

Please do not take parking advice from other individuals or departments who offer to answer your questions. It is your responsibility to know the U. Albany Parking Rules & Regulations. If you have questions, contact the Parking Office at 442-3121.

*Loading/Unloading 30 minute Special Permit Passes are available at our office upon request to anyone who has a current University decal.

1. **Vehicle Registration Procedures:**

- a. University at Albany students, employees, and affiliates are required to register their vehicle(s) with the Parking Office and display a valid decal or temporary parking permit whenever they park a vehicle on campus. Decals and temporary permits are license plate specific and cannot be transferred from one vehicle to another vehicle.
- b. If you bring a vehicle to campus, which does not have a valid decal or parking permit, you are required to go to the Parking Office to register the vehicle and receive a temporary parking permit. This procedure also applies to rental, loaner and vehicles belonging to other family members.
- c. The individual who registered the vehicle to park on campus is responsible for parking ticket(s) issued to any vehicle bearing the decal or permit.
- d. Students & employees are financially responsible for parking violations issued to their vehicle & vehicles belonging to family members. Responsibility for parking tickets cited to a vehicle lie with the owner or family member of the owner affiliated with the University. The person affiliated with the University is held responsible for parking tickets issued to family members' vehicle(s).
- e. No student is allowed to register the vehicle of another student or the vehicle of a family member of another student unless they have the same permanent address.

2. **How to Display Your Parking Decal:**

Whenever your vehicle is parked on campus, you must register your vehicle with the Parking Office in order to obtain a decal. The decal must be properly displayed and completely visible from outside of the vehicle.

- a. Hangtag Decal Display: Hangtag decals are issued for 2-door vehicles and vehicles with tinted windows. The hangtag decal is to be displayed from the rearview mirror, facing out so that the decal information is completely visible when looking into the vehicle. Hangtags should be removed from the vehicle when the vehicle is in motion.
- b. Non Hangtag Decal Display: This decal is displayed by removing the protective film from the decal and placing it on the farthest back piece of glass on the driver's side of the vehicle. For a 4-door vehicle the location is the passenger window behind the driver's window, for a 2-door vehicle the location is the driver's window. Do not display the decal on the rear windshield.

3. **Parking Designations:**

Parking signs and lined parking spaces designate legal parking areas and parking spaces.

Designated parking areas can be viewed on the maps located on our web page. Parking areas are designated by decal / permit type. Student Gold: a parking area for students who have a valid gold parking decal. Empire Commons resident students (gold decal), faculty / staff (purple decal), and special permit individuals (red decal) may also park in Student Gold parking areas.

- o Faculty / Staff Purple: a parking area for employees issued a valid purple parking decal. There is a limited area of Faculty/Staff which is designated Faculty/Staff 24 hours a day. Students may park in all other Faculty/Staff purple areas between 4:00 pm and 7:59 am Monday - Friday and all day on Saturday's & Sunday's.

- o Special Permit Red: parking area for individuals issued a valid red parking decal. There is a limited area of Special Permit which students can park in between 4:00 pm & 7:59 am Monday - Friday and all day on Saturday's & Sunday's. This area is designated with signs stating "Special Permit 8:00 am to 4:00 pm". There are some areas of Special Permit which are 24 hour Special Permit. Do not park in these areas unless you have a Special Permit decal. It is your responsibility to understand Special Permit signage.
- o Handicap Parking: A valid University at Albany Handicap decal must be displayed while parked in any University handicap parking spot.
- o Empire Commons: Empire Commons resident students who have a valid Empire Commons parking decal (gold) may park in the designated areas around Empire Commons. Students without Empire Commons (gold) parking decals may not park in this area. You must be an Empire Commons resident to obtain an Empire Commons decal.
- o Visitor Parking: for visitors, friends and family members who do not have a valid university decal or parking permit.
- o Parking Meters: Parking in any metered parking space requires that you put money into the meter to cover the time you are parked in the space. Meter information is posted inside the meter head; be sure to read this information to know what times apply for the metered space you are using.

4. **Parking Tickets:**

Issuing parking tickets enforces the parking rules and regulations. The parking rules and regulations are enforceable 365 days a year, 24 hours a day.

- . Parking on campus, other than the visitor lots or metered spaces, without a valid parking decal or permit is considered illegal parking.
- a. Parking in an undesignated or restricted parking area with your vehicle hazard lights flashing is considered illegal parking. Parking in the wrong area because you are in a hurry, you are leaving your vehicle for only a few minutes, you are picking up a friend or colleague, or because of inclement weather are considered inappropriate reasons for parking illegally.
- b. Parking on the grass, cobblestones, or in areas without parking signage is considered illegal parking.
- c. Any vehicle may be towed without warning, at the owners' expense for outstanding parking tickets. Students, faculty and staff may view their parking tickets on the web, via your MY UALBANY account.