

**UTAH STATE UNIVERSITY  
PARKING AND TRANSPORTATION DEPARTMENT  
INFORMATION AND REGULATIONS**

**SECTION 1. General Purposes and Authority**

The purpose for having USU Parking Information and Regulations is to provide guidelines and acquaint the University community with the nature of the parking system on campus and to clearly state the various parking regulations which affect those using the system. Except where otherwise specified in this document, authority has been granted to the governing authority of Utah State University (contained in Utah Code 53B-3-101 through 108) to regulate traffic and parking on the campus. By this authority, parking rules and regulations have been developed and are enforced to provide an orderly and equitable method of parking for those who visit, work or study at Utah State University.

The University is endeavoring to meet any and all traffic and parking problems. A continuous effort is made to improve campus parking facilities. Suggestions are welcomed and encouraged.

**SECTION 2. Parking Registration**

Each motor vehicle parked in a designated parking area on University property must be registered or pay a daily fee. Possessing a permit for a designated area does not necessarily ensure the availability of a parking space; however, adequate parking will be available in overflow lots. The permit extends the right to park in a specified area when space is available until permit and/or time expires.

The following steps are necessary to complete vehicle registration:

1. All outstanding citations must be cleared.
2. Complete a parking registration form either in person or online.
3. Present the completed form and pay the appropriate fee at the Utah State University Parking and Transportation Office, 840 East 1250 North or online at [parking.usu.edu](http://parking.usu.edu).
4. Attach the decal or permit on the vehicle according to the printed instructions provided with the permit. The decal or permit may not be glued or taped to the vehicle, but must be displayed according to the instructions to be valid.

NOTE: It is the responsibility of the vehicle operator to ensure that the permit is clearly visible, readable, and displayed properly.

*Procedure for Replacing Permits*

In the event that a permit is lost or stolen, it must be reported immediately to the Parking Office and USU Police Department. A replacement permit will be issued upon completion of a Lost/Stolen Permit Report. The first replacement permit is \$5; however, subsequent replacement permits are assessed the cost of the original permit.

In the event that a permit which has been reported as lost/stolen is recovered, that permit must be returned to the Parking Office. Use of a lost or stolen permit by anyone, including the person who purchased the permit, will result in a \$100 fine and the vehicle being impounded.

### *Registration Restrictions*

1. Transfer or assignment: Parking permits are not transferable to other individuals. Any transfer, sale, or assignment is prohibited and may result in the person forfeiting their privilege of parking on campus.
2. Forging or fictitious registration: Any person who forges permits, dates, validations, or makes false representations concerning vehicle registration information, or permit eligibility shall have his or her campus parking privileges revoked at the discretion of the Parking Office and/or the Parking Committee.
3. Campus requisitions and purchase numbers will not be accepted as payment for personal parking permits. (Please refer to Appendix D.)

## **SECTION 3. Parking Permits**

### *Student*

Students who wish to park their vehicle on campus have three permit options:

1. Blue Permit - allows student to park in designated Blue areas and any Yellow area.
2. Yellow Permit - allows student to park in designated Yellow areas, which are primarily on the periphery of campus.
3. Aggie Terrace Permit - allows student to park in the Aggie Terrace and any Yellow area.

### *Student Housing*

Occupants of campus residence halls are required to purchase a permit to park in the area adjacent to their respective residences. Resident permits are only valid when the student has a signed contract with Housing Services to live in that particular area. In the event that a student moves out of a resident hall prior to their contract expiration, his/her resident parking permit must be returned to the parking office immediately and may be exchanged for a non-resident parking permit.

### *Faculty/Staff*

Any new faculty/staff member who wishes to park their vehicle on campus has the opportunity of purchasing either a Green, an Aggie Terrace or a Yellow permit. Faculty/staff parking assignments are also made for specific parking areas in closer proximity to their employment location. The faculty/staff member must contact the Parking Office to be placed on a waiting list for these specific areas. The following guidelines will be used when making parking assignments when space is available:

1. Disabled and medical
2. All other faculty, professional and classified employees equal on a seniority basis (based on service date).

Letters indicating the faculty/staff assignments are sent in the spring of each academic year. Faculty/staff assignments will be made based on the number of faculty and staff who obtained their permit in the spring. During each academic year, the parking areas are assessed to determine usage, and subsequent assignments are made accordingly.

### *People with Disabilities*

The Utah State Tax Commission issues annual and temporary permits for people with disabilities. Applications are available at their office which is located at 179 North Main (second floor) in Logan. Faculty, staff and students parking on campus with a state disabled permit must also obtain a USU permit. All state disabled permits are honored at USU; however, a disabled permit must be issued by the same state that the vehicle displaying that permit is licensed, unless

the disabled permit is issued by the state of Utah. The University may require verification of the validity of any disabled permit displayed on campus.

### *Medical*

Anyone with a short-term mobility limitation (i.e. recent surgery, broken leg) may obtain a temporary medical permit by completing the following:

1. Obtain a signed verification from a doctor that indicates the duration that special access is needed.
2. Complete the registration process at the Parking Office, which includes purchasing a current USU parking permit. A temporary medical permit will be issued which allows access to specific parking areas during class times or work hours.

### *Emeriti*

Members of the Emeriti Association may receive special parking decals without charge. The decal must be affixed directly below the inside rearview mirror of the vehicle. The permit allows the member to park in all non-gated areas on campus. Meters and the Parking Terrace must be paid. If the Emeriti member is continuing to teach classes and desires to park in a gated area, they must pay the appropriate fees. Emeriti permits must be removed when a vehicle is sold. Emeriti members may not allow others to use the emeriti parking permits.

### *Old Main*

Members of the Old Main Society may receive parking permits without charge. These permits allow the Old Main Society member parking privileges and may not be transferred, loaned or assigned. They are valid in faculty/staff and student parking areas, but may not be used in meters, service areas or resident lots.

### *Motorcycle*

All motorcycles parked on campus must display a valid parking permit. To be valid, the permit must be affixed near the rear taillight. Faculty and staff with a motorcycle permit displaying a hologram may park their motorcycle in a vehicle stall within their staff assigned area. Students with motorcycle permits may only use automobile spaces at paid meters. No motorcycles are allowed in the Big Blue Terrace.

### *Parent*

Parents of children who are enrolled at Edith Bowen Elementary School who are also members of the Parent-Teacher Association are entitled to purchase a Parent permit. Parents of children attending the Center for Persons with Disabilities are also entitled to purchase a Parent permit. Parent permits are valid in the Blue parking area north of the CPD building and any Yellow parking area. They are also valid at the meters in the Blue parking area for a maximum of 1 hour.

### *Summer Citizen*

Individuals registered with the summer citizens program are given a campus parking permit upon purchase of a Summer Citizens Activity Card. This permit allows the user to park in designated areas as well as receive a one hour discount each time they use the Parking Terrace.

### *Private Vehicle*

Private Vehicle permits are issued to faculty and staff members who regularly need to access buildings on campus other than the building in which they regularly work. In order for a faculty or staff member to obtain a private vehicle permit, they must purchase an assigned staff permit.

### *Commercial*

Any vendor, organization or business who accesses campus in order to make a profit must purchase a commercial permit. The permit will be valid in areas that the commercial entity needs to access on a regular basis.

### *Guest*

Any vendor, organization or business who accesses campus frequently for non-profit service is encouraged to obtain a guest permit. The permit will be valid in areas that the service entity needs to access on a regular basis.

### *Contractors*

Contractors may park only in areas designated in the contract. Any other parking must be approved by the Parking Office in cooperation with Facilities.

### *Loading and Unloading*

Permits are issued for the purpose of loading and/or unloading. The permit is free if loading/unloading will be less than 30 minutes, \$5 if between 30 minutes and two hours is needed. Permits may be obtained at the Parking Office or the Visitor Information Center.

### *Service*

Every state and government vehicle parked in a service area is required to display a service parking permit. The permit will allow parking for two hours maximum and will not allow any overnight parking on campus. Requests for such permits must be in writing to the Parking Office.

All state and government vehicles are restricted from parking in any area except Green or Yellow for more than two hours, unless prior arrangements have been made with the Parking Office.

### *Sidewalk*

Maintenance and other appropriate personnel required to access buildings via a walkway must obtain a permit to drive on a walkway and an additional permit to park on any walkway within the Pedestrian Zone. No vehicle (moving or parked), including bicycles, may impede pedestrian movement or cause unsafe conditions on walkways, stairways or ramps. No vehicle may impede pedestrian access to building entrances or exits.

## **SECTION 4. Parking Fees and Refunds**

For a list of current fees and refunds, please refer to the fee schedule found at <http://parking.usu.edu>.

## **SECTION 5. Parking and Permit Violations**

These regulations are in effect 24 hours a day, seven days a week, throughout the entire calendar year unless otherwise designated. (See Appendix B or lot signs). The following violations are designated as campus violations and are processed through administrative procedure.

### *Parking on Campus Without a Permit:*

No vehicle, which includes any motorized vehicle or motorcycle, shall be parked on campus, or any portion thereof, without first having secured a valid parking permit, except for the parking terraces, Blue-Premium parking area, or metered spaces.

### *Parking in a No-Parking Area:*

No vehicle is allowed to park in the following areas: red curbs, roadways, driveways, sidewalks, hashed areas, fire lanes, lawns, in front of chained roadways or entrances, or any other area designated by signs or stenciled as "No Parking Zone." Vehicles are required to be parked in designated parking stalls only. Vehicles must be parked between two yellow lines. Any vehicle that is occupying two stalls by any part of the vehicle straddling the yellow line is a violation. Automobiles may not park in motorcycle areas.

### *Parking in a Service Area:*

Parking any vehicle in a service stall without a valid permit is prohibited.

### *Parking in a Gate-Controlled Area:*

To provide control of certain assigned areas, access to such areas may be regulated by controlled access gates. It shall be a violation of these regulations to park a vehicle not bearing the appropriate valid university parking permit in a controlled access parking area except during the time a permit is not required. (See Appendix C or signs at each entrance.) In the event access controls are not operable, parking must be in accordance with the times and regulations for that area. A fee determined by the University Parking Office to cover the cost of lost or mutilated gate openers/cards shall be assessed to anyone who has lost or mutilated an opener/card.

### *Meter Violation:*

Parking any vehicle in a metered space beyond the metered time is prohibited unless otherwise specified (see Appendix B or meter placard). If a vehicle is parked continuously at an expired meter, subsequent citations may be issued every two hours. Meter malfunctions must be reported to the Parking Office within two hours.

### *Failure to Obey Attendant:*

Failure to follow directions provided by attendants will result in a citation being sent to the perpetrator through the mail.

### *Falsifying Information:*

Placing a previously issued citation on a vehicle is prohibited and shall be deemed as attempting to falsify information.

*Forged Permit:*

Altering, changing, or attempting to duplicate any permit is prohibited. The vehicle will be impounded immediately.

*Blocking Dumpster:*

Parking a vehicle at any time in a manner which blocks access to a trash or recycling receptacle is prohibited.

*Disabled Permit Parking Only:*

Parking any vehicle in a disabled permit only parking area without properly displaying a valid disabled permit or plates is prohibited. A person in possession of a medical permit cannot park in a disabled permit only space unless specifically stated on the permit. Disabled permit holders may park in any legal space on campus.

*Improper Display of Decal or Permit:*

All decals or permits must be displayed in the manner as designated by the instructions accompanying the permit at the time of purchase. Any other display is prohibited.

*Improper Use of a Service, Private Vehicle, Commercial, Guest, Emeriti or Other Permit:*

Parking in violation of the restrictions of a service, personal vehicle, commercial, guest, emeriti or other permit may result in vehicle impoundment and/or revocation of parking privileges. Permit may be required to be forfeited and all outstanding citations cleared upon vehicle impound.

*Motorcycle Areas:*

Faculty and staff with a motorcycle permit displaying a hologram may park their motorcycle in a vehicle stall within their staff assigned area. Students with motorcycle permits may not use automobile spaces except at paid meters. Automobiles may not park in motorcycle designated areas.

*Possession of Lost/Stolen Permit:*

Displaying a permit that has been reported as lost or stolen, even if used by the original permit holder, is prima facie evidence that a permit was improperly obtained. The vehicle will be impounded. The permit must be surrendered, the appropriate fee paid and all outstanding citations must be cleared. Reporting a permit as lost or stolen to obtain additional permits for concurrent use may result in loss of permit privileges and other legal action.

*Valid License Plates:*

All vehicles parked on the USU Campus must display valid license plates. Vehicles parked without plates or with expired plates will be reported to the USU Police Department.

*Vehicle Impound:*

When a vehicle is impounded for any reason, a separate citation is issued for the purpose of impoundment.

**SECTION 6. Penalties**

For a list of violations and fees, please refer to the fee schedule found at <http://parking.usu.edu>.

## **SECTION 7. Enforcement**

### *Periods of Enforcement:*

Unauthorized parking of vehicles in established 24 hour areas, such as residence halls or service areas, is prohibited at anytime, day or night. All vehicles are prohibited from parking in such a manner as to block or impede free access to streets, walkways, driveways, fire lanes, loading zones, hash marks, or pedestrian lanes, at any hour or upon any day.

In permit required areas, a permit or decal is not needed prior to 7:00 a.m. or as designated on the sign(s) located at the entrance of each parking area (see Appendix B). Permits or decals shall not be required to park on campus on Saturdays, Sundays, or holidays designated by Utah State University except for special events.

Citations are issued year round. Failure of the University to strictly enforce any parking regulation shall not be construed as a waiver for the future enforcement of the regulation. Parking enforcement does not stop because school is out of session.

### *Visitors:*

Visitors may have one (1) citation waived for violation #1 (parking on campus without a permit) by placing their name, address, and telephone number on the front of the citation and forwarding it to Parking Office within fourteen (14) calendar days of the citation issue date. Visitors are subject to all other traffic and parking regulations while on campus.

### *Snow Removal:*

To facilitate snow removal, no vehicle, including government and state, will be allowed to park on campus overnight from November 1 to April 1 each school year. This does not include residence hall parking areas. State vehicles may be parked overnight in the designated SV lot north of Nutrition and Food Sciences. Any vehicles found parked overnight may be cited and towed. Vehicles, including state and government, may be reclaimed with personal checks or cash only. On campus charges and requisitions will not be accepted.

## **SECTION 8. Accountability**

Each person parking a vehicle on the USU campus shall be responsible for all violations of these regulations involving vehicles owned or operated by him or her, or in his or her custody and operated by anyone having express or implied permission to operate said vehicle. Parking citations on vehicles not registered with the Parking Office will be identified using state DMV files. The registered owner will be determined and all outstanding and future parking citations will be linked to the appropriate student, faculty or staff member who will be ascertained by having the same name, address and/or township.

## **SECTION 9. Parking Terrace and Student Premium Area**

The parking terraces may be used by any individual coming to campus on a pay-by-the-hour basis. Current terrace rates are posted at the entrances.

The Student Premium area allows two hours of ~~free~~ parking with a current student Blue parking permit. Subsequent hours are charged the appropriate fee. Vehicles parked in this area without a student permit are charged double the given rate from the time they enter the area.

Individuals losing their claim check in either area shall pay the all day fee. All rules and regulations governing campus parking also apply in these areas.

### **SECTION 10. Appeals**

An individual receiving a citation may appear before the Appeals Officer and contest the validity of the citation and/or present mitigating circumstances. Dates, times, and places for said hearing may be secured by contacting the Utah State University Parking Office. Request for a review must be made within fourteen calendar days after the issuance of the citation. Appeals will not be accepted after this time. Citation fines do not escalate once an appeal has been submitted. (NOTE: Meters citations may be appealed only if the mechanism was not working properly.)

Appeals procedure is:

Complete a written appeals form at the Parking Office, then a meeting may be scheduled with the Appeals Officer, if desired, or the Officer's response may be sent through the mail or via email. No appeals will be accepted over the telephone.

OR

Complete a written appeals form on the University's web site at [parking.usu.edu](http://parking.usu.edu). The Appeals Officer will reply via email.

The Appeals Officer will review the appeal and make one of the following decisions: reduce the fine, grant the appeal and waive the fine, or deny the appeal, leaving the fine at the appropriate amount.

Failure to appear for an appeal at the appointed time will result in denial of appeal. Full fees will be assessed. If circumstances arise prohibiting you from appearing for an appeal, you must contact the Parking Office at least 30 minutes before your appointment to reschedule your appeal.

Any individual may appeal the decision of the Appeals Officer to the Director of Parking and Transportation. Appeals must be made within fourteen days of the Appeals Officer's decision by completing the appropriate form in the Parking Office or online at [parking.usu.edu](http://parking.usu.edu) and scheduling a meeting with the Director. (S)He will review the violation, consider the specific situation and make a decision based on the facts presented. The Director may uphold, reduce or dismiss the violation.

In the event that an individual would like to appeal a citation further, an appeal may be submitted to the Appeals Committee, comprised of student and staff representatives. Meetings with the Committee are scheduled on an "as needed" basis. Requests to meet with the Committee must be made in writing to the Chair within fourteen calendar days of the meeting with the Director. The Committee may also uphold, reduce, or dismiss the violation. All decisions of the committee are final.

### **SECTION 11. Failure to Settle Parking Tickets**

Campus violations that are not paid, or a hearing requested within the time stated on the ticket, may subject the alleged violator to late penalties and/or registration restrictions.

Failure to settle parking tickets may result in the following:

1. Vehicles with four or more unsettled tickets may be impounded at the owner's/operator's expense, without warning, regardless if the vehicle is legally parked at the time of impoundment or not.
2. Campus parking privileges may be denied to any individual.
3. Transcripts, graduation diplomas, grades etc. will be held.
4. New parking permits, including temporary, will not be issued unless all previous tickets have been cleared through the appropriate appeal procedures or payment.

## **SECTION 12. Vehicle Impound**

The following parking violations may result in towing or immobilization at the owner's expense without notice:

1. Parking in any area designated as "Tow Away Zone."
2. Parking in such a manner that a hazard is created, such as parking on red curbs, sidewalks, fire lanes, hashed areas, or in roadways.
3. Excessive unsettled parking citations with the Parking Office (4 tickets or more).
4. Displaying a permit or possessing a gate opener that has been reported lost or stolen.
5. Displaying a permit that has been forged.
6. Abandoned vehicles: Any vehicle that is non-operational for a period of seven days shall be deemed abandoned and will be reported to the USU Police and a state impound will be done. Any vehicle parked on campus must be (1) operational and (2) have current registration. Trailers may not be parked in regular spaces. Residents of campus Housing may contact the Housing or Parking Office for trailer storage information.
7. Parking overnight except in designated areas from November 1 to April 1.
8. Parking displaying a permit in violation of restrictions on that permit.
9. Parking in a resident hall without living in that particular resident hall.
10. Parking in a dedicated Platinum stall reserved for athletic events.

If operator's vehicle has been impounded, the following steps need to be taken:

1. Pay unsettled parking violations.
2. Pay tow fee assessed by the agency storing the impounded vehicle, if applicable.
3. After all fees have been paid, the vehicle will be released. The operator will be given a release slip at the Parking Office which must be presented to the person in charge of the impound lot.
4. It will be the operator's responsibility to find transportation to the impound area when vehicles are towed to a locked impound area that is off campus.

## **SECTION 13. Requested Reserved Parking for Conferences and Seminars**

Sponsors of University sanctioned activities who wish to have parking spaces reserved for visitors should contact the Parking Office by telephone or letter at least three days prior to the date of the event so that parking arrangements can be made and proper permits issued. A parking fee will be assessed to the sponsor of the activity, and the visitors must be advised of the general campus parking regulations by the sponsors of the sanctioned activity as follows:

1. Parking in designated areas only.
2. No parking on red curbs, roadways, sidewalks, driveways, tow-away zones, lawns, or in front of chained roadways or entrances.
3. Meters are subject to meter regulations, and meter tickets are to be cleared by visitors the same as staff and students.

4. Visitors should park in visitor parking at either parking terrace.
5. Visitors are to comply with all parking regulations. A visitor is responsible for the tickets received while parking on campus.

All visitors to the Utah State University campus are welcome. Visitors wishing to park on the Utah State University campus during the hours of 7:00 a.m. to 5:00 p.m. weekdays are encouraged to park in visitor designated areas. The parking terraces may be used at the established rate. Visitor passes are also available at the Visitor Information Center or Parking Office for persons who are not staff or registered as a student. These passes are \$5.00 per day or \$20.00 per week. Meters are also available for short-term use where convenient. If a space cannot be found, visitors should be directed to the Visitor Information Center located at 600 North 700 East.

#### **SECTION 14. Conduct**

We appreciate those who come into the Parking Office and abide by the appropriate standards. We realize receiving a citation or having to pay for a permit could be a stressful situation. When interacting with the Parking and Transportation Department, students, faculty and staff are expected to abide by the University standards with regard to conduct. Per the Student Code, Article II, Section 1., “all interactions with faculty members, staff members, and other students should be conducted with courtesy, civility, decency, and a concern for personal dignity.” Students who violate the Student Code may be referred to the Campus Judicial Officer.

Faculty/staff who engage in misconduct may be referred to their Dean, Department Head or the Office of Human Resources for appropriate action. Campus parking privileges may also be revoked at the discretion of the Parking and Transportation Office.

#### **SECTION 15. Amendments**

Basic amendments to these regulations and rules are subject to the approval of the Board of Trustees, otherwise changes may be recommended by the Utah State University Parking Policy Advisory Committee, subject to the adoption by the University administration. The Parking Policy Advisory Committee shall give notice of all amendments to these regulations and rules, and provide a reasonable opportunity to all interested individuals to appear and present their viewpoints.

## **APPENDIX A DEFINITIONS**

The terms used in these rules and regulations shall have meanings designated as follows:

*Appeals Officer:* An individual employed by the University to adjudicate alleged violations and, under appropriate circumstances, mediate penalties provided for violations of these regulations.

*Campus:* Any property owned or controlled by lease or other legal arrangement by Utah State University. This includes all roads, streets, parking lots, and other areas within the boundaries established by the governing board.

*Controlled Area:* A parking area that has controlled access by an attendant or gate device.

*Faculty:* For purposes of parking assignment, "faculty" is defined as any person whose primary function on the campus is academic instruction. Researchers are included in this definition.

*Hash marks:* painted stripes on a diagonal designating "no parking."

*Motor Vehicle:* Any self-propelled conveyance used for transporting persons or property.

*Motorcycle (Moped):* Motorized 2-wheeled vehicles.

*Operator:* A person who operates a vehicle or the like although ownership may be vested in a parent or other person(s).

*Parking and Transportation Advisory Committee:* A committee appointed by the Administration to formulate recommendations regarding policies and procedures as they relate to parking. The Parking and Transportation Advisory Committee membership represents faculty, staff, and students.

*Parking Registration:* The submission of the required application, with supporting documents if required.

*Pedestrian Zone:* An area officially designated by the University as the Pedestrian Zone.

*Permit:* A decal or tag issued by the Parking Office which must hang from its own hook or be affixed by its own adhesive at the proper place on the vehicle. The permit authorizes parking in a particular area on campus for a specified period of time. Permits may be valid for one school year or may be valid for shorter or longer periods of time as indicated on the permit.

*Possession:* To physically control a vehicle or parking permit even though ownership may be vested in a parent or other person(s).

*Service Area:* A parking area that requires a special plate/permit and primary function is for loading/unloading.

*Staff:* All full-time employees of the University with professional and classified contracts. Payroll or part-time employees who are not considered “students” are also considered “staff”.

*Students:* Persons who are currently registered and attending University held classes on either a part-time or full-time basis.

*Temporary Permit:* A permit for parking privileges on a temporary basis, generally does not exceed one semester or as indicated thereon.

*Visitors:* Those persons not officially employed, directly or indirectly, by USU or registered for classes, including seminars and conferences, at the University on either a part-time or full-time basis. Students, spouses of students or employees that have attended/been employed by Utah State University in the past are not considered visitors.

*Walkway:* Any horizontal concrete ground or paved surface other than designated roads, service docks, or parking lots.

**APPENDIX B**  
**Student and Staff Permit Designated Overflow Parking Areas**

**STUDENT**

PERMIT	LOCATION	OVERFLOW
Blue	Any Blue Parking Area	Yellow areas
ATR/ATC	Aggie Terrace	Yellow areas
Gray 1	Valley View Towers	Gray 2 or Yellow areas
Gray 2	Bullen, Richards, Mtn View	Yellow areas
Gray 3	Merrill, Moen, Greaves and Reeder	Yellow areas
Gray 4	Merrill, Moen, Greaves and Reeder	Yellow areas
Gray 5	Student Living Center	Yellow areas
Gray 6	Aggie Village/Town Houses	Yellow areas
Gray 7	West Stadium Villa	Yellow areas
MC	Any motorcycle stall on campus	Motorcycles areas only

**STAFF**

PERMIT	LOCATION	OVERFLOW
Orange	Central Staff area	Green or Yellow areas
Gold	Business Bldg.	Green or Yellow areas
Brown	South of Business Building (Hwy 89)	Green or Yellow areas
Red	Ag Science	Orange, Green or Yellow areas
AT	Aggie Terrace	Green or Yellow areas
BBT	Big Blue Terrace	Green or Yellow areas
Green	North of Radio/TV	Yellow areas
	East of Housing, HAC	Yellow areas
Purple	South of Old Main	Green or Yellow areas
Black	North of Education	Green or Yellow areas
JU	Junction	Green or Yellow areas
Q	Family Life Center	Green or Yellow areas

**APPENDIX C**  
**Times Areas are Enforced**

LOT	LOCATION	TIME PERMIT REQUIRED
Blue	Premium Blue Lot	7:30 a.m. - 9:30 p.m.
Blue	Center for Persons with Disabilities	7:30 a.m. - 5:00 p.m.
Blue	East Highway	7:30 a.m. - 5:00 p.m.
Blue	Nutrition and Food Sciences	7:30 a.m. - 5:00 p.m.
Blue	ECOB West	7:30 a.m. - 5:00 p.m.
Blue	Radio/TV	7:30 a.m. - 5:00 p.m.
Gold	Library/Business Bldg.	7:30 a.m. - 5:00 p.m.
Brown	South of Merrill Library (Hwy 89)	7:30 a.m. - 5:00 p.m.
Orange	Engineering/Industrial Science	7:30 a.m. - 5:00 p.m.
Red	Ag. Science	7:30 a.m. - 9:30 p.m.
Orange	Natural Resources	7:30 a.m. - 5:00 p.m.
Orange	Vet Science	7:30 a.m. - 5:00 p.m.
Orange	Communicative Disorders	7:30 a.m. - 5:00 p.m.
Green	North of Radio/TV	7:30 a.m. - 5:00 p.m.
Green	Harris Athletic Center	7:30 a.m. - 5:00 p.m.
Green	East of Housing	7:30 a.m. - 5:00 p.m.
Purple	West of Ray B. West	7:30 a.m. - 5:00 p.m.
Black	North of Tennis Courts	7:30 a.m. - 5:00 p.m.
Gray 1	Valley View Towers	24 hours/7 days a week
Gray 2	Bullen and Richards Hall	24 hours/7 days a week
	Mountain View Towers	
Gray 3/Gray 4	Merrill, Moen, Greaves and Reeder	24 hours/7 days a week
Gray 5	Student Living Center	24 hours/7 days a week
Gray 6	Aggie Village/Town Houses	24 hours/7 days a week
Gray 7	West Stadium Villa	24 hours/7 days a week
JU	Junction	24 hours/7 days a week
Blue/Green	Spectrum	7:30 a.m. - 5:00 p.m.
SV	North of Nutrition Food Sciences	24 hours
Yellow Areas	Stadium	7:30 a.m. - 2:00 p.m.
	Terraced Areas (By Bull Sculpture)	7:30 a.m. - 2:00 p.m.
	400 North 700 East	7:30 a.m. - 2:00 p.m.
	700 East	7:30 a.m. - 2:00 p.m.
Service Areas	Various locations on campus	24 hours daily/7 days a week
Metered Areas	Various locations on campus	Varies depending on location. See meters for specific times.



Unless otherwise designated, these hours are for working days only.

**APPENDIX D**  
**LETTER FROM ADMINISTRATION**



OFFICE OF THE VICE PRESIDENT  
FOR ADMINISTRATIVE AFFAIRS  
Logan, UT 84322-1445  
Telephone: (801) 797-1146  
FAX: (801) 797-0710

## MEMO

**To:** Terry K. Moore  
**From:** Fred R. Hunsaker   
Lynn J. Poulsen   
**Subject:** Personal Parking Permits  
**Date:** September 10, 1996

Fair and equitable application of employee benefits has always been a Utah State University policy and practice. The use of university funds to purchase employee's personal parking permits is an inappropriate use of university funds and contrary to university policy of equal and fair treatment of all university faculty and staff. Buying personal parking permits with university funds also raises questions of the proper reporting of compensation to the Internal Revenue Service.

Immediately with the 1996-97 parking permits, Parking and Transportation Services will require a memorandum statement from the university unit paying for parking permits. The statement will declare the use of the permit to be for official university business only and permits purchased with university funds will not be used for personal parking privileges.

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