

University of West Florida Regulation UWF/REG 5.001 Parking and Registration (2012)

- (1) **General Information-** The University of West Florida strives to provide a safe environment for employees, students and visitors and to provide facilities required for personal safety and health. Parking a vehicle on any of the University of West Florida's campuses is a privilege that may be granted and revoked by the University. The University is authorized and reserves the right to regulate its vehicle parking facilities for the exclusive use of designated groups or individuals. All vehicles parked on campus are parked at the risk of the owner. The University does not assume liability for vehicles or items left in the vehicles. Additional copies of this rule may be obtained from Parking Services, Bldg. 91, or from the University Police Department, Bldg. 19, which is open 24 hours. The text of this rule is on the web page at <http://uwf.edu/generalcounsel>
- (2) **Registration-** All University employees, students and others, with the exclusion of visitors, using automobiles and other mechanical conveyances on campus must be registered with Parking Services the *first* day the vehicle is on campus. For registration to be considered valid, the permit, if it is a decal, must be properly affixed or, if it is a hang tag, must be in the designated place and upright; in addition the registration form must be signed and complete.
- (3) **Permits-**
- a. By parking on campus, employees, students and others are agreeing to abide by and follow all provisions contained in this rule.
 - b. Permits may be purchased at the University Cashier's Office, Bldg. 20E or may be purchased online by logging into my.uwf.edu, clicking the Student Resources tab and selecting "Parking Permits." Fort Walton Beach campus permits are invalid on the University of West Florida's Pensacola campus. The fees for permits are set forth below:

Permit Fees					
Classification	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Reserved/Administrative	\$210	\$252	\$302	\$363	\$435
Faculty/Staff	\$84	\$101	\$121	\$145	\$174
Resident Student	\$84	\$101	\$121	\$145	\$174
Commuter Student	\$66	\$79	\$95	\$114	\$137
Motorcycle	\$42	\$50	\$60	\$73	\$87
parking permit price includes Florida State Sales Tax additional vehicles are one- half the annual rate semester permits are one- half the annual rate					

- c. Permits are issued for an academic year or semester. Permits or temporary permits must be immediately placed on the vehicle according to the instructions on the back of the permit.
- d. *Purchasing a permit does not guarantee a parking space.*
- e. Vehicle registration expiration dates appear on each issued permit.
- f. Expired permits must be removed from the vehicle. Only one permit is allowed per vehicle.
- g. Permit holders will be held responsible for violations that are committed by other persons using the permit of the permit holder.
- h. Permits will not be issued to or renewed for individuals with any delinquent parking citations. All fines must be paid before a permit will be issued.
- i. Each vehicle must have its own separate permit.
- j. Upon sale or disposal of a registered vehicle, the permit must be destroyed.
- k. Replacement permits are issued for a fee in the following cases:
 - i. when a registered vehicle is no longer being used on campus and/or is replaced by a different vehicle (proof of registration must be furnished); or
 - ii. when the permit of a registered vehicle is lost, stolen or defaced and an appropriate complaint is filed with the police (proof of prior registration must be furnished).

(4) **Types of Permits-** There are two styles of permits: decals and hangtags. Each vehicle parking on campus must display a parking permit at all times. Hang tags are transferable to another vehicle owned by the same individual. However, no permit is transferable to another individual. Decals must be affixed to the vehicle for which it was registered and are not transferable. Hang tags must be hung from the rearview mirror so that they are visible. Placing the hangtag on the dash or console will be considered improper display. The color and type of permit will designate the specific parking areas allowed.

(5) **Permit Designations-**

- a. **Residential:** Resident students are required to display the appropriate University resident permit. The permit must be displayed at all times the vehicle is on campus. Resident students must park in appropriate parking areas at all times the vehicle is parked on campus. Between the hours of 7:00 a.m. and 4:30 p.m. Resident students must park in blue, red, orange, silver or black lots in accordance with the color of their permit. Between the hours of 4:30 p.m. and 7:00 a.m. Resident students may also park in commuter and faculty and staff areas. Resident students moving from one residence hall to another must purchase the appropriate permit and return the old permit to the cashier.

- b. **Visitor:** Visitors may pick up parking permits free of charge at Parking Services, Bldg. 91; the University Police Department, Bldg. 19; or the Visitor's Center, Bldg. 81. Visitors are allowed to use designated visitor parking spaces or areas. Failure to obtain a permit may result in a citation being issued to a visitor's vehicle. Visitors may clear their citation for "lack of permit" or "parking in a restricted area" by bringing the ticket to Parking Services. Visitors with valid state issued special needs permits can park in visitor parking spaces without a visitor's pass. Current employees and students who are also members of the Alumni Association are not eligible for visitor passes and are not entitled to park in visitor parking areas through their membership in the Alumni Association.
- c. **Disability:** Parking permits for people with disabilities are available through the State of Florida's local tag office in accordance with Florida state statute, Section 316.1964. The University requires that the State issued disability parking permits or license plates are displayed on the vehicles parked in special needs spaces. Holders of such parking permits or license plates are not required to purchase a University of West Florida parking permit and may park in non-reserved spaces if designated disabled spaces are not available. Further information regarding special parking accommodations can be found online at www.uwf.edu/parking.
- d. **Temporary and Special:** Temporary and special permits are issued at Parking Services, Bldg. 91; the University Police Department, Bldg. 19; or the Welcome Center, Bldg. 81 for special circumstances such as daily visitors, vendors, business consultants, borrowed vehicles, temporary and volunteer workers, and special user needs.
 - i. **Different Vehicle.** Permit holders temporarily driving an unregistered vehicle must obtain a temporary parking permit *prior* to parking on campus. One temporary permit is valid for up to two weeks will be issued free of charge.
 - ii. **Off-Campus Students.** Students who enroll at the Fort Walton Beach campus must obtain parking permits if their vehicles are parked on the University of West Florida's main campus. One-day permits can be obtained from the Welcome Center or Parking Services at no cost. If any course work is to be completed on the University's main campus, the student must purchase a permit and the appropriate permit fee schedule will apply.
 - iii. **Off-Campus Employees.** University employees who are assigned work at off-campus locations must purchase a parking permit if they park their vehicles on the University of West Florida's main campus. However, where such employees must purchase a permit for parking at the off-campus location, the University's permit requirement may be waived upon request by the applicable department head.

- iv. **Retired Employees.** Retired University of West Florida employees, who are no longer employed at the University, or the spouses of deceased retired employees are eligible to receive one free permit per year, upon written request to the Director of Parking and Transportation Services.
- v. **Alumni.** Active Alumni Association member permits are acceptable in lieu of visitor passes. All parking regulations will apply.

(6) **Parking Restrictions-** It is the responsibility of all University of West Florida employees and students to know the University's parking regulations. Employees and students must follow all parking restrictions.

a. **Parking Requirements for All Vehicles.**

- i. Parking on grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited.
- ii. Vehicles that create a hazard or constitute a nuisance will be towed away immediately at the owner's expense.
- iii. Overnight parking of any vehicle other than by those with a resident student or guest of a resident student with a temporary permit displayed is not permitted.
- iv. Residing or sleeping overnight in vehicles parked on campus is not allowed.
- v. Lack of parking spaces will not be considered a valid excuse for violation of parking regulations.
- vi. Parking overtime in time-limited spaces in the following lots: A, B, H, BB, and U, is prohibited.

b. **Regulated Parking.** Regulated parking lots/spaces that are designated by posted signage or painted marking are restricted 24 hours a day, 7 days a week unless otherwise specified. Regulated spaces are spaces designated for certain vehicles and include the following:

- i. **Number Reserved Parking.** Number reserved spaces are reserved for designated permit holders between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.
- ii. **Administrative Blue and Gold Parking.** Administrative Blue and Gold lots/spaces are reserved. Those with an Administrative permit may park anywhere except in number reserved spaces.
- iii. **Loading Zone.** The period of use for loading or unloading purposes will be restricted to 30 minutes. Prior permission from Parking Services to park in a Loading Zone is required. Parking regulations in Loading Zones will be enforced at all times.
- iv. **Visitor Parking.** Visitors with a temporary visitor permit are allowed to use commuter parking spaces, or designated visitor

parking spaces only. Visitor permits can be obtained at the University Police Department, Bldg. 19; or the Welcome Center, Bldg. 81.

- v. **Other Parking.** Other spaces on campus are restricted for designated functions such as Special permit, State Vehicles, Police and Service Vehicles and are marked accordingly.

- c. **Resident Student Parking.** Resident student parking lots/spaces are marked by posted signage with colors that correspond to the permit color. Spaces/lots designated as Resident Student Parking are: Blue for Pace, Argo, Heritage and President's Hall; Red for Martin Hall; Orange for Southside; and Black for the Villages. These lots are restricted 24 hours a day, 7 days a week. Notification of when the restrictions on Resident Student lots/spaces are lifted will be posted on the University website.
- d. **Commuter Student Parking.** Commuter students must park in spaces designated as commuter student parking by posted signage between the hours of 7:00 a.m. and 4:30 p.m. Commuter students may park from 4:30 p.m. to 7:00 a.m. in any space on campus except restricted spaces, which include visitor, fire lanes, police, reserved, resident, disabled, service and state spaces.
- e. **Faculty and Staff Parking.** Faculty and staff lots/spaces are restricted to faculty and staff permit-holders from 7:00 a.m. to 4:30 p.m. After those hours, any vehicle with a permit may park in faculty and staff lots/spaces except those spaces where posted signage or painted marking indicate that the space is restricted or reserved. Number reserved spaces become available for use to faculty and staff between the hours of 5:30 p.m. to 7:00 a.m. Faculty and staff may park in commuter lots for overflow parking as described in subsection g.
- f. **Motorcycle Parking.** Motorcycles must park in designated motorcycle spaces only. This is a 24-hour restriction.
- g. **Overflow Parking.** Faculty and staff unable to locate parking in designated faculty and staff lots may park in designated commuter lots. Overflow parking is not permitted in any space other than one designated as "commuter."

(7) **Immobilization and Towing-**

- a. **Immobilization.** Persons with three or more unpaid parking citations are subject to vehicle immobilization and an administrative fee. Vehicles parked in a number reserved space without the appropriate permit are subject to immediate immobilization and/or towing.
- b. **Immobilization Fees.**
First Immobilization: \$50.00

Second Immobilization: \$100.00

Third Immobilization: \$150.00 and loss of parking privileges.

- c. **Towing of Immobilized Vehicles.** Arrangements must be made with 24 hours of immobilization to pay accrued fines and administrative fees or the vehicle is subject to towing.
- d. **Responsibility for Costs.** The fees and costs of immobilization and/or towing will be charged to the following persons:
 - i. The permit holder for the vehicle is responsible for the towing fee and administrative fee regardless of whether the permit holder is the owner of the vehicle or not. If the owner is not a permit holder and the vehicle is not registered with the University, then
 - ii. the owner registered with the state will be responsible for towing and administrative fees.

(8) **The Parking Violations Appeal Board-** The Parking Violations Appeals Board (PVAB) is established under the authority of the President of the University of West Florida to adjudicate appeals of parking citations issued on campus. The PVAB may sustain or dismiss charges, levy appropriate fines, restrict and restore driving privileges on campus, and impose and remove administrative sanctions. The PVAB does not have the jurisdiction to review or hear appeals regarding the Uniform Traffic Citations issued under the authority of Chapters 316 or 318, Florida Statutes, which govern the violations of traffic laws.

- a. **Membership.** The PVAB is comprised of six members nominated as follows:
 - i. One faculty member from the Faculty Senate;
 - ii. One staff member from the Staff Senate;
 - iii. Two students: one resident and one commuter, chosen by the Student Government Association;
 - iv. A representative from Human Resources; and
 - v. The Parking Services Manager, who shall serve as a non-voting, ex-officio member.
- b. **Operating Procedures.**
 - i. The chairperson will be elected annually by the members and have full voting rights.
 - ii. The PVAB will meet as required to discharge their responsibilities.
 - iii. A quorum will consist of at least three members. A simple majority of Board members voting will be required to render decisions and take action.

(9) **Parking Services Appeals Procedure.** Parking or Registration citations may be appealed through two levels.

- a. **Level One.** Forms are available for the first level of appeal at Parking Services, Bldg. 91. Online appeal forms are available on the Parking Services webpage <http://uwf.edu/parking/appealform.cfm>. Appeals must be filed within seven calendar days of issuance of the citation. The first level appeal is to allow for correction of any obvious issuance errors. At this level appeals go to the Parking Services Manager's office. The Parking Service Manager makes all decisions regarding level one appeals. Decisions by Parking Services will be posted at Parking Services, Bldg. 91, the information board in front of Bldg. 20E, and on the Parking Services webpage at <http://uwf.edu/parking/appealsresults.cfm>.
- Level Two.** The second level of appeal is through the Parking Violation Appeal Board (PVAB). Decisions by Parking Services upholding parking citations will automatically be forwarded to the PVAB. The date, time and location of PVAB meetings at which the appeals are heard will be displayed on a list posted at Parking Services in Bldg. 91, the information board in front of Bldg. 20E and on the Parking Services webpage at <http://uwf.edu/parking/appealsresults.cfm>.
- b. Individuals appealing a citation will be afforded an opportunity to appear before the PVAB to present their appeals in person. If the individual fails to appear, the appeal will continue in the individual's absence. After the case is considered, the decision will be rendered in writing on the appeal or referral form and returned to Parking Services for filing and/or action as necessary. Decisions of the PVAB will be posted at Parking Services, Bldg. 91, the information board in front of Bldg. 20E, and on the Parking Services webpage at <http://uwf.edu/parking/appealsresults.cfm>. The PVAB's decision is final and binding.

(10) **Payment of Fines-** Violators of parking regulations are subject to citations resulting in the assessment of fines. Individuals receiving a University of West Florida parking citation shall pay the fine at the Cashier's Office, Bldg. 20E unless they file a timely appeal. A hold will be placed on the student account until the fine is paid or until the ticket is voided on appeal.

(11) Schedule of Fines

a. Vehicle Registration Fines

Violation	Fines
Improper Display of Permit	\$15.00
Attaching a Permit to a vehicle not listed on the registration form	\$15.00
Taping or Temporarily affixing permit to vehicle unless otherwise directed by Parking Services	\$15.00
Display of Expired Permit	\$20.00
Altering or Defacing a Permit	\$25.00
Failure to Register Vehicle	\$50.00
Registration obtained through falsehood, misrepresentation, or incomplete information on the vehicle registration form	\$100.00

b. Parking Violation Fines

Violation	Fines
Overtime Parking	\$10.00
Parking Over the Line	\$15.00
Bicycle Parked in Unauthorized Area	\$15.00
Parking in a Restricted	\$25.00
Parking on Grass or Sidewalks	\$25.00
Parking that Obstructs Traffic	\$25.00
Parking in a Service Area	\$25.00
Parking in a No Parking Zone	\$25.00
Parking in Resident Space	\$50.00
Parking in Reserved Space	\$100.00
Parking While Suspended	\$50.00
Parking in Handicap Spaces Illegally	\$100.00
Parking in Fire Lane	\$100.00
Blocking Handicap Ramp	\$100.00

(12) **Alternatives to Parking on Campus-** Trolleys provide a valuable and convenient alternative to finding parking, particularly when faculty, staff and nonresident student lots are congested. Convenient pickup and drop-off service is available at numerous sites around campus. The University of West Florida provides trolley routes to meet most transportation needs of students, faculty and staff. The transportation access fee for students is

\$ 8.00 per credit hour. The transportation access fee charged to employees is \$6.50 per year. This fee is charged at the time of purchase of each employee parking permit.

Specific Authority 1006.66, 1009.24, 1009.26 FS. History- Adopted 10/26/78, amended 10/24/79, 10/6/80, 8/9/81, 2/6/86, formerly 6C6-5.01, amended 5/29/90, 5/22/95, 5/31/05, 8/18/05, converted UWF/REG 5.001 on 7/21/05, amended 12/12/05, 05/05/06, 06/07/11, 06/15/12.