



# 2023-2024 STUDENT PARKING PERMIT

PERMITS AND RENEWAL STICKERS MAY BE PURCHASED ON-LINE: Log into myMU and select Student Self Service then MU Parking Permits and Payments and 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 by July 17, 2023 to receive your annual parking permit/renewal sticker by mail in time for the Fall semester.

Parking permits can also be purchased in person at the First Floor Cashier Window 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, 2023.

**Student parking on campus during the summer must renew/purchase permits by June 30, 2023 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
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, 2023- December 31, 2023: FULL year permits July 1, 2023- June 30, 2024	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)	
Credit Card:	<input type="checkbox"/> AMEX <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Visa

X

Student Signature (required to process application)	Date
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## 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
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**\*\* DO NOT WRITE YOUR CREDIT CARD INFORMATION ON YOUR PARKING APPLICATION. CREDIT CARD PAYMENTS MUST BE MADE IN PERSON OR ONLINE AND 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 permit or the parking regulations, please call the office during regular business hours of Monday – Friday 8:00 AM to 4:30 PM @ (304)696-6406 or (304)696-6648 or email [parking@marshall.edu](mailto:parking@marshall.edu)

**First Time Permit Purchases** You can purchase on-line, simply log into **MU Parking Permits and Payments via myMU with your Student ID and password**. Or you may complete the parking permit application on the reverse side and return by mail to the Bursar's Office. Be sure to include a check or money order payable to: Marshall University for the full payment. To be processed by mail, all applications must be received at the Bursar's Office with full payment no later than July 17, 2023. **Spring permits and decal renewals will not be mailed out. You may pick up your permit/renewal decal at the Parking Office, 1801 5<sup>th</sup> 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. You will be sent a registered 2023/2024 renewal sticker to affix to your current permit. Parking permit sales are limited. Current permit holders may renew their existing parking permits beginning June 09, 2023.

**Student Surface Parking Permits** Student surface parking permits will allow you to park in any designated **MU STUDENT OR GENERAL PARKING AREA ON CAMPUS**. Spaces in these areas are available to students on a first come first serve basis only. The availability of space is not guaranteed. Students are not permitted to park in faculty/staff area if their assigned area is full.

**Third Avenue Garage Parking Permits:** Parking permits for the Third Avenue Garage are available. **GARAGE PARKING PERMITS ARE VALID ONLY IN THE THIRD AVENUE PARKING GARAGE**. Garage spaces are available on a first come first serve basis.

**Home Football Games:** **MU PARKING PERMITS ARE NOT VALID IN ANY OF THE PARKING LOTS OR GARAGES ON HOME FOOTBALL GAMES**. Parking permit holders must remove their vehicles from the stadium lots by 7:00 AM. The Athletic Department will tow all vehicles remaining in these areas at the owner's expense. All surface parking lot and garage permit holders will be charged for parking. Student vehicles may be relocated to the Student Parking Lots between 18<sup>th</sup> and 19<sup>th</sup> Street on 6<sup>th</sup> Avenue.

**Week Game Day Parking:** It is a policy at Marshall University Office of Public Safety that during week 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 week game days or weekend game days.

**Handicapped Parking Permits:** Vehicle parked in any designated handicapped space on campus must display a valid MU parking permit in addition to a state issued handicap parking placard or license plate. Permit holders must also obtain a MU handicap parking decal to affix to the regular MU parking permit. You must register your handicap placard/License plate with the parking office. Bring your state issued placard and state issued vehicle registration card to the parking office. The name on the registration card must correspond with the name on the application before a MU handicap 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 handicap parking.

**Parking Enforcement:** Permit parking is enforced on campus from 7:00 am – 7:00 pm, Monday – Thursday and 7:00 am – 4:00 pm on Friday. All other violations are enforced at all times. After 4:00 pm, students 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 the 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 vehicle registration.

**Parking Permits are not transferable. Do NOT share your parking permit with anyone.** The person registering a vehicle will be responsible for all citations issued to that vehicle and 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 MARSHALL UNIVERSITY 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**