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**BGSU**

BOWLING GREEN STATE UNIVERSITY

# **Parking Services**

# **Rules and Regulations**

**2017 – 2018**

**Academic Year / Summer**

**FIRELANDS CAMPUS**

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# Bowling Green State University Parking Services – Firelands Campus

## Parking Rules and Regulations

### 1. Authority

- 1.1 The Director, Branch Campus Finance & Operations, in cooperation with the Manager of Parking Services** (herein referred to as “Director” and “Manager”) are responsible for the registration and parking of vehicles on property owned or leased in whole or in part by Bowling Green State University. Throughout this document, the use of “Parking Services” refers to Firelands Parking Services for all issues which affect the Firelands Campus, or Parking Services for items affecting both campuses. For the purpose of this document “campuses” will include all University areas except where specified.
- 1.2 The Director, in cooperation with the Manager, will exercise discretion and authority** in a manner as to ensure the proper and effective use and control of the available parking areas and facilities, and the benefit and maximum convenience of visitors, students, and employees on the Bowling Green State University campuses. For the purpose of this document “campuses” will include all University areas except where specified.
- 1.3 The Director retains the right to authorize or deny the use** of or closing of campus parking lots, and may suspend enforcement of parking regulations to allow for special events on campus. Exceptions to regulations, temporary regulations and enforcement suspensions are valid only for when and how specified, and will not be considered precedent for future situations.
- 1.4 Liability:** Bowling Green State University assumes no liability or responsibility for damage to or theft of any vehicle parked or in operation on the properties leased to or under the control of the University.
- 1.4.1 Application:** The provisions of this Document will apply to all Bowling Green State University employees, students, vendors, contractors and visitors, as well as the operators of all vehicles, whether public or private, and they will be enforced 24 hours a day, except where noted. It is unlawful for any operator to violate any of the provisions of this Document.
- 1.4.2** The operator of any vehicle will obey the lawful instruction of any law enforcement officer, parking control officer, traffic officer, or University official, as well as any official traffic signs or control devices appropriately placed and in accordance with the provisions of these regulations. Whenever a particular section does not state that signs are required, such section will be effective without signs being provided.
- 1.4.3** Nothing in this Document will be deemed to prohibit authorized vehicles of Bowling Green State University, or its agents, or of any public utility company from making any such stops as the establishment and maintenance of streets, grounds, water supply, and utility lines require. It is unlawful to drive or park a motor vehicle on sidewalk, grass, or shrubbery unless such areas are designated for parking.
- 1.4.4 Monies:** Any monies collected pursuant to this Document will be used to fund the operations and capital responsibilities of parking systems and such other purposes as deemed necessary to carry out the parking program at Bowling Green State University Firelands Campus. Parking Services establishes parking fee rates necessary for the funding of operations and capital expenses.
- 1.4.5 Rules of Evidence:** When a vehicle is found to be in violation of this Document it will be considered prima facie evidence that the vehicle was parked:
- By the person assigned the parking permit for that vehicle,
  - By the person registered with the University for a parking permit assigned to that vehicle,
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- c. By the person on file as the permit owner, vehicle's owner with the Ohio Division of Motor Vehicles, or corresponding agencies of another state or nation.  
Or,
  - d. By the person who affiliated the permit, or vehicle to themselves in the parking system.

## **2. Two Wheeled Vehicles**

**2.1 Motorcycles / Moped / Scooter** Motorcycles, mopeds, or scooters MUST BE REGISTERED under your valid BGSU parking permit. Bowling Green State University employees, students, and employees of other entities with offices on the campus, or other leased or owned properties, are eligible to request a parking permit.

**2.1.1** Permits are purchased from Parking Services. Anyone who has a valid permit for an automobile may have their motorcycle, moped, or scooter registered to their existing valid permit.

## **3 Parking Permits**

### **3.1 General Terms and Conditions**

**3.1.1** Permits are assigned for an annual, semester, monthly, weekly, and daily period to departments, employees, students, vendors, contractors, and/or visitors.

**3.1.2** Permit holders are responsible for any parking fees and fines. Outstanding parking fines or fees will be transferred for collection upon identification of the owner of the vehicle.

**3.1.3** Permit purchases can be made within the application timeframe online at the Parking Services website or by submitting a completed printed application to the Firelands Parking Services office.

#### **3.1.4 Authority to Issue:**

- a. Firelands Parking Services is the sole department authorized to issue any type of parking permit used for parking on the Bowling Green State University Firelands campus.
- b. Any permit assigned by any other individual, department or agency will not be recognized as a valid parking permit and will cause the vehicle to be cited and/or booted or towed.

**3.1.5** Property – Parking permits, temporary permits, or electronic remote gate openers remain the property of Parking Services and may not be assigned, sold, or traded to another person.

#### **3.1.6 Vehicle Registration**

- a. Individuals and departments must provide current vehicle registration information before a permit will be assigned.
- b. Vehicle information includes: registrant, make, model, year, license plate number and state of issue, and local address / local phone number of registrant.
- c. Individuals and departments assigned permits are responsible for maintaining current vehicle information with Parking Services.
- d. Individuals must register all vehicles that may park on campus to their assigned permits.
- e. Employees and students who bring a vehicle to campus must register that vehicle before any permit, including temporary, will be assigned. In the event the vehicle is not associated with an employee or student outstanding parking fees and parking fines will be billed to the permit or vehicle registrant.

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- f. Only one vehicle that is registered to a permit may park on campus at a time. Each vehicle that is registered to the same permit, and found to be parked on campus at the same, time will be issued a citation for “Misuse”.

**3.1.7 Payment of Parking Permit Fees and Parking Fines** – Permit fees and parking fines must be paid by one of the following methods:

- a. Employees may use payroll deduction for parking permits based upon the employee’s benefits eligibility. Employees may also pay for parking permits by cash (in person), check, credit, or debit card. Employees may pay citations by cash or money order (in person).
- b. Student permit fees will be billed to their Bursar accounts unless paid in full at time of purchase. Currently there is no additional charge for Firelands Campus students to register their vehicles.
- c. Departments may pay through their BGSU departmental budget line.
- d. Any fines or fees that cannot be collected through the above-mentioned means may be collected through an outside collection agency.
- e. Vehicles with more than 5 citations in the year and/or outstanding fines and fees are subject to immobilization (booting) and/or impoundment. Booting and towing are at the discretion of the Parking managers.

**3.1.8 Returns and Refunds** – An individual who has been assigned a parking permit must return it to Parking Services if they leave the University prior to the expiration date of the permit unless paid in full. Refunds may be assigned if the refund request is before the refund eligibility deadline. Certain refund conditions may be applied to permits assigned to students, temporary and nine-month employees. The refund value for the annual permits is the current face value of the permit if turned in prior to the refund eligibility deadline. The refund eligibility deadline is two (2) weeks after the initial valid date of the parking permit.

**3.1.9 Proper Display of Permit**

- a. Placards (commonly called Dashboard PDF’s) must be displayed on the front dashboard of the vehicle, face up.

**3.1.10 Permit Replacement**

- a. Displaying and/or possession of a fraudulent/forged permit or gate opening device will result in parking fines, towing or immobilization of the vehicle and the loss of parking privileges for up to one year.

**3.1.11 Trading or Selling of Permits**

- a. Parking permits remain the property of Parking Services and as such, parking permits and/or replacement permits may not be given, sold, or traded to another person.
- b. Violation will result in a fine and/or loss of parking privileges for up to one year.

**3.1.12 Counterfeiting or Altering of Permits** – Counterfeiting or altering permits will result in parking fines, towing or immobilization of the vehicle and/or loss of parking privileges for up to one year.

**3.1.13 Presenting False Information** – Presenting, attempting to present, or conspiring to present information that an individual would have reason to believe is false, to any employee or agent of Parking Services for the purpose of obtaining a permanent or temporary parking permit, retaining a parking permit, processing a petition/appeal for

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the purpose of deceiving any employee or agent may result in a fine and/or loss of parking privileges for up to one year.

### **3.2 Employee Parking Permits**

**3.2.1** Employees may request a parking permit at any time during the year. New employees must provide Parking Services with documents certifying their employment with Bowling Green State University.

**3.2.2** Employees who have their permit fee paid through payroll deduction must request the termination of their permit upon termination of employment. The remaining value of the permit will be deducted from the exiting employee's final check if the termination request permit is not made by their final date of employment.

**3.2.3** Employees on an unpaid leave of absence or faculty who take off-campus scholarly assignments may elect to retain their permit if it is paid in full through its expiration date. Employees who are having their permit fees deducted through a monthly payroll may request termination of their permit prior to the leave, or be responsible for monthly permit fees. The employee may be reassigned a parking permit when they return to Bowling Green State University employment and reinstate their payroll deduction for parking fees.

#### **3.2.4 Retired Faculty and Staff**

- a. Retired Faculty and Staff may log in to their account and request an annual permit free of charge if they wish to visit the University. Verification of retirement is required at initial application.
- b. A retired employee who returns to work in either a part-time or full-time capacity with the University must notify Parking Services to be assigned the appropriate permit. The individual must purchase a regular priced employee permit to park on campus while working.
- c. Retired Emeritus Faculty may request an annual permit free of charge if they wish to visit the University. Verification of Emeritus status is required at initial application. Emeritus Faculty who received a metal license plate tag may exchange the tag for a biennial permit at no charge.
- d. Permits will need to be renewed on an annual basis. This can be done in person, online, or through the mail.
- e. Individuals who falsify employment or compensation information are subject to suspended parking privileges.
- f. Unauthorized individuals may not use permits assigned to retirees to park on campus.
- g. All parking regulations and rules apply to Retired Faculty and Staff as they do for all current employees.

**3.2.5** Payroll Deduction for Permanent Part-time and Full-time Employees – Employees receiving paychecks monthly or biweekly are eligible to have their monthly parking permit fee deducted from their paychecks. If an individual leaves University employment, he or she is responsible for returning the permit to Parking Services.

#### **3.2.6 Temporary Employees**

- a. Individuals employed in temporary positions through Bowling Green State University or temporary agencies may request a parking permit.
- b. Verification of employment, including duration of employment, may be required.
- c. Payment must be for the full amount due on the parking permit. Partial payments are not acceptable. Payroll deduction is not permitted.

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- d. Individuals with short-term assignments may purchase permits on a daily, weekly, or monthly basis. Only certain lots will be open to temporary employees and will be determined by Parking Services at the time of purchase.

**3.2.7** Individuals on campus employed by other agencies, including government or military agencies, are eligible for parking under the guidelines for employees, but are not eligible for payroll deduction of permit fees.

**3.2.8 Adjunct Faculty**

- a. Adjunct faculty members are expected to purchase a permit if they require parking on campus.
- b. Employee permit policies will apply to adjunct faculty.

**3.3 Student Parking Permits**

**3.3.1 Eligibility and Application Procedures**

- a. Bowling Green State University graduate, undergraduate, and transfer students may register for a parking permit. Eligibility will be based on resident or commuter status.
- b. Students who change their status as a result of changing their residence, are responsible for contacting Parking Services to change their parking permit to the one appropriate for their residency status.
- c. Students who were assigned permits based on a particular status and change that status without notifying Parking Services may lose their privileges if their new residency does not qualify them for the permit that they currently hold.

**3.3.2 Student Permit Payments and Refunds**

- a. All Student permits will be billed to the student's bursar account unless paid in full at the time of purchase. Currently there is no additional charge for Firelands Campus students to register their vehicles.
- b. Permit refunds will not be issued after the refund eligibility deadline. The refund eligibility deadline is two (2) weeks after the initial valid date of the parking permit.
- c. A parking permit may not be assigned by, or transferred to, another individual who is not a registered user of the permit. Violators may lose parking privileges on campus.

**3.4 Permits for Departments**

**3.4.1** Departments considering purchasing parking permits for visitors and/or guests of campus may direct payment to their BGSU departmental budget line.

**3.4.2** Departments may purchase bulk permits (50 or more) at the discounted rate, if such number of permits will be required for a special event or program.

**3.5 Visitor Parking and Permits (NOTE: Visitor parking arrangements at the Firelands campus are currently under review and revision. Visitors to the Firelands campus should continue to park in Lot A or in the western most rows of Lot H).**

**3.5.1** All visitors must register for a valid Visitor parking permit to be assigned by Parking Services.

**3.5.2** Campus Departments, employees, or students who sponsor events on campus or invite visitors, are responsible for pre-arranging parking for their guests. Parking Services has the right to refuse parking if the event or the number of guests severely impacts parking availability for permit holders.

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**3.5.3** Visitors must pay in advance of parking in metered spaces and/or pay station areas. A current non-expired receipt must be displayed on the dashboard at all times when parked in pay station lots.

**3.6 Pay Stations and Meters ( mobile park) (NOTE: these parking options are currently not available at the Firelands campus.)**

**3.6.1** Pay stations and meters are located throughout campus.

**3.6.2** Any individual who parks in a pay station lot or at a meter must pay the appropriate fee for the time his or her vehicle is parking, including permit holders with the exception of “Select” and “Department 4 Hour” permits

**3.6.3** The maximum time allowed and hours of operation vary by location and are displayed on each meter and pay station.

**3.6.4** Kiosks Pay Stations and meters are unable to provide change.

**3.6.5** Refund slips produced by Kiosk Pay Stations are valid for redemption at the Parking Services Offices, for 7 days from the date of issuance.

**3.6.6** Kiosk Pay Stations are capable of accepting Credit Card, Cash, or Coin. In the event that one of these options is not functioning use of one of the others is required. If no option is available, the operator must call Parking Services at 419-372-2776 to provide their info to avoid receiving a citation.

**3.6.7** For handicapped spaces located within a pay station or meter location, no fee needs to be rendered.

**3.7 Restricted Permits**

**3.7.1** Vendors / contractors delivering supplies and materials, providing repairs and maintenance, or performing construction may be required to purchase a parking permit. Vendors/contractors should contact Firelands Parking Services for more information.

**3.7.2** These permits may be purchased in advance by either the vendors / contractors or associated departments.

**3.7.3** Vehicles owned by the vendor / contractor or its employees that are found in violation of Bowling Green State University parking policies will be subject to immobilization, towing or fines.

**3.8 Handicapped Parking**

**3.8.1** Any employee or student who, because of a short-term or permanent disability, is required to register his or her State assigned handicap placard with Parking Services.

**3.8.2** Handicapped parking spaces are available throughout campus. All handicapped marked spaces are available for anyone displaying a valid State assigned handicap placard along with registering and being assigned a valid Bowling Green State University parking permit.

**3.8.3** For handicapped spaces located within a pay station or meter location, no fee for the time the vehicle is parking needs to be rendered. Note that pay station and meters are currently not available at the Firelands campus.

**3.9 Permits for Camps, Conferences, and Events**

**3.9.1** Parking for camps, conferences, and other large events must be coordinated through Parking Services.

**3.9.2** Charges may be applied for the use of parking lots and for the appropriate permits.

**3.9.3** The camp, conference, or event may be required to pay for traffic and parking control if required.



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**3.9.4** Departments or individuals may not issue parking permits or give consent to park on campus without approval from Parking Services.

**3.9.5** Failure to coordinate parking and traffic needs and obtain authority from Parking Services may result in fines and restrictions to parking facilities.

### **3.10 Parking Losses as a Result of Construction**

**3.10.1** Parking Services may assign permit holders replacement parking during the period of construction in the most proximate lot where space is available.

**3.10.2** When space is limited every effort will be made so current permit holders will not be displaced in order to accommodate those whose parking is impacted or lost due to construction.

## **4 Parking Regulations**

### **4.1 Permit Requirements**

**4.1.1** Vehicles must be parked in marked spaces. Vehicles must be assigned a valid permit for the appropriate area in which the vehicle is parked during restricted hours. At the Firelands Campus, student parking is designated by white lines and faculty/staff and visitor parking with yellow lines (visitors and faculty/staff may currently park a properly registered vehicle in any area).

**4.1.2** After hours (7:30 pm – 7:00 am) and weekends, a permit registration is not required to park on campus unless otherwise specified. Enforcement still remains for reserved spaces, service spaces, fire lanes, handicapped spaces, restricted areas, and loading/unloading zones.

**4.2 Parking Enforcement** – Parking Services enforces parking regulations, as may the on-duty Erie County Sheriff's Deputies at the Firelands campus. All lots are enforced for required permits year-round.

**4.3 Reserved Parking Spaces** – Parking regulations are enforced 24 hours, seven days a week, including University Holidays. At all times the appropriate permit for the reserved space must be displayed on the vehicle. Vehicles parked in reserved spaces without the proper permit will be subject to fines and/or towed at the owner's expense.

**4.4 Lots/Areas Reserved for Events** – All vehicles must be removed from lots/areas when designated as reserved for events before the posted time. Vehicles in violation will be cited and towed at the owner's expense.

**4.5 Service Spaces** – Parking regulations are enforced 24 hours, seven days a week, including University Holidays. At all times the appropriate permit for the service space must be displayed on the vehicle. Vehicles parked in service spaces without the proper permit will be subject to fines and/or towed at the owner's expense.

**4.6 Loading/Unloading Zones** – Parking regulations are enforced 24 hours, seven days a week, including University Holidays. At all times the appropriate permit for the loading/unloading zones must be displayed on the vehicle. Vehicles parked in the loading/unloading zones without the proper permit will be subject to fines and/or towed at the owner's expense. Vehicles left unattended in any loading/unloading zone will be subject to fines and/or towed at the owner's expense. There is a 10 minute limit for parking in a loading/unloading zone, and the vehicle operator must remain with the vehicle during this time in case of emergency.

**4.7 Visitor Parking** – **(NOTE: Visitor parking arrangements at the Firelands campus are currently under review and revision. Visitors to the Firelands campus should continue to park in Lot A or in the western most rows of Lot H).**

Visitors are required to register all vehicles that are parked on campus and have a parking permit assigned to the registered vehicle. Faculty, staff, and students associated with Bowling Green State University are **not**

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considered visitors and are not allowed to use Visitor permits in lots that are not in line with their classification. Parking Services will sell and assign Daily Visitor permits to Departments for distribution to their guests. Official Bowling Green State University visitors may use any of the designated visitor pay lots or meters, or they may purchase a parking permit at Firelands Parking Services for use in designated areas. Departments and agencies will not be allowed to design, produce or issue parking permits not approved by Parking Services. The display of unauthorized permits will result in a fine.

**4.8 Pay Lots and Metered Spaces (NOTE: these parking options are currently not available at the Firelands campus.)**

- 4.8.1** Pay lots controlled by pay stations will be enforced 7:00am - 7:30pm, Monday thru Friday, unless otherwise posted.
- 4.8.2** Parking in the pay lot during closed hours will result in a citation. The rates for parking during available hours Monday thru Friday are: \$1.00 an hour and \$8 for a full day.
- 4.8.3** Metered spaces will be enforced from 7:00am - 7:30pm, Monday thru Friday, unless otherwise posted.
- 4.8.4** Everyone who uses a pay lot or metered space during regulated hours must pay to park.
- 4.8.5** Individuals with handicapped placards must pay to park in pay lots and at metered spaces if the metered space is designated accessible.
- 4.8.6** Inoperable meters or pay stations must be reported to Parking Services immediately at (419) 372-0685.
- 4.9 Eligibility and Exceptions** – Parking Services may designate lots to serve specific groups as necessary to fully utilize parking resources.
- 4.10 Encroachment** – No vehicle shall be parked in a manner that causes it to occupy any portion of two or more parking spaces simultaneously.
- 4.11 No Parking Area and Improper Uses of Parking Spaces**
- a. No parking will be permitted on sidewalks, walkways, landscapes, and travel lanes or over pedestrian crosswalks.
  - b. Blocking dumpsters and unauthorized parking at loading docks and service spaces is not permitted.
  - c. Parking in a fire lane, fire access area, or obstructing fire and rescue access is not permitted.
  - d. Parking spaces on campus may not be used to post the sale of a vehicle, wash vehicles, or store vehicles unless authorized by Parking Services.
  - e. Vehicles may only use one parking space at a time. No trailers may be attached to a vehicle while it is parked on campus unless authorized by Parking Services.
  - f. Storage units, trailers, jet skis or boats may not be placed in parking spaces without the prior consent of Parking Services.
  - g. No space may be blocked, reserved, or closed to access without the consent of Parking Services.
  - h. No spaces may be signed or designated for a particular use or user without the consent of Parking Services.
  - i. At the Firelands campus, no vehicles may be left overnight without the consent of Parking Services.

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#### **4.12 Prohibited Use of Parking Services Facilities without Prior Authorization from Parking Services**

- 4.12.1** Using campus parking facilities for any purpose other than for what they are intended, for mass distribution or posting of information in the form of flyers, or anything else put on vehicles parked on campus.
  - 4.12.2** Advertising any article, commodity, service or event.
  - 4.12.3** Selling or offering for sale any article, commodity, or service except by those persons, firms or corporations who are official selling agencies of the University.
  - 4.12.4** Use of campus parking areas for any purpose other than normal academic or administrative activities.
    - a. There will be a rental fee charge based on size of lot, length of use, and location.
    - b. There will be a fee assessed for any labor and/or materials provided by Parking Services
    - c. There will be a fee assessed for any work required to return a lot to its condition prior to rental.
- 4.13 Abandoned Vehicles** – Any vehicle that has been parked illegally for more than two calendar days or which is legally parked but determined to be “derelict” will be removed at the owner’s expense.

#### **4.14 Blocking Vehicles/Disabled Vehicles**

- 4.14.1** Inoperable/disabled vehicles must be reported immediately to Firelands Parking Services (419-372-0685) or to the on-duty deputy and removed within 48 hours of the notification.
- 4.14.2** Inoperable/disabled vehicles left standing in driveways, driving lanes, tow lanes, blocking vehicles, or other no parking areas are subject to being towed and fined.
- 4.14.3** It is advised that the owner/driver of the inoperable/disabled vehicle move the car to the nearest unreserved, designated parking space and obtain the proper permit from Parking Services immediately thereafter.

#### **4.15 Towing Regulations**

- 4.15.1** Vehicles found in violation of the following may be towed from campus to a designated storage facility:
  - a. Unauthorized parking in a space designated as 24 HOUR TOWING or TOW AWAY ZONE.
  - b. Unauthorized parking in a handicapped space.
  - c. Parking in a no parking area, landscape, or sidewalk.
  - d. Repeat offenders parked illegally. Repeat offenders will be defined as those who have received multiple unpaid citations during a 12 month period.
  - e. Abandoned vehicles.
  - f. Unauthorized parking in a reserved space and/or lot.
  - g. A vehicle that has had an immobilization device placed on it and remains unclaimed beyond 48 hours of being immobilized.
  - h. In addition to any fine assessed, the owner of a towed vehicle is responsible for payment of any towing and/or storage fee charge for such towing.
  - i. Arrangements for release of vehicles after towing must be made directly with the towing company.

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**4.16 Vehicle Immobilization (Booting)** - A vehicle may be immobilized/impounded under these conditions:

- a. Any combination of 6 or more paid violations (AND each subsequent violation) beginning Fall Semester each year and the vehicle is parked in violation at time of immobilization.
- b. Any combination of 6 or more unpaid violations or \$300 beginning Fall Semester even if the vehicle is not in violation at the time of the immobilization.
- c. A Reproduction or Illegal Use of Permit violation and parked in violation at time of immobilization.
- d. Unauthorized removal or damage of an immobilization device. The car is subject to immobilization or impoundment until the device is accounted for or recovered.
- e. After 48 hours of immobilization, or less if deemed a safety hazard by University officials, a vehicle will be towed and stored at the owner's expense. All fees must be paid prior to release of an Immobilized / impounded vehicle. The vehicle owner must pay the towing contractor directly for all fees associated with towing and storage.
- f. The Immobilization/Impoundment fine must be paid by check made payable to Bowling Green State University or credit card prior to the release of the vehicle. **This fee cannot be charged to a student's Bursar account or payroll deducted.**
- g. Students may be referred to the Office of the Dean of Students and faculty and staff members may be referred to the appropriate personnel office for repeated violations.

**4.17 Suspension of Parking Privileges** – Individuals may have their parking privileges suspended for repeated acts of parking violations.

## **5 Appeals**

### **5.1 Submission of Appeals**

- 5.1.1** Individuals assigned parking violations and/or related fines may petition the penalty within ten (10) calendar days of the date of the citation. Only appeals received within ten calendar days from the date of the violation will be reviewed.
- 5.1.2** Appeals must be submitted online at the Parking Services website ([www.bgsu.edu/parking](http://www.bgsu.edu/parking)). Only appeals submitted through this portal will be reviewed.

### **5.2 Appeal Ruling**

- 5.2.1** Appeals will be reviewed by an Appeals Committee where the decision will be determined based on information available.
- 5.2.2** The decision reached by the Appeals Committee is final.
- 5.2.3** Appellants will be notified by email of the Committee's decision.
- 5.2.4** If a citation is upheld, collection procedures will be initiated immediately.

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### **5.3 Appeals Committee**

**5.3.1** The Appeals Committee is comprised of employees and students from the Bowling Green State University Firelands campus.

**5.3.2** A Committee Chair will preside over each meeting. The Chair does not vote except to break a tie.

### **5.4 General Guidelines for Appeals Decisions**

**5.4.1** Appeal decisions are based on the following considerations, however exceptions may be applied. A decision in an appeals case does not constitute precedence in future similar cases:

- a. Information provided by the appellant.
- b. Information provided by Parking Services including previous violation records.
- c. Parking Services Rules and Regulations.
- d. Information contained in the parking violation notice.

**Appendix A FIRELANDS CAMPUS LOT DESIGNATIONS**

<b>Lots</b>	<b>Designation</b>	<b>Notes:</b>
A	Faculty / Staff	Faculty / Staff permit required from 7:00 a.m. until 7:30 p.m. No permit required after 7:30 p.m.
B, C, D, E, F, G	Student/Visitor	Student permit required from 7:00 a.m. until 7:30 p.m. No permit required after 7:30 p.m. Currently no visitor permit required.
H (West half) (yellow lines)	Faculty / Staff/Visitor	Faculty / Staff permit required from 7:00 a.m. until 7:30 p.m. No permit required after 7:30 p.m. Currently no visitor permit required.

**Appendix B VIOLATIONS AND FINES**

<b>Violation</b>	<b>Fine</b>
Failure to register or failure to renew temporary registration	1st Offense - Warning 2nd Offense and Beyond - \$35.00
Improper registration	1st Offense - Warning 2nd Offense and Beyond - \$10.00
Displaying of false, altered, forged, another person's or another vehicle's permit	1st Offense - Warning 2nd Offense and Beyond - \$50.00
Permit does not match area/lot permit designation	1st Offense - Warning 2nd Offense and Beyond - \$15.00
Not parked within marked lines	1st Offense – Warning 2nd Offense and Beyond - \$15.00
Unattended vehicle parked or stopped in/on drive or any lane of travel. All lanes and drives are fire lanes.	All - \$25.00
Parked in posted reserved space or area	All - \$15.00
Parked in closed space, area, or lot.	All - \$15.00
Parking in a Handicap Space	All - \$250.00
Boot Fee	All - \$50.00