



REGULATION: FGCU-PR8.005

*Effective Date
of Regulation*

Parking Guidelines

04/21/2015

- A. This Regulation applies to all persons who operate or park vehicles on property owned or controlled by Florida Gulf Coast University. All Lee County, Florida, traffic and parking ordinances which are not in conflict or inconsistent with University regulations and all provisions of Chapter 316, Florida Statutes, Florida Uniform Traffic Control Law, shall extend and be applicable to the University's premises. The operation and parking of a motor vehicle on University property is a privilege and not a right. Application for and acceptance of a decal or permit shall be deemed an acknowledgment of the requirements of, and an agreement to adhere to, these regulations.
- B. University parking and traffic regulations are enforced twenty-four (24) hours a day, each day of the calendar year. Copies of these regulations and a schedule of fees and fines are available on the FGCU website at www.fgcu.edu (police and public safety). The University assumes no liability for damage to vehicles parked or operated on University premises. Any such damage is a risk assumed by the owner or operator of the vehicle. The issuance of a decal or permit does not guarantee a place to park.
- C. The following are definitions of words and phrases used in the regulations governing traffic, parking, and registration of vehicles on the Florida Gulf Coast University campus.
1. *Abandoned Vehicle*: Any vehicle left parked on campus:
 - a) For non-Housing parking areas:
 - 1) An unreserved parking space;
 - 2) A non-housing lot for more than three (3) consecutive days; or
 - 3) A non-housing parking garage for more than forty-eight (48) consecutive hours.
 - b) For Housing parking areas:
 - 1) A vehicle left for three (3) consecutive days when residences are not occupied and permission was not granted by Parking Services to leave the vehicle; or
 - 2) A vehicle left in any area not designated for parking for any period of time and determined to be of concern or a nuisance.
 2. *Day*: A calendar day unless otherwise noted.
 3. *Decal*: A decal is a sticker affixed to a vehicle authorizing the parking of a vehicle on the University campus for a limited period of time in authorized areas.
 4. *Director*: The Director of Public Safety.

5. *Immobilized Vehicle*: A vehicle that is rendered inoperable by a lawfully attached mechanical device such as a “boot” or clamp device.
6. *Impounded Vehicle*: A vehicle that has been towed away from the place in which it was parked and held in legal custody.
7. *LEED Vehicle*: A LEED approved vehicle is a vehicle meeting the standards incorporated into Campus Police and Safety. Standard Operating Procedure “LEED Parking Decal”.
8. *Motor Vehicle*: Any self-propelled vehicle not operated upon the rails or guideway and includes any automobiles, motorcycles, motor scooters, mopeds, motorized disability access vehicles, or electric personal assistive mobility devices.
9. *Park or Parking*: The standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of loading or unloading merchandise or passengers.
10. *Parking Services Division (“Parking Services”)*: The unit within Campus Police and Safety responsible for the issuance of decals and permits for parking on campus and for the enforcement of parking regulations.
11. *Parking Space*: Areas governed by the University parking regulations with spaces delineated by white, yellow or blue striping, a parking meter, signage or physical barriers delineating parking parameters.
12. *Permit*: A permit is a hangtag authorizing the parking of a vehicle on the University campus for a limited period of time in authorized areas.
13. *Reserved Space*: An individual parking space, appropriately marked for a particular license tag number, permit number, individual, or University position or unit.
14. *State Vehicles*: Vehicles bearing a duly issued license tag (yellow government tag) of the State of Florida or a political subdivision thereof. State vehicles may park in designated State Vehicle restricted spaces or any general parking space.
15. *Term*: One of the following three academic divisions of a year: fall, spring or summer.
16. *Campus Police and Safety (aka University Police Department (“UPD”))*: The University unit responsible for providing law enforcement, security, traffic control, disaster-planning, and emergency response. UPD is authorized to enforce the laws of the State of Florida, the traffic and parking ordinances of Lee County, Florida, which are not in conflict with this Chapter, and the regulations of Florida Gulf Coast University. UPD provides routine and emergency services to the University..

17. *University Parking Citations Appeals Board*: The University authority established in Regulation FGCU-PR8.006, Parking and Traffic Enforcement, to review and render final decisions regarding appeals of parking citations.

18. *Vehicle*: Any conveyance used to transport passengers, merchandise, livestock or equipment.

D. Decal/Permit Registration; Replacements; Refunds

1. If a registered vehicle with an affixed decal is sold, traded, or destroyed, the original registrant may obtain a replacement decal for a fee of \$10.00 upon presenting the original decal (or remains thereof, where possible), along with the new vehicle registration (if applicable), to Parking Services.
2. If a registered vehicle with a permit is sold or traded, the permit may be transferred to the new vehicle. The new vehicle shall be registered with Parking Services within ten (10) days of the sale or trade.
3. All lost, stolen or defaced decals or permits should be reported to Parking Services .
4. Lost or stolen decals or permits will not be replaced and the registrant will be required to purchase a new decal or permit at a fee of \$30.00.
5. Refunds of Registration Fee to faculty/staff. Refund requests may be submitted to the Parking Services as set forth below. Refunds will not be given in cash. One twelfth (1/12) of the annual price for each unused month may be refunded on an annual decal. Refunds must be requested by the 5th of the month in order for the month to be considered unused. No refunds will be issued unless the permit or decal (or remains thereof, where possible) are returned to Parking Services. Refunds are not provided to Adjuncts or OPS employees due to the reduced original fee.
6. University employees may elect to have vehicle registration fees deducted from their paychecks through payroll deduction. This option is only available during the fall term and is not available to Adjuncts or OPS employees. Due to requirements of the Internal Revenue Service, an employee who paid a registration fee through payroll deduction is not eligible for a refund of the registration fee.
7. Temporary permits may be issued under the following circumstances:
 - a) When the registered vehicle is undergoing repairs and the registrant is driving a loaner or rental vehicle;
 - b) When a University unit is hosting a special event such as a seminar or meeting on University property;

- c) When a University unit employs temporary or seasonal personnel for a duration of no more than two weeks. Where the duration of temporary or seasonal employment is more than two weeks, the cost of a term decal or permit shall be prorated and assessed; or
 - d) When the Director or designee determines that the issuance of a temporary permit is in the best interests of the University.
- E. Decal/Permit Display. Decals and permits shall be displayed according to the following regulations:
- 1. All persons who park motor vehicles on University premises shall display either a valid decal or permit, except that visitors to the parking areas adjacent to the Alico Arena, the Lee County/FGCU Aquatics Center, and the Welcome Center/Kleist Health Education Center complex are not required to display a valid decal or permit when parking in an unrestricted space.
 - 2. Decals shall be permanently affixed midway down the left side of the windshield of four-wheeled motor vehicles or as otherwise directed by Parking Services at the time of registration depending upon vehicle configuration.
 - 3. A hanging style permit shall be displayed at all times while on campus on the rear view mirror, or otherwise displayed in the windshield, with the permit number facing outward.
 - 4. Decals shall be permanently affixed to the rear fender of two-wheeled vehicles, or if there is no fender, as directed by Parking Services at the time of registration.
 - 5. No person shall transfer a decal or permit to another person, alter a decal or permit, falsify documents to obtain a decal or permit or to otherwise possess, obtain or display a decal or permit that is not registered in his or her name. Any such act constitutes decal/permit fraud.
 - 6. State vehicles are exempt from being registered with Parking Services or requiring a permit.
- F. Traffic Regulations. The operation of motor vehicles on University roadways and in parking areas is subject to the following regulations:
- 1. Pedestrians and wildlife have the right-of-way over motor vehicles. Pedestrians must use crosswalks when crossing a roadway.
 - 2. The speed limit in all parking lots is 15 miles per hour and the speed limit on roadways is 30 miles an hour, unless otherwise posted. The speed limit in parking garages is 5 miles per hour, unless otherwise posted.

3. Motorists and pedestrians shall follow and obey all traffic signs and devices and orders given by UPD. Directions given by UPD supersede posted regulations and traffic signals.
4. Campus Police and Safety may erect barriers on roadways and in parking lots from time to time to prevent the entry of vehicles. No person shall move or remove barriers or enter into barricaded areas.
5. No motor vehicles, other than police, emergency or service vehicles, shall be operated or parked on grass, walkways, sidewalks, fire hydrant areas, service areas, or other prohibited zones, except where specifically permitted by signage.
6. No person shall alter, deface, or remove any traffic control device or sign.
7. No second person shall ride on a motorcycle, motor scooter, or bicycle unless the vehicle is designed and equipped with a seat for a second person.
8. All vehicular accidents which occur on University property shall be reported to UPD.

G. Parking Regulations.

1. Posted signs, wheel stops and other markings designate the various parking areas on campus. Temporary parking areas may be designated by the University by placement of delineating signs, wheel stops, or other identifying marks. Parking areas may be restricted by classification, time, or purpose. Parking areas restricted by classification, time, or purpose shall be considered "no parking" zones to those individuals who do not fall within the restriction of the classification. The following parking restrictions are found in areas on the University's premises:
 - a) Disabled;
 - b) Motorcycle/moped/bicycle;
 - c) State Vehicles;
 - d) Loading Zone;
 - e) Visitor;
 - f) Faculty/Staff;
 - g) Reserved;
 - h) Short Term;
 - i) Housing;

- j) Service Vehicle;
 - k) Fire Lane;
 - l) Head-In;
 - m) Compact Vehicle;
 - n) Golf Cart;
 - o) Metered Parking;
 - p) Gated;
 - q) Garage;
 - r) Volunteer;
 - s) Student; And
 - t) LEED Vehicles (Low-Emitting & Fuel-Efficient Vehicles per LEED criteria)
2. The following regulations apply to the parking of motor vehicles on University property:
- a) All vehicles must park in marked parking spaces.
 - b) Visitors must obtain a visitor's parking permit from UPD, Parking Services, or the information booth near the entrance to campus on FGCU Boulevard South. Visitors may park in any visitor-designated or unmarked space, unless otherwise directed by Campus Police and Safety.
 - c) No vehicle shall be parked in more than one space at a time or in a manner that straddles the marked lines of a parking space.
 - d) No vehicle shall be parked or left standing in a manner that blocks the egress or ingress of another vehicle.
 - e) Vehicles shall not be parked or left standing in such a way as to create a hazard or an obstruction with the free movement of vehicular or pedestrian traffic.
 - f) No vehicle shall be parked or left standing on grass, sidewalks, or on the street, unless otherwise permitted by signage.

- g) A person who must leave a vehicle overnight on University premises due to mechanical failure, flat tire, lack of fuel and the like, must notify UPD. Any abandoned vehicle shall be subject to towing, impoundment, and disposal at the owner's expense. Disabled vehicles shall be reported immediately to UPD.
- h) No major repairs to vehicles shall be performed on University property, to include: body work, painting, or repairs to major components that will take more than 1 day.
- i) Loading zones shall be used only for the purposes of loading and unloading vehicles and only for the time limit permitted by signage.
- j) No person shall park in any restricted parking space unless the person or vehicle satisfies the terms of the restriction.
- k) Vehicles parked in disabled accessible spaces without state-issued disabled accessible parking permits are subject to being towed and impounded in addition to any other penalty provided by Regulation FGCU-PR8.006.
- l) Any parking space within an assigned lot that is not reserved for a particular kind of parking is open on a first come basis to students, faculty, staff, or other registrants.
- m) Parking a vehicle on University premises following failure to pay or appeal any citation for a University decal, parking or traffic infraction within the time provided, or parking on University premises with a revoked decal or permit shall be considered illegal parking and subject the vehicle to towing and impoundment or immobilization at the owner's expense in addition to any other penalty or fine provided by Regulation FGCU-PR8.006.
- n) Motorcycles, motor scooters, mopeds, and bicycles shall be parked only in special racks or designated areas and shall not occupy spaces designated for automobiles. Persons with a reserved space may park a properly registered motorcycle within their reserved space.
- o) Campus residential students are prohibited from parking in all non-housing parking lots and garages between 7 a.m. and 6 p.m., Monday through Friday, during the fall or spring terms. During summer sessions, residential students may park in main campus student lots or garages. This restriction does not apply to West Lake Village (WLV) residents, as they are issued commuter permits. Campus housing lots are restricted to only vehicles displaying housing parking permits from 1:00 a.m. to 10:00 a.m. Monday through Friday.
- p) Parking Garages. Parking garages, excluding South Village garage(s), will be closed to all vehicles and persons from midnight to 5:00 a.m. daily. All vehicles must be removed before garage closure. After a garage is officially closed, all

remaining vehicles will be cited and can be towed and impounded. South Village garage(s) are open 24/7 unless otherwise posted. The use of skateboards, roller-skates, in line skates, or similar devices, are prohibited in parking garages.

- q) General Parking Hours. Students, faculty, staff, and other registrants shall park in assigned lots during posted hours. All student and faculty/staff lots, except restricted/reserved spaces, are general parking between 6:00 p.m. and 7:00 a.m., Monday through Friday, and on weekends. Unless otherwise designated, parking garages are general parking seven (7) days a week, and operate on a “first-come, first-served” basis.
- r) All vehicles must be operational and properly/currently licensed.
- s) No person shall litter in a parking lot or garage.
- t) Temporary Suspension of Parking Privileges or Regulations for Construction or Special Events. When the Director or designee determines that a temporary suspension of parking privileges or restrictions is in the best interest of the University to enable construction to proceed in a timely manner or to enable the general public or members of the University community to attend special events on campus such as athletic events, concerts, conferences, lectures, or commencement ceremonies, the Director or designee shall temporarily suspend parking privileges or regulations. In so doing, the Director or designee shall provide affected registrants with such notice of suspension as is practicable under the circumstances.

Action by Florida Gulf Coast University Board of Trustees

Approved 04/21/2015

Specific Authority

Sections 1006.66, 1009.24(14)(r), and Chapter 316; Florida Statutes

History of Regulation

New 04/18/06; Amended 04/17/07, 01/15/08, 10/21/08, 04/20/10, 04/19/11, 04/17/12, 04/21/15

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