

University of Northern Iowa

Parking Manual For Motor Vehicles, Bicycles, Roller Blades, Roller Skates and Skateboards

2011-2012

General Procedures

1. The use of UNI parking facilities, except metered areas, requires registration and a parking permit at all times. The GBPAC metered visitor lot is not available for use by UNI faculty, staff or students.
2. Applications for parking permits are made at the Department of Public Safety, 30 Gilchrist Hall, during posted business hours. Applications are also accepted online by registered students and current faculty and staff from April 1–August 15 for the yearly permit, or November 1–December 15 for those persons needing permits for second semester only. The application can be accessed by going to www.uni.edu and clicking on MyUNiverse.
3. Faculty, staff, students, and visitors are expected to know and to comply with the State of Iowa motor vehicle laws, the traffic ordinances of the City of Cedar Falls, and the University of Northern Iowa traffic and parking regulations. Vehicles in violation may be ticketed and towed away.
4. Driving motor vehicles on campus walks and lawns is prohibited except when special permission is granted by Plant Services or the Department of Public Safety.
5. Driving around or moving a barricade is not permitted and may result in the suspension of university parking privileges.
6. The University of Northern Iowa assumes no liability or responsibility for vehicles or their contents while parked or driven on university property. This includes lost or stolen permits.
7. The President's authorized representative shall place and maintain such traffic control devices as deemed necessary upon or about university drives, roads, and streets.

1. University Student Vehicle Registration

- 1.1 All university students (full or part-time) who intend to use the campus parking facilities at any time shall register their vehicles and display the proper parking permit.
- 1.2 Parking permits will be issued only upon presentation of a University of Northern Iowa student I.D. card. The fee may be paid at the time of issuance or may be collected through the university billing procedure.
- 1.3 Off-campus students shall be eligible for a B permit and must obtain it if intending to use the B parking lots between 7:00 a.m. and 4:00 p.m., Monday through Friday. Off-campus students attending class after 4:00 p.m. shall be eligible for an R permit. See Section 6.5.
- 1.4 Students living in university residence halls shall be eligible for a C or R permit. The C or R permit must be obtained to use any C or R lot respectively Monday through Friday. Certain persons renewing their housing contract with the Department of Residence may be eligible for a C Preferred parking permit which would allow them to park in the C Preferred parking areas. Determination of who is eligible for these permits will be made by the Department of Residence. Additionally, residents of the R.O.T.H. Complex shall be eligible to purchase a B permit .

An R permit allows parking in the R designated parking areas and all other lots **except** C and C Preferred lots between the hours of 4:00 p.m. and 1:00 a.m. **An R permit is not valid in a C or C Preferred lot at any time.**

- 1.5 Parking areas with a C, C Preferred, or R designation can be used twenty-four (24) hours per day by persons with an appropriate UNI parking permit.
- 1.6 Students living in UNI Apartments shall be eligible for an M permit and must obtain it if intending to use any M parking lot. M lots are enforced twenty-four (24) hours each day, seven (7) days a week. The UNI Department of Public Safety will issue a supplemental parking permit to all holders of a valid M permit on E, F, and G Streets and Jennings Drive. This must be displayed by hanging from the inside rear view mirror. Additional information concerning parking at Hillside Courts and Jennings Drive can be obtained from the Department of Public Safety at 273-3179 or 273-7093 during business hours.
- 1.7 Graduate Assistants may purchase the A or B parking permits in accordance with all applicable motor vehicle parking regulations.

2. Faculty/Staff Vehicle Registration

- 2.1 All university staff (full or part-time) who intend to use the campus parking facilities **at any time** shall register their vehicle(s) and display the proper parking permit.
- 2.2 Any staff member may purchase the G, A, B or R parking permits. Application should be made at the Department of Public Safety, 30 Gilchrist Hall. Payment shall be made at the time of application or collected as a payroll deduction.
- 2.3 A lottery will be held annually to determine the holders of G permits and to determine the positions of persons on the waiting list for gated (G) parking facilities. The lottery will be held the third week of July and the applicants will be notified through campus mail of their position in the lottery.
- 2.4 All parking permit applicants wishing a three (3) period payroll deduction must apply no later than September 15. Permanent faculty and staff purchasing the G, A or B parking permit are eligible to have their permit fee deducted on a monthly pre-tax basis. The enrollment deadline is on or about August 15.
- 2.5 All parking permit applicants wishing a payroll deduction, who apply after September 15, will have their deduction made from one pay period.
- 2.6 A and B parking lots are oversold. **Purchase of an A or B permit does not guarantee the purchaser a parking space.**
- 2.7 Any retired faculty or staff member who meets the requirements under the retirement policy will qualify for an E permit which enables the individual to park in any A, B, C or R parking lots at no cost.

3. Bicycles

- 3.1 Bicycles shall be parked only in bicycle racks provided by the university. Bicycles shall not be parked on the lawn or sidewalks, or chained to trees, light poles, fences, benches, etc. Bicycles improperly parked may be impounded by cutting and removal of a locking device, if necessary.
- 3.2 Bicycles that are considered abandoned will be removed by cutting the locking device, if necessary, and impounded.
- 3.3 All bicycles left on campus following the conclusion of either the spring or summer session will be deemed abandoned and impounded.

3.4 Impounded bicycles may be claimed within a three (3) month period after impoundment upon proper identification and payment of a five dollar (\$5.00) impoundment fee. Bicycles impounded and unclaimed after three (3) months will be sold at auction.

3.5 All bicyclists should familiarize themselves with all appropriate laws regulating bicycle operation on and off campus. Extreme caution should be exercised when riding on campus walkways. Pedestrians shall be given the right-of-way at all times. Bicyclists riding on campus need to exercise caution when operating off campus sidewalks and streets.

4. **Motorcycles**

4.1 All operators of motorcycles who intend to use the campus parking facilities must purchase a parking permit which must be permanently affixed to the vehicle. All motorcycles must park in designated motorcycle areas. Motorcycles may not be stored on campus during the winter season.

4.2 Mopeds are classified as motorcycles.

5. **Disabled**

5.1 Permanently disabled persons wishing to use the university disabled parking facilities must display the appropriate university parking permit and the state disabled identification permit. Application forms for the state disabled identification permit may be obtained from any County Treasurer's Office. Persons who have short-term disabilities may apply for disabled parking privileges at the UNI Department of Public Safety, 30 Gilchrist Hall.

6. **Parking Lot Designation and Hours**

6.1 Parking lots are designated by letter and are restricted during the hours listed as follows:

Meters: 7:00 a.m. to 9:00 p.m., Monday - Friday
(meters not enforced Saturday and Sunday between the hours of 7:00 a.m. to 1:00 a.m.).

G Lots: 7:00 a.m. to 4:00 p.m., Monday - Friday
A Lots: 7:00 a.m. to 4:00 p.m., Monday - Friday
B Lots: 7:00 a.m. to 4:00 p.m., Monday - Friday
CP Lots: 9:00 p.m. Sunday - 4:00 p.m. Friday (No R permits at any time)
C Lots: (No restrictions except R permits)
M Lots: At all times.
R Lots: No restrictions.

6.2 G, A, B and metered areas must be vacated during the hours of 1:00 a.m. to 7:00 a.m. seven (7) days a week.

6.3 During the hours that lots are designated:

G permit holders may use the G, A, B, C or R lots.
A permit holders may use the A, B, C or R lots.
B permit holders may use the B, C or R lots.
CP permit holders may use the C Preferred, C or R Lots.
C permit holders may use the C or R lots.
M permit holders may use the M, C or R lots.
R permit holders (see Section 6.5).

6.4 The holder of any parking permit **except a motorcycle permit**, may use any of the parking facilities during the hours when the classification of parking lots is not in effect (see Sections 6.1 and 6.2). The holder may also use the loading zones at all times for the prescribed time limit. (Loading zones, service areas and

disabled parking areas - see Section 12.)

6.5 R permit is for use in the R designated parking areas and for vehicle identification, but does permit the use of loading zones for prescribed time limits. It further allows the use of parking lots when their classification is not in effect, **except** C and C Preferred lots.

6.6 The purchase of a parking permit **does not** guarantee the holder a parking space.

7. Permit and Fees

7.1 Type of Registration	Per Year	2nd Semester	Summer Only
G Permit*	\$381.00	\$190.50	\$95.25
A Permit*	141.60	70.80	35.40
B Permit (Faculty & Staff)*	81.00	40.50	20.25
B Permit (Students)	74.00	37.00	18.50
C Preferred Permit	65.00	32.50	16.25
C Permit	50.00	25.00	12.50
M Permit	50.00	25.00	12.50
(Additional Vehicle)	25.00	12.50	6.25
R Permit	28.80	14.40	7.20
L Permit	28.80	14.40	7.20
S Permit	131.00	65.50	32.75
CS Permit	81.00	40.50	20.25
Temporary Permit	7.50 per week		
Motorcycle Permit	24.00	12.00	6.00
Meter Rate	.50 per hour		

*Prices for permanent faculty and staff are prorated on a monthly basis.

7.2 **Permits will be registered to individuals only. Persons will have the option of having a single self-adhesive permit for one vehicle or a transferable hanging permit for use on multiple vehicles.**

Self-adhesive permits shall be displayed on the inside of the driver's side lower front windshield. All wrapping and backing must be removed and the permit is to be totally affixed to the window.

Transferable hanging permits must be displayed on the rear view mirror of the vehicle in use.

A charge of **Failure to Display a Parking Permit** will be assessed if the hanging permit is not present on the rear view mirror. **An additional charge of Illegal Parking will be assessed if the vehicle is parked outside their lot designation.** One charge of Failure to Display a Parking Permit will be dismissed per academic year.

Only current year permits are to be displayed on the vehicle. All permits from prior years are to be completely removed.

It is the responsibility of the registrant to ensure their permit is properly used and displayed.

7.3 **Replacement of transferable hanging parking permits, which have been lost or stolen from an unlocked vehicle, will be at the current permit price.** If a vehicle is sold or disposed of without removal of the self-adhesive window parking permit, the replacement fee will be \$5.00. There is no replacement fee to those persons whose permits have been stolen through forced entry (police report required) to their vehicle, or when remnants of the old permit are returned to the Department of Public Safety. Contact the Department of Public Safety for additional information.

7.4 When making application for refund of the parking permit fee, the permit must be returned to the Department

of Public Safety within the first two (2) weeks of any given semester or summer session of eight (8) weeks or more.

7.5 All parking permits expire the first day of classes the following academic year.

8. Traffic Regulations

8.1 Parking of motor vehicles is prohibited on all University of Northern Iowa property **except those locations which have been established for parking and marked by signs controlling their use. It is illegal to park in any area that is not specifically designated for parking and violators will be ticketed and are subject to tow.**

8.2 Vehicles must be parked between the lines where parking stalls are marked.

8.3 All parking regulations are enforced during semester breaks, seasonal holidays and during the summer break. Lot designations will be lifted in the A and B lots (excluding Price Lab School A and B lots) during non-academic periods.

8.4 Pedestrians **shall** have the right-of-way at all crosswalks and are expected to cross at properly marked crosswalks. Vehicles will yield to pedestrians in crosswalks.

8.5 The speed limit on all campus streets and drives is 20 mph. Driving within this speed does not relieve the operator of the responsibility of having the vehicle under control at all times. Speed zone signs are posted at each entrance to the university.

8.6 "Head-In" parking is recommended, particularly in angle parking spaces.

8.7 All vehicles parked in violation of these regulations shall be subject to tow at the expense of the owner or registrant.

8.8 Disabled vehicles must be moved within twenty-four (24) hours. Vehicles are subject to tow immediately if they present a traffic hazard.

8.9 Vehicles may be towed or impounded if any of (but not limited to) the following conditions exist:

- a. The vehicle has accumulated a total of five (5) unpaid violation citations, or a total of fifty dollars (\$50) in unpaid penalties.
- b. The vehicle is improperly or illegally parked, and poses a traffic hazard or an obstruction to the normal movement of traffic.
- c. The vehicle remains improperly or illegally parked for a period exceeding eight (8) hours.
- d. The vehicle appears to be abandoned or left unattended for a period of time exceeding twenty-four (24) hours.
- e. The vehicle habitually violates the parking rules. The receipt of ten (10) parking tickets within any academic year will establish the vehicle owner as a habitual violator.
- f. Vehicles using University of Northern Iowa parking facilities must have a current state vehicle registration, a valid UNI parking permit, and be operable. Those vehicles deemed inoperable, are not currently licensed, or are in disrepair, are subject to removal from university property at the owner's expense.

8.10 Those persons displaying an altered or stolen parking permit are subject to revocation of their university parking privileges. Those persons deemed to be habitual violators of the university parking rules and regulations are also subject to revocation of their parking privileges.

9. Penalties and Appeals

9.1 The person registering a vehicle with the university shall be responsible for all parking violations involving

the vehicle.

9.2 Parking tickets for illegal parking may be issued once per eight (8) hour shift.

9.3 Violation of any of the regulations governing the use of motor vehicles, bicycles, roller skates, rollerblades, and skateboards on campus will subject the violator to a penalty according to the following schedule:

- a. Altering, counterfeiting or illegal use of any parking permit \$75.00 each offense
- b. Failure to purchase parking permit 15.00 each offense
- c. Improper display of parking permit 5.00 each offense
- d. Failure to display parking permit..... 5.00 each offense
- e. Late payment..... 2.00 each offense
- f. Illegal parking 15.00 each offense
- g. Illegal parking in a **Service or Official Vehicle Zone or a Tow Zone** 25.00 each offense
- h. Loading zone (timed parking areas) parking violations..... 15.00 each offense
- i. Disabled parking violations **including handicapped access areas** 200.00 each offense
- j. Overtime parking at meters 10.00 each offense
- k. Parking in G, A & B lots from 1:00 a.m. - 7:00 a.m. **during snow removal** 25.00 each offense
- l. Vehicles parked along the curb in C, C Preferred and R lots **during snow removal** 25.00 each offense
- m. Fines for habitual violators will be **double the normal fee** Refer to Section 8.9 (e)
- n. Improper use of roller skates, rollerblades or skateboards 10.00 each offense
- o. Moving violations:
 - 1. Driving on campus walks or lawns..... 35.00 each offense
 - 2. Driving around or moving a barricade..... 35.00 each offense
 - 3. Excessive speed on campus drives, streets, and roads 35.00 each offense
 - 4. Failure to comply with traffic control devices (stop signs) 35.00 each offense
 - 5. All other moving violations 35.00 each offense

9.4 Unpaid Parking Fines:

- a. Staff member - may be deducted from salary.
- b. Student - may prevent the student from registering for classes or obtaining transcripts.
- c. May result in a suspension of parking privileges on university property.

9.5 Upon being issued a parking/traffic violation, the violator shall appear within ten (10) days at the Department of Public Safety, 30 Gilchrist Hall, during normal business hours and pay the penalty imposed, make an appointment to present an oral appeal to the Appeals Committee, or file a written appeal of the violation. Failure to appear at the appointed time will result in denial of the appeal.

9.6 Appeals will be accepted in oral or written form by the Appeals Committee. An online ticket appeal form can be found at www.uni.edu/parking. The decision of the Appeals Committee shall be final, but may be heard de novo by the District Court as prescribed by Iowa Administrative Procedures Act 17a.

9.7 In the event of nonpayment of an assessed penalty or the failure to initiate an appeal action within ten (10) days following the issuance of a violation citation or the denial of an appeal, an additional penalty of two dollars (\$2.00) will be assessed.

10. Price Laboratory School Students

10.1 Secondary school students attending the Price Laboratory School must purchase a parking permit at the

Department of Public Safety, 30 Gilchrist Hall, if they intend to use the parking facilities. This permit will allow the holder to park in the **Laboratory School South B lot only**. A permit will be issued upon payment of the fee.

11. Visitors and Guests

- 11.1 Campus visitors and guests may park in metered areas of parking lots or in the "metered" visitor lot north of the Performing Arts Center.
- 11.2 An information phone is located at the Information Booth, located at Campus Street and University Avenue. This phone can be used to contact the Department of Public Safety if needed.
- 11.3 Visitors and guests are expected to observe the campus traffic regulations. They shall not use restricted areas, service areas, zones for disabled or loading zones except in accordance with these regulations.
- 11.4 All overnight visitors or guests shall obtain a courtesy parking permit from the Department of Public Safety and shall park in any C or R parking area between the hours of 1:00 a.m. and 7:00 a.m., seven (7) days a week.
- 11.5 Visitors who attend conferences **will pay a conference rate of \$1.50 per 12 hour period (or part thereof)**, and will park in designated areas assigned by the Department of Public Safety.

12. Other Regulations

- 12.1 Loading zones (timed parking areas) are established for the purpose of providing short-term parking for holders of permits only and are enforced twenty-four (24) hours a day, seven (7) days a week. Multiple tickets may be issued for all violations of these regulations.
- 12.2 Service areas are established for the exclusive use of service vehicles, delivery trucks, and university vehicles, with no time limit and are enforced twenty-four (24) hours a day, seven (7) days a week.
- 12.3 Visitor parking spaces (other than metered parking) are only for the use of visitors to the campus or guests of the university and are enforced twenty-four (24) hours a day, seven (7) days a week.
- 12.4 Disabled parking areas will be reserved solely for the holders of disabled parking permits. The disabled parking stalls located within residence halls and UNI Apartments parking areas are enforced twenty-four (24) hours a day, seven (7) days a week. All other disabled areas will be enforced from 7:00 a.m. through 1:00 a.m., seven (7) days a week, with no parking from 1:00 a.m. through 7:00 a.m.
- 12.5 Other reserved areas are established for the exclusive use of the vehicle assigned to that area.
- 12.6 Parking lots may be temporarily closed to facilitate cleaning, maintenance or other university purpose. Parking lots may be temporarily reassigned or restricted in the case of special events on campus.
- 12.7 **Service permits are available to vendors and University departments for an annual fee of \$131.00 effective August 1 through July 31.**
- 12.8 Construction permits are available to contractors working on campus. These permits will carry an annual fee of \$81.00 and be effective August 1 through July 31. The construction permit allows parking in assigned B, C or R parking areas. B parking areas must be vacated daily from 1:00 a.m.-7:00 a.m. Construction permits may also be purchased on a weekly basis for \$7.50 per week. The fee for construction permits must be paid at the time of issuance. Accepted forms of payment are cash or check.
- 12.9 University parking lots are not to be used as storage facilities for boats, campers, trailers, motorcycles or any other vehicle unless approved by the Department of Public Safety.

13. **Skateboarding, Roller Blading and Roller Skating**

13.1 **Skateboarding.** No person shall ride or operate a skateboard upon properties owned, leased or occupied by the University of Northern Iowa, including, but not limited to buildings, plaza areas, sidewalks, streets, alleys and parking lots.

13.2 **Roller Blading & Roller Skating.** No person shall ride or operate roller blades or roller skates upon properties owned, leased or occupied by the University of Northern Iowa except:

- a. on sidewalks and hard surface areas where bicycle traffic is permitted.
- b. in a prudent and careful manner, with reasonable regard for the safety of the operator and other persons; **pedestrians shall have the right-of-way.**

13.3 **Impoundment.** Any public safety officer who observes a person violating this ordinance is authorized to issue a citation for the violation and to impound a person's skateboard if a repeat violation occurs.

Pursuant to the authority of Chapter 262.9 of the **Code**, as amended by Senate File 120 enacted by the Sixty-fourth General Assembly, First Session; the President of the university or a designee is authorized to establish further rules, policies, and procedures as may be deemed necessary and convenient for the effective administration of the duties hereunder.

The responsibility of the Public Safety Advisory Committee is to make recommendations to the President concerning regulations and policies for parking and traffic on the university campus. The committee reserves the right to regulate and control traffic as it deems necessary and may change these regulations with due notice published in the Northern Iowan.

Written suggestions to promote traffic safety or improve parking regulations on campus are welcomed by the Public Safety Advisory Committee and should be sent to the Department of Public Safety, Gilchrist Hall, Room 30.

The President of the University of Northern Iowa has designated the Director of the Department of Public Safety, as Supervisor, to administer these regulations, as set out in the **Code of Iowa**.
