# Brigham Young University
## Parking Rules and Regulations

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## Authority and Purpose

Brigham Young University (BYU) regulates traffic and parking on its property based on authority granted by the Utah Code (UC), section 41-6a-215. The purpose of adopting these BYU Parking Rules and Regulations is to provide order and a safe environment for both pedestrians and traffic.

BYU regulates traffic and parking matters through the Campus Traffic and Parking Committee, which is comprised of administrators, faculty, staff, and students. A BYU vice president has oversight of this committee.

BYU will deny any person permission to drive or park on campus for failure to observe applicable law, BYU policies, or these Parking Rules and Regulations.

## Definitions

### BYU Campus or Campus or University
Property owned or controlled by BYU.

### Employee
**Non-students** working full or part-time for BYU. This includes administrators, faculty, and staff.

### Immobilization Device (Vehicle Boot)
A boot is a device attached to the wheel assembly of a vehicle preventing the vehicle from being operated.

### Motorcycle
Motorcycles, motor scooters, minibikes, and mopeds as defined in UC 41-6a-102(46, 49-52).

### Motor Vehicle
Self-propelled vehicles. Motor vehicles do not include solely human-powered vehicles, motorized wheelchairs, electric personal assistive mobility devices, electrically assisted bicycles, motor-assisted scooters, personal delivery devices, or mobile carriers. *See* UC 41-6a-102(49).

### Parking Stall
A space enclosed by two parallel lines or a line and a curb forming an area similar to a rectangle where a motor vehicle can park within this space.

### Registration
Providing legal owner or **responsible party** information on motor vehicles, motorcycles, etc. by state registration. BYU Parking Services will authorize access to campus parking lots utilizing registered owners' state license plate information.

### Responsible Party
The driver or operator of a motor vehicle, motorcycle, etc; the BYU parking permit holder; and lastly, if the driver or operator or permit holder cannot be identified, the registered owner of the vehicle will become the responsible party.

### Rideables
Personal conveyance, such as bicycles, scooters, skateboards and other devices. Refer to the University's Traffic, Parking, and Rideables Policy at https://policy.byu.edu/view/traffic-parking-and-rideables-policy .

### Student
Anyone attending or enrolled at BYU, day or evening school, who audits or takes classes for credit; or anyone who has enrolled at the university but has not graduated nor officially withdrawn from school. This includes FlexGE students.

For campus parking purposes, you are considered a student until your diploma is posted to your transcript, which is usually between 2-6 weeks after graduation. It is the students' responsibility to check their parking status after graduation.

Students exclusively enrolled at the **BYU Salt Lake Center** may park in visitor parking on the Provo main Campus.

### Visitor
Someone who is **not** a current employee, current student, or the spouse of a student. Former students or employees and those enrolled **only** in BYU Independent Study courses are also considered visitors (for parking purposes) and may park in a visitor lot.

## Parking on Campus

### Agreement
Students, faculty, staff, and visitors will familiarize themselves with and abide by these campus Parking Rules and Regulations. Parking privileges do not guarantee the availability of parking stalls on campus.

### Campus Parking Map
The online campus parking map provides drivers with the most current parking designations. Refer to this map online at **map.byu.edu** under the parking tab, or click here for a pdf version.

### Employee Parking Benefits
Parking on campus is a privilege. Employees can park in employee areas, but this benefit does not extend to spouses or children of employees or any other relative. Also, employee parking privileges do not extend to teacher assistants (TAs), graduate students, or any other student on campus.

Employees can only have **one** of their registered vehicles **active** on their BYU account at a time to use their assigned parking privileges. Previously registered vehicles will remain in the inactive queue. To reactivate or add a new vehicle, you must first deactivate any current active vehicle. The employee is responsible for ensuring the vehicle they park on campus is activated on the Paylock website at https://byu.myparkinginfo.com/cws/.

Student dependents of full-time employees must have the vehicle they drive registered on their student account. If the vehicle the student drives is registered to the full-time employee, the employee must deactivate the vehicle on their account and the student must put this vehicle on their own account, which will automatically take the vehicle off the employee account.

Employee spouses are limited to visitor parking lots when visiting campus and must show their identification to the parking officer at the traffic control booth. Spouses may not park in employee lots.

### Guest Accommodations
Parking privileges can be requested for guests who are visiting campus for official campus business. These requests must come from a non-student employee's BYU email address.
Contact Parking Services at this email: parking@byu.edu. Please include the following:

- Guest's name
- Date(s) of the visit
- Purpose for their visit
- Vehicle License plate number and the state issued
- Vehicle Make, Model, and Color

**For large guest requests, please visit the events.byu.edu website.**

## License Plates

Those wanting to park on campus need to display a valid government registration in the form of a permanent license plate or temporary license plate. License plates need to be visible and free of snow or other obstructions. Vehicles not displaying a permanent or temporary plate will be cited. Any vehicle whose vehicle identification number (VIN) or plate is concealed from view will be immobilized. BYU vehicle registrations can be kept up to date at byu.myparkinginfo.com.

## Misuse of Parking Privileges (Scofflaw)

Violators who receive two citations—whether paid or unpaid—and two boots will, upon the third boot, be issued a **misuse citation** in addition to the applicable boot fee. Any subsequent violations will continue to result in a misuse citation along with the boot fee.

Misuse violations will be tracked over a rolling 12-month period. To be removed from the Scofflaw list, violators must remain free of any violations for a continuous 12-month period.

Anyone who forges, alters or falsely acquires a parking permit or privileges is subject to a $200 citation for misuse of parking privileges. Outstanding citations may affect the individual's standing with the university. Other misuse of BYU parking privileges may result in additional university disciplinary action.

Any misuse of parking privileges can result in a vehicle immobilization device (vehicle boot) placed on their vehicle. The primary purposes of a vehicle boot are to assess fines to the violator and to gain parking compliance. BYU also reserves the right to tow vehicles for non-compliance of parking privileges. See Enforcement System Section.

## Parking Privilege Fees

***Vehicles must be registered and active in the BYU system for parking privileges to apply***

| BYU Affiliation | Eligible Privileges | Cost |
|---|---|---|
| All Non-student Employees | A, C, G, Y, U | Free |
| Graduate Students (reside off-campus) | G, Y, U | $60 per semester<br>No charge for spring/summer terms |
| Undergraduate Students (reside off-campus) | Y, U | $60 per semester<br>No charge for spring/summer terms |
| All students (reside off-campus) | U | Free |
| Motorcycle parking (students and employees) | Motorcycle areas | Free |
| Helaman Halls Residents | C, U | $25 per month<br>No charge for spring/summer terms |
| Heritage Halls Residents | B, U | $25 per month<br>No charge for spring/summer terms |
| Riviera Residents | D, U | $25 per month<br>No charge for spring/summer terms |

| | | |
|---|---|---|
| Wymount Terrace Residents | YM, Y, U | Free with housing contract |
| Language Immersion Residence | YM, Y, U | Free with housing contract |
| Wyview Park Residents | YV, Y, U | Free with housing contract |
| Motorcycle Parking for Heritage Halls, Helaman Halls and Riviera | B, C, D | $25 per month<br>No charge for spring/summer terms |

### Parking Privilege Refunds

Purchased parking privileges may be eligible for a refund up to five business days after the date of purchase. No refunds will be given after this time.

### Student Spouse Parking

The spouse of a student can only park in U parking areas.

### Vehicle Registration for BYU Parking Privileges

Online registration is available by logging in at **byu.myparkinginfo.com**.

- Employee vehicles need to be registered with BYU in the employee's name to park on campus.
- Student vehicles need to be registered with BYU in the student's name to park on campus.
- Vehicles with dealer plates or temporary plates need to be registered to park on campus. Dealer or temporary plates are registered in the same manner as permanent license plates, utilizing the name of the driver, whether employee or student. When permanent plates are issued, you will need to promptly update your vehicle information.

Parking Services require students, faculty, and staff to register their vehicles to park on campus. Government-issued license plates are used for registration, but temporary license plates and VIN numbers can alternatively be used until the permanent plate is issued. The license plate serves only to link a vehicle to a responsible party associated with the university.

## Parking Privileges for the Campus Community

***Vehicles must be registered and active in the BYU system for parking privileges to apply***

A Privilege – Full or part-time faculty, staff, and administrative employees

- Valid in A, C, G, Y and U parking areas.
- No cost to employees.
- Not valid in specialty stalls – service, official, disability, or X stalls, and other specialty stalls.
- Not available to student employees.
- No 1am-5am parking allowed.

AA Privilege – Athletic Administration

- Valid in Athletic Administration stalls.
- Valid in A, C, G, and Y lots.
- Not valid in other specialty stalls – service, official, disability, or X stalls, and other specialty stalls.
- Not available to student employees.
- Not to be used by spouse or children of the permit holder.

Disability Privilege – BYU Campus Map under Accessibility Access tab/Accessibility Parking

- Vehicles carrying a person with a disability and displaying a valid disability placard or vehicle license plate. Placards should be hung from the rear-view mirror of the vehicle and/or visible from the front of the vehicle. BYU complies with disability parking per UC 41-1a-414 and 41-1a-420.
- If disability stalls are full, they may park in non-disability stalls on campus, with the following exceptions: Service stalls, official, X, Child and Family Studies (CFS), Monte L. Bean Museum visitor stalls (when not visiting the museum), time-limited stalls, or other specialty stalls.
- Parking is not valid unless the person with a disability is with the vehicle bearing the disability placard or license plate and/or being dropped off or picked up. To prevent misuse, verification of disability license plates or placards will occur. Vehicles bearing disability license plates or placards with BYU faculty, staff or students need to be registered with the University.
- A placard may be seized and a license plate may be reported to the Utah Division of Motor Vehicles due to misuse, UC 41-1a-1306.
- The BYU Accessibility Office handles any special disability parking requests.

B Privilege – Heritage Halls residents

- Valid in B and U parking areas. Overnight parking is restricted to B and lot 45BCD.
- $25 per month, no charge for spring/summer terms.
- Not valid in specialty stalls – service, official, disability, or X stalls, etc.
- Overflow Heritage Halls parking in lot 45 will be required to move for football, construction, or other events required by the university. Vehicles will move the night before the event and return the day after the event. Housing and/or Parking Services will notify residents beforehand and give instructions on where to move vehicles temporarily.

C Privilege – Helaman Halls residents

- Valid in C and U parking areas. Overnight parking is restricted to C and lot 45BCD.
- $25 per month, no charge for spring/summer terms.
- Not valid in specialty stalls – service, official, disability, or X stalls, etc.
- Overflow Helaman Halls parking in lot 45 will be required to move for football, construction, or other events required by the university. Vehicles will move the night before the event and return the day after the event. Housing and/or Parking Services will notify residents beforehand and give instructions on where to move vehicles temporarily.

D Privilege – Riviera residents

- Valid in D and U parking areas. Overnight parking is restricted to D and lot 45BCD.
- $25 per month, no charge for spring/summer terms.
- Not valid in specialty stalls – service, official, disability, or X stalls, etc.
- Overflow Riviera parking in lot 45 will be required to move for football, construction, or other events required by the university. Vehicles will move the night before the event and return the day after the event. Housing and/or Parking Services will notify residents beforehand and give instructions on where to move vehicles temporarily.

G Privilege – Graduate student parking

- Valid in G, Y and U parking areas.
- $60 per semester, no charge for spring/summer terms.
- Not valid in specialty stalls – service, official, disability, or X stalls, etc.
- No 1am-5am parking allowed.

O Privilege – Official parking of the University and The Church of Jesus Christ of Latter-day Saints (As designated by the University President's Council)

- Valid in official stalls.

- Valid in A, C, G, Y and U parking areas.
- Valid in service and time stalls.
- Not valid in disability stalls.
- Spouses of O permit holders may not park in O spaces, but may park in A, C, G, Y and U lots.
- Not to be used by children of the permit holder.

PC Privilege – President's Leadership Council - members of the University President's Council

- Valid in A, C, G, Y and U parking areas.
- Spouses of PC permit holders enjoy the same privileges as the permit holder.
- Not to be used by children of the permit holder.

U Privilege – Free parking for affiliated university personnel

- Valid in U lots.
- No fee required.
- Not valid in specialty stalls – service, official, disability, or X stalls, etc.
- No 1am-5am parking allowed.

V Privilege – Visitor parking in lots 2V and 26V

- Visitors may park in the visitor designated lots and time stalls for the specified time limit.
- Visitors may be required to show their driver's license to park in the visitor lots.
- Not valid in specialty stalls – service, official, disability, or X stalls, etc.
- Current employees and students **are not allowed to park in any visitor parking**.
- No 1am-5am parking allowed.

X Privilege – X pass required

- Parking in an X stall without a current X pass or for longer than the allowed time will result in a citation.

Y Privilege – Undergraduate students – except those living in Helaman Halls, Heritage Halls, and Riviera

- Valid in Y and U lots.
- Cost is $60 per semester, no charge for spring/summer terms.
- Not valid in specialty stalls – service, official, disability, or X stalls, etc.
- No 1am-5am parking allowed.

M – Motorcycle parking stalls

- Motorcycles, mopeds, and scooters may not park in vehicle parking stalls. They must be parked in designated motorcycle areas.
- Fees apply to motorcycle parking for students living at Heritage Halls, Helaman Halls and the Riviera complex. Motorcycles need to be registered with BYU and the permit active. No motorcycle fee is required for faculty, staff and students living off campus with A, Y or U privileges.
- Non-student employees may park their motorcycles in all campus motorcycle parking areas.
- Students may only park their motorcycles in lots 16-99 in designated motorcycle parking areas.

YM Privilege – Wymount Terrace and Foreign Language residents

- Valid in YM, Y, and U lots.
- Cost is included in the housing contract.
- Vehicle must be registered with BYU and active.
- Not valid in specialty stalls – service, official, disability, or X stalls, etc.
- Residents including spouses may register one vehicle each.

YV Privilege – Wyview Park residents

- Valid in YV, Y, and U lots.
- Cost is included in the housing contract.
- Vehicle must be registered with BYU and active.
- Not valid in specialty stalls – service, official, disability, or X stalls, etc.
- Residents including spouses may register one vehicle each.

EV – Electric vehicle charging stations

- Any current BYU employee or student with an electric vehicle registered and active with BYU can access the EV charging stations.
- No 1am-5am parking allowed.

## Permits and Passes

### BYU Service Vehicles

- BYU service vehicles are authorized to park in service stalls and in all campus lots at all times of the day.
- Not valid in other specialty stalls – official, disability, or X stalls, etc.
- Service stalls are only permitted for service use, not intended for attending meetings, parking closer to personal offices, etc.

### Child and Family Studies Lab (CFSL) Parking Permit

- This permit allows holders to park for 20 minutes in the designated CFSL stalls.
- CFSL permits are obtained from the CFSL office.
- Vehicles parked in CFSL stalls without this permit or for over the allowed time may be cited.

### Service Permits

- With a service permit, employees, vendors, or service technicians who are currently engaged in servicing or maintaining university buildings or equipment may park in designated service stalls.
- Service permits are also valid without time restrictions in A, C, G, Y, and U lots.
- Service permits are not valid on motorcycles.
- Requests for service permits must be in writing, signed by a dean, director, or an approved company or BYU representative.
- Lost or stolen service permits will be replaced at an additional cost.
- Service permits may not be used for non-service parking, or as a replacement for regular parking privileges.
- Students authorized to use a service permit may not use it during their scheduled class times.
- Misuse of a service permit will result in its revocation and a $200.00 fine.

## Parking Zones

### Golf Carts

- Golf carts must park in their designated stalls when applicable. Drivers of golf carts are discouraged from parking in vehicle parking stalls, unless necessary.

### Loading Zones

- Loading zones are for official university business only and for loading and unloading.
- Personal vehicles require authorization from Parking Services to use loading zones.

### Parking in Buildings

- Parking rideables, motorcycles, or other vehicles is prohibited inside buildings unless authorized by the BYU Fire Marshal and Campus Security.

### Parking in Stalls

- All vehicles must park within designated stall boundaries. Vehicles are prohibited to park on unmarked curbs, in loading areas, in driving lanes, etc.

### Sidewalks and Lawns

- No motor vehicle, motorcycle or other rolling type pedestrian conveyance is to be driven on the sidewalks during class breaks starting ten minutes before each hour, 7:50 am to 4:50 pm.
- Driving on sidewalks is prohibited except for certain university owned or otherwise authorized vehicles using designated sidewalk access areas with proper approval.
- Special passes to drive on campus sidewalks or lawns may be obtained through Parking Services, which will approve the driving route and issue a sidewalk pass for each specific use.
- Permission to drive on campus lawns requires the additional approval of the grounds department.
- While driving on sidewalks, vehicles should not exceed walking speed (3 mph).
- Designated walkways on roads should be considered sidewalks.

### Timed Stalls

- Time stall parking is intended for short-term parking only.
- Citations for overtime parking are issued during the enforcement hours of the lot. If a vehicle remains in a time-restricted stall for longer than an hour after receiving a citation, a second citation with a higher fine will be issued and the first will be voided.
- Moving a vehicle from one time stall to another to extend parking time is considered a violation of the time restriction and a citation will be issued.
- Time restrictions end when enforcement hours end for the remainder of the parking lot as indicated on the signs.

## General Information

### Barricaded/Coned Off Stalls and Construction

- BYU reserves the right to restrict parking without prior notice due to special events, construction, or for any other reason.
- Moving barricades or cones is prohibited and will result in a citation.
- Barricading stalls without Parking Services approval is prohibited.

### Closing of Campus Roads

- Campus roads will close as required by law to preserve the university's private ownership of campus roads as per UC 72-5-104.

### Displaying Vehicles for Sale

- Private vehicles may not be displayed for sale on property owned or controlled by BYU or its sponsoring church institution.

### Event Parking Requests

- Departments hosting an event or university function requesting 20 or more vehicle parking stalls shall request special parking accommodations by filling out a special event form at events.byu.edu, at least 2 weeks in advance of the event. This event form is used for events that require approval from Risk Management and Safety or BYU Police and BYU Security. More information on scheduling events can be found at scheduling.byu.edu.
- The Campus Traffic and Parking Committee will review and approve or disapprove any parking requests for 20 or more vehicle stalls per event. Event requests may require parking in lot 45 (west of the football stadium) and shuttle services at the requested department's expense.

### Overnight Parking

- Parking on campus is prohibited between 1:00 am and 5:00 am in all lots. BYU owned vehicles are exempt from this policy. This policy also does not apply to on campus housing.

  Lot 29 is officially used for overnight storage of BYU and Non-BYU vehicles when needed.
- Instructors taking university sanctioned tour groups, field trips, etc., who need overnight parking for participants must contact Parking Services to arrange for any overnight needs of the instructor or members of the group.

### Parking on Residential Streets

- BYU discourages employees and students from parking on residential streets. Students and employees should register their vehicles and park in designated campus parking lots.

## Enforcement System

### Citations

- Citations issued to a vehicle are chargeable to the responsible party.
- Violators will receive a digital and/or physical copy of the citation.
- Failure to receive actual notice of a citation, despite BYU's efforts to provide notice, does not invalidate nor justify dismissing the citation.

### Citation Appeals

- To dispute a citation, you may appeal online at **byu.myparkinginfo.com** or by setting up an appointment with the Hearings Officer through the Appeals Office (2120 JKB).
- Appeals must be made within 14 calendar days of the citation date.
- You will be notified of the result of your appeal via email.
- If you wish, you may submit a re-appeal of the citation in writing within 10 days of the Hearings Officer's adjudication. Re-appeal forms are available at the Appeals Office. The decision of the review committee is final.

### Impoundment and or Immobilization Device (Boot)

- BYU reserves the right to move, inspect, impound, tow, or immobilize any vehicle at the responsible party's expense for the following reasons:
    a. Failure to comply with BYU Parking Rules and Regulations

b. No display of current government-issued license plate or temporary plate or concealment of government registration including the VIN number
c. Illegally parked in a tow-away zone or on display for sale
d. Abandoned (not moved/driven for 10 consecutive days)
e. Constitutes a hazard to the life or property of others
f. Needs to be relocated for special events or construction, after reasonable attempt to contact the registered owner
g. Two citations paid or unpaid will result in a boot on the third citation. Every violation after this will result in a boot. After one year without a violation, the process will clear and start over. Warnings and a citation for failure to switch a vehicle as active will not initiate the booting process.
h. Vehicles may be moved, inspected, impounded, towed, or immobilized in emergency cases at BYU's discretion.

## Impound Release Procedure

- Impounded vehicles stored on BYU property may be released to the responsible party when outstanding citations are cleared and fines are paid or billed to a university account.
- The responsible party must be positively identified before the vehicle is released. The responsible party is responsible for the impound fee, unless otherwise decided by BYU Parking.
- Impounded vehicles stored off BYU campus will be released according to the requirements of the towing and storage company.

## Parking Checkpoint (Parking Booth)

- All **drivers must stop** if passing a booth and show identification to the parking officer, unless clearly directed to do otherwise by the booth attendant.
- If the parking booth is not attended, the **driver must stop** at a posted stop sign and then proceed to park according to BYU Parking Rules and Regulations.

## Parking Enforcement Rules

Fall and Winter Enforcement

- All parking restrictions will be enforced beginning the first day of each semester, term, or block.

Spring and Summer Enforcement

- Spring and Summer enforcement is from the day after April graduation until the first day of Fall semester.
- During Spring and Summer enforcement, students with BYU-registered vehicles may park in any G, Y, or U lots, as well as certain A lots except 1-17, 27, 28, 32, 38, 39, and 50.
- Visitor lots and specialty stalls – service, official, disability, or X stalls, etc. – are still enforced.
- To facilitate parents visiting their children, and those attending sports camps, lot 37 will not be enforced.

Finals and Reading Days

- All parking regulations will continue to be enforced during finals and reading days, including Saturdays.

Weekend and Holiday Enforcement

- On weekends and university recognized holidays, parking lots are open to campus visitors, with some exceptions. See current academic calendar for recognized holidays.
- Specialty stalls – service, official, disability, or X stalls, etc. – are still enforced.

Academic Break and Commencement/Convocation Enforcement

- Academic break falls between the end of finals and the first day of classes of the new semester or term.
- During academic break and commencement/convocation, students with BYU registered vehicles may park in any G, Y, or U lots, as well as certain A lots except 1-17, 27, 28, 32, 38, 39, and 50.
- Visitor lots and specialty stalls – service, official, disability, or X stalls, etc. – are still enforced.

## Paying Fines

- Citation and boot fines can be paid online anytime at **byu.myparkinginfo.com.**
- Citations paid within seven calendar days may be automatically reduced as shown below.
- The option of paying early to reduce the fine associated with a citation is not available if the citation is appealed.

## Parking Violation Fines

| Violation | Fine ($) | *Early Pay ($) |
|---|---|---|
| Tow Zone | 75 | 50 |
| Blocking Road/Traffic Obstruction | 75 | 50 |
| Wrong Zone | 60 | 45 |
| On Sidewalk/Lawn | 75 | 50 |
| Red Zone | 75 | 50 |
| Out of Stall | 75 | 50 |
| Improper Display | 20 | 10 |
| Parked Overtime | 40 | 30 |
| No BYU Registration | 60 | 45 |
| Disability Stall – Tow Zone | 150 | 125 |
| Misused Permit | 200 | 150 |
| Non-Tow Service | 75 | 50 |
| Student/Employee in Visitor Stall | 75 | 50 |
| Barricaded Area | 75 | 50 |
| Motorcycle/Moped not in Cycle Stall | 60 | 45 |
| Parked 1 am - 5 am | 60 | 45 |
| Excessive Overtime | 60 | 45 |
| Ticket Scam | 200 | 150 |
| No Visitor Validation | 60 | 45 |
| Parked on Wrong Side of Roadway | 20 | 10 |
| Hit Gate | 50 | 25 |
| Boot Fee | 60 | 60 |

**Early pay option is available within* **seven** *calendar days from the date of receiving the citation unless the citation is appealed.*