



## Parking Regulations

### PARKING POLICY STATEMENT:

1. All employees and students of Rice University who park on campus are required to register their motor vehicles with the Rice Parking Office or park in designated \*paid visitor parking facilities.
2. All visitors park in \*visitor parking.
3. Only areas marked for parking may be used for parking.
4. Also read and follow the regulations below.

\*make certain to read 'OVERNIGHT PARKING & TIME LIMIT STOPS' below

Rice values its cordial relations with area residents, businesses and institutions and looks to the members of the Rice community to help maintain these positive relationships. In furtherance of those relationships, Rice views, and encourages its faculty, staff and students to also view, available on-street parking in the residential neighborhoods near Rice as being intended and reserved for the primary use of the residents of these neighborhoods and their visitors. When visiting, residing or working at Rice-owned properties, Rice students, staff, faculty, contractors and guests are asked and expected to park in university-provided parking facilities, not on neighborhood streets.

### *CAMPUS PARKING REGISTRATION*

- A valid Rice permit must be permanently affixed to the rear window or bumper (exterior surface, driver's side) of the automobile, and it must be readily visible by parking enforcement personnel viewing the vehicle from the rear.
- Each registered vehicle must have current state inspection and registration stickers, the right to park at Rice is considered suspended until these are brought current.
- An unregistered vehicle parked on campus temporarily by a student or a member of the faculty or staff must have a temporary hang-tag from the Parking Office, or be parked in a paid visitor lot.
- Accessible parking is available.
- Motorcycles and scooters must be registered with Rice Parking. With the permit, owners must park in areas marked "Motorcycle Permit Only" in the assigned lot.

- Married students, faculty and staff may register two personally owned vehicles but only one vehicle may be parked on campus at a time in the assigned lot/garage. The second vehicle, if on campus, must be parked in a paid visitor parking lot.
- Parking registration can be changed in the summer months and new registrations can be made at any time.
- Those with campus parking registrations parking on campus during university holidays may consult online references regarding holiday parking rules - [Rice University Staff Holidays](#)
- Contract parkers will be provided one proximity card to allow a registered vehicle to enter the assigned lot (and any other lots to which the permit allow access). The card may not be used to provide other vehicles access. A replacement fee for lost, broken, or damaged proximity cards will be assessed when issuing a new card.
- The purchase of contract parking in a lot or the garage does not guarantee a space in the specific lot at all times, but dislocation should not occur more than 5% of the year. Overflow lots are mentioned in permits and their access on the website.
- Parking in college lots is restricted to those with college lot decals 24 hours a day, 7 days a week during the academic year, except on recognized all-University holidays.
- Temporary personnel may be issued a “Temporary” parking permit for the Greenbriar Lot, which will be valid for up to one month. Subject to lot availability, they may purchase monthly or semester parking passes for other parking facilities.
- Members of the Rice community may not register a vehicle for the purpose of obtaining access to campus parking facilities for another person.

### *CARPOOLS*

- Faculty and staff who wish to carpool with two or more other Rice employees may each register for parking in the Greenbriar lot, then split the cost of a single premium lot or garage decal. Carpools must have two or more Rice employees and members must carpool 60% or more of the time to maintain carpool status. The carpool will receive one proximity card and a hangtag, which can then be easily switched from car to car and must be displayed on the rear-view mirror. When carpool members are not carpooling and they bring their own cars to campus, they must park in the Greenbriar Lot or in a paid visitor lot.

### *EVENTS*

- Departments or individuals scheduling events which will attract visitors needing parking arrangements should coordinate the event with the Parking Office, x2023 or x2020. Non-Rice organizations wishing to submit a use request should contact the Executive Assistant in the office of the Vice President for Administration, x5206.
- Gates that are open for athletic contests and other events are for the use of individuals parking for those events, as well as those contracted to park in the lot.

## *FEES & REFUNDS*

- For current parking fees please refer to the Parking Registration section on our website under Parking Rates at <http://parking.rice.edu/parkingrates/>
- Parking refunds will only be given for unused future semesters, not the current semester. Permits are non-transferrable.

## *OVERNIGHT PARKING & TIME LIMIT STOPS*

- Non-registered vehicles parked at Rice overnight must be reported to the Parking Office via the gate intercom or by calling 713-348-2020. Vehicles staying beyond two days are subject to citations and/or towing. Only by the Parking Manager's written permission is an exception to this rule possible.
- The Parking Office ([parking@rice.edu](mailto:parking@rice.edu)) must be notified if any vehicle is disabled or if the person who registered the vehicle is not available to move it (e.g., vehicle owner is out of town and leaving their keys with someone in town who can move it if necessary).
- Student Patient Spaces are reserved for the patients of the Student Health Center- (SHC) when the clinic is open. Patients must only use the space while visiting the SHC. When the clinic is closed only the permits from the North Colleges Lot may park there.
- For Rice business purposes only, temporary 15 minute stops are allowed along the right-hand side of the road on College Way or Laboratory Road (one-way streets) with hazard lights on, or in spaces that indicate '15 Minutes Only'.

## *PROGRAM PERMITS*

- Alumni may purchase access cards allowing them access to all visitor lots after 5 PM on weekdays and any time on weekends. The card may be purchased in the Alumni Office, or through their website at: <https://online.alumni.rice.edu/default.aspx?Page=EVNTEventDetail&EventID=1088>
- College Associates (who are not current Rice Students, Faculty or Staff) may register for parking that is equivalent to commuting student access.
- Vendors and contractors should discuss parking arrangements with their Rice contact (the Rice person who hired them) to see what lot they will need to park in and, if authorized, how to get a hangtag from the Parking Registration Office.

## *VISITOR PARKING*

- For details concerning visitor parking please review our website at: <http://parking.rice.edu/Content.aspx?id=32>

## *WAITLIST*

- If a lot is not currently available to purchase a permit, then visit the parking waitlist (<http://parkingwaitlist.rice.edu/>) to add your name to the list.

### *RULE CHANGES, CLARIFICATIONS & RISK*

- The University reserves the right to change parking regulations at any time, as needs and situations require. Please check the Rice Parking website regularly and read emails received from us to keep up with the latest information. Call the Parking Manager for any rule clarifications at x2021.
- The University assumes no liability for damage to, or loss of, private vehicles or personal belongings while on University property.

### **CITATIONS, FINES, AND LOSS OF PARKING PRIVILEGES**

- Police officers and parking enforcement personnel will issue citations for violating traffic or parking regulations. Rice police officers are commissioned State of Texas peace officers with the authority to enforce city, state, and federal laws, as well as campus regulations; they may issue City of Houston citations or Rice citations, depending on the nature of the parking violation.
- All citation fines are to be paid at the University Cashier's Office, located in Allen Center, during their hours of operation. Parking citations must be paid or appealed within seven (7) calendar days of the date of issue to avoid a \$5 late fee or loss of appeal privileges.
- If a violation is the first in a twelve-month period and not issued as a warning, it may be reduced to a warning by appeal to the Rice University Police Department.

### *APPEAL OF RICE CITATIONS*

- Faculty, staff, student, and visitor citations may be appealed through the Police Department within seven (7) calendar days. Appeals may be done online. There is a \$10 appeal deposit fee for each citation.
- Parking Enforcement Office personnel in the Police Department provide the first review of all citation appeals. If an appeal is not granted and the individual wishes a second appeal, they may submit a second appeal in writing to office of the Vice President for Administration within fourteen (14) days of the first denial. If the first appeal was submitted online, the second may be also be submitted online. If the second appeal is denied, the individual must pay the citation fine(s) at that time. Unresolved parking and traffic fines will be deducted from employee's pay after sixty (60) calendar days. Students will not be allowed to register for classes, graduate, or receive transcripts if fines are unpaid. Visitors who return to campus with unpaid fines may be towed.

### *EXCESSIVE CITATIONS AND LOSS OF PARKING PRIVILEGES*

- The owner of the registered vehicle that has accumulated four or more citations during the preceding twelve-month period, including warnings, will be assessed double fines on succeeding tickets. Vehicles with excessive citations may be towed without further notice.

- Individuals who have accumulated 10 or more citations during a twelve-month period will have parking privileges revoked for a six-month period. Parking (other than in paid visitor parking) or temporarily stopping at any location on the Rice campus or adjacent Rice property is prohibited during the six-month penalty period. This penalty cannot be appealed. Parking on campus in lots other than paid visitor parking during the penalty period will warrant an additional six-month penalty period for each violation. This loss of privileges is in effect for any motor vehicle the individual may drive. Individuals who have their parking privileges revoked will not receive refunds for parking permits already purchased.
- Unacceptable or dangerous driving behavior may also lead to withdrawal of parking and/or driving privileges on University property.

### *VISITOR CITATIONS*

- Visitors who violate parking regulations and/or park anywhere other than designated visitor lots are subject to having their vehicle ticketed, booted or towed. Individuals, who park at Rice for non-Rice reasons, may be ticketed or towed without further notice. Citations must be paid at the Rice University Cashier's Office or appealed through the Rice University Police Department.

### *TOWING OF VEHICLES*

- The University reserves the right to tow any illegally-parked vehicle or one with excessive tickets (5 tickets for registered parkers, 3 for non-registered within a twelve month period). Parking in spaces for people with disabilities, in fire lanes, in assigned/reserved spaces and in "no parking" areas may result in immediate towing. Vehicles are towed by private wrecker services, and all associated towing and storage fees are the responsibility of the owner/operator of the vehicle.
- Storing or repairing private vehicles (except for emergency repairs) is prohibited on campus. Parking privately owned motor homes, trailers, boats or any vehicle on campus for purposes of storage or habitation is not permitted. All vehicles not regularly operated must be removed from parking lots within ten (10) days following graduation each year. Any exception to this rule must be approved by the Parking Department and the Police Department.

<b>PARKING ENFORCEMENT - RICE POLICE DEPARTMENT</b>	
Office Hours	Monday - Friday, 7a-5p
Citation Appeals	<a href="http://parking.rice.edu/appeals.cfm">http://parking.rice.edu/appeals.cfm</a>
Contact Information	713-348-3956; Emergencies 713-348-6000
Website	<a href="http://rupd.rice.edu/">http://rupd.rice.edu/</a>
<b>PARKING DEPARTMENT - CENTRAL CAMPUS GARAGE</b>	
Office Hours	Monday - Friday, 7a-5p
Events & Operations	713-348-2023 & 2020; <a href="mailto:parking@rice.edu">parking@rice.edu</a>
Registration	713-348-7275
Website	<a href="http://parking.rice.edu/">http://parking.rice.edu/</a>