Parking and Traffic Procedures
2018 – 2019
Old Dominion University
Transportation and Parking Services

Norfolk Campus:
4310 Elkhorn Avenue
Norfolk, VA
Elkhorn Avenue Garage (Garage A)

Phone: (757) 683-4004
Fax: (757) 683-3194

parking@odu.edu
www.odu.edu/parking

Virginia Beach Higher Education Center:
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Virginia Beach, VA 23453

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Fax: (757) 368-4137
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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 and display a valid permit; park at a paid metered parking space; or park in a designated event parking area during a University-sponsored special event.

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 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.

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 from 7:00 am - 10:00 pm, Monday through Friday for commuter student and faculty / staff parking areas; and 24 hours per day, seven days per week in all on-campus resident parking areas. These permit hours are enforced year-round whenever the University is open, including semester breaks.

PERMIT OWNER RESPONSIBILITIES
The permit owner is responsible for maintaining the current status of all registered vehicles linked to a permit. This includes the most current license plate if vehicle registration changes, and also the registration of all new vehicles (up to a limit of three 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 with a Department of Motor Vehicles (DMV) registered vehicle 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
All vehicles linked to a parking permit must be registered with Transportation and Parking Services, 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 for one permit, however only one vehicle may be on campus at any time.

**PROPER DISPLAY OF PARKING PERMITS**

- All hanging parking permits must be clearly displayed from the rear view mirror with the permit number facing forward (visible through the windshield).
- Sticker permits may be affixed to the vehicle (by its own adhesive) on the back of the rearview mirror.
- Free permit extenders are available at the Transportation and Parking Services office.
- 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.
- Motorcycle / moped permits must be affixed to the left-front shock absorber and be clearly visible.

**Lost or Stolen Permits**

Lost or stolen permits must be reported immediately and a missing permit statement filed with Transportation and Parking Services. There is a $23 fee for replacing a lost or stolen permit.

**Refunds for Parking Permits**

Parking permits may be returned for a pro-rated refund, with the exception of summer session permits. Transferable (hang tag) permits or identifiable remnants of the sticker permit must be returned to the office. Refunds or cancellation of payroll deduction will be calculated only from the date the returned permit is received by Transportation and Parking Services.

**FACULTY / STAFF PARKING**

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 1 through September 30th 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. 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 and 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

<table>
<thead>
<tr>
<th>PERMIT TYPE</th>
<th>ANNUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff Group I (&lt; $19,999)</td>
<td>$240</td>
</tr>
<tr>
<td>Faculty/Staff Group II ($20,000 - $39,999)</td>
<td>$324</td>
</tr>
<tr>
<td>Faculty/Staff Group III ($40,000-$59,999)</td>
<td>$444</td>
</tr>
<tr>
<td>Faculty/Staff Group IV (&gt; $60,000)</td>
<td>$540</td>
</tr>
<tr>
<td>Hourly Employees</td>
<td>$240</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>$72</td>
</tr>
<tr>
<td>Motorcycle / Moped</td>
<td>$99</td>
</tr>
<tr>
<td>Motorcycle / Moped (with other permit)</td>
<td>$23</td>
</tr>
<tr>
<td>ROTC</td>
<td>$370</td>
</tr>
<tr>
<td>Faculty / Staff Reserved Space 24/7</td>
<td>$1,092</td>
</tr>
<tr>
<td>Faculty / Staff Reserved Space 7AM – 10PM</td>
<td>$948</td>
</tr>
<tr>
<td>Carpool</td>
<td>$324</td>
</tr>
<tr>
<td>VBHEC</td>
<td>$124</td>
</tr>
<tr>
<td>Daily Rate Permit ($7 / Day)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Payment Options
Payment may be made online using credit cards (MasterCard, Visa and Discover); in-person at the T&PS office using cash, check, credit card (MasterCard, Visa and Discover), 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, contracted third party faculty / staff members, Research Foundation, and permits issued for University Village Retail and Innovation Research Park tenants.

Faculty/Staff Carpools
The Faculty/Staff Carpool program is intended to reduce the number of vehicles on campus, and provide a more cost-effective parking option. In order 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.
- Carpooler 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 T&PS office.
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.
- Six (6) free daily rate parking permits per carpool participant per year. An additional six (6) more may be purchased at ½ cost for times that both participants need to drive separately.

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, all carpool spaces are available to Evening Program commuter students.
- Daily rate permits are not valid in the carpool spaces, they must be used in regular (non-carpool) spaces.
- Carpool participants are not eligible for any other parking permit, but may purchase daily rate permits or park at meter locations.

**Faculty / Staff Reserved Parking Program**

Reserved parking spaces are located throughout campus and identified by individual signs that identify 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. A “Universal” parking permit is included in the cost of the reserved space permit and should be displayed by the Reserved space owner when parked in their space. If the reserved space owner parks their vehicle in a non-reserved parking space, the “Universal” permit must be displayed on the vehicle to avoid a citation for failure to display a valid permit.

Requests for reserved spaces are handled on a first-come, first-served 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 1st through September 30th. 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. The “Universal” permit must be returned before a prorated refund can be made.

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 $77 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 meter parking. Semester and Annual student permits are available only to currently-enrolled students of Old Dominion University. The type of parking permit available depends upon the primary status as either an on-campus resident, or off-campus (commuter) student. Traditional freshman resident students are not permitted to register a car on campus throughout their entire freshman year (see Freshman Resident Parking below). All main campus student parking permits are valid at the Virginia Beach Higher Education Center (VBHEC).

- Student commuter and Faculty / Staff parking lots are enforced Monday through Friday from 7:00 am through 10:00 pm throughout the year, regardless of whether or not classes are in session. In residential areas and certain Reserved parking spaces, permits are enforced 24 hours per day, seven days per week.

- 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, by mail or in person at the Transportation and Parking Services office in the Elkhorn Avenue Garage (A) or at the Virginia Beach Higher Education Center.

- Parking permits may not be sold, traded or discarded without approval from Transportation and Parking Services. Prorated refunds are given for returned permits.

### Student Parking Permit Rates

<table>
<thead>
<tr>
<th>PERMIT TYPE</th>
<th>SEMESTER COST</th>
<th>ANNUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commuter Student Permit</td>
<td>$130</td>
<td>$260</td>
</tr>
<tr>
<td>Perimeter Lot Student Permit</td>
<td>$80</td>
<td>$160</td>
</tr>
<tr>
<td>Evening Program Permit</td>
<td>$45</td>
<td>$90</td>
</tr>
<tr>
<td>Virginia Beach Higher Education Center</td>
<td>$40</td>
<td>N/A</td>
</tr>
<tr>
<td>General Resident Permit</td>
<td>$160</td>
<td>$320</td>
</tr>
<tr>
<td>University Village Permit</td>
<td>$160</td>
<td>$320</td>
</tr>
<tr>
<td>Quad Resident Permit</td>
<td>$160</td>
<td>$320</td>
</tr>
<tr>
<td>Daily Rate Permit ($7 / Day)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Motorcycle / Moped</td>
<td>N/A</td>
<td>$99</td>
</tr>
</tbody>
</table>
OFF-CAMPUS and 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 faculty/staff Evening Program facilities after 3:45 pm. Commuter permits are not authorized in Resident parking locations, except for those lots with dual designation as commuter and residential.

Perimeter Permit
The Perimeter Permit is available to off-campus and commuting students who do not reside in University residence facilities. It is only valid in perimeter parking designations. After 3:45 pm, the Perimeter permit is also valid in all Evening program and commuter parking locations. Perimeter permits are not authorized in Resident parking facilities.

Evening Program Permit
The Evening Program Permit is available to off-campus and commuting students who do not reside in University residence facilities who only need to park on campus after 3:45 pm. The Evening Program permit is valid in any commuter, perimeter, and faculty/staff evening program designations only after 3:45 p.m. Evening permit owners must use a daily rate pass or pay at a meter to park on campus before 3:45 p.m.

Virginia Beach Higher Education Center Student Commuter Permit
Virginia Beach Higher Education Center (VBHEC) permits are available to all students taking classes only at the VBHEC. VBHEC Commuter permits are only valid on the VBHEC campus in Virginia Beach. Students also taking classes at Old Dominion University main campus or Norfolk State University main campus must purchase a parking decal from their main campus. These main campus permits are also valid at VBHEC.

RESIDENT STUDENT PARKING
Resident student parking permits are only available for currently enrolled sophomore through senior students that live on-campus in University-owned or operated housing facilities. Resident students may not purchase commuter student parking permits. There are three types of resident permits - General Resident, University Village Apartments and Quad Housing. The type of permit depends on the location where the student resides. Resident Student parking locations are enforced 24 hours per day, seven days per week.

Resident Permit
The general Resident Permit is only issued to students who reside in Rogers Hall & Annex, Nusbaum Apartments (A, B, C), Gresham Hall & Annex, ODU Inn, Powhatan Apartment (I & II) and Whitehurst Hall. The permit is valid only in lots marked Resident and Perimeter. The General Resident permit is never
valid in University Village Apartments lots or in the Quad Resident parking areas. Resident permits are not valid in any Commuter or Faculty-Staff/Evening Program lots before 3:45 pm. Resident permits are never valid in lots marked Faculty/Staff only.

**University Village (UV) Resident Permits**
The University Village (UV) Resident Permit is only issued to students who reside in University Village Apartments. The UV permit is only valid in University Village Lots (Village Lot 1, Village Lot 2 and Village Lot 3), General Resident, and Perimeter Lots. UV permits are valid in Commuter lots after 3:45 pm and in Faculty/Staff Evening Program lots after 3:45 pm. The UV permit is never valid in Quad Resident lots or Faculty/Staff Only lots. University Village parking facilities are monitored 24 hours per day, 7 days per week year round for permits. Event patrons for the Ted Constant Convocation Center may not park in the University Village lots at any time. All visitors to the University Village apartments must display a valid Visitor permit to park in the UV lots.

**City of Norfolk Zone 13 Permits**
A City of Norfolk Residential Parking Permit (RPP) may be issued by ODU T&PS upon request to Annual University Village Apartments parking permit owners. Zone 13 permits will not be issued with Fall or Spring semester permits. Vehicles that display the RPP and a valid University Apartments permit may park on-street within the Residential Parking Permit 13 District without regard for the posted two-hour limit. The Residential Parking Permit District includes 41st Street, 43rd Street and 45th Street between Monarch Way and Killam Avenue. ODU T&PS does not enforce the RPP zone 13 – all enforcement of the RPP 13 zone is done by the City of Norfolk. There is a $23 replacement charge if your RPP is lost or stolen. The RPP can only be replaced once. Place the RPP on the driver’s side rear bumper. If RPP is placed in any other location, it may result in a City of Norfolk citation.

**Quad Resident Parking**
Students living in Virginia House, Ireland House, Scotland House, England House, France House, and Dominion House may purchase a Quad Resident parking permit. The Quad Resident permit is valid in the 49th Street Stadium Garage (Garage E) Levels 4 and 5, General Resident, and Perimeter lots. Quad Parking permits are valid in Commuter lots after 3:45 pm and in Faculty/Staff Evening Program lots after 3:45 pm. The Quad Parking permit is never valid in the University Village parking lots and Faculty/Staff.

**Freshmen Resident Parking Policy**
Freshman resident students are not permitted to bring cars to campus for the duration of their freshman year (both fall and spring semesters). T&PS will not sell parking permits to resident freshmen. Other members of the ODU community who are eligible for a parking permit are not permitted to purchase one for resident freshmen.

Additionally, freshman resident 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. 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 Parking Policy Waiver
A limited number of exceptions to this policy may be granted on a yearly basis by submitting a freshman parking policy waiver request. Waiver requests are reviewed by a committee of faculty and staff, and must be approved prior to bringing the vehicle to campus. Waivers are not granted automatically. If approved, the student will be able to purchase a parking permit for the academic year. To submit a request for a waiver, students must complete the waiver request form available on the T&PS website, and fully complete the application, including all supporting documentation. All waiver requests should be submitted to the parking@odu.edu email address. The decision of the review board is final, and after the completion of the request period, the application process is closed until the next semester or academic year.

There are four general categories within which to request a waiver: 1) employment off-campus; 2) Extenuating family circumstances; 3) Medical needs; and 4) University obligations.

Employment Off-Campus:
Freshmen are strongly encouraged to find employment either on campus or in the local community. Requests for waivers based on off-campus part-time employment should only be submitted once employment has been secured. Approval may only be granted upon successful verification of employment and a work schedule meeting the minimum 20 hours per week requirement. Applicants are responsible for ensuring that the most current employment information is on file. Updated information may be provided via email or may be faxed to 757-683-3194. Petitions for approval are generally given only when a student’s transportation circumstances cannot be accommodated by local transit service.

Extenuating Family Circumstances:
Family circumstances requiring transportation off campus should be submitted online and must provide the necessary documentation to positively prove the need. Petitions for approval are not automatic and are generally given only when a student’s family circumstances cannot be accommodated by local transit service.

Medical:
Requests for exceptions based on medical reasons (physical disability or illness) of the student requiring transportation off campus must provide the necessary documentation to demonstrate the location of the medical services (not the condition or issue itself). Students requesting a waiver in this category must register with the Office of Educational Accessibility prior to submitting waiver request. Petitions for approval are not automatic and are generally given only when a student’s medical appointments cannot be accommodated by local transit service. Medical reasons require a letter from a licensed physician identifying the need for services (number and frequency of appointments, office location, and duration of each office visit).

University Obligations:
University obligations requests require a letter from a University sponsor/coach/faculty member indicating a legitimate need for regular off-campus travel that cannot be accommodated via local transit service. This letter should explain in detail the nature of the obligation, the reason(s) for the student to
have ready access to their own transportation and the time-frame being projected for this need. Petitions for approval are not automatic.

TIDEWATER CONSORTIUM STUDENTS
Tidewater Consortium students who are enrolled at ODU under the consortium agreement may purchase an ODU commuter parking permit at a reduced 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 the parking in equivalent designations. Under this agreement, the Norfolk State University student permit will be honored in ODU commuter and perimeter facilities and in faculty/staff evening facilities after 3:45 pm only.

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 AND MOPED PARKING
Vehicle permits are not valid on motorcycles or mopeds. Motorcycle and moped permits are separate permits that cost $99 regardless of faculty or student classification. Although the motorcycle / moped may not be registered as a second vehicle on a vehicle permit, when purchased in addition to a vehicle permit the cost is $23. Motorcycle and moped permits are stickers that are affixed to the front left fork (shock absorber) of the motorcycle or moped. Motorcycles and mopeds are required to park in designated motorcycle / moped spaces (locations marked with an “M/C” or “Motorcycle”) unless they are parked at a paid metered space. 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.

DAILY RATE PARKING PERMIT
Daily Rate parking permits are available to anyone who does not own an ODU parking permit. Daily 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 up to 60 days in advance and printed out or validated only when needed. The Daily Rate Permit cost is $7.00, and is only valid on the date of activation. Daily Rate Permits are valid in all non-reserved ODU parking spaces, including Faculty / Staff, Commuter, Resident and Perimeter. If the daily permit is purchased in the office, it must be scratched off completely and clearly on the date of use, including the day of the month, current month, and current year. If the daily permit is purchased online, it must be printed out prior to arriving to campus and displayed on the vehicle’s dashboard so the permit number and date can be verified. The permit owner is responsible for proper validation and display of the pass.
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. The most convenient parking for visitors are the metered parking lots and garages, including the Visitor Parking Lot (Lot 7) on 49th Street. See metered parking section for information about locations and payment. All visitors parking on campus must either pay a parking meter, enter a validation code (see section on validation codes) or display a valid parking permit issued by ODU T&PS. Visitors may not park at meters or meter controlled areas without paying the meter fee or entering a validation code. Parking meters must be paid Monday through Friday, 7:00am to 10:00pm, regardless of whether or not classes are in session.

VISITOR PERMITS
Visitor permits are only issued in person at ODU T&PS office during normal business hours. Only one complimentary visitor pass will be issued per account/vehicle. If more than one visitor pass is needed, a daily rate parking permit must be purchased for $7/day. Visitors should bring their vehicle information, and photo identification, including current mailing address. Visitors may park in faculty/staff, commuter or perimeter designations with a valid visitor pass or daily rate permit. Visitor permits are not valid in Reserved spaces, Disability spaces (unless displaying a valid Disability Parking Placard), or metered spaces (unless the meter fee is paid).

VISITORS WHO RECEIVE A CITATION
Transportation and Parking Services may waive citations issued to visitors for not displaying a permit if proper visitor status is confirmed. Only one such claim per license plate/account will be honored for authorized visitors. Vehicles registered to immediate family members of students may never be considered as visitors unless the visitor first obtains an appropriate visitor’s pass prior to parking the vehicle. All visitors wishing to have their citation considered for a visitor waiver must file an appeal online within seven (7) days of the citation date. Visitors forfeit their right to have their citations waived if their appeal is not filed within the seven (7) day time frame.

TEMPORARY PERMITS
Temporary parking permits are available to any student, faculty/ staff or other registered permit owners driving a non-registered vehicle while the registered permit is unavailable (for example, it was left at home, in another vehicle, or during a car repair). Temporary permits cannot be used to have more than one vehicle on campus at the same time under the same permit. These permits are only issued during business hours in the T&PS Office in Elkhorn Avenue Garage. Temporary permits are also available to new employees prior to receipt of their first University paycheck.

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, skateboard riding, roller skating, ball playing, and any other activities not related to parking a vehicle and walking to/from that vehicle.
43rd & Elkhorn Garage
Located at the corner of 43rd St and Elkhorn Ave. The garage is designated for meter parking and commuter student parking. Four pay station machines are located on level 1 at the pedestrian exit in the northeast corner the facility. Vertical Clearance in the garage is 7’ 1” (seven feet, one inch) on all floors.

- Level 1: Metered spaces (Pay stations located on this level only)
- Level 2: Metered spaces and Commuter Permits
- Level 3: Commuter Permits
- Level 4: Commuter Permits

43rd & Bluestone Garage
Located on 43rd Street at Bluestone Avenue (next to the Perry Library and Student Success Center). The garage is zoned Faculty/Staff. 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 1: Faculty/Staff
- Level 2: Faculty/Staff
- Level 3: Faculty/Staff
- Level 4: Faculty/Staff

Constant Center 43rd Street Garage
Located at the corner of the 43rd Street and Hampton Blvd with entrances along 41st & 43rd Streets. The garage is available for Commuter and Reserved parking. 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 1: Metered and Commuter Student
- Level 2: Commuter Permit
- Level 3: Commuter Permit
- Level 4: Reserved/Research (special permit required)
- Level 5: Commuter Permit

There are metered spaces on the north side of the 1st level that are controlled by pay stations located at the pedestrian exit on the north side of the facility, and in the center of the first floor access to the Innovation Research Parking (IRP) buildings.

Constant Center 45th Street Garage
Located at the corner of 45th Street and Hampton Boulevard with entrances along 45th and 46th Streets. The garage is available for Hotel, Commuter, and Faculty/Staff parking. 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 1: Hotel guests only
- Level 2: Commuter Permit and metered spaces
- Level 3: Commuter Permit
There are meter spaces on the perimeter of the 2nd level that are controlled by a pay station located at the stair tower on the south side of the facility.

49th Street Stadium Parking Garage

Located on the 49th street and Bluestone Ave. The garage is zoned metered parking, Faculty/Staff and Quad Student. 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).

- Pit Area: Faculty/Staff and Reserved
- Level 1: Reserved and Metered
- Level 2: Metered and Faculty/Staff
- Level 3: Faculty / Staff
- Level 4: Quad Resident Student
- Level 5: Quad Resident Student

There are meter spaces located on the south side of the 1st level and the ramp to the second level. Payment should be made at the pay stations on the southwest and northeast (Visitor Lot) sides of the garage.
### Surface Parking Lots and Primary Use Designations

<table>
<thead>
<tr>
<th>Lot</th>
<th>Primary Use Designation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 1</td>
<td>Commuter</td>
<td>This lot is subject to tidal / coastal flooding. Several spaces are reserved for WHRO permits only.</td>
</tr>
<tr>
<td>Lot 2</td>
<td>Reserved Spaces</td>
<td>All spaces are Reserved in this lot.</td>
</tr>
<tr>
<td>Lot 3</td>
<td>Disabled/Reserved</td>
<td>All spaces in this lot are Reserved or Disabled parking</td>
</tr>
<tr>
<td>Lot 4</td>
<td>Faculty / Staff</td>
<td>All spaces are Reserved in this lot.</td>
</tr>
<tr>
<td>Lot 5</td>
<td>Faculty / Staff</td>
<td>This is lot is Faculty / Staff only at all times.</td>
</tr>
<tr>
<td>Lot 6</td>
<td>Faculty / Staff</td>
<td>Evening Program after 3:45pm</td>
</tr>
<tr>
<td>Lot 7</td>
<td>Metered Parking</td>
<td>All spaces are metered. No permits are valid in this lot.</td>
</tr>
<tr>
<td>Lot 8</td>
<td>Faculty / Staff</td>
<td>Evening Program after 3:45pm</td>
</tr>
<tr>
<td>Lot 9</td>
<td>Faculty / Staff</td>
<td>Evening Program after 3:45pm</td>
</tr>
<tr>
<td>Lot 10</td>
<td>Faculty / Staff</td>
<td>This is lot is Faculty / Staff only and Tennis Center parking at all times.</td>
</tr>
<tr>
<td>Lot 11</td>
<td>Resident / Commuter</td>
<td>This lot is subject to coastal flooding.</td>
</tr>
<tr>
<td>Lot 16</td>
<td>Resident / Commuter</td>
<td>Adjacent to Gresham Main</td>
</tr>
<tr>
<td>Lot 18</td>
<td>Resident</td>
<td>Adjacent to Nusbaum Apartments</td>
</tr>
<tr>
<td>Lot 19</td>
<td>Disabled &amp; Faculty / Staff</td>
<td>All spaces are Reserved and/or Disability Parking only</td>
</tr>
<tr>
<td>Lot 23</td>
<td>Faculty / Staff</td>
<td>Evening Program after 3:45pm</td>
</tr>
<tr>
<td>Lot 28</td>
<td>Resident</td>
<td>Adjacent to Gresham Main and Gresham Annex</td>
</tr>
<tr>
<td>Lot 32</td>
<td>Resident</td>
<td>Adjacent to Powhatan Apartments</td>
</tr>
<tr>
<td>Lot 33</td>
<td>Resident</td>
<td>Adjacent to Rogers Main</td>
</tr>
<tr>
<td>Lot 34</td>
<td>Koch Hall Loading Zone</td>
<td>This lot is only for Koch Loading / Unloading. 30 minute limit.</td>
</tr>
<tr>
<td>Lot 35</td>
<td>Meter</td>
<td>Accessible only via southbound lanes of Hampton Boulevard.</td>
</tr>
<tr>
<td>Lot 37</td>
<td>Resident</td>
<td>Adjacent to Nusbaum Apartments</td>
</tr>
<tr>
<td>Lot</td>
<td>Designation</td>
<td>Restrictions</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Lot 38</td>
<td>Faculty / Staff</td>
<td>Evening Program after 3:45pm</td>
</tr>
<tr>
<td>Lot 41</td>
<td>Faculty / Staff</td>
<td>This is lot is Faculty / Staff only at all times.</td>
</tr>
<tr>
<td>Lot 42</td>
<td>Resident / Perimeter</td>
<td>This lot is also used for Sailing Center events.</td>
</tr>
<tr>
<td>Lot 43</td>
<td>Perimeter / Golf Course</td>
<td>This lot is also used for Athletic event parking; Norfolk Public Schools athletic events; and Lamberts Point Golf Course parking.</td>
</tr>
<tr>
<td>Lot 44</td>
<td>Faculty / Staff</td>
<td>Evening Program after 3:45pm</td>
</tr>
<tr>
<td>Lot 45</td>
<td>Disabled / Reserved</td>
<td>All spaces are Reserved and/or Disability parking only</td>
</tr>
<tr>
<td>Lot 46</td>
<td>Disabled / Reserved</td>
<td>All spaces are Reserved and/or Disability parking only</td>
</tr>
<tr>
<td>Lot 47</td>
<td>Commuter</td>
<td></td>
</tr>
<tr>
<td>Lot 49</td>
<td>Faculty / Staff</td>
<td>Evening Program after 3:45pm</td>
</tr>
<tr>
<td>Lot 50</td>
<td>Resident</td>
<td>ODU Inn parking.</td>
</tr>
<tr>
<td>Lot 56</td>
<td>Resident</td>
<td>Adjacent to Nusbaum Apartments</td>
</tr>
<tr>
<td>Lot 58</td>
<td>Commuter</td>
<td></td>
</tr>
<tr>
<td>Lot V-1</td>
<td>Faculty / Staff &amp; Village</td>
<td>Designated spaces are Faculty / Staff only at all times. Permits enforced 24/7.</td>
</tr>
<tr>
<td></td>
<td>Resident</td>
<td></td>
</tr>
<tr>
<td>Lot V-2</td>
<td>Village Resident</td>
<td>Permits enforced 24/7.</td>
</tr>
<tr>
<td>Lot V-3</td>
<td>Village Resident</td>
<td>Permits enforced 24/7.</td>
</tr>
<tr>
<td>Parker</td>
<td>Faculty / Staff and Village</td>
<td>Reserved for faculty / staff parking between 7AM and 10PM. Student parking available after 10PM with ODU permit.</td>
</tr>
<tr>
<td>Avenue</td>
<td>Reserved Parking</td>
<td></td>
</tr>
</tbody>
</table>
METERED PARKING

There are over 500 metered parking spaces at ODU available for short-term parking in high-demand locations. University permits and passes are not valid at meters, all cars parked in metered spaces must pay the meters. Meters are enforced year-round, Monday through Friday from 7:00am to 10:00pm, regardless of whether or not classes are in session. Metered parking costs $1.50 per hour throughout the campus. The majority of the metered spaces use multi-space pay stations that accept coins, bills and credit cards with no time limits. Please note that the pay stations do not give change, and cannot return bills. The multi-space pay stations are located in the following locations:

- Visitor Parking Lot (Lot 7): 85 spaces
- Elkhorn Avenue Garage (Garage A): 250 spaces
- South Constant Center Garage (Garage C): 65 spaces
- North Constant Center Garage (Garage D): 40 spaces
- 49th Street Stadium Garage (Garage E): 85 spaces
- Student Recreation Center and 48th Street (Lot 57): 22 spaces

To use a multi-space pay station, park in a metered space, taking note of the space number painted in the space. Enter the space number in the nearest pay station, select a method of payment, and use the “+” or “-“ buttons to select the desired parking duration. After payment is accepted, a receipt will be printed with the space number paid and time of expiration. Please save the receipt as proof of payment, however it does not need to be displayed in the vehicle. There are no time limits to the multi-space pay stations. Metered spaces can also be paid for using Whoosh! with your smart phone. Download the app and locate the pay station for your location. Whoosh allows you to make an initial payment for your space, as well as, extend your meter payment from anywhere on campus. There is a $0.20 per transaction fee to use this service.

If parking in a metered space reserved for the disabled, you must display a valid DMV issued disability placard. Meter payment or a valid ODU permit is required.

Additionally, there are 2 single-head parking meters on campus that only accept coins, and are limited to two-hour parking. These meters are located in Lot 35 and are limited to 30 minutes.

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 T&PS office to valid Faculty / Staff permit owners only. The loading zone passes expire each year on September 30th, and 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 at:
parking meters (must pay meter); 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. These spaces are available for short-term parking while loading / offloading vehicles near buildings. These spaces are enforced 24 / 7.

**OVERSIZED VEHICLE PARKING**
If parking an oversized vehicle on campus, you must contact T&PS office prior to parking the vehicle on campus. T&PS 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.

**ACCESSIBLE PARKING**
Designated accessible parking spaces are restricted to the exclusive use of vehicles displaying a valid disability plate 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 displayed or pay the meter. Vehicles bearing 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 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 pass to park in designated disability spaces. A letter or other form or signed note from a medical doctor explaining the mobility limitation and anticipated duration is required to attain a temporary pass. Note that these passes are only valid on the campus of ODU, and are not valid to park in disability parking spaces off-campus. These passes must accompany 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 venues 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 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. T&PS staff will work with event hosts to develop event transportation and parking plans. Some small events may be accommodated in metered 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 Form” on the T&PS website.

Follow-up emails may be sent to 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. T&PS 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Attendant (per attendant)</td>
<td>$20 / hour</td>
</tr>
<tr>
<td>Golf Cart with Attendant (per attendant)</td>
<td>$25 / hour</td>
</tr>
<tr>
<td>11 Passenger Van</td>
<td>$40 / hour</td>
</tr>
<tr>
<td>20 Passenger Shuttle Bus</td>
<td>$60 / hour</td>
</tr>
</tbody>
</table>

T&PS 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 CODE

The validation code program is intended to provide short term (up to a full business day) parking at no cost for visitors to small events hosted by departments on campus. The codes provide non-ODU
affiliated users with access to convenient metered parking locations in four parking garages and the Visitor Lot, and do not require the visitor to stop at the Transportation and Parking Services office for a visitor’s permit. Validation Codes are for business day use only (not overnight or multi-day), and are not intended for individuals returning for regular or extended parking on campus. Validation Codes are only available in the metered spaces on campus, and must be arranged a minimum of two-business days in advance by email to eventparking@odu.edu. Departments with regular use of validation codes for their guests should set up a validation code agreement with T&PS. Rates are:

- 4 hours of parking for $2 per use;
- 8 hours of parking for $4 per use;
- All day parking (7am to 10pm) for $6 per use.

Daily and individual use of the validation code is monitored to avoid over-use or abuse. Contact T&PS for more information about a validation code agreement.

ATHLETIC EVENTS
T&PS 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. T&PS 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 at 5:00 am on the morning of home football games held on Saturdays. General ODU parking is available in the following locations:

- 43rd & Elkhorn Garage
- Constant Center 43rd Street Garage
- Constant Center 45th Street Garage

The following 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 5:00 am on game-day Saturdays is subject to Violation #3 (In a Reserved Parking Space) citation for $77. Vehicles are towed to the rear of Lot 43. General parking is not available in these lots on game day Saturdays.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>49th Street Stadium Garage (E)</td>
<td>Designated “Red Garage”</td>
</tr>
<tr>
<td>Elkhorn Avenue Garage (A)</td>
<td>Designated “Yellow Garage”</td>
</tr>
<tr>
<td>Lot 1 / WHRO</td>
<td>Designated “Blue Lot”</td>
</tr>
<tr>
<td>Lot 2</td>
<td>Reserved for game day officials</td>
</tr>
</tbody>
</table>

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### Home Basketball Games

Home basketball games (both men and women) affect commuter permit and meter parking in the North and South Constant Center Garages (Garages C and D). Signs will be posted in the areas reserved for basketball parking. The table below lists areas reserved for basketball parking only. Vehicles remaining in these areas after 4:30 pm on game days are subject to a Violation #3 (In a Reserved Parking Space) citation for $77. Commuter students unable to move their cars before 4:30 pm 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.

#### Constant Center South Parking Garage (C) Reserved for Basketball

<table>
<thead>
<tr>
<th>Men's Games</th>
<th>Women's Games</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 (Sections 1E &amp; 1F)</td>
<td>Level 1 (Sections 1E &amp; 1F)</td>
</tr>
<tr>
<td>Level 2 (Sections 2E &amp; 2F)</td>
<td></td>
</tr>
</tbody>
</table>

#### Constant Center North Parking Garage (D) Reserved for Basketball

<table>
<thead>
<tr>
<th>Men's Games</th>
<th>Women's Games</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>Level 2</td>
</tr>
<tr>
<td>Level 3</td>
<td></td>
</tr>
</tbody>
</table>

### 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 the display of a designated vendor / contractor permit. Each permit is assigned one or more specific lot locations on campus and will be noted on the hang-tag permit. The permit costs $20 per month per permit. The permit may be transferred among multiple contractor / vendor vehicles, however all potential vehicles that will use the permit should be registered with the Transportation and Parking Services office. If the permits are being transferred throughout different phases of a project, the contractor is responsible to ensure the permit is transferred from sub-contractor to sub-contractor.

Contractors may also park (with valid payment) at designated metered spaces on campus. Contractor / vendor 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 performing contracted maintenance of a short term nature (not daily parking) may park in designated state vehicle service areas located in lots, subject to availability and proper display of a vendor parking permit.

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 and Fines

<table>
<thead>
<tr>
<th>Violation Number</th>
<th>Description of Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Parking without a valid permit on campus or in campus leased facilities.</td>
<td>$75</td>
</tr>
<tr>
<td>2.</td>
<td>Parking outside of a parking stall. Parking in more than one stall; to include parking</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>with at least one tire touching or overlapping any stall line(s).</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Parking in a reserved space. Parking in a space marked “Reserved” by either a sign</td>
<td>$77</td>
</tr>
<tr>
<td></td>
<td>or paint, or reserved for basketball, football, or special event parking.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Parking in an unauthorized zone. Parking in an area where permit/pass is not valid.</td>
<td>$35</td>
</tr>
<tr>
<td>5.</td>
<td>Parking in a prohibited zone. Parking in an area that is not authorized for parking.</td>
<td>$30</td>
</tr>
<tr>
<td>6.</td>
<td>Parking on the grass or any mulched or any non-paved area.</td>
<td>$35</td>
</tr>
<tr>
<td>7.</td>
<td>Blocking another vehicle: Double-parking, blocking another parked vehicle or parking</td>
<td>$73</td>
</tr>
<tr>
<td></td>
<td>in a manner that obstructs another vehicle.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Parking in a loading zone without permit: Parking in a signed loading zone without a</td>
<td>$30</td>
</tr>
<tr>
<td></td>
<td>loading zone permit.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Parking on a sidewalk or in a crosswalk.</td>
<td>$35</td>
</tr>
<tr>
<td>10.</td>
<td>Obstructing traffic: Parking in a manner that obstructs the normal flow of traffic</td>
<td>$15</td>
</tr>
<tr>
<td>11.</td>
<td>Parking in a space for the disabled. Parking in a space marked for the disabled or the</td>
<td>$30</td>
</tr>
<tr>
<td></td>
<td>hashed area adjacent to spaces marked for the disabled.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Illegal disposal, acceptance or use of pass or permit: Displaying a counterfeit,</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>altered, defaced, unauthorized copies of permits, and/or illegally transferred permit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or pass. The counterfeit permit will be confiscated. In addition, other disciplinary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>action may be taken, as deemed appropriate by Old Dominion University.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Improper or failure to display authorized pass or permit: Issued to permit owners who</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>do not have the permit displayed (to discourage permit sharing).</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Parking over the limit: Parking at an expired meter, parking at a meter longer than</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>maximum time permitted, parking in a loading zone more than 30 minutes, and parking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>longer than any posted sign permits.</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Using evening permit before 3:45 p.m: Parking on campus before 3:45 p.m. in commuter</td>
<td>$19</td>
</tr>
<tr>
<td></td>
<td>and perimeter lots with an evening permit.</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Improper validation of use of daily rate pass: Parking without properly validating</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>daily rate parking pass.</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Parking in Fire Lane: Parking a vehicle in a manner that obstructs fire lanes and/or</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>fire hydrants.</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Motorcycle parked in a car space or a car parked in motorcycle space.</td>
<td>$15</td>
</tr>
</tbody>
</table>

### Citation Payment

Fines may be paid with Visa, MasterCard, Discover, 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. There is a $3.50 processing fee per citation. Removal of administrative holds on student, staff and faculty accounts may require up to 48 hours after online payment is received.

In Office Payments
Citations/fees may be paid in person either at the Norfolk or VBHEC T&PS offices. Citations paid in person can take up to 48 hours to process administrative hold removals on student, staff and faculty 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 Fee / Collection Services
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 collection.

Faculty/Staff 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 Leo Online hold will be placed until 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, T&PS 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.

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 $30 boot removal fee. Owners of immobilized vehicles may contact the Transportation and Parking Services office during business hours only.

VEHICLE TOWING
In addition to being cited for the parking violation by ODU T&PS, 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 vehicle
• Parked in an area designated as no-parking or tow-away zone
• Blocking traffic or fire lanes, or obstructing flow of traffic for fire/safety reasons

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.

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.

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 after issuance of the citation.
• All persons must submit their appeal online at www.odu.edu/parking.
• Appeals received after the deadline will result in forfeiture of the right to 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-Appeals Committee consists of members of the University faculty, staff and student body.
• The fine for the citation must be paid in full before a re-appeal may be filed.
• Submit re-appeal on line (same steps as first level appeals).
• Submit appeal within 14 days after 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 chooses to attend the hearing.
• If the Re-Appeal Committee decides in the appellant’s favor, a refund check will be mailed 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 semester, and may meet more frequently if there are sufficient cases.
DEFINITIONS

**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 Program:** 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.

**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.

**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.

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

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

**Metered Spaces:** Parking spaces that require payment.

**No Parking Zone:** Any area or space not defined as a legal space.
Oversize Vehicle: Vehicle measuring over 18 feet from front bumper to rear tail hitch and/or over 6’10” in height

Parked vehicle: Any vehicle that is stopped and has no driver present in the vehicle, regardless of whether flasher is on 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 three 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

T&PS: Abbreviation for Transportation and Parking Services.

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

Visitor: Any person visiting the campus who is not a student, faculty member, staff, vendor or contractor.
FREQUENTLY ASKED QUESTIONS AND 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 issue date. Individual appeals to members of the T&PS 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 in 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 bad.
• 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, 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 (Elkhorn Avenue Garage “A” and North Constant Center Garage “D”) almost always fill up before South Constant Center Garage “C” 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 at the closest stop.

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?
You can receive a temporary parking pass from Transportation and Parking Services.
8. I lost or misplaced my Parking Permit, what do I do?  
Report the loss or theft to public safety if on campus and bring the paperwork to T&PS and you will be issued a replacement permit. There is a $23.00 replacement fee.

9. Do I have to pay the parking meter if I display my loading zone pass?  
Yes. Loading zone passes are not valid for meter parking areas.

10. 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, faculty and staff. To ensure they are not being abused, a valid ODU permit must be displayed in conjunction with the disability placard.

11. My car broke down on campus. What should I do?  
Immediately notify T&PS and Public Safety if the vehicle is obstructing traffic flow. We will work with you to resolve the problem.

12. The design of my rear-view mirror makes it difficult to display my permit. It either falls down, or isn’t visible. What can I do?  
T&PS has extenders which allow your permit to hang a little lower from the rear view mirror making the permit easier to see. Bring your permit to the office and it will be fitted with the extender free of charge.

13. If my permit is turned sideways on the mirror making it hard to see, will I get a ticket?  
Yes. The enforcement officers must be able to see the expiration date, permit number, and the design on the front of the permit.

14. I have a Resident Permit. Can I park in a Faculty/Staff lot?  
No. You can only park in any commuter and faculty/staff/evening program lots after 3:45pm. However, vehicles must be removed from these lots by 6:00am the next day.

15. Who sets the prices for Permits and Fines?  
All University fees and fines are set by the Board of Visitors.

16. Can I get more than one ticket for violation #14 – “Over the Limit” at a metered space?  
Yes. Multiple citations, not to exceed two per day may be issued for parking overtime at a parking meter.

17. 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 may at any times be moved or missing from some lots; these lots remain university property and subject to enforcement of the rules. Lot designations are also annotated on the parking map provided with the Summary of Motor Vehicle and Parking Regulations.