

Rules of the West Campus Parking Lot

1. You must abide by the Parking Policies and Procedures issued by the Howard University Parking Office. (See below)
2. Only authorized vehicles (those with hang tags or special parking permits) should be on the lot during normal business hours, 7:00 am – 5:00 pm Monday through Friday. All other cars are subject to be ticketed and/or towed.
3. There are designated **faculty and staff** parking areas. Students must park in undesignated areas.
4. No 1L students are allowed to park on the West Campus Parking Lot. If 1L students receive more than two tickets during the 1L academic year, the students will not be eligible to register for parking in their 2L year.
5. Enter and exit the parking lot via the drive at slow speeds and be watchful of pedestrians.
6. Do not park your cars on the driveway in front of Houston Hall. That drive is not a designated parking area and you will be ticketed and towed.
7. Please be careful when you drive into and out of the parking spaces and do not hit other cars.
8. If you accidentally hit another car, please report the incident to the Campus Police and do not leave the scene of the accident.
9. Do not park in the handicapped parking spaces unless you have a handicap parking permit.
10. The lot is open to all cars after 5:00 pm and on weekends.



Parking Policies & Procedures

All Howard University parking lots are reserved for registered permit holders only.

- A valid hangtag must be properly displayed (striped side forward) on the registered vehicle's rear view mirror **at all times** when parked on a Howard University parking lot. The hangtag is to be removed when the vehicle is in motion.
- Parking permits and parking hangtags **may not** be altered. Violators will lose their University parking privileges.
- Patrons will be charged \$40.00 to replace lost/stolen parking permits or parking hangtags.
- Patrons must provide **valid** and **accurate** information on the parking registration application.
- Patrons must notify the Parking Office of **any changes** affecting their registered vehicle(s).
- All rental and temporary-use vehicles must be registered with the Parking Office to be eligible to park on a University parking lot.
- All patrons must personally apply and sign for a parking permit.
- Patrons conducting official University business on any University campus must notify the Parking Office **before** requesting to use an unassigned lot.

- Host patrons must notify the Parking Office **prior** to the arrival of guests and visitors who will need parking accommodations. Failure to do so may result in a parking citation being issued.
- Parking in unassigned lots, reserved spaces, fire lanes, and emergency access lanes **will result** in a parking citation and/or towing.
- University parking citations must be paid within **30 calendar days** from the date of issue.
- Unpaid parking citations **in excess of 30 calendar days** will be subject to an **additional \$20.00 fine**, and/or towing of vehicle at owner's expense.
- Vehicles with 3 or more unpaid citations are subject to towing at owner's risk and expense.
- Parking patrons with outstanding citations and/or fines **past 90 days** will forfeit parking privileges.
- All citations may be appealed **AFTER** the fine has been paid. Approved appeals will result in the reimbursement of any imposed fine.
- The parking hangtag permit remains the property of Howard University. Please return the hangtag to the Office of Parking and Shuttle Operations upon separation from the University.
- Using a permit fraudulently or displaying a fraudulently obtained permit will subject the user to all penalties of towing fines and criminal citations

All Howard University parking rules, policies, and procedures will be enforced. Failure to comply may result in fines, booting and/or towing vehicles. Your cooperation is greatly appreciated.