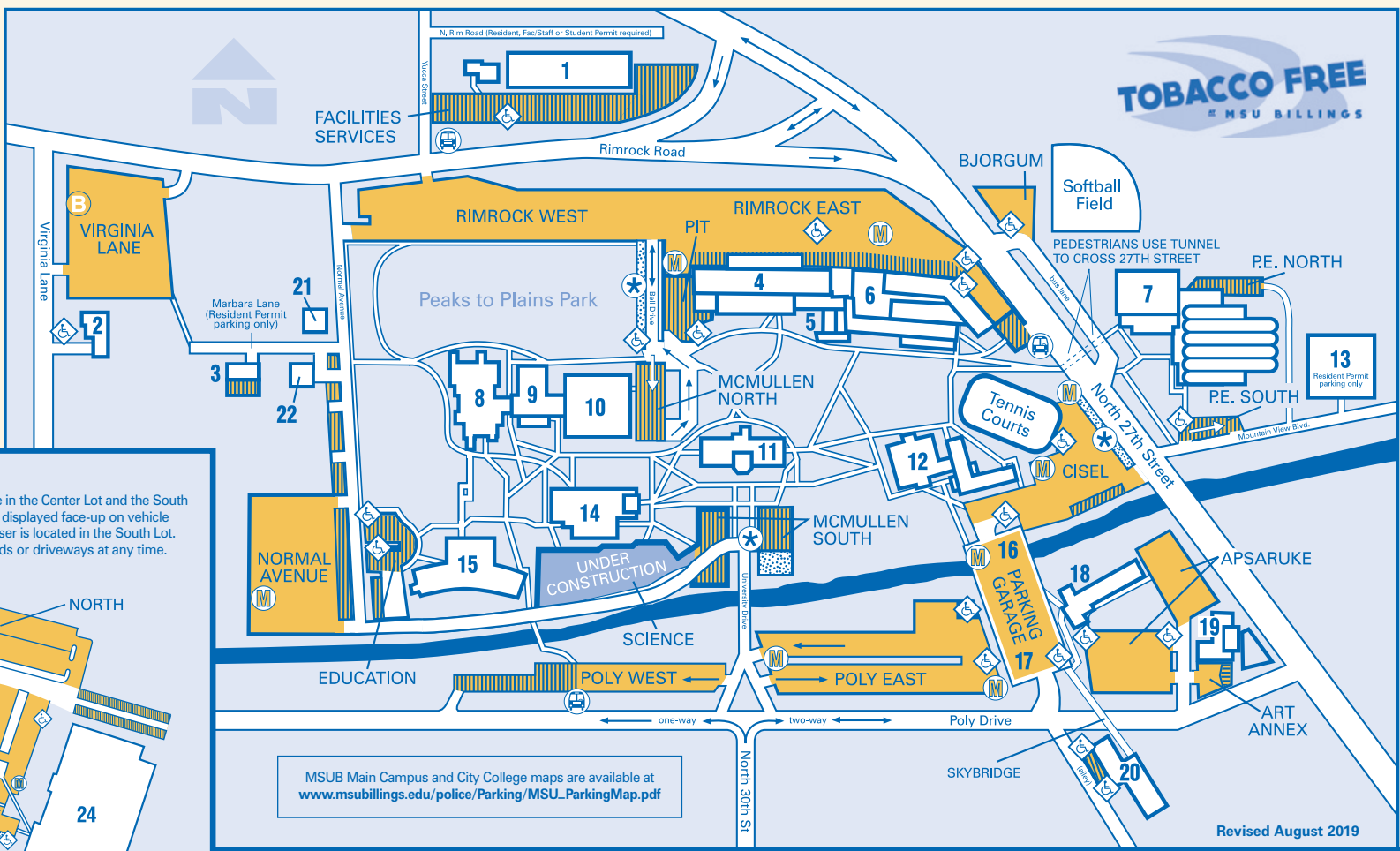
CITATIONS AND PAYMENT OF FINES

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

- Throughout the year, citations for vehicles parked in violation of regulations or for hazardous parking may be issued upon detection, 24-hours-a-day. Regular parking permit enforcement (ticket-writing) resumes the first full week of each semester's classes.
- The placement of parking citations is considered proper notification of any violations. Vehicle owner/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 Secure Area). Payment may also be made in person at University Police & Parking (debit/credit, check or cash – cannot make change for \$50s or \$100s). Fines older than seven days may have been transferred out of the Parking database and into the University's Banner system. These

- fines are no longer available for payment in the Parking Services tab or at University Police & Parking, but may be paid either in Banner or in person at Business Services in McMullen Hall.
- Citations issued to sales and service providers, construction and maintenance contractors and visitors/guests otherwise unaffiliated with the University may be paid on-line at www.msubillings.edu/police/parkinginfo.htm or in person at University Police & Parking (debit/credit, check or cash – cannot make change for \$50s or \$100s).
- 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 cash, personal check or personal debit/credit card.

- Hourly Pay'n'Display Permit Dispensers
\$1.00/hr. (Coins or bills accepted, dispensers make NO change.)
- Disabled Parking
- Bus Parking
- Motorcycle Parking
- City Bus Stop
- Faculty and Staff Parking
- Student Parking
- Visitor Permit Parking



MSUB Main Campus and City College maps are available at www.msubillings.edu/police/Parking/MSU_ParkingMap.pdf

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Montana State University Billings Campus

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|---------------------------------------|---------------------------------|---|--|-------------------|------------------------------|
| 1. Facilities Services | 5. Student Union Building (SUB) | 10. Library | 14. Science Building | 18. Apsaruke Hall | 22. American Indian Outreach |
| 2. Foundation House | 6. Rimrock Hall | 11. McMullen Hall | 15. College of Education/ Veterans Affairs | 19. Art Annex | 23. Health Sciences Building |
| 3. Yellowstone Public Radio (KEMC-FM) | 7. Physical Education Building | 12. Cisel Hall | 16. Parking Garage | 20. McDonald Hall | 24. Tech Building |
| 4. Petro Hall | 8. Liberal Arts Building | 13. Family Housing (Resident Permit parking only) | 17. University Police & Parking | 21. Alumni House | |
| | 9. Lecture Halls | | | | |

APPEALS & REFUNDS

- Ignorance of the regulations will not be considered in appeals. A lost ticket, a lost or stolen permit, forgetfulness, parking for only a short period, failure to display permit, and/or not seeing posted signs are not acceptable grounds for appeal.
- 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. MSU 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/police/parkinginfo.htm. Any disputed appeal may be referred, by Parking Services, to the Ticket Appeals Board. A person's department and ticket history, including any outstanding fines, may affect the outcome of the appeal.
- 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.
- Any request for a permit refund must be made at the University Police & Parking office. The permit or proof that it was destroyed must accompany any refund request. Refunds will be less any financial obligation to the University.
- 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

- 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.
- 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.
- 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.
- 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/driver's expense.
- 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 University Police & Parking office during business hours, in advance of parking.
- For bus information, please call Parking Services during business hours, in advance of parking. No campers or trailers may be parked on campus.

