



Policy Number: 503 – Parking
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Approved By: Brandon Gatlin, Interim Chief of Police

503.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to maximize the use of available parking on property owned by Montana State University Billings (University).

503.2 POLICY

The Montana State University Billings Police Department (Department), in conjunction with the Parking Services Department, will maintain accessible parking for the University and City College Campuses. The Department will promote the efficient utilization of parking areas on all University-owned property. The Department will fairly and consistently promote compliance through educational and enforcement efforts.

503.3 DEFINITIONS

Motorized Vehicle: Any motorized conveyance having three or more wheels, including “trikes” and ATVs, which are designed or used to transport persons or property on the highways of the state.

Motorcycle: Any motorized or electric conveyance with two wheels and a seat or saddle for the use of the operator.

Bicycle: A vehicle propelled by human power upon which any person may ride, irrespective of the number of wheels, except scooters, wheelchairs, and similar devices. This term includes an electrically assisted bicycle.

Motorized Personal Mobility Device: A personal mobility device that has a motor or battery that powers movement. This includes, but is not limited to, the following types of devices: e-bikes, hover boards, motorized bicycles, e-scooters, motorized skateboards, and Segways.

503.4 GENERAL INFORMATION

The Parking Services Department is located on the ground floor of the University Campus Parking Garage. In general, all matters concerning traffic and parking should be referred to the Parking Services Department. Parking-related assistance may be obtained by contacting Parking Services at 406-657-1704 or msubparking@msubillings.edu. For a complete list of Parking Regulations, please visit www.msubillings.edu/police/parking_info.htm. Parking Services’ business hours are Monday through Friday from 8:00am until 5:00pm.

Parking regulations are applicable to all persons operating motor vehicles on University-owned or controlled property year-round. By parking on University property, each person agrees to comply with all parking regulations. Failure to comply may result in a parking citation or the vehicle being towed at the owner's expense. All students, faculty, staff, and visitors to our University community are responsible for knowing the regulations for driving and parking on University property. Regulations 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 University-owned property (§ 20-25-312, MCA).

Any vehicle parked, operated, or driven on University-owned property shall be solely at the risk of the owner/operator. Montana State University Billings is not responsible for any damage to, or theft from, any vehicle parked at or driven onto any University-owned campuses or facilities.

In addition to University regulations, Montana Code Annotated and Billings City Ordinances are enforced on all University properties. Compliance is expected of every vehicle owner/driver while driven or parked on University property.

503.5 VEHICLE REGISTRATION

All enrolled students, faculty, staff, VIP Permit holders, Community Permit holders, and Sales and Service Permit holders must register their vehicles. Visitors parked in visitor-designated areas are the only exception to vehicle registration requirements.

Vehicle registration can be completed through the online purchase of a parking permit or by visiting Parking Services and completing a registration form. Proper registration requires the following: license plate number, state of issue, make, model, and year of vehicle.

Failure to register does not negate the owner/operator's responsibility to adhere to this policy.

503.6 ENFORCEMENT

Parking regulations are enforced 24 hours a day, 7 days a week, year-round, by MSUB police officers and MSUB parking enforcement personnel. Parking permits are required Monday through Friday, from 7:30 a.m. to 5:00 p.m., in Student-designated parking lots, Faculty/Staff-designated parking lots, and the University Campus Parking Garage. Reserved-designated parking is enforced 24 hours a day, 7 days a week, year-round.

Drivers are responsible for complying with parking designations and restrictions. All students, staff, and faculty will be informed by email of any exceptions to permit requirements.

503.7 PARKING PERMITS

A parking permit is required to park in any parking lot at both the University and City College Campuses. A current permit needs to be clearly displayed, hanging from the rear-view mirror, in the vehicle utilizing MSUB parking lots.

Annual parking permits are valid from August 15 through August 15 for each calendar year.

Parking permits may be purchased online through MyInfo, located on the University website at www.msubillings.edu . Parking permits may also be purchased in person at the Parking Services Department with a payment of cash or check.

503.7.1 VISITOR PARKING

Parking for visitors may be purchased in designated Visitor parking areas. Cost is \$1.00 per hour. Refer to the [parking map](#) for Visitor parking locations. Visitor parking permits are obtained through the Pay-N-Display machines located in Visitor-designated parking lots. The Pay-N-Display machines require cash and will not distribute change. Please contact the Parking Services Department for details.

503.7.2 DISABILITY PARKING

Montana State disability placards or designated license plates must be obtained from the Montana Department of Justice's Motor Vehicle Division. A valid University-issued parking permit, along with a disability placard and/or designated license plate, is required to utilize a disability parking space on the University and City College Campuses.

503.7.3 PERMIT SHARING

Vehicles may share a single parking permit; however, only one vehicle associated with a parking permit may be parked on University property at one time. Up to eight vehicles may be linked to a single parking permit. The permit must be clearly displayed in vehicles parked on University property.

503.7.4 CONSTRUCTION VEHICLES

All authorized construction vehicles parking on either the University or City College Campus are required to have a valid parking permit.

503.7.5 RETIREE/VIP PERMIT

Retirees from Montana State University Billings may be eligible for a Retiree/VIP parking permit. The initial cost for a Retiree/VIP permit is \$10.00 for the first year and free thereafter. Retiree/VIP permits require yearly validation at the Parking Services Department.

503.7.6 REFUNDS

Refunds for all permits will be determined by the Parking Services Department. A refund will not be considered unless the permit is returned to the MSUB Parking Services Office. Refund amounts will be determined by the type of permit purchased and the date it is returned.

Refund requests:

- Annual Permit
Requests must be submitted within 30 days of the start of the fall semester.
Requests for special circumstances may also be considered within 30 days of the

start of the spring semester. Summer refunds are not available with purchase of annual permit.

- Academic Permit
Requests must be submitted within 30 days of the start of the fall semester. Requests for special circumstances may also be considered within 30 days of the start of the spring semester.
- Fall or Spring Only Permit
Requests must be submitted within 30 days of the start of the fall or spring semester that the permit was purchased for.
- Summer Permit
Requests must be submitted within 14 days of purchase for Summer session only.

If a refund is approved, the amount will be determined by the Parking Services Department and the MSU Billings Chief of Police.

In special circumstances, the Montana Board of Regents or the Montana University System may direct Parking Services to provide or withhold parking refunds. Please contact the Parking Services Department for more details.

503.8 REGULATIONS

- Violations of parking regulations may result in a citation, fine, vehicle towing, and/or revocation of parking privileges.
- An accumulation of 10 citations in a single academic year may result in the loss of parking privileges.
- Parking outside of designated parking areas is prohibited.
- Vehicles must be parked completely within the designated boundaries of a single parking space.
- Montana State University Billings assumes no responsibility for the care or protection of any vehicle or its contents while operated or parked on campus.
- Parking conditions as depicted on the parking map and all regulations are subject to change. Actual signage on streets and in lots should be followed regardless of map depictions.
- Falsifying parking registration information voids the permit. This includes falsification of name, residence, license number, student identification number, or any other data provided.
- All vehicles are required to be in operational condition. Contact the Parking Services Department to report vehicles that are not in operational condition. If a vehicle is parked improperly due to a mechanical problem, contact the Parking Services Department immediately.
- Vehicle license plates must be visible and clear of all obstructions.

- Vehicles may not be left on campus during summer or winter breaks without approval of the Parking Services Department. Vehicles left without approval will be towed at the owner's expense.
- The Parking Services Department may impose parking limitations and restrictions as needed (i.e. temporary lot closures, usage of specific lots for event parking, maintenance, etc.)
- Any motor vehicle accident on University property must be reported to the University Police Department.
- The purchase of parking permits for privately-owned vehicles and/or payment of parking fines/citations shall not be paid from institutional funds.
- Payment options include cash, check, or personal credit/debit card. Full-time faculty and staff may use payroll deduction for annual permits only.
- Trailers, campers, recreational vehicles, and oversized vehicles are not allowed on University-owned property without prior approval of the Parking Services Department.

503.9 SPECIAL EVENT PARKING

Special event attendees to the University and City College Campuses are required to have a parking pass when parking in University-owned parking areas. Daily, weekly, and monthly parking passes may be purchased at the Parking Services Department. Weekly and monthly parking permits are also available for purchase online. University departments or individuals may purchase these parking permits for guest attendees. Daily, weekly, and monthly parking passes may be used for parking in the University Campus Parking Garage and designated student lots.

503.10 TOWING

Any vehicle found in violation of the parking regulations may be towed/impounded by the University Police Department. The owner/operator of any towed vehicle will be liable for paying the tow fees and all associated parking fines prior to the vehicle being released. Towing fees will apply when the tow truck is dispatched. The University Police and Parking Services Department assumes no liability for damages caused by the tow process. Any unclaimed, impounded vehicle will be disposed of as an abandoned vehicle in accordance with state law. Violations that may result in a towing/impound include, but are not limited to:

- Vehicles parked in a reserved parking space without corresponding permit
- Vehicles parked in a No Parking Zone or Shop/Maintenance-designated parking space
- Vehicles displaying a lost, stolen, forged, altered, or counterfeit permit
- Any vehicle constituting a hazard or interfering with University operations
- Accumulation of three or more unpaid parking citations in one semester
- Ten or more citations in one academic year may result in the towing of the vehicle and/or revocation of parking privileges. No refund will be issued for a parking privilege removal.

503.11 UNPAID PARKING CITATIONS

The Parking Services Department may withhold any unpaid parking fines from any compensation owed to any student, employee, or faculty member.

Failure to pay parking fines may prohibit a student from registering for classes.

When a parking citation is issued, the permit holder is responsible for all violations recorded against the permit.

When a parking citation is issued to a non-University-registered vehicle, Motor Vehicle Department (MVD)-registered owners are responsible for all violations recorded against the vehicle.

All citations must be paid or appealed within seven days from the date of issuance. Failure to pay or appeal within seven days will result in an \$8.00 penalty. After 30 days, the citation will transfer to the student, faculty, or staff account with the University's Business Services.

503.12 PARKING CITATION APPEALS

The appeals process is not an alternative to compliance with parking regulations. Registered owners and/or parking permit holders are responsible for all citations issued to a vehicle.

Examples of citations that are not eligible for appeal:

- Parking without a valid parking permit
- Parking in more than one parking space
- Parking in reserved parking spaces
- Parking in a 15-Minute Loading Zone without required flashers
- Parking in a visitor-designated parking area without a visitor permit
- Parking in a disability parking space without a proper permit, license plates, or placard
- Parking in Veteran's Affairs (VA)-designated parking spaces without a VA license plate
- Parking in a Shop/Maintenance designated parking space
- Parking a motor vehicle in a designated motorcycle parking area
- Parking in a grassy area
- Parking in an incorrect lot

All parking citation appeals must be filed online within seven calendar days of the date the citation was issued to avoid an \$8 late fee. If an appeal is denied and the citation is upheld, the fine must be paid within seven calendar days of the appeal decision.

All appeal results and communication will be sent via email.

503.13 BICYCLES

Bicycle regulations are applicable to all persons operating bicycles on University-owned or controlled property year-round.

Bicycles are not required to have a parking permit.

Bicycles must be locked/secured to approved bike racks located on campus.

Bicycles may not be locked on trees, fences, and poles.

503.14 MOTORCYCLES

Motorcycle permits are available for purchase as an annual parking permit. All motorcycles parked on the University or City College Campus must display a valid motorcycle permit.

Motorcycles must have their license plate number registered with the Parking Services Department.

Motorcycles are only allowed to park in motorcycle-designated parking spaces.

503.15 VEHICLE STORAGE

During class breaks and exceptional circumstances, the Parking Services Department will provide parking garage storage for vehicles with prior authorization. Visit the Parking Services Department for authorization and instructions.

(Cancels and Replaces 105.2 – Parking; and 105.2.1 Ticket Appeal Application)