

## PARKING RULES & REGULATIONS

[www.usc.edu/parking](http://www.usc.edu/parking)

### PROPERLY DISPLAY YOUR PERMIT

All valid permits/passes must be properly displayed as illustrated to the right. Transferable hanging permits must be hung from the rear-view mirror at all times. Please do not place your permit on the dash or seat (this is a violation of parking regulations and is subject to citation). All window sticker permits must be completely affixed to the front windshield on the driver's side in the lower corner solely by the adhesive on the permit issued. No tape or additional adhesive of any kind is allowed. No extra plastic can be added. Permits cannot be displayed upside down or taped to any other area on the windshield. Failure to adhere to these guidelines will result in a citation. The IDentity Zip tag (6 inch grey strip) is an access and control device. If provided, it must be properly affixed to the vehicle in order to provide access to your parking area (PS1 & PS2 only). The IDentity Zip tag should be placed on your vehicle's front windshield above the rearview mirror from the inside as shown. **Note:** The gray side will not be visible from the outside of the vehicle.



### PERMIT HOLDER INFORMATION

You must park (displaying your valid permit) in your designated permit area from 7am-5pm Monday-Friday at the University Park Campus & 7am-2pm Mon.-Fri. at the Health Sciences campus. Your permitted vehicle is allowed to park in any available regular on-campus parking space (**NO RESERVED SPACES**) from 5pm-7am Mon-Fri, and all day on weekends. You cannot park in any off-campus lot at anytime, unless your permit is for that assigned lot.

### DEFINITIONS

- On Campus: All USC owned parking lots/structures bordered by Jefferson Blvd., Vermont Ave., So Flower St., and Exposition Blvd. is considered on-campus parking (i.e. PSA, PSB, PSD, PSX, PS1, PS2, Lot 6, Lot K-1, etc.).
- Off Campus: All USC owned parking lots/structures outside of the above listed boundaries are considered off-campus (i.e. Lot 21, Lot 27, Lot 28, Lot 32, Century Apts., Troy Hall, Parking Center, etc...)

### GENERAL and GUEST PARKING RULES

- 1) Please read **ALL** posted signs.
- 2) **YOU MUST DISPLAY A VALID PARKING PERMIT/PASS AT ALL TIMES.**
- 3) **DO NOT PARK IN A SPACE MARKED RESERVED.** Reserved parking requires a valid RESERVED SPACE PERMIT at all times.
- 4) **METERED PARKING** areas are enforced 24 hours a day, including Holidays. Displaying any type of a valid USC permit/pass does not allow you to park on a meter without depositing coins.
- 5) **Motorcycles, scooters and mopeds** must display a valid USC permit/pass and are required to park in a 2-wheeled vehicle parking zone only.
- 6) Service & Delivery parking requires a valid **VENDOR** permit to be displayed 24 hours a day, including weekends and Holidays. Vendor permits are valid in any Yellow zone for a maximum of 1 hour and any parking structure all day.
- 7) Please see a Customer Service Representative at any campus entrance for assistance if you cannot find a parking space.
- 8) Remove all invalid or expired permits/passes from your windshield. Expired permits should be disposed of properly.
- 9) Parking is only authorized in specified parking spaces in designated parking areas only. Parking in mall ways, on sidewalks, in fire lanes, or in more than one space is not permitted regardless of duration.
- 10) No one is allowed to stay overnight, live-in or store a vehicle, trailer, mobile home or motor home on any USC parking lot or street, or in any USC parking structure.
- 11) Any vehicle parked, operated or driven on campus shall be solely at the risk of the owner and operator. The University of Southern California assumes no liability or responsibility for damage to or theft of any vehicle parked or driven on campus. Acceptance of parking privileges (access devices, hang-tag, faculty sticker, etc.) constitutes an agreement between the holder and the university that the university shall not be responsible for the loss or damage to the vehicle, its accessories or contents, resulting from theft, fire, vandalism, collision or any other cause.

**Failure to adhere to these general rules and regulations will subject your vehicle to citation and/or impoundment.**

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- 13) Special events may require parking in an alternate facility.
- 14) **Evening Permits** now valid at any non-reserved lot to include PSA, PSB, PSD, PSX and our open surface lots, i.e. Lot 6, Lot V, etc., ONLY from 5pm to 7am, 7 days a week, including Holidays. Restrictions may apply.
- 15) **Night Shift Permits** now valid at any non-reserved lot to include PSA, PSB, PSD, PSX and our open surface lots, i.e. Lot 6, Lot V, etc., ONLY from 10pm to 7am, 7 days a week, including Holidays. Restrictions may apply.
- 16) Failing to hang your transferable permit at all times will result in a citation. Please check upon exiting your vehicle to ensure it is properly displayed to avoid a citation.
- 17) All valid USC Housing, Parking Center and North Community parking permits are allowed on-campus and at the Health Sciences campus from 5pm-7am weekdays, all day on weekends, except during special event parking and Football games.
- 18) **Summer Gold Permits** are valid in any on campus parking structures including PS1 and PS2. You cannot park in any off-campus lot at anytime.
- 19) Your HSC Gold permit is valid at our University Park Campus' Parking Structure D, Parking Structure X and the Parking Center when visiting between 7am-5pm weekdays. It's valid in any accessible lot after 5pm. Cardinal permit holders are allowed to park at the Parking Center during the same hours.
- 20) Your HSC Faculty/Staff Cardinal permit is valid at our University Park Campus' Parking Structure D, Parking Structure X and the Parking Center when visiting between 7am-5pm weekdays. It's valid in any accessible lot after 5pm.
- 21) Your University Park Gold permit is valid at our Health Sciences Campus' Biggy Structure and Lot 71 only when visiting between 7am-5pm.
- 22) Designated Day(s)/Lot permits are only valid on the specified designated day(s) and lots as listed on the issued parking permit. Parking on any other days than what's listed on the permit requires the purchase of a daily pass upon campus arrival.
- 23) Temporary Permits (2 weeks max) may be obtained free-of-charge for current permit holders if your permitted vehicle is in the shop for repairs or an emergency need (i.e. permitted vehicle not running or is reported stolen). Documented proof must be submitted upon request before the permit will be issued.
- 24) Lost Permits may be replaced for a non-refundable fee. Stolen Permits must be reported to the Dept. of Public Safety and/or local Police Dept. A DPS or local Police report will be required before a stolen permit is replaced free-of-charge.
- 25) Vehicles displaying a forged, altered, lost or stolen permit are subject to immediate impoundment and referral to Student Conduct or Department Head. Additional parking fees plus the following penalty fees and/or revocation of parking privileges may be applied. Use of Forged/Stolen Permit Base Fee: **\$1109**. Use of Altered Permit Base Fee: **\$610**. Recovered lost or stolen permits must be returned to Transportation Services. Vehicles displaying a forged, altered, lost or stolen permit are subject to immediate impoundment and referral to Student Conduct or Department Head. Additional parking fees plus the following penalty fees and/or revocation of parking privileges may be applied. Use of Forged, Stolen, Missing or Lost Permit Base Fee: \$1,149.00. Additional fees and/or charges may apply.
- 26) All permits are the property of USC. All parking permits must be purchased from USC Transportation. Permits may not be exchanged from one customer to another and may not be resold.
- 27) USC Employees are required to surrender parking permits and/or access devices upon leaving or termination from the University.
- 28) Faculty/Staff customers canceling their parking permits may not reserve their former space for any length of time. Customers requesting to renew permits are subject to space availability in designated lots.
- 29) Damaged or lost access devices not related to normal wear and tear will be charged a \$25-75 replacement fee.
- 30) If you sell your vehicle or if you no longer need your parking permit, return your parking permit to qualify for an even exchange or a prorated refund. Failure to comply may result in a \$35-\$100 lost permit fee.
- 31) Academic year student permits are valid for both the fall and spring semesters and are billed at the beginning of each semester. To avoid the spring semester charge permits must be returned to USC Transportation for cancellation before the start of the spring semester.
- 32) No one is allowed to stay overnight inside their vehicle, parked in USC's parking structures or lots.
- 33) By purchasing a permit through a University Fee Bill Account or Payroll Account, the customer understands that he/she gives USC and its agents the right to collect this information, process the permit request and bill all permits and/or any outstanding citation(s) to this University Fee Bill Account or Payroll Account.
- 34) Faculty and Staff not participating in carpools and who are taking a disability/leave should return their permit for cancelation to stop the deduction. If the permit is retained the charge may be refunded for any time period exceeding the first 30 days (leave of absence). Proof of leave must be submitted for refund eligibility. Carpool permit holders are not eligible for disability or sick leave credit, unless the permit is canceled at USC Transportation. Cancellation of your parking permit may result in loss of your current parking location assignment. Parking is never guaranteed to individuals canceling parking permits.
- 35) Carpool parking is available in designated areas. Designated carpool-spaces require display of a valid carpool permit from 7am-5pm.
- 36) Disabled students, faculty/ staff can park in any on-campus disabled space if they are displaying a valid USC parking permit & a DMV disabled placard. If both the parking permit and DMV placard are transferable (hang from the rear-view mirror), place the DMV placard on the dash so that it is visible and hang your USC permit from the rear-view mirror. This request only applies when parking on USC property.
- 37) Short-term meter parking is available for disabled guest(s) of the university at any on campus coin operated meter, only and only if the current state-issued disabled placard is properly displayed.
- 38) SOTO LOT - A valid Soto Lot Parking permit is required at all times (pay per space area excluded). Complimentary 2 hour parking for valid HSC/UPC permits permitted in the Soto Lot's pay per space area between 7am-5pm only. UPC & HSC Reserved and Undesignated parking permits are valid in the pay per space area during 7am-5pm. Complimentary gym parking for UPC/HSC permits holders permissible in the any Soto Lot regular spaces from 5am-7am and from 5pm-10pm. Valid UPC/HSC permits are allowed to park in any single space (that is accessible) from 5pm-7am weekdays and all day weekends and holidays. Disable parking spaces enforced at all times. University Hospital parking permits are not valid at any time.

## DISABILITY-SICK LEAVE

- 34) Faculty and Staff not participating in carpools and who are taking a disability/leave should return their permit for cancelation to stop the deduction. If the permit is retained the charge may be refunded for any time period exceeding the first 30 days (leave of absence). Proof of leave must be submitted for refund eligibility. Carpool permit holders are not eligible for disability or sick leave credit, unless the permit is canceled at

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38) SOTO LOT - A valid Soto Lot Parking permit is required at all times (pay per space area excluded). Complimentary 2 hour parking for valid HSC/UPC permits permitted in the Soto Lot's pay per space area between 7am-5pm only. UPC & HSC Reserved and Undesignated parking permits are valid in the pay per space area during 7am-5pm. Complimentary gym parking for UPC/HSC permits holders permissible in the any Soto Lot regular spaces from 5am-7am and from 5pm-10pm. Valid UPC/HSC permits are allowed to park in any single space (that is accessible) from 5pm-7am weekdays and all day weekends and holidays. Disable parking spaces enforced at all times. University Hospital parking permits are not valid at any time.

### University Park Campus

(888) SC4-TRAN

### Health Sciences Campus

(323) 442-1201

Failure to abide by these parking rules and regulations at anytime subjects your vehicle to citation(s) and/or impound.