



Number: UWF/REG 5.001
Title: Parking and Registration
Responsible
Department: Parking and Transportation Services

I. General Statement:

A. General Information

The University of West Florida (the “University”) strives to provide a safe environment for employees, students, and visitors. Parking a vehicle on any of the University’s campuses is a privilege that may be granted or 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 vehicles. By parking on campus, employees, students and others agree to abide by and follow all provisions contained herein. Fort Walton Beach campus permits are invalid on the Pensacola campus. For the purposes of this Regulation, “business hours” means 7:00 a.m. to 4:30 p.m., Monday through Friday, excluding days when the University is closed for business (such as holidays).

B. Registration

1. All automobiles and motorcycles on campus during business hours must be registered with the Parking and Transportation Services department (“Parking Services”) the first day the vehicle is on campus.
2. Temporary virtual parking permits are available for visitors, guests, vendors, business consultants, registered individuals driving borrowed vehicles, temporary or volunteer workers, and similarly-situated individuals.
3. Virtual Permits are available at the following locations:
 - a. Online by accessing the Parking Transaction Portal through my.uwf.edu;
 - b. Parking Services, Building 20W;
 - c. University Police Department, Building 94;

- d. Visitor’s Center, Building 81 (visitors, guests, vendors, business consultants, borrowed vehicles, temporary and volunteer workers); and
- e. Visitors and Guests may also register their vehicle and obtain a virtual permit through the Parking Portal. Visitors and Guests will need to create a Guest Account in order to obtain their virtual permit. The portal may be accessed through MyUWF or through the Parking Website: www.uwf.edu/parking.

C. Permits

- 1. The fees for annual permits are:

Reserved/Admin	\$363
Faculty/Staff	\$145
Resident	\$145
Commuter	\$114
Motorcycle	\$ 73
Back-In Hang Tag	\$ 0

Permits are issued for an academic year or semester. Semester permits are one-half the annual permit price. Permit prices include applicable Florida sales tax.

- 2. All vehicles parked on campus during business hours must be registered with Parking Services and must have a virtual permit. A virtual permit is not a physical permit. Instead, the vehicle license plate is used to determine whether or not the vehicle is properly registered. Up to three vehicles may be registered under a single virtual permit. However, only one of the registered vehicles may be parked on campus at any one time.
- 3. Permit holders must park in designated parking areas for the type of permit they hold. Instructions and detailed maps can be found on the Parking webpage: www.uwf.edu/parking. Maps are also available in the Parking Services office.
- 4. Purchasing a permit does not guarantee a parking space. Purchasing a permit does not entitle the holder to a parking space at events outside of business hours.
- 5. Each permit contains an expiration date and is no longer valid after that date. Expiration dates are disclosed at the time of purchase, on the receipt for the virtual permit, and under the user profile on the Parking Portal.
- 6. Only one permit is allowed per vehicle. Expired permits must be removed from the vehicle
- 7. Virtual permits may not be transferred to another individual; however, virtual permits may be transferred to a different car owned by the same permit holder. Permit holders are responsible for violations committed by any person using their registered permit.

8. Individuals with outstanding parking citations or fines are not eligible for issuance or renewal of a virtual permit.
9. Upon sale or disposal of a registered vehicle, the permit must be transferred to a new vehicle owned by the same registered individual or canceled.

D. Permit Designations and Restrictions

1. Resident Students

During business hours, resident students may park only in areas marked as Resident or Open to All Permits. Resident students moving from one residence hall to another must contact Parking Services to update their registration. Resident lots are always restricted to vehicles with Resident permits, even outside of business hours.

2. Commuter Students

During business hours, commuter students may park only in areas marked as Commuter or Open to All Permits. Commuters may not park in spaces marked for residents, faculty and staff, or visitor

3. Faculty and Staff

During business hours, faculty and staff may park in areas marked as Faculty and Staff or Open to All Permits. Faculty and staff may not park in spaces marked for residents, commuters, or visitors.

4. Visitor

Virtual Visitor permits are temporary and required during business hours. Vehicles with a Visitor permit may park only in areas marked Commuter, Visitor, or Open to All Permits.

Visitors may obtain a virtual parking permit free of charge. Failure to obtain a permit may result in a citation being issued. Current employees and students are ineligible for a Visitor permit and are not entitled to park in visitor parking areas, including spaces designated for the UWF Alumni Association, and must obtain an appropriate permit.

5. Disabled Persons

Disabled person parking permits are available through the State of Florida in accordance with Section 316.1964, Florida Statutes. Such permits must be displayed on vehicles when parked on campus. Holders of such parking permits are not required to purchase a parking permit, but must register their vehicles with Parking Services and may park in non-reserved spaces if designated spaces for disabled person parking are not available.

6. Temporary parking accommodations for students and employees

Temporary virtual permits may be issued in special circumstances including, but not limited to, the following:

a. Different Vehicle

Permit holders temporarily driving a different vehicle must obtain a temporary virtual permit *prior* to parking on campus. One temporary virtual permit, valid for up to two weeks per individual per semester, will be issued at no cost.

b. Satellite Campus Students

Students who enroll at the Fort Walton Beach campus or any other satellite campus must obtain a parking permit for the main campus when parking on the main campus. A one-day permit is available at no cost. An appropriate virtual permit must be purchased at any time courses are attended on the main campus.

c. Off-Campus Employees

University employees who are permanently assigned to work at off-campus locations may obtain a temporary virtual permit at no charge by contacting Parking Services.

d. Retired Employees

Retired University employees and the spouses of deceased retired employees may be issued one free non-expiring virtual permit upon request to the Director of Parking and Transportation Services. Such permits may be registered for up to three vehicles. Retired employee permits become invalid if the recipient registers for coursework or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.

e. Alumni

Current Sustaining Members of the Alumni Association may obtain an Alumni permit from Parking Services. Alumni permits may be registered for up to three vehicles. Alumni permits become invalid if the recipient registers for coursework

or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.

E. Parking Restrictions

It is the responsibility of all University employees and students and visitors to know the University's parking regulations. Employees and students must follow all parking restrictions.

1. Parking Requirements for all vehicles

- a. Parking on roadways, grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited.
- b. The University may tow any vehicle that is parked in such a way that it restricts the normal operation of business, blocks or impedes traffic, hinders the operations of an emergency vehicle, or is parked in a designated tow-away zone.
- c. Overnight parking of any vehicle other than a vehicle with a resident student permit or a guest of a resident student with a temporary permit is prohibited.
- d. Residing or sleeping overnight in vehicles parked on campus is prohibited.
- e. Unavailability of parking spaces is not considered a valid excuse for violation of parking regulations.
- f. Parking overtime in time-limited spaces is prohibited.
- g. License plates must be visible to the travel lane through a parking lot or, if parking on a road, to the travel lane of the roadway. It is prohibited to fail to display a license plate to the travel lane; to back into or pull through a parking space so that the license plate is not visible from the travel lane; and to remove a plate or obscuring a plate so that it cannot be read from the travel lane.

2. Backing In Parking:

- a. Nose-in parking is required in all lots to allow LPR enforcement and minimize hazards. In order to back into a space students and employees must obtain a free back in permit. Free back in permits may be obtained in the parking Services office in building 20W

b. The Back-In Hang Tag is supplemental and must be combined with a valid parking permit.

c. ADA accommodations: Vehicles with valid state-issued disabled plates or placards, or those with Disabled Veteran plates may back into marked disabled spaces without a Back-In Hang Tag..

d. . Exceptions: Vehicles may back in without a Back-In Hang Tag if:

i. Required for ADA access;

ii. Needed to charge at a designated EV station;

iii. Displaying a valid state-issued front license plate or state issued Disabled Veteran plate;

3. Regulated Parking

Regulated parking lots and 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 designated for certain vehicles including the following:

a. Numbered Reserved Parking

Numbered reserved spaces are reserved for designated permit holders between the hours of 7:00 a.m. and 5:30 p.m., Monday through Friday, excluding University closures. Outside of those hours, anyone may park in a numbered reserved space.

b. Administrative Parking

Administrative lots and spaces are reserved for those with administrative permits. Individuals with an administrative permit may park anywhere except in numbered reserved spaces.

c. Loading Zone

Advance permission from Parking Services is required to park in a loading zone. Loading zones may be utilized for a maximum of 30 minutes.

d. Visitor Parking

Visitor parking spaces are reserved at all times for individuals with appropriate visitor permits. Visitor spaces are not open to students or employees.

e. Other Parking

Other spaces on campus may be restricted for designated functions such as special permits, state vehicles, police, and service vehicles. Those spaces are marked accordingly.

4. Motorcycle Parking

Motorcycles must park in designated motorcycle spaces only at all times. Four wheeled vehicles cannot park in a designated motorcycle space.

5. Special Event Parking

During special events, parking in selected areas may be limited and subject to an additional special parking fee for the event.

F. Pregnant Employee Parking

1. Employees who have a limitation related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions may be eligible for a Pregnant Employee Parking Permit.
2. Employees are responsible for communicating such a limitation to the University by contacting their supervisor or Human Resources and requesting the accommodation. After making the request, the University will engage with the employee in an interactive process, which may include a request for supporting documentation from the employee only when it is reasonable to do so under the circumstances.

G. Immobilization and Towing

1. Immobilization

Three or more unpaid parking citations may result in vehicle immobilization and a corresponding administrative fee. Vehicles parked in a reserved space without the appropriate credentials are subject to immediate immobilization. Arrangements must be made within 24 hours of immobilization to pay accrued parking fines and fees or the vehicle is subject to towing.

2. Immobilization Fees

First Immobilization: \$50.00

Second Immobilization: \$100.00

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

3. Responsibility for Costs

The permit holder for the vehicle is responsible for assessed towing and administrative fees regardless of whether the permit holder is the owner of the vehicle. If the vehicle is not registered with the University, then the owner registered with the applicable state will be responsible for towing and administrative fees.

H. The Parking Violations Appeal Board

The Parking Violations Appeals Board (PVAB) adjudicates appeals of parking citations issued on campus. The PVAB may sustain or dismiss charges, levy appropriate fines, restrict or restore campus driving privileges, and impose or remove administrative sanctions. The PVAB does not have the jurisdiction to review or hear appeals regarding Uniform Traffic Citations issued by the University Police Department or local law enforcement.

1. Membership

The PVAB is composed of six members as follows:

- a. One faculty member appointed by the Faculty Senate;
- b. One staff member appointed by the Staff Senate;
- c. One resident student designated by the Student Government Association;
- d. One commuter student designated by the Student Government Association;
- e. A representative appointed by Human Resources; and
- f. The Parking Services Manager, who shall serve as a non-voting, ex-officio member.

2. Operating Procedures

- a. The chairperson will be elected annually by the members of the PVAB and have full voting rights.
- b. The PVAB will meet as required to discharge their responsibilities. Meetings may be held remotely.
- c. A quorum will consist of at least three voting members. A simple majority of members voting will be required to render decisions and take action. If the vote results in a tie, the decision under appeal will stand.

I. Parking Services Appeals

Parking citations issued by the University may be appealed through two levels.

1. Level One

All appeals must be filed online via the parking portal within seven days of the issuance of the citation. Verbal appeals will not be accepted. The parking portal can be accessed by logging in to my.uwf.edu and searching for “parking.” Appeals will be reviewed by the Director of Parking Services or their designee. The individual who filed the appeal will be notified by email of the result.

Appeals on the following grounds will automatically be denied:

- a. Being late for an appointment or class;

- b. Unaware permit was expired;
- c. Disagreement with the parking rules and regulations;
- d. Someone else used the vehicle and parked the vehicle;
- e. Unable to find a parking space;
- f. Inability to pay the fine;
- g. Unaware of the Parking Rules and Regulations;
- h. Parked previously in the same area without being cited;
- i. Perception that the designated area is unsafe;
- j. Failure to see posted signage; or
- k. Direction by someone else to park in the space.
- l. Failure to see sign designating the parking restrictions for the space.

2. Level Two

If the appellant is not satisfied with the outcome of the appeal to the Parking Service Manager, they may further appeal to the Parking Violations Appeal Board (PVAB) by written request within 7 days of the first level decision. Instructions for appealing to the PVAB will be provided in the Level One response email.

The date, time, and location of PVAB meetings at which the appeals are heard will be displayed on the parking portal. Individuals appealing a citation will be afforded an opportunity to present their appeals before the PVAB. If the meeting is held in person, the appellant may present in person or virtually. If the appellant fails to appear, the appeal will continue in the appellant’s absence. The decision of the PVAB will be emailed to the appellant and will be final.

J. Payment of Fines

Violators of parking regulations are subject to citations resulting in the assessment of fines. Fines may be paid online by logging in to my.uwf.edu and searching for “Parking Transaction Portal parking.” A diploma hold will be placed on the student account until the fine is paid or until the ticket is voided on appeal.

K. Schedule of Fines

1. Vehicle Registration Fines

Violation	Fines
Failure to obtain a current virtual permit This violation will be listed on citations as “no valid permit.”	\$50.00
Registration obtained through falsehood, misrepresentation, or incomplete information	\$100.00

2. Parking Violation Fines

Violation	Fines
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Overtime parking	\$10.00
Parking over the line	\$15.00
Parking on curb, grass, or sidewalks or roadway	\$25.00
Parking overnight	\$25.00
Parking out of permit designation	\$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 a resident space	\$50.00
Parking in a reserved space	\$100.00
Parking while suspended	\$50.00
Parking in a disabled space without a disabled person parking permit	\$100.00
Parking in a fire lane	\$100.00
Parking in the Amazon or Passport space without authorization	\$100.00
Parking in a pregnant employee space	\$100.00
Failing to display a license plate to the travel lane	\$25.00
Back-In without Permit	\$25.00

Effective Date: [] July 1, 2026

Authority: Sections 1006.66, 1009.24, and 1009.26, Florida Statutes
The Pregnant Workers Fairness Act and implementing regulations: 42 U.S.C.
2000gg; 29 U.S.C. Part 1636.

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