



## **Vehicle Registration and Parking Policy**

### **I. Introduction**

Parking at Stetson University College of Law is provided at no charge to faculty, staff and students. But for parking to be properly managed, this policy has been developed to educate the Stetson community about registration and parking processes, conditions for parking, and parking restrictions.

### **II. Vehicle Registration and Renewal**

- A. The College of Law's Public Safety Department will provide parking permits, both initial and replacement, free of charge. Permits for additional vehicles, including motorcycles, also will be furnished at no cost. All College of Law faculty, staff, and students who wish to park at the College of Law must register their motor vehicles with the Public Safety Department within five days of the vehicle arriving on campus. Faculty and staff will be provided with a hang tag that should be placed on the interior rearview mirror. Students will be provided with a parking decal that must be permanently affixed to the exterior lower driver's side windshield. The hang tag or decal must be displayed at all times when the vehicle is parked on campus, including the Rosa Apartment Complex and auxiliary houses. A permit may be used only by the individual to whom it was issued.

Faculty, staff, and students are required to update their vehicle registration with Public Safety whenever any changes occur to their vehicle type or license tag. This can be done via the vehicle registration form on Banner Web. Any changes that require the issuance of a new or additional parking hang tag or decal will require the individual to visit the Gulfport Campus Public Safety Department to obtain the new hang tag or decal. Upon request and in special instances when it is impossible for the individual to promptly visit the Public Safety Department, special arrangements can be made for the student to receive the decal in an alternative way.

All students will be required to renew their vehicle registration(s) and obtain a new decal(s) annually. Faculty and staff do not need to annually renew their registration.

Supervisors are responsible for collecting the parking passes of faculty or staff at the time of separation of employment. Any individual who experiences the loss or destruction of a hang tag or decal, or who sells or transfers a vehicle with an affixed decal, should promptly report that fact to the Gulfport Campus Public Safety Department.

### **III. Visitors and Unregistered Vehicles**

All College of Law visitors must register their vehicles at the Public Safety Department located in the main lobby by signing the register. If a faculty member, staff member, or student drives an unregistered vehicle, including a rental car, to campus, the vehicle must be registered daily on the log at the Public Safety window for Gulfport, or with the Public Safety Officer on duty at the Tampa Law Center. If the temporary vehicle will be driven to campus for more than three days, the faculty member, staff member, or student may obtain a temporary hang tag from the Gulfport Public Safety Department; the hang tag should be displayed on the vehicle's interior rearview mirror.

### **IV. Designated Parking Areas**

Certain areas on the campuses have parking restrictions in place that limit parking to certain groups. Other areas are designated as "No Parking" areas at all times. Below is a listing of designated "No Parking" areas and restrictions:

- North Library Lot (limited to assigned faculty and staff; the only exceptions are for those with designated reserved spots and individuals with valid disabled parking permits);
- 13<sup>th</sup> Avenue South Lot (limited to College vehicles, reserved parking arranged through Public Safety Department, (the only exceptions are for those with designated reserved spots and individuals with valid disabled parking permits)
- Designated staff and reserved parking in the South Library Lot of the Gulfport Campus Library;
- Designated Visitor spaces or spaces reserved for a particular purpose such as EJW winner, Employee of the Year, etc. in all lots;
- Main Entrance to the campus (Horseshoe) located at 61<sup>st</sup> Street South (the only exceptions are for those with designated reserved spots and individuals with valid disabled parking permits);
- Reserved parking anywhere on the campuses (24 hours/7 days a week)
- Disabled parking spaces anywhere on either campus, unless the individual has a valid state-issued disabled parking permit and/or issued plate;
- Fire lanes;
- Sidewalks, breezeways, paths, and patios;
- In more than one space in any lot (vehicle must be aligned within one space);
- In the driveway or entry/egress areas of any parking lots;

- In the small lot by Classroom H on 13<sup>th</sup> Avenue South;
- On any side street if parking a vehicle in that space would block driveways, alleyways, or mailboxes, or become an obstruction to the traffic lane, or if prohibited by law;
- Parking at Stetson-owned properties, unless you are leasing the property or are a visitor to the person leasing the property;
- Parking in grass/sports area of the Sandspur (Main) lot as needed for “overflow” parking unless the Public Safety Department has closed the area off;
- On the grass of the Stetson campus, auxiliary houses, Rosa Apartment Complex, or any Stetson-owned properties.

## **V. Speed Limits and Vehicle Safety**

The speed limit for all on-campus parking areas is 5 m.p.h. In addition, all individuals parking or driving on campus are expected to operate their vehicles in a safe manner and with due care for the safety of pedestrians. Warnings, tickets, or other consequences may occur for violations.

## **VI. Parking at Your Own Risk**

All parking on College of Law property, including the Rosa Apartment Complex and auxiliary houses owned by the College of Law, is **at your own risk**. Stetson University College of Law is not responsible for any damage or theft of property that might occur to or from a vehicle parked on Stetson's property.

## **VII. Enforcement and Fines**

### **A. Enforcement Generally**

The Public Safety Department is in charge of enforcing this policy; Public Safety will, as necessary, work with others on campus and with applicable law enforcement agency with jurisdiction.

### **B. Vehicle Ticketing or Towing**

Vehicles on Stetson property may be ticketed and/or towed at the owner's expense if parked on Stetson property without a valid permit. Vehicles may also be towed when parking privileges have been suspended or revoked, when vehicles are parked in violation of this policy, or when a vehicle is blocking passage, access, exit, or movement of other vehicles.

### **C. Loss of Privileges and Other Consequences**

Parking privileges are subject to suspension or revocation for infractions such as:

- excessively violating the campus parking policy;
- using fraudulent parking permits or giving a parking permit to an unauthorized person;
- creating a nuisance or causing property damage while making repairs to vehicles on campus;
- causing other property damage with the vehicle;
- becoming abusive or behaving unprofessionally toward personnel who are enforcing this policy;
- generating complaints regarding parking in the surrounding neighborhoods, thus negatively impacting the College of Law’s reputation and standing with our neighbors; or
- Inappropriately operating a vehicle, or operating a vehicle in a manner which presents a safety concern to the campus community.

For students, parking privileges may be revoked or limited as a sanction under the Student Code of Professionalism or Conduct or the Academic Honor Code. In addition, student violations may also be referred to the Assistant Dean of Student Life to be acted upon under the Code of Student Professionalism and Conduct.

For employees, violating this policy may also be referred to the employee’s supervisor for possible discipline.

#### **D. Parking Fines and Appeals**

Parking violations must be paid in full to the Public Safety Department within ten school days of the ticket being issued.

If an employee fails to pay a fine in full, and in a timely manner, the matter will be referred to the employee’s supervisor for possible discipline. In addition, fines not paid in full within 60 days will be doubled.

If a student fails to pay in full, and in a timely manner, a hold will be placed on the student’s account at the College of Law and will be referred to the head of Student Life. A student whose account is on hold may not order transcripts from the Registrar’s Office, gain access to final course grades, or receive a diploma or dean’s certificate. For students, fines not paid to the Public Safety Department by the first day of classes of the following semester will be doubled.

#### **Fine**

Parked in a Disabled space/area	<b>\$250.00</b>
Parked in/blocking a fire lane	<b>\$40.00</b>
No Valid Parking Permit visible/displayed	<b>\$20.00</b>
Parked in “No Parking” space/area	<b>\$20.00</b>
Parked in Reserved or designated space/area	<b>\$20.00</b>
Blocking driveway or access	<b>\$20.00</b>

Other - moving violation

**\$20.00**

Vehicle Towed

**(Cost will be at owner's expense)**

From time to time, the College of Law may change the amount of the fine; changes may be communicated with 10 days' advance notice to faculty, staff, and students via the College of Law email system.

Appeals for employees are by the Grievance Procedure in the Employee Handbook. If a student wishes to appeal a ticket or the suspension or revocation of campus parking privileges, the student should contact the head of Student Life in writing (email is permissible), explaining the basis of the appeal. The head of Student Life, at her or his discretion, may meet with the student and others with information regarding the incident at issue to resolve the matter. The decision of the head of Student Life is final. No effort should be made to contest a ticket with any Public Safety Officer or other employee.

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