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Your Guide to Parking : Effective July 1, 2011

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Your Guide To Parking

Effective July 1, 2011

USFSP UNIVERSITY OF
SOUTH FLORIDA
ST. PETERSBURG

Parking at the University of South Florida St. Petersburg 2011 - 2012

General Information

Parking permits are required to park at the University of South Florida St. Petersburg 24 hours a day, 7 days a week. Permit types are used to designate parking locations on campus. Parking spaces are designated as RESERVED, GOLD, GREEN, RESIDENTAL and time-limited VISITOR spots in select locations. Some lots have multiple designations. **These designations are in effect 24 hours a day, 7 days a week.**

Individuals may purchase only one vehicle permit. USF hangtag/repositionable permits may be transferred between same owner vehicles only. A limited number of adhesive permits are available for those with soft-top vehicles and/or special circumstances only.

If you terminate your relationship with the University for any reason, please return your parking permit to the Parking Services Department for a possible pro-rated refund and/or to end payroll deduction.

How to Get a Permit

All permits shall be purchased for the campus of primary assignment. Permits may be purchased at the following location:

In Person or by Mail:

**USF St. Petersburg
Parking Services
140 Seventh Avenue S.
Bayboro 132
St. Petersburg, FL 33701**

Mon-Fri 8 am – 5 pm

Visitors

A visitor is any person who is not a member of the University community on any of the USF campuses and is on campus 3 or less times per semester. Students, faculty, staff, vendors/contractors, affiliates, or licensees **do not qualify for visitor parking status** and may be issued citations for parking in spaces designated as visitor parking only. Normally, visitors should purchase or make prior arrangements to buy a \$5.00 daily visitor permit through the Parking Services office located in BAY 132.

This applies to all non-community members who are on campus for special events, classes of any type, library use, seminars, workshops, conferences, camps and related events.

Rules and Regulations

The summary information contained in this brochure does not amend, modify or substitute for USF Parking Rules and Regulations.

USFSP Parking Rules and Regulations are also available at our website:

www.stpete.usf.edu/parking_services/index.htm

Finances

The State of Florida does not provide funding for university parking programs. Instead, revenue earned from parking permit and citation fees are used to pay for parking systems as stated below.

Where does the money go?

- Permit Inventory
- Parking Construction
- Parking Improvements
- Maintenance of parking garage and surface lots
- Parking Facility Debt Service payments
- Staffing and operating costs for the Parking Services Department.

A more detailed explanation of Parking Services expenses are available by writing to:

**USF St. Petersburg
Parking Services
140 Seventh Avenue S.
Bayboro 132
St. Petersburg, FL 33701**

Bicycles

Registration of your bike is **REQUIRED and FREE** and can provide important information to University Police in the event

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that it is stolen. Additional University Police security to prevent theft is available if you register in the BAT (Bicycle Anti – Theft) Program.

Safety Tips

- Lock your vehicle when you park.
- Don't leave your vehicle unattended with the motor running.
- Don't leave money or valuables in your vehicle where they can be seen.
- Call the University Police Services (727-873-4140) for an evening escort to your vehicle.
- Keep your keys in your hand when entering or leaving your vehicle.
- Be aware of your surroundings when entering or leaving your vehicle.
- Use the emergency phones provided in the parking lots to contact police in the event of an emergency.

Parking Enforcement

Parking rules and regulations are designed to: provide orderly parking for students, faculty, staff and visitors; protect pedestrians; and to ensure emergency access to all buildings. Violation of these regulations can result in parking citations, immobilization/towing of your vehicle or loss of parking privileges on campus. **Only the Parking Services Department has the authority to waive, amend or grant exception to these regulations.** The Parking Services Department will make every effort to ensure that parking space is available to anyone who purchases a parking permit through enforcement of these regulations. Due to limited number of parking spaces on campus, enforcement of parking regulations is important even during off-peak periods. A concerted effort is made to enforce regulations as uniformly as possible.

Display of Parking Permits

Repositionable permits must be displayed inside the vehicle on the lower left driver's side of the windshield with the permit **clearly visible** from the exterior of the vehicle. Hangtag permits must be displayed hanging from the vehicle's rearview mirror with the logo side facing out. Hangtags must be **clearly visible** from the exterior of the vehicle. If you have a heavily tinted windshield, or have difficulty hanging your tag from the rearview mirror, contact Parking Services at (727-873-4480) for possible options.

Disabled drivers may park in any disabled space on campus with an appropriate state disabled placard or license plate and a **VALID USF PERMIT**. Both the disabled placard or license plate and USF permit must be visibly displayed.

Hours of Enforcement

Parking is enforced 24 hours a day, 7 days a week including holidays, and academic breaks.

Violations 2011 - 2012

Parking Services assesses fines and penalties for violations of parking regulations. Violations include the following:

- Unauthorized parking in a Disabled space - **\$275**
- Blocking access to a Disabled space/ramp - **\$275**
- Displaying an altered, stolen, lost, revoked or counterfeit permit - **\$125 and parking for one year restricted and/or loss of campus parking privileges**
- Blocking a ramp - **\$75**
- Unauthorized parking in a Reserved space - **\$75**
- Unauthorized parking in a service drive or on grass - **\$40**
- No current decal/permit displayed - **\$30**

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- Unauthorized parking in State Vehicle Space - **\$30**
- Failure to park in assigned lot - **\$30**
- Blocking traffic - **\$30**
- Parking in "No Parking" Zone or Barricaded area - **\$30**
- Parking in an angled parking space facing traffic - **\$15**
- Double parked or parked over line - **\$15**
- Improper parking permit display - **\$15**
- Overtime violation - **\$15**
- Failure to respond to immobilization/tow notice
- Obstructing traffic
- Creating a hazardous condition
- Display of a counterfeit, stolen, altered, lost or revoked permit
- Excessive number of unpaid citations (more than 2) (NOTE: Warnings are not included in the count)

Note: Permit Holders with a current annual or semester parking permit may visit the Parking Services office for a one-day courtesy permit in the case of a misplaced permit. All current annual or semester permit holders are limited to three (3) courtesy permits per semester.

Payment of Parking Fines

Payments may be made by mail, in person, deposited in the drop box or via MasterCard and VISA credit card. Cash payments may be made in person only.

Parking citations must be paid in full within 14 calendar days of the date the citation was issued. Citations not paid or payments received after 14 days are subject to a late fee of **\$15.00**.

Amounts due Parking Services which are still outstanding after 30 days may be transferred to a collection agency or deducted from a staff paycheck with additional fees assessed by the agency. Student records may be placed on hold and class registration prohibited.

Immobilizing/Towing of Vehicles

Vehicles may be immobilized or towed for the following reasons:

- Unauthorized use of Disabled parking

If your vehicle has been immobilized or towed, contact the Parking Services at (727-873-4480) during normal business hours or the University Police Services at (727-873-4140) after hours.

The release of your vehicle will require payment of **ALL** outstanding fines and associated fees to Parking Services. A fee of **\$50** will be assessed for an auto immobilization device. Additional charges for towing and storage of vehicles must be paid in cash to the towing company. Each towing company charges and fully retains all fees. Standard rates are **approximately \$100** for towing, **\$25** a day for storage, **\$3** per mile, and up to a **\$60** administrative fee, but may change without notice. Transportation to the towing company impound area is the responsibility of the driver.

Immobilization or towing of vehicles is our last resort in collecting outstanding citations!

Please respond to parking citations and observe parking rules and regulations!

Appeals

Individuals who receive a parking citation and believe that extraordinary or mitigating circumstances warrant waiver of their parking fine may petition the Parking Services Department for reconsideration. Parking citations may be appealed within fourteen (14) calendar days of the date the citation was issued. If an appeal is not submitted within fourteen (14) calendar days from the date the citation was issued, **the right to appeal is forfeited**. Appeals may be made in writing, or electronically at:

www.stpt.usf.edu/parking_services/index.htm

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Late fees do not accrue during the period that the appeal is under consideration.

The following are reasons that **will not be accepted** by Parking Services and the Final Appeals Committee as reasons to dismiss or reduce a citation. This is not an all-inclusive list:

- Disagreement with the Traffic and Parking Regulations
- Ignorance of the regulation
- Stated inability to find a permitted parking space
- Operation of the vehicle by another person
- Stated failure to issue citations previously for similar violations
- Tardiness to class and/or appointment
- Inability to pay fine (lack of money)
- Permits displayed incorrectly or expired permits.
- Traffic congestion
- Received bad verbal information
- Stated perception that designated parking area is not safe

Appeals should consider the following:

1. Make sure your reason for the appeal is not one of those listed above.
2. Prepare a concise written statement .

Those dissatisfied with the decision of the Appeals Mediator may petition for review of the citation by the University Final Appeals Committee within 14 days of the appeal decision. The University Final Appeals Committee is comprised of faculty, staff and students. **The decision of this committee is based on parking rules and regulations and constitutes the FINAL DECISION.** If the citation that

has been paid is dismissed in the appeals process a refund will be issued through the appropriate University refund process.

Special Events

Event parking in large metropolitan universities can be a challenge. Our goal is to ensure that guests and visitors have a positive parking experience during their campus visit.

Special events are defined as any activity outside of the normal business and academic schedule of the University. Examples include but are not limited to: workshops, meetings, conferences, banquets, ceremonies, performances, camps and seminars.

Parking arrangements for events should be made in advance. The cost for parking may vary for these events. A minimum of three (3) weeks advance notice is required to coordinate event parking.

Camps and Conferences

USF has many academic and athletic camps and conferences. Parking arrangements for these camps and conferences vary depending on the time of the year and location.

It is necessary for sponsors of the camp or conference to make arrangements for parking and secure permits for participants, coaches, staff, etc. **Parking Services should be consulted at the beginning of the planning process for the event.**

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Parking Rates for USF St. Petersburg 2011-2012 (includes tax)

| | | |
|--------------------|----------|----------|
| Student | Annual | \$157.00 |
| Student | Semester | \$ 80.00 |
| Residence Hall | Annual | \$210.00 |
| Residence Hall | Semester | \$106.00 |
| Reserved Staff | Annual | \$930.00 |
| Gold Staff | Annual | \$390.00 |
| Green Staff | Annual | \$232.00 |
| Green Staff | Semester | \$117.00 |
| Affiliates | Annual | \$465.00 |
| Vendor | Annual | \$309.00 |
| Motorcycle/Scooter | Annual | \$ 52.00 |
| Monthly | Permit | \$ 45.00 |
| Daily | Permit | \$ 5.00 |
| Off-Site | Annual | \$ 50.00 |

Replacement Cost of Lost or Stolen Permits

Staff and Student Permits

| | |
|--------------------|------------|
| First replacement | \$20.00 |
| Second replacement | \$20.00 |
| Third replacement | Full Price |

Reserved Permits

| | |
|--------------------|------------|
| First replacement | \$40.00 |
| Second replacement | \$40.00 |
| Third replacement | Full Price |

Use of Permits on Multiple Campuses

Faculty/staff permits shall be purchased for the campus of primary assignment. ALL USF St. Petersburg faculty/staff permits are permitted to park in USF Tampa Campus Staff (E) lots only and in all Sarasota and Lakeland faculty/staff lots. Tampa campus permits may be used in all designated St. Petersburg faculty/staff lots. **PARK-n-RIDE and MEDICAL RESIDENT permits are not honored on the USF St. Petersburg campus.**

Gold permit holders from any campus may park in St. Petersburg gold spaces. USF "Affiliate Decals" are not authorized in Gold spaces at the USF St. Petersburg campus.

Student permits shall be purchased for the campus of primary assignment. USF St. Petersburg student permits will be allowed in the USF Tampa Visitor and Park-n-Ride lots only and all USF Sarasota student lots. USF Tampa campus student permits will be allowed in all designated St. Petersburg student spaces (with the exception of: **PARK-n-RIDE and MEDICAL RESIDENT** which are not honored on the St. Petersburg campus). Gold spaces on the St. Petersburg campus will be open to USF green decal holders **after 5:30 pm**, on weekends and during academic breaks.

USF St. Petersburg Reserved parking restrictions are in effect 24/7, including holidays and academic breaks.

Q. Who must buy a Parking permit?

A. Students, faculty/staff and affiliates (**day or night, full or part-time**) who park vehicles on the USF St. Petersburg campus must be registered and display a current USF permit. Vendors are required to buy a daily, monthly or yearly permit.

Q. Where do I purchase a current USF permit?

A. A current USF permit can be purchased at the Parking Services Department located in Bayboro Hall during normal business hours: Mon-Fri 8 am – 5 pm. You can purchase your permit using cash, check and debit/credit cards (Visa & MC).

Q. Can I get a refund if I withdraw from the USF?

A. YES, if you apply for the refund at the Parking Services Department. The amount of your refund (if any) will be determined by the amount of time remaining on your specific permit.

Q. Who can park in a visitor space?

A. Visitor spaces are reserved for non-university persons visiting campus for **less than 1 hour**. Any person possessing a current USF permit (daily, monthly or yearly) can park in a visitor space **after 5:30 pm**.

Q. What happens if I park illegally?

A. Our parking patrollers will issue you a citation commensurate with your violation and place it under your windshield wiper.

Q. What do I do if I receive a parking citation?

A. You must either pay or appeal your citation. Your payment or appeal must be received by the Parking Services Department within 14 days of

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your citation date to avoid a **\$15.00 late fee**. After 14 days you waive your right to appeal the citation.

Q. How can I pay my citation?

A. The Parking Services Department accepts payments via mail or in person. We accept cash, check and debit/credit cards (Visa & MC). Your citation must be paid within 14 days to avoid a late fee.

Q. What happens if I do not pay my citation?

A. If you have not paid your citation by the 14th day the Parking Services Department will assess a \$15.00 late fee to your account. At such time, a hold will be placed on your student account that will prevent you from registering for classes the following semester or receiving transcripts until the account is paid in full.

Q. May I appeal a citation?

A. Yes, your appeal must be received by the Parking Service Department within 14 days of your citation date. You can submit your appeal by filling out an appeal form at our department location or online. The online appeal form can be found by going to the below link:

www.usfsp.org/forms/parking/citation_appeal.htm

Q. What are the most common citations issued?

A. "No Current USF Permit" and "Improper Display of a Current USF Permit". These violations are typically caused by not displaying your permit within your vehicle.

Q. Can illegally parked vehicles be clamped or towed?

A. Yes, vehicles may be clamped or towed depending on the violation and/or if you have excessive (**more than 2**) outstanding citations.

Q. What do I do if my vehicle has been clamped or towed?

A. Please come by the Parking Services Department, Bayboro Hall, during normal business hours: Mon-Fri 8 am – 5 pm. You will be required to pay all outstanding citations and the service fee for clamping/towing your vehicle. You will receive a release slip that will allow your car to be unclamped or released from the impound area. Additionally, you will be required to pay the prevailing towing and storage fees by the towing company.