

## **NOTICE OF AMENDED REGULATION**

**August 13, 2007**

### **DEPARTMENT OF EDUCATION**

Division of Universities  
University of North Florida

### **REGULATION TITLE:**

Parking Permit Fees, Styles, Display Requirements, Replacements and Refunds

### **REGULATION NO.:**

9.0030R

### **SUMMARY:**

The proposed change to the regulation sets forth consequences for reproducing or defacing a University parking permit.

### **FULL TEXT:**

The full text of the regulation being proposed is attached.

### **AUTHORITY:**

Resolution of the Florida Board of Governors dated January 7, 2003 and Florida Statutes 1001.74 and 1006.66.

### **UNIVERSITY OFFICIAL INITIATING THE PROPOSED REVISED REGULATION:**

Shari Shuman, Administration and Finance

### **INDIVIDUAL TO BE CONTACTED REGARDING THE PROPOSED REVISED REGULATION:**

Stephanie Howell, Paralegal, Office of the General Counsel, [showell@unf.edu](mailto:showell@unf.edu), phone (904)620-2828; fax (904)620-1044; Building 1, Room 2100, 1 UNF Drive, Jacksonville, FL 32224.

***Any comments regarding the amendment of the regulation must be sent in writing to the contact person on or before September 7, 2007, to receive full consideration.***

Regulation Number	Subject	Effective Date	Revised Date
9.0030R	Parking Permit Fees, Styles, Display Requirements, Replacements and Refunds	10/20/05	
<b>Responsible Division / Department: Administration &amp; Finance / Auxiliary Services</b>			
<input type="checkbox"/> New Regulation	<input type="checkbox"/> Major Revision of Existing Regulation	<input checked="" type="checkbox"/> Minor or Technical Revision of Existing Regulation	<input type="checkbox"/> Reaffirmation of Existing Regulation

**I. STATEMENT OF REGULATION**

- (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.~~ This information is published on the Parking Services website ([www.unf.edu/parking](http://www.unf.edu/parking)) and ~~may be picked up at~~ is available from the Parking Services Department or at from 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 old 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 and renders the permit invalid. A vehicle displaying a defaced or altered permit may be immobilized and also may be issued a citations for an altered permit and for no valid permit. ; immobilized and the driver may be referred for disciplinary action. Further, the driver of the vehicle displaying a defaced or altered permit may be subject to disciplinary action and/or criminal prosecution.

*Authority: Resolution Florida Board of Governors dated January 7, 2003  
Florida Statutes 1001.74(35) and 1006.66  
History–New 10-20-05, Formerly 5.1003, 6C9-11.003.*