UWF Parking Regulations
Effective July 1, 2004

The University of West Florida strives to provide a safe environment for employees, students and visitors and to provide facilities required for personal safety and health. If you have any questions, please contact Parking Services, Bldg. 90, or the University Police, Bldg. 19.

VISITOR PARKING: Visitors may pick up parking permits free of charge at the Welcome Center, University Police, or Parking Services. Failure to obtain a permit may result in a citation being issued to a visitor’s vehicle. Visitors may have their citation for failure to register vehicle or parking in a restricted area cleared by bringing the ticket to Parking Services, Bldg. 90, by the end of the day the citation was issued.

Purchasing a parking decal or hangtag does not guarantee a parking space. Vehicles may be parked only in areas designated by the color of the issued decal or hangtag. Vehicle registration expiration dates appear on each issued decal or hangtag. Expired decals must be removed from the vehicle. Only one decal is permitted per vehicle.
Registration Regulations

The following rules apply:
1. It is the responsibility of all UWF employees and students, to know UWF parking regulations.
2. If you are temporarily driving a vehicle other than your own, you must obtain a temporary parking permit at the University Police, Bldg. 19 (open 24 hours), or at the Welcome Center, Bldg. 81, or Parking Services, Bldg. 90 prior to parking on campus. A temporary permit will be issued free of charge.
3. Owners of decals or hangtags registered with the university will be held responsible for violations that are committed by other persons operating the vehicle with said permit.
4. Handicap permits are available through the state of Florida’s local tag office in accordance with Florida state statute, Chapter 316.1964. State-acceptable handicap placards must be displayed on vehicles parked in the university handicap parking areas. Persons with valid handicap placards are not required to purchase a UWF parking permit.
5. Any university employee, student or contracted employee who has a delinquent parking citation may not be allowed to renew their decal until all fines are paid.
6. Replacement decals are issued for a fee in the following cases:
   a) when a registered automobile is no longer being used on campus and/or is replaced by a different automobile (proof of prior decal must be furnished);
   b) when the decal/hangtag of a registered vehicle is lost, stolen or defaced (a complaint must be filed with the police), and proof of prior registration can be furnished.
7. Students enrolled at off-campus educational centers need to obtain parking permits if their vehicle is driven or parked on the UWF main campus. One-day permits can be obtained from the Welcome Center or Parking Services, Bldg. 90 at no cost to the individual. If any course work is to be completed on the Pensacola campus, the appropriate decal fee schedule will apply.
8. Off-campus traffic rules and parking regulations for the Fort Walton Beach Campus are available at the Fort Walton Beach Campus cashier’s office. Students attending classes at Eglin AFB should contact the UWF Eglin Center Administration Office, Bldg. 251, for parking information. OWC/UWF parking decals are invalid on the UWF Pensacola campus.
9. Retired UWF employees with at least 10 years of service in the State University System, who are no longer employed at the university, will be provided a free decal upon written request to the vice president for Administrative Affairs.
10. University employees who are assigned to work at off-campus locations will be issued free decals for the off-campus locations upon written request from their department head.

11. Students whose family members are university employees and who have their own vehicle must still obtain a student decal.

12. **VISITOR PARKING PERMITS**: Visitors are allowed to use metered parking spaces and designated visitor parking spaces/areas.

13. Active Alumni Association member decals are acceptable in lieu of visitor passes. All parking regulations will apply. Expired UWF decals must be removed.

14. Current employees and students are not eligible for visitor passes and are not entitled to park in visitor parking areas as a result of membership in the Alumni Association.

**DECALS/HANGTAGS AND TEMPORARY PERMITS**

Decals or hangtags may be purchased at the UWF Cashier’s Office, Bldg. 20E. They may also be purchased on-line by going to [http://nautical.uwf.edu/Compass](http://nautical.uwf.edu/Compass). They are issued for an academic year or semester, and only hangtags are transferable to another vehicle. When driving a different vehicle on campus your hangtag must be displayed. Decals must be affixed to the vehicle for which it was registered. No permit is transferable to another individual. Lost or stolen hangtags/decals must be reported to the University Police before a replacement can be purchased.

Temporary permits are issued at the University Police, Bldg. 19 South (open 24 hours); the Welcome Center, Bldg. 81, or Parking Services, Bldg. 90 for special circumstances such as daily visitors, vendors, business consultants, borrowed vehicles, temporary and volunteer workers and special user needs.

Special instructions will be given for other conveyances and for situations in which the designated location is inappropriate. Registrations are invalid when decals are not affixed permanently in the designated place and upright, or if registration form is not signed and complete.

**Resident Decals**

Residence/housing decals are obtained through the University Cashier’s Office. Residence/housing students are required to display the UWF resident decal. Upon sale or disposal of a registered vehicle, the decal must be destroyed.
Residence/housing students are restricted to parking in blue, red or orange curbs/areas based on their decal color 24 hours a day, 7 days a week with the following exceptions: such vehicles may also park in Lots #10 (water tower); 23, 25 and 31 (Center for Fine and Performing Arts); 73, 75 and 77 (College of Education); and 96, 98 (sports complex). Resident students moving from their dorm must purchase the appropriate decal and return the old decal to cashier.

IMMOLIZATION

Persons with six or more unpaid parking citations or with a vehicle parked in a 24-hour reserved space are subject to vehicle immobilization and an administrative fee of $25. Arrangements must be made within 24 hours to pay fines and/or have the immobilization boot removed or the vehicle is subject to towing. The owner is responsible for the towing fee and administrative fee.

PARKING SERVICES APPEALS PROCEDURE

Appeals of any citations issued for parking or registration violations will be conducted on two progressive levels. Forms are available for the first level of appeal at the University Police Department and Parking Services, Bldg. 90. On-line appeal is available on the Parking Services Web page http://uwf.edu/parking/appeal.cfm. Appeals must be filed within seven calendar days of issuance of the citation. The purpose of the Level 1 parking review process is to allow correction of any obvious issuance errors. Decisions by Parking Services will be posted in Bldgs. 19, 90, in the Student Government Office in Bldg. 22 and on the university Web page at http://uwf.edu/parking/appealresults.cfm. Also, personal notification of your results will be sent if email/mailing address is added to appeal form.

The second level of appeal is through the Parking Violation Appeal Board (PVAB) which rules on all parking citations upheld by Parking Services. Decisions by Parking Services to uphold parking citations will automatically be forwarded to the Parking Violations Appeal Board. The date, time and location of the next Parking Violations Appeal Board will be displayed on a list posted at Bldg. 19, University Police; Building 22, Student Government Office and Bldg. 90, Parking Services. Violators will be afforded an opportunity to appear before the board to present their appeal in person, if so desired; otherwise, all appeals will be heard in absentia. A citation submitted for appeal will be heard only once by the board. Decisions of the board will be posted in Bldg. 19, University Police; in Bldg. 22, SGA; Parking Services, Bldg. 90; and on the Parking Services Web page: http://uwf.edu/parking/appealresults.cfm. Personal notification of your results will be sent if email/mailing address is added to appeal form.
PAYMENT OF FINES

Violators of parking regulations are subject to citations resulting in assessment of fines.

Traffic Laws and Parking Enforcement

Traffic Citations

All state traffic statutes are enforced by the University Police Department. Traffic citations issued by university police officers for violations occurring on campus are answerable to the County Traffic Court of Escambia County, Florida. Fines for State Uniform Traffic Citations are established by the state of Florida and are payable through the appropriate court of jurisdiction.

Parking Citations

Any person receiving University of West Florida parking citations for violations on campus will pay the fine at the Cashier’s Office or appeal according to procedures described in this brochure. Parking fines paid at the university will be collected and receipted by the cashier. Monies collected from parking assessments and infraction fines shall be used to fund operating costs of the parking program at the university and provide for preventive and routine maintenance of lots, walkways and roadways on campus.

Persons with delinquent UWF parking violation fines may have their privilege of operating a motor vehicle on campus revoked and/or may have their vehicle towed and impounded at their expense. No person who is delinquent in the payment of a parking violation fee will be permitted to register at a state university, be granted a degree or be furnished an academic transcript during such delinquency.

a. Vehicles that create a hazard or constitute a nuisance will be towed away immediately at the owner’s expense.

b. Parking on grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited. Special loading or unloading requirements will be met upon request to the University Police. Prior approval must be received by calling ext. 2415.

c. Motor vehicles must park within one parking space only.

d. Restricted parking spaces. Spaces, lots and other specified areas are designated by posted signage or paint are restricted 24 hours a day, 7 days a week. These spaces include, but are not limited to, the following: Residence/Housing Parking, Special Permit Only, State Vehicle, Loading Zone, Visitor, Police and Service Vehicle Parking.
e. **Resident student parking only.** Blue curb (Pace and Argo Hall), red curb (Martin Hall) and orange curb (south dorm) spaces are reserved 24 hours a day, 7 days a week.

f. **NONRESIDENT/COMMUTER STUDENTS** must park in spaces designated as white, unpainted, or posted signage. **Open parking is 3 p.m. to 7 a.m., except in restricted spaces. Metered parking is free from 4:30 p.m. until 7:30 a.m. Parking permits are required at all times.**

g. **Handicapped decals.** Holders of handicapped decals may park in all unrestricted areas if reserved, handicapped spaces are not available.

h. **Yellow (faculty/A&P), and green (staff) employees spaces are reserved 7:30 a.m. to 3 p.m., Monday through Friday. Open parking is 3 p.m. to 7 a.m., except in restricted spaces. Yellow or green decals/hang tags are allowed to part at curbs with the corresponding decal color**

i. **Blue and gold (administrative) park according to the instructions on the decal/hang tag issued.**

j. **Lack of a parking space** will not be considered a valid excuse for violation of parking regulations.

k. **OVERFLOW PARKING** is allowed in white or unpainted curb areas when the spaces or areas assigned are occupied. Individuals who violate or abuse the overflow parking privilege may be issued citations for parking in a reserved/restricted area.

l. **Parking overtime** in areas with specified time limits or at an expired meter is prohibited (except as otherwise noted in this brochure).

m. **Loading Zones.** Parking regulations in Loading Zones will be enforced at all times. The period of use will be restricted to 30 minutes. Prior permission from Parking Services or University Police is required.

n. **Liability.** Any vehicle parked on campus will be parked at the risk of the owner. The university does not assume liability for vehicles or items left in the vehicles.

o. **Overnight parking** of any vehicle, including motorhomes, other than those with resident decals or hang tags, is not allowed. Residing or sleeping in vehicles parked on campus is not allowed.

p. **METERED/SPECIAL PARKING (Lot 22)** is available, unless otherwise reserved, to all university employees and students for limited intervals upon payment of a specified fee on the parking meter. Meters accept up to 25 cents for 30-minute parking only. Metered parking is free between the hours of 4:30 p.m. to 7:30 a.m., or on weekends and holidays. However, parking permits are required.

q. **MOTORCYCLES** park in designated spaces only. This is a 24-hour restriction.
Drivers must obey traffic control signs.

Police Emergency Numbers
911 or #UWF with AT&T wireless
*UWF with Cingular and Alltel,
UWF safety escort service: 474-2415

Vehicle Registration Fines

A. Failure to register vehicle/no decal or hang tag $20
B. Registration obtained through falsehood, misrepresentation, or incomplete information on the vehicle registration form $100
C. Failure to attach/display decal or hang tag in accordance with instructions. This includes improper display such as affixing decal to a location other than specified in the instructions and affixing decal upside-down $15
D. Attaching decal to a vehicle other than for which it was registered $15
E. Altering or defacing a decal or permit $25
F. Display of an expired decal or hang tag $20
G. Taping or temporarily affixing decal/permit to vehicle unless otherwise directed by Parking Services or University Police $15

Schedule of Parking and Traffic Fines

Unless stated otherwise in applicable laws of the State of Florida or the municipal code of the City of Pensacola or in ordinance established by Escambia County, a person who violates the provisions of these regulations shall be subject to payment of the following charges:

A. Overtime parking $10
B. Parking in restricted/reserved area $25
C. Parking over the line $15
D. Parking/driving on the grass/sidewalks $25
E. Parking obstructing traffic ____ $25
F. Parking in service area ______ $25
G. Parking in No-Parking zone ___ $25
H. Parking while suspended _____ $50
I. Parking in handicap illegally _ $100
J. Parking in fire lane ________ $100
K. Blocking handicap ramp ___ $100
L. Driving in unauthorized areas _ $25
M. Bicycle parked/ridden in unauthorized area $15

**Trolley Shuttle Service**

Trolleys provide a valuable and convenient alternative to finding parking, particularly when faculty/staff and nonresident student lots are congested. Convenient pickup and drop-off service is available at numerous sites around campus. Transportation fee for students is $1 per semester.

**Inter- and Intra-campus Transportation**

UWF provides trolley routes to meet most transportation needs of students, faculty and staff. Approximately 65,200 riders used trolleys in 2003.

**Vehicle Registration Parking Fees**

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<th>Classification</th>
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<tr>
<td>Administrative</td>
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<tr>
<td>Motorcycles</td>
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Replacement Decals—$2.50
Replacement Hang Tags – $10.00
Replace Hang Tag with Decal - $2.50, not transferable, and each additional cars must be registered and decal purchased.