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**PARKING ON CAMPUS**

**Parking Areas** *(see fold-out map)*

- **Permit Lots:** Designated permit lots are located throughout campus. Vehicle parking in permit lots must display a valid University parking permit designated for that lot. Visitors may purchase Day Permits at the Transit & Parking Services office, at the Wyoming Union or online. The fee for a Day Permit is $5/day.

- **Day Lot:** Located at 15th Street and Willett Drive, the Day Lot is monitored from 7:00 a.m. - 5:00 p.m. Monday through Friday at a fee of $1.00/hour. The Day Lot is available for use by anyone.

- **Metered Parking:** Metered parking is available throughout campus for short-term use at a fee of $1.00/hour. Generally, meters are available for up to two hours at a time. Vehicles displaying any valid permit must still pay the meter.

- **Express Shuttle Lots:** The Union Express Lot is located at 30th and Willett Drive. The South Express Lot is located at 15th and Spring Creek. Two shuttle services (Union Express and South Express) provide easy access to campus from 7:00 a.m. - 6:30 p.m. on university business days (6:00 p.m. during the summer). Overnight parking is prohibited.

- **“P” Permit Parking:** Long-term parking for residence hall students is located along 30th Street between Willett and Armory Road. Off Armory Road is a second lot at the Little League complex. Bus service is provided to and from the residence halls 24/7 while school is in session. “P” permit parking is not permitted in the Express Shuttle Lots. The long-term lot is not designated for storage of RV’s and boats. All vehicles parking in the long-term lot must have current license plate registration.

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**Transit & Parking Services**

The University of Wyoming’s Transit & Parking Services Department aims to create and maintain a safe and orderly campus environment for pedestrians and vehicle operators, while providing a range of parking and transportation services for people of all abilities. Transit & Parking Services strives to deliver services that are reliable, safe, pleasant and flexible. Transit & Parking Services also issues campus parking maps and permits, serves as a liaison to the University of Wyoming transit system to maintain the convenience of access between inner campus destinations and perimeter parking facilities and enforces the parking regulations throughout the year.

The 2016-2017 University of Wyoming Parking Regulations are written to clarify parking policies and procedures which apply to all individuals parking on the UW campus. Thank you for helping keep the University of Wyoming campus safe and accessible.

**Transit & Parking Services**

462 North 10th Street  
Laramie, WY 82072  
(307) 766-9800  
FAX: (307) 766-9804  
email: tps@uwyo.edu

The Transit & Parking Services office is open from 7:30 a.m. - 5:00 p.m. on university business days (7:30 a.m. - 4:30 p.m. during the summer) with free customer parking on the south side of the building. Should you have an emergency after business hours, notify the UW Police Department at 766-5179.

For more information visit the Transit & Parking Services website: www.uwyo.edu/tps
Accessible Parking for Individuals with Disabilities

Any student, faculty or staff with a temporary or permanent state disability placard is eligible to purchase a disability permit. A “D” permit, in conjunction with a valid state/city disability placard or disability license plate, allows a vehicle to park in “accessible,” “A,” “C,” or “R” spaces. A state/city placard or proof of a disability license plate must be presented to Transit & Parking Services as verification.

A Temporary Disability or “TD” permit, in conjunction with a valid state/city disability placard or disability license plate, allows a vehicle to park in “accessible,” “A,” “C,” or “R” spaces. A valid temporary state/city disability placard must be provided to Transit & Parking Services when applying for this permit.

For short-term use, accessible parking for individuals with disabilities is available through one of the following options:

- A Day Permit, when used in conjunction with a state placard or disability license plate, will allow a vehicle to park in any accessible, “A,” “C,” or “R” meter space on a daily basis for $5/day.
- Metered spaces for individuals with disabilities are located throughout campus. These metered spaces are marked with a universal disability symbol and require a displayed state placard or disability license plate. Meters cost $1.00/hour.
- “Accessible” parking for individuals with disabilities is also available in the Day Lot and the Express Shuttle Lots. Please note that some accessible spaces require both a state disability placard and a UW permit. This requirement will be noted on the sign at the parking space.

Visitor Parking

Visitors are always welcome at the University of Wyoming. Visitors to the campus are encouraged to use any of the following options: Day Lot (located east of Half Acre), metered parking, Express Shuttle Lots or Day Permits.

Curb Parking

Vehicles parked parallel to a curb must park in the same direction as the flow of traffic. Many residential areas around campus require city parking permits. Please contact the City Manager’s office for more information.

Loading/Unloading Zones

The university maintains various loading/unloading zones adjacent to buildings for use by service vehicles, vendors, and others needing to deliver or pick up materials on university business.

Loading/unloading zones are 15 minute parking zones unless otherwise posted. All users of loading/unloading zones must abide by these limits. You must call Transit & Parking Services at 766-9800 to request permission to exceed the time limit.

Snow Removal

Overnight parking is not encouraged in “A” and “C” lots due to snow removal efforts before and after regular business hours. Please park at your own risk.

University, State and Federal Vehicles

University, state, or federally-owned vehicles that do not qualify for a “U” permit must park in designated storage lots located west of the intersection at 14th & Bradley. Vehicles in violation will be cited and fined accordingly. Please call the Transit & Parking Services office for short-term parking solutions for university, state and federal vehicles.

Motorist Assistance

In the event of an emergency or mechanical failure, please immediately notify Transit & Parking Services at 766-9800 during university business hours or the University Police Department at 766-5179 after business hours. The owner or driver of the vehicle must arrange for the vehicle to be moved as soon as possible or as otherwise directed.

Special Circumstances

Under certain circumstances, such as special campus events, Transit & Parking Services, the University Parking & Traffic Advisory Group or the University Police Department may temporarily suspend parking requirements and permit designations.
Parking Restrictions

We ask that you respect the UW campus and park only in spaces that are designated for vehicles. Safety precautions necessitate “No Parking” areas. Violators will be fined and vehicles are subject to being immobilized and/or towed at the owner’s expense. Restricted areas include, but may not be limited to:

- Yellow zones
- Service drives
- Marked pedestrian crosswalks
- Within 15 feet on either side of a fire hydrant
- Fire lanes
- “Accessible” spaces unless proper permits are displayed
- “U” permit required parking spaces
- White striped loading areas
- Bicycle lanes
- Areas posted “No Parking” or “Reserved”
- Areas not specifically designated for parking (i.e. sidewalks, grass, etc.)
- Bus stops
- Unimproved lots/fields

Parking is permitted only in designated spaces. A parking space is delineated by lines on pavement or curb blocks. The lack of a “no parking” sign or yellow curb does not signify that parking is permitted in that area.

Reserved Departmental Spaces

UW employees are prohibited from using reserved spaces unless permission is granted by Transit & Parking Services.

PARKING POLICIES & PROCEDURES

In order to avoid fines, all motorized vehicles parked on campus must display a valid university parking permit unless parked at a metered space, in the Day Lot, in the Express Shuttle Lots or in the Long Term Parking Lot.

Temporary Parking

Temporary parking in restricted areas or permitted areas without a permit is not allowed. Operating flashers or having someone waiting in or around vehicle is not allowed.

Parking Permits

- Permits may be purchased from Transit & Parking Services at 462 N. 10th Street or the Transit & Parking Services website (www.uwyo.edu/tps).
- A university parking permit allows vehicles to park in designated areas on campus.
- Parking permits are registered to vehicle license plates. Citations issued to a particular vehicle are ultimately the responsibility of the registered owner of that vehicle. The university reserves the right to demand payment of fines from the permit holder or the vehicle driver.
- Permits are not transferable from one person to another.
- A parking permit is registered for use on up to three vehicles listed on the parking registration form. Please report additions or changes of vehicle information immediately, failure to do so may result in a fine.
- A permit is valid only if it is properly displayed and entirely visible. Adhesive permits must be affixed to the passenger side, lower front corner of the windshield. Motorcycles, motor bikes, all-terrain vehicles, and motor scooters parked on campus must display a valid permit in a prominent location. It is a violation to display more than one university permit unless using a TD permit.
- Parking permits are the property of the University of Wyoming. Unauthorized use of a university parking permit may be prosecuted under Wyoming law. Parking permits can be revoked when circumstances are warranted.
- If you become eligible for a permit classification change, please report your circumstances to Transit & Parking Services within one week. Proof is required.
- Please report a change in address to Transit & Parking Services within one week.
- Please report a lost, stolen or destroyed permit to Transit & Parking Services or the University Police Department. Transit & Parking Services can issue a replacement permit only after an affidavit form is completed and signed.
- University Board Retirees may obtain an “A,” “D” or “M” permit free of charge with verification of retirement status.
- Monthly and lump sum payroll deductions are an available payment option for benefited faculty and staff. Semester permits are only eligible for lump sum deductions. There are no refunds for payments made via payroll deductions. Payroll deductions are not accepted after the spring semester ends.
- The university will not be held responsible for any accident or theft involving vehicles while parked or operated on campus.
- Only one “A”, “C”, “R”, “D” permit may be sold per eligible person.
- Students that are not benefited employees may not obtain or use “A” permits.
- UW employees and students may not obtain or use a “B” or “V” permit unless permit was provided by eligible contractor or vendor.
### 2016/2017 Permit Classification & Fees

<table>
<thead>
<tr>
<th>PERMIT TYPE</th>
<th>DESCRIPTION</th>
<th>ANNUAL FEE</th>
<th>SEMESTER FEE</th>
<th>SUMMER FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;A&quot;</td>
<td>Faculty/Staff</td>
<td>$196.00</td>
<td>$98.00</td>
<td>$16.33/mo.</td>
</tr>
<tr>
<td>&quot;C&quot;</td>
<td>Commuting Student</td>
<td>$130.50</td>
<td>$65.25</td>
<td>$10.88/mo.</td>
</tr>
<tr>
<td>&quot;D&quot;</td>
<td>Permanent Disability</td>
<td>Employee - $196.00</td>
<td>Student - $130.50</td>
<td>Employee - $16.33/mo.</td>
</tr>
<tr>
<td>&quot;M&quot;</td>
<td>Motorcycle</td>
<td>$22.00</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>&quot;V&quot;</td>
<td>Vendor</td>
<td>$288.00</td>
<td>$144.00</td>
<td>$24.00/mo.</td>
</tr>
<tr>
<td>&quot;B&quot;</td>
<td>Contractor</td>
<td>$288.00</td>
<td>$144.00</td>
<td>$24.00/mo.</td>
</tr>
<tr>
<td>Day</td>
<td>A Day Permit may be purchased at TPS, the Wyoming Union, or online at <a href="http://www.uwyo.edu/tps">www.uwyo.edu/tps</a>. This permit is valid in &quot;A&quot;, &quot;C&quot; &amp; &quot;R&quot; spaces (see permit) and is also valid in disability spaces in conjunction with a state/city issued disability placard or disability license plate. Motorcycles are not eligible.</td>
<td>$5.00/day</td>
<td>$5.00/day, valid in &quot;A&quot;, &quot;C&quot;, &amp; &quot;R&quot; spaces</td>
<td></td>
</tr>
<tr>
<td>&quot;U&quot;</td>
<td>Service Vehicles</td>
<td>$196.00/year for UW Vehicles &amp; $288/year for non-University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;TD&quot;</td>
<td>Temporary Disability</td>
<td>Employee - $16.33/mo.</td>
<td>Student - $10.88/mo.</td>
<td>Free with valid &quot;A&quot;, &quot;C&quot;, or &quot;R&quot; permit</td>
</tr>
<tr>
<td>&quot;LE&quot;</td>
<td>Low-Emitting, Fuel Efficient</td>
<td>FREE</td>
<td>FREE</td>
<td>FREE</td>
</tr>
</tbody>
</table>
Permit Refunds

Annual permits (including: “A” and “D” for faculty and staff, “Vendor,” and “Contractor” permits) may be returned for a prorated refund through the first Friday in May. Annual permits (including: “C,” “R” and “D” for students) may be returned for a prorated refund through the last Friday in February. Semester, monthly and day permits are not eligible for refunds. Permits not returned will be invoiced to the departing employee. The balance of any fines owed to Transit & Parking Services will be deducted from any refund due. There is a $5 processing fee for all refund requests. Refunds cannot be issued for any deduction that has been taken out of an employee’s paycheck.

Lost/Stolen Permits

In the event a permit is lost or stolen, the permit holder will be required to complete and sign a Lost/Stolen Permit Affidavit with Transit & Parking Services stating the permit is no longer in the permit holder’s possession. Permit replacement costs $20 if lost or no charge if stolen. If a permit is stolen, customer must complete an affidavit and file a report with police.

Enforcement

Parking is enforced 24 hours a day, 7 days a week in yellow zones, fire lanes, spaces marked accessible spaces, “U” parking, reserved parking, loading/unloading zones, motorcycle parking, no parking areas and “R”, “A”, and metered parking around the Residence Halls and Greek housing. Other spaces are enforced on university business days, Monday through Friday, from 8:00 a.m. - 5:00 p.m. (4:30 p.m. during summer). Overnight parking in the Express Lots is enforced year-round.

Fines for parking violations are due upon receipt and payable by the following methods:
• Online at www.uwyo.edu/tps
• Drop off or mail payments to:
  University of Wyoming
  Transit & Parking Services
  462 N. 10th Street
  Laramie, WY 82072
• If using Campus Mail, send to Transit & Parking Services

Fines/Fees

Transit & Parking Services would rather not give you a ticket, so please be aware that university parking regulations are enforced by Transit & Parking Services which issues and revokes permits in accordance with these regulations. Citations issued to a particular vehicle are ultimately the responsibility of the registered owner of that vehicle. The university reserves the right to demand payment of fines from the permit holder or the vehicle driver.

Violation of university parking regulations will result in the following fines:

1. Fraud.........................................$182.00
   Fraud includes any of the following:
   • Displaying a previous citation, warning, or envelope
   • Reproducing or falsifying a permit
   • Use of a lost or stolen permit
   • Removing license plates and/or covering VINs
   • Providing false information to obtain a permit
   • Damaging or removing a boot
   • Resale or transfer of permit to an unauthorized person/vehicle.
   • Use of invalid parking permit
   • Fraud violations as defined above will become eligible for immediate immobilization.

2. Parking in an accessible space without a disability permit..............$156.00

3. Parking in a fire lane..........................$78.00

4. Parking in a yellow zone.....................$36.50

5. Parking in “No Parking” areas, including sidewalks and reserved spaces......$31.50

6. Failing to register vehicle.................$31.50

7. No permit......................................$31.50

8. Failing to park in assigned area.........$26.00

9. Failing to display permit properly.......$21.00

10. Overtime violation on a meter..........$21.00

11. All other violations.......................$15.50
Violation of university parking regulations may result in vehicle immobilization. Fees for immobilizing and fines for unpaid citations must be paid in full or a signed agreement made prior to the release of the vehicle. Three or more unpaid citations or a fraud violation may result in immobilization of the vehicle at the registered owner’s or permit holder’s expense. In order to remove the immobilization device, the following fees will apply:

1. First offense........................................$52.00
   + payment of unpaid parking fines
2. Second and future offense*........$104.00
   + payment of unpaid parking fines
*At the discretion of the university, violators may also lose parking privileges. Payments made when vehicle is immobilized must be made by cash or credit. Checks will not be accepted.
**Any damage to immobilization device will be responsibility of vehicle owner.

Collection and Payment of Fines

1. Fines for parking violations are due upon receipt and payable by the following methods:
   • Access your account online at www.uwyo.edu/tps
   • Drop off or mail payments to:
     University of Wyoming
     Transit & Parking Services
     462 N. 10th Street
     Laramie, WY  82072
   • If using Campus Mail, send to Transit & Parking Services

2. A fine constitutes a debt owed to the university and is subject to collection procedures. Collection efforts may include, but are not limited to, payroll deduction, withholding of transcripts and denial of registration privileges, referral to collection agencies, immobilizing and/or towing the vehicle at the violator’s expense.

3. Willful or persistent violations may be grounds for revoking parking privileges.

4. Payments made when vehicle is immobilized must be made by cash or credit. Checks will not be accepted.

Holds

1. A student failing to pay fees, charges, fines, penalties, deposits, or short-term loans as prescribed by Trustees of the University of Wyoming shall be denied registration at the university and denied copies of academic transcripts and/or diplomas until such fees, charges, fines, penalties, deposits, or short-term loans are paid in full.

2. Transit & Parking Services may place holds on any student account associated with an outstanding balance. Holds are removed during the evening hours if payments are paid in full and processed prior to 6:00 p.m.

Appeals Process

UW Regulation 1-2, Sec. K has established a process for appeals to assist with parking citations deemed as unjustified.

1. Any person who receives a University parking citation may appeal the citation. Appeal forms are available online at www.uwyo.edu/tps or at the Transit & Parking Services office. Please include a copy of the citation with the appeal. The appeal must be received within 15 days after the date of issuance of the citation. Appeals submitted after the 15-day deadline result in the forfeiture of the opportunity to appeal and payment of the citation is required. The appeal should present substantial and valid evidence that the parking violation was either not committed or that the violation occurred due to circumstances beyond the appellant’s control. Appeals can be delivered or mailed to Transit & Parking Services at 462 N. 10th St., Laramie, WY 82072.

2. The Traffic Appeals Committee will grant, deny, reduce or table an appeal within 30 days of the date it is received and will send written notification to the appellant.

3. In order to contest the decision of the Traffic Appeals Committee, a second written appeal may be submitted that provides new and/or additional information for
committee's consideration. Requests for personal appearances are granted at the discretion of the Traffic Appeals Committee.

4. Appeals that are denied or reduced must be paid within 10 days of the date of the letter advising the appellant of the decision of the Traffic Appeals Committee.

5. Appeals are strictly limited to two written and one oral appeal.

**Courtesy**

Transit & Parking Services staff has an obligation to treat all customers with respect and dignity and to assist the campus community in regards to parking procedures, rules and regulations. Customers should treat Transit & Parking Services staff in the same manner. No one likes to receive parking citations; however, that does not entitle students, employees or visitors to treat staff in a personally threatening or intimidating manner. Those in violation may be subject to sanctions via the Dean of Students Office or criminal prosecution from the University of Wyoming Police Department depending on the circumstances.

**FREQUENTLY ASKED QUESTIONS**

**Why do I need a parking permit?**

Transit & Parking Services at the University of Wyoming aims to provide parking on campus that is safe and convenient. Issuing valid permits for every vehicle in permit parking areas is a necessary part of regulating space and works toward creating a campus that allows for both pedestrian accessibility and vehicular safety. Thank you for abiding by the permit parking regulations.

**When is parking enforced?**

Parking is enforced 24 hours a day, 7 days a week in yellow zones, fire lanes, spaces marked by accessible, “U” parking, reserved parking, loading/unloading zones, motorcycle parking, and “R”. “A”, and metered parking around the Residence Halls and Greek housing. Other spaces are enforced on university business days, Monday through Friday, from 8:00 a.m. - 5:00 p.m. (4:30 p.m. during summer). Overnight parking in the Express Lots is enforced year-round.

**What if all the spaces are full?**

A parking permit does not guarantee the holder a specific parking space. It provides the opportunity to park within an area designated for a specific permit type. Drivers are responsible for finding an authorized parking space. Lack of available space, inclement weather or other conditions do not justify parking violations. Keep in mind the Express Shuttle lots and shuttle services.

**Is it okay if I park “here”?**

There are many areas on campus where it might appear that a car would fit, when in fact it is not a legal parking place. We are required, for safety reasons, to maintain specific widths in drive aisles. Parking stalls are generally designated with painted lines on either side, or in gravel lots there may be curb blocks or fencing creating the “edge” at the end of each row. Please park within designated parking stalls. When in doubt, please call Transit & Parking Services at 766-9800 before you park.

**Do I have to buy a permit?**

No. Only those who wish to park in spaces or lots on campus spaces need to buy a permit. Short-term, long-term and day-use parking options are available as well as parking in the Express Shuttle Lots. The shuttle bus runs approximately every 7-9 minutes to and from campus.

**Can I get an “A” permit if I’m currently a student and I work for the university?**

Usually not, unless you are a part-time benefited employee with the university. If you are a student working part-time without benefits you are not eligible for an “A” permit. Graduate students with assistantships are not eligible for an “A” permit.
**Are metered parking spaces and the Day Lot available to students?**

Yes. Metered parking spaces are located throughout campus. The cost is $1.00/hour. The Day Lot is located east of Half Acre near 15th & Willett and is available for temporary paid parking from 7:00 a.m. - 5 p.m.

**How does the Day Lot operate?**

The Day Lot is open Monday through Friday from 7:00 a.m. - 5 p.m. The Day Lot is located east of Half Acre near 15th & Willett. There are two pay kiosks where patrons can pay using license plate number. The rate for the Day Lot is $1.00/hour. If a kiosk is not functioning properly, notify Transit & Parking Services immediately to help you avoid a citation and ensure the problem is fixed. In the event of a malfunction, the proper phone number will appear on the kiosk.

**How do I avoid getting a ticket?**

- Read all parking signs before you park.
- Refer to the color parking map in the Parking Regulations center foldout.
- Allow enough time to park and walk to your destination.
- Remember the allotted amount of time when you are parked at a meter.
- Consider parking away from central campus in the Express Shuttle Lot and riding the shuttle buses.
- If you forget your permit, Transit & Parking Services will issue you a free Day Permit. In unusual circumstances, call Transit & Parking Services at 766-9800 so we can assist you in avoiding a citation.
- If your vehicle experiences mechanical difficulty and you are parked illegally, please contact Transit & Parking Services at 766-9800 to report the incident. Emergency flashers and notes on the dashboard do not authorize illegal parking.

- Special events and construction requirements may impact travel and parking on campus. Please check our website for updates: www.uwyo.edu/tps.
- Always call Transit & Parking Services for current, correct answers to your parking questions.
- Drop off or mail payments to:
  
  **University of Wyoming**
  **Transit & Parking Services**
  **462 N. 10th Street**
  **Laramie, WY 82072**
- If using Campus Mail, send to Transit & Parking Services

**How do I appeal a citation?**

Citations may be appealed online, or may be printed and mailed to the Transit & Parking Services office. Online appeals and appeal forms can be located at www.uwyo.edu/tps. Citation appeal forms must be completed within 15 days of the date of the citation and may be sent to the address on the form or dropped by the Transit & Parking Services office.

**How long is a parking permit valid?**

An annual permit is valid from September 1 through August 31. A permit for the fall semester is valid from September through December. A spring semester permit is valid from January through May. Summer school students can purchase permits by the month.

**How do I obtain a “D” permit?**

Faculty, staff, and students with a permanent disability may buy a “D” permit from Transit & Parking Services. A state placard or a disability license plate must be presented as disability verification. “D” permits are valid in “A,” “C,” or “R” spaces. Campus “A,” “C,” or “R” parking spaces that are marked with accessible are for vehicles properly displaying both a state placard or disability license plate AND a university “D” permit. Metered disability spaces must show a valid state placard.
How do I obtain a “TD” permit?

Faculty, staff, and students with a temporary disability may buy a “TD” permit. There is no charge for a “TD” permit if you already have a valid parking permit. A temporary city or state placard must be provided when applying for a “TD” permit. “TD” permits are valid during the duration of the disability in any “A”, “C”, or “R” parking space or in an accessible space marked for individuals with disabilities.

What permit can I purchase if I am a student living on campus?

Students living on campus, in either a residence hall or in an on-campus fraternity or sorority house, may buy a Resident (“R”) permit, a Motorcycle (“M”) permit, a Disabled (“D”) permit, or a Temporary Disability (“TD”) permit. “R” permits cost $130.50/year or $65.25/semester and allow you to park in designated “R” parking spaces. “M” permits are $22.00/year or $11.00/semester (free with the purchase of an “R,” or “D” permit) and allow you to park in “M” parking spaces.

What happens to my “R” permit if I move off campus during the year?

A resident student who moves off campus during the course of the year may exchange an “R” permit for a “C” permit.

Where can I get more information?

- Visit our website at www.uwyo.edu/tps.
- Call us at (307) 766-9800.
- Email us at tps@uwyo.edu.
- Transit & Parking Services is located at 462 N. 10th Street and is open from 7:30 a.m. - 5:00 p.m. (7:30 a.m. - 4:30 p.m. during summer on University business days with free customer parking on the south side of the building.
- Should you have an emergency after business hours, notify the UW Police Department at 766-5179.
Individuals that are deaf, hard or hearing, or speech impaired may contact us at the above phone number through a relay service or by dialing 711.