



# Brown University

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## **GENERAL POLICY**

- The parking of a motor vehicle on property belonging to Brown University (“the University”) is a privilege granted by the University and is not an inherent right of an employee, student, affiliate, or visitor. The University provides parking solely as a convenience to members of the Brown community.
- Vehicles are operated or parked on campus at the owner’s risk. Use of the Brown University parking facilities by the vehicle owner constitutes an agreement between the owner and the University that the University shall not be responsible or liable for any loss or damage to the vehicle, its accessories, or contents resulting from theft, fire, collision, vandalism, acts of nature or any other cause.
- The University reserves the right to change its parking policies and procedures at any time without notice.
- “Motor vehicle” refers to any motorized conveyance as described by the Rhode Island Division of Motor Vehicles, including cars, trucks, campers, motorcycles, and motor scooters.
- The Transportation Office is responsible for registration of vehicles that park on University property, the issuance of parking permits, the collection of parking fees, and the enforcement of parking regulations.
- Receiving a parking permit from the Transportation Office does not guarantee the availability of a parking space, which may be pre-empted by construction projects or special events.
- The University will not pay for any individual’s campus parking tickets or fees, regardless if related to official business.
- All vehicles which park in University lots must display a valid permit for their designated location.
- Permit holders are responsible for all violations written to their permit, regardless of who committed the violation. The person in whose name the vehicle is registered shall be liable for all violations incurred by that vehicle when the vehicle does not display a valid permit.
- In order to obtain a parking permit, the applicant must have no unpaid University-imposed violation charges.
- Parking privileges are terminated upon completion of employment or upon expiration of permit.
- No person shall park a motor vehicle on University property in any location other than an authorized and designated parking area. Parking is prohibited in walks, grassy areas, fire lanes (all traffic lanes in parking areas are considered fire lanes), or in any other area that is not designated specifically by markings as a parking space.
- The University reserves the right to impose limitations on parking during emergencies or on special occasions.
- The position of a parked vehicle shall be such that the whole of the vehicle is located within the boundaries of the parking space.

- Vehicles must be parked in a way that does not constitute a hazard, obstruct another parked vehicle, or impede traffic, emergency vehicles, or snow removal.
- A vehicle in violation of any rule or regulation that does not receive a citation does not constitute an indication that the rule or regulation is no longer in effect.
- The University reserves the right to have removed from its property abandoned vehicles, vehicles without a current license plate displayed, and vehicles parked in such a way as to constitute a hazard to vehicular or pedestrian traffic. The owner or operator will be held responsible for all costs associated with the towing and removal of such vehicles.
- Motorcycle, motor scooter, and moped overnight parking is restricted to assigned lots.
- A vehicle blocking traffic, obstructing a fire lane, parking in other than its designated lot, or lacking a displayed permit may be towed on sight. Towing is done by a bonded towing service and the Transportation Office and the Department of Public Safety maintain a record of towed vehicles. The vehicle may be recovered by contacting the Transportation Office or the Department of Public Safety and then contacting the towing company and paying the appropriate charges.
- Per Providence City Ordinance, it is illegal to park a vehicle on city streets for more than two hours between the hours of 1:00 AM and 7:00 AM.
- The Transportation Office or the Department of Public Safety must be contacted immediately when unusual circumstances not covered by these regulations are encountered. Notes left on a vehicle will not be honored.
- Disabled vehicles in parking areas must be reported immediately. The owner or operator is responsible for its prompt removal. If towing is necessary, the expenses are the vehicle owner's responsibility.

#### **UNIVERSITY SPECIAL EVENTS AFFECTING PARKING**

- During Orientation, Parents Weekend, and Commencement, as well as other special occasions where substantial additional visitor parking is needed, certain parking areas may be temporarily closed to assigned permit holders. The Transportation Office will notify permit holders of the days of the closing and where alternative parking will be available. During Orientation, parking will be made available in the Power Street Parking Garage (Lot 68). On Parents Weekend, the upper level of the Garage will be made available to visitors. During Commencement, starting on the preceding Thursday, the lower level of the Garage will be reserved for visitors, and both levels of the Garage will be reserved for visitors on Saturday and Sunday.

#### **SNOW POLICY**

- The University strongly recommends that employees use public transportation during any weather conditions which may increase driving risks, particularly snowy or icy roads. When a City of Providence parking ban is in effect, an employee who is not registered for parking in an official University lot may seek off-street parking on a space-available basis on either level of the Power Street Parking Garage (Lot 68), the Olney-Margolies Athletic Center on Hope Street (Lot 2), or the rear of the Athletic Center on Lloyd Avenue (Lot 90) only.
- Note that space is limited and those unpredictable factors such as weather conditions and the total number of employees desiring off-street parking make it impossible to guarantee parking availability.
- If a gate arm is in the open position, this does not mean the lot is open to anyone other than the parking patrons assigned to that particular lot. The Transportation Office will raise gate arms due to icy or cold weather conditions or equipment mechanics. Parking policies will be strictly enforced.

## **EMPLOYEE PARKING**

### **Daytime Parking**

- Daytime parking hours are 7 AM to 5 PM Monday through Friday.
- Employees desiring to obtain a daytime parking permit should contact the **Transportation Office** at 863-3157.
- The rate for an Employee Assigned Daytime Parking Permit is an annual flat fee (“**Fee**”), the amount of which is set by the University.

The employee daytime parking fee may only be paid by monthly payroll deductions of 1/12 of the Fee, deducted from the first paycheck of each month. Monthly deductions commence on the first day of the first full month in which an employee subscribes to a permit for the first time and ceases on the last day of the month in which the Transportation Office receives both (a) the Hang Tag and (b) a completed **Cancellation of Fee Parking** request form to terminate the deduction and rescind the permit. Employees on a nine or ten month payroll are billed 1/12 of the amount each period; during the months they are not paid, the parking deduction is placed in suspense and the total amount due is deducted from their first paycheck when they return to work.

- When an Employee Daytime Parking Permit is cancelled, the employee loses his/her current lot assignment and any position on any wait list that he/she may have. There is no guarantee that the same or any other lot or space may be available should the employee decide to reapply at a later date.
- Persons who want to be moved from their present assignment may place themselves on a maximum of two waitlists. Contact the **Transportation Office** at 863-3157 for current waitlist information.
- Visit the **Transportation Bulletin Board** to swap your parking assignment with a fellow permit holder.

### **Overnight Parking**

#### **EMPLOYEES WHO LIVE IN NON-BROWN-OWNED HOUSING MAY NOT PARK OVERNIGHT ON CAMPUS.**

##### **Employees resident in a University Residence Hall**

- Employees living in University Residence Hall housing may apply for a Resident Employee Overnight Parking Permit.
- The rate for a Resident Employee Overnight Parking Permit is an annual flat fee (“**Fee**”), the amount of which is set by the University.
- Resident employees receiving a Resident Employee Overnight Parking Permit from the Transportation Office must pay the annual fee in full in advance.

##### **Employees resident in Brown-owned Auxiliary Housing**

- Employees living in Brown-owned Auxiliary Housing may apply for an Affiliate Overnight Parking Permit.
- The rate for an Affiliate Overnight Parking Permit is an annual flat fee (“**Fee**”), the amount of which is set annually by the University.
- Employees receiving an Affiliate Overnight Parking Permit from Auxiliary Housing must pay the parking fee in regular installments together with the rent, and receive priority over those not resident in Auxiliary Housing properties in the allocation of Auxiliary Housing parking spaces.

## **Carpool Parking**

Brown University encourages commuting community members to form carpools to save money, reduce the number of cars that come to campus, and improve their chances for a parking lot assignment. Visit [Carpooling at Brown](#) for details and registration information.

## **Permit Identification**

- Employee Daytime Parking Permit identification is a detachable hang tag permit to be attached to the rear view mirror with permit facing front of vehicle.
- The Employee Daytime Parking Permit, once granted, remains valid until cancelled by the University or the Employee. Annual renewal is not required; however the rate may change annually on July 1.
- Permit holders are allowed to park only one vehicle on campus at any time.
- Only one hang tag permit will be issued to an employee parking patron.
- Permits are transferable to another vehicle owned by the permit holder or among members of a carpool registered with the Transportation Office provided the vehicles are registered with the Transportation Office.

## **EMERITI PARKING**

- Retired employees who have received the “emeritus/a” designation from the Corporation of the University (“emeriti”) may park in Lots 2 and 42 free of charge.
- Emeriti must apply for parking annually in July by contacting the [Transportation Office](#).
- Emeriti may instead choose to retain the parking lot assignment they had when they were active employees and pay the regular daytime [parking rate](#). The annual fee is payable in full in advance.
- Emeriti who have a permanent disability certification from the state in which their vehicle is registered may, upon obtaining a handicapped permit from the Transportation Office, park in any designated handicapped space on Brown property at no charge.

## **UNDERGRADUATE PARKING**

### **Undergraduate Daytime Parking (Commuting Students)**

- Undergraduate students who are classified as RUE (resumed undergraduate education), Commuting or Married in the University housing system may purchase daytime parking permits.
- The rate for an Undergraduate Daytime Parking Permit is the [Daytime Parking Rate](#).
- Undergraduates receiving Daytime Parking Permits will be billed through their student accounts for any parking permit issued.
- Undergraduate students, other than non-resident RUEs, are not eligible for daytime-only parking privileges.

### **Undergraduate Overnight Parking**

- All undergraduate parking permits are valid, subject to eligibility requirements and space availability, for a period of one academic year.
- Undergraduates may only register a vehicle owned or leased by the student or by a

- member of the student's immediate family.
- Assignment of Undergraduate Overnight Parking, other than for undergraduates with disabilities, is done by lottery yearly in April. Participation in the lottery is not a guarantee of obtaining a space.
- Undergraduates who in the coming fall semester will be Semester 5 and above may participate in the Undergraduate Overnight Parking lottery. Eligibility requirements may vary from year to year, at the University's sole discretion, depending on availability and other considerations. Requests for an exception of the eligibility criteria should be directed to the Office of Student Life and must be based on a pressing academic need to have a car on campus.
- Each year, all eligible undergraduate students are automatically assigned a lottery number based on seniority (ranked by class and then assigned a lottery number within class). The lottery numbers are posted in April at the Transportation Office, the Student Activities Office, and the Residential Life Office.
- Any student who wishes to apply for a parking space MUST apply to the Transportation Office on the date assigned to their lottery number and place themselves on the waitlist. This includes all students who anticipate being away for either the following Fall or Spring Semester. Students who do not register on the correct day will lose their seniority and be placed at the end of the waitlist.
- Students will be informed of their space assignment, if any, or that they did not receive an assignment, over the summer at the address provided at the time of application.
- Students who are assigned parking spaces will receive a temporary parking permit during the summer and the **parking fee** will be billed to their student accounts.
- Students who are not assigned a parking space will remain on the waitlist in lottery number order.
- Students who receive a temporary permit over the summer must check in with the Transportation Office on the date specified in the summer mailing in order to receive their parking window sticker. At that time, the following conditions must be met to obtain an Undergraduate Overnight Parking permit:
  - The applicant and vehicle must be registered to meet all legal requirements for operation in Rhode Island.
  - The motor vehicle must be owned or leased by the applicant or a member of his/her immediate family.
  - There must be no unpaid University-imposed violation charges against the applicant.
  - The applicant must provide the following:
    - Brown University ID
    - Vehicle registration in the family name and, if the vehicle is leased, a copy of the lease agreement in the family name
    - Vehicle insurance certificate

Note: Photocopies of the above documents are acceptable.

- Any change in vehicle or registration plate information must be registered with the Transportation Office within 24 hours of the change. Failure to comply may result in a parking violation notice.
- Students who do not go to the Transportation Office on the specified date to get their window sticker lose their assigned space unless prior arrangements are made to go at a different time.
- Once the Fall check-in is completed, the Transportation Office will offer any available spaces to students on the waitlist in lottery number order. In the unlikely event that a student space becomes available during the year, the Transportation Office will continue working its way down the waitlist.
- Freshmen and sophomores are not permitted to register a vehicle. Fraudulent obtaining of a permit is punishable as specified under **Parking Violations and Penalties**.

- Students with valid permits properly displayed may park in faculty/staff lots from 5:00 PM Friday to 11:00 PM Sunday. This privilege is revoked during snow emergencies or parking bans.

### **Undergraduates resident in Brown-owned Auxiliary Housing**

- Undergraduate students living in Brown-owned Auxiliary Housing may obtain an overnight parking permit directly from the Auxiliary Housing Office.
- Individuals living in Brown-owned Auxiliary Housing receive priority in the allocation of Auxiliary Housing parking spaces.
- Undergraduate students obtaining an Overnight Parking Permit from Auxiliary Housing pay the parking fee in regular installments together with the rent.
- Contact the [Auxiliary Housing Office](#) for further information.

### **Permit Identification**

- Undergraduate parking permit identification is a window decal which must be placed on the left (driver's) side rear side window.
- Undergraduate parking permits must be removed after expiration and only the current parking permit may be displayed.

### **GRADUATE AND MEDICAL STUDENT PARKING**

- Graduate and medical students may apply for parking at any time.
- No refunds will be given for parking fees paid.

### **Daytime Parking**

- Graduate and medical students who do not live in a University Residence Hall or Brown-owned Auxiliary Housing may apply for Daytime Parking Permits.
- Graduate and medical students desiring to obtain a daytime parking permit should contact the [Transportation Office](#).
- The rate for a Graduate/Medical Student Daytime Parking Permit is the [Daytime Parking Rate](#).
- Graduate and medical students will be billed through their student accounts for any parking permits.

### **Overnight Parking**

#### **Students resident in a University Residence Hall**

- Graduate and medical students resident in a University Residence Hall may apply for Overnight Parking Permits.
- Graduate and medical students desiring to obtain an overnight parking permit should contact the [Transportation Office](#).
- The rate for a Graduate/Medical Student Overnight Parking Permit is an annual flat fee ("**Fee**"), the amount of which is set annually by the University.
- Resident graduate and medical students will be billed through their student accounts for any parking permits.

#### **Students resident in Brown-owned Auxiliary Housing**

- Graduate and medical students living in Brown-owned Auxiliary Housing may obtain an overnight parking permit directly from the Auxiliary Housing Office.

- Individuals living in Brown-owned Auxiliary Housing receive priority in the allocation of Auxiliary Housing parking spaces.
- Graduate and medical students obtaining an Overnight Parking Permit from Auxiliary Housing pay the parking fee in regular installments together with the rent.
- Contact the [Auxiliary Housing Office](#) for further information.

### **Permit Identification**

- Graduate and medical student parking permit identification is a window decal which must be placed on the left (driver's) side rear side window.
- Graduate and medical student parking permits must be removed after expiration and only the current parking permit may be displayed.

### **AFFILIATE PARKING**

- "Affiliate" includes visiting scholars, Summer Studies faculty, and employees of institutes and entities integrally affiliated with Brown but whose employees are not on the Brown University payroll, such as the Watson Institute, the Education Alliance, the Brown Daily Herald, WBRU, and visiting professors currently teaching at Brown who are on the payroll of other universities.

### **Daytime Parking**

- Affiliates may apply for daytime parking permits at any time by contacting the [Transportation Office](#).
- The **fee** for Affiliate Daytime Parking is payable in full in advance.

### **Overnight Parking**

- Affiliates may apply for overnight parking permits if they are resident in a University Residence Hall or in Brown-owned Auxiliary Housing (see **Employees – Overnight Parking** section). Affiliates who live in non-Brown-owned housing may not park overnight on campus.
- Business vehicles belonging to affiliate organizations may also apply for overnight parking permits by contacting the Transportation Office.
- The **fee** for Affiliate Overnight Parking is payable in full in advance.

## **SPECIAL TRANSPORTATION PRIVILEGES FOR INDIVIDUALS WITH PERMANENT AND TEMPORARY DISABILITIES**

### **Permanent Disability**

- Any Brown employee, student or affiliate who has a permanent disability certification from the state in which their vehicle is registered may, upon payment of the regular parking fee for the type of permit received (employee, student, or affiliate), park in any handicapped parking space on campus. A map of the accessible parking spaces on campus is available for download from [Facilities Management](#).
- Contact the [Transportation Office](#) for further information.
- Persons with state-certified disability registration plates may park in any legal parking space on Providence city streets, including at any parking meter, and no fee will be assessed.

## Temporary Disability

- Students who need temporary disability support in the form of special transportation privileges should apply to Disability Support Services (DSS) in the Office of Student Life. DSS will notify the Transportation Office if temporary special transportation privileges are required and the appropriate student parking **fee** must be paid.
- Employees and affiliates who need temporary disability support in the form of special transportation privileges should apply to the Office of Institutional Diversity (OID). The OID will notify the Transportation Office if temporary special transportation privileges are required and the appropriate staff or affiliate parking **fee** must be paid.
- Individuals with temporary disability privileges **may not** park in designated handicapped spaces, whether on campus or on city streets. Only those with state-issued disability certification may do so.
- The following support is available for those with a documented need for temporary transportation privileges and will be assigned as appropriate for the individual's needs by either DSS or OID:
  - **Temporary parking permit (up to 60 days) for a lot near the person's primary place of work or study.** This does not guarantee that the individual will find a space in the lot; availability may depend on individual's time of arrival. The Transportation Office reserves the right to decide which lot the person will be assigned to, based on how fully-assigned the lot currently is and other factors such as upcoming University events, snow removal needs, etc.
  - **Temporary parking permit for the parking lot at 70 Ship Street.** This lot is located in the Jewelry District, which is passed by the BrownMed/Downcity Express every ten minutes, with the first stop inbound to College Hill at 8:00AM and the last outbound stop at 5:40PM (7:30AM and 5:25 PM during summer hours). This option provides a higher probability of consistently finding a space but requires (1) for an employee, an arrangement with the individual's supervisor for a slightly later arrival time; (2) that the individual be able to walk fifty feet from a parking space to the shuttle stop; and (3) that the primary place of work or study be close to or on the **BrownMed/Downcity Express route**.
  - **Temporary parking permit for Lot 90,** the lot behind the Athletic Center, with a pre-scheduled time for pickup by the DSS OnCall van to the primary place of work or study, and a similarly pre-scheduled evening return to the lot. The DSS OnCall van can accommodate wheelchairs and provides door-to-door service for those who need this type of support and who are not located on the BrownMed/Downcity Express route.
- Temporary transportation privileges will be granted for the lesser of (1) the period stated in the individual's doctor's note or (2) sixty days. After sixty days, it is recommended that individuals needing extended special transportation privileges apply to the state in which their vehicle is registered for a state-issued "permanent" disability certification in order to qualify for a Brown-issued permanent disability hang tag.
- The eligibility rules and regular **rates** for the type of permit (employee, student, or affiliate) apply to these special transportation privileges.

## VISITOR AND CONTRACTOR PARKING

### Visitors

- Visitors have three options for parking at Brown:
  - Street parking.
  - The **Visitor Parking Lot**
  - VIP or Visitor Pass Parking – a Brown department pre-purchases a Visitor Pass for Lots 2 or 57.
- Overnight guests at the Inn at Brown may obtain parking permits from the Inn.
- Conference attendees may obtain parking permits from Conference Services.

### Contractors

- Contractors who are going to be on campus on a continuous basis for more than three months may, upon written request of a senior officer of the hiring department, be assigned a daytime parking permit. The request must include the sponsor's name, the contractor's name, the nature of services being provided, and the expected term of service.
- The **fee** for Contractors is payable in full in advance. One half of the fee will be refunded if the permit is returned to the Transportation Office within 180 days from the date the permit was issued.
- Contact the **Transportation Office** for further information.

## ATHLETIC CENTER PARKING

- A permit holder assigned to the Athletic Center (Lot #2) who is unable to find space in the lot due to a special athletic event or other reasons may park in Lot 90 located behind the Olney-Margolies Athletic Center.
- Individuals using the athletic facilities or taking physical education classes at the Athletic Center and parking in Lot 2 must display a Recreation Parking Permit, which is limited to two hours per day. Contact the **Transportation Office** for further information.
- A permit holder assigned to another University lot may obtain a Recreation Parking Permit for the Athletic Center (Lot 2) at no charge. Contact the **Transportation Office** for further information.

## SUMMER PARKING

- Undergraduates and Brown affiliates may obtain Summer Only Overnight Parking (June, July, and August) by contacting the **Transportation Office**.
- The rate for a Summer Only Overnight Permit is a flat fee ("**Fee**") which is payable in full in advance.

**PARKING RATES (FY09/10)**

All Daytime Parking, per year (employee, emeriti, graduate or medical student, commuting undergraduate, affiliate, contractor, motorcycle)	\$510
Resident Employee 24-hour Parking	\$1,100
Undergraduate 24-hour Parking, per academic year	\$720
Resident Graduate and Medical Student 24-hour Parking, per year (residing in University Residence Halls only)	\$510
Resident Affiliate 24-hour Parking, per academic year	\$800
Resident Affiliate 24-hour Parking, per calendar year	\$1,100
Temporary Daytime Parking, per day	\$10
Recreation Parking Permit, Athletic Center Lots 1 or 2, per year	\$125
Undergraduate Summer 24-hour Parking, June, July and August	\$240
Resident Affiliate Summer 24-hour Parking, June, July and August	\$240
Replacement fee for lost/stolen lot access card	\$30
Replacement fee for lost/stolen hang tag permit	\$30

**PARKING VIOLATIONS AND PENALTIES**

- Parking violations include failure to display a valid permit, blocking a fire lane, parking in other than the lot designated on the vehicle’s permit, parking in a prohibited area, and conduct prejudicial to the rights of other permit holders.

1 <sup>st</sup> Parking Violation	\$30 Fine
2 <sup>nd</sup> Parking Violation	\$60 Fine
Subsequent Parking Violations	\$90 Fine + tow**
Snow Emergency Violation	\$60 Fine + tow**
1 <sup>st</sup> Handicap Zone Violation	\$60 Fine + tow**
2 <sup>nd</sup> Handicap Zone Violation	\$180 Fine + tow**
Subsequent HC Zone Violations	\$200 Fine, permit revocation, + tow**
Vandalism	\$200 Fine + permit revocation
Unpaid Parking Violations	Permit revocation + tow**
Use of Fraudulent Parking Permit	\$200 Fine + permit revocation
Providing Lot Access to Unauthorized Vehicle	\$200 Fine + permit revocation

\*\*Towing cost and storage fees are payable to the towing company and are in addition to the fine.

- Fines are payable within twenty-one (21) calendar days of issuance and failure to pay may jeopardize future parking privileges. Vehicles with outstanding parking violations are subject to towing at owner’s expense if parked in a University lot.
- Arrangement for payment of fines can be made online via the Online Parking Registration program located at <https://secure.parkadmin.ca/brown/users/>, in person at the Transportation Office between the hours of 7:45AM and 4:45PM Monday through Friday (7:45AM and 3:45PM during summer hours), or by mail sent to the Transportation Office, Box 1865, Providence, RI 02912.

**PARKING VIOLATION APPEALS**

- An individual who has received notice of a parking violation by ticket or other form may appeal the fine to the Parking Appeals Board within seven (7) days of issuance of the violation via the Appeals Section of the Online Violation Payments/Appeals program located at <https://secure.parkadmin.ca/brown/users/>.
- The Parking Appeals Board will render a decision within fifteen (15) business days after the appeal has been received. The Online Violation Payments/Appeals program

will generate an email notifying the appellant of the Board's decision. It is the responsibility of the person filing the appeal to check for the Board's decision supplied by email.

- Anyone who has difficulty filing an appeal through the Online Violation Payments/Appeals program may contact the **Transportation Office** at 863-3157.
- A four-member Parking Appeals Board administers the appeals process. The Parking Manager chairs and assists the Board but is not a voting member.
- The Parking Appeals Board has the power to affirm, reverse, or modify the fine imposed. All decisions of the Parking Appeals Board are final and binding.