



## Ohio Administrative Code

### Rule 3361:70-5-04 Parking: decals, permits and key cards.

Effective: June 15, 2012

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(A) All licensed motor vehicles must display a university parking decal, key card, permit, or spitter ticket while on university property.

(B) Decals and permits for uptown campuses must be purchased at parking services located at Four Edwards Center. Decals for "UC Blue Ash and "UC Clermont" colleges may be purchased at the business office on that campus.

(C) The decal or permit shall be fully displayed on the driver's side of the windshield or dashboard. The key card hang tag must be placed on the rear view mirror. A no-charge temporary permit must be obtained from parking services if the parking permit is not available in the case of changing from one vehicle to another.

(D) Only one decal or key card is issued per person, unless otherwise specified. Decals or key cards are not transferable to another person. Use of a decal or key card on additional vehicles is permissible provided the vehicle is registered with parking services. Only one vehicle is permitted to park in garage/lot per key card or decal.

(E) Lost or stolen decals, permits and/or key cards must be reported immediately to parking services. A fee will be assessed for replacement of lost decals, permits or key cards.

(F) Decals or key cards must be returned to parking services, under the following conditions:

Termination of association with the university;

Transfer between campuses;

Change in decal types;



Cancellation of parking arrangements.

(G) When new decals or key cards are issued, expired decals or key cards must be removed or returned.

(H) To cancel parking privileges, the decal/permit or key card must be returned to parking services.

(I) Refunds for returned decals/permits or key cards will be made on a prorated basis. No refund will be issued if a decal/permit or key card is not returned. No refunds will be made for decals/permits or key cards revoked due to fraudulent application.

(J) Any decal or key card issued by the university of Cincinnati parking services is valid in specified facilities on each campus. Each driver is responsible for learning and observing the rules where he/she is parking. Garage key card holders must park in the specified facility only. Garage key cards are not valid on the campus in which the garage is located unless specified.

(K) No parking permit will be issued to individuals having outstanding parking fines or obligations, regardless of the age of the infraction. No student with outstanding obligations can purchase parking until they are cleared. The issuance of parking privileges to an individual having outstanding obligations does not eliminate the responsibility to pay the outstanding violations. Decals issued under these circumstances can be revoked.

(L) A person who purchases, uses or displays a university decal or permit in violation of university parking regulations may have his/her decal, permit, or key card revoked. Fraudulent applications include but are not restricted to:

(1) Signing an application for a key card or decal in another person's name.

(2) Possessing multiple key cards/decals for the same period.

(3) Obtaining a key card or decal to be used by an individual not authorized for such privileges.

Persons with a revoked key card or decal will be responsible for returning those items to parking



services immediately upon notification. There will be no refund on decals or key cards revoked due to fraudulent application. Individuals cited for use of a revoked, lost or stolen key card or decal will be assessed full charges for use from the date of the report filed with parking services.

(M) Waiting list: university of Cincinnati staff and faculty are eligible for placement on a waiting list. When a waiting list exists, a faculty or staff member must go to parking services website and place their name on the list. When a space becomes available in the parking facility, the first individual on that list will be notified either by phone or in writing. Individuals who do not respond within the set period of time will be removed from the list. It is the responsibility of the individual to update information on file.