



# CLARK ATLANTA UNIVERSITY

## PARKING POLICY AND PROCEDURES

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## MISSION

It is the mission of Clark Atlanta University Parking to provide a professional atmosphere, and an adequate parking services for the needs of the faculty/staff, student body and visitors. In addition, parking is an important revenue source for CAU and all opportunities to leverage the parking assets will be used. Official campus signs, maps and markings have been designated to authorize parking areas and spaces to assist with a more organized parking experience.

## GENERAL INFORMATION

1. Clark Atlanta University has a permit parking system that requires all faculty, staff and students to register their vehicles with the parking office to be able to park on the University's property. Faculty, staff, students and visitors may park an unregistered vehicle in visitor's parking deck, provided they pay the daily required fee.
2. Contractors and authorized persons working on University property may obtain a permit from the parking office. Visitors are eligible for temporary parking permits provided they park in the designated parking area during the specified hours (e.g. special events).
3. All applicants for motor vehicle registration must possess a valid driver's license, and a valid CAU identification. The vehicle for which registration is sought must have a valid license plate and belong to the applicant or their immediate family. Proof of ownership may be required at the time of registration.
4. Evidence of registration shall consist of a current Clark Atlanta University parking permit properly displayed on the vehicle while parked. Faculty and staff permits are displayed on the rearview mirror. Student permits are displayed on the front windshield right bottom corner, (passenger side). Annual permits end on the date specified on the contract or at the end of each semester (last day of class as outlined on the academic calendar). Transferrable permits must be hung from the inside rearview mirror with the permit number visible from the outside.
5. **THE PERSON REGISTERING THE VEHICLE IS RESPONSIBLE FOR ALL PARKING VIOLATIONS WITH THAT VEHICLE.** If the vehicle is loaned to another person, proper observance of these regulations shall remain the responsibility of the registrant except in the case of a moving violation for which the operator is responsible. Permits providing access to campus lots may not be loaned to another person in any case.
6. Every vehicle should be registered the first day of operation on campus, unless the following applies as such: a new employee must register the vehicle within three (3) working days without charges; students have a grace period that will be advertised at the beginning of each semester prior to the first day of class to purchase their permit.

7. Vice Presidents, Deans, Directors, and Department heads who have personnel who use their private automobiles for making deliveries, transporting equipment or large amounts of supplies and materials may apply to the Parking Office for an official Service Vehicle permit which allows the use of loading zones while loading and unloading only service vehicle spaces. The vehicle must display a University vehicle registration permit.
8. The number of permits issued for each designated parking area is limited. Demand for permits in most zones exceeds supply; however; permit requests are prioritized based on employee status, student class standing, and parking status. Same zone renewals have first priority, followed by previously registered individuals requesting change of zone, and then, new registration requests. Individuals requesting change of zone give up the claim to a space in the previous zone.
9. Clark Atlanta University students who are currently enrolled are eligible for parking. Fee payments for parking permits must be made directly to the Parking Office. Freshman students may register a car to park on campus.
10. Overnight or extended parking of campers, vans, buses, etc., utilized as living and sleeping quarters within University boundaries, are not permitted unless approved by the University and Parking Office.

**NOTE:** Flagrant abuse of the Official Business Parking Permit will result in the cancellation of the permit. The permit is not intended to authorize routine, long-term parking in spaces that have been designated for short-term limited use.

11. Use of accessible parking spaces, yellow curb parking or sidewalk parking is not permitted when using the Official Service Vehicle Permit.
12. Permits returned to the parking office before the semester's end will receive a pro-rated refund for the paid registration fee. The permit return date will determine the amount of refund and a check requisition form will be written from CAU parking. Faculty/staff parkers will need to give advance notice so that the parking office can coordinate with HR to stop the bi-weekly payroll deduction. Pay in advance lump sums should be made directly with the parking office and not through payroll deduct.
13. The number of permits issued for each designated parking area will be limited to ensure the availability of a parking space within that area for those issued a permit. If demand for permits exceeds supply in a given area the Parking Office will prioritize the issuance of the permits based on needs known at that time.
14. If the area for which a person has a permit is full, the CAU Parking Office must be notified that there are no spaces in the assigned zone to authorize the person to park in another area.

15. During athletic games and other special events, specific areas of the campus may be designated for special parking for the guests. Notification of relocation for permitted parkers will be made in advance by written notice. Motor vehicles must be removed from these spaces/areas by the time stipulated or the vehicle will be subject to impoundment. An alternate campus parking area will be available for those having to move their car at no charge

**NOTE:** Notices will be provided at least one week prior to the event, when possible.

16. If a vehicle is found violating any of the above regulations, the person in whose name the vehicle is registered (having a valid permit) or the person in whose name the vehicle license plate was purchased or obtained will be held responsible for any violations pertaining to the vehicle regardless of who is operating it. If a vehicle has a valid permit, the person in whose name it is registered is responsible for removing the permit when it is sold or otherwise transferred. Change in ownership verification must be presented for the seller to be excused from parking violations given to a vehicle that is still officially under the seller's name. This verification may be in the form of a copy of the title transfer document.
17. Anyone found possessing a permit he/she is not entitled to will be in violation of these regulations and the permit may be confiscated.
18. Lack of a parking space in the lot to which an individual is entitled does not justify parking illegally or parking in a lot to which one is not entitled.

### **HOURS OF OPERATION**

The CAU Parking Office is open Monday through Friday from 9:00 a.m. to 6:00 p.m. The summer hours for the parking office is from 9:00 a.m. – 5:00 p.m.

After hours, weekends and holidays the office is closed: however, customers can pay their parking fee at the automated pay station that is located at the transient exit area with cash or credit card.

### **HOURS OF RESTRICTIONS**

Unless otherwise posted by signs, pavement markings or gate controls, the hours of restriction for each parking lot location must be adhered to Monday-Friday, 7:00 a.m. to 7:00 p.m., excluding official University holidays.

## **PARKING FEES**

Permits for students are sold starting on the Monday prior to classes starting. Permits can end on last day of the term. Annual passes expire on the last day of the academic year.

Students may also pay parking fees and reserve their spaces online -

<https://go.lazparking.com/checkout/?l=90515,90563,90561,90562,90558,90559,90518,90560&wk=929492afeedd4503af40b7e5da70d064>

Faculty and staff permits go on sale after Labor Day each year. The permit year is September – August. A valid PAW card is required to acquire a permit. The parking request form is located in the parking office. Payment can be made directly with the parking office or by bi-weekly payroll deduction with HR.

Current fees are available from the parking office.

## **EARLY BIRD PARKING REGISTRATION**

Some parking areas on campus are in high demand, especially during the school year, so we have implemented an Early Bird Registration process where notice goes out to all Faculty/Staff and you are able to re-claim or claim your preferred area of parking. This notice goes out usually within the first week of September each school year and the early bird process remains open for three (3) days. After that time, open registration begins and ends September 30<sup>th</sup> of that year, which is also the date that your previous parking pass will be invalid.

## **REGISTERED PERMIT PARKING**

Parking areas are identified by pavement markings and/or signs placed at the lot entrance (s), at locations throughout the lot, or along streets that are designated as parking areas. Any areas on the University property, not specifically identified as a parking space, will be considered no parking/boot zones. Faculty, staff, students and visitors may park an unregistered vehicle in a visitor's lot. **A registration permit is required to park at any time, for all areas, other than the visitor's parking lot.**

Contractors and persons not enrolled in school, but working or living on University property must register their vehicles and will be responsible for all violations on any vehicle licensed to them or to their immediate family. Unregistered vehicles must park in the visitor's pay parking lots. Visitors and guests may be eligible for temporary vehicle registration. A visitor permit should be obtained to park in area other than the visitor lot and meters.

The applicant for motor vehicle registration must possess a valid driver's license. The vehicle for which registration is sought must have a license plate on or in clear sight inside the vehicle and belong to the applicant or to a member of the applicant's immediate family. Proof of ownership

and/or a photo ID may be required at the time of registration or in the event of a dispute over ownership. A license plate or a CAU registration permit must be displayed on all vehicles parked on the University controlled property. Vehicles without license plates and/or a CAU registration permit will be booted.

Evidence of registration shall consist of a current CAU parking permit, issued by the Parking Office, and properly displayed on the vehicles while parked. Permits or notes left on or in the vehicle will not be honored and will not prevent booting of the vehicle. Transferable permits (hang tags) must be hung from the inside rearview mirror with the permit number visible from the outside. The permit should be below the tinted portion of the windshield but out of the driver's line of sight. Motorcycles/mopeds must display the permit on the left front fork of the vehicle.

Registration is valid only for the person originally registering the motor vehicle. Permits may not be resold or transferred to another individual. Persons registering a vehicle in their name for another person's use may have their parking privileges revoked.

### **VISITOR PARKING**

Visitor Parking is located in the CAU Visitor's Parking Deck at the corner of Mildred and Fair Streets, beside the Student Center.

"Visitor" parking spaces are restricted to such use only. Individuals who anticipate regular or frequent visits to the campus should obtain an appropriate permit from the Parking Office.

Visitors and University-related persons attending special events are expected to abide by the Parking Regulations. The Clark Atlanta University Parking Office will continue to enforce the rules with respect to visitors and guests who have parked illegally.

### **PARKING FOR DISABLED PERSONS**

Accessible Parking – Parking in accessible spaces is limited to those motor vehicles displaying an official ADA state issued license plate, a disabled veteran license plate, or a valid registration decal and ADA decal issued by the State of Georgia. All vehicles utilizing university accessible spaces must also display valid university permits.

Service Vehicle Spaces- Parking in these areas/spaces are limited to official motor vehicles of the University; or to private vehicles, which must be display an official business permit issued by the Office of Business Services. Service vehicle spaces are reserved at all times.

Car / Van Pool Parking- Parking in these areas are limited to those vehicles displaying valid Car/Van Pool parking decals. Rules, regulations, and procedures are available in the parking office.

Procedures for Short-Term and Long –Accessible Parking Permit

CAU employees who request reserve ADA parking spaces must apply with the Office of Disability Services. Documentation, such as physician’s statement and/or a ADA parking permit issued by the state must accompany the application. Disability Services will certify the request which will be forwarded to the Parking Office.

**VENDOR/ CONTRACTOR PARKING RULES AND REGULATIONS**

Contractors engaged in University related work activities may eligible for limited temporary parking privileges. The facilities project manager is responsible for coordinating such request with the Parking Office and vehicles parked without proper registration will be subject to the penalties as outlined in these regulations. Requests for contractor parking will be decided on a space available basis and then appropriate fees will be charged.

1. All contractor vehicles must park within the designated construction limits when such a fence contains the construction project
2. Company vehicles with company names visible on the exterior of the vehicle may only park in designated contractor parking spaces when a fenced construction site is not required in the project. The contractor must request this designation.
3. All personal vehicles must be parked within the designated contractor area. The contractor may need to provide shuttle services for employees who park at remote designated contractor parking lot or area.
4. A temporary parking permit, good only for the designated remote contractor parking lot or area, must be obtained for each unmarked vehicle that enters and/or parks on the University campus.
5. All vehicles operating on the University campus must comply with the rules, regulations and directives of the Clark Atlanta University Parking Office. Copies of these regulations can be obtained at the Parking Office. When a construction vehicle is given a third citation for violating Clark Atlanta University parking regulations, the Department of Public Safety or CAU Parking Office may tow that vehicle.



## **SPECIAL EVENT PARKING**

Special events on campus, such as home football/basketball games; graduation and homecoming events have an impact on campus parking. Parking is made available to campus visitors, and permit parking may be temporarily relocated. The Visitor's Parking Deck is the designated area for visitors and special guests of the University to park unless otherwise specified.

The goal of Clark Atlanta University Parking is to provide the best possible service with the greatest amount of flexibility and convenience to the CAU community.

1. Event coordinators should review their transportation needs as an initial part of the event planning process. We recommend that all planners schedule any upcoming events with our office as soon as possible as some requests may not be approved for certain lots due to space constraints.
2. Event parking is located at the Visitor's Parking Deck only and special events posted rates apply. There are special rates for University sponsored events such as admission events. Please contact the CAU Parking Office for more information. A CAU Purchase Order is required for internal events prior to parking validations being issued.
3. External event parking must be prepaid unless the guests pay on their own upon entry.
4. To request parking lots and/or spaces, the event sponsor must, in addition to paying the lot use fee, request parking attendants to staff the lot. The charge for this service is based on a current hourly attendant rate and other charges that are determined by the Parking Office. Event Coordinator of any event requiring use of parking attendants must make arrangements with the Parking Office a minimum of fourteen (14) days before the event. At that time location, number of participants and vehicles involved, and other pertinent information is to be provided. Otherwise, the Parking Office may not be able to meet the request for services. The lot remains a first-come, first-served area unless additional arrangements are made with The Parking Office.

### **a. Community and Athletic Events**

Patrons attending certain community and on-campus events, such as football games and other special events, may be required to pay a fee to park. This fee varies by event and is charged on a per-car or per-space basis. These fees are collected upon entry to the parking lots by parking attendants, and are based on first-come, first-served, space-available basis. Event parking attendants will monitor the lots during these events. They provide traffic control during in-load periods and may also assist patrons during out-load.

## b. **Parking and Traffic Regulations during Events**

All Clark Atlanta University parking and traffic regulations apply during events. Parking is not permitted in fire lanes, no parking zones, accessible spaces (without permits), or other areas not posted for parking. Residence halls and housing areas are also monitored by parking attendants and are not open to public parking. Other special areas may be closed to public parking at the request of, and at an additional cost to, the sponsoring venue of the event. Failure to comply with parking regulations and/or verbal directions by parking attendants when campus events are in progress may result in issuance of parking citations, actions by Clark Atlanta University Department of Public Safety or impounding/towing of vehicle.

For special event parking, a request must be made in writing and sent (preferably by email) to: [Auxiliaryservices1@cau.edu](mailto:Auxiliaryservices1@cau.edu) or 404-880-8317.

### **ILLEGAL PARKING FINES PROCESS**

Arrangements for the release of immobilized vehicles must be made with LAZ Parking at Clark Atlanta University, phone 404-880-6295. Immobilized vehicles will be released according to the following schedule: 1) *Vehicles immobilized Monday through Thursday* may be claimed between the hours of 9 a.m. and 7 p.m. the day of immobilization and 9 a.m. the following day. Any immobilized vehicle that has not been released by 7pm the day of immobilization will remain immobilized until 9 a.m. the next business day; however, an overnight fee of **\$25.00** will be added to the **\$50.00** immobilization fee. Any vehicle not claimed by 9 am the following day will be impounded and removed from the premises. 2) *Vehicles immobilized on a Friday or on the day preceding any CAU recognized holiday* may be claimed between the hours of 8 a.m. and 7 p.m. the day of immobilization. Any vehicle not claimed by 7p.m. will be impounded and removed from the premises. In order to secure release of this vehicle, payment **MUST** be made in cash, money order, certified check or acceptable credit card. Personal checks will not be accepted. In addition to the tow fee:

1. A penalty listed below and disciplinary action, if warranted, will be given for the following violations:
  - a. Transferring or allowing the transfer of a parking permit to a person for which it was not intended. (\$50.00 fine)
  - b. Alteration of or tampering with boots. (\$100.00 fine)
  - c. Alteration of any type of parking permit. (\$100.00 fine)
  - d. Utilizing a Wheelchair/Disabled space without proper permits (\$150.00)
  - e. Wheel lock removal fee (\$50.00) or tow fee (\$75.00) (Subject to change).
  - f. Improper parking in a restricted area (\$50.00)
  - g. Giving false or misleading information with regard to vehicle registration and parking violations. (\$100.00 fine)

**Please note if your vehicle remains immobilized overnight, an additional fee will be added.**

2. Penalties and fines are hereby established for violations involving motor Vehicles operated or parked within the campus boundaries.
3. All fines and fees shall be paid at the Parking office located at the corner of Atlanta Student Movement and Mildred Street, directly behind the Henderson Student Center. Persons having unpaid fines at the end of each semester/year may not be permitted to register their vehicle for the following semester/year. In the event of failure to pay fines and fees assessed under the section, the University may arrange for collection in the following manner:
  - a. Students having unpaid fines and fees will have registration holds placed on their record and not be allowed to register for classes until the delinquency has been cleared with the Students Accounts Office.

**ENFORCMENT/ REVENUE HANDLING/PROCESSING**

A Parking Enforcement Officer has been assigned to monitor University maintained lots every 45 minutes to ensure that CAU Motor Regulations are not violated. A vehicle found in violation of the regulations will be immobilized and a violation notice will be placed on it. The violation notice includes the following information:

- Reason for immobilization
- The fine (\$50.00 to \$75.00)
- methods of payment, location and contact information for the Parking Office

After immobilizing the vehicle, the Parking Enforcement Officer provides the information about the number of immobilized vehicles, description and their location.

The Parking Office will also provide a booting report to the Associate Vice President of Business Services.

The following procedure will be followed by the Parking personnel for handling payment for boot release at all times:

1. When a vehicle is immobilized, the booting officer uses the citation form which comes in triplicate and documents the make of the vehicle, year, model, color, license number, state, tag year, time and date of booting, location of vehicle, and information on how to pay for the release of the vehicle and leave a copy of the notice on the vehicle
2. Payment is only accepted in the Parking Office by the office personnel. Customer pays for the boot and the personnel accepting the payment will have the owner of the vehicle print and sign his/her name on the form, documents the amount paid for the boot and the method of payment and issues a copy of the citation as a receipt for the client.
3. If a student has a financial difficulty and will not be able to pay for the release of the vehicle at the time, the parking manager can decide to release the vehicle on condition that the student promises to pay. The student will have to sign a promissory note to pay the fee within five working days. The student will also be informed that a hold will be placed on his/her student account and any unpaid balance will be charged to his/her account if the fine is not paid in full before or on the dead line. If payment is not received, the parking office will also submit a request to place a hold on the persons PAW Card account through the Panther PAW Office and inform the person that a hold is placed on his/her account within 24 hours.
4. If payment is not made the next day before 9 a.m., Monday to Thursday, the Parking Office will notify Public Safety and have all immobilized vehicles towed at the owner's expense. However, immobilized vehicles will not be kept overnight on Friday's and on the days preceding University recognized holidays. They will be towed after 7 pm the same day.
5. The parking manager will deposit cash into a drop safe located in the office.
6. The parking manager submits a detailed report of the number of vehicles immobilized, method of payment on the manager report and DCR.
7. Revenue collected from enforcement and all parking revenues are deposited in the bank on a daily basis.
8. Each day LAZ parking will perform a detailed reconciliation with the bank to verify and properly account for all parking revenues.
9. The Parking manager prepares and submits daily a detailed boot log with the following information to the Office of Business Services:

List of vehicles immobilized, with the description, reason for immobilization, location,  
List of all payments collected, method of payment (cash, credit card or check)  
List of vehicles released after signing a promissory note  
List of holds placed  
List of promissory notes paid  
List of vehicles held overnight  
List of vehicles towed  
List of vehicles released without paying and the name and office of the person that authorized the release.

The boot log will also be included in the month end financial report submitted to the University on a monthly basis.

LAZ Parking has primary responsibility for parking enforcement in all University parking lots. The following is a summary of enforcement procedures.

Vehicles parked under the following circumstances are subject to booting or towing:

- Vehicles with no valid permit
- Blocking entrances and exits
- Parking in a no parking area
- Parking in a reserved space
- Permit tampering
- Non-disabled in a disabled zone
- Parking in area not designated as a parking space
- Parking on sidewalk
- Blocking traffic
- Parking on grass
- Parking in service vehicle area
- Parking in a fire lane
- Parking in loading dock.

### **IMMOBILIZATION/IMPOUNDMENT OF VEHICLE**

1. Clark Atlanta University's Campus Police Officers and Parking staff may remove, impound, or immobilize, at the owner's expense, vehicles from institutionally controlled property under the following circumstances:
  - a. When the vehicle is in a designated tow zone;
  - b. When the vehicle is illegally parked, unattended, and constitutes a safety hazard or obstruction of traffic;

- c. When the vehicle is left unattended on a street or in a parking area continuously for more than three (3) days under circumstances which tend to indicate that it has been abandoned. The vehicle will be towed to a private wrecker company;
  - d. When the vehicle remains in a space or area after time stipulated to vacate the space or area (by posted sign or written notice) due to a special campus event;
  - e. When the vehicle is parked in a posted fire lane, accessible parking space, marked “reserved” space, or other areas reserved for special use;
  - f. When the vehicle is parked on lawn, sidewalk or grass area;
  - g. When the vehicle remains in a parking lot after the posted time stipulated to vacate the lot;
  - h. When authorized by Georgia Code 40-6-206 or Georgia Code 32-6-2.
2. Clark Atlanta University's Campus Police Officers may remove, impound, or immobilize at no expense to the owner, vehicles from institutionally controlled property under the following circumstances:
    - a. When the vehicle is unattended and legally parked but constitutes a safety hazard or obstruction of traffic;
    - b. When a vehicle must be removed in the interest of safety of persons or property because of fire, flood, snow, or emergency reasons.
  3. The University assumes no liability for damages to vehicles operated or parked on University controlled property or to vehicles during impoundment or immobilization.
  4. Fines are hereby established for violations involving motor vehicles parked within Universities boundaries.
  5. All fines shall be paid at the Parking Office, located at the corner of Atlanta Student Movement and Mildred Street, directly behind Clark Atlanta University’s Henderson Student Center.
  6. Inquiries regarding impounded vehicles should be directed to the Parking Office at 404-880-6295.

**IMMOBILIZATION/IMPOUNDMENT RECLAIM FOR VEHICLE**

**\*\*** *Typically during the first five (5) calendar days of the semester, Students will receive parking warnings.* **\*\***

Procedures for reclaiming immobilized vehicles:

Report to the Parking Office, Monday- Friday, 9 a.m. – 5 p.m. The fine is \$50.00 or \$75.00, methods of payments credit cards (Visa or MasterCard), cash, PAW Card or Money order.

The Parking Office maintains a record of every vehicle immobilized/towed, fines paid, location vehicle immobilized/towed on a daily basis. The immobilization/towing log will be provided to the university officials as part of the month end report.

### **VIOLATIONS/APPEALS**

1. Immobilized vehicles will be released according to the following schedule:
  - 1.1 Vehicles immobilized Monday through Thursday must be claimed between the hours of 9 a.m. and 7 p.m. the same day and between 8 a.m. and 9 a.m. the following day.
  - 1.2 Vehicles immobilized on a Friday or on the day preceding any CAU recognized holiday may be claimed between the hours of 8 a.m. and 7 p.m. the day of immobilization.
  - 1.3 Any immobilized vehicle that has not been released by 7pm the day of immobilization will remain immobilized until 9 a.m. the next day; however, an overnight fee of \$25 will be added to the \$50.00 immobilization fee. Any vehicle not claimed by 9 a.m. will be removed or towed from the premises.
2. Vehicles removed/towed from the premises must pay for the immobilization fee and get a release form from the Parking Office before they pay for the towing and claim their vehicle from the towing company.
3. If students are not able to pay for the immobilization fee, they can sign a promissory note to have their vehicle released. Students signing a promissory note will have five working days to pay the promissory note. However, as part of the promissory note there will be an additional \$25.00 fee assessed in addition to the boot fee. Also, if the promissory note is not paid within the five working days, then a late fee of \$25 will be added to the promissory note. A hold will also be placed on the student's account until the payment is made in full to the Parking Office.
4. If any vehicle is cited repeatedly for violations, the Parking Office may impose additional fees as follows:
  - Second time offenders will be charged additional \$20 in addition to the fees stated on rule #1.3
  - Third time offenders will be charged an additional \$35 in addition to the fees stated on rule #1.3

### **APPEALS PROCESS**

Anyone who feels that their vehicle is immobilized or towed in error or unfairly must complete a written appeal to the Parking Appeals Committee after the fine is paid in full.

Note: IF AN APPEAL IS NOT MADE WITHIN FIVE (5) DAYS, THE RIGHT TO APPEAL IS FORFEITED.

- Step 1. Student must complete the Parking Violation Appeal Form. Appeals are to be made to the proper authorities by completing the Appeals Form within five (5) days of vehicle immobilization.
- Step 2. Student must pay the immobilization or tow fee in full prior to submitting the appeals form.
- Step 3. The completed form is submitted to the Parking Office which then submits the Parking Appeal Violation Form to the Office of Business Services.
- Step 4. The Office of Business Services provides a copy of the Parking Violation Appeal Form to each member of the Parking Appeals Committee via email.
- Step 5. The Parking Appeals Committee has five (5) business days to review the appeal and either deny or approve the parking violation.

After review, if the appeals committee rules in the favor of the appellant the fine will be refunded. (Refund will not exceed \$50.00 & Towing Fees are Non-Refundable)

Appeal forms are available on the Business Services webpage under Parking.



## **REFUNDS**

Persons who return their annual parking permit to the Parking Office prior to March 31<sup>st</sup> may receive a partial refund of the paid annual registration fee upon:

Return of the permit to the Parking & Transportation Office

Requesting a refund in writing from the Parking Office

The person will be charged one-twelfth (1/12) of the regular annual permit fee for each month, or any portion of the month that parking services were used, and refunded the balance of their paid annual fee, minus any other charges including citations and late fees. **THE PERMIT RETURN DATE WILL BE USED TO DETERMINE THE AMOUNT OF THE REFUND. REFUND REQUESTS FOR PERMITS NOT RETURNED TO THE PARKING OFFICE WILL NOT BE PROCESSED.**

**A \$10.00 PROCESSING FEE WILL BE DEDUCTED FROM THE REFUND AMOUNT.**

**NO REFUNDS WILL BE ISSUED FOR TEMPORARY PERMITS OR SUMMER PERMITS.**

**NO REFUNDS WILL BE USED FOR MOTORCYCLE/MOPED PERMITS WHEN REGISTERED AS AN ADDITIONAL VEHICLE.**

Persons relinquishing their reserved space will be charged one-twelfth (1/12) of the paid annual reserved space fee for each month, or any portion of the month that parking services were used, and refunded the balance of their paid annual fee, minus any other charges including citations and late fees.