



UNIVERSITIES AT SHADY GROVE

Transportation and Parking Services

Parking Regulations Overview

The regulations stated within this document must be observed at all times, except when indicated by official notices, during a period of emergency, special events, and/or construction. These written regulations apply to individuals and property while on the Universities at Shady Grove campus and/or its jurisdictional boundaries; however, posted signage takes priority over written regulations.

The [Executive Director of the Universities at Shady Grove](#) approves these parking regulations based on recommendations put forward by the USG [Campus Transportation Advisory Committee](#).

Authority of Shady Grove TAPS

USG Transportation and Parking Services (TAPS) is responsible for administering the provisions stated within these regulations. Section 26-301 of the Maryland Annotated Code grants authority for issuing citations for a violation of an ordinance or regulation that is adopted by the Board of Regents of the University System of Maryland. Per the Maryland Annotated Code, "Any State agency authorized by law and any political subdivision of the State may adopt ordinances or regulations that:

- i. Regulate the parking of vehicles
- ii. Provide for the impounding of vehicles parked in violation of the ordinances or regulations
- iii. Regulate the towing of vehicles from publicly owned and privately owned parking lots; and
- iv. Provide for the issuance of a citation by an officer for a violation of an ordinance or regulation that is adopted under this section."

Although TAPS does not have authority over matters of personal and professional conduct, students and employees are expected to act in accordance with the code of conduct, or equivalent, at their home institutions. TAPS reserves the right to refer students, faculty, and staff believed to be in violation of their home institution's code of conduct, or equivalent, for further investigation by their university's student conduct office, dean, department head, or human relations office for appropriate action.

Campus Transportation Advisory Committee

The Universities at Shady Grove Campus Transportation Advisory Committee (CTAC) comprises representatives from campus stakeholder groups. This committee makes recommendations regarding parking management to the Executive Director of the Universities at Shady Grove. Committee members are appointed to two-year terms and may remain on the committee beyond their two-year term.

See below for a list of USG Campus Transportation Advisory Committee members.

Name	Home Institution Affiliation	Voting Member?
Jessica Nardi	Universities at Shady Grove	No
Carl May	Universities at Shady Grove	No
Jane Briggs	Universities at Shady Grove	No
David Allen	UMD	No
Valerie Goubeau	UMD	No
Amanda Long	UMD	No
Earl Carpenter	TAPS	No
Ashley Waters	UMBC	Yes
Gloria Paguia Kalotra	Universities at Shady Grove	Yes
Jim Johnson	IBBR	Yes
John Brandt	Universities at Shady Grove	Yes
Jose Fuentes	Universities at Shady Grove	Yes
Katharine Dever	UMB School of Nursing	Yes
Kathryn Duffy	UMD	Yes
Lisa Huffman	University College	Yes
Steven Thompson	Universities at Shady Grove	Yes
Toyette Sullivan	University of Baltimore	Yes
Wendy Stickle	UMD	Yes
TBD	Student 1	Yes
TBD	Student 2	Yes
TBD	Student 3	Yes
TBD	Student 4	Yes
TBD	Student 5	Yes

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Terms

- **Code of Conduct** is the set of policies stated by University System of Maryland institutions that outline acceptable behavior from the institution's students and employees.
- **Employee** is an individual with a current, active appointment at any University System of Maryland institution. This includes USG employees, faculty and staff from partner institutions, and all adjunct and part time faculty.
- **Gate Arm** is the device that limits or restricts vehicular access into a controlled parking area.
- **Gate Card** is the device issued to permit holders used to gain access to gate controlled parking areas.
- **Institutional Partners** are individuals who are employed on the USG campus but who are not USM faculty and/or staff; this includes book store and food service staff.
- **Lot, Assigned Area, Parking Area, Lot Assignment, Assigned Lot** are interchangeable terms used to describe locations designated for parking at USG.
- **Parking Space** is an area designated for vehicle parking. Parking spaces are designated between two control lines and labeled as such.
- **Pay-Per-Use Gate Cards** are linked to a finite number of entrances with exit from a gate-access facility; only employees may purchase a pay-per-use gate card.
- **Pay Stations** are located on the ground floor of each parking garage and process payment for hourly/daily parking before exiting.
- **Permit** is a physical hangtag or decal used to designate parking privileges at USG.
- **Permit Holders** are individuals who use a gate card and/or permit to park at USG.
- **Student** is an individual who is actively enrolled for a fall/winter/spring/summer term as a student at the Universities at Shady Grove.
- **Surface Lot** describes any parking area located outside a parking garage; [Lots 1, 4, and 5](#) are surface lots.
- **Transportation and Parking Services (TAPS)** is the agency that manages parking and transportation services at the Universities at Shady Grove.
- **Universities at Shady Grove (USG)** is the University System of Maryland campus located in Rockville, Maryland. Visit <http://www.shadygrove.umd.edu> for more information.
- **University System of Maryland (USM)** comprises all institutions, regional centers, and system offices of the State of Maryland university system. Visit <http://www.usmd.edu/> for more information.

Parking Facilities

PARKING FACILITIES MAP

USG PARKING MAP 2018-2019

LEGEND

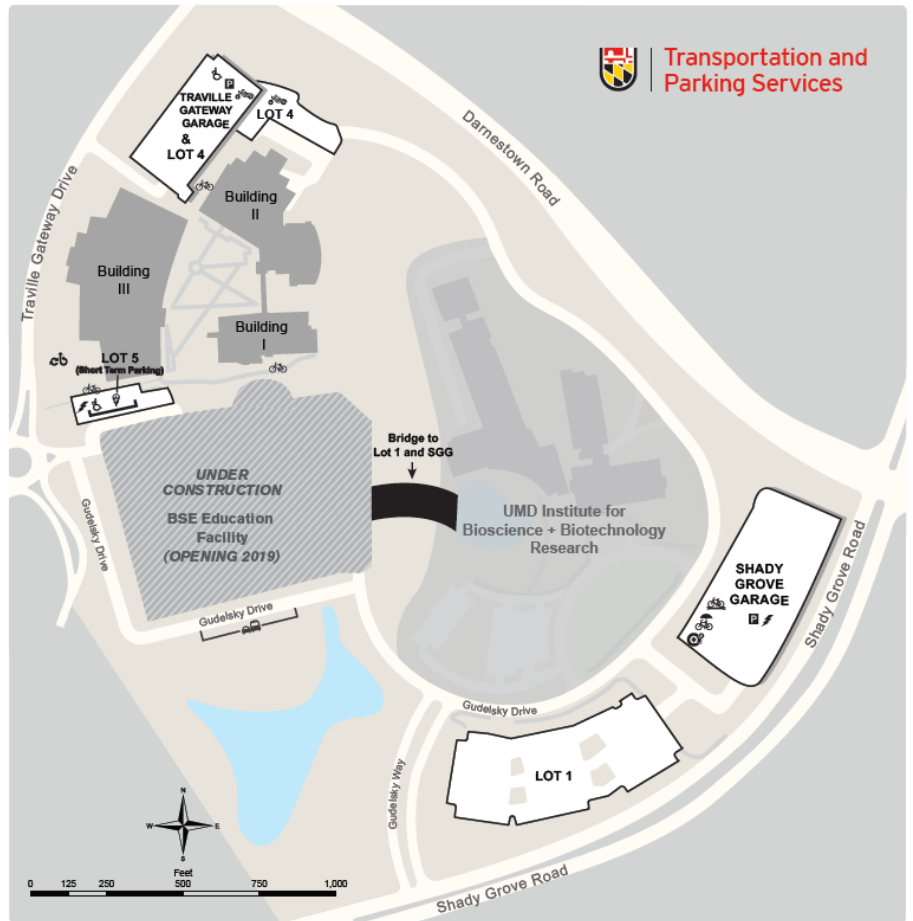
- | | |
|----------------------|------------------------------|
| Visitor Parking | Charging Station |
| Disabled Parking | Bikeshare Station |
| Bicycle Parking | Motorcycle Parking |
| Covered Bike Parking | Car Tire Pump |
| Bike Repair Station | Service Parking |
| | Short Term Parking (20 mins) |

VISITOR PARKING RATES

Parking Rates \$2/hr (Maximum \$14/day)
24 hours, 7 days a week

PARKING ASSIGNMENTS

Employee Parking	LOT 4 Traville Gateway Garage Shady Grove Garage (overflow)
Student Parking	LOT 1 Shady Grove Garage Levels 2-6 of Traville Gateway Garage: M-F; 4pm - 6am & All Day on Weekends
Visitor Parking	Levels 2-6 of Traville Gateway Garage Shady Grove Garage



Transportation and Parking Services

NOTE: Printed map subject to change. Visit our website at <https://www.shadygrove.usg.edu/about-esg/directions-transportation/parking> for the most current map.

Garage Parking

SHADY GROVE GARAGE

This gate-access facility is available for permit holder and hourly parking. Shady Grove Garage is available for parking at all times.

TRAVILLE GATEWAY GARAGE

This gate-access facility is available for Traville Gateway Garage employee permit holders and hourly parking at all times. Levels 2-6 within Traville Gateway Garage is available for student permit holder parking from 4pm-6am, Monday-Friday, and all day Saturday and Sunday. **Note:** Lot 4 is located on the lower level of Traville Gateway Garage and requires a Lot 4 permit at all times.

Non-Garage Parking

LOT 1 (STUDENT PERMIT)

This gate-access surface lot is available for parking by student permit holders.

LOT 4 (FACULTY/STAFF PERMIT)

This un-gated lot is located on the lower level of Traville Gateway Garage; it is available for Lot 4 permit holders at all times. Lot 4 is available for parking by any employee permit holder from 4pm - 6am, Monday-Friday, and all day Saturday and Sunday.

LOT 5 (PERMIT NOT REQUIRED)

This un-gated lot is available for individuals with state-issued disabled documentation, short-term 20 minute parking, and EV charging. State-issued disabled parking identification (permit, placard, license plates, etc.) must be displayed when parking in designated disabled spaces. Permit holders must display their USG parking permit, and non-permit holders must feed the parking meter when parking in designated disabled or EV charging spaces.

Permit Parking

Permit/Gate Card Issuance, Use, and Display

ISSUANCE

Individuals who purchase parking are assigned a parking lot and issued a permit/decal and/or gate card corresponding to their assigned lot. Parkers must visit the TAPS Office and present a valid USG ID card, temporary pass, or proof of employment at USG ([institutional partners](#) only) to receive their permit and/or gate card before parking on campus.

Click [here](#) to view parking permit rates.

USE AND DISPLAY

Parking permits are for the exclusive use of the employee, student, or campus affiliate to whom they are issued. Permit display instructions are provided with the permit; failure to comply with permit display guidelines may result in a citation.

Gate cards are for the exclusive use of the employee, student, or campus affiliate to whom they are issued. Gate cards are programmed to allow access to facilities, according to employee, student, or institutional partner status.

Employees

Eligibility: USM staff and faculty with active appointments are eligible for an employee parking permit or a pay-per-use gate card. Parking permits and pay-per-use gate cards may be purchased in person at the TAPS Office.

Location: Employee permit holders are assigned to Lot 4 or Traville Gateway Garage. Overflow parking for employees is available in Shady Grove Garage.

Hourly parking: Employees are not required to purchase an employee permit and may elect to pay the prevailing hourly rate to park in Traville Gateway Garage or Shady Grove Garage. See [hourly parking](#) within this document.

Pricing: Click [here](#) to view parking permit rates.

Students

Eligibility: Students enrolled at the Universities at Shady Grove are eligible for a student parking permit. Parking permits may be purchased/requested online or in person at the TAPS Office.

Location: Student permit holders are assigned to Lot 1 and Shady Grove Garage.

Hourly parking: Students are not required to purchase a student permit and may elect to pay the prevailing hourly rate to park in Traville Gateway Garage or Shady Grove Garage. See [hourly parking](#) within this document.

Pricing: Click [here](#) to view parking permit rates.

Permit Parking for Institutional Partners

Eligibility: [Institutional partners](#) who *are not* staff, faculty, or students affiliated with USG but *are* employed on campus may be eligible for a parking permit. Parking permits must be purchased in person at the TAPS Office.

Location: Institutional partners are assigned to Shady Grove Garage.

Hourly Parking: Institutional partners are not required to purchase an annual parking permit and may elect to pay the prevailing hourly rate to park in Shady Grove Garage. See [hourly parking](#) within this document.

Pricing: Click [here](#) to view parking permit rates.

Conference Center Guests

Unless otherwise advised by the event host/organizer, guests visiting the Universities at Shady Grove [Conference Center](#) should park in an [hourly parking](#) facility and pay the prevailing hourly or daily rate.

Hourly Parking

Location and Access: Hourly parking for non-permit holders is available in Traville Gateway Garage and Shady Grove Garage. However, please note that access to hourly parking facilities may be limited or restricted during certain campus events.

Payment: Individuals *without* a USG permit parking in an hourly facility must pay at a pay station before exiting. Pay stations machines accept cash, coins, credit, and debit cards.

Click [here](#) to view hourly parking rates.

Individuals with Disabilities

Parking for disabled individuals with state-issued documentation is available in Traville Gateway Garage, Shady Grove Garage, Lot 4, and Lot 5. Designated disabled spaces are identified on the campus parking map.

See sections below for information specific to visitors, employees, and student parkers.

Visitors and Non-Permit Holders

Individuals without an active USG parking permit but who do have state-issued disabled documentation may park in an hourly parking facility (Traville Gateway Garage, Shady Grove Garage, or Lot 5). USG pay stations and parking meters are ADA compliant. Designated disabled spaces are located on levels 2-6 in Traville Gateway Garage and on all levels of Shady Grove Garage.

Employee Permit Holders

Employees with an active parking permit and state-issued disabled documentation may park in any parking space in Traville Gateway Garage, Shady Grove Garage, Lot 4, or designated disabled spaces in Lot 5. Designated disabled spaces are located on levels 2-6 in Traville Gateway Garage and on all levels of Shady Grove Garage. Employee permit-holders must display their USG permit when parking in Lot 4.

Student Permit Holders

Students with an active parking permit and state-issued disabled documentation may park in any parking space within or outside of their assigned lot, including Lot 4 on the ground level of Traville Gateway Garage. Student permit-holders must display their USG permit when parking in Lot 4.

Motorcycles

Designated motorcycle spaces and general parking is available in permit-only and hourly parking areas. A motorcycle decal must be displayed on motorcycles parked in Lot 4. Motorcycle decals must be requested in person at the TAPS Office.

USG EMPLOYEES AND STUDENTS

Refer to [Employee](#), [Student](#), and [Institutional Partner](#) permit parking sections within this document.

Visitors and Non-Permit Holders

NON-PERMIT HOLDERS

Hourly parking for non-permit holders traveling by motorcycle is located through the ground floor of Traville Gateway Garage within surface Lot 4. Visitors must pay to park in meter spaces; refer to [hourly](#) parking within this document for more information.

Carpool Program

Eligibility and Issuance: Individuals with a parking permit are eligible for a carpool discount of 50% off the cost of their permit. Carpoolers must visit the TAPS Office to enroll, and will be issued one permit and one gate card per carpool. At the time of enrollment, each member of the carpool will also receive five one-day passes per semester or ten one-day passes per year for use on non-carpool days. The carpool and green vehicle discounts may not be applied to the same permit. This discount cannot be applied retroactively.

Location: Priority parking is not available for carpoolers. Carpoolers may park in any space in their assigned lot.

Pricing: Click [here](#) to view parking permit rates.

Green Vehicle Program

Eligibility and Issuance: Individuals with a parking permit and qualifying vehicle are eligible for a green vehicle discount of 20% off the cost of their permit. Vehicles must be certified [EPA SmartWay Elite](#) to qualify for the Green Vehicle Program.

Green vehicle drivers must visit the TAPS Office to enroll in the program. Drivers must provide a copy of the vehicle registration at the time of enrollment. Drivers may provide a screenshot of the vehicle profile from the EPA website or TAPS will confirm SmartWay Elite status before processing the discount. The carpool and green vehicle discounts may not be applied to the same permit. This discount cannot be applied retroactively.

Location: Priority parking is not available for green vehicles. Green vehicle drivers may park in any space in their assigned lot.

Pricing: Click [here](#) to view parking permit rates.

Service Vehicles

Vehicles parked at USG for contract services, deliveries, and so on, must be parked in a space in a designated parking area. Parking is prohibited in any area (roadway, landscaped area, fire lane, etc.) not specifically designated for parking. Unattended vehicles parked outside a designated parking area. Including, but not limited to citation, immobilization, and relocation. Service permits are available for the USG campus. Service permits are valid in service vehicle spaces only. They are not valid in disabled parking spaces, fire lanes, gated areas, areas controlled by pay stations, roadways, designated tow away zones, or any other area not designated as a parking space.

Location: Designated services spaces, which can accommodate oversized vehicles, are located along Gudelsky Drive.

Pricing: Click [here](#) to view parking permit rates.

Replacement Gate Cards, Permits, Decals

Gate Cards

Permit holders must use their gate card to access Traville Gateway Garage, Shady Grove Garage, and Lot 1. Permit holders who are unable to locate their gate card may pay the prevailing hourly parking rate until the card is found.

OR

Permit holders may visit the TAPS Office to purchase a replacement card. See [replacement fees](#) section within this document.

Permits

Permit holders must display their TAPS permit when parking in Lot 4. Individuals who are unable to locate their permit must visit the TAPS Office to purchase a replacement permit. See [replacement fees](#) section within this document.

Rates, Fees, Validation

Permit Rates

STAFF, FACULTY, & INSTITUTIONAL PARTNER PERMIT PARKING

Employee parking rates are based on an employee’s appointment type and salary range. Employees may elect to pay upfront or in monthly installments.

Affiliation	Rate Tier	Salary Range	Rate per year/semester/month
Full Time USG Employee and Institutional Partner	Tier 1	\$0-\$25,000	\$276/\$138/\$27.60
	Tier 2	\$25,001-\$50,000	\$386/\$193/\$38.60
	Tier 3	\$50,001-75,000	\$497/\$248.50/\$49.70
	Tier 4	\$75,001+	\$634/\$317/\$63.40
Part Time Faculty	Tier 1	\$0-\$25,000	\$276/\$138/\$27.60
Any Faculty and Employee	n/a	n/a	\$6 per exit from gated facility

STUDENT PERMIT PARKING

Student permit parking can be purchased on an annual, fall/winter, spring/summer, or summer-only basis.

Student Permit Term	Rate	Student Payment Plan Rate
Annual	\$218	\$27.25 over 8 payments; monthly from Aug.-Nov. and Jan.-April
Fall/Winter	\$109	\$27.25 over 4 payments; monthly from Aug.-Nov.
Winter Only	\$55	n/a
Spring/Summer	\$109	\$27.25 over 4 payments; monthly from Jan-April
Summer Only	\$55	n/a

Note: Students are responsible for making all payments in the payment plan option that they select.

Hourly Parking Rates

See [parking facilities](#) for more information about hourly parking locations.

Daily	Hourly Rate	Daily Max
24 hours, 7 days a week	\$2	\$14

Replacement Fees

Type	Fee
Gate Card	\$15
Hanging Permit	\$5
Motorcycle Decal	\$5

Validation

The TAPS Office does not validate parking. Some USG offices may validate parking for their guests; however, guests should pay in an hourly parking location unless otherwise advised by their host department or office.

Violations, Fines, Appeals, Scofflaws

Unless otherwise noted, parking is prohibited in any area (roadway, landscaped area, fire lane, etc.) not specifically designated for parking. Unattended vehicles parked outside of a designated parking area are subject to penalties, including but not limited to citation, immobilization, and relocation.

Violations

Parking violations and associated fines are categorized according to their impact on others, safety, and institutional priorities.

8A PUBLIC SAFETY

Parking in or blocking access to:

- A. A roadway or driving lane: Parking a vehicle in a road that is designated for one- or two-way traffic

Note: Driving lanes are not marked by signs

- B. Plazas or sidewalk areas adjacent to buildings that are designed for pedestrian use only
- C. Marked crossing zones located in parking lots, parking garages, and roadways identifying pedestrian walkways
- D. Marked or unmarked zones in a parking lot/area that vehicles utilize to access parking spaces
- E. Paved walkway for pedestrians at the side of a street
- F. Areas designated for buses to load and unload passengers
- G. ADA ramps

8B ILLEGAL DISPLAY AND/OR RECEIPT OF PERMIT OR GATE CARD

Displaying and/or possessing a permit or gate card in violation of established USG TAPS by:

- A. Altering, duplicating and/or tampering with the originally issued permit
- B. Unauthorized fabrication of permits
- C. Using and/or possessing permits in violation of TAPS established policies and procedures regarding their use and possession

- D. Providing fraudulent information in order to obtain and/or utilize a permit or gate card
- E. Possessing and/or using a permit or gate card that has been illegally procured including, but not limited to, obtaining permits or gate card from an agency or person(s) other than TAPS
- F. Any unauthorized possession or display of a permit or gate card that attempts to circumvent the parking regulations
- G. Possessing or using a reported lost or stolen permit or gate card
- H. Concealing identity of vehicle owner by covering VIN or removing or covering license plates

[8C](#) ILLEGALLY PARKED IN DISABLED SPACE/TRANSFER AREA

Parking, stopping, or standing a vehicle in:

- A. A disabled space without displaying valid state-issued disabled license plate(s), window placard(s) or hanging permit(s)
- B. A disabled space transfer area

[8E](#) ILLEGALLY PARKED IN OTHER THAN ASSIGNED/RESTRICTED AREA

Parking in a restricted area or while displaying a current valid TAPS permit/decal in an area other than the assigned parking area or designated overflow area(s).

[8F](#) PARKED OUTSIDE OF CONTROL LINES

Parking a vehicle within a parking area but outside of the parallel control lines that define a parking space.

[8G](#) PARKED IN AN AREA THAT IS NOT A DESIGNATED SPACE

For example:

- A. Parking areas designated for motorized cycles only
- B. Marked or designated areas in or blocking a construction area
- C. Parking areas designated with time limits i.e. short-term parking in Lot 5
- D. Unauthorized vehicles parked at bagged meters
- E. Spaces designated for Zipcars or State vehicles

[8H](#) EXPIRED PARKING METER/UNPAID HOURLY PARKING

Such as vehicles parked at:

- A. Meter spaces with the "Violation" or "Time Expired" flag displayed or "Flashing Indicator" displayed
- B. Vehicles parked at broken or malfunctioning meters
- C. Unable to pay the hourly parking fee upon exit

[8I](#) ILLEGALLY PARKED IN A FIRE LANE

Persons are prohibited from leaving vehicles parked in a fire lane or within 12 feet of a fire hydrant except for marked fire/rescue vehicles, and police vehicles.

[8K](#) ILLEGALLY PARKED IN A RESTRICTED LOT

Failure to display a permit issued by TAPS for the appropriate year, lot, or designated overflow area.

[8M](#) PERMIT IMPROPERLY DISPLAYED

Displaying a permit contrary to TAPS regulations regarding placement including, but not limited to:

- A. Displaying a permit in an area of the vehicle not specifically designated for placement of the permit
- B. Displaying a permit in a manner in which the control number, lot designation, and/or expiration date are not visible to the enforcement officer

[8N](#) ILLEGALLY ENTERING/EXITING A CONTROLLED LOT

- A. Any vehicle observed illegally entering or exiting a gated area by lifting, exiting without paying, bending or breaking the gate arm or in any other manner entering/exiting and/or parking in the gated area
- B. Any vehicle circumventing a barricaded or coned-off area
- C. Any vehicle observed illegally entering a staff-controlled lot

[8P](#) ILLEGAL USE OF STATE-ISSUED DISABLED PERMIT/DOCUMENTATION

Any individual illegally using a disabled license plate(s)/placard/permit in violation of established State and Federal regulations or laws by:

- A. Altering, duplicating and/or tampering with the original disabled license plate(s)/placard/permit
- B. Fabrication of disabled license plate(s)/placard/permit
- C. Using and/or possessing license plate(s)/placard/permit in violation of USG, TAPS, State regulations/policies regarding their use and possession
- D. Providing fraudulent information in order to obtain and/or utilize a disabled license plate(s)/placard/permit
- E. Possessing and/or using a disabled license plate(s)/placard/permit that has been illegally procured
- F. Any unauthorized possession or display of a disabled license plate(s)/placard/permit that attempts to circumvent the regulations

[8R](#) FRAUDULENT USE OF DOCUMENTS

It is prohibited to use documents in an effort to deceive USG TAPS officials. For example, placing previously issued violations, with the same license plate, on the vehicle in an effort to avoid receipt of additional parking citations.

Fines

Violation Code	Fine	Description of Violation
8a	\$100	Public Safety
8b	\$250	Illegal display and/or receipt of permit or gate card
8c	\$100	Illegally parked in disabled space/transfer area
8e	\$50	Parked in other than assigned/restricted area
8f	\$25	Parked outside of control lines
8g	\$50	Parked in an area that is not a designated space
8h	\$25	Expired parking meter
8i	\$100	Illegally parked in a fire lane
8k	\$50	Illegally parked in a restricted lot
8m	\$50	Permit improperly displayed

8n	\$250	Illegally entering a controlled lot
8p	\$250	Illegal use of State-issued disabled permit/documentation
8r	\$250	Fraudulent use of documents

Scofflaws

Any vehicle with - or vehicle associated with a person who is linked to - more than five unpaid and uncontested citations or more than ten citations within a 365-day period is subject to immobilization or impoundment and associated fines and fees. All fines and fees must be resolved before an immobilized or impounded vehicle will be released.

Citations and Requests for Review

Citations

You are required by law to either pay the citation fine or request a review within 15 calendar days of the citation notice. Failure to resolve a citation through payment or request for review will result in a \$10 late fee.

Requests for Review

Citation recipients may request a review of a citation within 15 days of the citation issue date. Individuals may request a review online through the TAPS website, in person at the TAPS Office, or by mail.

Transit

There is a dedicated shuttle between USG and UMD for USG employees and students. Information about this route is available online [here](#). Any individual with a valid USG ID may use this bus to travel between USG and UMD at no cost.

Additional information about public transportation can be found online [here](#). Note that these services are not provided by TAPS and are subject to change.

Contact TAPS

WEBSITE

<http://www.shadygrove.umd.edu/parking>

OFFICE HOURS

The Transportation and Parking Services office is open Monday-Friday from 9am-4:30pm.

PHONE

Reach the office by phone at 301-738-6277; the TAPS Office is located in office 1312 in Bldg. II.

MAILING ADDRESS:

The Universities at Shady Grove
 Transportation and Parking Services
 9630 Gudelsky Drive, Office 1312
 Rockville, Maryland 20850

For after-hours assistance, contact the [Public Safety](#) department.