**USM Individual Reserved Space Policy**

Reservation for this space is for one academic year (fall, spring, and summer semesters), 24 hours a day, with the following exceptions:

* On football game days beginning at 6 a.m., the reserved space (with exceptions to the Gulf coast campuses) will be converted into reserved parking for football games. Unauthorized vehicles will be towed at the owner’s expense.
* ***Parking Garage Only HBG-*** On Move-In Days, the reserved spaces are converted into reserved parking for Move-In Students and their guests. Unauthorized vehicles will be towed at the owner’s expense.

***Members are restricted to their reserved space for the fall and spring semesters***. An exception will be made for the summer semester, at which time, members will be allowed to park in their designated space as well as Faculty/Staff and Open Zones. Handicap Parking prohibited unless properly documented.

The cost to reserve a space is $414 Hattiesburg/ $175 Gulf Park/GCRL per academic year and can be purchased as a one-time payment with Visa/MasterCard, student account or payroll deduction. For faculty/staff permits purchased during the open registration period (***month of August***), the annual parking fee is a pre-tax deduction over a nine-month period. For any purchases ***after that time frame***, the payroll deduction period is based on purchase date.

Each member will be assigned one reserved virtual permit. Reserved permits are exclusive to space members only—***NO EXCEPTIONS.*** Members **ARE NOT ALLOWED** to give permission to anyone to park in their space **at any time.** This space is reserved, and any vehicle not authorized to park in this space is subject to a citation in the amount of $50 and/or towing fine of $100. ***Members are responsible for updating their vehicle information to avoid citations, which may result in immobilization and /or towing fees.***

Four vehicles are allowed to each virtual permit; however, only one vehicle per permit is allowed to park on any University properties at any given time.

**Reserved Space parking cones** are issued to certain high parking volume areas – these are for your use as a deterrent to keep violators out of your space. When going and coming – please place the cone back in your space.

If you have any questions, please contact Parking & Transit Services at 601.266.4943 or by emailing us at parking@usm.edu.