

## **Parking Regulations**

### **6C9-11.001 Purpose and Scope**

(1) The purpose of these regulations is to regulate the parking of all vehicles at the University of North Florida. The regulations contained in these regulations are applicable to all persons who park a vehicle on University property including its garages, lots, designated spaces, roads, grounds or other portions of the campus. These regulations are enforceable at all times of the day and night and in any weather condition throughout the calendar year.

(2) The Parking Services Department and/or the University Police are authorized to enforce the parking regulations contained in these regulations and may issue citations ("Non-Moving University Parking/Traffic Infraction Citation"), immobilize vehicles, or tow away vehicles to enforce these regulations.

(3) A Non-Moving University Parking/Traffic Infraction Citation is a minor infraction of University regulations and any person who receives such a citation has a right to appeal the citation through the University's internal parking appeals process. The internal parking appeals procedure is the exclusive process to contest a citation and the outcome of any appeal through this process will be the final decision of the University regarding the subject citation.

(4) The University's Parking Regulations as detailed in these regulations are published on the Parking Services website or copies of the parking regulations may be picked up from the Parking Services Department.

(5) The University does not assume any responsibility for damage to vehicles or their contents while they are parked on University property.

*Authority: Resolution Florida Board of Governors dated January 7, 2003  
Florida Statutes 1001.74(35) and 1006.66  
History—New \_\_\_ - \_\_\_ -05, Formerly 5.1001.*

### **6C9-11.002 Vehicle Parking Permit Regulations.**

(1) Any motor vehicle parked on University property during designated hours must display a valid University parking permit. Parking a vehicle on University property is a privilege, not a right, and is made available only pursuant to the regulations contained in these regulations.

(2) All motor vehicles parked on University property, whether parked by students faculty, staff, vendors, contractors, visitors, or others not specifically exempted in paragraph (5) below, must display a valid parking permit between the hours of 7:00 a.m. to 9:00 p.m. Monday through Thursday and from 7 a.m. to 7 p.m. on

Friday. During special events on campus, parking in selected areas may be limited and subject to an additional special parking fee for the event. All other parking requirements contained in these regulations are in effect 24 hours per day throughout the calendar year.

(3) Purchase of Designated Parking Permit, Garage Parking Permit or other premium permit does not necessarily guarantee a parking space in a specific location. On some occasions, high traffic flow periods may result in all premium spaces being occupied. In such cases, premium permit holders will be required to park in general parking areas.

(4) All visitors to campus who desire to park a vehicle on University property must purchase and display a non-refundable single day parking permit.

(5) The following vehicles are exempted from the requirement of displaying parking permits:

(a) Vehicles parked inside an authorized University construction fence; or

(b) Delivery vehicles, law enforcement vehicles, telephone, water or power trucks, press vehicles, vending machine service vehicles, limousine service, taxis, and buses as long as the vehicle clearly displays markings identifying its purpose.

(6) Contractors and contractor personnel engaged in University construction projects will be provided specific parking instructions. However, any contractor who fails to comply with the parking instructions provided and parks outside of the specified areas will be subject to all parking regulations, including payment for and display of a valid parking permit.

*Authority: Resolution Florida Board of Governors dated January 7, 2003  
Florida Statutes 1001.74(35) and 1006.66  
History –New \_\_\_ - \_\_\_ -05, Formerly 5.1002.*

### **6C9-11.003 Parking Permit Fees, Styles, Display Requirements, Replacements and Refunds.**

(1) The University of North Florida Board of Trustees annually approves the permit categories and sets the amount to be paid for parking permits. Parking permit categories and the corresponding schedule of fees for permits are available on the Parking Services website and may be picked up at the Parking Services Department or at the Cashier's Office.

(2) Styles of Parking Permits and Display Requirements.  
The three styles of parking permits and requirements for display of each are:

(a) An affixed style permit. In the case of standard motor vehicles, affixed style permits must be immediately and permanently affixed to the front windshield on the lower driver's side or in another location that is approved by the Parking Services Department. Regarding two-wheeled vehicles, permits must be affixed to the rearward portion of fender or as otherwise approved by the Parking Services Department. These permits are issued for a specific vehicle and are not transferable. The University may require the purchaser to register any vehicle that uses the permit for validation of parking rights.

(b) A hanging style permit. These permits must be displayed on the inside rear view mirror with the permit number visible and facing outward at all times a motor vehicle is parked on campus. Hanging style permits may be transferred to any motor vehicle the permit holder parks on campus. The University may require the purchaser to register any vehicle(s) that uses the permit for validation of parking rights.

(c) Visitor parking permit. These permits must be displayed on a motor vehicle's dash so that the permit number is visible and facing outward while the motor vehicle is parked on campus. Visitor parking permits may be transferred to any motor vehicle that the permit holder parks on campus.

(3) Failure to display any permit type, affixed, hanging style or visitor, in the designated manner described in these regulations may result in the issuance of a citation for a permit violation.

(4) Parking Permit Replacement:

(a) If a vehicle with an affixed permit is traded, or the affixed permit is defaced, the owner may obtain a replacement permit for a fee of \$10.00 by presenting proof of the prior permit, along with the new vehicle registration (if applicable) to the Parking Services Department. The old permit must be removed from the vehicle and returned when application for the replacement is made.

(b) All lost or stolen permits should be reported to the Parking Services Department. Stolen permits should also be reported to the University Police. Lost permits will not be replaced and the permit holder will be required to purchase a new permit. Stolen permits will be replaced for a fee of \$10.00 contingent upon the permit holder presenting a copy of the police report reporting the theft of the permit to the Parking Services Department.

(c) Parking Permit Refunds will be provided for permits purchased in the current term if the permit is returned intact before the last day of the Drop/Add period for the current term and if the student is no longer enrolled in classes.

(d) Reproducing or defacing a permit is prohibited. A vehicle displaying defaced or altered permit may be issued a citation, immobilized and the driver may be referred for disciplinary action.

*Authority: Resolution Florida Board of Governors dated January 7, 2003  
Florida Statutes 1001.74(35) and 1006.66  
History—New \_\_\_-\_\_\_-05, Formerly 5.1003.*

#### **6C9-11.004 Parking Location Regulations.**

(1) Visitors Parking: Visitors with a valid single day parking permit may park in any open space except in the first floors of the garages, in designated spaces noted with signage and/or orange painted lines, Registered Guest spaces or reserved spaces.

(2) Registered Guest Parking: Registered Guests are those that have received an advanced invitation to park in defined areas on campus. Parking passes for Registered Guests will be provided to these persons either by mail or at the Parking Services Office or booths. The Registered Guest parking pass must be displayed on the vehicle dashboard while the vehicle is parked on campus.

(3) Open Parking Spaces: Any parking space within an assigned lot not specifically marked for another purpose is an open parking space. Students, faculty, staff, visitors, vendors, contractors and others may use these spaces on a first come basis, if they have valid parking permits.

(4) Disability Parking Spaces: Only vehicles lawfully displaying a state-issued disability parking permit and the appropriate category UNF issued parking permit are authorized to park in designated disability parking spaces. Failure for an individual to display both the proper category UNF parking permit and a state-issued disability parking permit will constitute a parking violation.

(5) UNF Temporary Mobility Impairment Parking: A registered student, faculty, or staff member with a temporary mobility-related impairment may apply to the Parking Services Department for a temporary mobility impaired parking permit. Individuals seeking such special temporary parking privileges must provide medical documentation from a physician stating the need for the temporary mobility impaired parking privileges. Upon receipt of required medical documentation, the Parking Services Department will provide a temporary permit to the individual that will allow the permit holder to utilize the University's designated disability parking spaces in the parking areas where the permit holder's UNF issued permit is applicable. Temporary mobility impaired permits will only be issued for the period of time specified in the supplied physician's documentation. These temporary permits are intended to be for no more than thirty (30) days and if an applicant anticipates needing mobility impaired parking

for a longer period, s/he is encouraged to apply for a state-issued disability parking permit. Failure for an individual to display both the appropriate category UNF parking permit and a UNF Temporary Mobility Parking Permit will constitute a parking violation.

(6) Reserved Parking: Reserved spaces may be designated by the President or his/her designee.

(7) Vehicles shall be parked only in spaces specifically marked for parking. The absence of "No Parking" signs does not mean that parking is allowed in non authorized locations.

(8) Motor Vehicles must be parked within the identifiable space boundaries. Parking on or over a line is prohibited.

(9) Double-parking is prohibited at all times.

(10) Vehicles may not be parked in such manner as to obstruct vehicular or pedestrian traffic, wheelchair ramps, interfere with normal operational activities, or create a hazard. Vehicles so parked may be cited or towed away at the owner's expense.

(11) Parking on grass, sidewalks, loading zones, or on roadways (except where specifically marked for parking) is prohibited.

(12) If a vehicle with an affixed permit is temporarily out of normal service, the owner may obtain a temporary parking permit from the Parking Services Department at no cost.

(13) Any vehicle parked on campus is parked at the risk of the owner.

(14) Except for students living in University housing, overnight parking of any vehicle on campus is prohibited unless special advance permission to park overnight on campus is provided by the University Police Department.

(15) Vehicles which are parked in a manner that may constitute a traffic or safety hazard are subject to be towed away at the owner's expense. Similarly, disabled or abandoned vehicles, generally those left unattended for more than three days, may be towed away at the owner's expense.

(16) Major repairs to vehicles shall not be performed on campus.

(17) Locating a legal parking space is the responsibility of the vehicle's operator. Lack of a parking space will not be considered a valid excuse for violation of any parking regulation.

(18) Unauthorized persons parking vehicles in designated disability parking spaces are subject to fine and having a vehicle towed away at owner's expense.

(19) Regulations concerning no-parking zones, loading zones, reserved parking or other specially designated parking areas are subject to enforcement at all times and unauthorized parking in such areas is prohibited.

(20) Obtaining a parking permit through falsehood or misrepresentation is strictly prohibited and any such violator may have his or her parking privileges suspended and may also be referred for disciplinary action.

*Authority: Resolution Florida Board of Governors dated January 7, 2003  
Florida Statutes 1001.74(35) and 1006.66  
History—New \_\_\_-\_\_\_-05, Formerly 5.1004.*

#### **6C9-11.005 Motor Scooter, Motorcycle, Moped, Bicycle, Boat, Trailer and Non-Motorized Vehicle Regulations.**

(1) Motor scooters, motorcycles, mopeds, or bicycles shall be parked only in special racks or designated areas.

(2) Parking motor scooters, motorcycles, mopeds, bicycles, boats and trailers in automobile parking spaces on campus is prohibited at all times.

*Authority: Resolution Florida Board of Governors dated January 7, 2003  
Florida Statutes 1001.74(35) and 1006.66  
History—New \_\_\_-\_\_\_-05, Formerly 5.1005.*

#### **6C9-11.006 Violations of Parking Regulations.**

Any vehicle that is parked, or fails to display the appropriate category UNF parking permit, in violation of the regulations contained in these regulations may result in the UNF parking permit holder for the vehicle being issued a Non-Moving University Parking/Traffic Infraction by Parking Services patrollers or police officers. The parking citation will state the nature of the violation and the number of the issuing individual. If there is no UNF permit displayed on a vehicle parked in violation of these regulations, the vehicle owner may be issued the citation.

*Authority: Resolution Florida Board of Governors dated January 7, 2003  
Florida Statutes 1001.74(35) and 1006.66  
History—New \_\_\_-\_\_\_-05, Formerly 5.1006.*

### **6C9-11.007 Fines, Late Fees, and Other Penalties.**

(1) Fines for parking, permit or other infractions issued pursuant to violations of these regulations must be paid within fourteen (14) calendar days of the date of issuance. After fourteen (14) days, late fees and other penalties, including administrative action and vehicle immobilization may be assessed.

(2) The fine for possession, use or distribution of a lost, stolen or forged parking permit is equal to the value of the permit. In addition to the assessment of the fine, parking privileges may be revoked for the remainder of the permit year. Vehicles found with a lost, stolen or forged parking permit may be immobilized. Possession, use or distribution activity may also result in criminal prosecution and/or University disciplinary action.

*Authority: Resolution Florida Board of Governors dated January 7, 2003  
Florida Statutes 1001.74(35) and 1006.66  
History—New \_\_\_-\_\_\_-05, Formerly 5.1007.*

### **6C9-11.008 Payment Procedure.**

(1) All persons receiving UNF citations for non-moving violations shall pay such charges in person or by mail to the UNF Cashier's Office. Such payment shall be made within fourteen (14) calendar days from the date the citation is issued.

(2) Citations which are not satisfied within fourteen (14) calendar days from the date of issuance will be collected by the Cashier's Office in accordance with the University accounts receivable collection procedures. The University may, as a result of failure to pay the appropriate fine within fourteen (14) calendar days or if charges were not dismissed upon appeal, take one or more of the following actions, as appropriate, until such payment is satisfied:

- (a) Withdraw parking and driving privileges on University property;
- (b) Prevent registration as a student;
- (c) Withhold delivery of transcripts or degrees; and/or
- (d) Place the receivable with a collection agent.

(3) Other Penalties:

- (a) Permission to operate and/or park a vehicle on campus may be revoked for a period of up to twelve (12) months for falsification or misrepresentation of information when applying for driving and parking privileges; or
- (b) Permission to operate a vehicle on campus may be revoked for a period of up to twelve (12) months for habitually or willfully violating these regulations.

*Authority: Resolution Florida Board of Governors dated January 7, 2003  
Florida Statutes 1001.74(35) and 1006.66  
History—New \_\_\_-\_\_\_-05, Formerly 5.1008.*

## **6C9-11.009 Vehicle Towing, Impoundment and Immobilization.**

(A) A vehicle may be towed away and/or impounded if the University Parking Services Department or University Police determines the vehicle:

- (a) Is blocking a traffic way;
- (b) Is blocking a pedestrian way;
- (c) Is blocking access to a required service;
- (d) Is creating a hazard;
- (e) Belongs to a person whose parking privileges on campus have been revoked by the University;
- (f) Is parked in a designated no parking or tow-away zone;
- (g) Is illegally parked in a disability parking space;
- (h) Is illegally parked in a reserved space;
- (i) Is parked in a fire lane;
- (j) Is illegally parked in a Registered Guest / Vendor space;
- (k) Is involved in a crime or is potential evidence;
- (l) Would be left unattended due to the arrest of the driver;
- (m) Appears to be abandoned and reasonable efforts to contact the vehicle owner are unsuccessful;
- (n) Has been immobilized by placement of a wheel lock device to it for a period of twenty (20) or more days and the owner has not satisfied requirements to have the device removed;
- (o) Is parked in a manner that has the potential to cause harm to members of the University community, or damage to University property or other property; and/or
- (p) Is deemed by the University President, or his designee, to require removal.

(2) Any and all charges against the vehicle, including the immobilization fee, must be satisfied prior to the vehicle being released from impound. Wrecker services removing vehicles from the University are entitled to payment as authorized by applicable Florida Statutes and Municipal Ordinances.

(3) Use of Immobilizing Devices. The Parking Services Department is authorized to attach a wheel lock device that is capable of immobilizing a vehicle so that it cannot be moved when three (3) or more parking citations for violations of the parking regulations contained in these regulations have been issued and remain unpaid for more than fourteen (14) calendar days. The Parking Services Department is also authorized to immobilize vehicles by a wheel lock device when a vehicle displays a lost, stolen, forged, altered UNF parking permit, in situations where a vehicle is repeatedly parked on campus without displaying a UNF parking permit or if the parking permit displayed on a vehicle has been issued to an individual whose parking privileges on campus have been revoked by the University. At the time the wheel lock device is attached, a notice will be affixed to the vehicle giving information as to the amount of pending fines, where

the fines should be paid, and the amount of any service charges, which must be satisfied before the wheel lock is removed. A fifty dollar (\$50.00) immobilization fee will be charged in addition to other fines.

*Authority: Resolution Florida Board of Governors dated January 7, 2003  
Florida Statutes 1001.74(35) and 1006.66  
History—New \_\_\_-\_\_\_-05, Formerly 5.1009.*

## **6C9-11.010 Appealing Citations and Appellate Procedures**

(a) An individual who wishes to appeal a parking citation must complete and submit a Citation Appeal Form which is available on the Parking Services website ([www.unf.edu/dept/parking-services](http://www.unf.edu/dept/parking-services)) or from the Parking Services Department. The completed form together with any relevant supporting documentation must be submitted to the Parking Services Department within fourteen (14) calendar days of issuance of the citation. Appeals not filed within the fourteen day deadline are untimely, will not be heard and the citation will stand as issued.

(b) An individual appealing a parking citation has the option of being present at the appeal hearing or having the appeal decided in his or her absence. In either situation, the decision reached at the appeal hearing will be final and will not be revisited based on the appellant's choice whether to appear or not to appear at the hearing.

(c) Student appeals of citations will be decided by the Student Government Judiciary. All other appeals will be decided by the University's Parking Violations Appeal Board.

### **1. Student Appeal Process:**

The Citation Appeal Form, any relevant supporting documentation provided by the appellant and relevant documentation from the Parking Services Department will be considered by the Student Government Judiciary.

(a) For appeals where the student does not choose to appear at a hearing, each case will be read independently by two members of the Judiciary and each shall render a decision. If the decisions are the same, the case is decided and is final. If the decisions are different, the case will be considered by a quorum of the Judiciary body and an ultimate decision on the appeal will be made pursuant to the Student Government Judiciary procedures.

(b) For appeals where the student indicates that s/he wishes to appear at the hearing, the appellant will be notified of the date, time and location of the hearing and the student may appear and present evidence. The case will be heard by a quorum of the Judiciary body and a decision on the appeal will be

made pursuant to Student Government Judiciary procedures. An appellant's failure to appear at the scheduled hearing will result in automatic denial of the appeal.

## 2. Non-student appeals:

The Citation Appeal Form, any relevant supporting documentation provided by the appellant and relevant documentation from the Parking Services Department will be considered by the Parking Violations Appeal Board.

(a) For appeals where the appellant does not choose to appear at a hearing, each case will be considered by a quorum of the Board and a decision made pursuant to the Parking Violations Appeal Board by-laws.

(b) For appeals where the appellant indicates that s/he wishes to appear at the hearing, the appellant will be notified of the date, time and location of the hearing and may appear and present evidence. The case will be heard by a quorum of the Board and a decision on the appeal will be made pursuant to the Parking Violations Appeal Board by-laws. An appellant's failure to appear at the scheduled hearing will result in automatic denial of the appeal.

(d) Decisions on appeals by the Student Government Judiciary, either as individuals or as a collective body, and decisions on appeals by the Parking Violations Appeal Board will be based on the details presented to them and all decisions will be based on the merits of the particular case. The members of the student judiciary and the appeal board are expected to be diligent and conscientious in their duties and to use their best judgment and common sense when rendering decisions on parking citation appeals. The following justifications are not to be considered sufficient on their own to allow for a successful appeal.

1. Lack of knowledge of parking regulations.
2. First time offender.
3. Time period since the previous parking infraction.

(e) The decisions reached by Student Government Judiciary and the Parking Violations Appeal Board are the only avenue of appeal regarding parking citations and the decisions reached by these bodies are final and binding and constitute the University's final decision regarding the appealed citations.

(f) Following consideration of an appeal, the appellant will be notified in writing (or by e-mail) by the Parking Services Department of the final outcome of the appeal. If the citation is sustained, or only partially reduced, any remaining fine must be paid within fourteen (14) calendar days after notification of the disposition of the appeal.

(g) If a vehicle is immobilized or towed, all outstanding citation amounts and the immobilization or tow fee must be paid before the vehicle will be released. An

appeal may then be filed and, if successful in whole or in part, a full or partial refund will be provided.

*Authority: Resolution Florida Board of Governors dated January 7, 2003*

*Florida Statutes 1001.74(35) and 1006.66*

*History—New \_\_\_ - \_\_\_-05, Formerly 5.1010.*

#### **6C9-11.011 Disposition of Fees and Fines Collected.**

Monies collected from parking assessments and infraction fines shall be used to defray the administrative and operating costs of the parking program at the University and to provide for additional parking facilities on campus in accordance with Section 1006.66(7), Florida Statutes.

*Authority: Resolution Florida Board of Governors dated January 7, 2003*

*Florida Statutes 1001.74(35) and 1006.66*

*History—New \_\_\_ - \_\_\_-05, Formerly 5.1011.*