



2025-2026 EMPLOYEE PARKING PERMIT

TO PURCHASE YOUR PERMIT FOR THE FIRST TIME, COMPLETE THIS APPLICATION AND SUBMIT, IN PERSON, AT THE PARKING OFFICE. (1801 5th Avenue)

YOU MAY RENEW YOUR PERMIT AT THE PARKING OFFICE OR THE OFFICE OF THE BURSAR IN OLD MAIN.

**** Employees parking on campus during the summer must renew/purchase permits by June 30, 2025 to avoid receiving citations.**

Personal Information (please print)

Last Name	First Name	MI	MUID	
Department	Building	Room Number	()	Cell phone
Home Address Street	City	State	Zip	() Home phone
MU E-Mail Address		Current Permit Number		

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, 2025 - December 31, 2025 OR FULL year permits July 1, 2025 - June 30, 2026

Half Year

Full 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
Smith Hall Garage Permit (Must submit request form to be added to the current waitlist.)	<input type="checkbox"/>	\$135.00	<input type="checkbox"/>	\$270.00
6th Avenue Parking Garage - (PAYROLL DEDUCTION ONLY)			<input type="checkbox"/>	\$30.00 per month
Evening Permit (AFTER 4 PM only)	<input type="checkbox"/>	\$55.00	<input type="checkbox"/>	\$110.00

☐ Check here for MU Handicap Parking Decal

Vehicles parked in any designated handicap 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 their MU parking permit. When selecting this option, you must provide a copy of your state issued handicap registration card. The name on the registration card must correspond with the name on this application before the MU handicap decal will be issued. Permits are valid in any designated handicap 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.)	

Employee Signature (Required to process application)

Date

Office of the Bursar Use Only

Permit #		Validation#		Expiration:	Date Issued:
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Parking Office Use Only

Verified by:	Permit #	Validation#	Expiration	Date Issued	Comments

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.

FIRST TIME PERMIT PURCHASES -- All employees must come to the Parking Office with your MU Employee ID to obtain your first employee parking permit. The Parking Office is located at 1801 5th Avenue. Office hours are Monday - Friday 8:00 AM to 4:30 PM.

RENEW EXISTING PERMIT -- If you are an existing permit holder, DO NOT throw away your current parking permit placard. You will be issued a new dated validation decal to affix to your current permit. Current permit holders may renew their existing parking permits beginning June 16, 2025. Parking permit renewal validation decals may be purchased in the Parking Office or the Office of the Bursar.

**** If you have payroll deduction for parking, your renewal validation decal will be automatically sent to your department. DO NOT complete a new parking application.**

EMPLOYEE SURFACE PARKING PERMITS -- Surface parking permits are \$85.00 valid until 12/31/2025 and \$170.00 valid until 06/30/2026. An employee surface parking permit will allow you to park in any designated MU Employee or General parking area on campus. Spaces in these areas are available to employees 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. Employees are not permitted to park in the student parking area 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 12/31/25 and \$270.00 valid until 06/30/26. Garage parking permits are valid ONLY in the Third Avenue Garage. Third Avenue Garage spaces are available on a first-come first-serve basis.

REPLACEMENT PARKING PLACARDS -- There is a \$20.00 fee for a lost or stolen parking permit placard.

HOME FOOTBALL GAME PARKING -- On home football game days, MU parking permits are not valid in the Stadium lot and other surface lots with numbered spaces. Permit holders must remove their vehicles from these lots by 7:00 AM. The Athletic Department will tow any vehicles remaining in these areas at the owner's expense. All other surface parking lots without numbered spaces and parking garages can have a charge for parking on home football game days. Permit holders parked in the parking garages or surface lots without numbered spaces, may stay parked there. However, if you exit the garage or any surface lot on game day and try to re-enter, you must pay the entry fee.

WEEKDAY GAME DAY PARKING -- For all other athletic events that are non football, 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 the Stadium lots during weekday game days or week-end game days.

HANDICAP PARKING PERMITS -- Vehicles parked in any designated handicap 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 their regular MU parking permit. You must submit a copy of your state issued handicap registration card, the name on the registration card must correspond with the name on this application before the MU handicap decal will be issued. Permits are valid in any designated handicap 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 7:00AM to 7:00PM, Monday through Thursday and 7:00AM to 4:00PM on Friday. All other violations are always enforced. After 4:00PM, 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 work. You must notify the Parking 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 an employee'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!