

# Towson University Faculty/Staff Parking Permit Application

Name (Last, First, M.I.)

Permanent Address

City, State & Zip

License Plate - (Required)

Towson ID # (required - see back)

Make

Model

Classification - Check one

Partner Company Employee

TU Faculty & Staff

Resident Life Live-In Staff

Graduate Assistant  
(20 hour contract only)

Volunteer

AVI Transponder ( \$20-Included with semester & annual permits).  
A gate control device is required to gain access to faculty/staff lots on campus.

Check one  Hang Tag  Window Sticker (non-transferable)

Permit Type - Check one

Annual  Semester (GA only)  Motorcycle  Monthly

Pay Scale - Check one (will be verified through Human Resources)

A  Less than \$15k D  \$40k - \$59,999 A  GA - Volunteer

B  \$15k - \$19,999 E  \$60k - \$79,999

C  \$20k - \$39,999 F  \$80k - above

Delivery Method - Check one

Pick-up from Auxiliary Services Business Office

Mail to address listed above

For Mail-In Orders Only (please complete payment information)

Visa  Mastercard  Discover  Check (attached)

Credit Card # \_\_\_\_\_

expiration date \_\_\_\_\_

As a condition to receiving this permit and/or gate control card, I HEREBY AGREE TO ABIDE BY THE UNIVERSITY PARKING REGULATIONS. I agree not to transfer the gate control card or permit to anyone, realizing that a transfer will result in the revocation of its privilege, and forfeiture of deposit. As a condition of parking on Towson University's campus, the Vehicle Operator agrees that Towson University shall not be liable or responsible for any theft of any vehicles parked on campus nor shall it be responsible for any damage to or theft of or damage to any personal property located therein ("Damages"). The Vehicle Operator shall have sole responsibility for any and all such Damages. The Vehicle Operator further agrees to indemnify and hold Towson University, its officers and employees harmless from any liability for such Damages. Please read important information on reverse side.

Signature \_\_\_\_\_

Permit Number Issued (include Prefix)

Expiration Date

Date Issued

Issued by

## • Terms and Conditions

As a condition of parking on Towson University's campus, the vehicle operator agrees that Towson University shall not be liable or responsible for any damage to or theft of any vehicles parked on campus not shall it be responsible for the theft of or damage to any personal property located therein ("Damages"). The Vehicle Operator shall have sole responsibility to indemnify and hold Towson University, its officers and employees harmless from any liability for such Damages.

## • Towson ID Number

Your Towson ID number is the seven digit number beginning with "01", "02", or "03" that is embedded in the number above the barcode on your TU Identification Card.

## • Graduate Assistant

Graduate Assistants must submit a copy of their 20-hour contract with their payment. Faculty/Staff permits will only be issued to individuals on the Graduate Assistant 20-hour contract list at the current student rate. Graduate Assistants with less than 20 hours are only eligible for a student permit and must use the student parking permit application.

## • Partner Company Employee

Partner Company Employees are staff members of a support company serving the Towson University campus. E.g. Aramark, Chartwells.

## • Volunteers

This parking permit application must be submitted with a written, signed document from the department verifying volunteer status. If the department is purchasing the permit, a signed letter from an individual with budget authority must be provided. Volunteers may only receive faculty/staff permits.

## • An AVI Transponder is supplied with the purchase of semester or annual faculty/staff permit. An AVI Transponder is not supplied with the purchase of a short term (weekly or monthly) faculty/staff permit, but may be acquired for \$20. There is a \$20 replacement fee for all lost or stolen AVI Transponders.

## • Window Sticker for Soft Top Vehicles

It is recommended that owners of soft-top vehicles purchase a windshield sticker permit for security reasons.

## • Lost or Stolen Permits

Always safeguard your permit. There is a \$25 replacement fee for all Lost or Stolen Faculty/Staff permits.

## • Parking and Transportation Services Web Page

The Parking and Transportation Services web page is [www.towson.edu/parking](http://www.towson.edu/parking) Please review this site for current information regulations, rate and announcements.

## • Personal Record Disclosure

The purpose of collecting this information is to enable Parking and Transportation Services to effectively administer parking on the campus of Towson University. Refusal or providing inaccurate information could result in a permit not being issued or correspondence not being delivered. Individuals are provided the right to inspect and if incorrect, amend information during normal business hours. The information provided is not made available to other administrative offices at Towson University for official business or government agencies, as would be required by law.