Purpose
To establish policies and procedures for motor vehicle parking and operation on Rosenstiel School of Marine and Atmospheric Science Campus.

Policy
All non-commercial vehicles parking on the RSMAS Campus Monday through Friday between 8:00 AM and 4:00 PM are required to purchase and display a valid RSMAS or Coral Gables parking permit.

Scope
All students, faculty, staff, vendors, and visitors shall abide by the policies and procedures set forth below. All parts of previous orders, rules, regulations, and memorandums in conflict with this procedure are revoked.

1.0 General
1.1 Motor vehicles are considered parked when stopped for any period of time.
1.2 All non-commercial vehicles parking on the RSMAS Campus are required to purchase and display a valid RSMAS or Coral Gables parking permit Monday through Friday between 8:00 AM and 4:00 PM.
1.3 Parking spaces are marked for use only by vehicles with the appropriate, authorized, and displayed permit. Parking is allowed only in designated spaces. Absence of a “No Parking” sign does not constitute authorization for parking. Vehicles are to park in spaces that have been defined by means of white lines, pre-casts, and/or other marking devices, both temporary and permanent.

2.0 Vehicle Operation
2.1 All vehicles must be operated in accordance with the laws of the State of Florida and ordinances of Miami-Dade County.
2.2 All vehicles operating on campus must abide by posted signs, placards, directional indicators, and traffic cones.
2.3 The Campus speed limit is 5 mph.
2.4 Special events or incidents may necessitate changes to routine traffic patterns and should be adhered to.
2.5 No vehicle is authorized to park upon any pedestrian pathway, sidewalk, grassy area, travel lanes, or any other area of the campus not ordinarily used for vehicular traffic.
3.0 PARKING PERMITS
3.1 Permit Types and Cost
3.1.1 RSMAS General - $30 per year
3.1.2 RSMAS Reserved - $750 per year
3.1.3 RSMAS-GABLES Inter-Campus - $83 per year
3.1.4 Coral Gables (All Types) - see Coral Gables Moving Vehicle Parking Code
3.2 Payment
3.2.1 Parking permits can be purchased from the RSMAS Business Office located in the Science and Administration Building (SLAB), Room 110.
3.2.2 A valid Cane Card and current vehicle registration must be presented as identification for each member of the RSMAS community in order to purchase a parking permit. All others must present a valid driver’s license and vehicle registration.
3.2.3 Credit Card, check and money orders are the only accepted forms of payment.
3.2.4 Inter-Departmental Requisitions (IDRs) will not be accepted for payment.
3.3 Lost and Stolen Permits
3.3.1 Lost parking permits will not be replaced and will require purchasing of a new permit. If a lost permit is later found then the cost of the replacement will be refunded upon return of the permit.
3.3.2 Stolen permits will be replaced at no charge if the person can provide a police report or other sufficient documentation of the theft.
3.4 The expiration date of each parking permit is printed on the face of the parking permit.
3.5 Parking permits are not transferable. A permit may not be assigned, sold, given, or used by any individual other than the one to whom the permit was assigned.
4.0 PARKING AREAS BY PERMIT
4.1 RSMAS General
4.1.1 Valid for parking in spaces on the RSMAS campus and Miami Seaquarium which are not designated and signed as being for a specific function (e.g. handicapped, reserved, visitor, etc.).
4.2 RSMAS Reserved
4.2.1 RSMAS Reserved spaces are located in the southwest corner of the SLAB parking lot.
4.2.2 The RSMAS Dean will identify select administrators and faculty who will be given the opportunity to purchase a reserved permit.
4.2.3 RSMAS Reserved permits are made available for purchase to a selected group of RSMAS Administrators and Faculty.
4.2.4 Each reserved parking space is dedicated to a particular individual, and is not for use by any other person and is not transferable.
4.3 RSMAS-Gables Inter-Campus Stickers
4.3.1 Valid only on the Coral Gables Campus in green, grey, pink, red, white, and yellow lots.
4.3.2 RSMAS-Gables Inter-Campus stickers may only be purchased in conjunction with a RSMAS General or Reserved Permit and are only available to RSMAS faculty, staff, or students for academic or business purposes.

5.0 VISITORS AND GUESTS

5.1 Short-Term Visitors

5.1.1 Short-term visitors are individuals working, studying, or conducting research at RSMAS for a period of five (5) days or less.

5.1.2 Short-term visitor parking is available at Miami Seaquarium when displaying a “Visitor Parking Permit”

5.1.3 Visitor Parking Permits

5.1.3.1 Visitor Parking Permits should be requested in advance when staff or faculty know that a visitor will need parking.

5.1.3.2 Requests for Visitor Parking Permits should be made by emailing campussafety@rsmas.miami.edu with the reason for the visit and date(s).

5.1.3.3 Visitor Parking Permits can also be picked up from the Campus Safety Gate House located at the campus entrance.

5.2 Long-Term Visitors

5.2.1 Long-term visitors are individuals working, studying, or conducting research at RSMAS for a period of six (6) days or more.

5.2.2 Long-term visitors are required to purchase a RSMAS General parking permit and may park on the RSMAS campus or at Miami Seaquarium.

5.3 Invited Guests

5.3.1 Three parking spaces are reserved for invited guests of the Dean and Advancement Office.

6.0 TWO-WHEELED MOTOR VEHICLES

6.1 Two-wheeled motor vehicles must follow all vehicle operating procedures established for four wheeled vehicles.

6.2 Two-wheeled motor vehicles may park in the area adjacent to the bicycle racks underneath the breezeway by the stairs at the northeast end of the SLAB.

6.3 Two-wheeled motor vehicles which opt to use a parking space intended for a four wheeled vehicle must display a RSMAS parking permit.

7.0 LONG-TERM PARKING AND VEHICLE STORAGE

7.1 The parking lot at RSMAS may not be used for long-term vehicle parking or storage.

7.2 Any vehicle left on-campus without prior approval for more than five consecutive days is subject to being removed at the owner’s expense.
8.0 VESSEL TRAILER PARKING

8.1 All University of Miami owned vessels are permitted to park on-campus in designated areas that do not inhibit normal traffic flows.

8.2 Vessels not owned by the University of Miami are not allowed to be stored at RSMAS unless given permission by the Director of Marine Operations, or his/her designee.

9.0 PARKING ENFORCEMENT

9.1 Failure to abide by the policies and procedures set forth in this document may result in penalty including warning, citation, stickering and towing.

9.2 Towing

9.2.1 Vehicles may be towed at the owner's/operator's expense and risk under circumstances including, but not limited to:

- 9.2.1.1 Failure to display permit after warning
- 9.2.1.2 Creating a Safety Hazard
- 9.2.1.3 Impeding the free flow of traffic
- 9.2.1.4 Blocking an access lane, fire lane, or fire hydrant
- 9.2.1.5 Parking in disabled spaces or on access or pedestrian lanes
- 9.2.1.6 Parking on lawns, sidewalks, driveways, or reserved spaces
- 9.2.1.7 Unauthorized parking in posted two-away area
- 9.2.1.8 Possession of a stolen/lost/fraudulent parking permit
- 9.2.1.9 Not parking in a designated space
- 9.2.1.10 Parking in a reserved space without proper permit

9.2.2 An authorized commercial towing company will be used for removing any illegally parked vehicle.

9.2.3 Once a motor vehicle is “hooked” by the tow truck, the vehicle is considered towed and becomes the concern of the tow company.

9.2.4 For information about removing a vehicle from impoundment after towing contact:

Molina Towing,
2151 NW 7th Avenue
Miami, FL 33127
(305) 325-8980

9.3 Fines

9.3.1 Fines from citations issued will use the fee structure outlined in the Coral Gables Campus Moving Vehicle Code.

10.0 VENDORS AND CONTRACTORS

10.1 Vendors and Contractors coming to campus are expected to abide by all RSMAS Parking Policies and Procedures

10.2 Vendors and contractors should utilize the short-term spaces located to the southwest of the Gate House. If the nature of the project dictates an alternative arrangement then the contractor or vendor should advise Facilities Administration who will coordinate parking with the Campus Safety Department.
11.0 SPECIAL EVENTS
11.1 With advance notice effort will be made to provide parking for special events being held at RSMAS.
11.2 Miami Seaquarium will be used as the primary parking area for special event guests.
11.3 All requests for special event parking must be sent to campussafety@rsmas.miami.edu.

12.0 VEHICLE SECURITY / DISCLAIMER OF LIABILITY
12.1 The University of Miami strongly urges all persons parking at RSMAS not to leave valuables in an unoccupied vehicle at any time; and to close and lock all vehicle windows, doors, and convertible tops.
12.2 The University of Miami, its officers, agents, trustees, and employees are not liable for loss or damage to any vehicle or the contents of any vehicle that is located, operated, or parked on the RSMAS campus.
12.3 Any incidents of theft, damage, or other evidence of illegal activity must be immediately reported to the RSMAS Campus Safety Department (305-710-7991).

13.0 ILLEGAL PARKING NOTICES
13.1 Campus Safety Officers will issue Illegal Parking Notices to vehicles in violation of RSMAS parking rules and regulations.
13.2 Violations include, but are not limited to:
   13.2.1 No valid parking permit
   13.2.2 Expired permit
   13.2.3 Not parked in a designated space
   13.2.4 Obstructing traffic
   13.2.5 Parked in a designated fire lane
   13.2.6 Parked in a reserved space
   13.2.7 Parked in a handicap space without a proper handicap hangtag
13.3 Two copies of all Illegal Parking Notices will be written. One copy will be left under the windshield wiper of the vehicle and other copy will be turned in to the Emergency Preparedness & Campus Safety Manager.