
Chapter: Facilities

Modification No. 005

Subject: **Vehicle Registration and Parking**

- I. The College may regulate parking at its facilities, including requiring the use of and payments for hang tags, decals and temporary permits, the assessment of penalties for parking violations, the establishment of methods for the collection of fines, and the institution of an appropriate appeals process for all persons parking at its facilities, including but not limited to students, full-time and part-time employees, vendors and visitors.
- II. All persons who use College facilities are subject to this policy. Any person violating this policy is subject to fines and penalties. The College will publicize and disseminate any parking fee schedules.
- III. The President is authorized to establish procedures to implement this policy.

Board Approval: February 25, 1985; January 17, 1989; November 18, 2004 (editorial); April 18, 2007; October 20, 2014.

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I. Applicability and Responsibilities

- A. These procedures apply to all who drive or park a motor vehicle on any part of any campus or property owned, maintained, or operated by the College. Their purpose is as follows:
1. To facilitate the operation of the College by providing appropriate parking spaces for those who attend or are employed at the College.
 2. To provide parking spaces for College visitors and guests, including vendors, deliveries, and others conducting business with the College.
 3. To provide adequate spaces for disability parking.
 4. To protect pedestrian traffic and preserve the grounds of the College.
 5. To assure access at all times for emergency vehicles.
 6. To notify all concerned of penalties involved for noncompliance and the appeals process associated with the enforcement of these penalties.
- B. The Vice President of Facilities and Security shall develop specific motor vehicle regulations and fee schedules to implement these procedures. These regulations and fee schedules shall be available in the Campus Security Offices and on the College website.

II. Vehicle Registration and Parking

A. General

1. Each person who parks a vehicle on any campus or property owned by the College must display a valid Montgomery College parking permit.
2. Vehicles must be parked in the designated area for which their parking permit is valid.
3. Motor-operated vehicles that do not require a MVA license plate must park in the designated parking areas for these types of vehicles. If you attach a state issued license plate to your motor-operated bicycle, scooter, or motorcycle you must obtain a permit before parking at the College.
4. Disability parking spaces are located on each campus for use by persons with disabilities who display an authorized disability license plate or hangtag. A properly displayed Montgomery College parking permit is also required. Security does reserve the right to check the state identification card issued along with the permit. The person who is issued the plate or hangtag must be the driver or an

occupant in the vehicle when it is parked to legally use a handicapped parking space.

5. A parking permit is only valid for parking on campus while the motor vehicle operator conducts College-related business.
6. Overnight parking is not permitted unless prior arrangements are made with Security. Check with Security if an emergency occurs or weather conditions make it necessary to leave your vehicle on campus.
7. It is not feasible to place signs on all areas of College property where parking is prohibited. Parking is valid only when vehicle is parked between the marked control lines in a single space.
8. The responsibility of finding a legal parking space rests with the motor vehicle operator. Lack of parking spaces is not a valid reason for violation of these regulations.
9. Visitor parking areas are only available for persons who are not students, faculty, or staff of Montgomery College.
10. Any motor vehicle parked in violation of these regulations, or abandoned on campus, is subject to removal and impounding at the risk and expense of the owner.
11. Any operators of a motor vehicle who does not heed a security officer or parking attendant's warning is subject to having their vehicle cited and towed at their expense.
12. Faculty, staff and students are responsible for any citations that are issued under their vehicle or parking pass.

B. Employee Registration

1. Faculty and staff assessed a parking fee must display a valid parking permit. A permit can be obtained by logging into the [MyMC](#) portal and clicking on the on-line parking link. Only one hangtag will be issued. The hangtag must be displayed with the number clearly visible from the outside of the front windshield.
2. A hangtag may be moved between registered vehicles but is only valid for one registered vehicle parked on campus at any given time.
3. Registration of motor vehicles belonging to new faculty and staff can be accomplished after receipt of their [MyMC](#) log in. The permit will be mailed and the receipt can be displayed during the three-to-five day mailing period.
4. Emeritus faculty and staff may receive a free hangtag by emailing a request to Parking and Transportation Services (parking@montgomerycollege.edu) or by going to Security.

5. Student employees are only eligible for a student hangtag. Student employees working in a Central Services building may be provided a temporary parking permit that allows them to park in employee spaces for that location only.
6. If a hangtag is lost or stolen, contact the Parking and Transportation Services Office at parking@montgomerycollege.edu to obtain a replacement permit. A fee may be charged for the replacement of a hangtag.

C. Student Registration

1. Montgomery College students are assessed a transportation fee which currently includes the cost of a parking permit. All student vehicles must display a valid parking permit. A permit can be obtained by logging into the [MyMC](#) portal and clicking on the on-line parking link. Only one hangtag will be issued. The hangtag must be displayed with the number clearly visible from the outside of the front windshield.
2. A hangtag may be moved between registered vehicles but is only valid for one registered vehicle parked on campus at any given time.
3. If a hangtag is lost or stolen, contact the Parking Office at parking@montgomerycollege.edu or call 240-567-4213 to obtain a replacement permit. A fee may be charged for the replacement of a hangtag.
4. Parking permits are valid starting the beginning of each fall semester and expire at the end of the following summer sessions. All parking permits have an expiration date printed on the permit.
5. Workforce Development & Continuing Education (WD&CE) students parking a motor vehicle on any campus of the College while attending a program or class obtain a printable permit online. Permits must be displayed on the dashboard, driver's side and the entire permit should be visible. This parking permit will enable students to park in student parking areas on any campus.
6. Employees who have an employee hangtag and register for classes may be assessed a transportation fee but will be ineligible to receive a student permit. Employees who do not have an employee hangtag may be eligible for a student permit.

D. Visitor Registration

1. A visitor to the campus must obtain a temporary parking permit from the Security office, appropriate building security desk, or Welcome Center. Temporary permits must be displayed on the driver's side dashboard and are only valid in visitor or student parking areas.
2. Individuals who purchase pool passes or racquetball passes are eligible for temporary parking permits. Temporary parking permits may be obtained at the Security office with the presentation of a valid pool or racquetball pass, and some form of photo identification.

3. At the request of the office being visited, temporary parking permits may be secured from Security on any campus or security desk if visiting Central Services.
4. No parking permit is required for visitors attending College sponsored events; however the College reserves the right to designate parking areas.

E. Volunteers

Individuals working in College offices on a volunteer basis should obtain temporary parking permits from the Office of Safety and Security.

F. Consultants and Contract Workers

Consultants, food service contractors, IT and other contractors working at the College and who are assigned an office space/work area in a College facility may be issued a regular parking permit (hangtag) with the approval of that unit's administrator after the fee is paid. Unexpired hangtags should be returned to the Office of Safety and Security upon completion of the contractor's work assignment

G. Event Patrons

Parking is included in the ticket price for performances. No parking permit is required. The College reserves the right to specify where theater patrons must park for designated events and special purposes if performances are held when classes are in session.

III. Enforcement

A. Penalties

1. The College has established fees for noncompliance with these Regulations. Fees may be assessed for each violation observed at the time the citation is issued.
2. In addition to the citation fee imposed by the College on fire lane violations and parking in a space reserved for the disabled, the County/City Fire and Police Departments may issue an additional citation.
3. Unless appealed, citation fees are payable at the Cashier's Office or online at <https://montgomerycollege.t2hosted.com/cit/index.aspx> within ten (10) calendar days from the date of issue. A late fee will be added to citations that remain unpaid after thirty days.
4. Failure to pay parking citations within the time limits prescribed or determined as a result of the first step appeals will, in the case of a student, result in withholding final grades and transcripts and rendering the student ineligible for future registration. Failure to pay parking citations on the part of faculty or staff will result in denial of opportunity to register vehicles for the succeeding academic semester or year and are subject to being sent to a collection agency.

5. Registered vehicles with three or more unsatisfied parking citations may be subject to towing at the owner's risk and expense. For a towed vehicle, the driver must contact Security for information regarding the name and location of the firm which has towed the vehicle.
6. Vehicles without Montgomery College parking permits having three unsatisfied parking citations are subject to booting or towing at the owner's risk and expense. In addition, the citations will be forwarded to the Department of Business Management for collection from the vehicle owner of record. Vehicles that are not registered with the College and not identifiable in the MVA system are subject to being towed when the third citation is issued.
7. Vehicles parked in fire lanes, cross walks, handicap access aisles and blocking another vehicle are subject to immediate towing at the owner's expense.

B. Appeals

1. Montgomery College students, faculty and staff can appeal a parking citation online through the [MyMC](#) portal within ten (10) days of the date of issue. Anyone without a MyMC log-in can email the citation number and appeal reason to parking@montgomerycollege.edu. E-mailed appeals must be made within ten (10) calendar days from the date the parking citation was issued.
2. The Parking and Transportation Manager or designee will review the appeal to determine the validity of the citation and accept or deny the appeal. Denied appeals will be payable in ten (10) calendar days or may be appealed to the Traffic Appeals Board by scheduling to appear at a hearing. Contact the Parking Office at parking@montgomerycollege.edu for a scheduled hearing time and date within five days of the denial e-mail notice. Witnesses or evidence may be presented at the time and place designated for the hearing. Continuance or delays may be granted in cases scheduled for hearing before an appeals board.
3. The Safety and Security Supervisor, or their designee, on each campus shall establish a Traffic Appeals Board for their respective campus. The Traffic Appeals Board will have one representative each from the student body, the faculty, and the staff. A representative from Security also attends meetings as a nonvoting member. The Board shall meet at least monthly throughout the fall and spring semesters. Appeals for parking citations received during the summer semesters (June, July, and August) will be heard by an ad hoc committee as needed.
4. Appellants will be notified of the results of the hearing via e-mail and not during the hearing itself.
5. Decisions of the Traffic Appeals Board constitute a final administrative decision of the College.

C. Exemptions

Enforcement of penalties may be waived by the Parking and Transportation Services Manager or the Vice President of Facilities and Security based on the recommendation of campus provosts or under appropriate circumstances and must be reported to the President.

Administrative Approval: April 12, 1989; November 18, 2004; May 11, 2007; August 13, 2010 (administrative corrections only); February 23, 2015