

**UNIVERSITY of NORTH DAKOTA
FINANCE & OPERATIONS POLICY LIBRARY**

PARKING

Section 2, Finance
Policy 2.27, Parking
Responsible Executive: VP Finance & Operations
Responsible Office: Parking and Transportation Services
Issued: October 3, 2014
Latest Review / Revision: June 13, 2016



POLICY STATEMENT

Any motorized vehicle operated on the property of the University of North Dakota is subject to all regulations governing parking at the institution. All campus parking may be restricted to vehicles with permits which authorize parking in that area or where the pay-as-you-go fee has been paid. Parking enforcement is conducted year-round, 24 hours per day.

REASON FOR POLICY

The regulation of parking is a service to the University, and is intended to protect student, staff, and faculty pedestrian mobility; use available parking space in the best interests of the entire University; and maximize parking area consistent with land needs for the academic function, topography, financial feasibility, and maintenance of the natural beauty of the campus.

SCOPE OF POLICY

This policy applies to:

- | | |
|---------------------------------------|---------------------------------------|
| ✓ President | ✓ Faculty |
| ✓ Vice Presidents | ✓ Staff |
| ✓ Deans, Directors & Department Heads | ✓ Students |
| ✓ Area Managers & Supervisors | ✓ Others: <u>Visitors and Vendors</u> |

WEB SITE REFERENCES

This policy: <http://und.edu/finance-operations/files/docs/2-27-parking.pdf>
Policy Office: <http://und.edu/finance-operations/policy-office/index.cfm>
Vice President for Finance & Operations: <http://und.edu/finance-operations/>

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RELATED INFORMATION

Activity/Event Approval Form	http://UND.edu/public-safety/files/docs/activity-event-approval-form.pdf
Housing Parking Policy and Apartment Zone Parking Maps	http://UND.edu/student-life/housing/apartments/apt-policies.cfm
How to Avoid a Citation	http://UND.edu/finance-operations/parking-transportation/avoid-citation.cfm
How to Pay a Fine	http://UND.edu/finance-operations/parking-transportation/pay-citation.cfm
How to Purchase a Permit	http://UND.edu/finance-operations/parking-transportation/permits/index.cfm
Maps and Parking Zones	http://UND.edu/finance-operations/parking-transportation/parking.cfm
North Dakota Department of Motor Vehicles	www.dot.nd.gov
Parking Fines and Violations	http://UND.edu/finance-operations/parking-transportation/fines.cfm
Parking Ramp Information	http://UND.edu/finance-operations/parking-transportation/ramp.cfm
Parking and Transportation Services Website	http://UND.edu/finance-operations/parking-transportation/
Visitor Parking Information	http://UND.edu/finance-operations/parking-transportation/parking.cfm

CONTACTS

Specific questions should be directed to the following:

Subject	Contact	Telephone	Department Email / Web Address
Policy Content & Clarification	Parking and Transportation Services	(701) 777-3551	parking@UND.edu http://UND.edu/finance-operations/parking-transportation/
Event Parking	Parking and Transportation Services	(701) 777-3551	parking@UND.edu http://UND.edu/finance-operations/parking-transportation/
Parking Enforcement	Parking and Transportation Services	(701) 777-3551	parking@UND.edu http://UND.edu/finance-operations/parking-transportation/
Purchase a Permit	Parking and Transportation Services	(701) 777-3551	parking@UND.edu http://UND.edu/finance-operations/parking-transportation/
Visitor Parking	Parking and Transportation Services	(701) 777-3551	parking@UND.edu http://UND.edu/finance-operations/parking-transportation/

DEFINITIONS

Affiliate	An individual or group of individuals afforded specific privileges at the request of a UND sponsoring department.
Americans with Disabilities Act Amendments Act (ADAAA)	This Act prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.
Campus	All University property shown on the campus map included in the Annual Security and Fire Safety Report (ASFSR) as well as other properties controlled by UND through agreement which may not appear on the ASFSR map.
Construction Employee	Any person employed by a company which is engaged in the construction, renovation, or repair to campus buildings or other facilities.
Contract Employee	Any person, not a student or employee, who renders on-campus services to the University of North Dakota through the provisions of a contract for services.
DMV	Department of Motor Vehicles
Employees (Faculty or Staff)	Any person, other than a student, who renders services to the University of North Dakota for remuneration. This category includes all faculty, administrative and staff personnel employed by the University.
Fire Lane	An area specifically designated by sign(s) and/or street markings containing the phrase "Fire Lane". Fire Lanes are reserved for use by emergency vehicles for emergency access to campus facilities.
Immobilization (Boot)	A locking device applied to one or more wheel of a vehicle so it cannot be moved until enforcement staff removes the device.
Loading Zone	An area specifically designated by sign(s) and/or pavement marking with the phrase "Loading Zone".
Maintenance Vehicle	A University motor vehicle used primarily to affect repairs and/or maintain campus buildings and facilities.
Motor Vehicle / Motorized Vehicle	An automobile (e.g., car, truck, pickup, etc.), a motorcycle (e.g., motor-driven cycle, scooter, moped, etc.) or any other self-propelled vehicle designed for running on land but not on rails or water. This excludes, but is not limited to motorhomes, RVs, campers, trailers, and boats.
Parking	The standing of a motor vehicle, whether occupied or not.
Parking Citation	A citation for violation of the University of North Dakota parking regulations and a notice of right to appeal within fourteen calendar days of the date of violation.
Parking Enforcement Officer	An employee of the University of North Dakota authorized to issue parking citations.
Parking Ramp	The parking ramp located on the corner of Columbia Road and 2nd Ave. North.
Parking and Transportation Services	UND department responsible for assisting customers with the purchase and distributing of parking permits, receiving parking fine payments, making parking arrangements for on-campus events, and maintaining parking permit records and citations. The department also provides for the maintenance and designation of campus parking facilities.
Pay Station	A device to accept payment for short-term parking.
Pay-As-You-Go Parking	Parking spaces included in the ramp, visitor pay lots and metered parking.

Retiree	For the purpose of this policy document, an individual that has “retiree” listed as their status in PeopleSoft at the time a parking permit is purchased and/or renewed.
Service Vehicle	An employee’s personal vehicle – displaying a “DSV” permit in addition to a valid “A” zone permit – used to travel across campus to conduct official University business.
Student	Any person, other than a full-time employee of the University of North Dakota, who is enrolled either full or part-time and includes persons enrolled to audit one or more classes, as well as students enrolled in the ELS Program.
Tow	Removing a motor vehicle from the UND campus by tow truck.
University	The University of North Dakota
UPD	University Police Department
Vendor	Any person, not an employee, student or contract employee, who provides sales and/or services to the University of North Dakota.
Visitor/Guest	Any person other than a student, employee, construction employee, contract employee, affiliate, retiree, or vendor who parks a motor vehicle on campus.

PRINCIPLES

OVERVIEW – The intent of this enforcement policy is to help control and reduce the amount of illegal parking on campus by holding offenders accountable for their actions. Illegal parking reduces the amount of available parking and is unfair to those who have purchased permits and properly adhere to Parking and Transportation Services regulations.

Any motorized vehicle operated on the property of the University of North Dakota is subject to all regulations governing parking at the institution. The operation of a motor vehicle on University property is a privilege granted by UND and is not an inherent right of any faculty/staff member, student, or visitor. Since parking is limited, faculty, staff, and students should consider their needs carefully when applying for parking privileges. Such privileges may be denied, revoked, suspended, or modified by Parking and Transportation Services, University Police Department, or the Office of the Dean of Students.

All faculty, staff, and students must comply with parking rules and regulations as part of employment, appointment, or enrollment. The regulations also apply to visitors and are considered part of the terms and permission to be on campus.

All faculty, staff, students, and visitors who park on UND property must have a University parking permit or park in the parking ramp, metered space, or visitor pay lot. A parking permit identifies an individual that has been granted the privilege of parking a vehicle on University property, but does not guarantee a parking space on campus. Parking enforcement is conducted year-round, 24 hours per day. UND rules and regulations do not differ during holidays or breaks. Failure to purchase a permit may result in citation, fines, boot, tow, or other disciplinary action if a vehicle is parked inappropriately.

Parking and Transportation Services is a self-supporting entity of the University of North Dakota. The basic premise requires those who use campus parking to pay for the service. Payment is made through the purchase of a permit, use of a pay-as-you-go option, arrangement for event parking, or payment of a fine. All the money collected from parking ventures goes to support parking. The program does not receive tax or tuition money, but uses the money it collects from permit sales, pay-as-you-go options, events, and fines to pay for all parking-related expenses. These expenses include new construction, maintenance of existing facilities, utilities, and signage.

The regulation of parking is a service to the University, and it is intended to protect student, staff, and faculty pedestrian mobility; use available parking space in the best interests of the entire University; and maximize

parking area consistent with land needs for the academic function, topography, financial feasibility, and maintenance of the natural beauty of the campus. The University may amend these regulations at any time. Advance public notice of changes will be given if possible.

It is the responsibility of each member of the University community to read, understand, and abide by the regulations.

APPLICABILITY – This policy applies to the drivers, owners, or registrants of all motor vehicles on the University of North Dakota campus, and is enforced year-round, twenty-four hours a day, unless otherwise announced. The person purchasing the permit, (or the owner or owner’s family member), is responsible for all citations issued against the vehicle.

PROOF – The issuance of a citation constitutes sufficient evidence that a violation occurred at the location, date, and time referenced on the citation.

It is impossible to determine whether or not a citation was on the vehicle when the owner returned. A presumption will therefore, govern: a citation placed on a vehicle is there when the owner returns.

When it is determined that a University of North Dakota student, faculty, or staff member (past or present) has the same address or last name as the registered owner of a vehicle with outstanding citations, a review will be performed to determine who is the responsible party. Based upon the information obtained from UND and the State Department of Motor Vehicles, the University of North Dakota student, faculty, or staff member may be held responsible for those citations, rather than the registered owner. Any vehicle that is found to be registered to a relative of a current or previous University of North Dakota student, faculty, or staff member will become the responsibility of that current or previous UND member, unless the registered owner takes responsibility for the parking violations by making payment in full. When no current or previous University of North Dakota student, faculty, or staff member is found, the registered owner/leaser/renter of the vehicle – at the time of the violation – will become responsible for the parking violations. Students, faculty, and staff are responsible to inform guests of the parking policy, or may be responsible for paying violations incurred by their guests.

LIABILITY for PROTECTION of MOTOR VEHICLES – UND, its officers, and employees, are not liable for the care and/or protection of any motor vehicle or its contents at any time while it is being operated or parked on/in any area subject to University jurisdiction. Theft or damage that occurs should be reported to the University Police Department.

PROCEDURES

Motor vehicles may be parked only in areas designated as parking areas by signs or street/pavement markings, except when otherwise directed by a parking enforcement or law enforcement officer actively engaged in directing traffic on campus.

Motor vehicles may park only in areas or spaces for which the permit is valid. Permits must be clearly visible and displayed in accordance with instructions issued by Parking and Transportation Services.

Parking is prohibited in areas posted or marked as “fire lane,” “no parking,” and in areas not designated as parking areas by signs or pavement markings.

Motor vehicles parked in violation of these regulations may be fined, immobilized, towed, and/or impounded at the owner’s expense and risk, and will not be released until all unpaid parking fines, and towing and impound fees (including daily storage/impound) have been paid.

Chalk marks or symbols placed on a motor vehicle by an officer may not be altered, erased, removed, or obliterated during a vehicle’s time in an occupied space.

In the absence of a sign at the entrance to a lot, refer to the UND Parking Zone Map located on the Parking and Transportation Services website to determine the regulations for that lot.

Parking Permits

Permits must be clearly displayed in accordance with instructions provided by Parking and Transportation Services. Any alteration of a permit will render it invalid. State Fleet vehicles are not required to display a parking permit; however, they are only permitted to park in Blue “S,” Red “A,” and Brown “A/S/H” zones, as well as Service Vehicle Spaces.

Individuals parking a vehicle in identified campus parking zones must obtain and display a valid parking permit. Permits are required in all zones except when parked in:

1. The parking ramp using the pay-as-you go option,
2. Metered spaces,
3. Visitor parking lot using the pay station,
4. The Memorial Union loop (limited to 30 minutes in one four-hour period),
5. Loading/unloading zones,
6. Areas designated as public parking for a special event,
7. Visitor parking lots/spots at locations such as Gorecki Alumni Center, Center for Innovation, EERC, or
8. City street parking.

Faculty, staff, and students must purchase permits online through Campus Connection or Employee Self-Service. It is the faculty, staff, and student’s responsibility to select the correct permit type. Failure to purchase the appropriate permit may result in parking citations or delayed permit delivery. Ownership and use of parking permits are not transferable to any other person. Permits are not to be resold, traded, shared, or gifted. Sharing a parking permit may result in a valid citation being issued to the permit holder rather than the owner of the vehicle.

If a student elects to purchase a permit using the “Student Account” payment option through Campus Connection, the price of the permit is charged to his/her account and payment is due in full no later than the day after financial aid is disbursed. If payment is not made in full or if the permit is not returned to Parking and Transportation Services by this date, the student will be assessed \$30 in addition to the permit price, as well as have parking privileges suspended. Additionally, any vehicle displaying the permit on campus is subject to boot or tow. Once the vehicle has been immobilized or towed, the vehicle will not be released until all parking charges are paid for in full.

Annual parking permits expire August 15. New permits must be purchased and in place by August 16. Failure to display a current parking permit can result in a valid parking citation.

MOTORCYCLE PERMITS – “A,” “S,” “H,” “RCA,” “RCS,” and “PR” permit holders are eligible to receive one motorcycle decal at no charge each permit year. Additional motorcycle decals can be purchased by these permit holders (limit 2). Motorcycle decals must be affixed to the front windshield or on one of the front forks in order to be considered valid. Any motorcycle parked on campus must be registered with UND Parking and Transportation Services and display a valid motorcycle decal. Motorcycles are permitted to park in the hash marks of their assigned lot, providing they are not creating a safety hazard, parked in a no parking zone (indicated by a sign), parked in handicap hash marks, or blocking any roadway/walkway. This does not include metered or timed zone spaces. The Memorial Union loop has a 30-minute designated area for motorcycles. Motorcycles cannot be stored on campus during winter months. The southeast corner of the first level in the parking ramp is reserved for motorcycle parking during seasonally appropriate weather. Motorcycles are only allowed on level 1 of the parking ramp. If the designated motorcycle area on level 1 is full, exit the ramp and find another appropriate site to park.

TEMPORARY PERMITS – Visitors may purchase temporary permits through Parking and Transportation Services. Temporary permits are valid only in the zones and dates indicated on the pass. Temporary permits are not to be resold, traded, shared, or gifted. Sharing a temporary parking permit may result in a citation being issued to the permit holder rather than the owner of the vehicle.

ADMINISTRATIVE GUEST PARKING PASSES – All University guests have the option of parking in the parking ramp, visitor pay lot, or in metered parking at their own expense. Parking may be provided for persons invited to campus by administration for official UND business. Parking and Transportation Services is responsible for managing administrative guest parking passes used by the University President and Vice Presidents. Vendors and consultants receiving payment for services that require them to be on campus may not receive an administrative guest pass, rather they must purchase a guest permit online or directly from Parking and Transportation Services.

All administrative parking passes must be requested via email. Complete the administrative guest parking pass request form and email it to Parking and Transportation Services. Requests should be submitted at least five business days in advance of the date the guest will be on campus. If a pass is needed in less than 24 hours, call Parking and Transportation Services after emailing the request form. A list of personnel authorized to request administrative parking passes is on file with Parking and Transportation Services.

Administrative guest passes must be displayed on the dashboard of the vehicle while the vehicle is parked on campus. Administrative guest passes are only valid in “A,” “S,” “A/S/H,” metered spaces, and visitor pay lots. Moreover, administrative guest passes are not valid for use in the parking ramp, time or tow zones, service vehicle/maintenance spaces, or handicap spaces without a state issued ADA permit; and may not be used for event parking. Administrative guest passes may not be shared or gifted to others.

RETIREE PERMITS – As a courtesy service, retired UND faculty and staff are eligible for an annual parking permit at a reduced fee. Eligible retired faculty and staff must submit a UND Retiree Parking Permit Application and permit fee to Parking and Transportation Services. Permits held by retired faculty and staff are not to be resold, traded, shared, or gifted.

PERMIT FEES – A full schedule of parking permit fees is available online through the Parking and Transportation Services website.

PERMIT REFUNDS – Faculty, staff, affiliate, and student permits may be returned for a partial refund if it falls within the refund schedule. Retiree permits, as well as temporary and guest passes, are non-refundable. Permits must be brought to Parking and Transportation Services where a refund may be issued. For a refund schedule visit Parking and Transportation Services website or reference Appendix 3 - Refund Schedule.

Permits must be returned upon termination of employment. The balance owed on the permit will be billed to the employee for unreturned permits.

LOST or STOLEN PERMITS – The University is not responsible for lost or stolen permits. Lost or stolen permits should be reported to Parking and Transportation Services immediately. Citations issued prior to reporting the permit lost or stolen will be the responsibility of the permit holder. Replacement permits can only be purchased after completing and signing a form at Parking and Transportation Services, as well as paying a replacement fee. Any vehicle displaying a lost, stolen, forged, or altered permit is subject to the following administrative actions through Parking and Transportation Services:

1. A \$100 fine for displaying a forged/altered permit or lost/stolen permit,
2. An immediate tow/impound of the vehicle,
3. A theft of service fee of \$20/week based on when permit was reported invalid/lost/stolen,
4. A loss of parking privilege for the remainder of the academic year,
5. Any other fine not mentioned above, and
6. Vehicle immobilization by a boot.

A fraudulent report may also result in criminal action, UND disciplinary action, and/or loss of parking privileges.

PARKING ZONES – Subject to modification, the parking permit classifications and parking zone privileges are shown below. Permits are not valid in spaces designated for loading/unloading zones metered areas, no parking zones, and fire lanes. Parking permits are color coded by zones or coded to particular lots.

1. Red (A): Zones designated for faculty and staff with a red “A” permit. Vehicles with “S” and “H” permits may park in these zones, with the exception of the “A” zone located in the parking lot west of Wilkerson Hall, between the hours of 4:30 p.m. and 3 a.m.
2. Brown (A/S/H): Zones designated for anyone with a University of North Dakota “A,” “S,” or “H” parking permit. Specific “A/S/H” zones allow overnight parking. For “A/S/H” zones where overnight parking is prohibited, no parking is allowed between the hours of 3 and 6 a.m. These zones are clearly marked with signage.
3. Accessible (Handicap): Zones requiring the appropriate state-issued handicap permit and a valid UND permit.
4. Pink (PR): Park and ride zones provide a reduced permit price for students, faculty, and staff who are willing to park at the perimeter of the campus and utilize the campus shuttle service to reach their destination. No overnight parking is permitted in the airport or Ralph Engelstad Arena (REA) “PR” zones. Vehicles parked in an REA “PR” zone must be moved by 5 p.m. on event evenings.
5. Blue (S): Zones designated for students who live off-campus and who have a blue “S” permit.
6. Gray (Reserved): Zones marked by signs and enforced 24/7. You must have a special permit to park in these zones.
 - a. Gray (RCS): Zones designed for students with a reserved spot in the parking ramp. Vehicles may also park in “S,” “H,” and “A/S/H” zones.
 - b. Gray (RCA): Zones designed for faculty and staff with a reserved spot in the parking ramp. Vehicles with a gray “RCA” permit may also park in “A” and “A/S/H” zones.
 - c. Gray (AVP and AD): Designated reserved spaces for “AVP” and “AD” permit holders. These spaces are marked by signs and enforced 24/7. You must have a special permit to park in these zones.
7. Black (Maintenance Vehicle): Zones restricted 24/7 for use by University maintenance vehicles.
8. Black (DSV): Zones designated 24/7 and limited to 90 minutes for departmental service vehicles with a “DSV” permit or reserved permit. After 4:30 p.m. these zones may also be used for 30-minute parking by any UND permit.
9. Green (H): Zones designated for students who live in University residence halls or Greek units who have a green permit beginning with an “H.”
 - a. Green (HJFS): Johnstone, Fulton, and Smith
 - b. Green (H18): Selke, Brannon, McVey, Noren, West, and University Place
 - c. Green (HMU): Swanson Hall, Conference Center, and Greek housing
 - d. Green (HPR): Walsh, Bek, Hancock, Squires, and Greek housing
10. Visitor: Zones are marked by signs and enforced 24/7. Spaces are only to be used by visitors/guests who are visiting campus. UND staff, faculty, student, affiliates, retirees, construction employees, contract employees, or vendors are not eligible to park in visitor spaces.
11. On-Campus Apartments: Zones designated for on-campus apartment lots. Apartment residents (except residents of Hamline Square) must purchase a parking permit for this zone: “HAPT” or “RCS” for students and “A” or “RCA” for faculty and staff. The “HAPT,” “A,” “RCS,” or “RCA” permit will allow the resident to purchase one additional “APT” parking permit. Any person who is listed on the lease may be eligible for one additional “APT” permit if the student or faculty/staff leaseholder has purchased the appropriate “HAPT” or “A” permit, as well as submitted the required verification form.
 - a. Parking and Transportation Services will mail out all “APT” permits within five business days of receiving payment and the required verification form. The leaseholder (“HAPT” or “A” permit holder) who purchases the “APT” permit will be responsible for any citations issued to either permit and/or vehicle.

- b. Citations may be issued if the “HAPT” and “APT” permits are found to be in violation of UND parking regulations (i.e., parked outside of the designated apartment zone as posted on the Housing website, permit given to an ineligible individual or shared/ swapped) and the “HAPT” or “A,” as well as the “APT” permit, may be revoked and deemed ineligible for a refund. Parking and Transportation Services will notify Housing of any such violations. Housing will consider this type of action under the lease and policy violations.
 - c. The “HAPT” permit will be eligible for the student’s designated housing parking lot (as posted on the Housing website) 24 hours a day, as well as “A/S/H” (brown) zones across campus and for the parking ramp (in the spaces allocated to the student shared account) between 4 p.m. and midnight. Maps for each apartment area (designated Housing parking lot – as posted on the Housing website) can be found by accessing the following link: <http://und.edu/student-life/housing/apartments/apt-policies.cfm>.
 - d. The “APT” permit will allow a resident to park only in his/her designated housing parking lot 24 hours a day. Maps for each apartment area (designated Housing parking lots) are posted on the Housing website.
12. While Hamline Square residents are not required to purchase a permit, residents must obtain an “H” decal from Housing. This allows residents to park in the Hamline Square lot and garage. To park on-campus, in a location other than the apartment lot or garage, Hamline Square residents need to purchase an “S” permit.
13. For a list of parking permits and corresponding zone information see Appendix 1 – Definition of Permits and Assigned Parking Zones.

All of **Centennial Drive**, as well as portions of **2nd Avenue North** (in front of Hyslop), **Campus Road** (in front of Upson) and **Cornell Street** (Starcher to Leonard) are **No Parking** zones. Vehicles may be issued valid citations for parking in these No Parking zones, even if the driver remains in the vehicle. This is a safety concern for both pedestrians and emergency vehicles.

Enforcement of Handicap Parking Spaces

Vehicles with a state-issued ADAAA hangtag and/or license plates, in addition to a UND-issued permit, are authorized to park in any marked handicap parking space. All vehicles belonging to students, faculty, staff, visitors, affiliates, and retirees should display both the UND permit and the ADAAA hangtag with the UND permit in front of the ADAAA hangtag.

Faculty, staff, and students must contact the Department of Motor Vehicles (DMV) to request a handicap accessible parking hangtag and/or license plate. Faculty, staff, or students who have a valid UND parking permit and request short-term (two weeks or less) handicap accessible parking must bring a note from their doctor to Parking and Transportation Services. Parking and Transportation Services will issue a two-week temporary accessible parking pass at no additional charge. If the individual does not have a valid UND parking permit, he/she can purchase a temporary permit by the day or the week (up to two weeks) allowing for parking in an accessible zone.

If an individual with a valid ADAAA hangtag fails to display it resulting in a citation, Parking and Transportation Services will reduce the citation to a Failure to Display citation one time during the permit year (August – August) after a citation appeal has been submitted. All future citations for this type of violations during the permit year will be considered valid and will not be adjusted.

Penalty for displaying a forged, altered, or handicap tag issued to another individual may result in \$100 fine and disciplinary action even if the tag is correctly displayed in the right zone. If a handicap tag is found being used by an individual other than the DMV-issued owner, the handicap placard will no longer be valid on campus. Subsequent use of the placard on campus will result in a citation and possible impoundment, regardless of who is driving the vehicle.

Parking Ramp

A limited number of student, faculty, and staff spaces are available for permit holders. Parking ramp permit holders “RCA” and “RCS” are eligible to park on levels 1, 2, and 3. “S” permit holders are eligible to park on levels 4 and 5 between 5 a.m. and midnight (subject to shared space availability). “A” and “H” permit holders are eligible to park on levels 4 and 5 between 3:30 p.m. and midnight (subject to shared space availability).

The ramp is open to any individual for pay-as-you-go parking. Pay-as-you-go parking is open on levels 4 and 5. The pay station is located in the level 1 lobby. Payment methods include cash and credit card. For a list of pay-as-you-go pricing visit Parking and Transportation Services website or reference see Appendix 2 – Pay-As-You-Go Pricing.

Overnight parking between the hours of midnight and 5 a.m. is prohibited for “A,” “S,” and “H” permit holders. Vehicles using the pay-as-you-go parking option may park overnight if their pay-as-you-go ticket is visible on the left side of the front dashboard of the vehicle.

“RCA” and “RCS” ramp permits are also valid in “A” lots for faculty and staff, and “S” lots for students.

If Parking and Transportation Services finds proof that a driver pulls a ticket to enter the ramp, but then claims to have gained access with their parking permit, they will be responsible to pay to park. A lost ticket charge may be accessed to the driver through their campus account after proof has been found. Additionally, false reports submitted by the driver may be turned over to the Dean of Students Office or his/her supervisor for possible disciplinary action.

Citations and Payment of Fines

The person in whose name a motorized vehicle is registered, at the time the citation is issued, or the person who normally operates that vehicle may be held responsible for all citations identified to the vehicle. If a parking permit is displayed, then the owner of the parking permit is responsible for that citation.

A vehicle may be issued multiple citations and fines for multiple violations at one time. A vehicle may be issued additional citations for the continued noncompliance of parking policy, not to exceed one citation per four-hour period for the same violation.

Warning citations may be issued at the discretion of the issuing officer. One warning citation per vehicle may be issued during the first week of a semester for No Permit and Parked Other Than Assigned violations in order to facilitate the schedule adjustments of the campus community. Any future violations incurred by the same vehicle may result in a citation that will not be waived. The issuance of a warning citation is a recorded instance of the infraction of a parking regulation by a specific vehicle. The issuance of a warning citation influences the discretion utilized and the action taken by Parking and Transportation Services and/or the University Police Department during subsequent infractions of parking regulations by the same vehicle. These warnings do not require payment of a fee or post to an individual’s financial account.

Citation fines may be paid online or through Student Account Services either in person or by mail. Violation notices (citation or statement) should accompany payment. Payment is due upon issuance of citation. It is the responsibility of all students, faculty, and staff to check his or her campus account for charges that may be present. Failure of a citation to transfer to a campus account does not release the responsible party from liability of payment. A full list of citations and fines may be found on the Parking and Transportation Services website as well as in Appendix 4 - Citation Types.

If an individual with a valid UND parking permit is parked in the correct zone, but fails to display their permit which results in a citation, Parking and Transportation Services will reduce the citation to a warning citation one time during the permit year (August – August) after a citation appeal has been submitted. Anyone who receives a No Permit violation, but then purchases an annual parking permit and appeals their citation within 14 days, will be eligible to have the initial citation reduced to a warning. All future citations for this type of violation

during the permit year may be reduced from a No Permit Receipt Displayed to Failure to Display citation through the appeal process.

Parking and Transportation Services reserves the right to review citations, unpaid tickets, repeated violations, and other information during the course of its daily business.

Students with unpaid delinquent citations are not permitted to register or obtain or transfer records or diplomas. No personal checks will be accepted for release of hold on official transcript.

Faculty or staff with unpaid citations will not be permitted to purchase new permits.

If an account of unpaid fines or other charges remains outstanding, the account may be referred to a collection agency for collection.

Parking and Transportation Services reserves the right to review parking behavior, including citation records to determine if frequent and/or recurring violations are being made. Excessive violations exist whenever three or more unpaid citations have been issued to a vehicle not registered with UND Parking and Transportation Services or ten or more unpaid citations have been issued to a vehicle registered with UND Parking and Transportation Services or posted to the account of any owner/operator. Vehicles with excessive violations may be immobilized until all fines are paid in full (by cash in person or credit card online). Vehicles not registered with UND Parking and Transportation Services may be immobilized when they exceed \$60 in unpaid fines or are repeatedly in violation of parking policy and procedure or at the discretion of UPD or Parking and Transportation Services. Vehicles registered with UND Parking and Transportation Services to a current UND faculty, staff, or student may be immobilized when they exceed \$100 in unpaid fines or are repeatedly in violation of parking policy and procedure or at the discretion of UPD or Parking and Transportation Services.

UND reserves the right to suspend parking privileges as a consequence of frequent and/or recurring violations of UND parking policies. Individuals that park on campus after having their parking privileges suspended are subject to a Suspended Privileges citation and \$100 fine each time the vehicle is found on campus, and may be towed at the cost of the violator.

Any individual caught tampering with Parking and Transportation Services property may be penalized and referred to the Dean of Students Office, University Police Department, or their supervisor. This includes, but is not limited to:

1. Damaging parking signs;
2. Damaging the parking ramp, meters, visitor pay station; or
3. Damaging immobilization devices.

The Parking and Transportation Services Business Manager, the Dean of Students Office, and/or University Police Department may exercise discretion to deal with special circumstances not covered by these regulations. If the violation code does not match the committed offenses, Parking and Transportation Services, the issuing enforcement officer, or the University Police Department may amend the violation codes at any time. The fine amount will not be reduced in these instances. Any reduction of a citation will go through the appeal process.

Grand Forks City ordinances cover moving violations on the University campus and may cover standing or parking violations on city streets within the UND campus. Payment of these citations must be done through the City of Grand Forks and not through the University.

Verbal, including the use of threatening or vulgar language, or the physical assault of parking enforcement officers or parking staff will not be tolerated. Individuals engaging in this type of behavior are subject to the University disciplinary process, criminal prosecutions, and/or loss of parking privilege.

Booting, Towing and Relocating Vehicles

Vehicles may be towed from the campus at any time if they create a safety concern, interfere with the efficient operation of the traffic and parking on campus, have been immobilized for more than 36 hours, or if parked in

an area not specifically designated for or designed as a parking area. All fines and charges for towing and/or storage fees are the responsibility of the owner/operator.

No personal property or vehicles (including boats, trailers, motor homes, etc.) may be permitted to be stored or parked on the campus without prior permission from Parking and Transportation Services. Such property or vehicles are subject to impoundment.

Situations in which booting, towing, or relocating may be necessary include, but are not limited to:

1. Displaying a stolen, altered, or counterfeit permit;
2. Causing a safety hazard (fine lane/fire hydrant);
3. Blocking a roadway or driveway;
4. Parking in a reserved space when the space is identified by signage; or
5. Failing to move a vehicle within a reasonable amount of time after notification.

ABANDONED VEHICLES – A vehicle will be considered abandoned if it appears inoperable (i.e., flat tires, broken windows, etc.) and has not moved for five or more days, regardless of valid license plate or permit. Abandoned vehicles will be towed after a tow notification has been posted on the vehicle for 36 hours stating date by which vehicle must be moved, unless vehicle is proven to be operable.

SNOW REMOVAL – Snow removal in campus parking lots on campus is a joint effort between Facilities Management and Parking and Transportation Services, with priorities set by Facilities Management.

When removing snow from campus parking lots, Facilities Management must meet the transportation and mobility needs of the campus community and work with available resources to maximize safety and ensure University continuity. Priorities have been set to make snow removal as efficient and effective as possible. Cooperation from the campus community is required to accomplish this task.

Prior to semester breaks, instructions may be emailed to permit holders regarding alternate parking arrangements to facilitate snow removal. It is the permit holder's and visitor/guest's responsibility to remain aware of the parking instructions during this time. Vehicles will often be required to move to the parking ramp or overflow parking lots to allow for plowing operations to proceed.

Visitor/Guest Parking

Campus visitors are subject to University parking regulations at all times, and may park in a designated visitor space, use a pay-as-you-go option, or obtain a parking pass (directly from Parking and Transportation Services or the department in which they are visiting).

Departments are responsible for clearly disseminating parking options and regulations to their guests. To help ensure a pleasant experience for guests while on campus, departments should communicate parking rules and regulations prior to the visit. The following options will help the department accurately advise their guests:

1. One-Day and Weekly Guest Parking Passes are available for departmental purchase in booklets of 10.
2. Guests who will be responsible for their own parking needs may use the pay-as-you-go option in the parking ramp (corner of 2nd Avenue North and Columbia Road), the visitor lot (off Centennial Drive), or a parking meter. Parking in any other parking lot on-campus requires a parking pass which may be purchased directly through Parking and Transportation Services, Twamley Hall Room 204 (M-F 8 a.m. – 4:30 p.m.).
3. Departments should submit an Activity/Event Approval Form through the Office of Safety for all events held on campus. The form should be submitted at least two weeks prior to the proposed event.

Citations sent to Parking and Transportation Services with “guest” or “visitor” written on them, will not be waived and are still considered to be valid.

MEDIA VEHICLES – Clearly marked news media vehicles may have access to parking on campus for reporting purposes. News media vehicles may not park in any spot marked “reserved.” This includes handicapped accessible parking spots (unless the journalist's vehicle displays a state-issued handicap parking

permit). Vehicles may not block building entrances, pedestrian pathways, or emergency vehicle access. Media are asked to contact Parking and Transportation Services to make special parking arrangements for satellite trucks.

Parking Lot Preemption (Special Event Parking)

Parking is an increasingly scarce commodity on campus and the cost of maintaining, enhancing, and building parking facilities is increasing. In fairness to the University community, events utilizing these facilities must share in their expense. Anyone sponsoring an event on campus is requested to coordinate their events with Parking and Transportation Services. If there is a problem with parking, it reflects poorly on the event sponsors, the University, and Parking and Transportation Services. Parking regulations are enforced 24 hours a day, seven days a week, so it is important that all requests for event parking are coordinated through Parking and Transportation Services.

Requests for special event parking must be submitted by departments using the Activities/Events Approval process, detailing the nature of the event, date(s), time(s), and parking lot(s) involved. If the event is approved, details on staffing, costs and signage will be determined by Parking and Transportation Services and communicated to the department/event sponsor. For the special event fee structure reference Appendix 5 – Event Rate Structure. Parking and Transportation Services reserves the right to increase the rate charged if the number reported during the event is found to be in excess of the number originally requested.

The department/event sponsor is then responsible to clearly communicate the parking arrangements to their guests.

All requests for special event parking should be made at least two weeks prior to the event. Parking and Transportation Services is a self-supporting entity. As such, fees are collected from those who park in the University's lots, including students, staff, faculty, and visitors. Parking and Transportation Services does not make value judgments as to which event is charged for parking and which is not, and it does not have the latitude to waive the policy. All events are treated the same, and the cost of parking for visitors is built into the planning and budgets for the events.

All requests for special event parking must follow the steps outlined in the event parking procedures.

1. UND departments or non-University groups hosting an event must submit the Activity/Event Approval Form to the Office of Safety.
2. If parking is needed for the event, the responsible party must complete the Event Parking Request Form.
 - a. The parking box should be checked only if campus community members, general public, or invited guests will be driving to the event.
 - b. The Event Parking Request Form should not be completed if any of the following statements are true:
 - i. No vehicles will need parking,
 - ii. The department has already directed their patrons to pay-as-you-go parking options located on campus, and/or
 - iii. Patrons will be driving government vehicles (excluding buses).
3. The Parking Event Supervisor will review both the Activity/Event Approval Form and the Event Parking Request Form and make contact with the contact person listed on the forms to review the documents, as well as discuss any associated fees and signage.
 - a. The Parking Events Supervisor will determine the rate per parking space and the total amount due by using the Event Rate Structure.
 - i. There is a \$20 minimum charge for all events,
 - ii. Event parking charges will not be reduced should a department have fewer participants show up than what was expected,
 - iii. Larger vehicles will be charged by number of spaces required for parking, and
 - iv. Each bus brought to campus will be assessed a \$25 fee.
 - b. Alumni Association and Foundation funds are not able to be charged via journal imports, rather a check should be issued from the Alumni Association and Foundation.

- c. Non-University groups will be sent an invoice and can make payment by check made payable to UND.
4. The Parking Event Supervisor will then return a copy of the completed Event Parking Request Form to the sponsoring department.
5. The journal import will be initiated by the Parking and Transportation Services Operations Specialist at the end of each month.

Parking and Transportation Services has the authority to temporarily reclassify the use of any University parking lot for event purposes. Such changes will be communicated to the University community through signage and/or email notification. Parking accommodations will be identified in the notification for faculty and staff with a work-related parking need that are displaced due to the temporary reclassification of a parking lot. UND permits are not valid in any lot reserved for events (e.g., UND hockey, REA concerts, etc.). Individuals with a permit and a need to park on campus must seek out alternate lots in which they are eligible or use a pay-as-you-go parking option.

MAINTENANCE, EMERGENCY and SPECIAL NEEDS – The University reserves the right to close any campus parking area at any time if it is deemed necessary for maintenance, safety, or to meet other special needs. Emergency personnel and emergency maintenance personnel performing duties may deviate from these regulations as required to conduct emergency activities prescribed by, or necessary to, the University. Personnel performing routine or scheduled maintenance must obtain prior approval from Parking and Transportation Services prior to deviating from these regulations.

Appeals

Faculty, staff, students, and visitors are allowed to appeal a parking citation believed to have been issued in error. The appeal form must be completed within 14 calendar days of the issue date of the citation. When appealing citations issued in the visitor pay lot, include the receipt number. Appeals that are submitted beyond the fourteen-day period or appeals that contain inappropriate, crude, or threatening language will not be considered.

Substantial and valid evidence that the parking violation was not committed, or that it occurred due to circumstances beyond the customer's control must be present for an appeal. Valid documentation of the evidence must be provided within one business day of when the appeal is submitted. Any information provided in an appeal that is found to be false, will result in an automatic denial.

The following reasons are not valid as a basis for appeal:

1. Lack of knowledge of the regulations, for example, new to campus or have not reviewed regulations;
2. Other vehicles were parked improperly;
3. Only parked illegally for a short period of time;
4. Stated failure of parking officer to cite previously for similar offenses;
5. Late to class or appointment;
6. Inability to pay the amount of the fine;
7. Incorrect advice from a friend, professor, department, or any other source; or
8. No other place to park.

After the review of an electronically submitted appeal, responses will be sent to the e-mail provided. Handwritten appeal responses will be e-mailed to the address provided. UND students, faculty, and staff will have an e-mail sent to their official UND address. All responses will be sent within four weeks. Contact Parking and Transportation Services if a notice regarding an appeal has not been received.

RESPONSIBILITIES

Facilities Management	▪ Conduct snow removal and other parking maintenance as requested
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Parking and Transportation Services	<ul style="list-style-type: none"> ▪ Conduct permit sales and distribution ▪ Oversee administrative guest parking pass process ▪ Ensure proper signage is displayed in all campus parking lots ▪ Coordinate parking lot maintenance ▪ Coordinate event parking management
Students, Faculty and Staff	<ul style="list-style-type: none"> ▪ Comply with parking rules and regulations ▪ Purchase a parking permit to park on UND property or park in the parking ramp, metered space, or visitor pay lot
UPD	<ul style="list-style-type: none"> ▪ Enforce parking rules and regulations
Visitors/Guests	<ul style="list-style-type: none"> ▪ Comply with parking rules and regulations ▪ Purchase a parking permit to park on UND property or park in the parking ramp, metered space, or visitor pay lot

FORMS

Activities/Events Approval Form	http://UND.edu/public-safety/files/docs/activity-event-approval-form.pdf
Administrative Guest Parking Pass Request Form	For use by the president and vice presidents only. Contact Parking and Transportation Services to obtain the form.
Affiliate Permit Application	https://apps.UND.edu/payment/parking/permits/affiliate-application.cfm
Business Annual Permit Application	http://UND.edu/finance-operations/parking-transportation/files/docs/business-annual-permit-app-2015-2016.pdf
Citation Appeal Form	http://UND.edu/finance-operations/parking-transportation/appeal-form.cfm
Department Service Vehicle Application	http://UND.edu/finance-operations/parking-transportation/files/docs/dsv-departmental-request-form.pdf
Event Parking Request Form	https://apps.UND.edu/forms/public/event-parking/form.cfm
One Day Guest Pass Application	http://UND.edu/finance-operations/parking-transportation/files/docs/one-day-guest-pass-request-form-12.pdf
One Week Guest Pass Application	http://UND.edu/finance-operations/parking-transportation/files/docs/weekly-guest-parking-pass-request-form-12.pdf
Retiree Permit Application	https://apps.UND.edu/payment/parking/permits/retiree-application.cfm
Business Temporary Permit Application	http://UND.edu/finance-operations/parking-transportation/files/docs/business-temporary-permit-app-2015-2016.pdf

APPENDICES

Appendix 1 – Definition of Permits and Assigned Parking Zones

Appendix 2 – Pay-As-You-Go Pricing

Appendix 3 – Refund Schedule

Appendix 4 – Citation Types

Appendix 5 – Event Rate Structure

REVISION RECORD

08/26/2013 – Interim Approval	Signed by President Robert O. Kelley
01/27/2014 – Extension of Interim Approval	Signed by President Robert O. Kelley
07/08/2014 – Extension of Interim Approval	Signed by President Robert O. Kelley
10/03/2014 – Policy Approval	Signed by President Robert O. Kelley
06/13/2016 – Revision	<ul style="list-style-type: none"> ▪ Updated website links throughout document ▪ Changed Parking Services to Parking and Transportation Services throughout document ▪ Revised Procedures: Parking Permits: Administrative Guest Parking Passes to move process from the Office of the Vice President for Finance and Operations to Parking and Transportation Services; require vendors/consultants to purchase permits rather than receive administrative guest passes

Definition of Permits

A parking permit is required to park on the University of North Dakota campus. Permit types and the corresponding parking zones are identified below:

Permits for Faculty/Staff	Assigned Zone(s) and Color(s)
Faculty/Staff (A)	A (Red) A/S/H (Brown) PR (Pink) Reserved or Secondary spaces within designated apartment parking lot Parking Ramp levels 4 & 5 from 3:30pm-Midnight (as shared account allows)
Residence Hall Directors (AHR)	A (Red) A/S/H (Brown) Reserved PR (Pink) Parking Ramp levels 3-5 from 3:30pm-Midnight (as shared account allows)
Deans and Associate Vice Presidents(AD)	A (Red) A/S/H (Brown) Reserved PR (Pink) Parking Ramp levels 3-5
President and Vice Presidents (AVP)	A (Red) A/S/H (Brown) Reserved PR (Pink) Parking Ramp levels 3-5
Evening Parking – Valid 4:00 pm to 12:00 noon (PMA)*	A (Red) A/S/H (Brown) PR (Pink)
Park & Ride (PR)*	PR (Pink)

Access to the ramp begins August 16 with a new permit.

* No ramp access with PMA and PR permits.

Reserved Parking Ramp Permits	Assigned Zone(s) and Color(s)
Faculty/Staff Reserved Parking Ramp (RCA)	A (Red) A/S/H (Brown) PR (Pink) Reserved or Secondary spaces within designated apartment parking lot Guaranteed a space in the Parking Ramp levels 1, 2, or 3
Student Reserved Parking Ramp (RCS)	S (Blue) H (Green) A/S/H (Brown) PR (Pink) Reserved or Secondary spaces within designated apartment parking lot Guaranteed a space in the Parking Ramp levels 1, 2, or 3

Permits for Residence Halls	Assigned Zone(s) and Color(s)
Noren, Brannon, Selke, McVey, U-Place, West (H18)	H18 (Green) A/S/H (Brown) PR (Pink) Parking Ramp levels 4 & 5 from 3:30pm-Midnight (as shared account allows)
Johnstone, Fulton, Smith (HJFS)	HJFS (Green) A/S/H (Brown) PR (Pink) Parking Ramp levels 4 & 5 from 3:30pm-Midnight (as shared account allows)
Swanson, Conference Center, Greek Housing (HMU)	HMU (Green) A/S/H (Brown) PR (Pink) Parking Ramp levels 4 & 5 from 3:30pm-Midnight (as shared account allows)
Bek, Hancock, Walsh, Squires, Greek Housing (HPR)	HPR (Green) A/S/H (Brown) PR (Pink) Parking Ramp levels 4 & 5 from 3:30pm-Midnight (as shared account allows)

Access to the ramp begins August 16 with a new permit.

On-Campus Apartment Permits	Assigned Zone(s) and Color(s)
On-Campus Apartment Housing (HAPT)	Reserved or Secondary spaces within designated apartment parking lot A/S/H (Brown) PR (Pink) Parking Ramp levels 4 & 5 from 3:30pm-Midnight (as shared account allows)
APT Permit (APT)*	Assigned or Secondary spaces within assigned apartment parking lot only

Access to the ramp begins August 16 with a new permit.

* No ramp access with APT permits.

Off-Campus Student Permits	Assigned Zone(s) and Color(s)
Off-Campus Students(S)	S (Blue) A/S/H (Brown) PR (Pink) Parking Ramp levels 4 & 5 from 5:00am-Midnight (as shared account allows)
Evening Parking – Valid after 4:00 pm to 11:00 pm(PM)*	S (Blue) A (Red) A/S/H (Brown)
Park & Ride (PR)*	PR (Pink)

Access to the ramp begins August 16 with a new permit.

* No ramp access with PM and PR permits.

Miscellaneous Permits	Assigned Zone(s) and Color(s)
Business Permit (K)*	A (Red) S (Blue) H (Green) A/S/H (Brown) Service Vehicle
Motorcycle Decal (MC)	Same zones as parking permit
Department Service Vehicle Permit (DSV)	Service Vehicle A (Red) A/S/H (Brown)
Retiree Permit (A)	A (Red) A/S/H (Brown) PR (Pink) Parking Ramp levels 4 & 5 from 3:30pm-Midnight (as shared account allows)
Affiliate Permit (A)	A (Red) A/S/H (Brown) PR (Pink) Reserved or Secondary spaces within designated apartment parking lot Parking Ramp levels 4 & 5 from 3:30pm-Midnight (as shared account allows)

Access to the ramp begins August 16 with a new permit.

* No ramp access with K permits.

Pay-As-You-Go Pricing

The Parking Ramp

The Parking Ramp is open for pay-as-you-go parking. People who use the Parking Ramp can pay by using cash or a credit card.

Time	Price
First 15 minutes	Free
First hour	\$1.50
Each additional hour	\$1.00
Daily price	\$7.00

The Visitor Pay Lot

The Visitor Pay Lot is open for pay-as-you-go parking. The machine at the Visitor Pay Lot is able to accept cash or credit cards. No change can be given to people who pay with cash. Additionally, no refunds are available for people who pay to use the Visitor Pay Lot.

Time	Price
First hour	\$1.50
Each additional hour	\$1.00
Daily price	\$7.00

Meters

There are meters throughout the University of North Dakota campus that are available for pay-as-you-go parking. Meters only accept nickels, dimes, and quarters. The maximum allowed time is noted on each individual meter. There will be no refunds available for coins inserted into meters. Additional information on locations and maximum allowed times can be found by accessing the following link:

<http://und.edu/student-life/parking/visitor.cfm>

Time	Price
2 Minutes	\$0.05
4 Minutes	\$0.10
10 Minutes	\$0.25

Parking Permit Refund Schedule

Faculty/staff and student permits may be returned for a partial refund. Permits must be brought to Parking Services where a refund may be issued.

Permit (Color)	Type	Refund Aug. 16 – Sept. 30	Refund Oct. 1 – Jan. 31	Refund Feb. 1 – Aug. 15
A (Red)	Faculty/Staff	Prorated according to Payroll pay periods	Prorated according to Payroll pay periods	Prorated according to Payroll pay periods
RCA (Gray)	Reserved Ramp Parking	Prorated according to Payroll pay periods	Prorated according to Payroll pay periods	Prorated according to Payroll pay periods
H18 (Green)	Residence Hall <ul style="list-style-type: none"> • Brannon • McVey • Noren • Selke • U Place • West 	\$138	\$78	\$0
HAPT (Green)	Student Apartment Housing	\$138	\$78	\$0
HJFS (Green)	Residence Hall <ul style="list-style-type: none"> • Fulton • Johnstone • Smith 	\$138	\$78	\$0
HMU (Green)	Residence Hall <ul style="list-style-type: none"> • Conference Center • Greek Housing • Swanson Hall 	\$138	\$78	\$0
HPR (Green)	Residence Hall <ul style="list-style-type: none"> • Bek • Greek Housing • Hancock • Squires • Walsh 	\$138	\$78	\$0
PMA (Orange)	Evening Parking	\$58	\$32	\$0
PR (Pink)	Park & Ride	\$112	\$62	\$0
RCS (Gray)	Reserved Ramp Parking	\$270	\$150	\$0
S (Blue)	Off-Campus Student Parking	\$138	\$78	\$0

Retiree Permits (A), Business Permits (K), APT Permits, Department Service Vehicle Permits (DSV), Guest Parking Passes, and Motorcycle Decals (MC) are not eligible to be refunded.

Citation Types

The permit holder, registered owner, or driver can be held liable for any parking expenses. If a citation can be associated to an account, citations will transfer and post to the UND Campus Connection account two – four business days after the citation is issued. All other citations will remain at Parking Services for payment.

Violation:	Fine:	Violation:	Fine:
No Permit/Receipt Displayed	\$20.00	Other Than Assigned	\$20.00
Hash Marks	\$20.00	Handicapped Zone	\$100.00
Occupying Multiple Spaces	\$20.00	False Registration	\$20.00
Overnight	\$20.00	Abandoned/Inoperable	\$20.00
Suspended Privileges	\$100.00	Counterfeit/Forged Permit	\$100.00*
Service/Maintenance	\$20.00	Altered/Stolen	\$100.00*
Fire Lane	\$20.00	Improper Display	\$10.00
No Parking Zone (Blocking Traffic/Sidewalk/In Front of Snow Bank)	\$20.00	Overtime Meter	\$10.00
Parking on Grass/Lawn/Sidewalk	\$20.00	Loading Zone	\$10.00
Boot/Immobilization	\$20.00	Timed Zone	\$10.00
Decoy Citation	\$20.00*	Failure to Register	\$20.00
Beyond Row	\$20.00	Failure to Comply	\$20.00

Warning notices may be issued to a vehicle as a means of notifying that an infraction has occurred. These warnings are not citations. They do not require payment of a fee or post to an individual's account.

*Addition fees may be applicable.

Event Rate Structure

The following event rate structure is used as a guide to determine event parking fees. Parking Services will notify the sponsoring department of the event total as additional signage and/or staffing resources are not included in the amounts listed below. Parking Services reserves the right to increase the rate charged to the sponsoring department if the number reported during the event is found to be in excess of the number originally requested.

Peak time:		Peak time, Full Day:		Peak time, 1/2 Day:		Peak time, 1/4 Day:			
Quantity		Daily Permits	Weekly Permits		Daily Permits	Weekly Permits		Daily Permits	Weekly Permits
1-50	Full	\$ 5.00	\$ 20.00		\$ 2.50	\$ 10.00		\$ 1.25	\$ 5.00
51-100	60%	\$ 3.00	\$ 12.00		\$ 1.50	\$ 6.00		\$ 0.75	\$ 3.00
101-250	50%	\$ 2.50	\$ 10.00		\$ 1.30	\$ 5.00		\$ 0.60	\$ 2.50
251-500	40%	\$ 2.00	\$ 8.00		\$ 1.00	\$ 4.00		\$ 0.50	\$ 2.00
501-1000	25%	\$ 1.25	\$ 5.00		\$ 0.60	\$ 2.50		\$ 0.30	\$ 1.25
1000+	20%	\$ 1.00	\$ 4.00		\$ 0.50	\$ 2.00		\$ 0.25	\$ 1.00

Peak time: August 20 – May 20, Monday through Friday 8 a.m. – 4:30 p.m.

Non-Peak:		Non-Peak, Full Day:		Non-Peak, 1/2 Day:		Non-Peak, 1/4 Day:			
Quantity		Daily Permits	Weekly Permits		Daily Permits	Weekly Permits		Daily Permits	Weekly Permits
1-50	Full	\$ 2.50	\$ 10.00		\$ 1.30	\$ 5.00		\$ 0.60	\$ 2.50
51-100	60%	\$ 1.50	\$ 6.00		\$ 0.80	\$ 3.00		\$ 0.40	\$ 1.50
101-250	50%	\$ 1.30	\$ 5.00		\$ 0.70	\$ 2.50		\$ 0.30	\$ 1.30
251-500	40%	\$ 1.00	\$ 4.00		\$ 0.50	\$ 2.00		\$ 0.30	\$ 1.00
501-1000	25%	\$ 0.60	\$ 2.50		\$ 0.30	\$ 1.30		\$ 0.20	\$ 0.60
1000+	20%	\$ 0.50	\$ 2.00		\$ 0.30	\$ 1.00		\$ 0.10	\$ 0.50

Non-Peak time: Weekends throughout the year; May 21 – August 19, Monday through Friday 4:31 p.m. – 7:59 a.m.

Determining Duration:

- 1 hour – 2.49 hours = 1/4 day
- 2.5 hours – 4.49 hours = 1/2 day
- 4.5 or more hours = full day