I. POLICY STATEMENT

The purpose of this policy is to establish parking regulations on the UW-Parkside campus.

II. POLICY

Parking and traffic regulations are necessary to help maintain a safe campus environment. UW-Parkside requires that all vehicles operated on campus property observe all campus parking and traffic regulations and all applicable provisions of the Wisconsin Vehicle and Traffic Code. All vehicles must display a valid UW-Parkside parking permit. Permits must be hung from the rear view mirror of the vehicle. A parking permit may be transferred between vehicles.

Commuter permits are only valid in lots A, B, C, D, E, and T, and are required from 6:00 AM to 6:30 PM, Monday through Friday. Residence life permits are valid only in Ranger Hall, University Apartments, Pike River Suites, and lots D and E (D and E until 2:00 AM only). Residence life permits are required twenty-four hours a day, seven days a week. Commuter lots (A, B, C, D, E, and T) are closed from 2:00 AM until 6:00 AM. Special permission must be obtained from University Police to park during closed hours.

A. PURCHASING PARKING PERMITS

The following are a list of permits available for purchase at UW-Parkside:

- Commuter student annual
- Commuter student semester
- Residence life student annual
- Faculty/staff annual
- Faculty/staff semester
- Faculty/staff part-time (<60%)
- Reserved permits
- Tallent Hall discount permits
- Summer permits
- Miscellaneous (daily, weekly, monthly)

Student commuter parking permits may be ordered on-line on SOLAR beginning August 1st and picked up outside the campus bookstore the first week of classes during bookstore hours for both the Fall and Spring terms. After the first week of classes, all commuter permits must be purchased and picked up at the University Police Department, Tallent 188.
Residence Life permits may be ordered beginning August 1st on-line on SOLAR and picked up during check-in at Ranger Hall. After check-in, all Residence Life permits must be purchased and picked up at the University Police Department.

Faculty/Staff permits may be purchased at the University Police Department in Tallent Hall beginning August 1st or ordered on-line on SOLAR and either mailed via campus mail or picked up at the University Police Department.

A select number of reserved parking permits will be available to faculty/staff/students and will be sold in the following sequence:

1. Reserved faculty/staff permit holders from the previous year will have the first option to purchase a reserved permit during the first 17 days of August.

2. From August 17th-31st remaining faculty/staff may purchase a reserved permit.

3. Beginning September 1st, students may purchase a reserved permit if there are still spaces available.

Faculty/Staff reserved permits may be purchased at the University Police Department or ordered on-line on SOLAR. Faculty/Staff permits may either be mailed via campus mail or picked up at the University Police Department. Student reserved permits may be ordered on-line or in person, but must be picked up at the University Police Department.

First semester permits expire on December 31st and second semester permits expire on May 31st. Summer permits may be purchased during the month of May and are valid until August 31st. All Annual permits are valid until August 31st.

Retirees from UW-Parkside may obtain a free annual faculty/staff permit from University Police. Parking permits will not be donated or raffled. Departments are prohibited from purchasing parking permits for faculty/ staff members using department funds.

An annual pricing sheet will be released each summer with updated permit costs and the permit costs will also be listed on the University Police webpage.

**B. PERMIT REFUNDS**

Students/faculty/staff needing to return their parking permits must fill out a refund request form at the University Police Department and turn in the permit along with the refund request. A full refund is not guaranteed. Refund amounts are pro-rated. You must have a receipt for a cash/check/credit card transaction. Faculty/staff permits purchased by payroll deduction may be verified by University Police staff.

Stolen parking permits can be replaced by filing a police report at the University Police Department and purchasing a replacement permit for $15.00. Lost parking permits can be replaced by purchasing a replacement permit for $30.00 at the University Police Department.
C. VISITOR PARKING

Visitors to the campus may stop at the University Police Department, Tallent Hall 188 (the east side of Wood Road, north of Orchard Courts Apartments) and purchase a one-day, one-week, or one-month permit. Visitors may also park at meters upon payment of the appropriate fee. Faculty/staff/students are prohibited from parking in metered stalls at all times. Frequent disc golf players may purchase a seasonal parking pass. For more information, contact University Police. Groups who reserve rooms on campus for events should make parking arrangements through Student Center Reservations when the room is being reserved. Overnight Residence Life permits are sold at the University Police Department.

Bulk permits may be purchased by departments sponsoring events to be distributed to guests or the sponsoring group may request parking ticket suspension. These arrangements must be made in advance by contacting University Police.

D. MOTORCYCLE PARKING

Motorcycle parking is free on campus and located near the front of each commuter lot, and near Building 3 at University Apartments.

E. HANDICAP/DISABLED PARKING

Designated stalls for handicap/disabled parking are available in all campus lots. Handicap/disabled persons may also park in metered areas on campus without feeding the meters. The registered handicap permit owner must be present on campus while using these parking spaces. If a situation arises where one would need to find closer parking for a temporary medical condition (such as a broken bone), contact a physician to obtain information on a temporary handicap permit.

F. PARKING CITATIONS AND APPEALS

Parking citations are written when a vehicle is found to be parked in violation of posted University rules and regulations.

To dispute a parking citation, a parking appeal must be filed at University Police for $10.00 within 14 days of the citation issuance. Appeal forms can be found on-line on the parking website or at the front counter of the University Police Department. No appeals will be accepted after 14 days. Payment of the $10.00 appeal fee is due when the form is turned in. If the appeal is granted, the $10.00 appeal fee will be refunded. If the appeal is denied, the fee is not refunded and is not applied toward citation charges.

Citation appeals are reviewed by the Chief of Police, who may void the citation or pass the appeal on to the Parking Appeals Committee. The Committee is made up of faculty, staff and students not affiliated with the University Police Department. The committee reviews parking appeals once a semester (May and December). The citation in question is frozen until a decision is made and will not double. There will be no student hold placed and license plates will not be suspended until a decision has been made by the Committee. Decisions of the committee are final and may not be appealed again.
Persons whose appeals are reviewed and denied by the committee have fourteen days to pay the citation at the original fine. All appellants will be notified by email, if provided, or by U.S Mail, of the outcome of their appeal within one week of the committee hearing. Once notification has been made, if the citation is not paid within 14 days, the citation will double. Failure to pay the citation within 30 days may result in a student hold being placed and/or a suspension of vehicle registration through the Wisconsin Department of Transportation.

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