



Parking Rules and Regulations  
Fall 2024 – Summer 2025

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## A. Authority

These regulations are established under the authority vested by the Board of Trustees of the University of Alabama in accordance with state law. The Board of Trustees, as granted by the State Constitution, has the authority to adopt and promulgate reasonable rules and regulations for the management and governance of the institutions. This authority may be delegated to various University officials for the governance of University affairs; Ref: Alabama-Code §16-47-2, 34 (1975).

## B. Responsibility of Motor Vehicle Operators

Students, faculty, staff, and others operating motor vehicles or parking on the UAH campus must pay for the privilege and register their vehicles with UAH Parking Services. By doing so, they agree to observe the state motor vehicle laws and be familiar with the University's parking regulations. Motor vehicle operators who violate these regulations will be subject to a citation, and in some instances, their vehicle may be immobilized or towed and impounded at their expense.

Unless otherwise indicated, these rules and regulations are in effect 24 hours a day, seven days a week. It's crucial to note that unfamiliarity with the rules and regulations, inability to find a parking space, or lack of time to search for an appropriate space are unacceptable excuses for violating parking regulations. Violations can lead to citations, vehicle immobilization, towing, and impoundment at the operator's expense. These consequences are not to be taken lightly and serve as a reminder of the importance of compliance.

**The fact that a citation has not been issued in the past when a vehicle is illegally or improperly parked does not imply that the regulations or laws are not applicable.**

## C. University Liability

The University assumes no responsibility for the care or protection of vehicles or their contents while they are on property owned, leased, or otherwise controlled by the University.

## D. General Parking Regulations

1. All students living in residence halls or commuting to campus who park a motor vehicle on campus must pay the appropriate parking fee and will receive a hangtag permitting them to park in specified zoned lots.
  - a. Resident students may typically park in the assigned lot(s) nearest their residence hall during zone parking enforcement hours. They may also park in any lot designated for "Any UAH Permit."
  - b. Students commuting to campus will be issued a Commuter hangtag and must use the Commuter lots or lots designated for Commuter + Faculty/Staff.
  - c. Students who move to another residence hall not affiliated with their current permit or who move off campus will be responsible for exchanging their permit to reflect their updated status. Failure to do so will result in zone violation citations.
  - d. Lots designated for Faculty/Staff exclusively are off-limits to students during zone parking enforcement hours.

2. Employees classified as “regular” (full-time, part-time, or on-call), adjunct faculty, temporary and contract employees hired by UAH or hired through an employment agency, and others who park a motor vehicle on campus are required to pay for the privilege and obtain a hangtag or temporary parking hangtag. This requirement also applies to individuals or organizations that rent, lease, or use office space, labs, or other University facilities on University property and park a personally-owned or company-owned vehicle on campus.
3. Permit categories are determined at the discretion of the UAH Parking Committee.
4. Hangtags must be displayed from the rearview mirror facing out and visible for UAH Parking Services staff inspection. Nothing may be placed in front of the hangtag in such a way that it obstructs any portion of the hangtag from view.
  - a. Drivers with vehicles without a rearview mirror, or if utilization of the rearview mirror is compromised, must place the hangtag on the dashboard facing up so that the entire hangtag, including permit number and expiration date, can be clearly observed.
  - b. Parking Enforcement will not look beyond the dashboard for a parking permit.
    - i. If your permit is not visible from your rearview mirror or on your dashboard, it will be considered “No Current Permit Displayed.”
    - ii. **Note:** Parking Services will not, under any circumstances, look inside your vehicle for your permit.

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*Motorists should be mindful of windshield sunshades, air fresheners, beads, and other items that may potentially block the parking hangtag.*

***The permit number and expiration date must be visible at all times.***

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5. Vehicles parked in a manner deemed unsafe or obstructing the safe flow of traffic will be considered in violation and subject to being towed and impounded at that owner’s expense.
6. Parking is authorized inside marked spaces delineated by white painted lines. Parking anywhere else for any period is prohibited unless UAH Parking Services grants advance permission.
  - a. Examples of special circumstances (loading/unloading, passenger pickup, vehicle breakdown, etc.) Drivers are responsible for notifying Parking Services in advance to receive permission to park in areas not generally designated for parking.
  - b. No other person has the authority to grant permission to park in violation of these regulations for any reason or at any time.
  - c. Contact Parking Services at 256-824-6595 for more information.
7. All areas not specifically designated for parking by signs, pavement striping, bumper blocks, or other devices are considered “No Parking Zones.” The lack of a “No Parking” sign does not imply a legal parking space.

8. Non-affiliated visitors parking on University property must park in designated Visitor Parking zones.
  - a. If a visitor is affiliated *in any way* and does not possess a current parking permit, they must obtain and display a UAH-issued visitor hangtag from the vehicle's rearview mirror.
  - b. Operators of vehicles with no rearview mirror must place the hangtag on the dash facing up where it can be clearly observed by UAH Parking Services staff.
  - c. Visitor parking hangtags can be obtained at Parking Services during regular business hours (Monday – Friday from 8:30 AM – 4:00 PM) or at the UAH Police Department during non-business hours.
9. It is the responsibility of affiliated individuals (meaning employees and students of the University) and departments who invite guests to the campus to ensure their guests are instructed on how to obtain a visitor's hangtag or provide them one in cases where the sponsoring department has been authorized to do so
10. The speed limit inside camping parking lots and structures is 10 MPH.
11. Follow posted speed limits when driving on campus streets as they are enforced by radar.
12. Parking is prohibited curbside to a street, parking lot, or driveway, on sidewalks, in a dumpster area, in front of a driveway, within an intersection, within 15 feet of a fire hydrant, on a pedestrian crosswalk, on grass, or other surfaces not designated for parking, or in any roadway or traffic lane.
13. No vehicle may enter a campus area that has been closed off by barricades, traffic cones, caution tape, or other traffic control devices, including signs, unless specifically authorized by Parking Services.
14. Parking in more than one space (*double parking*) is prohibited.
15. Only motorcycles and mopeds may park in spaces designated by signs indicating motorcycle parking.
16. Parking Services may suspend parking enforcement, preempt the use of, and/or close any parking area preceding special events.
17. Vehicles parked on the University's property must be operable and display a valid and current license plate and a current UAH parking hangtag.
  - a. Vehicles that are disabled, under repair, or not drivable must be removed from campus within 72 hours or
  - b. They may be towed and impounded at the owner's expense.
18. Overnight parking of buses, motorhomes, trailers, and similar vehicles is prohibited on campus grounds unless Parking Services grants an exemption. Drivers will be instructed on where they can park.
19. The perceived lack of convenient parking is NEVER an excuse for violating any parking regulation or rule.

## E. Vehicle Registration and Parking Fees

### 1. Registering a Bicycle

- a. Bicycle registration is mandatory for all UAH faculty, staff, and students.
- b. Log into my.uah.edu and click "Register a Bicycle" under Campus Services. Enter the requested information and submit the form.
- c. Registration and the decal is free. You will receive a notification in your UAH email when your decal is ready to be picked up at the Parking Services office.
- d. Parking Services is open Monday through Friday from 8:30 AM to 4:00 PM.

### 2. Registering a Motor Vehicle

To avoid waiting in long lines and limit personal contact, employees and students must pay their parking fees and register their motor vehicle(s) ahead of time by visiting [parking.uah.edu](http://parking.uah.edu).

Three business days after submission, permits may be picked up at Parking Services in the Conference Training Center, room 147. Please bring your driver's license or Charger ID card when picking up your permit.

- a. Those registering online early may opt to have their permits mailed via the U.S. Postal Service to their home address for one week from the start of sales before the Fall Semester start date. Otherwise, the permit will be held for pickup at Parking Services.
- b. Permits purchased online for the Spring or Summer semester must be picked up in person at Parking Services.
- c. Permits may be purchased only for use by the purchaser and are non-transferable.
- d. Supplying fraudulent information or information other than your own may result in loss of parking privileges on campus.

### 3. Individual Permit Limitations

#### a. Students

- i. May only purchase one hangtag.
  - a. An exception is for a motorcycle decal, which may be purchased in addition to a parking hangtag.
- ii. Purchasing and taking possession of more than one hangtag will be considered an invalid registration.

#### b. Employees

- i. Employees of UAH are authorized to purchase two (2) parking permits per academic year, both at the regular price. (See Section 5.b.) Both permits shall be registered with the faculty or staff member making the purchase and identified as the permit holder. No other person may be identified as the permit holder

- a. Faculty/staff permits may not be used by a spouse, partner, child, or family member if that individual is a student at UAH.
  - ii. The permit holder is responsible for paying a citation issued to a vehicle associated with the permit holder. No appeal process for a violation is issued to the spouse, partner, or other family members. Therefore, it is incumbent upon the permit holder to educate the other driver(s) of the second permitted vehicle about the *UAH Parking Rules and Regulations*.
  - iii. Abuse of this privilege may result in Parking Services invalidating and/or confiscating the second permit, and no parking fee refund will be issued.
  - iv. Any subsequent attempts to use an invalid permit will result in additional fines and the vehicle's removal from University property at the owner's expense. The responsible employee will not be allowed to purchase a second permit for one year.
- 4. **Parking Permits may only be obtained with permission from Parking Services**
  - a. No college, department, organization, event sponsor, club, or third party is authorized to manufacture, sell, give away, or distribute parking permits. Violators will be prosecuted for the *Theft of Services*.
  - b. UAH parking permits remain the property of the University and are subject to seizure for misuse, abuse, or other violations of these regulations.
  - c. Visitor passes must be obtained through UAH Parking Services during regular business hours, Monday through Friday, from 8:30 AM – 4:00 PM. After hours, they may be obtained through the UAH Police Department.

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*Departments and Colleges of the University are PROHIBITED from using State Funds to purchase parking permits.*

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## 5. **Parking Fee Schedule**

- a. **Students**
  - i. \$140 for each hangtag purchased before or during the 2024 Fall semester. Hangtags are valid from the date of purchase through August 5, 2025, unless the student separates from the University before the expiration date.
  - ii. \$95 for each hangtag purchased for new or returning students entering during the Spring semester. Hangtags are valid from the date of purchase through August 5, 2025, unless the student separates from the University before the expiration date.
  - iii. \$50 for each hangtag purchased for new or returning students entering the Summer semester. Hangtags are valid from the date of purchase through August 5, 2025, unless the student separates from the University before the expiration date.

- iv. Students who rarely park on campus may purchase and print a one-day permit online at [parking.uah.edu](http://parking.uah.edu) for \$5 each time they come on campus. *A maximum of **five** one-day permits may be purchased per academic year.*

b. **Employees**

- i. \$140 for each hangtag purchased before or during the 2024 Fall semester. Hangtags are valid from the date of purchase through August 31, 2025, unless the individual separates from the University before the expiration date.
- ii. \$95 for each hangtag for individuals beginning employment after January 1, 2025. Hangtags are valid from the date of purchase through August 31, 2025, unless the individual separates from the University before the expiration date.
- iii. \$50 for each hangtag for individuals beginning employment after the Spring semester ends. Hangtags are valid from the date of purchase through August 31, 2025, unless the individual separates from the University before the expiration date.

c. **Motorcycles and Mopeds**

- i. \$75 for each decal purchased before or during the Fall semester. Decals are valid from the date of purchase through the expiration date unless the individual separates from the University before the expiration date. All motorcycle decals expire on August 31, 2025.
- ii. \$50 for each decal purchased after January 1, 2025. Decals are valid from the date of purchase through the expiration date unless the individual separates from the University before the expiration date. All motorcycle decals expire on August 31, 2025.
- iii. \$30 for each decal purchased for the Summer semester only. Decals are valid from the date of purchase through the expiration date unless the individual separates from the University before the expiration date. All motorcycle decals expire on August 31, 2025.

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*It is against Alabama State Law to affix your UAH Motorcycle decal to your Alabama license plate. Affix it on an area of your motorcycle or moped where it will be easily visible to UAH Parking Services personnel.*

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6. **Parking Fee Refunds**

- a. Students' parking fees may be refunded only if the refund request is made on or before the drop/add date for the semester.
- b. Students must bring their parking permit to Parking Services during regular business hours, Monday through Friday, from 8:30 AM – 4:00 PM. No refund requests will be accepted after this date.

## 7. Transferring a Hangtag to Another Vehicle

- a. A hangtag may be transferred from vehicle to vehicle in cases where the owner possesses multiple vehicles, rents a vehicle temporarily, or borrows one. Additional vehicles must be added at [parking.uah.edu](http://parking.uah.edu) under the current hangtag account. However, the hangtag may only be used by the individual to whom it was issued.
- b. Transferring a UAH parking hangtag to another individual is prohibited; if discovered, the holder and the individual using the transferred hangtag will be fined. (The one exception to this rule applies to an employee who purchases a second permit and allows a non-affiliated spouse, partner, or family member to use the permit independently.)

## 8. Forged, Stolen, or Altered Hangtags

Displaying forged, lost/stolen, or altered parking hangtags is prohibited. Such violations will be treated as a theft of services, an honor code violation, and a parking violation. Individuals involved will be reported to the appropriate authorities.

## 9. Temporary Hangtags

- a. Vehicle operators who have paid the parking fee and were issued a hangtag are responsible for obtaining a temporary parking pass for the day if the hangtag is left in another vehicle.
- b. Employees (full-time)
  - i. Temporary passes are available to order and print online at [parking.uah.edu](http://parking.uah.edu). The temporary pass must be displayed on your vehicle's dash and visible from the outside through the windshield

## 10. Lost or Stolen Hangtags must be replaced at full cost unless one of the two items is presented to Parking Services:

- a. A police report showing the vehicle was entered into illegally, or in the case of a motorcycle or moped, the decal was forcibly removed or;
- b. An official document from an insurance company stating that the registered vehicle was a total loss, along with its contents, including the hangtag or decal, if it was a motorcycle or moped.

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**WARNING:** If at any time it is determined that a student or employee (full-time, part-time, temporary, contract, etc.) is parking a motor vehicle on the campus without paying the appropriate fee, the entire calendar year parking fee (\$140.00) will be applied to the person's account.

Collections from employees will follow the procedures found in the Staff Handbook under the section entitled "*Indebtedness and Collection Complaints*," located on pages 46 – 47.

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## F. Parking Zones

Zone parking is enforced Monday through Friday from 7:30 AM to 5:30 PM on regular business days. During this time, vehicle operators are only authorized to park according to their hangtag classification in the zones described below.

Zone parking enforcement will not occur on days when the University is officially closed.

- This typically occurs during official University holidays or when inclement weather forces a precautionary closure and class cancellation. Just because classes are moved online for the day does not mean that the University is officially closed and employees are not working.
- Zone parking enforcement will not occur during the breaks between semesters. When violations are detected, all other regulations will be enforced.
- Zone parking enforcement is in effect during summer semesters as classes are in session.

### 1. Student Commuter and Non-Affiliated Commuter

- a. Permitted to park in a "Commuter Only" zone or a "Commuter + Faculty/Staff" zone (both indicated by a WHITE dot) and any "UAH Permit Required" zone.
- b. Interactive parking maps are available at [uah.edu/map](http://uah.edu/map). From the menu, click on Parking and choose your permit category.

### 2. Resident

- a. Permitted to park in their designated "Resident" zone (indicated by a YELLOW dot) and any "UAH Permit Required" zone.
- b. Cannot park in the UFC parking lots during zone enforcement hours.
- c. Interactive parking maps are available at [uah.edu/map](http://uah.edu/map). From the menu, click on Parking and choose your permit category.

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SCH/FSR/CGV permit holders cannot park on Levels 1 and 2  
of the IMF parking garage.

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### 3. Faculty/Staff

- a. Permitted to park in any designated "Faculty/Staff Only" zone (indicated by a BLACK dot), "Commuter + Faculty/Staff" zone (indicated by a WHITE dot), and any "UAH Permit Required" zone.
- b. Cannot park in the "UFC Permit Only" area if utilizing the UFC during zone enforcement hours.
- c. Interactive parking maps are available at [uah.edu/map](http://uah.edu/map). From the menu, click on Parking and choose your permit category.

#### 4. Invention to Innovation Center (I<sup>2</sup>C)

- a. Permitted to park in the "Faculty/Staff Only" zone in G5 and G9 lots (indicated by a BLACK dot), and lots designated "Any UAH Permit."
- b. I<sup>2</sup>C visitors may park in the spaces reserved for I<sup>2</sup>C in front of the I<sup>2</sup>C building in the G5 lot using a departmental visitor pass. The guest will receive an invite by email from the I<sup>2</sup>C guest coordinator.
  - i. If an email is not sent, visitors must go to the Parking Services office for a visitor pass during business hours, Monday through Friday, 8:30 AM to 4:00 PM, or the UAH Police Dept outside of business hours.
  - ii. If all I<sup>2</sup>C visitor spaces are taken, they may park in the regular "Faculty/Staff" spaces in the G5 lot in front of the I<sup>2</sup>C building using the same visitor pass.
- c. Visitors and guests are **prohibited** from parking in the *Resident* and *Commuter* parking zones.
- d. Violators are subject to being towed and impounded at the owner's expense.
- e. Interactive parking maps are available at [uah.edu/map](http://uah.edu/map). From the menu, click on Parking and choose your permit category.

#### 5. NASA/NWS

- a. Permitted to park in a "Commuter + Faculty/Staff" zone (indicated by a WHITE dot) and any "UAH Permit Required" zone.
- b. Permitted to park in the "UFC Permit Only" lot (indicated by a GRAY dot) when utilizing the UFC.
- c. Violators are subject to being towed and impounded at the owner's expense.
- d. Interactive parking maps are available at [uah.edu/map](http://uah.edu/map). From the menu, click on Parking and choose your permit category.

#### 6. OLLI

- a. Permitted to park in the "Commuter Only" lots in G5, G9, and G10 lots.
- b. OLLI students are prohibited from parking in Faculty/Staff (indicated by a BLACK dot) and Resident parking zones (indicated by a YELLOW dot).
- c. Violators are subject to being towed and impounded at the owner's expense.
- d. Interactive parking maps are available at [uah.edu/map](http://uah.edu/map). From the menu, click on Parking and choose your permit category.

#### 7. University Fitness Center (UFC Patrons)

- a. UFC Patrons are members that are not employees or students of the university.
- b. UFC patron hangtags can be obtained at the Front Desk of the University Fitness Center.
- c. Permitted to park on the north side of the parking lot in front of the UFC nearest Holmes Ave., designated "UFC Permit Only" (indicated by a GRAY dot).

- d. Interactive parking maps are available at [uah.edu/map](http://uah.edu/map). From the menu, click on Parking and choose your permit category.
8. **Alumni Board**
- a. Permitted to park in a "Commuter Only" zone or a "Commuter + Faculty/Staff" zone (indicated by a WHITE dot) and any "UAH Permit Required" zone.
  - b. Interactive parking maps are available at [uah.edu/map](http://uah.edu/map). From the menu, click on Parking and choose your permit category.
9. **Retiree**
- a. Permitted to park in a "Commuter Only" zone or a "Commuter + Faculty/Staff" zone (indicated by a WHITE dot) and any "UAH Permit Required" zone.
  - b. Interactive parking maps are available at [uah.edu/map](http://uah.edu/map). From the menu, click on Parking and choose your permit category.
10. **Alabama Credit Union**
- a. The credit union parking lot is for banking business only.
  - b. Overnight parking in this parking lot is not allowed.
  - c. Vehicles found in violation will be cited and may be towed and impounded at the owner's expense.

## **G. Special/Restricted Parking Areas**

1. **Service Vehicle Only**
- a. Spaces are designated for vehicles displaying a government license plate or a vehicle registered with Parking Services as a service vehicle and displaying a service vehicle parking placard.
  - b. Service vehicle parking is enforced 24 hours a day, seven days a week.
  - c. Vehicles found in violation may be towed and impounded at the owner's expense.
2. **Twenty-Minute Parking**
- a. Spaces are enforced 24 hours a day, seven days a week.
  - b. No special hangtag is required for their use. These "short-term" spaces are available for anyone who needs to run quick errands, grab a snack, load, unload, pick up, or make convenient deliveries.
3. **Visitor Parking**
- a. Spaces are established for the exclusive use of guests who are **not affiliated** with the University, and a visitor hangtag is required.
  - b. These spaces around the campus are enforced Monday through Friday from 7:30 AM – 5:30 PM.
  - c. **Visitor parking spaces in/around Southeast Campus Housing, Frank Franz Hall, Central Campus Residence Hall, and Charger Village have a one-hour time limit and are enforced seven days per week, 24 hours a day.**

- d. *UAH students and employees may not use them during these times, except those with a UAH-issued Disability Access Parking Hangtag, provided all available handicapped parking spaces within the lot are occupied.*
4. **Reserved Visitor Parking (Student Services Building)** spaces are designated by electronic signs that display the name of the person for whom the space is reserved or any non-affiliated visitor/guest of the University.

Employees and students are prohibited from parking in these spaces from 7:30 am – 5:30 pm, Monday – Friday, and anytime the signs are illuminated.

5. **Loading Zones** are spaces/areas reserved exclusively for vendors and service vehicles. Temporary permission for others can be obtained by calling Parking Services at (256) 824-6595 prior to using these spaces. A twenty-minute time limit will be imposed for personal vehicles during peak usage periods.

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**WARNING!** Illegal use of another person's Disability Access Parking hangtag or license plate is a **class B misdemeanor** and carries a severe financial penalty and/or arrest.

Parking Service will seize the hangtag, if applicable, and give it to the UAH Police Department as evidence for criminal prosecution.

Subsequent violations of this section may result in the loss of parking privileges.

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6. **Handicap Parking** spaces are provided exclusively for persons who are disabled.
  - a. Motor vehicle operators who are **NOT** disabled may not use these spaces unless the disabled individual is in the vehicle when it is parked.
  - b. A state DMV-issued Disability Access Parking hangtag or license plate must always be displayed.
  - c. Disability Access Parking hangtags issued to employees or students must be validated before being used on campus. A UAH Accessibility Parking Hangtag (See next section.) must be displayed in an unobstructed manner.
  - d. The striped access aisle next to a disabled parking space is necessary when the disabled person uses a ramp and/or a wheelchair to get out of a vehicle. These are part of one single disability parking space and are not to be used by a second vehicle, even if that second vehicle has a legitimate disability parking placard or license plate
7. **UAH Accessibility Parking Hangtag**
  - a. Students and employees with a state DMV-issued Disability Access Parking hangtag or license plate must bring the hangtag or license plate number and registration to UAH Parking Services to **validate it**.
    - i. Also, **please** bring your current UAH hangtag to exchange it. Once the Disability Access Parking hangtag or license plate is legally issued to the student or employee, a UAH Accessibility Parking Hangtag will be exchanged for the student or employee's zone parking hangtag. *Standard parking permit fees still apply.*

- b. UAH Accessibility Parking hangtags must be displayed from the rearview mirror, unobstructed by other objects, and in plain view.
  - i. Operators of vehicles without rearview mirrors must place the hangtag on the dash facing up so that it can be clearly observed by UAH Parking Services staff.
  - ii. If all Handicapped and Visitor spaces in a lot are full, the individual with the UAH Accessibility Parking hangtag may park in any regular space in a Commuter or Faculty/Staff lot.

#### 8. Alternative Fuel Spaces and Charging Stations

- a. Are available to accommodate any vehicle classified as using alternative fuels (other than gasoline or diesel) and are not simply a feature of the vehicle.
- b. Electric vehicles are the only ones permitted to park in a charging port space. The vehicle is required to be plugged in and charging while parked in the space
- c. All other vehicles are prohibited from using these spaces.

#### 9. Restricted Vehicle Spaces (SUVs, Trucks, & Vans)

- a. These parking spaces are located inside the Intermodal Facility (parking garage) near the top or bottom of a ramp and designated by a sign affixed to a concrete pylon directly in front of the space.
- b. Vehicles categorized by their manufacturer as vans/minivans, SUVs (including crossover vehicles), or trucks may not park in these spaces.

#### 10. Motorcycle/Moped Parking Exceptions

- a. Motorcyclists and moped riders may park in any area or legal space designated by signs "For Motorcycles Only."
- b. Inside the Intermodal Facility, motorcycles/mopeds may use the areas painted with diagonal white stripes and marked with appropriate signage.
- c. Motorcycles and mopeds should be parked well inside the painted areas so as not to obstruct other motor vehicle operators from safely making turns

### H. General Rules Regarding Violations

- 1. Parking violations generally result in the issuance of a University citation.
- 2. A citation is not eligible for the appeals process by an employee or student who has not paid the required parking permit fee or after 14 calendar days have expired from the date of citation issuance.
- 3. Vehicles parked illegally or improperly may be immobilized or towed and impounded at the owner's expense.

### I. Violations and Fines

- 1. A comprehensive list can be found at [parking.uah.edu](https://parking.uah.edu)
- 2. Failure to acknowledge the violator's copy of a citation after it has been placed on the vehicle will not be grounds for voiding a citation.

3. Registered vehicle owners are liable for each citation issued. Filing an appeal will not shield the violator from similar citations received for the same offense. Fines must be paid online at [parking.uah.edu](http://parking.uah.edu).
4. Habitual violators with five or more unpaid citations due to lack of vehicle registration may be subject to vehicle immobilization (boot) or the vehicle being towed and impounded at the owner's expense.
  - a. If a vehicle is immobilized, the boot will not be removed until all fines are paid, including a boot removal fee of \$35.
  - b. If you damage or remove the boot illegally, you will be charged for the replacement, and the appropriate authorities will be notified.
5. **Students:** All unpaid fines and fees incurred by a student must be paid in full to The University of Alabama in Huntsville within 14 days of citation issuance.
  - a. A Public Safety HOLD is applied if a student has any delinquent financial obligation during a subsequent term, and the student will not be allowed to view transcripts.
  - b. Financial obligations of \$250 or more will prevent registration, viewing transcripts, and receiving a diploma until **paid in full**. The degree will still be awarded.
6. **Faculty/Staff:** All unpaid fines will be collected from the employee following the procedures found in the [Staff Handbook](#) under the section entitled *Indebtedness and Collection Complaints* on pages 46 – 47.
7. **Non-Affiliated Hangtag Holders:**
  - a. Fines must be paid within 14 days of issuance of the citation online by going to [parking.uah.edu](http://parking.uah.edu) and entering your citation number and license plate number.
  - b. Three or more unpaid fines may result in loss of parking privileges, and the vehicle may be immobilized or towed and impounded at the owner's expense.

#### J. Appealing a Citation

1. Employees and students may appeal a violation notice under the following conditions:
  - a. Parking fee was paid for the current period and prior to the citation being issued.
  - b. Citation was issued within the prior 14-day period.
  - c. The citation was clearly issued in error. (No violation occurred.)
2. An Appeal Request Form may be completed online at [parking.uah.edu](http://parking.uah.edu).
  - a. If the appeal is denied, the fine is due immediately.
  - b. Unpaid Faculty/Staff fines will be collected from the employee following the *Indebtedness and Collection Policy*.
3. The decision of the Parking Appeals Board is **final** and may not be contested by ANYONE.

## K. Special Event Parking

1. Parking inside the John Wright and Ben Graves loop is typically restricted to individuals with a UAH hangtag.
2. Student group sponsors or departments planning to conduct meetings, workshops, conferences, or other special events to which persons from off-campus will be invited must complete the UAH Event Parking Request Form and email it to parking@uah.edu at least **45 days before the event date**.
3. Every effort will be made to accommodate event parking requests. However, university-affiliated parking customer rights and accommodations are of priority.

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Therefore, it's imperative that planners obtain confirmation and approval from UAH Parking Services **BEFORE** advertising, inviting guests, or expending financial resources.

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4. Please remember that event parking requests within the campus's interior may be denied if notification is not received at least 45 days in advance! Furthermore, availability to reserve on-campus parking for events within the interior parking lots cannot be guaranteed if there is, for example, if any pre-existing event conflicts, the expected number of guests far exceeds available parking spaces, construction work, or other reasons.

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**SPECIAL NOTICE:** EVENTS OF ANY SIZE MAY NOT BE PLANNED WHILE FINAL EXAMS ARE BEING ADMINISTERED.

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The approval process for large events being conducted Monday – Friday from 7:30 AM – 5:30 PM while classes are in session:

- When a request for event parking within the interior of the campus is received, and the expected number of guests **exceeds 30**, the Parking Services Manager will review the request and determine the impact on student and employee parking.
- Planners should expect to be directed to use one of the satellite parking lots, such as the Benchmark Lot located just west of the SWIRLL Facility (see parking map).
  - It is strongly suggested that you obtain and pre-position signage that is easily visible to non-affiliated guests, directing them to the appropriate satellite parking lot(s).

When satellite parking lots are required, event planners may want to arrange a shuttle service to transport guests between the satellite parking lot and the event venue. Suggested options include:

- The UAH Facilities and Operations Department maintains a small fleet of 12-passenger vans for a fee of \$65.00 or \$0.65 per mile. Drivers are not provided. Coordinators must ensure that appropriately licensed and approved van drivers are used.
- Various vehicle rental companies (Hertz, Dollar Rental, Enterprise, Budget, etc.) may also be an option.

These regulations supersede all previously published and become effective July 1, 2024.

The approval process for small events being conducted on Monday – Friday from 7:30 AM – 5:30 PM while classes are in session:

- Events expecting **30 or fewer** guests will be reviewed, especially when the requested parking lot has a high average daily usage demand. The impact of the additional vehicles will be evaluated against relevant usage data.
- UAH Parking Services will decide if the event planners may use the lot or offer an alternative solution.
  - If the request is approved, it is strongly suggested that you obtain and pre-position signage that is easily visible to non-affiliated guests directing them to the appropriate parking lot(s) if approved.

Events hosted by the Office of Admissions involving student recruiting, orientation, and other events determined to be in the university's best interest may be authorized to park their guests in requested interior lots. In some cases, capturing parking spaces in advance may be necessary by placing cones and barricades.

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**WARNING:** MOVING TRAFFIC CONES OR BARRICADES IS A VIOLATION THAT MAY SUBJECT AN INDIVIDUAL TO A FINE AND/OR HAVING THEIR VEHICLE TOWED AND IMPOUNDED AT THE OWNER'S EXPENSE.

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Only UAH Parking Services, in coordination with the UAH Police Department, may authorize the closure of a University parking lot or street for a special event that will result in the displacement of students and employees from parking in their approved zoned lots or the rerouting of regular traffic flow.

During the week, if classes are **NOT** in session, group parking for most special events can typically be accommodated in "Commuter and Faculty/Staff" lots around campus.

UAH Parking Services will determine availability and assign lots based on expected attendance and possible conflicts with other approved events.

On weekends and holidays, parking is generally more available everywhere on campus. **However, coordination with Parking Services is still required.**

Social events in the IMF (Parking Garage) are prohibited.

**Legal Notices:**

*The University of Alabama in Huntsville is an equal opportunity/affirmative action institution. It does not discriminate on the basis of race, color, religion, sex, age, national origin, or handicap status in any educational program.*

*The University of Alabama in Huntsville publishes an Annual Security Report and Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)). These reports are available online at <http://safety.uah.edu>. These reports provide information concerning crimes reported to University officials and other important information. You may request a written copy of the report by contacting The University of Alabama in Huntsville Police Department at (256) 824-6596 or by mailing a request to The University of Alabama in Huntsville Police Department 301 Sparkman Drive, IMF Huntsville, AL 35899.*

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