

University of Houston

Departmental Reserved Parking Policy

Purpose:

This policy outlines the appropriate use and management of departmental reserved parking spaces at the University of Houston. These spaces are intended to support university operations and facilitate official university business.

Policy Statement:

1. Funding and Ownership

Departmental reserved parking spaces are paid for by university departments. As such, they are considered university property and must be used solely for official university business purposes. The charge for the departmental reserved space is the same as the reserved rate for that year. Payment for the entire year must be made by 9/1 each year to maintain the space. Failure to pay will result in non-renewal and conversion back to university parking inventory. Parking and Transportation Services is in charge of and responsible for all signage for these spaces.

2. Permitted Use

These spaces may be used for:

- Hosting official university guests and visitors.
- Supporting departmental events or functions that are university-related.
- Temporary use by vendors or contractors conducting university business.

3. Prohibited Use

- These spaces are **not** to be used for regular or routine (3 or more times per week for periods of 3 or more hours) parking by university employees, including faculty, staff, or student workers.
- Personal use or long-term assignment (all day) to individuals is strictly prohibited.

4. Departmental Responsibility

- The department to which the space is assigned holds **sole responsibility** for the management and oversight of the space.
- Departments must ensure that usage aligns with this policy and maintain records of use when applicable.
- Misuse of the space may result in revocation of the departmental parking privilege.
- Departments are responsible for the cost of the painting of the space and the signage for the initial setup.

5. Enforcement and Compliance

- Parking and Transportation Services reserves the right to audit usage and enforce compliance.
- Violations may result in citations, towing, or reassignment of the space.

Acknowledgment:

By accepting a departmental reserved parking space, departments acknowledge their understanding of and agreement to comply with this policy.