

**UNIVERSITY OF HOUSTON  
PARKING AND TRANSPORTATION SERVICES  
SPECIAL PARKING PERMITS POLICY/PROCEDURES**

**I. Runner Permits**

- A. Runner Permits are issued to a department to provide flexible parking access when the use of personal vehicles is needed to conduct University business. Departments may request Runner Permits by writing the Assistant Director of Parking and Transportation Services. The AD will consider expressed need, size of the operation, and other related factors in determining how many permits to issue to a given department. Runner Permits are two-year permits.
  
- B. It is the department's responsibility to control use of the Runner Permits. It is recommended that the department keep a usage log for each Runner Permit in their custody. A current UH parking permit must be displayed in conjunction with the runner permit. Runner Permits are not intended for personal use, to enable a person to park as close as possible to their office or workplace, nor to provide for convenient overflow parking.
  
- C. Runner Permits allow parking for up to two (2) hours in the following locations:
  - 1. Spaces marked as 20-minute Loading Zones
  - 2. Non-restricted spaces in ungated surface lots

The permit **DOES NOT** authorize parking in:

- 1. Gated lots (with the exception of 1C/1D E. Cullen - loading zone spaces ONLY)
  - 2. Garages
  - 3. Parking spaces reserved for the disabled (unless disabled permit is displayed)
  - 4. Fire lanes
  - 5. Metered spaces
  - 6. Designated visitor lots
  - 7. Roadways and parking lot access lanes
  - 8. Any space marked as "Reserved"
  - 9. Designated tow-away zones
  - 10. Pedestrian walkways
  - 11. Any other area not designated as a parking space
- D. Runner Permits remain the property of UH and will be revoked if observed being abused. Any citation issued while displaying this permit is the responsibility of the registered permit holder whose permit is displayed in the vehicle in question.
  
  - E. There is a \$50 replacement fee for lost or stolen Runner Permits.

**I have read and understood the above Policy and Procedures regarding the usage of the PTS Runner Permit. I will also inform any employee from my department that will be using a Runner Permit that is issued to us of said Policy and Procedures.**

Name \_\_\_\_\_



Date: \_\_\_\_\_

(SIGNATURE)

(DATE)