

## **Resident Parking Policy**

**The following is the Resident Parking Policy for the UTPB and PVAM garages. Please carefully read the policy, particularly the sections on the parking access system used in the garages.**

Residents are assigned to one of the following locations for parking:

Prairie View A&M University Parking Garage - 6436 Fannin  
UTPB Parking Garage - 6414 Fannin

In order to guarantee parking access during the year, a completed payroll deduction form must be submitted to the Parking Services Office in accordance with deadlines established by that office.

**PARKING ENROLLMENT COVERS THE ENTIRE ACADEMIC YEAR. TERMINATING AND RE-ENROLLING IN PARKING IS NOT ALLOWED. IF YOU CANCEL YOUR PARKING AND PAYROLL DEDUCTION OR DECIDE THAT YOU DO NOT WANT TO PARTICIPATE IN THIS PARKING PROGRAM, YOU WILL NOT BE ELIGIBLE TO RE-ENROLL NOR RECEIVE PARKING IN EITHER THE UTPB OR PVAM GARAGE FOR THE REMAINDER OF THIS ACADEMIC YEAR.**

1. UTPB parking – Complete a parking contract in the Parking Services Office. The Parking Office will record your UTHSC-H ID badge number to activate your ID badge.

NOTE: Your UTHSC-H ID badge must be in good working condition to be activated. If the ID badge is damaged, cracked, warped, de-magnetized by imaging equipment or does not function properly, a new ID badge must be obtained. The fee for a new badge is \$10.00 and must be obtained at the Badging Office on the 1st floor of UCT at 7000 Fannin between the hours of 8:30am and 4:00pm. Any Resident who needs his/her new ID badge activated for parking must contact the Parking Office.

2. PVAMU parking – Complete a parking contract in the Parking Office. The Parking Office will issue a parking access card and activate the card.
3. A \$10.00 nonrefundable fee is required for activation of access cards/ID badges.
4. A lost or damaged PVAMU parking card will result in additional \$10.00 replacement fee.

5. **If you forget your ID badge or parking card you must pull a parking ticket and you will be expected to pay for parking. THERE ARE NO VALIDATIONS AND NO EXCEPTIONS.**
6. To deactivate parking and discontinue the payroll deduction, you must either go to the Parking Office to complete the necessary paperwork or email a completed copy of the deactivation form to the Parking Office. At that time, your ID badge will be deactivated or your PVAM parking access card returned.  
**DEACTIVATION REQUESTS WILL NOT BE TAKEN OVER THE PHONE.**
7. The Foundation will remove resident from payroll deduction only upon completion of paperwork noted in #6, above.

**RESIDENTS ARE EXPECTED TO ABIDE BY ALL PARKING RULES. RESIDENTS WHO ATTEMPT TO CIRCUMVENT THE SYSTEM AND ARE DISCOVERED WILL PERMANENTLY LOSE ALL PARKING PRIVILEGES FOR THE DURATION OF THEIR RESIDENCY AND THEIR PROGRAM DIRECTOR WILL BE NOTIFIED.**

**RESIDENTS WHO LOAN THEIR PARKING ACCESS CARD OR ID BADGE TO OTHER PERSONS, INCLUDING OTHER RESIDENTS, AND ARE DISCOVERED, WILL PERMANENTLY LOSE ALL PARKING PRIVILEGES FOR THE DURATION OF THEIR RESIDENCY AND THEIR PROGRAM DIRECTOR WILL BE NOTIFIED.**

**Parking Access System:**

Please keep the rules for your records (pages 1-3)  
**ONLY** return the Parking Rules Acknowledgement (Page 4)

The parking access systems at both the UTPB Garage and the PVAM Garage have a feature called "Anti-Pass Back". **This feature requires the individual parking in the facility to utilize their Parking Access Card (at PVAM) or their ID badge (at UTPB) when entering and exiting the parking facility.** When the Access Card or ID badge is utilized properly the individual will have no problems with access in and out of the parking facility.

The Parking Access Card (at PVAM) and ID badge (at UTPB) must be presented to the Card Reader located at both the entrance and exit at both facilities.

If the access card/ID badge is not used to gain entry into the facility, then the access card/ID badge will not allow the individual to exit the facility. If the access card/ID badge is not used at the exit, then the system will not allow entry into the facility. If a parking gate is in the up position at either facility, you **must** still present the access card/ID badge to the card reader.

### **Tailgating:**

Tailgating occurs when one vehicle legally opens the gate either by payment or access card and a second vehicle closely follows the first car out of the garage without paying or using an access card. Security and the Parking Office closely monitor the exit gates. When tailgaters are caught, the Houston Police Department is immediately notified. UT will prosecute those parties who are involved and responsible.

Tailgating can also occur at the entrance. This usually occurs when someone is in a hurry to park. Tailgating when entering the garage will put your access card in passback mode, and will not allow you to exit. In this case you will be expected to pay \$20 for a lost ticket. When you stop at the entry, make sure the gate lowers from the previous car before holding your access card/ID up to the reader so that you will not experience this problem.

### **Encountering Problems with the Parking Access Card or ID Badge:**

Should any access problems occur with the Parking Access Card (at PVAMU) or ID Badge (at UTPB) please hit the Help Button at the entrance and **go immediately to the UTPB Parking Office and have a Parking Services staff member check the Access Card/ID Badge.** The UTPB Parking Office is located on the Ground Floor of the UTPB Garage in Suite G.25. The Parking Office hours of operation are Monday through Thursday 7:00am to 6:00pm and on Friday 7:00am to 5:00pm.

**If a parking access card or ID badge is not operating properly and a parking ticket is pulled to gain access into the facility without contacting Parking Services, then the expectation is that the individual must pay for their parking. NOTE: Parking fees that are paid in this situation are non-refundable.**

**Resident Parking Policy - Acknowledgement**  
(To be placed in resident file)

I acknowledge that I have received and have read and understand the Resident Parking Policy.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

# The University of Texas System Medical Foundation

## Resident Parking Contract & Payroll Deduction Agreement/Waiver

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Program Name: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Parking Card No: \_\_\_\_\_ Garage: \_\_\_\_\_  
(Completed by Parking Office) (Completed by Parking Office)

Vehicle Information	Vehicle 1	Vehicle 2
Make _____	Make: _____	
Model: _____	Model: _____	
Color: _____	Color: _____	
License Plate: _____	License Plate: _____	

☐ Yes – I want parking

☐ No – I decline parking

I request that The University of Texas System Medical Foundation deduct from my monthly payroll check the amount specified below in order to pay parking fees. This deduction shall continue until revoked in writing by either party.

Payroll deduction is eligible as a Qualified Parking Expense Conversion Benefit of the Tax-Free Transportation Plan (Plan) under Section 132(f) of the Internal Revenue Code adopted by the UT System Medical Foundation.

By signing below, employee elects to participate in the Plan and to pay for Eligible Transportation Expenses through reductions in Compensation.

A written statement is necessary if employee elects NOT to participate in the Plan.

Election to participate in the Plan continues until revoked in writing (i.e. a new form is not necessary each Plan year), employee's appointment agreement terminates, **or** UTSMF terminates the Tax-Free Transportation Plan.

A \$10.00 card activation fee is due at signup. Thereafter, a monthly charge of \$60.00 will be deducted from your paycheck.

PARKING ACCESS & DEDUCTIONS TO BEGIN AT THE START OF YOUR RESIDENT/FELLOW APPOINTMENT AGREEMENT UNLESS OTHERWISE NOTED (Effective Date: \_\_\_\_\_).  
(Completed by Parking Office)

**"I understand that the garage is not monitored by attendants and that the UTHSC-H and its departments of Auxiliary Enterprise and Parking Services are not responsible for theft or damage to vehicle at any of the parking areas operated and administered by UTHSC-H Parking Services."**

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

Please submit completed form to: parking@uth.tmc.edu. For additional information, please call 832-325-7655.