***2020-2021 UMBC Columbus Center Operations Parking Lot Use Guidelines***

The Columbus Center currently maintains parking spaces for administrators, staff and visitors. The Columbus Center parking garage is located beneath the building and the parking lot is located at the rear of the Columbus Center.

In order to provide the most efficient use of the Columbus Center garage and parking lot, the following guidelines shall be observed.

All employees must register their vehicles in order to receive parking privileges in the garage or the rear parking lot. To register your car, complete the attached Vehicle Registration Form and return it and this signed guideline page to the Columbus Center Facilities Department. Questions concerning form completion should be directed to Matt Moore, mmoore@umbc.edu , 410.234.8816, or Michael Yates, yates@umbc.edu , 410.385.6355.

All vehicles must be **REGISTERED** and display the provided vehicle identification mirror hangtag to use either the garage or the parking lot. Unregistered vehicles are subject to towing at the owners expense twenty (24) hours a day / seven (7) days a week. Vehicles not displaying a current hangtag are also subject to towing.

It is the responsibility of the vehicle driver to obey all traffic laws. All tickets incurred, including parking violations, are the sole responsibility of the driver. **Neither the Columbus Center nor UMBC will be held responsible for any violations or tickets. This also includes towing charges.**

Hangtags shall be unobstructed and visible whenever the vehicle is parked on Columbus Center property. Failure to properly display the hangtag shall constitute a parking violation and may result in your car being towed at your expense.

Hangtags are NOT TRANSFERABLE to a person or vehicle(s) different than those they were originally assigned to.

It is the responsibility of the employee to forward all information updates to Matt or Michael via email including items such as new/additional vehicles, license plate changes or changes in contact information. Failure to follow proper procedures may result in suspension of parking privileges and/or may result in the subject vehicle being towed at owner’s expense.

**RESPONSIBILITY FOR DAMAGES**: As a condition of parking on Columbus Center property, the Vehicle Operator agrees that neither the Columbus Center nor the University of Maryland Baltimore County shall be held liable or responsible for any damages to or theft of any vehicles parked on the lot/garage, nor shall it be responsible for the theft of or damage to any personal property located therein (“Damages”). The Vehicle Operator shall have sole responsibility for any and all such Damages. The Vehicle Operator further agrees to indemnify and hold the Columbus Center and UMBC, its officers and employees harmless from any liability for such Damages.

When entering the parking garage or parking lot, it is important to be aware of your surroundings and watch for unauthorized individuals that might follow you. In the event that this happens, you should exit the garage or lot in your car and immediately alert the Columbus Center security at 410.977.5850.

Daytime use of the parking garage and rear parking lot will be for those individuals that have paid for daytime parking privileges. Daytime is defined as 6:00 am to 5:00 pm, Monday through Friday. After-hours, weekend, and holiday use of the parking facilities will be open to all registered vehicles on a first come first serve basis. After-hours is defined as the time period between 5:00 pm to 6:00 am, Monday through Friday. Weekends are defined as the time period between 5:00 pm Friday through 6:00 am Monday. Holidays are defined as the time between 6:00 am to 5:00 pm for the day on which the following Holidays are observed according to the UMBC campus Holiday Schedule:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

After-hours and holiday parking shall be restricted to the Columbus Center underground parking garage only, in any unoccupied numbered space except for #’s 6, 19 and 26 as indicated by auxiliary signage. Weekend use of the rear parking lot is limited to spaces #1 through #21 prior to 4:00 pm. It is recommended that parkers use the garage instead of the rear lot.

Please note that spaces #1 through #21 in the rear parking lot are leased to an outside entity and are not available for parking by Columbus Center vehicles during After-hours, Weekends and Holidays as defined above (no exceptions).

Permit Ownership: A parking permit signifies an individual has been granted the privilege of parking on Columbus Center property. Ownership of the parking permit remains with the Columbus Center and the permit must be surrendered on separation of employment.

I have read, understand, and will adhere to the policies and procedures outlined in Columbus Center Operations Parking Lot Use Guidelines.

I am applying for (check one):

Paid CC Garage Hangtag [ ]  Paid Rear Lot Hangtag [ ]  After-Hours / Weekend Hangtag [ ]

Employee Signature: Click or tap here to enter text.

Date:

(Rev. 10/2019)

***UMBC Columbus Center Operations Vehicle Registration Form***

**Personal Information:**

**Last Name:**

**First Name:** **mm**

**Home Address:**

**City:**

**State:**

**Zip Code:**

**Contact Information:**

**Office:**

**Lab:**

**Home:**

**Mobile:**

**E-mail:**

**Vehicle Data:**

**Vehicle #1:**

**License Plate No. & State:**

**Vehicle Make:**

**Vehicle Model:**

**Vehicle Color:**

**Vehicle #2:**

**License Plate No. & State:**

**Vehicle Make:**

**Vehicle Model:**

**Vehicle Color:**