



# **OLD DOMINION**

## UNIVERSITY

### **Transportation & Parking Services**

### **Parking Rules and Regulations**

### **2024-2025**

# Old Dominion University Transportation and Parking Services

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## GENERAL

All motor vehicles parked in facilities owned, leased or operated by ODU must follow the procedures outlined in this document. All vehicles must either be registered to a valid ODU permit, display a valid paper permit, park at a paid hourly parking space, or park in a designated event parking area during a university-sponsored special event. Old Dominion University and/or Transportation and Parking Services is not responsible for any damage that occurs to a vehicle while on campus. This includes damage that occurs when a vehicle is immobilized or towed from campus.

Under certain circumstances, parking designations may change. The university reserves the right to temporarily close any campus parking area or facility or to change the designation of any parking location. University announcements, campus email, website updates, social media and/or posted signs at affected facilities will be used to communicate these changes. A sign labels the entrance to each lot and parking garage identifying the parking designation of the facility. All posted signs supersede any listed designation or map in these regulations. Signs may at times be removed or missing from some locations; these facilities remain University property and are still subject to enforcement. Parking lot and garage parking designations are annotated on the parking map available at [www.odu.edu/parking](http://www.odu.edu/parking).

## PERMIT PARKING

All parking at ODU is permit controlled and a valid ODU parking permit is required to park on campus. The purchase of a parking permit does not guarantee a parking space but authorizes parking in specific areas of the campus. Permit enforcement hours are listed in the Parking Facilities section of this document. Parking is enforced year-round whenever the University is open, including semester breaks. Enforcement includes all designations along with other spaces and zones, including ADA, Fire Lanes, and No Parking Areas.

ODU uses virtual permits for its Faculty/Staff, Student, Daily, Weekly, and 30-Day permits. This means that a physical hangtag will not be issued to display in the vehicle. The virtual permit system utilizes License Plate Recognition (LPR) to match vehicle license plates to a valid ODU parking permit, as well as determining if the vehicle is parked in a valid location for its permit type. Vehicle license plates must face the drive lane to be scanned for compliance. Vehicles from states that do not require a front license plate must be parked allowing the rear plate to be scanned from the drive aisle (no pulling through or backing in). The LPR system will also identify if more than one vehicle is parked on campus and attempting to utilize a permit associated with another vehicle (i.e. Sharing a Permit).

## SHARING A PERMIT

Individuals may not “share” a parking permit. Parking permits are not transferrable from one individual to another even if their vehicles will not be on campus at the same time. Permits are

only to be used by the individual who purchased the permit. Permit holders are not permitted to register the vehicle of another student, faculty, or staff member to their parking account. Having more than one vehicle registered to the same permit on campus at the same time, registering vehicles that do not belong to you or a family member (except rental vehicles), or registering a vehicle belonging to another campus member, is considered sharing a permit. This may result in one or both vehicles being cited. Vehicles may only be registered to one individual's parking account.

### PERMIT OWNER RESPONSIBILITIES

The permit owner is responsible for maintaining the status of all registered vehicles linked to a permit. This includes the most current license plate if the vehicle registration changes, and the registration of all new vehicles. When a vehicle is sold or traded it must be reported to the Transportation and Parking Services Office at once or any fines accrued by that vehicle after the sale/transfer date will remain the responsibility of the permit holder. Persons who register vehicles with the University, or the most current University affiliate of the household, will incur primary responsibility for citations. However, ultimately the registered owner of a motor vehicle is responsible for all violations incurred by the vehicle regardless of who is operating the vehicle. A fee is charged for each vehicle permit and must be paid at the time of vehicle registration with Transportation and Parking Services.

### REGISTRATION OF MOTOR VEHICLES

It is the responsibility of the permit holder to ensure that the vehicle license plate information on his or her parking account is accurate and up to date. All vehicles parked on campus must be linked to a valid ODU parking permit and must be properly licensed and insured. Proof of vehicle registration must be provided including a valid driver's license, a valid Department of Motor Vehicles (DMV) issued vehicle registration card, and valid Old Dominion University Identification card (if affiliated with the University). Up to three vehicles may be registered to a Commuter, Evening, Perimeter, or Faculty/Staff permit, however only one vehicle may be parked on campus at any time. Only one vehicle is permitted to be registered to a Resident parking permit at any time.

Temporary, paper license plates on new vehicles need to be registered online and linked to an individual's permit to avoid receiving a citation. Once permanent plates have been obtained, it is the permit holder's responsibility to update the license plate information online and delete the temporary plate information from the permit and account. Rental vehicles must also be registered online and linked to an individual's permit. When the rental vehicle has been returned and is no longer in use, the information for the rental should be removed from the permit and the online parking account.

### PROPER DISPLAY OF NON-VIRTUAL PARKING PERMITS

Some short-term, special event, and other parking permits will continue to utilize physical permits and are required to be displayed in the vehicle. The following rules apply:

- All parking permits must be clearly and completely visible from the front windshield with the permit number facing forward (visible through the windshield).

- All expired Old Dominion University parking permits must be removed completely.
- Parking permits are not transferable to any other person or vehicle unless the vehicle is registered to the permit.

## **FACULTY/STAFF PERMIT**

Faculty/Staff permits are available only to Faculty, Staff and part-time hourly employees of Old Dominion University and affiliated contracted employees. Faculty/Staff may register annually starting in September. Permits are valid from October 16th through October 15th of each calendar year. Faculty/Staff parking rates are based upon a wage scale for full-time employees – see permit rate table below for current rates.

Employment status is subject to verification by Old Dominion University Human Resources or the affiliated contracted agency. In certain cases, graduate students who are PhD Candidates (Teaching Assistants) may purchase a faculty staff permit, provided documentation of Teaching Assistant status is provided with a letter from the chair of the department. These permits must be purchased on a semester basis and are the same cost as a commuter permit but allow parking in Faculty/Staff locations. Persons seeking an adjunct faculty permit must be certified in advance by the department chair and present appropriate documentation of teaching assignment at the time of vehicle registration. Whenever a dual status exists, for example a full-time employee who also teaches as an adjunct faculty member, the higher parking permit rate prevails.

Faculty/Staff permits are valid in any lot or parking garage on campus and are subject to the same general permit requirements listed above. In certain lot and garage locations on campus, Faculty/Staff permits are required to park in designated faculty/staff spaces to ensure adequate Commuter parking spaces are available.

### **FACULTY/STAFF PARKING PERMIT RATES (EFFECTIVE OCTOBER 2023)**

<b>PERMIT TYPE</b>	<b>ANNUAL COST</b>
Faculty/Staff Group I (< \$19,999)	\$264
Faculty/Staff Group II (\$20,000 - \$39,999)	\$348
Faculty/Staff Group III (\$40,000-\$59,999)	\$492
Faculty/Staff Group IV (> \$60,000)	\$612
Hourly Employees	\$264
Adjunct Faculty	\$144
Faculty/Staff PhD TA (\$143 per semester)	N/A
Motorcycle/Moped	\$114
ROTC	\$408



Faculty/Staff Reserved Space 24/7	\$1,224
Faculty/Staff Reserved Space 7AM – 10PM	\$1,044
Carpool	\$348
Daily Rate Permit (\$10/Day)	N/A
Weekly Permit (\$25/Week)	N/A
30-Day Permit (\$63/30 days)	N/A

**VIRGINIA BEACH HIGHER EDUCATION CENTER FACULTY/STAFF PARKING RATES (EFFECTIVE FALL 2021)**

Effective with the Fall 2021 Faculty/Staff permit cycle, a separate Virginia Beach Higher Education Center Faculty/Staff permit will no longer be offered. Any Faculty/Staff member working on the VBHEC campus must purchase a main campus permit. The ODU main campus permit is valid at both the VBHEC campus and the main ODU campus in Norfolk.

**PAYMENT OPTIONS**

Payment may be made online using a credit card (MasterCard, Visa and Discover, American Express); in-person at the TPS office using cash, check, credit card (MasterCard, Visa and Discover, American Express), or Monarch Plus accounts; or using payroll deduction. Payroll deduction forms must be submitted no later than September 30th of each year. Payroll deduction is not available to some Faculty/Staff permit owners, including Adjunct Faculty, ROTC, PhD/TA, contracted third party faculty/staff members, Research Foundation, and permits issued for University Village Retail and Innovation Research Park (IRP) tenants.

**REFUNDS FOR FACULTY/STAFF PARKING PERMITS**

Faculty/Staff permits are eligible for a pro-rated refund. The refund amount is calculated based on when the permit is deactivated and is only available to permits paid in full. Deactivation will occur only when Transportation and Parking Services is notified in writing of the request. For permits purchased through payroll deduction, cancellation will occur at the first available payroll processing date once Transportation and Parking Services is notified in writing of the cancellation request.

**FACULTY/STAFF CARPOOLS**

The Faculty/Staff Carpool program is intended to reduce the number of single occupant vehicles on campus and provide a more cost-effective parking option. To participate in the program, the following criteria must be met:

- Two or more full-time Faculty/Staff employees choose to ride together and share one permit.
- Carpool participants must register together. Each person in the carpool must complete a Carpool Permit Application Form and present a valid Faculty/Staff ID.
- Each registrant must provide proof of separate vehicle ownership.

- Each carpool participant must have an on-campus (Norfolk) office address.
- Registration for the carpool program must be done in the TPS office or by emailing parking@odu.edu.

Approved participants will receive the following:

- One (1) Faculty/Staff Carpool Permit at the same rate as a Group II permit.
- Access to all F/S Carpool spaces throughout campus. If none exists in the preferred lot or garage location, a new space may be added based upon availability and utilization. However, the Carpool program is not a reserved space program – any carpool participant may park in any carpool designated space on campus.

Additionally, the following information is available about the program:

- The F/S Carpool Permit may also be used to park in the regular F/S spaces if all the carpool spaces are occupied.
- Carpool spaces are reserved for carpools only from 7:00AM – 2:00PM, Monday through Friday. After 2:00PM, regular Faculty / Staff permit holders may park in available carpool spaces. After 3:45PM, in locations that are part of the Evening Program, carpool spaces are available to any permit holder with a valid ODU permit.
- Carpool participants are not eligible for any other parking permit but may purchase daily rate permits or park at hourly parking locations.
- Any participant wishing to park a second vehicle on campus must purchase a daily parking permit or pay for hourly parking.

### FACULTY/STAFF RESERVED PARKING PROGRAM

Reserved parking spaces are located throughout campus and identified by individual signs that show the space number and reserved times. Reserved spaces are either reserved Monday through Friday 7AM until 10PM, or reserved 24 hours per day, seven days per week.

Requests for reserved spaces are handled on a first come, first-serve basis, and are subject to space availability. A wait list is maintained by Transportation and Parking Services for locations with more demand than supply. Incoming Deans and above are given priority over others to assume a reserved space vacated by their predecessor.

- Similar to regular Faculty/Staff permits, Reserved spaces are valid from October 16<sup>th</sup> through October 15<sup>th</sup>. All reserved space owners must renew their reserved space by October 1 each year.
- Owners no longer interested in a reserved space must notify Transportation and

Parking Services in writing.

- Calls to enforce (ticket or tow) someone parked in a reserved space must be made by the reserved space owner. Parking in a reserved space without permission from the reserved owner will result in a \$100 fine and potential towing of the vehicle off-campus at the vehicle owner’s expense.

## STUDENT PARKING

Students desiring to park a vehicle on ODU main campus, or the Virginia Beach Higher Education Center must purchase an ODU student parking permit, valid daily rate permit, or use paid hourly parking. 30-Day and Semester student permits are available only to currently enrolled students of Old Dominion University. The type of parking permit available depends on the primary status as either an on-campus resident, or off-campus (Commuter) student. Traditional Freshman Resident students are permitted to park a car on campus after they have purchased an ODU permit. All main campus student parking permits are valid at the Virginia Beach Higher Education Center (VBHEC).

- A fee is charged for each vehicle permit and must be paid at time of vehicle registration.
- Students over the age of sixty (60) who are enrolled for classes may receive a permit at no charge. Class schedule and proof of age must be presented.
- Permits may be purchased online or in person at the Transportation and Parking Services office in the 43<sup>rd</sup> and Elkhorn Avenue Garage.
- Depending on permit type and date, a partial refund may be given for returned permits. See Refunds for Student Parking Permits.

### FALL 2023; SPRING 2024; SUMMER 2024 STUDENT PARKING PERMIT RATES

PERMIT TYPE	Per Semester Cost	30-Day permit Cost
Commuter Student Permit	\$143	\$47
Perimeter Student Permit	\$88	\$29
Evening Program Permit	\$59	\$20
Resident Student Permit	\$176	\$59
Daily Rate Permit (\$10 / Day)	N/A	N/A
Weekly Rate Permit (\$25/Week)	N/A	N/A
Motorcycle/Moped (\$114/Annual)	N/A	N/A

### REFUNDS FOR STUDENT PARKING PERMITS

Depending on the type of parking permit registered to a vehicle, it may be eligible for a refund. Permit types other than Fall and Spring semester permits are never eligible for a refund once they have been purchased. Refunds for Fall and Spring semester permits will follow the same schedule as tuition refunds. Please note: ***Summer session permits (regardless of type or duration) are NOT eligible for a refund once they have been purchased.*** Please check our website for additional information.

## OFF-CAMPUS & COMMUTER STUDENT PARKING

Off-campus and commuter student parking permits are available for all currently enrolled students that do not reside in University-owned or operated housing facilities.

### COMMUTER PERMIT

The Commuter Permit is available to any student who does not reside in University residence facilities. Commuter permits are valid in both Commuter and Perimeter lot designations; and are also valid in Evening Faculty/Staff designations after 3:45PM. Commuter permits are not authorized in Resident parking locations, except for those lots with dual designation as Commuter and Residential. Commuter permits are never valid in lots marked Faculty/Staff only.

### PERIMETER PERMIT

The Perimeter Permit is available to any student who does not reside in University residence facilities. Perimeter permits are only valid in Perimeter parking designations. After 3:45PM, the Perimeter permit is also valid in Evening Faculty/Staff and Commuter parking locations. Perimeter permits are not authorized in Resident parking locations, except for those lots with dual designation as Commuter and Residential. Perimeter permits are never valid in lots marked Faculty/Staff only.

### EVENING PERMIT

The Evening Permit is available to any student who does not reside in University residence facilities and who only needs to park on campus after 3:45PM. The Evening permit is valid in Evening Faculty/Staff, Perimeter, and Commuter parking locations only after 3:45PM. Evening permit owners must use a daily rate pass or pay for Hourly parking to park on campus before 3:45PM. Evening permits are not authorized in Resident parking locations. Evening permits are never valid in lots marked Faculty/Staff only.

### VIRGINIA BEACH HIGHER EDUCATION COMMUTER PERMIT (EFFECTIVE FALL 2020)

A separate Virginia Beach Higher Education Center Student (VBHEC) permit will no longer be offered. Any student taking classes at the VBHEC campus must purchase a main campus permit. The ODU main campus permit is valid at both the VBHEC campus and the main ODU campus in Norfolk.

## RESIDENT STUDENT PARKING

Resident student parking permits are only available for currently enrolled students who live on-campus in University-owned or operated housing facilities. Resident students may not purchase Commuter student parking permits. Effective August 1, 2020, there is only one classification of Resident parking permit and it is valid in all Residential parking locations. Resident Student parking locations are enforced 24 hours per day, seven days per week, year-round for permits. Only one vehicle can be registered to a residential permit at any time. Resident permits are

valid in Commuter lots after 3:45PM and in Evening Faculty/Staff designated locations after 3:45PM. Resident permits are never valid in lots marked Faculty/Staff only.

Students should not bring cars to Norfolk with the assumption that they can be parked on the streets or public areas of our neighboring communities to try and avoid purchasing a parking permit. ODU works with its neighbors to reduce traffic flow and parking in nearby off-campus neighborhoods, and students are expected to help ODU be a good neighbor.

### **FRESHMAN RESIDENT PARKING POLICY**

Freshmen Resident students are allowed to park their cars on campus after purchasing a valid ODU parking permit.

### **TIDEWATER CONSORTIUM STUDENTS**

Effective July 1, 2023, Tidewater Consortium students who are enrolled at ODU under the consortium agreement may purchase an ODU commuter parking permit at the regular rate.

### **NORFOLK STATE UNIVERSITY RECIPROCAL AGREEMENT**

Norfolk State University and Old Dominion University have agreed that each institution will honor parking permits issued by the other for parking in equivalent designations. Under this agreement, the Norfolk State University student permit will be honored in ODU Commuter and Perimeter parking locations and in Faculty/Staff locations after 3:45pm. It is never valid in Faculty/Staff only locations or in Residential Student parking locations.

A person who may be enrolled as an undergraduate or graduate student at one institution and who may be participating in an internship or similar program at the other institution must purchase the permit at the home institution. ODU does not recognize parking permits from other campuses or institutions, except as mentioned above.

### **MOTORCYCLE & MOPED PARKING**

Motorcycle and moped parking is enforced through License Plate Recognition (LPR) and as such, the license plate of the motorcycle/moped must be visible from the drive lane. The motorcycle/moped may be registered as an additional vehicle on a vehicle permit at no additional charge (excluding Resident Permits). If the motorcycle/moped is added as an additional vehicle only one vehicle from the permit can be on campus at any given time. Motorcycle and moped permits are also available as a separate permit that costs \$114 regardless of faculty or student classification. This permit can be purchased in addition to a vehicle permit if the motorcycle owner wishes to have a vehicle and motorcycle on campus at the same time. Failure to adhere to this regulation will result in a shared permit violation. Motorcycles and mopeds are required to park in designated motorcycle/moped spaces (locations marked with an "M/C" or "Motorcycle") unless they are parked with paid hourly parking. They are not permitted to park in normal vehicle parking spaces. Mopeds are not permitted to park at bicycle racks or in other locations not in parking lots and parking garages.

## SHORT-TERM PARKING OPTIONS

Daily, Weekly, and 30-Day rate parking permits are available to anyone wanting to park on campus. Permits can be purchased online or in the parking office. The permits are a convenient way to park on campus for students, faculty/staff and visitors who do not normally drive to campus, including bicyclists and pedestrians. The permits may be purchased, online or in the parking office, on the day needed or up to 60 days in advance.

Permit	Cost	Valid Period
Daily Permit	\$10.00	1 Day
Weekly Permit	\$25.00	1 Week (7 days)
30-Day Permit	\$63.00	30 Days

Daily, Weekly, and 30-Day Permits are valid in all non-reserved ODU parking spaces, including Faculty/Staff, Commuter, Resident and Perimeter. Whether it is purchased in the parking office or online, the Daily, Weekly, and 30-Day permit will be a virtual permit and does not need to be displayed in the vehicle. The permit owner is responsible for providing accurate license plate information for the permit. Daily, weekly, and 30-Day permits are not valid in Reserved spaces, Disability spaces (unless displaying a valid Disability Parking Placard), or Hourly parking spaces without MobilePay or pay station payment (Visitor Lot 7 ONLY).

## HOURLY PARKING

University permits and passes are NOT valid in hourly only parking areas. All cars parked in hourly parking spaces must pay the rate at the pay station or utilize MobilePay. Hourly parking spaces are enforced year-round, Monday through Friday from 7:00am to 10:00pm, regardless of whether or not classes are in session. Hourly parking costs \$2 per hour throughout the campus. The majority of the hourly parking spaces use MobilePay. The only locations that have a pay station that accepts cash payments are in Visitor Lot 7 on main campus or at the Virginia Beach Higher Education Center. Please note that the pay stations do not give change and cannot return bills.

## MOBILEPAY

MobilePay provides the option of paying for your hourly parking with your mobile device. MobilePay payment MUST be made immediately upon parking your vehicle. To use MobilePay, park in any valid parking space and remember your license plate. Next, look for signage with ODU MobilePay Code or QR Code. Text lot code to 25023 or scan QR Code with your mobile phone. Click the link and enter your license plate number and payment information. Please retain proof of payment. If parking in an hourly parking space reserved for the disabled, you must display a valid DMV issued disability placard. Hourly parking payment or a valid ODU permit is required in all disabled parking spaces. In the event of a MobilePay outage, a Daily Parking Permit should be purchased online at [www.odu.edu/parking](http://www.odu.edu/parking).

### LOADING ZONE PARKING

Several areas throughout the campus are designated loading zones. Typically, these areas are marked with yellow curbs or are building loading docks. Parking in these areas is by special loading zone pass only. Loading zone passes are issued during business hours at the TPS office to valid Faculty/Staff permit owners and contractors with a valid contractor permit. The loading zone passes expire each year on October 15th, unless otherwise noted on the pass. Loading Zone passes are designated for specific locations. Some loading zone passes are issued to University departments under special arrangements with Transportation and Parking Services. An authorized departmental representative must control issuance and use of these departmental loading zone passes. The Loading Zone Pass must be placed on the driver's side of the dashboard and must be readily and entirely visible. The Loading zone pass must be accompanied by a valid ODU parking permit. Loading zone passes are not valid in: Hourly parking; fire lanes; reserved spaces; and disability parking spaces. Parking with the loading zone pass is limited to 30 minutes.

### 30 MINUTE PARKING

Several spaces on campus are designated for 30 Minute Parking Only and do not require a permit. These spaces are available for short-term parking while loading/offloading vehicles near buildings. These spaces are enforced 24/7.

### STUDENT RECREATION CENTER (SRC) PARKING

\$10/month special parking permit for Community, Alumni & Affiliate SRC members only  
To purchase an SRC Parking Permit, fill out the [interest form](#) and someone from the ODU Transportation & Parking (TPS) office will email you instructions.

- SRC Parking Permit holders can park in Lots 42, 43 & 49 (along Powhatan Avenue) between 6 a.m. - Midnight.
- ODU students and faculty/staff are NOT eligible to purchase this permit.
- You must have a valid community SRC membership to use this permit. If your SRC membership terminates or expires, your SRC parking permit will also expire at that time.

### VISITOR PARKING

Visitors to ODU are all persons not directly affiliated with the University. Students, Faculty/Staff, and contracted work employees (including vendors and contractors) are NOT visitors. When parking on campus as a visitor it is important to know your options and responsibilities. Please familiarize yourself with which parking option is best for your needs, where your permit/payment is valid, and the ODU Parking Rules & Regulations. All parking is strictly enforced by License Plate Recognition (LPR) on ODU's campus. Visitors are encouraged to use one of our Short-Term Parking options detailed above. As of July 1, 2021, the ONLY location on campus with a physical pay station to pay for hourly parking with Cash/Coin is Visitor Lot 7. All other hourly parking designated locations utilize ONLY MobilePay for payment.

**VISITORS WHO RECEIVE A CITATION**

Transportation and Parking Services may reduce citations issued to visitors for not displaying a permit to the cost of a Daily Rate Permit (\$10/day) if proper visitor status is confirmed. Only one such claim per license plate/account will be honored for authorized visitors. All visitors wishing to have their citation considered for a reduction must file an appeal online within seven (7) days of the citation date. Visitors forfeit their right to have their citation reduced if their appeal is not filed within the seven (7) day timeframe.

**PARKING FACILITIES**

There are five parking garages and over thirty-five surface parking lots on campus which provide approximately 7,500 parking spaces. Within the parking facilities, the following activities are prohibited: bicycle riding, electric bicycle riding, electric scooter riding, skateboard riding, roller skating, ball playing, and any other activities not related to parking a vehicle and walking to/from that vehicle. The repair, washing, or detailing of vehicles is prohibited in all ODU parking facilities.

**43<sup>RD</sup> & ELKHORN GARAGE**

Located at the corner of 43rd St and Elkhorn Ave. The garage is designated for hourly parking and Commuter student parking. Hourly payments in this garage must be made through MobilePay. Vertical Clearance in the garage is 7' 1" (seven feet, one inch) on all floors.

<b>Level</b>	<b>Primary Use Designation</b>	<b>Notes</b>	<b>Enforcement Hours</b>
Level 1	Hourly/Commuter/ 15 Min TPS Office Visitors	All spaces on this level are hourly, Commuter, or Reserved.	7AM-10PM, Monday-Friday
Level 2	Hourly/Commuter	All spaces on this level are hourly or Commuter	7AM-10PM, Monday-Friday
Level 3	Hourly/Commuter	All spaces on this level are hourly or Commuter	7AM-10PM, Monday-Friday
Level 4	Hourly/Commuter	All spaces on this level are hourly or Commuter	Enforced 7AM-10PM, Monday-Friday

**43<sup>RD</sup> & BLUESTONE GARAGE**

Located on 43rd Street at Bluestone Avenue (next to the Perry Library and Student Success Center). The garage requires a Faculty/Staff permit. This garage is available to student permit parking after 3:45PM daily. Vertical clearance in the garage is 8'2" (eight feet, two inches) on the first floor. Upper floor vertical clearance is 7' 1" (seven feet, one inch).



Level	Primary Use Designation	Notes	Enforcement Hours
Level 1	Faculty/Staff	All spaces on this level are Reserved or Faculty/Staff only until after 3:45PM when all ODU permits are valid in this lot.	7AM-10PM, Monday-Friday
Level 2	Faculty/Staff	All spaces on this level are Faculty/Staff only until after 3:45PM when all ODU permits are valid in this lot.	7AM-10PM, Monday-Friday
Level 3	Faculty/Staff	All spaces on this level are Faculty/Staff only until after 3:45PM when all ODU permits are valid in this lot.	7AM-10PM, Monday-Friday
Level 4	Faculty/Staff	All spaces on this level are Faculty/Staff only until after 3:45PM when all ODU permits are valid in this lot.	7 AM-10PM, Monday-Friday

**CONSTANT CENTER 43<sup>RD</sup> ST. GARAGE**

Located at the corner of the 43rd Street and Hampton Blvd with entrances along 41st & 43rd Streets. The garage is available for Hourly, Commuter, and Reserved parking. Hourly payments in this garage must be made through MobilePay. Vertical clearance in the garage is 8' 2" (eight feet, two inches) on the first floor. Upper floor vertical clearance is 6'9" (six feet, nine inches).

Level	Primary Use Designation	Notes	Enforcement Hours
Level 1	Hourly/Commuter/Barry Art Museum/Starbucks	All spaces on this level are hourly, Commuter, or Reserved for Barry Art Museum or Starbucks.	7AM-10PM, Monday-Friday
Level 2	Hourly/Commuter	All spaces on this level are hourly or Commuter	7AM-10PM, Monday-Friday
Level 3	Hourly/Commuter	All spaces on this level are hourly or Commuter	7AM-10PM, Monday-Friday
Level 4	Reserved/Research (special permit required)	All spaces on this level are Reserved.	7AM-10PM, Monday-Friday
Level 5	Hourly/Commuter	All spaces on this level are hourly or Commuter	7AM-10PM, Monday-Friday

**CONSTANT CENTER 45<sup>TH</sup> ST. GARAGE**

Located at the corner of 45th Street and Hampton Boulevard with entrances along 45<sup>th</sup> and 46<sup>th</sup> Streets. The garage is available for Hotel, hourly, Commuter, and Faculty/Staff parking. Hourly payments in this garage must be made through MobilePay. Vertical clearance on the first floor is 11'3" (eleven feet, three inches). Upper floor vertical clearance is 8' 2" (eight feet, two inches).

Level	Primary Use Designation	Notes	Enforcement Hours
Level 1	Hotel	All spaces on this level are Hotel	24/7
Level 2	Hourly/Commuter	All spaces on this level are hourly or Commuter	7AM-10PM, Monday-Friday
Level 3	Hourly/Commuter	All spaces on this level are hourly or Commuter	7AM-10PM, Monday-Friday
Level 4	Faculty/Staff	All spaces on this level are Faculty/Staff only until after 3:45PM when all ODU permits are valid in this location.	7AM-10PM, Monday-Friday
Level 5	Hourly/Commuter	All spaces on this level are hourly or Commuter	7AM-10PM, Monday-Friday

#### 49<sup>TH</sup> ST. STADIUM GARAGE

Located on the 49th street and Bluestone Ave. The garage is designated as hourly, Evening Faculty/Staff, and Resident Student. Hourly payments in this garage must be made through MobilePay. Vertical clearance is 8’6” (eight feet, six inches) on the ground floor. Vertical clearance on the upper floors is 7’2” (seven feet, two inches).

Level	Primary Use Designation	Notes	Enforcement Hours
Pit Area	Faculty/Staff/Reserved	All spaces on this level are Faculty/Staff or Reserved.	7AM-10PM, Monday-Friday
Level 1	Hourly/Reserved	All spaces on this level are hourly or Reserved.	7AM-10PM, Monday-Friday
Level 2	Hourly/Faculty/Staff	All spaces on this level are Faculty/Staff only until after 3:45PM when all ODU permits are valid in this location or hourly.	7AM-10PM, Monday-Friday
Level 3	Hourly/Faculty/Staff	All spaces on this level are Faculty/Staff only until after 3:45PM when all ODU permits are valid in this location or hourly.	7AM-10PM, Monday-Friday
Level 4	Hourly/Resident	All spaces on this level are Resident or hourly.	24/7
Level 5	Hourly/Resident	All spaces on this level are Resident or hourly.	24/7

#### SURFACE PARKING LOTS

Lot	Primary Use Designation	Notes	Location	Enforcement Hours
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Lot 1	Commuter/Resident	All spaces in this lot are Commuter and Resident. This lot is subject to tidal/coastal flooding.	Hampton Blvd / WHRO	7AM-10PM, Monday-Friday
Lot 2	Disabled/Reserved	All spaces in this lot are Reserved or Disabled parking.	Bluestone Ave / Spong Hall	24/7
Lot 3	Disabled/Reserved	All spaces in this lot are Reserved, Disabled, or State Vehicle parking.	49th St / Broderick Dining Commons	24/7
Lot 4	Faculty/Staff	All spaces in this lot are Reserved and State Vehicle.	Bluestone Ave / Rollins Hall	7AM-10PM, Monday-Friday
Lot 5	Faculty/Staff	All spaces in this lot are Reserved or Disabled parking.	49th St / Foreman Field (accessed via Lot 8)	24/7
Lot 7	Hourly	All spaces in this lot are for hourly parking. No permits are valid in this lot. This is the only location on campus with a pay station which accepts cash/coin payments for hourly parking.	49th St Visitors Lot	7AM-10PM, Monday-Friday.
Lot 8	Faculty/Staff	All spaces in this lot are Reserved or Faculty/Staff only until after 3:45PM when all ODU permits are valid in this lot.	49th St / Across from Dragas Hall	7AM-10PM, Monday-Friday
Lot 9	Faculty/Staff	All spaces in this lot are Faculty/Staff until after 3:45PM when all ODU permits are valid in this lot.	Hampton Blvd / Near 49th St	7AM-10PM, Monday-Friday
Lot 10	Faculty/Staff	All spaces in this lot are Faculty/Staff and Tennis Center parking only. <b><i>NO student parking at any time.</i></b>	43rd St / Parker Ave	24/7
Lot 11	Resident/Commuter	All spaces in this lot are Resident or Commuter until after 3:45PM when all ODU permits are valid in this lot. Adjacent to Rodgers Hall East.	49th St / Rogers East	24/7

Lot 16	Resident/Commuter	All spaces in this lot are Resident or Commuter until after 3:45PM when all ODU permits are valid in this lot. Adjacent to Gresham Main.	49th St / Gresham	24/7
Lot 18	Resident	All spaces in this lot are Resident. Adjacent to Nusbaum Apartments.	49th St / Killam Ave	24/7
Lot 19	Disabled & Faculty/Staff Reserved	All spaces in this lot are Reserved, Disability, and/or Child Studies Center Parking only.	45th St / Hampton Blvd	7AM-10PM Monday -Friday
Lot 28	Resident	All spaces in this lot are Resident. Adjacent to Gresham Main and Gresham Annex.	49th St / Gresham East	24/7
Lot 29	Disabled/ Reserved	All spaces in this lot are Reserved and/or Disability Parking only. Adjacent to BAL & Gornto Jr Hall	45th St / Hampton Blvd	24/7
Lot 32	Resident	All spaces in this lot are Resident. Adjacent to Powhatan Apartments.	48th St / Powhatan	24/7
Lot 33	Resident	All spaces in this lot are Resident. Adjacent to Rodgers Hall Main.	49th St / Rogers Main	24/7
Lot 34	Koch Hall Loading Zone/State Vehicle	The 2 spaces in this lot are only for Koch Loading/Unloading. 30-minute limit. State Vehicles Only.	Hampton Blvd (in front of Koch Hall)	24/7
Lot 35	Hourly	All spaces in this lot are hourly and require to be paid via MobilePay with exception to (2) marked as 2-hr visitor parking for Rollins & Spong. Accessible only via southbound lanes of Hampton Boulevard.	Hampton Blvd (in front of Rollins Hall)	7AM-10PM Monday - Friday
Lot 36	Faculty/Staff	All spaces in this lot require an ODU permit. Adjacent to the former	46th St / Colley Ave	24/7

		Center for Quantitative Fisheries Ecology		
Lot 37	Resident	All spaces in this lot are Resident. Adjacent to Nusbaum Apartments.	49th St / Killam Ave	24/7
Lot 38	Hourly Disabled and Faculty/Staff Reserved	All spaces in this lot are Reserved, Hourly Disabled or Contractor/State vehicle parking. Disabled Hourly pay parking is required to be paid via MobilePay.	Elkhorn Ave (beside Garage A)	24/7
Lot 40	Reserved/Visitor	All spaces in this lot are Reserved or Visitor parking for Ellmer College of Health Sciences	41st St / Killam Ave	7AM-10PM, Monday-Friday
Lot 41	Faculty/Staff	All spaces in this lot are Faculty/Staff. No student parking.	4499 Powhatan Ave	24/7
Lot 42	Hourly/Resident/Commuter/Perimeter	All spaces in this lot are Resident, Commuter, or Perimeter until after 3:45PM when all ODU permits are valid in this lot. This lot is also used for Sailing Center events. Adjacent to Whitehurst Hall & Powhatan Apartments.	4601 Powhatan Ave	24/7
Lot 43	Hourly/Commuter/Perimeter/Resident/Public Open Space/Athletic Events	All spaces in this lot are hourly, Commuter, Perimeter, or Resident until after 3:45PM when all ODU permits are valid in this lot, unless otherwise noted. This lot is also used for Athletic events; Norfolk Public Schools athletic events; and Lamberts Point Public Open Space.	43rd St / Powhatan Ave	7AM-10PM Monday – Friday & 24/7
Lot 45	Disabled/Reserved	All spaces in this lot are Reserved or Disability. Adjacent to Perry Library.	43rd St (backside of Perry Library)	24/7

Lot 46	Disabled/Reserved	All spaces in this lot are Reserved or Disability. Adjacent to Darden College of Education and backside of Gornto Jr. Hall	43rd St (backside of Gornto Jr. Hall)	24/7
Lot 47	Commuter/Faculty/Staff	All spaces in this lot are Commuter or Faculty/Staff. Across from Children’s Learning & Research Center.	47th St / Killam Ave	7AM-10PM, Monday-Friday.
Lot 49	Hourly/Faculty/Staff /SRC Permit	All spaces in this lot are hourly, Faculty/Staff, or SRC Parking Permit. No students permits valid at any time. Adjacent to Owens House.	49th St / Powhatan Ave.	24/7
Lot 56	Resident	All spaces in this lot are Resident. Adjacent to Nusbaum Apartments	49th ST / Killam Ave	24/7
Lot 58	Hourly/Commuter	All spaces in this lot are Commuter or hourly parking requiring payment via MobilePay.	48th St / Hampton Blvd	24/7
Lot V1	Faculty/Staff & Resident	All spaces in this lot are Resident or Faculty/Staff.	45th St / Killam Ave	24/7
Lot V2	Resident	All spaces in this lot are Resident.	44th St / Killam Ave	24/7
Lot V3	Resident	All spaces in this lot are Resident.	43rd St / Killam Ave	24/7
Parker Avenue	Faculty/Staff	All on-street spaces are Faculty/Staff	43rd St / Parker Ave	7AM-10PM Monday-Friday

**OVERSIZED VEHICLE PARKING**

If parking an oversized vehicle (see definitions) on campus, you must contact TPS office prior to parking the vehicle on campus. TPS reserves the right to require any vehicle that occupies more than one standard parking space to purchase two (2) parking permits. This includes, but is not limited to, school buses, RV’s and vehicles with trailers. Any over height vehicle is not permitted to park in the parking garages on campus and must use a surface lot.

**ACCESIBLE PARKING**

Designated accessible parking spaces are available in all parking garages and surface lots on campus. Accessible spaces are restricted exclusively for the use of vehicles displaying a valid disability plate (must have the International Symbol of Access) or disability parking placard

issued by the Commonwealth of Virginia Department of Motor Vehicles (DMV) or another state DMV. Persons to whom the DMV Disability Parking Placard was issued MUST be in the vehicle upon arriving at the designated disability parking space. All vehicles parked in disability spaces must also have a current ODU permit or pay at a pay station or via MobilePay. Vehicles registered to a valid ODU permit, and authorized disability placard identification must only park in disability or regular parking spaces. They may not use restricted parking spaces such as: loading zones, reserved spaces or state vehicle spaces. Vehicles parking in an accessible parking space and not displaying a valid disability parking placard or disability license-plates are subject to a \$250 citation and immobilization or towing at the owner's expense.

It is a violation of Virginia law to share or display a disability parking placard with persons who were not issued the placard. Vehicles cited for not displaying proper credentials must provide a copy of both the disability parking placard and the matching DMV-issued identification card during any citation appeal process. Please review all state regulations before using a Disability Parking Placard on campus at ODU.

### TEMPORARY ACCESSIBILITY NEEDS

Any member of the campus community needing temporary disability parking arrangements due to mobility-related issues can request a temporary disability access to park in designated disability spaces. A signed letter, note or other form from a medical doctor explaining the mobility limitation and anticipated duration is required to attain temporary disability access. Note that this temporary disability access is only valid on the campus of ODU and not valid to park in disability parking spaces off-campus. The temporary disability access must be accompanied by a valid ODU parking permit.

### SPECIAL EVENT PARKING

University sponsored events occur regularly on campus, and may include athletic events, concerts, performances, special lectures and meetings, conferences, outdoor events, road races, fairs, and other gatherings. Event locations may include major venues such as Foreman Field and the Ted Constant Convocation Center; as well as the Diehn Fine and Performing Arts Center, the University Theater, the Goode Theater; Webb Center, and other academic and administrative buildings and outdoor venues such as the soccer and baseball stadiums, the sailing center, Kaufman Mall, the Williamsburg lawn and Brock Commons.

All University sponsored events require preparation and planning, including planning for attendee arrival and vehicle parking, and/or campus transportation (shuttle bus, passenger vans, or golf carts). All special events hosted in ODU owned and leased facilities that are anticipated to attract attendees from the larger community (generally non-permit owning individuals) require notification and coordination with Transportation and Parking Services department. TPS staff will work with event hosts to develop event transportation and parking plans. Some small events may be accommodated in hourly parking spaces on campus, however if closer parking is requested, or larger attendance is anticipated, specific parking locations should be requested.

## HOSTING AN EVENT ON CAMPUS

All requests for transportation and parking services related to an event should be initiated via the “Event Parking & Transportation Form” on the TPS website. Follow-up emails may be sent to [eventparking@odu.edu](mailto:eventparking@odu.edu). Requests should be submitted as soon as tentative dates are available, with as much advance notification as possible. Submittal of a request is not approval of services. TPS staff will reply to requests in the order they are received. There is no guarantee of specific parking locations or availability of transportation services. The following fees are charged for transportation and parking services for events.

## SPECIAL EVENT SERVICES AND FEES

Item	Cost
Cost per Vehicle	\$10 / daily (flat fee)
Parking Attendant (per attendant)	\$25 / hour
Golf Cart with Attendant (per attendant)	\$30 / hour
11 Passenger Van	\$45 / hour
20 Passenger Shuttle Bus	\$65 / hour

TPS event staff can also provide signs, barricades, and traffic cones as available. Specific parking locations may be reserved in garages and parking lots depending on the event time of day, and anticipated ODU class schedule, as well as other events that may be occurring on campus simultaneously. Fees for these services will include attendant fees to verify guest authorization to park. Officers will screen guests as they arrive to the event and can coordinate special transportation requests (disabled customers) via golf carts.

## VALIDATION CODES

The validation code program is intended to provide campus departments and event hosts with a pre-paid parking solution for guests, visitors, and conference/meeting attendees. The codes provide non-ODU affiliated users with access to convenient parking, and do not require a visit to the Transportation and Parking Services office. Validation Codes are available for use at most on-campus parking locations. An additional fee of \$125 per validation code will be applied for set-up. Rates are:

- 2 hours of parking for \$4 per use.
- 4 hours of parking for \$8 per use.
- All day parking for \$10 per use.
- Weekly parking for \$25 per use.

Use of the validation code is monitored using License Plate Recognition (LRP). Contact TPS for more information about a validation code agreement.



## ATHLETIC EVENTS

TPS staff coordinate with ODU Athletics and Spectra Venue Management (operators of the Ted Constant Convocation Center and S.B Ballard Stadium at Foreman Field) to facilitate parking operations for athletic events held on campus. Home football and basketball games affect the availability of non-event parking on campus. TPS staff provide notification and vehicle citations for reserved parking locations prior to basketball and football games. Spectra Venue Management manages traffic flow, and game day parking services within the facilities reserved for games.

### HOME FOOTBALL GAMES

Numerous lots and garages on campus are reserved for tailgating and game day parking beginning at 5:00AM on the morning of all home football games held on Saturdays. General ODU parking is available in the 43rd & Elkhorn Garage, Constant Center 43rd Street Garage, and Constant Center 45th Street Garage. All other lots and garages are reserved for football parking only. Signs are posted in each location on Monday morning the week of a home football game. Any vehicle remaining in these lots after 5:00AM on game-day Saturdays is subject to being cited for parking In a Reserved Parking Space (\$100). Vehicles are towed to the rear of Lot 43. General parking is not available in this lot on game day Saturdays.

### HOME BASKETBALL GAMES

Home basketball games (both men’s and women’s) affect commuter permit and hourly parking in the Constant Center 43rd and 45th Street Garages. Signs will be posted in the areas reserved for basketball parking. Vehicles remaining in these areas after 4:30PM on game days are subject to being cited for parking In a Reserved Parking Space (\$100). Commuter students unable to move their cars before 4:30PM should park in upper levels unaffected by these reservations, or in another commuter parking location such as Lots 1, 11, 16, 42, 43, 47 or 58.

#### 43rd Street Constant Center Parking Garage- Reserved for Basketball

Men’s Games	Women’s Games
Level 1 (Sections 1E & 1F)	Level 1 (Sections 1E & 1F)
Level 2 (Sections 2E & 2F)	

#### 45th Street Constant Center Parking Garage- Reserved for Basketball

Men’s Games	Women’s Games
Level 2	Level 2
Level 3	

### Other Athletic Events

The designated parking location for all other ODU athletic events is Lot 43. Parking for sailing center events is available in Lot 42 near the Sailing Center.

## **VENDOR/CONTRACTOR PARKING**

Vendor and contractor parking is only permitted with a valid vendor/contractor permit. Vendors/Contractors must first register online with TPS in order to be able to purchase a Vendor/Contractor permit. Vendor/Contractor permits are valid in faculty/staff and student lots across campus. If a permit is assigned to one or more specific lot locations on campus, it will be noted on the hang-tag permit. The permit cost is \$63 per month per permit. The permit may be transferred among multiple Vendor/Contractor vehicles, however all potential vehicles that will use the permit should be registered with the Transportation and Parking Services office. This can be done while purchasing the permit online after registration has been completed. If the paper permit is being transferred throughout different phases of a project, the contractor is responsible to ensure the permit is transferred from sub-contractor to sub-contractor.

Vendors/Contractors may also park (with hourly payment) at designated hourly parking spaces on campus. Vendor/Contractor parking must always be within a designated area or parking space. Parking on the grass or on sidewalks, in fire lanes, loading zones, reserved spaces or disabled parking spaces is subject to ticketing and towing unless special permission is granted through the Transportation and Parking Services office. Vendors/Contractors performing contracted maintenance of a short-term nature (not daily parking) may park in designated contractor and state vehicle service spaces located in lots, subject to availability and proper display of a Vendor/Contractor parking permit.

All non-vehicular use of parking spaces by contractors must be approved by Transportation & Parking Services. Pricing may apply as deemed by TPS management.

## **INCLEMENT WEATHER, EMERGENCIES, AND SPECIAL SITUATIONS**

During inclement weather, emergencies and special situations or events, it may become necessary for Transportation and Parking Services to temporarily suspend parking in certain facilities. Typical situations include heavy rain or snow, frost or black ice, coastal/tidal flooding or other natural or man-made situations.

Each of these situations may have different effects to the transportation network surrounding the ODU campus and may have localized effects in parking locations. For example, in winter months it is possible for icy conditions to form on the top floor of each parking garage, even when other levels or parking lots and local streets may be clear of ice. Additionally, high tides and onshore winds may produce tidal flooding in Lots 1, 11 and 16, while other facilities are largely unaffected. Signs are posted in these locations indicating that these lots are subject to flooding. These scenarios may result in closure of some parking facilities, and changes to other designated parking locations. Building construction or maintenance near parking facilities may also occasionally affect access to or traffic flow through parking

locations. Parking lots and garages may also be partly or wholly closed for repaving, concrete repair, restriping, and maintenance. Large scale events, including VIP visitors, weeknight home football games, or other major events may also occasionally disrupt the transportation and traffic flow around campus, and require closure or re-assignment of normal parking locations. In all cases, every effort will be made to communicate the changes and recommended parking locations in advance to the campus community.

### **VIOLATIONS & FINES**

<b>Violation Code</b>	<b>Description of Violation</b>	<b>Fine</b>
Unpaid Parking	Parking without a valid permit or Hourly payment on campus or in campus leased facilities.	\$50
Parking Stall Violation	Parking without the vehicle’s license plate visible from the drive aisle; Parking in more than one stall, including parking with at least one tire touching or overlapping any stall line(s).	\$15
In a Reserved Space	Parking in a space marked “Reserved” by either a sign or paint, or reserved for basketball, football, or special event parking.	\$100
Unauthorized Area	Parking in an area where permit/pass is not valid. Parking on the grass or sidewalk.	\$35
Blocking Another Vehicle	Double-parking, blocking another parked vehicle or parking in a manner that obstructs another vehicle.	\$73
In a Space for the Disabled	Parking in a space marked for the disabled or the hashed area adjacent to spaces marked for the disabled without valid ADA credentials.	\$250
Parking in a Fire Lane	Parking a vehicle in a manner that obstructs fire lanes (designated with yellow painted curbs and/or signs) and/or fire hydrants.	\$100
Immobilization Fee	Removal of immobilization device.	\$40
Shared Permit	Two vehicles registered to the same permit parked on campus within 2 hours of each other.	\$40
Over the Time Limit	Parking in a loading zone more than 30 minutes, and parking longer than any posted sign permits.	\$20

### **CITATION PAYMENTS**

Fines may be paid with Visa, MasterCard, Discover, American Express, Monarch Plus card, cash, money order, and check. Checks tendered in payment of parking fines should be made payable to Old Dominion University and include license plate and citation number in the check memo.

## ONLINE FEE

Online citation fee payment is available at [www.odu.edu/parking](http://www.odu.edu/parking). There is a \$3.50 processing fee per citation. Removal of administrative holds on student, faculty, and staff accounts may require up to 24 hours after online payment is received.

## IN OFFICE PAYMENTS

Citations/fees may be paid in person at the Transportation and Parking Services office. Citations paid in person can take up to 24 hours to process administrative hold removals on student, faculty, and staff accounts.

## MAILED PAYMENTS

Citations/fees may be paid by mail. Mailed payments should be addressed to “Transportation and Parking Services, Old Dominion University, 4310 Elkhorn Ave, Norfolk, VA 23529.” Do not send cash through mail. If mailed payments are not received and processed within 60 days of citation issue date a late fee will be imposed.

## LATE FEES/COLLECTION SERVICE

A penalty surcharge of \$10 will be added to all citations not paid within 60 calendar days from date of issue. Citations that remain unpaid 120 days after the citation issue date will be referred to a third-party collection service. Additional fees will be applied to all citations referred to collections.

## FACULTY/STAFF FEES AND FINES

If a faculty or staff member is cited in violation of the above regulations and fails to file an appeal, or pay the fine within seven business days, a hold will be placed on their account until all fines are paid. No F/S permits can be purchased until all fines are cleared.

## STUDENT FINES

If a student fails to pay a fine or appeal a citation within seven business days, TPS office will initiate appropriate administrative procedures to deny the student enrollment in subsequent semesters and to withhold grades, official transcripts and diplomas, until all fines are paid. Please visit the Old Dominion University holds webpage for additional information on student hold levels.

## APPEALING A CITATION

### FIRST LEVEL CITATION APPEALS:

- A person who receives a University parking citation may appeal the citation.
- Appeals must be made within seven (7) days of the date the citation is issued.
- All persons must submit their appeal online at [www.odu.edu/parking](http://www.odu.edu/parking).
- Appeals received after the deadline will result in forfeiture of the right to appeal.
- Paid citations are not eligible for appeal.

### SECOND LEVEL CITATION APPEALS:

- Any person whose appeal has been denied, or in any way unsatisfactorily resolved after the first appeal, may appeal the decision to the Re-Appeals Committee.
- The Re-Appeal Committee is a group of volunteers who are members of the University's faculty, staff and student body and are not affiliated with TPS.
- The fine for the citation must be paid in full before a re-appeal may be filed.
- Submit re-appeal online (same steps as first level appeals).
- Re-appeal must be submitted within 14 days of receiving decision of first level appeal.
- Appellant may choose to present their case in person or by letter, however the Re-Appeal Committee will review the case whether or not appellants attend the hearing.
- If the Re-Appeal Committee decides in the appellant's favor, a refund will be issued to the appellant, typically within four to six weeks.
- The Re-Appeal Committee decision is final.
- The Re-Appeal Committee meets at least once per fall semester and at least once per spring semester.

### VEHICLE IMMOBILIZATION (BOOT)

Vehicles with three or more unpaid citations with a total value of \$100 or more may be immobilized with a mechanical device (boot). Additionally, immobilization may occur when there is suspicion of use of an illegal, altered, or stolen parking permit. Immobilization devices will be removed only upon payment of all outstanding fines and an additional \$40 boot removal fee. Owners of immobilized vehicles may contact the Transportation and Parking Services office during business hours only. Old Dominion University and/or Transportation and Parking Services is not responsible for any damage that occurs to a vehicle as a result of immobilization (boot). Any damage caused to the boot due to forcible attempted removal by anyone other than TPS personnel will result in a replacement charge equal to the cost of the boot.

### VEHICLE TOWING

In addition to being cited for the parking violation by ODU TPS, vehicles parked anywhere on University property may be towed at owner's expense under the following conditions:

- Illegally parked in a space reserved for the disabled.
- Parked in a designated reserved space (including basketball, football and reserved event parking)
- Abandoned or inoperable vehicle
- Parked in an area designated as no-parking or tow-away zone
- Blocking traffic or fire lanes, or obstructing the flow of traffic for fire/safety reasons
- Excessive unpaid citation fees

Vehicles removed from campus by towing are stored at Affordable Towing, 2424 Cromwell Road, Norfolk. (757) 543-2372. Towed vehicles may be reclaimed from the towing company. Towing fees charged by the towing company are in addition to the ODU parking citation. Old Dominion University and/or Transportation and Parking Services is not responsible for any damage that occurs to a vehicle as a result of towing.

#### **BROKEN DOWN AND ABANDONED VEHICLES**

Transportation and Parking Services follows the state statute § 46.2-1213 for the removal of abandoned vehicles from campus facilities. Broken down vehicles should be reported to Transportation and Parking Services immediately to coordinate removal and repair.

## DEFINITIONS

**30-Day:** When applies to parking or traffic regulations, “30-Day” refers to any activity, regulation, or restriction that is in effect for the next 30 days.

**Academic year:** The school year beginning with the fall semester of one calendar year until the end of summer semester the next calendar year.

**Boot:** A device used to immobilize a vehicle for violation of the regulations.

**Campus/University: Defined** as all properties owned, leased and/or operated by Old Dominion University.

**Crosshatch:** An area that has been marked with stripes denoting a no-parking zone or turnaround area.

**Crosswalks: Marked** walkways designated for pedestrian crossing.

**Curb marking:** Color-coded regulatory designations, (such as: yellow curbs, cross hatches) that designate service areas or no parking zone. Unmarked curbs may be signed indicating parking restrictions.

**Daily: When** applies to parking or traffic regulations, “daily” refers to any activity, regulation, or restriction that is in effect seven days a week.

**Employee: Any** person employed by the University (faculty/classified staff or hourly employee).

**Evening:** Period of time after 3:45 pm on any weekday when Commuter, Perimeter, and Evening permits are authorized to park in designated Faculty/Staff parking areas. Valid ODU permits are required in these areas until 10pm.

**F/S: Abbreviation** for Faculty/Staff.

**Fire lane: An** area reserved solely for the passage of fire and other emergency vehicles.

**Hourly:** When applies to parking or traffic regulations, “hourly” refers to any activity, regulation, or restriction that is in effect seven days a week.

**Hourly Parking Spaces:** Parking spaces that require payment by the hour.

**Lawn:** Any landscaped area, grassy area, or part of the University grounds that is not covered by a building, sidewalk, street, pavers or a parking lot.

**License Plate Recognition (LPR):** Technology to read vehicle license plates and determine if the vehicle is parked properly.

**Load/Unload Areas: Parking** spaces designated for loading/unloading heavy, bulky or voluminous material.

**Motor Vehicle:** The terms “motor vehicle” and “vehicle” shall mean any device in, upon, or by which any person or property is moved by motive power. “Motor vehicles” include automobiles, trucks, motorcycles, motorbikes, and fully or partially motor-powered vehicles operating on university grounds.

**No Parking Zone:** Any area or space not defined as a legal space.

**Owner:** The person (or legal entity) required by these regulations to register a motor vehicle with the University under these regulations, the person (or legal entity) named as the registered owner under federal or state law.

**Oversize Vehicle: Vehicle** measuring over 18 feet from front bumper to rear tail hitch and/or over 6’10” in height and/or over 8’ in width.

**Parked vehicle:** Any vehicle that is stopped and has no driver present in the vehicle, regardless of whether flashers are on and/or motor is running.

**Parking Control Device:** Any object (such as: barricades, gate, or reserved parking sign) used to prohibit or restrict access to certain areas.

**Parking Space:** A space designated by a minimum of two stall lines (or other markings) in paved areas and unpaved areas.

**Permit:** The proof of payment that allows authorized parking on campus based on allowed use.

**Permit Owner:** Any person who has registered a vehicle and permit with T&PS.

**Resident Freshmen:** A Freshman student living on campus who is in their first year of college.



**Restricted Space: Parking** space designated for specific purposes such as service, disability, loading, unloading, and reserved spaces.

**Service Area: Specially** designated areas reserved for vendors servicing buildings at the University. (Such as: physical plant, contracted vendors).

**Special Event Parking: The** use of campus parking facilities (any facility at any time) for special events.

**Stall Line: The** surface striping used to designate a parking space.

**Student: Any** person enrolled in any class at the University.

**TPS: Abbreviation** for Transportation and Parking Services.

**Vendor/Contractor: Any** person coming to campus to perform a service under contract or in agreement with ODU.

**Virtual Permit:** A non-physical parking permit that is linked to the license plate of the vehicle. It is used to identify permit holders and ensure vehicles are properly parked on campus.

**Visitor: Any** person visiting the campus who is not a student, faculty member, staff, vendor or contractor.

## FREQUENTLY ASKED QUESTIONS & ANSWERS

### 1. I just received a parking ticket that I feel was unjustly given, what should I do?

The university provides a structured means to appeal citations. Appeals must be filed online within seven (7) days from the citation issue date. Individual appeals to members of the TPS staff will not be accepted. For complete information please see the appeals section.

### 2. What are some reasons that will not be looked upon favorably during the Appeals Process?

The following reasons should not be submitted as parking citation appeals.

- I didn't know I was not supposed to park there.
- I was only there for two minutes.
- That reserved spot is always open.
- I have parked in that spot for the last two years.
- I was late for class.
- Someone told me I could park there.
- I don't think it's fair.
- There was no fire, so I parked in the fire lane.
- I had to go to the bathroom really badly.
- There was no sign saying I can't park there.
- My roommate was driving my car.

### 3. If I put my flashers on, will I still get a ticket?

Yes. If you are parked illegally, you will receive a ticket.

### 4. What payment methods are accepted?

Transportation and Parking Services accepts Master Card, Visa, Discover, American Express, check, cash and Monarch Plus Card.

### 5. I have a Commuter Permit and cannot find a place to park, what should I do?

The time of day you arrive on campus has a big impact on where you will find parking. It may not be as close to your destination as you would prefer. Commuter parking locations closest to the academic core (43<sup>rd</sup> & Elkhorn Garage and Constant Center 45<sup>th</sup> Street Garage) almost always fill up before Constant Center 43<sup>rd</sup> Street Garage and Lot 1. We have found that 10am - 2pm is the highest demand time for parking. Other commuter locations such as Lots 11, 16 and 47 may have spaces. During certain times, it may be necessary to park your car in one of the Perimeter lots (Lot 42 and Lot 43) and either walk to class or catch the Monarch Transit Shuttle at the closest stop or use another alternative transportation mode to get to class.

### 6. If I put a note on the window of my car telling you that I will only be in the building

**for two minutes, will I get a ticket?**

Yes, if you are parked illegally with or without a note you will receive a ticket. Notes are not valid permits.

**7. Another member of my family took my car and parking permit and left me with another car to drive, can I park on campus?**

ODU uses virtual permits for parking on campus. Any vehicle you drive to campus must be registered to a valid parking permit. Register the vehicle you will be driving to campus to your parking permit prior to arriving to campus.

**8. Do I have to pay for hourly parking if I display my loading zone pass?**

Yes. Loading zone passes are not valid for hourly parking areas.

**9. Do I need an ODU parking permit if I have disability license plates or a disability placard?**

Yes. The disability spaces on campus are for the use of university students, visitors, faculty and staff. To ensure they are not being abused, a valid ODU permit, or hourly parking must be purchased in conjunction with the disability placard.

**10. My car broke down on campus. What should I do?**

Immediately notify TPS and Public Safety if the vehicle is obstructing traffic flow. We will work with you to resolve the problem.

**11. I have a Resident Permit. Can I park in a Faculty/Staff lot?**

No. You can only park in any commuter and Faculty/Staff/Commuter lots after 3:45PM. However, vehicles must be removed from these lots by 7:00AM the next day.

**12. Who sets the prices for Permits and Fines?**

All University fees and fines are set by the Board of Visitors.

**13. Can I get more than one citation for “Over the Limit” in a timed parking space?**

Yes. Multiple citations, not to exceed two per day may be issued for parking overtime in a timed parking space. (Example: parking for longer than 30 minutes in a 30 minute only parking space)

**14. There was no sign stating that the parking lot belonged to ODU, and I parked there with No Permit and got a ticket. Is that legal?**

Yes. Signs, at any time, may be moved or missing from some lots; these lots remain university property and are subject to enforcement of the rules. Lot designations are listed in the Rules and Regulations and also on the Campus Transportation Map on our website.

**15. I tried to pay using MobilePay and it's not working, do I still need to pay to park?**

Yes. MobilePay outages may occur occasionally, however, all parking at ODU requires a valid ODU parking permit or hourly parking payment. If a MobilePay outage occurs, individuals parking on campus should either park in Visitor Lot 7 and use the pay station or purchase a Daily Permit online.