



XAVIER UNIVERSITY

Parking Policy

Effective: March 6, 2018

Last Updated: August 13, 2025

Responsible University Office: Auxiliary Services and Xavier Police

Responsible Executive: Vice President for Financial Administration/Chief Business Officer

Scope: Students, Faculty, Staff, Contractors and Visitors

Contents

A. REASON FOR POLICY	2
B. Policy.....	2
C. Event, Conference, and Athletic Parking	5
D. Liability.....	6
E. Enforcement	6
F. EXHIBITS.....	8
G. HISTORY	8



XAVIER UNIVERSITY

Parking Policy

A. REASON FOR POLICY

The purpose of this policy is to establish clear, consistent guidelines for parking on Xavier University's campus that support safety, equity, and accountability for all campus users. These procedures are designed to align with the University's mission and to ensure a reliable and respectful experience for students, employees, contractors, and visitors.

This policy reflects Xavier's commitment to shared governance and institutional consistency. Core policies require formal approval, while operational details—such as permit pricing, violation types, and parking assignments—are maintained as Exhibits.

B. Policy

The following regulations govern the use of parking on Xavier University's campus. These policies apply to all individuals operating a motor vehicle on Xavier University property and are enforced by Parking Services and Xavier Police.

Note: Xavier University utilizes a License Plate Recognition (LPR) system for parking enforcement. Most permits are virtual and tied to a vehicle's license plate number. Physical hangtags or decals may be issued only under special circumstances.

The rules outlined below supersede any previously issued parking rules or regulations. Policy updates require Parking Committee approval. Exhibits (such as permit pricing and fine schedules) contain information that is variable and operational in nature and may be updated annually without full policy revision.

- **General Parking Requirements**

- All vehicles must be authorized and associated with a valid Xavier University parking permit or visitor permit, whether virtual (LPR-based) or physical.
- Vehicles must be parked in lined spaces appropriate for their assigned permit type. Parking along campus roadways, curbs, or on grass is not permitted.
- The license plate registered in the MyParking account must be clearly visible and must face the drive aisle (i.e., backed-in parking is prohibited unless a front plate is also displayed).
- All traffic control signs, directional arrows, and posted rules must be followed at all times.
- Unauthorized vehicles, or vehicles found in violation of policy, may be subject to citation, immobilization (booting), and/or towing at the owner's expense.

- **Motorcycles and Scooters**

- Must be registered in permit holders MyParking account.
- May only be operated on streets and may not be driven on sidewalks or pedestrian paths.



XAVIER UNIVERSITY

Parking Policy

- Parking is permitted in designated motorcycle areas or any unreserved lined space. They may not park at bike racks, on sidewalks, or landscaped areas.
- **Vehicle Limits**
 - Each permit holder may register multiple vehicles, but only one vehicle associated with a permit may be parked on campus at any given time. Use of multiple vehicles under one permit for simultaneous campus parking is prohibited.
- **Permits**
 - All student, employee, and contractor parking permits must be requested online through the Parking Website at xavier.edu/parking. Personal and vehicle information, including a valid license plate number, is required to complete registration.
 - Permit types include:
 - Student Permits:
 - Commuter
 - Resident
 - Xavier Commons Residents
 - Xavier Village Residents
 - Temporary Commuter/Resident Permits
 - Employee Permits:
 - Employee Paid Designation Zones
 - Employee Free Designation Zones
 - Adjunct/Temporary
 - Contractor Permits:
 - Contractors performing work on campus are required to obtain a valid parking permit for the duration of their project. Permits are issued based on the project scope and access needs. Contractors must park in designated contractor parking areas or other assigned lots. Overnight parking and vehicle storage are not permitted unless authorized by Parking Services.
 - Note: Contractors are not permitted to park in reserved parking, visitor spaces or visitor lots.
 - Note: Students, employees, and contractors are not eligible for visitor permits. This is outlined in the permit eligibility exhibit.
 - Permits are valid for the academic year in which they are purchased unless otherwise specified.
 - Permit holders may register multiple vehicles to a single permit



XAVIER UNIVERSITY

Parking Policy

- Each permit holder may only register vehicles they personally own or are the primary driver of. Registering vehicles for others (e.g., friends, roommates, children, non-family members) is not permitted and may result in loss of parking privileges, citations, towing, or booting.

Payment Methods

- Students: Permit charges are applied to the student's Bursar account.
- Full-time/Part-time Employees: Payment is made via pre-tax payroll deduction through the Parking Website.
- Adjunct/Temporary Employees: Payment is made directly online during registration.
- Contractors: Payment is made through coordination with Parking Services and may vary depending on contract terms and project duration.

Visitor Parking

- A valid visitor permit is required for all non-affiliated individuals parking on campus. All visitor vehicles must be registered, and payment (if applicable) must be completed through the Parking Website at xavier.edu/parking.
- Visitor permits are available to individuals who are not current students, employees, or contractors of Xavier University.
Note: Students, employees, and contractors are strictly prohibited from obtaining or using visitor permits.
- Permits are virtual and linked to the vehicle's license plate. Visitors must provide valid personal and vehicle information at the time of registration.
- Visitor permits may be:
 - Registered and paid in advance through the Parking Website, or
 - Registered and paid onsite by scanning a QR code posted in designated visitor parking areas using a mobile device.
- Visitors must park only in clearly marked and lined visitor spaces unless otherwise pre-approved by Parking Services.
 - Designated visitor parking areas include the following parking lots: Visitor Lot A, Visitor Lot B, Reserved Marked Spaces: Smith Hall, Alumni Center, Health United Building, Cohen Center, and Schott Hall.
 - *Schott Hall visitor spaces are reserved exclusively for Enrollment and Admissions use for prospective students and families.*
- Employees, students, and contractors are not permitted to park in any visitor spaces at any time.
- A map of visitor parking lot locations and additional guidance is available on the Parking Website.



XAVIER UNIVERSITY

Parking Policy

C. Event, Conference, and Athletic Parking

- Parking patterns on campus may be temporarily adjusted during major events, including athletic contests, concerts, conferences, and university-hosted functions. Permit holders are expected to observe all posted signage and comply with temporary restrictions or lot closures.
- Permit holders may be redirected to alternate lots or overflow areas as designated by Parking Services. Signage and staff will assist in directing traffic as needed.
- Vehicles parked in restricted or reserved areas without proper authorization during an event may be subject to citation, booting, or towing at the owner's expense.
- Event-specific parking updates will be posted on the Parking Website and, when possible, shared in advance through official campus communications.
- Parking Services staff may be present before, during, and after large events to manage traffic flow and enforce parking regulations.
- All vehicles are parked at the owner's risk. (See Section: **Liability**.)
- **Men's Basketball Games**
 - During home men's basketball games, certain lots—including but not limited to C-2, C-3, R3, and areas adjacent to the Cintas Center—are subject to mandatory vacate orders at least two (2) hours prior to game time.
 - Faculty and staff should plan ahead and utilize alternate faculty/staff lots on weekday evenings when games are scheduled.
 - Students—both undergraduate and graduate—are strongly encouraged to avoid all "C" lots near the Cintas Center on game nights. Students with evening classes should use alternate lots designated by Parking Services for game day use.
 - Specific game day relocation maps and instructions will be provided on the Parking Website and may also be distributed via email or campus signage.
- **Other Special Events**
 - Events at the Cintas Center and other major campus venues occur throughout the year and may impact availability in lots such as C-2, C-3, the Husman Hall Lot, and other central campus locations with limited notice.
 - In preparation for high-impact events, Parking Services may cone off or barricade specific spaces or areas (e.g., University Drive, reserved guest parking zones, or service vehicle spots). Once coned or marked, these spaces are not available for general permit use until reopened by Parking Services.
 - Permit holders are expected to honor these restrictions and follow directions provided by Parking Services personnel during event setup, operations, and teardown periods.



XAVIER UNIVERSITY

Parking Policy

- Your cooperation helps ensure safe and efficient access for guests and university operations during special events.

D. Liability

- Xavier University is not responsible for fire, theft, damage, or loss of any kind to any vehicle or its contents while parked on Xavier University property.
- All vehicles are considered parked at the owner's risk, regardless of permit status or location.

E. Enforcement

- Parking compliance is actively monitored by Parking Services through routine patrol and License Plate Recognition (LPR) technology, which scans and verifies vehicle registration and permit status in real time.
- Xavier University reserves the right to revoke parking privileges at any time. Parking permits remain the property of the University and must be surrendered upon request or may be revoked without notice.
- Vehicles may be subject to citation, immobilization (booting), towing, and/or revocation of parking privileges for violations of this policy. Repeat or unpaid violations escalate enforcement action and may lead to additional penalties.
- **Booting and Towing (Refer to Exhibit C for details)**
 - Vehicles with multiple unpaid citations or repeat violations may be booted or towed at the owner's expense.
 - A release fee must be paid in addition to any outstanding fines before a boot is removed.
 - Towed vehicles may be relocated to either:
 - An off-campus impound facility, coordinated through the contracted towing company, or
 - An on-campus impound lot, coordinated by Parking Services and/or Xavier University Police.
 - Booting and towing are enforcement tools used as a last resort, but may be applied without warning in cases of habitual noncompliance, misuse of permits, or unauthorized use of restricted spaces.
- **Accumulated Citations**
 - Parking citations are cumulative and remain on file throughout a student's or employee's time at Xavier University.
 - Continued failure to comply with parking regulations may result in disciplinary referral to the Dean of Students, Human Resources, or another appropriate university office.



XAVIER UNIVERSITY

Parking Policy

- **Special Restrictions**
 - University Station permits are not valid in Xavier University parking lots. Residents and guests of University Station must obtain a valid Xavier University permit or visitor permit.
 - Employees, students, and contractors are strictly prohibited from parking in visitor spaces at any time and will be subject to citation and/or towing.
 - Reminder: Students and employees are **not** visitors and may not use visitor permits.
- **Citation Payment**
 - Fines are available to be paid online through the Parking Website. After the appeals period for campus community members:
 - Students: Fines are automatically billed to the student's Bursar account and may result in registration holds or delays. All citations will be delivered electronically to the student's official Xavier University email address.
 - Employees: Fines are billed to the employee's Bursar account. Persistent nonpayment may result in department-level notifications. All citations will be delivered electronically to the employee's official Xavier University email address.
 - All others (visitors, contractors, etc.): Fines must be paid online through the Parking Website.
Note: Unpaid citations are subject to referral for collections.
- **Disability Placards**
 - A valid state-issued disability placard must be registered with Parking Services and visibly displayed on the dashboard or rearview mirror when parked on campus.
 - The placard must be issued to the same individual who holds the Xavier parking permit or visitor permit. Misuse of disability placards—including use of a placard not issued to the driver—may result in citation, revocation of parking privileges, and university discipline.
 - A Xavier University parking permit (paid or Free Zone) or a valid visitor permit is still required in conjunction with the placard.
 - Individuals with a registered disability placard may park in any marked accessible space in any campus lot, regardless of the permit type they hold.
 - However, if all designated handicap-accessible spaces are full, individuals with a Free Zone permit are **not** authorized to park in non-accessible spaces (e.g., faculty/staff, commuter, or residential lots) unless they also possess the appropriate paid permit for that lot.
 - Violations of this policy may result in citation or towing, even if a disability placard is displayed.
- **Citation Appeals**
 - Parking citations may be appealed through the Xavier University Parking Appeals Committee within 14 calendar days of the citation issue date. Appeals submitted after the 14-day deadline will not be accepted.



XAVIER UNIVERSITY

Parking Policy

- All appeals must be submitted online at xavier.edu/parking. Appeals submitted through other means will not be considered.
- Once an appeal is submitted, the citation is placed on hold, and no payment is required until a decision has been made. If the appeal is denied, the original fine will become payable, including any late fees accrued after the decision date.
- The Parking Appeals Committee is composed of a faculty member, a staff member, and a student representative, and is charged with ensuring consistent, fair, and equitable review of all appeals.
- Appeals must include a clear written explanation and any supporting documentation (e.g., photographs, permit records, correspondence).
- All appeal decisions are final and will be sent to the individual's official Xavier University email address on file.
- If you believe you held a valid permit for the lot where you were cited, you are encouraged to contact Parking Services prior to submitting an appeal, as some issues may be resolved administratively.

F. EXHIBITS

- The following exhibits are referenced throughout this policy and may be updated annually by the Parking Committee without requiring full policy revision:
 - Exhibit A – Lot Assignments / Available Parking by Permit Type
 - Exhibit B – Parking Permit Pricing Schedule
 - Exhibit C – Parking Violation Types and Fine Schedule
 - Exhibit D – Vehicle Immobilization and Towing Policy
 - Exhibit E – Visitor Parking Instructions and Designated Locations

G. HISTORY

- These parking policies and guidelines have been in place in various forms through prior approvals of the Xavier University Parking Committee. Regular reviews and updates occur as part of Xavier's commitment to transparency, consistency, and alignment with university-wide operational needs.