

*University of Oklahoma*  
**Norman Campus**  
**Parking and Traffic**  
**Regulations**

*2015/2016 Academic Year*



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## ***I. Scope, Authority and Objectives***

The Board of Regents of the University of Oklahoma has determined that it is in the best interest of the University of Oklahoma that rules and regulations be promulgated and adopted governing the keeping and use of automobiles by university employees and students, providing parking areas for the employees and students of the university, and providing a method of carrying such rules and regulations into effect and the enforcement thereof. The applicable portion of these regulations shall form a part of the contract of every employee of the university, and the portions applicable to students shall be deemed a part of the established regulations of the university which govern every student.

For the accomplishment of the above purposes, the rules and regulations stated herein have been adopted by the Board of Regents of the University of Oklahoma effective beginning with the fall semester, 1978.

The president of the university may revise, alter or amend these regulations when conditions warrant. Such amendments, revisions or alterations shall, unless otherwise ruled by the Board of Regents of the University of Oklahoma, be effective and of the same dignity as if enacted or ordered by said Board of Regents. All substantive changes shall be published in the student newspaper at least four successive days. (RN, 7-19-78, p. 15157, edited)

Accordingly, these regulations have been developed and implemented by the University of Oklahoma to facilitate the safe and orderly conduct of business and to allocate the limited parking space available on the Norman campuses of the university. Operating a motor vehicle on university property is a privilege that is conditioned, in part, on compliance with these rules and regulations.

The objectives of these Parking and Traffic Regulations are:

- A) To facilitate the safe and orderly conduct of university business.
- B) To allocate parking space as conveniently as possible for all user groups within the limits of the space available and the priorities assigned.
- C) To ensure access at all times for emergency equipment.

D) To minimize traffic disturbance during class hours.

## ***II. Terms and Definitions***

For the purposes of these regulations, the following definitions of the captioned terms shall be utilized:

**“Bicycle”** is any pedal-operated, human-powered conveyance regardless of the number of wheels or passenger seats.

**“Campus”** is all property of the University of Oklahoma located within the city of Norman, Okla.

**“Commuter”** is any University of Oklahoma Norman campus student who resides other than in a university residence hall. Residents of university apartments are considered commuters.

**“Contractor”** is an individual or employee/representative of a commercial enterprise providing goods and/or services to the university for a single, limited purpose or period.

**“Customer”** is any person, affiliated with the university or not, who is actively patronizing a retail sales/service vendor located on the Norman campus of the university.

**“Double-Parked”** means parked behind or beside a legally parked vehicle in such a way as to prevent its driver from moving it.

**“Emergency Vehicle”** is any marked conveyance operated by a member of a public safety agency in the performance of his/her assigned duties.

**“Hazard Lights”** are to be used for emergency purposes only. Does not indicate temporary parking.

**“Loading Zone”** see “Service Vehicle/Loading Zone.”

**“Media”** is an employee or person representing in a paid or other official capacity an enterprise providing public broadcast or print media services.

**“Moped”** is a motorized bicycle

designed to enable the rider to propel it by means of pedals or by engaging the motor.

**“Motor Vehicle”** includes automobiles, trucks, motorcycles, motorscooters, mopeds, and other mechanized mobile equipment.

**“Parking Office”** is the office of Parking Services, located 1107 Elm Ave. in Stubbeman Place.

**“Parking/Traffic Control Devices”** are fixed or portable signs, cones, signals, barriers, barricades, ribbon or flaglines emplaced by or at the direction of employees of the university.

**“Service Vehicle/Loading Zone”** is any space or area identified by signage or other means as reserved for use by University of Oklahoma vehicles and/or vehicles operated by other entities providing goods and/or services to the university or for loading/unloading.

**“Skateboards”** are conveyances propelled by their user consisting of a surface mounted on wheels.

**“Vendor”** is an individual or employee/representative of a commercial enterprise providing goods and/or services to the university on a continuing basis.

**“Visitor”** is any person unaffiliated with the University of Oklahoma Norman campus as an employee, student, vendor, office occupant or tenant.

**“Yellow Zone”** is any paved area or space the curbing or boundary marker that has been painted “traffic yellow” to indicate that private vehicles may not legally be parked there.

### III. General Information

The rules and regulations stated herein have been approved and adopted by the president of the University of Oklahoma. These rules form a part of the established regulations of the university. The president of the university may revise, alter or amend these regulations when conditions warrant. The text

of all substantive changes will be published in *The Oklahoma Daily* (the student newspaper) on at least four successive days at least one week prior to implementation.

The university reserves the right to change the allocation of parking spaces when deemed necessary in view of overall university community needs, including, but not limited to, visitor parking for university special events. Temporary changes in allocation and/or in the enforcement posture relating to these regulations need not be published or otherwise publicly announced prior to implementation. The Parking Office will make a reasonable effort to notify beforehand any user group that can be anticipated to be affected by temporary changes in allocation or availability.

The Parking Center associated with Oklahoma Memorial Union, which is usually available for use by visitors, is operated by the Union and is not subject to university permitting requirements. Questions regarding the operation of this facility should be directed to the Union Business Office, 900 Asp Ave., Norman, Okla. 73019-4052 (405) 325-2121.

### IV. Traffic Regulations

A. Oklahoma State Statutes and City of Norman municipal ordinances governing registration, licensure, and/or operation of motor and other vehicles are applicable on campus (see Enforcement, Section IX).

B. The speed limit on university streets is 20 miles per hour unless posted otherwise.

C. The speed limit in university parking lots is 10 miles per hour unless posted otherwise.

D. Except for university vehicles, motor vehicles (including a moped whose engine is engaged) may be driven only on roadways, and must observe applicable statutes/ordinances. Motor vehicles other than university-owned may be driven on sidewalks only by express authorization from the university Department of Public Safety.

E. Pedestrians will be given the right of way at all times except where traffic control lights with pedestrian indicators are provided (such as a crossing light at a

traffic signal).

**F.** Moving, parking in front of, blocking, or driving around university parking/traffic control devices is strictly prohibited and may constitute a violation of state law as well as university regulations.

**G.** Emergency vehicles are exempt from university traffic regulations.

## ***V. General Parking Regulations***

**A.** These regulations are applicable to all members of the university community — faculty, staff, students, visitors, customers, office occupants, tenants, vendors and contractors.

**B.** All motor vehicles using university parking facilities on campus from 7 a.m. to 9 p.m. must display a current university parking permit (see Parking Permits, Section VI).

**C.** Only parking permits issued or authorized by the Parking Office are valid and will be honored. Such substitutes as signs or decals made or issued by others, hand-written notes left on a vehicle, etc., are unacceptable and will not be honored by enforcement personnel.

**D.** All parking spaces are allocated to a specific user group and parking permits are available for each category of user.

1. Parking is on a first-come basis.

2. The issuance of a parking permit merely constitutes authorization to park if space is available.

3. The responsibility for finding a legal parking space rests with the vehicle operator.

4. Lack of space in a particular lot is not a valid excuse for violating parking regulations and will not be considered as a valid basis for appeal.

5. The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on their vehicle.

**E.** When parked, the entire motor vehicle must be within the boundaries of the single parking space used. The

fact that other motor vehicles may have parked improperly does not constitute an excuse for parking any part of the motor vehicle outside the space boundaries.

**F.** Vehicles may not be double-parked or parked in any position that prevents adjacent vehicles from entering or exiting their legal parking space.

**G.** Vehicles parking on a street must be parked facing the same direction as the flow of traffic in the adjacent lane.

**H.** Motorcycles and motorbikes must use those spaces within or adjacent to regular motor vehicle parking lots/spaces/areas designated specifically for motorcycles, and may NOT use spaces intended for full-sized vehicles. Motorcycles and motorbikes must also be within the boundaries of the parking space used.

1. Motorcycles and motorbikes may NOT park in bicycle racks or areas designed or designated for bicycles.

2. Mopeds may be pedaled on campus with the motor disengaged and MAY be parked in bicycle racks only if equipped with pedals.

3. Motorcycles and motorbikes may NOT be parked inside any university structure not specifically designed and equipped for that purpose, blocking any portion of sidewalks, ramps, stairs/landings, building entrances, breezeways, or porches, or preventing or impeding safe ingress and egress at any facility. Motorcycles and motorbikes parked in any of these areas are subject to impoundment.

1. The owner-of-record or the individual registering a vehicle with the university is responsible for all university parking citations written against that vehicle regardless of the identity of the driver at the time of the violation. If a university employee, student or other individual affiliated with the institution is identified with a vehicle cited for repeated parking violations, the university will assume that it is that individual and NOT a visitor who is operating/parking the vehicle on campus. In such an event, the university employee, student or affiliate will be held accountable for the citations.

J. The parking of motor vehicles on campus is prohibited in areas other than those established for parking and marked by signs or other devices controlling their use.

1. Any vehicle parking in a yellow zone, driveway, travel lane or any area not specifically marked as a legal parking space will be subject to citation and may be impounded.

2. "Service" and "Loading" zones are enforced from 7 a.m. to 5 p.m. Monday through Friday in all main campus areas north of Lindsey Street unless otherwise marked, and 24 hours daily year-round in all areas south of Lindsey Street. Vehicles other than those identified as University of Oklahoma or commercial vehicles that do not display a loading permit may be impounded.

3. Spaces identified by a sign and/or pavement marking bearing the international pictographic symbol for a wheelchair are reserved for use only by vehicles displaying a state-issued physical disability permit in conjunction with any valid purchased university permit.

4. Spaces identified by signage for use by visitors are reserved for their use between the hours of 7 a.m. and 5 p.m. Monday through Friday.

a. Persons affiliated with the university as employees, students, office occupants or tenants shall not park any vehicle, registered with the university or not, in a Visitor parking area during the hours of enforcement.

5. Spaces identified by signage for use by customers are reserved for this purpose between the hours of 7 a.m. and 5 p.m. Monday through Friday. Customer spaces may be used by both visitors and persons affiliated with the university.

6. Signs or other markings indicating a time limit for any space or area shall be strictly observed. Exceeding the stated limit may be cause for citation and/or impoundment even though the vehicle is otherwise authorized to be parked in the subject space.

7. Parking in metered areas is subject to the time limitation imposed by the meter.

a. Meters must be paid during the hours of enforcement. Meters that do not accept coins because the meter is either full or jammed, meters that show "out of service," and meters that are broken should be reported immediately to the parking office.

Vehicles are NOT authorized to park in metered spaces where the meter is malfunctioning. Vehicles parked in metered spaces where the meter is not in working order may be cited.

b. Goddard Health Center lot is for patients only. All users must pay the meter. Those not using the GHC facility will be cited 7 a.m. to 5 p.m. Monday through Friday.

8. Special reserved parking areas for institutional use have been identified on Parrington (North) Oval with distinctive painted legends and striping. These zones are reserved 24 hours daily, year-round, and will be assigned at the discretion of the executive offices of the university.

K. Some permits are issued for a specified, limited duration of validity as a courtesy to facilitate an activity in support of the business of the university. Exceeding the stated time limit of a permit may be cause for citation or impoundment even though the permit is valid for the location where the vehicle is parked.

L. All parking permit restrictions are applicable during exam weeks, enrollment periods and unscheduled class cancellations.

1. Parking permit restrictions in designated faculty/staff areas are enforced year-round except on holidays for which the university is officially closed (i.e., Thanksgiving, Christmas, etc.).

2. Inoperable or raised gates do not negate the permit restrictions in designated faculty/staff areas during the hours of enforcement.

M. People who purchase short-term parking permits throughout the year often request that citations for the violation of "no valid permit" received between the expiration date and renewal of the permit be dismissed. These requests will be considered by the Parking Office on

an individual basis. All citations for this violation may be appealed or paid at the Parking Office.

**N.** Motor vehicles may NOT be parked inside any university structure not specifically designed and equipped for that purpose, nor may they prevent or impede safe ingress or egress at any facility.

**O.** Enforcement of any or all university parking regulations throughout the Norman campuses or in selected areas only may be suspended by the Parking Office or by the university Department of Public Safety to accommodate needs associated with special events, emergencies or other unusual situations.

**P.** A standard color-code is used on curbing, edge-stripping and other parking space identification on the Norman campuses to indicate certain restrictions as follows:

1. Yellow — Prohibition of parking by all users (no parking any time). Vehicles parked on yellow curbs are subject to impoundment.

2. White — Parking reserved for service or loading use. Special reserved areas on Parrington (North) Oval are marked with white curbing, but have restrictive legends stencilled on the curb and/or pavement to indicate their 24-hour, year-round reserved status.

3. Blue — Parking reserved for use by physically disabled permit-holders.

4. Red – Indicates a fire lane and vehicles parked in these areas are subject to being cited and impounded.

**Q.** Emergency vehicles are exempt from university parking regulations.

**R.** The Parrington (North) Oval is a reserved area from 8 a.m. until 5 p.m. Monday through Friday. After 5 p.m., any purchased university parking permit is valid to park in all areas except those spaces specifically designated as Reserved or Authorized Permits Only.

## ***VI. Parking Permits***

**A.** No motor vehicle may be parked on campus from 7 a.m. to 9 p.m. without

a current parking permit or other authorization from the Parking Office.

**B.** No vehicle is considered “legal” for parking purposes until the permit/decal(s) has been properly and visibly displayed in/on the vehicle.

**C.** Permits may be purchased online at [www.ou.edu/parking](http://www.ou.edu/parking). All online purchases must be charged to the Bursars account for students, payroll deduction for university employees, or paid by credit card.

**D.** Permits also may be obtained in the Parking Office, located at 1107 Elm Ave. in Stubbeman Place, from 8 a.m. to 5 p.m. Monday through Friday, except university holidays.

1. Any person who gives false information may be subject to university disciplinary action.

2. Payment for parking permits may be tendered in cash, personal check or credit card with appropriate identification. Change cannot be given for traveler's checks or other instruments for more than the purchase amount.

a. University employees may pay for parking permits through payroll deduction.

3. Permits will be sold in accordance with the current fee schedule (see Appendix A).

4. Persons leaving the university prior to the expiration of their parking permit may obtain a prorated refund based on the current selling price upon return of the permit to the Parking Office.

5. Emeritus and retired faculty/staff may obtain parking permits at the Parking Office without charge, but must complete the application/registration form.

a. Retiree permits are not valid on the North Oval or in visitor areas. In customer service areas vehicles with Retiree Permits must pay the meter.

**E.** Except for motorcycle owners, to whom a non-transferable decal will be issued, each person purchasing/obtaining a parking permit will be issued only one permit, which is transferable to any

vehicle driven by the permit owner.

1. Permits are sold only by the Parking Office; purchase from any other source voids the permit.

2. Permits may not be re-sold to a second party.

3. The permit owner is responsible for citations issued to any vehicle displaying that permit.

4. Permits determined to be in use by someone other than the purchaser or altered are void and are subject to confiscation.

a. Any vehicle in which such permit is displayed is subject to impoundment.

F. Lost or stolen permits and/or gate cards must be reported to the Parking Office regardless of the location at which the loss/theft occurred.

1. The owner of a parking permit stolen at a location off campus may wish to report the theft to the law enforcement agency having jurisdiction at that location.

2. Any gate card or permit that has been reported lost or stolen and is later found must be returned to the Parking Office; it may not be displayed on any vehicle, including the vehicle(s) of its original owner.

3. Any vehicle displaying a permit or gate card that has been reported lost or stolen will be issued a parking citation and may be impounded.

G. Owners are responsible for removing university parking permits/decals prior to the disposal of any vehicle and for reporting the change in ownership status to the Parking Office.

1. Upon return of a removed permit(s) that has remaining validity, the Parking Office will provide a replacement at no cost or a prorated refund based upon the current selling price.

#### H. Special Permits

1. Several categories of special permits have been designed to

accommodate needs and users outside the purview of regularly issued types.

a. Holders of special permits must assume complete responsibility for the use of their permit privileges. Misuse of the permit will result in the suspension of the privileges.

b. Special permits must be displayed in accordance with the instructions provided therewith in order to be valid. Citations received by holders whose permit was not properly displayed will not be waived or voided.

c. Special permits authorize access to restricted parking spaces or areas; they do not authorize parking in prohibited areas including but not limited to yellow zones, fire lanes, driveways or travel lanes, blocking sidewalks, curb cuts or access to fire hydrants or connections, Service Vehicle spaces or any other designated tow-away zones.

#### 2. Physical Disability Permits

a. Vehicles displaying any valid state-issued physical disability parking permit in conjunction with a purchased university parking permit may park in any designated physical disability parking space or any other faculty, staff, student, customer or visitor designated space on campus.

b. Individuals who are temporarily disabled may obtain a temporary university physical disability parking permit by presenting to the Parking Office a letter from his/her physician stating the nature and anticipated duration of the incapacitation and certifying the need for special parking privileges.

#### 3. Media Permits

a. As an accommodation to the public media, vehicles permanently marked as owned/operated by commercial media personnel may be parked in any legal space on the Norman campus without displaying any university permit.

b. Members of the public media operating personal or unmarked vehicles while covering events on the Norman campus of the university may obtain

special parking permits through the University Office of Public Affairs, (405) 325-1701.

c. Media permits are issued for one academic year and must be renewed each fall.

d. Regular media permits are not honored in lots reserved by the Athletics Department for home varsity intercollegiate football games.

e. Media parking for football games is controlled through the Media Relations Office, 180 W. Brooks St., Norman, Okla. (405) 325-8231.

#### 4. Vendor and Delivery Permits

a. Vendor permits may be purchased at the Parking Office.

b. Vendor permits are valid in faculty/staff, student and service areas.

c. Delivery permits may be obtained at the Parking Office.

#### 5. Apartment Tenant Permits

a. Residents of Kraettli and OU Traditions wishing to park on the main campus must purchase and display an appropriate purchased permit.

#### 6. Other Special Permits

a. Permits may be acquired for special purposes such as loading equipment, overnight parking on campus, conference parking, etc., by making application to the Parking Office.

b. Persons not affiliated with the university who are participants in programs sponsored or held on campus such as adult fitness classes, music lessons, reading labs, etc., may obtain a parking permit by making application to the Parking Office.

#### 7. Health Sciences Center Permits

a. Health Sciences Center permits issued to HSC students are valid on the Norman campus only in student lots (commuter, multipurpose, housing,

priority housing).

b. Health Sciences Center Permits issued to HSC faculty/staff are valid on the Norman campus only in faculty/staff and multipurpose lots.

c. HSC permits are not valid on the North (Parrington) Oval, Service Vehicle areas and visitor areas. Vehicles must display both the HSC hang tag permit AND the HSC rear window decal when parked on the Norman campus.

## VII. Student Parking Regulations

### A. General Student Restrictions/Provisions

1. Parking permit restrictions in student parking areas are enforced all year except on holidays when the university is officially closed (Thanksgiving, Christmas, etc.).

2. Student-permitted motor vehicles may be parked in faculty/staff lots (except 24-hour reserved lots) as follows:

a. Weekdays from 4 p.m. to 7 a.m. in most gated lots.

b. All day on Saturdays and Sundays unless posted otherwise.

c. Inoperable or raised gates do not negate the permit restrictions in designated faculty/staff areas during the hours of enforcement.

### B. Student Employees

1. Students holding university employment in *student* positions are not eligible for employee parking privileges.

2. Students appointed as full-time university employees and not enrolled in any classes for the summer session may purchase a faculty/staff permit for the summer only. This permit will expire on Aug. 15.

### C. Commuter Students

1. All commuting students are urged to take advantage of the CART service, for which there is no per-ride fare. Presentation of a valid student identification card authorizes students to

ride free.

a. Vehicle owners riding the CART shuttle do not have to pay a permit fee or display any university permit to park in the north central Lloyd Noble Center parking lot.

2. Commuters parking on the main campus must park only in areas designated for their use or in designated *multipurpose* spaces and lots.

3. All commuter permits expire at the end of the spring academic semester.

4. Students enrolled in classes at the Law Center may obtain a *commuter law* parking permit authorizing them to park in designated student parking at that location or in any other designated *commuter* or *multipurpose* space or lot. Regular commuter permits are not valid in Law Center student parking.

5. Students whose academic schedule requires their presence on campus only after 3:30 p.m. on weekdays and/or on weekends may obtain an *evening* parking permit in lieu of the commuter permit.

a. Evening permits are valid only from 3:30 p.m. to 7 a.m. Monday through Friday.

#### D. Resident Students

1. Designated student parking in the student residence hall area is reserved for housing-permitted vehicles 24 hours daily, seven days a week, during the fall and spring academic semesters.

2. Students residing in residence halls who own or operate a motor vehicle on the Norman campus at any time during the year, except the move-in period prior to the fall semester, must purchase a housing parking permit. The housing permit does not authorize parking in *priority housing* areas, but is valid in designated *housing* and *multipurpose* spaces and lots. After 4 p.m. housing permitted vehicles may park in most faculty/staff and commuter lots north of Lindsey Street. Vehicles must be moved back to the housing area before 7 a.m.

3. Students residing in university residence halls who have two semesters

of living in university housing are eligible to purchase a priority housing permit. Verification from the University Housing Office is required to upgrade from the housing permit to the priority housing permit.

The priority housing permit authorizes parking in all spaces and lots designated priority housing, housing, and multipurpose. After 4 p.m., priority housing permitted vehicles may park in most faculty/staff and commuter lots north of Lindsey Street. Vehicles must be moved back to the housing area before 7 a.m.

4. Students residing in Headington Hall must purchase Headington Hall parking permits, which are valid only in the lot designated for that use or in any designated *multipurpose* lot. After 4 p.m. Headington Hall permitted vehicles may park in most faculty/staff and commuter lots north of Lindsey Street. Vehicles must be moved back to the Headington Hall area before 7 a.m.

## VIII. Visitor and Customer Parking

Certain spaces and areas in campus parking facilities are set aside for use by visitors; these areas have been located for maximum visitor convenience and clearly identified by signage.

Enrolled students, employees, vendors, office occupants and tenants are NEVER considered visitors. Visitors are those not affiliated with the University of Oklahoma.

1. Permits also may be purchased in the Parking Office, located at 1107 Elm Ave. in Stubbeman Place, from 8 a.m. to 5 p.m. Monday through Friday, except university holidays.

2. The parking center associated with Oklahoma Memorial Union, which is usually available for use by visitors, is operated by the Union and is not subject to university permitting requirements (see Section III, General Information).

3. Only bonafide visitors, as defined in Section II, may park in designated visitor parking between 7 a.m. and 5 p.m. on weekdays.

4. Parking in metered visitor areas is subject to the time limitation imposed by the meter and the meter must be paid during the stated hours.

5. Visitors are expected and required to abide by properly signed or marked parking restrictions.

a. Visitors receiving a parking citation should call or write the Parking Office for further information.

b. Visitors wishing to pay a citation may do so in the Parking Office between 8 a.m. and 5 p.m. or may enclose a check or money order in the citation envelope and mail it.

6. Visitors whose vehicles display the state-issued physical disability permit may use any available designated physical disability parking space on campus. For further campus parking accessibility information, call the Parking Office at (405) 325-3311.

## *IX. Elm Avenue and Asp Avenue Parking Facilities*

All university established rules and regulations apply. Questions regarding the operation of these facilities should be directed to the Parking Office, located at 1107 Elm Ave. in Stubbeman Place, Norman, OK 73072, (405) 325-3311.

The Elm Avenue Parking Facility is a five-level structure located south of Catlett Music Center. This facility has 576 parking spaces with the first level being reserved parking. Four-hour metered customer service spaces are located on the first ramp. Levels two through five are designated for commuters and faculty/staff.

The Asp Avenue Parking Facility is a six-level parking structure located immediately west of the stadium. This facility has 724 parking spaces with no parking on the plaza level and the second level being reserved parking. Metered 45-minute and two-hour customer service spaces are located on the first ramp. Levels three through six are designated for commuter and faculty/staff as signed.

Reserved parking is on first-come basis and must be purchased through the Parking Office. All unauthorized vehicles parked in reserved spaces will be cited and are subject to impoundment. Spaces are reserved in the Elm Avenue and the Asp Avenue Parking Facilities from 6 a.m.

until 10:30 p.m. Monday through Friday. Special reserved parking permits must be displayed.

Change machines are provided in both facilities as a convenience only. Inoperable change machines do not constitute "free" parking, and parking meters must be paid for the desired amount of time.

## *X. Enforcement*

The Parking Office is responsible for enforcement of the parking regulations articulated in this document. The OU Police Department enforces applicable federal, state and local laws on university property or otherwise within their jurisdiction, including those governing the registration, licensure and operation of motor vehicles and the traffic regulations articulated in this document and may also enforce parking regulations. The Police Department is exclusively responsible for enforcement of regulations pertaining to skateboards, roller skates and in-line roller skates.

A. Law enforcement, including traffic laws and collision investigation, is accomplished by commissioned university police officers, who wear blue uniforms and operate marked police vehicles.

1. Moving violation citations issued by university police officers are heard in the Municipal Court of the city of Norman or the Cleveland County District (state) Court.

2. Reports on traffic collisions are submitted to the Oklahoma Department of Public Safety as required by state law.

B. Enforcement of parking regulations is accomplished primarily by Parking Control personnel of the Parking Office, who wear black and tan uniforms.

1. University parking citations are adjudicated wholly within the university as an administrative process (see Adjudication of Parking Citations, Section XI).

C. Failure to comply with the lawful directions of university police, community service officers or parking control personnel acting in the performance of their duties is a violation of the

University of Oklahoma Student Code of Conduct, and may subject the violator to disciplinary action in addition to any parking, traffic or criminal enforcement action taken.

## ***XI. Adjudication of Parking Citations***

**A.** Citations must be appealed online at [www.ou.edu/parking](http://www.ou.edu/parking) within 14 calendar days of issuance or the right of appeal is waived. **A \$5 appeal charge will be added to all appeals that are sustained or reduced.**

**B.** Citations not paid will be subject to a \$5 late charge. This charge will be added if the fine is not paid within 30 days of the date of issuance.

**1.** Unpaid charges for citations will be referred to the Bursar's Office for collection.

**2.** Students are not able to enroll or to pay tuition without first paying parking fines/fees charged to their account.

**C.** All parking citations may be paid in person, by mail at the Parking Office located at 1107 Elm Ave., Norman, OK 73072, in Stubbeman Place, or online at [www.ou.edu/parking](http://www.ou.edu/parking).

**1.** DO NOT send cash in the U.S. or campus mail; the university will not be responsible for cash lost in the mail.

**D.** Individuals may appeal parking citations within 14 calendar days of issuance by submitting an appeal using the form on the parking website located at [www.ou.edu/parking](http://www.ou.edu/parking) and electing either personal appearance or board hearing only.

**1.** Student appeals will be heard by the Student Appeals Court, which is operated under the authority of and in accordance with procedures established by the Student Code of Conduct and the University of Oklahoma Student Association.

**2.** All other appeals will be directed to and heard by the Parking Violation Appeals Committee, which is appointed by the president of the university from nominees submitted by the Faculty Senate and the Staff Senate.

**3.** The decisions of the Student Appeals Court and Parking Violations Appeals Committee are final and binding.

**4.** Once a citation has been appealed and the court or committee has made its decision, that citation cannot be waived.

## ***XII. Special Event and Other Unusual Parking Needs***

**A.** Individuals or departments planning to conduct short courses, workshops, conferences or special events to which persons from off campus will be invited should inform the Parking Office as soon as possible, preferably at least one week in advance of the event, of the anticipated attendance, duration of the event and special parking or traffic management requirements.

**1.** Only the Parking Office is authorized to commit or approve the use or closure of university parking facilities.

**2.** The approval of the university Department of Public Safety is required for any special event that will necessitate the disruption or re-routing of vehicular traffic flow, the closure of campus streets, or that involves parades including motor vehicles or motorcades (with or without police escort).

**B.** Students, faculty members or staff may apply in advance for visitor parking permits for individuals or groups whom they invite to the campus. Notice should be given to the Parking Office sufficiently in advance to make appropriate parking arrangements and deliver required permits, preferably one week in advance of the visit, minimum.

## ***XIII. Impoundment Procedures***

**A.** Parking Control personnel of the Parking Office and/or members of the Police Division of the university Department of Public Safety are authorized to impound vehicles on university property in Norman as follows:

**1.** Any vehicle to which three or more parking citations have been issued where the appeal period on those citations has expired with no action taken toward their

disposition.

2. Any vehicle displaying a University of Oklahoma parking permit that has been reported lost or stolen.

3. Any vehicle displaying a forged, altered or unauthorized University of Oklahoma parking permit.

4. Vehicles parked blocking crosswalks, curb cuts, sidewalks, building entrances, spaces reserved for vehicles displaying physical disability permits, blocking access to a fire hydrant or fire department connection, in a fire lane, blocking access to a trash dumpster or trailer, in any other marked tow-away-zone, or on grass or other landscaped surface.

5. Vehicles parked in a driveway or travel lane or otherwise so as to impede vehicular traffic flow or constitute a traffic hazard; blocking the operation of or access by emergency equipment, including but not limited to law enforcement vehicles, fire apparatus and emergency medical vehicles; or preventing the making of essential repairs to university facilities.

6. Vehicles parked in the area between a sidewalk and the curb of a street in areas contiguous to university property.

7. Unauthorized vehicles parked in a loading or service vehicle space or zone without the proper permit.

8. Vehicles parked in a posted "no parking" area.

9. Vehicles parked on a yellow curb.

10. Vehicles displaying no registration plate or an expired registration plate in accordance with applicable state statute(s).

11. Vehicles that are inoperable or derelict.

12. Vehicles that are determined to have been abandoned.

13. Motor vehicles parked inside a structure not designed and equipped for that purpose or preventing or impeding safe ingress or egress at any facility.

14. Vehicles appearing on a list issued by the Parking Office by virtue of having dishonored a financial contract ("promissory note") with the university.

B. Vehicles being impounded also are subject to citation for the violation that necessitated their removal, as applicable.

C. Release of all vehicles impounded by members of the University Police Department must be approved through their headquarters.

1. Release of vehicles impounded for parking-related reasons may be accomplished at the Parking Office during their regular business hours; the Parking Office will coordinate release approval with the university police.

a. At all other times, release must be accomplished in person by the vehicle owner or their legal agent at university police headquarters.

2. Vehicles impounded by the university police are normally held in the custody of the commercial provider with which the university contracts for wrecker services. Owners of such vehicles will pay all charges and fees due direct to that commercial provider. Storage charges at these facilities begin to accrue immediately. Claimants must present satisfactory proof of ownership and positive identification documentation, including a valid driver's license.

3. The university police may, at their discretion, elect to hold certain impounded vehicles at their headquarters. In such cases, the owner will pay an impoundment fee at university police headquarters to obtain release of their vehicle. This impoundment fee must be paid prior to release and will not be waived under any circumstances.

D. If a vehicle is determined to have been impounded in error, all university charges associated with the impoundment will be waived.

1. If already collected, such fees will be refunded upon application to the Parking Office. The owner may also make application for refund of charges and fees paid to the commercial wrecker service provider.

#### *XIV. Disclaimer*

A. University parking permit licenses the issuee to park one motor vehicle in the area(s) designated for use by that category of permit at the issuee's risk. The university, as licensor, hereby declares itself not responsible for fire, theft, damage to or loss from any motor vehicle or any article left therein. Only a license is granted by the permit and no bailment, expressed or implied, is created. The university assumes no liability whatsoever in connection with the operation of motor vehicles on its property.

## *Bicycle, Skateboard, and*

### A. Bicycles

1. When ridden on streets or in areas intended for use by motor vehicles, bicycles shall observe all “rules of the road” applicable to those vehicles.
2. Bicycles may be ridden on campus sidewalks, except where such riding is specifically prohibited by signs, but at all times must be kept under the control of the rider, operated at a safe speed and yield the right of way to pedestrians.
  - a. In the event of a collision on campus sidewalks involving a bicycle, including without limitation any contact with a pedestrian, the involved parties must stop and exchange names, local addresses, telephone numbers and, if students, student ID numbers.
3. Bicycles may not be ridden inside any university building or parking garage or on ramps associated with structures.
4. Bicycles shall be parked only in designated racks or lockers placed on campus by the university for that purpose. Bicycles parked other than in bicycle racks/lockers may be issued a parking citation and are subject to impoundment. Bicycles secured to campus fixtures other than designated racks shall be subject to removal and impoundment without prior notice. The responsibility for the security of parked bicycles rests with the owner. The university shall not be responsible or liable in any way for lost, stolen, or damaged bicycles. Bicycles shall also be kept in good working order and shall not be allowed to deteriorate.
5. Bicycles may not be parked indoors. Bicycles parked indoors shall be subject to removal and impoundment without prior notice.
6. The university may remove any bicycle that is abandoned. By definition under this policy, a bicycle is considered abandoned when it is observed to be apparently parked in the same location longer than two weeks or that is apparently broken, inoperable, or derelict. If a removed bicycle is registered under this policy, the university will try to contact the registered owner to arrange for removal. All contact with university affiliates will be made by using their university assigned e-mail address. If an abandoned bicycle is not registered, the university may remove it immediately. The university is not responsible for the cost of locks, chains, other security devices, or any other item that may be damaged or destroyed as a result of removing any bicycle.
7. The university may dispose of any bicycle that has been in storage longer than three months. The university may destroy or otherwise dispose of any removed bicycle. Impounded bicycles are stored by the OU Facilities Management. To effect release of their bike, owners must contact the Facilities Management at 325-6953 to set an appointment and meet Facilities Management personnel at the storage location. Any owner wishing to reclaim

## *In-Line Roller Skate Policy*

an impounded bicycle removed from the University campus shall produce evidence of ownership to the satisfaction of the Facilities Management before the bicycle will be released. Owners will not be compensated for locks or security devices necessarily damaged in order to accomplish impoundment. The university may charge fines in accordance with Title 13.5 Table One of the Campus Citation System for reclaiming removed bicycles. Payment of fines shall be the responsibility of the bicycle's owner and can be appealed as set forth in Title 13.5 of the Student Code.

### **B. Bicycle Registration**

Any bicycle operated on the university campus shall be registered with the University Department of Public Safety ("DPS" or "campus police") through the university and city of Norman joint bicycle registration program. This requirement applies regardless of whether the owner is a student, faculty or staff member. Registration is at no cost. Bicycle operators may contact campus police or the Safe Walk Office for information about how to register. Walk-in registration locations:

OU Police Headquarters  
2775 Monitor Street  
Tuesday through Thursday,  
10 a.m. to noon and 1 to 4 p.m.  
325-2864

Safe Walk Office (Cate Center Main Building)  
7 days a week, 8 p.m. to midnight  
325-WALK

ONLINE registration: <http://www.ou.edu/oupd/bikereg.htm>  
7 days a week, 24 hours a day

Registration decals sent by U.S. mail.  
Allow two weeks for processing.

### **C. Skateboards, In-line Roller Skates, and Roller Skates**

1. Skateboards, roller skates and in-line roller skates may be used on campus sidewalks but at all times must be kept under control of the user, operated in a safe manner compatible with the flow of pedestrian traffic, and yield the right-of-way to pedestrians.

2. "Stunting" of any kind by users of skateboards, roller skates or in-line roller skates is strictly prohibited.

3. Skateboards, roller skates or in-line roller skates may not be ridden inside any university building or parking garage or on ramps associated with structures.

***XV. Severability***

If any section, subsection, sentence, clause, phrase, or portion of these regulations is, for any reason, held invalid or unconstitutional by any court or body of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of these regulations.

***XVI. Public Comments***

Suggestions on methods of improving parking on campus are welcomed by Parking and Transportation Services, the auxiliary unit administratively responsible for the parking function. Suggestions should be addressed in writing to the Manager, Parking Services, 1107 Elm Ave., Norman, OK 73072.

***Appendix A***

***Violation and Charge Schedule***

Fraudulent Use of Physical Disability Permit .....	<b>\$150</b>
Using a Lost/Stolen Permit.....	<b>\$125</b>
Using an Altered or Forged Permit ....	<b>\$125</b>
Using an Unauthorized Permit.....	<b>\$125</b>
Parked in or Blocking Physical Disability Space .....	<b>\$125</b>
Parked in or Blocking Fire Lane .....	<b>\$50</b>
Reserved Parking .....	<b>\$40</b>
State/Emergency Vehicles Only.....	<b>\$250</b>
Parked in or Blocking Driveway/Parking Facility .....	<b>\$250</b>
Parked in or Blocking Driveway/Surface Parking.....	<b>\$100</b>
Parked on a Yellow Curb .....	<b>\$25</b>
Parked in or Blocking Crosswalk/Curb Cut .....	<b>\$25</b>
Parked in Service Vehicles Only Area .....	<b>\$25</b>
Parked Blocking a Dumpster .....	<b>\$25</b>

Parked Taking Up More Than One Space .....	<b>\$25</b>
Parked Against Traffic .....	<b>\$25</b>
Parked On or Blocking Sidewalk.....	<b>\$25</b>
Double-Parked .....	<b>\$25</b>
Parked on the Grass.....	<b>\$25</b>
Other – See Remarks .....	<b>\$25</b>
Exceeding Time Limit of Sign or Permit.....	<b>\$25</b>
Faculty, Staff or Student Parked in Visitor Space.....	<b>\$25</b>
No Valid Permit Displayed .....	<b>\$25</b>
Displaying Wrong Permit for Lot.....	<b>\$25</b>
Expired Meter .....	<b>\$20</b>

A \$5 late charge will be added to all unpaid citations if not paid within 30 days from the date of issuance.

***Parking Permit Fee Schedule***

People who have purchased permits may be due a credit on the unused portion if the permit is returned prior to the expiration date. The permit is not transferable to another university student or employee under any circumstance.

Faculty or staff permit holders are required to return their purchased parking permits to the Parking Office should they leave the university prior to the expiration date.

Reserved.....	<b>\$1,027</b>
Faculty/Staff/Contractor/Vendor.....	<b>\$256</b>
Housing/Priority Housing/Headington Hall student.....	<b>\$226</b>
Commuter Student.....	<b>\$226</b>
Evening .....	<b>\$80</b>
Motorcycle.....	<b>\$44</b>
Summer .....	<b>\$32</b>
Short Term (weekly).....	<b>\$12</b>
One-day Student .....	<b>\$4</b>
One-day Faculty/Staff .....	<b>\$4</b>
Visitor (daily) .....	<b>\$1.50</b>

**The posting of handbills, advertisements, fliers, etc., on the windshields of automobiles parked on campus is expressly prohibited except where permission is granted.**