



## ADMINISTRATIVE POLICY TEMPLATE

<b>Policy Title</b>	Uptown Campus and Downtown Campus Parking Rules and Regulations
<b>Policy Subtitle/Subject</b>	Uptown Campus and Downtown Campus Parking Rules and Regulations
<b>Responsible Executive(s) (RE)</b>	<b>Brian Johnson</b>
<b>Responsible Office(s) (RO)</b>	<b>Campus Services</b>
<b>Primary Point of Contact from RO</b>	<b>Brian D. Lowe</b>
<b>Contact Information (email and phone)</b>	<b>Blowe1@tulane.edu   504.975.9019</b>
<b>Date Proposed</b>	<b>1/24/24</b>
<b>Reviewed</b>	Click or tap to enter a date.
<b>Last Updated</b>	Click or tap to enter a date.
<b>Effective Date</b>	Click or tap to enter a date.

Permanent

Temporary

### 1.0 POLICY STATEMENT

Tulane University recognizes the necessity to access our campuses, and therefore we are committed to providing the highest level of service and ensuring the safest and most efficient use of university parking resources. While parking on our campus, we ask that you adhere to all parking regulations, including displaying a valid parking sticker, having a valid online permit, starting a parking session in a Park Mobile space or using the T2 Pay station in the Diboll Garage. Parking regulations on both campuses are in effect 24 hours a day, 7 days a week. Parking permits on the uptown campus are required Monday through Friday between 8:00 am and 5:30 pm, including academic holidays.

## 2.0 PURPOSE AND SCOPE

This policy is to set standards for the parking of all vehicles on Tulane University’s uptown and downtown campuses as approved by the University Senate Committee.

## 3.0 APPLICABILITY OF THIS POLICY

This policy applies to all members of the Tulane Community and visitors.

## 4.0 WEBSITE ADDRESS FOR THIS POLICY

<https://policy.tulane.edu/policy-library>

## 5.0 CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Parking Rules and Regulations	Parking Services	504-865-5441	parking@tulane.edu/ parking.tulane.edu

## 6.0 CONTENT

1.0 Policy Statement.....	1
2.0 Purpose and Scope.....	2
3.0 Applicability of this Policy.....	2
4.0 Website Address for this Policy.....	2
5.0 Contacts.....	2
6.0 Content.....	2
7.0 Definitions.....	2
8.0 Policy and Procedures.....	3
9.0 Consequence of Violating the Policy.....	3
Appendix I	
Uptown Parking Rules and Regulations.....	3
Downtown Parking Rules and Regulations.....	3
Appendix II	
Vehicle Towing Policy.....	3
Appendix III	
Downtown Vehicle Registration Form.....	3
Tidewater Garage Guest Parking Form.....	3
After Hours Student Parking Application.....	3

## 7.0 DEFINITIONS

“Campus”, “Campus area”, or “University Property” includes all properties owned or controlled by Tulane University

Motor vehicles include automobiles, trucks, motorcycles and moped or scooter-type vehicles

Citation – official notification of a parking offense

## 8.0 POLICY AND PROCEDURES

Tulane University uptown campus and downtown campus parking rules & regulations have many commonalities but are also different in many aspects. A detailed explanation of both campuses rules & regulations can be found under appendix I of this policy. The rules & regulations are reviewed and approved by the University Senate.

### Summary of uptown campus rules & regulations

- Enforcement hours 8AM-5:30PM, Monday-Friday
- Multiple parking permit options based on affiliation with the university
- Parking permits may be purchased online at [parking.tulane.edu](https://parking.tulane.edu) or in the Campus Services office, located in the Lavin-Bernick Center for University Life (LBC) Room 107.
- Daily permits are ONLY VALID in the Diboll Garage on the second floor and above, and in the Claiborne Lot.
- All appropriate Louisiana criminal laws, motor vehicle laws, New Orleans City Traffic Ordinances and Tulane University regulations are in effect on Tulane property. Careful adherence to all regulations is required to protect pedestrians and vehicles and to provide access for emergency vehicles. Jurisdiction to enforce these regulations is vested with the Tulane University Police and Parking Services Departments and the employees thereof.
- Each individual receiving a traffic citation will have 10 WORKING DAYS FROM THE DATE OF THE VIOLATION in which payment may be made at <https://parking.tulane.edu>. After 10 working days, those known violators with unpaid fines will be referred to Accounts Receivable or the Payroll Office for collection. The assessment of any fines may be challenged before the Parking Appeals Committee, composed by an autonomous Advisory Board of faculty and staff members. You may file an appeal by electronic mail (email) or <https://parking.tulane.edu>. In all cases your appeal must be received in the Parking Services office within 10 calendar days from the date the citation was issued.

### Summary of downtown campus rules & regulations

- Parking contracts are assigned in several parking facilities in the downtown campus vicinity. Some facilities are owned by Tulane University while others are owned/operated by commercial firms which have negotiated with the university. If a contract is assigned to a commercial facility, the contract holder must abide by applicable university parking regulations as well as specific regulations of the facility. Failure to do so may result in the loss of parking privileges. Contract holders assigned to one facility but found parking in another will be cited for violation and fined accordingly.
- Purchasing a monthly parking contract does not entitle anyone to store a vehicle in any downtown garage for any reason. Parking Services has the authority to remove a vehicle at the owner's expense. Contracts are intended for daily use by employees and students on the downtown Campus.
- Parking permits may be purchased in the Campus Services office located at 1440 Canal Street, Tidewater Building, Suite 803. Applicants are required to present a vehicle

registration form for verification prior to the issuance of any permit. Parking permits (contracts) are not authorized for less than one month and monthly charges may vary depending on assigned location. Questions regarding interpretation or clarification of the parking rules should be directed to the Campus Services office as well.

- Medical residents who would like a parking contract through Tulane University must complete a parking application. Medical residents will be assigned a primary garage location based on the Department assigned by the Office of Graduate Medical Education and on-call access to the LaSalle Garage. Parking privileges will be granted in a primary garage, if medical residents are assigned to Tulane Medical Center (TMC), Veterans Administration of New Orleans (VANO) or University Medical Center New Orleans (UMCNO) only. This information is provided to the Parking Office by GME on a monthly basis. Any medical resident who rotates away from TMC, VANO or UMC WILL NOT have access to their primary location.
- After hours student parking available in Tulane owned downtown garages by submitting an application.

See attached Rules and Regulations for both the Uptown and Downtown Campuses.

## **9.0 CONSEQUENCE OF VIOLATING THE POLICY**

See the parking rules and regulations for consequences of violating the policy, including citations, booting, immobilization, and towing.

### **APPENDIX I**

- [Uptown Parking Rules and Regulations](#)
- [Downtown Parking Rules and Regulations](#)

### **APPENDIX II**

- [Vehicle Towing Policy](#)

### **APPENDIX III**

The following forms are found on [parking.tulane.edu](http://parking.tulane.edu)

- [Downtown Vehicle Registration Form](#)
- [Tidewater Garage Guest Parking Form](#)
- [After Hours Student Parking Application](#)