



# 2024-2025 STUDENT PARKING PERMIT

PERMITS AND RENEWAL DECALS MAY BE PURCHASED ON-LINE. Login to myMU and select "Commuter Meal Plans and MU Parking" then select New or Renew Permit OR you may return this application along with full payment to: Marshall University, Office of the Bursar, Attn: Parking Permits, One John Marshall Drive, Huntington, WV 25755-4200. Purchase by July 22, 2024 to receive your annual parking permit/renewal decal by mail in time for the Fall semester.

Parking permits can also be purchased in person at the Office of the Bursar in the Old Main Building. Renewals are processed on a first-come, first-serve basis and are subject to space availability. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

**YOUR CURRENT PARKING PERMIT WILL EXPIRE JUNE 30, 2024.**

**Students parking on campus during the summer must renew/purchase permits by June 30, 2024 to avoid receiving citations.**

### Personal Information (please print)

Last Name	First Name	MI	MUID	
Local Address or Dorm Location	City	State/Zip	Cell phone with Area Code	
Home Address Street	City	State	Zip	Phone with Area Code
MU E-mail Address			CURRENT PERMIT #	

### Vehicle Information

License Plate Number	State	Color	Vehicle Make	Vehicle Model	Year
Vehicle #1					
Vehicle #2					

### Parking Permit Fees (Check the appropriate amount of your parking permit)

HALF year permits July 1, 2024 - December 31, 2024	FULL year permits July 1, 2024 - June 30, 2025	Half Year	Whole Year
SURFACE PERMIT	<input type="checkbox"/>	\$85.00	<input type="checkbox"/> \$170.00
THIRD AVENUE GARAGE PERMIT	<input type="checkbox"/>	\$135.00	<input type="checkbox"/> \$270.00
<b>TOTAL AMOUNT OF PAYMENT</b>			

### Check here for MU Handicapped Parking Decal

Vehicles parked in any designated handicapped space on campus must display a valid MU parking permit in addition to a state issued handicapped parking placard or license plate. Permit holders must also obtain a MU handicapped parking decal to affix to their regular MU parking permit. When selecting this option, you must provide a copy of your state issued handicapped registration card. The name on the registration card must correspond with the name on this application before the MU handicapped decal will be issued. Permits are valid in any designated handicapped parking space on campus.

### Methods of Payment

<input type="checkbox"/> Check: Make checks payable to Marshall University. Check #
<input type="checkbox"/> Cash: (Cash payments must be made in person. DO NOT send cash through the mail.)
<input type="checkbox"/> Credit Card: (Credit card must be made in person or online DO NOT write credit card information and send through the mail.)

X

Student Signature (required to process application)

Date

### Office of the Bursar Use Only

Permit #		Validation #		Exp.	
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### Parking Office Use Only

Verified by:	Permit #	Validation #	Expiration	Date Issued	Comments

**\*\*\*\* DO NOT WRITE YOUR CREDIT CARD INFORMATION ON YOUR PARKING PERMIT APPLICATION. CREDIT CARD PAYMENTS MUST BE MADE IN PERSON OR ONLINE. PAYMENTS WILL NOT BE PROCESSED WITH CARD INFORMATION WRITTEN ON THE FORM.**

## **AUTHORIZATION FOR PARKING REGULATIONS**

Parking regulations are issued by the Office of Public Safety, Parking and Transportation Division.

If you have any questions about your parking permit or the parking regulations, please call the office during regular business hours of Monday - Friday 8:00 AM to 4:30PM at (304) 696-6406 or (304) 696-6648 or email [parking@marshall.edu](mailto:parking@marshall.edu).

**FIRST TIME PERMIT PURCHASES** – You may purchase your permit online. Login to MyMU, select Commuter Meal Plans and MU Parking. Click on “New Permit,” complete the form and pay with your credit card. Or you may complete the parking permit application, on the reverse side, and return by mail to the Bursar's Office. Make sure to include a check or money order made payable to: Marshall University. To be processed by mail, applications must be received in the Bursar's Office by July 19, 2024. Applications received and permits purchased online, after this date, must be picked up at the Parking Office. Spring 2025 Parking Permit and decal renewals will not be mailed. You may pick-up your validation decal renewal at the Parking Office, 1801 5th Avenue.

**RENEW EXISTING PERMIT** -- If you are an existing permit holder, DO NOT throw away your current parking permit. There is a \$20.00 parking permit replacement fee. Renewals can be purchased online or by paper application. You will be issued a 2024/2025 renewal validation decal to affix to your current permit. Parking permit sales are limited. Current permit holders may renew their existing parking permits beginning June 10, 2024. To be processed by mail, applications must be received in the Bursar's Office by July 19, 2024. Applications received and permits purchased online, after this date, must be picked up at the Parking Office.

**STUDENT SURFACE PARKING PERMITS** -- Surface parking permits are \$85.00 valid until 12/31/2024 and \$170.00 valid until 06/30/2025. A student surface parking permit will allow you to park in any designated MU Student or General parking areas on campus. Spaces in these areas are available to students on a first-come first-serve basis only. A parking permit does not guarantee the holder a convenient parking space, it grants only the privilege in an assigned area. Students are not permitted to park in faculty/staff areas if their preferred area is full.

**THIRD AVENUE GARAGE PARKING PERMITS** -- Garage parking permits are available for the Third Avenue Garage. Third Avenue Garage permits are \$135.00 valid until 12/31/24 and \$270.00 valid until 06/30/25. Garage parking permits are valid ONLY in the Third Avenue Garage. Third Avenue Garage spaces are available on a first-come first-serve basis.

**HOME FOOTBALL GAME PARKING** – MU Parking permits are not valid in any of the parking lots with numbered spaces for home football game days. Parking permit holders must remove their vehicles from these lots by 7:00 AM. The Athletic Department will tow all vehicles remaining in these areas at the owner's expense. All surface parking lots and parking garages for home football game days will have a charge for parking. If you are parked in the Third Avenue Garage, you may stay parked there. If you exit on game day and try to re-enter, you will be charged to re-enter. Student vehicles may be relocated to the Student parking lots between 18<sup>th</sup> Street and 19<sup>th</sup> Street on 6<sup>th</sup> Avenue.

**WEEKDAY GAME DAY PARKING** -- It is the policy of the Marshall University Office of Public Safety that during weekday game days, the Athletic Department does not charge any valid MU permit holder to park on the open surface lots or in the Third Avenue Parking Garage because of evening class sessions. Permit parking is not allowed on Stadium lots during weekday game days or week-end game days.

**HANDICAPPED PARKING PERMITS** -- Vehicles parked in any designated handicapped space on campus must display a valid MU parking permit in addition to a state issued handicapped parking placard or license plate. Permit holders must also obtain a MU handicapped-parking decal to affix to their regular MU parking permit. You must submit a copy of your state issued handicapped registration card, the name on the registration card must correspond with the name on this application before the MU handicapped decal will be issued. Permits are valid in any designated handicapped parking space on campus. MUPD patrols the campus 24 hours a day and 7 days a week for illegal handicapped parking.

**PARKING ENFORCEMENT** -- Permit parking is enforced on campus from 7:00 AM to 7:00 PM, Monday through Thursday and 7:00 AM to 4:00 PM on Friday. All other violations are always enforced. After 4:00 PM, student parking permits are valid in all MU parking areas regardless of designation. You will receive a complete set of parking rules and regulations and a map of campus parking areas with your permit. Please familiarize yourself with the regulations and parking area locations before the first day of class. You must notify the Parking Enforcement Office of any changes in your registration or vehicle.

### **PARKING PERMITS ARE NOT TRANSFERABLE. DO NOT SHARE YOUR PARKING PERMIT WITH ANYONE.**

The person registering a vehicle is responsible for all citations issued to that vehicle and/or any other vehicle displaying their parking permit. Three or more unpaid parking citations will result in a financial hold being placed on a student's record. After 10 or more unpaid citations have accumulated, the vehicle may be immobilized or towed at the owner's expense.

### **VEHICLES DISPLAYING AN ALTERED OR FORGED MU PARKING PERMIT ARE IMPOUNDED IMMEDIATELY AND CRIMINAL CHARGES MAY BE PURSUED.**

**Financial holds and/or boots will not be removed until all outstanding fines are paid.**

**ARRIVE ALIVE – DRIVE SAFE! DRIVE SOBER!**