

**University of West Florida Regulation
UWF/REG 5.001 Parking and Registration**

(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. The text of this rule is on the web page at 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 to the lower left corner of the rear windshield or, if it is a hang tag, must be in the designated place and upright.

(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 online by logging into [MyUWF](#) and searching “parking.” Fort Walton Beach campus permits are invalid on the University of West Florida’s Pensacola campus. The fees for permits are set forth below:

Annual Permit Fees

Reserved/Admin	\$363
Faculty/Staff	\$145
Resident	\$145
Commuter	\$114
Motorcycle	\$73

Semester permits are ½ the annual permit price. Permit price includes applicable Florida Sales tax.

- 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 display a valid parking permit at all times.
- 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) Permits

Each vehicle parking on campus must display a parking permit at all times. Hang tags are transferable to another vehicle owned by and registered to the same individual. However, no permit is transferable to another individual. 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 an improper display. The color of the 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 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. After 5:30 p.m. all vehicles, including those of Resident students, with valid parking permits may park in any numbered reserved space. Resident students moving from one residence hall to another must purchase the appropriate permit and return the old permit to parking services in Bldg. 20W.

b. Visitor

Visitors may pick up parking permits free of charge at Parking Services, Bldg. 20W; the University Police Department, Bldg. 94; or the Visitor's Center, Bldg. 81. Visitors are allowed to use designated visitor or commuter 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 first 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 of 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 uwf.edu/parking.

d. Temporary and Special

Temporary and special permits are issued at Parking Services, Bldg. 20W the University Police Department, Bldg. 94; or the Visitor's 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 Visitor's 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 permanently assigned to work at off-campus locations may obtain a parking permit by contacting the Parking and Transportation Services Office.

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 non- expiring parking hangtag upon request to the Director of Parking and Transportation Services. Retired Employee Hangtags can be used on up to three vehicles.

v. **Alumni**

Current Sustaining Members of The Alumni Association may pick up Alumni Parking Hangtags in the Parking and Transportation Office in Bldg. 20W. Alumni Parking Hangtags can be registered for up to three vehicles. Alumni Hangtags 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.

(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 a vehicle with a resident student permit displayed or a guest of a resident student with a temporary permit displayed is prohibited.
- iv. Residing or sleeping overnight in vehicles parked on campus is prohibited.
- v. Lack of parking spaces will not be considered a valid excuse for violation of parking regulations.
- vi. Parking overtime in time-limited spaces 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. **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.

ii. Administrative Parking

Administrative lots/spaces are reserved for those with Administrative Permits. Those with an Administrative permit may park **anywhere** except in numbered 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 Visitor's Center, Bldg. 81; Parking Services, Bldg. 20W; or the University Police Department, Bldg. 94.

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. 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. For more information regarding resident parking on campus click the resident tab at uwf.edu/parking.

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. Between the hours of 4:30 p.m. and 7:00 a.m., commuter students may park in any space on campus except restricted spaces, which include visitor, fire lanes, police, reserved, resident, disabled, service and state spaces. After 5:30 p.m. all vehicles, including those of Commuter students, with valid parking permits may park in any numbered reserved space. However, overnight parking is not permitted by anyone other than those with valid and current Resident permits and their guests with appropriate temporary permits.

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 valid 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.

f. Motorcycle Parking

Motorcycles must park in designated motorcycle spaces only. This is a 24-hour restriction.

(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 within 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 citations may be appealed through two levels.

Level One

All appeals must be filed online via the parking portal. Verbal appeals will not be accepted. Appeals must be filed within 7 days of the issuance of the citation. To file an appeal log into [MyUWF](#) and search “parking.” Appeals must be filed within seven calendar days of issuance of the citation. **After seven calendar days the right to appeal is forfeited.** At this level appeals go to the Parking Services Manager’s office. The Parking Services Manager, or his designee, makes all decisions regarding level one appeals. Level One decisions will be emailed to the individual appealing the citation. Appeals taking the following forms will not be considered valid and will be denied at the first level:

1. Being late for an appointment or class
2. Unaware permit was expired
3. Disagreement with the Parking Rules and Regulations
4. Someone else used the vehicle and parked the vehicle
5. Unable to find a parking space
6. Inability to pay the fine

7. Unaware of the Parking Rules and Regulations
8. Parked illegally in the same area previously without being cited
9. Perception that designated area is unsafe

Level Two

The second level of appeal is through the Parking Violations Appeal Board (PVAB). Appeals denied at the first level will be advanced to the second level only by official request. Requests for advancement to the second level must be made within 7 days of the first level decision. Requests for advancement to the second level must be made via email. Instructions for appealing to Level Two 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 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. Level Two decisions will be emailed to the individual appealing the citation., 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 can pay the citation online by logging into [MyUWF](#) and putting 'parking' in the search box. 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
Parking on Curb, Grass or Sidewalks	\$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 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.

Authority: 1006.66, 1009.24, 1009.26 FS.

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