



# 2024-2025 EMPLOYEE PARKING PERMIT

TO PURCHASE YOUR PERMIT FOR THE FIRST TIME, COMPLETE THIS APPLICATION AT THE PARKING OFFICE. (1801 5th Avenue)

YOU MAY RENEW YOUR PERMIT AT THE OFFICE OF THE BURSAR IN OLD MAIN.

**YOUR PARKING PERMIT WILL EXPIRE JUNE 30, 2024.**

**Employees parking on campus during the summer must renew/purchase permits by June 30, 2024 to avoid receiving citations.**

### Personal Information (please print)

Last Name		First Name		MI	MU ID
Department		Building	Room #	Campus Phone	
Home Address Street		City	State	Zip	Phone with Area Code
MU E-mail Address				Current Permit #	

### Vehicle Information

	License Plate Number	State	Color	Vehicle Make	Vehicle Model	Year
Vehicle #1						
Vehicle #2						

### Parking Permit Fees (Check the appropriate amount of your parking permit)

	HALF year permits July 1, 2024 - December 31, 2024: FULL year permits July 1, 2024 - June 30, 2025	Half Year	Whole year
SURFACE PERMIT	<input type="checkbox"/>	\$85.00	<input type="checkbox"/> \$170.00
THIRD AVENUE GARAGE PERMIT	<input type="checkbox"/>	\$135.00	<input type="checkbox"/> \$270.00
Smith Hall Garage Permit (Assignments to this area are based on seniority)	<input type="checkbox"/>	\$135.00	<input type="checkbox"/> \$270.00
6th Avenue Parking Garage - (PAYROLL DEDUCTION ONLY)	<input type="checkbox"/>	30.00p/month	<input type="checkbox"/> 30.00p/month
EVENING PERMIT (For classes AFTER 4:00PM, only)	<input type="checkbox"/>	\$55.00	<input type="checkbox"/> \$110.00
<b>TOTAL AMOUNT OF PAYMENT</b>			

### Check here for MU Handicapped Parking Decal

Vehicles parked in any designated handicapped space on campus must display a valid MU parking permit in addition to a state issued handicapped parking placard or license plate. Permit holders must also obtain a MU handicapped parking decal to affix to their regular MU parking permit. When selecting this option, you must provide a copy of your state issued handicapped registration card. The name on the registration card must correspond with the name on this application before the MU handicapped decal will be issued. Permits are valid in any designated handicapped parking space on campus.

### Methods of Payment

Payroll Deduction (New Enrollees ONLY)  MURC  Marshall  9 month employee  12 month employee

By my signature below, I authorize the corresponding monthly payroll deduction for my annual parking permit.

Check: Make checks payable to Marshall University. Check #

Cash: (Cash payments must be made in person. DO NOT send cash through the mail.)

Credit Card: (Credit card must be made in person or online DO NOT write credit card information and send through the mail.)

X

Employee Signature (required to process application)

Date

### Office of the Bursar Use Only

Permit #	Validation #	Exp.
----------	--------------	------

### Parking Office Use Only

Verified by:	Permit #	Validation #	Expiration	Date Issued	Comments

**\*\*\*\* DO NOT WRITE YOUR CREDIT CARD INFORMATION ON YOUR PARKING PERMIT APPLICATION. CREDIT CARD PAYMENTS MUST BE MADE IN PERSON OR ONLINE. PAYMENTS WILL NOT BE PROCESSED WITH CARD INFORMATION WRITTEN ON THE FORM.**

## **AUTHORIZATION FOR PARKING REGULATIONS**

Parking regulations are issued by the Office of Public Safety, Parking and Transportation Division.

If you have any questions about your parking permit or the parking regulations, please call the office during regular business hours of Monday - Friday 8:00AM to 4:30 PM at (304) 696-6406 or (304)696-6648 or email [parking@marshall.edu](mailto:parking@marshall.edu).

**FIRST TIME PERMIT PURCHASE** -- All employees must come to the Parking Office with your MU Employee ID to obtain your first employee parking permit. The Parking Office is located at 1801 5<sup>th</sup> Avenue. Office hours are Monday - Friday 8:00 AM to 4:30 PM.

**RENEW EXISTING PERMIT** -- If you are an existing permit holder, **DO NOT** throw away your current parking permit. There is a \$20.00 parking permit replacement fee. Parking permit renewal validation decals may be purchased in the Bursar's Office or the Parking Office. You will be issued a 2024/2025 renewal validation decal to affix to your current permit. Parking permit sales are limited. Current permit holders may renew their existing parking permits beginning June 10, 2024.

**\*\*\*\* If you have payroll deduction for parking, your renewal validation decal will be automatically sent to your department. DO NOT complete a new parking application.**

**EMPLOYEE SURFACE PARKING PERMITS** -- Surface parking permits are \$85.00 valid until 12/31/2024 and \$170.00 valid until 06/30/2025. An employee surface parking permit will allow you to park in any designated MU Employee or General parking area on campus. Spaces in these areas are available to employees on a first-come first-serve basis only. A parking permit does not guarantee the holder a convenient parking space, it grants only the privilege in an assigned area. Employees are not permitted to park in the student parking area if their preferred area is full.

**THIRD AVENUE GARAGE PARKING PERMITS** -- Garage parking permits for the Third Avenue Garage are available. Garage permits are \$135.00 valid until 12/31/24 and \$270.00 valid until 06/30/2025. Garage parking permits are valid ONLY in the Third Avenue Garage. Third Avenue Garage spaces are available on a first-come first-serve basis.

**HOME FOOTBALL GAME PARKING** -- MU Parking permits are not valid in any of the parking lots with numbered spaces for home football game days. Parking permit holders must remove their vehicles from these lots by 7:00 AM. The Athletic Department will tow all vehicles remaining in these areas at the owner's expense. All surface parking lots and parking garages for home football game days will have a charge for parking. If you are parked in the Third Avenue Garage, you may stay parked there. If you exit on game day and try to re-enter, you will be charged to re-enter.

**WEEKDAY GAME DAY PARKING** -- It is the policy of the Marshall University Office of Public Safety that during weekday game days, the Athletic Department does not charge any valid MU permit holder to park on the open surface lots or in the Third Avenue Parking Garage because of evening class sessions. Permit parking is not allowed on Stadium lots during weekday game days or week-end game days.

**HANDICAPPED PARKING PERMITS** -- Vehicles parked in any designated handicapped space on campus must display a valid MU parking permit in addition to a state issued handicapped parking placard or license plate. Permit holders must also obtain a MU handicapped-parking decal to affix to their regular MU parking permit. You must submit a copy of your state issued handicapped registration card. The name on the registration card must correspond with the name on this application before the MU handicapped decal will be issued. Permits are valid in any designated handicapped parking space on campus. MUPD patrols the campus 24 hours a day and 7 days a week for illegal handicapped parking.

**PARKING ENFORCEMENT** -- Permit parking is enforced on campus from 7:00 AM to 7:00 PM, Monday through Thursday and 7:00 AM to 4:00 PM on Friday. All other violations are always enforced. After 4:00 PM, parking permits are valid in all MU parking areas regardless of designation. You will receive a complete set of parking rules, regulations, and a map of campus parking areas with your permit. Please familiarize yourself with the regulations and parking area locations before the first day of work. You must notify the Parking Enforcement Office of any changes in your registration or vehicle.

**PARKING PERMITS ARE NOT TRANSFERABLE. DO NOT SHARE YOUR PARKING PERMIT WITH ANYONE.**

The person registering a vehicle is responsible for all citations issued to that vehicle and/or any other vehicle displaying their parking permit. Three or more unpaid parking citations will result in a financial hold being placed on an employee's record. After 10 or more unpaid citations have accumulated, the vehicle may be immobilized or towed at the owner's expense.

**VEHICLES DISPLAYING AN ALTERED OR FORGED MU PARKING PERMIT ARE IMPOUNDED IMMEDIATELY AND CRIMINAL CHARGES MAY BE PURSUED.**

**Financial holds and/or boots will not be removed until all outstanding fines are paid.**

**ARRIVE ALIVE – DRIVE SAFE! DRIVE SOBER!**