

8-1-2004

Parking at the University of South Florida Saint Petersburg : 2004-2005

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General Information

Parking permits are required to park at the University of South Florida St. Petersburg (USFSP) 24 hours a day, seven days a week. Permit types are used to designate parking locations on campus. Parking spaces are designated as reserved, gold, green, and time limited visitor spots in select locations. Some lots have multiple designations.

Individuals may purchase only one vehicle hangtag permit. USF hangtag 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.

How to Get a Permit

Permits may be purchased at the following location:

In Person or by Mail:

**USFSP
140-7th Avenue South
Parking Cashier-Bayboro Hall 132
St. Petersburg FL 33701**

**Monday thru Thursday 8:00 AM - 6:00 PM
Friday 8:00 AM – 5:00 PM**

Visitors

A visitor is any person who is not a member of the University community on ANY of the USF campuses. Students, faculty, staff, vendors/contractors, affiliates, or licensees **do not qualify for visitor parking access** 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 daily visitor permit through the cashier's 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. Those individuals who are on campus rarely and for short periods (e.g. less than 15 minutes, or occasional visitors picking up USF information/class schedules) may obtain a free courtesy permit at the Welcome Center on the SW corner 2nd ST & 5th AVE S.

Occasional Visitors may park free in designated visitor spaces only.

Rules and Regulations

The summary information contained in this brochure does not amend, modify or substitute for USF Parking Rules and Regulations. Copies of these regulations may be obtained by writing to:

USFSP

**Parking Services Department
140 7th Avenue S., ONE – 304
St. Petersburg, FL 33701**

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

http://www.stpt.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, meter, and citation fees are used to pay for parking systems on campus.

Where does the money go?

- Construction, improvement, and maintenance of university parking lots and garages.
- Debt payments
- Salaries of staff to operate parking business and motorist assistance program.

A more detailed explanation and graphical representation of Parking Services expenses is available by writing:

USFSP

**Parking Services Department
140 7th Avenue South, ONE 304
St Petersburg, FL 33701**

Bicycles

Registration of your bike is **FREE** and can provide important information to police in the event that it is stolen. Additional 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 SAFETEAM for an evening escort to your vehicle **(727-553-4723)** or the Campus Police **(727-553-4140)**.
- 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.

Motorist Assistance

- **Low Tire?**
- **Keys Locked in Your Car?**
- **Need to Jump Start Your Car?**

You can call Campus Police at 553-4140. The Department of Public Safety and Parking Services Department provides this service to our campus community free of charge.

Parking Enforcement

Parking rules and regulations are designed to: provide orderly parking for faculty, staff, students, and visitors; protect pedestrians; and to ensure emergency access to all buildings. Violation of these regulations can result in parking citations, immobilization, or towing of your vehicle, or loss of parking privileges on campus. **Only the Department of Parking Services has the authority to waive, amend, or grant exceptions to these regulations.**

Parking Services 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. **Those who park illegally for the sake of convenience invariably cause inconvenience to others.**

We appreciate your patience and consideration

Display of Parking Permits

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 553-4981 for possible options.

Hours of Enforcement

Parking is enforced 24 hours a day, 7 days a week including holidays, and academic breaks. This is because USFSP frequently has activities, several programs and special events during these times.

Violations 2004-2005

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

- Unauthorized parking in a Disabled space - \$275 fine
- Blocking access to a Disabled space/ramp - \$275 fine
- Displaying an altered/stolen/lost /revoked/counterfeit decal/permit - \$125 fine, parking for one year restricted and/or loss of campus parking privileges
- Unauthorized removal and/or damage to clamp - \$125 fine, replacement or repair cost to device and parking for one year restricted and/or loss of campus parking privileges
- Blocking a ramp - \$75 fine
- Unauthorized parking in a Reserved space - \$75 fine
- Unauthorized parking in a service drive or on grass - \$40 fine
- No current decal/permit displayed - \$30 fine
- Unauthorized parking in State Vehicle Space - \$30 fine

- Failure to park in assigned lot - \$30 fine
- Blocking traffic - \$30 fine
- Parking in "No Parking" Zone/Barricaded area - \$30 fine
- Parking in an angled parking space facing traffic - \$15 fine
- Double parked/parked over line - \$15 fine
- Improper parking permit display - \$15 fine
- Overtime violation - \$15 fine

Note: Parkers with a current annual or semester parking permit may stop at 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) complimentary courtesies per semester.

In Person or by Mail:

USFSP

140-7th Ave. South

BAY 132

St. Petersburg, Florida 33701

(727) 553-4510

Payment of Parking Fines

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

Parking citations must be paid in full within 14 calendar days of the date of the

citation was issued. Payments received after that time is subject to a late fee of \$15.

Amounts due Parking Services which are still outstanding after 30 days may be transferred to a collection agency, set off against staff pay warrants and student records placed on hold and class registration prohibited.

Immobilizing/Towing Vehicles

Vehicles may be immobilized or towed for the following reasons:

- Unauthorized use of Disabled parking
- 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 citations (More than 2)

Contact Public Safety (727) 553-4140 if your vehicle has been immobilized or towed.

Release of your vehicle will require payment of ALL outstanding fines and associated fees to Parking Services. A daily fee of \$30 will be assessed for 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, \$20 a day for storage, \$3 per mile, and up to \$60 administrative fee. Transportation to the towing company impound area is the responsibility of the driver.

Immobilization and towing of vehicles is a last resort! 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 of the citation was issued, **THE RIGHT TO APPEAL IS FORFEITED.**

Appeals may be made in writing, or electronically at:

http://www.stpt.usf.edu/parking_services/appeal_form.htm 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 Service Department 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)
- Displayed wrong or expired permit
- Traffic congestion
- Received bad verbal information
- Stated perception that designated parking area is not safe

If one is going to file a final appeal consider the following:

1. Make sure your reason for the appeal is not one of those listed above.
2. Prepare a concise written and/or oral argument not to exceed five (5) minutes.

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 many large metropolitan universities can be a challenge. The goal is to assure our guest and visitors have a positive parking experience at the beginning and end of their stay on campus.

Events may reoccur from year to year and become an integral part of the campus environment, however anything outside of the normal business and academic schedule for the University is considered a **special event**. Examples include but are not limited to: Workshops, Meetings, Conferences, Banquets, Ceremonies, Performances, Camps, or Seminars.

Parking arrangements must be made for staff, volunteers, vendors and guests.

Parking is only available in select parking lots and will be designated by Parking Services. During peak times of campus usage, off campus participants will need to make arrangement for parking with parking facilities off campus. If an event is small

enough and held during off peak times, limited spaces may be available on campus, however, a fee will be involved. A well planned event allows attendees to focus on the event and leaves them with an enjoyable experience and the feeling that they would like to return in the future.

Parking arrangements must be properly coordinated to make it part of this enjoyable experience. **A minimum of three (3) weeks advance notice is required to properly coordinate these events.**

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 arrangement for parking and secure permits for participants, coaches, staff, etc. **This means that Parking Services must be consulted at the beginning of the planning process for the event.**

Parking Rates at USFSP 2004-2005

Reserved – Annual.....	\$663.40
Gold Staff Lots – Annual.....	\$278.20
Green Staff Lots – Annual.....	\$165.85
Green Staff Lots – Semester.....	\$ 83.46

Affiliates – Annual.....	\$331.70
Vendor – Annual.....	\$219.35
Student - Annual	\$112.35
Student – Semester	\$ 56.71
Motorcycle	\$ 37.45
Monthly Permits.....	\$ 32.10
Daily Permits.....	\$ 3.00

Parking rates do include applicable sales tax.

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. USFSP Faculty/Staff permits will be allowed in the Tampa campus green Faculty/Staff lots only and all Sarasota Faculty/Staff lots. Tampa campus permits will be allowed in all St. Petersburg Faculty/Staff lots. (except:

“Park and Ride” and “Medical Resident” are limited to a designated location at the Children Research Institute lot 18) Only Gold permit holders from any campus may park in Gold lots.

Student permits shall be purchased for the campus of primary assignment. USFSP 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 USFSP student lots (except: “Park and Ride” and “Medical Resident” are limited to a designated location at the Children Research Institute lot 18)

In order to be consistent at all USF campuses, only staff and faculty are allowed to purchase Gold Decals. USF “Affiliate Decals” are not authorized in Gold spaces. At the USFSP campus, Gold Spaces will be open to USF green decal holders after 5:30 PM, weekends and academic breaks. USFSP Reserved parking is in effect 24/7, including Holidays and academic breaks.