

SECTION 1 - PARKING PERMITS

About Parking Permits

- (1) All members of the U Mass Lowell community (i.e. all faculty, students, staff) must obtain a parking decal for any vehicle they operate on campus. Operation and parking of a vehicle on University property will be at the owner/driver's risk.
- (1.5) Decals, whether fixed or temporary, must be obtained BEFORE bringing a new, loaned or rented vehicle onto campus. There is no grace period for parking without a decal. See p. 4 for information on how to get a decal.
- (2) Both applicant and vehicle must meet all legal requirements for operation within the Commonwealth of Massachusetts.
- (3) No faculty, students, or staff may have more than one University decal on their vehicle. It is the operator's responsibility to remove outdated decals. Multiple decals can result in a \$15 fine.
- (4) Upon sale of a vehicle, it is the owner's responsibility to remove any University decal. The original owner of the vehicle can be held responsible for any violations committed by the new owner if the old decal was not removed.
- (5) Decals do not have an expiration date. It is not necessary to get a new one at the start of each semester or academic year. Students who change from resident to commuter or vice versa or who change their residence hall to another campus must get a new decal.
- (6) CSCE (Continuing Studies) students do not need decals if they arrive on campus after 3:00 PM. If arriving before 3:00 PM they will need both a decal and an ID card (available from the Access Services Office) in order to access University parking lots.
- (7) Faculty, staff and students may register up to 5 vehicles owned by their immediate family if they may be parked regularly or irregularly on campus. Vehicles must be registered within 5 days after they first operate on campus.
- (8) Children or spouses of faculty/staff, whether they are students at the University or not, may not park in faculty/staff areas.
- (9) The decal must be permanently affixed to your vehicle's window. It cannot be placed on a card or piece of plastic and moved from one vehicle to another. This will invalidate the decal and may result in a fine.
- (10) Do not try to scrape off the decal and move it to another location. This will invalidate the decal.

PARK ONLY BETWEEN MARKED YELLOW LINES

*There is a popular myth that if a vehicle doesn't have a UML decal it can't be traced back to the student, staff or faculty member who owns the vehicle. **THIS IS NOT TRUE!** The Access Services Office can search Registry of Motor Vehicle records by license plate to identify the owner and place responsibility for the violation.*

Apply for permits on the Access Services Web Site

Decals may be obtained on the web at www.uml.edu/access-services. Have your registration ready (VIN needed) before starting. You will also need your Campus ID number (also called the UMS or ISIS ID number). This is an EIGHT digit number starting with at least 2 zeroes. If the web application cannot find your record please contact the Access Services Office for assistance or go to the Office with your vehicle registration.

Temporary hang tags: You need a hang tag if you are bringing a loaner or rental vehicle onto campus. You should try to apply for the hang-tag in advance if possible. If not possible, park your vehicle in the Coburn, Mahoney or Riverview lots while you come in to the Access Services Office with your vehicle registration to get your hang tag. Anyone can park in these lots without a UML decal.

Handicapped hang tags: Permanently disabled individuals should apply for HP license plates with your state's Registry of Motor Vehicles. You should also register with the Access Services Office so that we can modify your ID card to grant you access to all parking lots. You will not need a UML hang-tag as HP license plates override the need for one.

Those with temporary disabilities should go to the Access Services Office with a note from your doctor so that we can issue you a temporary HP hang-tag. Temporary HP tags are usually good for no more than 6 months but they can be renewed.

If you are unable to come in to the Access Services Office you can fax your doctor's note and vehicle registration to 934-4004 and follow up with a call to 934-4211. We will mail the hang-tag to you.

Guest/Visitor hang-tags: Visitors to the University may park in the Riverview lot on UML South or the Pleasant St. lot on UML North without the need for a decal or hang-tag. Visitor parking permits are required for all other lots.

Visitor's that have already arrived on UML **South** should park in the Riverview lot on Broadway St. or in one of the visitor spaces in front of Dugan Hall then go to the Access Services Office, inside the South Campus Dining Hall, with their vehicle registration to obtain a permit.

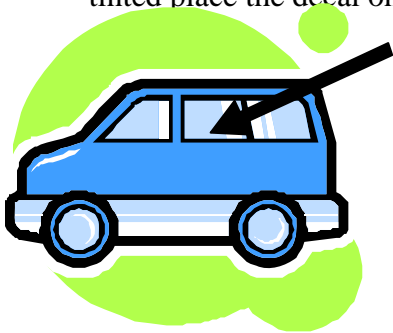
Visitor's that have already arrived on UML **North** should park in one of the visitor spots between Ball and Pinanski and then go to the Police Dispatch Office in Ball Hall, with their vehicle registration to obtain a permit.

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UML staff and faculty may request Guest tags from the University Police, x2384, in advance of a planned meeting on campus for 15 or fewer attendees. If you have an event with more than 15 people please contact Rick Sherburne, x3232, to arrange for group parking.

Permit Display

- (1) All automobile permit decals-whether student, faculty, staff should be attached with their own sealant, to the lower right hand corner of the interior driver's-side rear window. If you have no driver's side rear window or if your windows are tinted place the decal on the driver's side of the windshield.



For most vehicles the decal goes in rear driver's side window



For vehicles with tinted windows or no driver's side rear window the decal goes on the windshield

- (2) Motorcycle/moped decals should be displayed on the front fork of the vehicle in a prominent visible spot.
- (3) Temporary and handicapped permits must be displayed face-up on the dashboard of the vehicle; or, if in the form of a hang-tag from the rear-view mirror.
- (4) Permits are not transferable to other vehicles. Handicapped permits can be used in any vehicle, as long as the permit is displayed properly.
- (5) When a permit is lost or stolen or, if for any reason, the numbers on the permit cannot be read, the owner-operator shall have seventy-two (72) hours in which to secure a new one.
- (6) When a vehicle is sold, traded, or otherwise replaced, it is the responsibility of the owner-operator to notify University Police and, if necessary, obtain a replacement decal.

Obtaining and displaying a parking permit does not constitute a guarantee of any available spot.

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Types of Parking Permits/Decals

Make sure you have the appropriate decal for the lot to which you have been assigned

Decal type	Code	Parking Lots
Cumnock	CU	Cumnock lot and faculty/staff lots
Faculty/Staff	FS	Faculty/Staff lots
East Meadow	EM	East Meadow graduate housing and commuter lots
Dean/Chairperson	DC	Reserved spots in faculty/staff lots
Motorcycle	MC	Motorcycles in any lot
Commuter	CM	Commuter Lots
Smith/Eames	SE	Smith/Eames lot, Standish St. lots
Resident East	RE/RN*	All East campus lots (not including Ames)
Resident South	RS	Concordia/Sheehy lot and Riverview lot
Vendors	VN	Faculty/Staff lots plus others as needed
Parttime Staff	XS	Faculty/Staff lots (this decal being phased out)

* RN decals are being replaced by RE decals but are still valid for East Campus parking lots.

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