University of North Georgia

PARKING CODES

Article I: GENERAL

1. This code establishes vehicle regulations on property owned or controlled by University of North Georgia. The University’s Parking Services, a division of Auxiliary Services, enforces the provisions of the UNG Parking Codes. It is the responsibility of each individual who operates a motor vehicle on the UNG campus to know, understand, and comply with the UNG Parking Codes.

2. UNG is primarily a pedestrian campus and vehicle operator’s share responsibility for their safety. The speed limit on all campuses is 15 MPH. Parking on the campus is very limited and is controlled by the use of parking permits. Each registered vehicle must be parked in the assigned parking zone. A limited number of 30-minute parking spaces are available for transient use while loading or unloading. In the interest of fairness to others, please move your vehicle within the time period.

3. UNG assumes no responsibility for vehicles operated and/or parked on campus. Vehicles operated and/or parked on the UNG campus will be at the risk of the owner or operator of the vehicle.

4. UNG has basically four types of parking spaces on campus. Resident parking for those students living in the residence halls, Non-resident (commuter) parking for those students who drive to campus, faculty/staff spaces and all others such as visitors, ADA parking, 30 minute, etc. UNG does not guarantee parking spaces will be available near a particular residence hall nor near where someone's class may be held. If you have difficulty finding a parking space, please call Parking Services during normal working hours and Public Safety after hours and on weekends.

5. Electric Charging Stations(EV) are first come, first serve. If the vehicle is not plugged in and not charging you are subject to be ticketed. In fairness to others please move your vehicle once the charge is complete.

Article II: MOTOR VEHICLE REGISTRATION

1. All vehicles parked or operated on campus must display a valid UNG permit (Faculty, Staff, Student, Temporary or Visitor). Faculty and staff permits are valid 4 years ONLY and must be renewed. Student registration must be renewed annually.

2. The applicant for motor vehicle registration must possess a valid driver's license. The vehicle for which registration is sought must have a valid license plate, belong to the applicant or to a member of the applicant's immediate family, and be insured as required by the Georgia Code. Proof of ownership and insurance may be required at the time of registration.

3. Every vehicle must be registered the first day of operation on campus.
- **Dahlonega Campus**: Permits are picked up at the UNG Parking Services/Campus Information. Permits and temporary permits may be obtained during normal business hours 7:30 a.m. to 5:30 p.m. Monday – Thursday and Friday 7:30 a.m. to 3:00 p.m.
- **Cumming Campus**: Permits & Temporary permits may be obtained at the UNG Card Services located in the Bookstore during normal business hours 8:00 a.m. to 5:30 p.m. Monday – Thursday and Friday 8:00 a.m. to 3:00 p.m.
- **Oconee Campus**: Permits & Temporary permits may be obtained at the UNG Card Services Monday-Thursday 7:30 am to 5:00 pm, and Friday 7:30 am to 2:30 pm
- **Gainesville Campus**: Permits & Temporary permits may be obtained at the UNG Card Services Monday-Thursday 7:30 a.m. to 5:30 p.m., Friday 7:30 a.m. to 2:00 p.m.
Faculty and Staff must register their vehicles at the UNG Parking Services Dahlonega Campus and UNG Card Services at all other campuses. Evidence of registration shall consist of a current UNG parking permit hang tag displayed on the rear view mirror.

4. Instructions for registering vehicle and obtaining a parking decal:

Parking permits are issued by UNG Parking Services. In order to obtain your permit, you must first register your vehicle using the Parking Services Online Portal, see guidelines below:

- After a successful login, you'll arrive at the home screen.
- In the Permits window, click "Order a Permit".
- Click "Add a Vehicle not Listed".
- Enter correct vehicle information (Plate, State, Year, Make, Model and Color) and click "Add Vehicle".
- If multiple vehicles are shown, be sure to select only the correct vehicle that you are requesting a permit for, and click "Next".
- For the shipping address, click on "Use this contact" button to auto populate the correct information and click "Next".
- Read the Terms of Service and click "I Agree" before selecting "Add Permit to Cart".
- Verify correct email address is shown and click "Complete Checkout".
- Pick up your permit in the UNG Parking Services (Dahlonega), UNG Card Services at all other campuses.
- For additional help or questions, call Parking Services at 706-864-1697.

If a vehicle is sold, traded, or damaged beyond repair, the original registrant shall be responsible for removing and turning in the old permit and notifying UNG Parking Services. There will be no charge if the old permit is turned in. If you have already obtained your permit and are changing vehicles, you must return the original decal prior to obtaining a permit for the new vehicle at no charge. In the event you cannot return the original decal, there will be a $5.00 charge to obtain a decal for the new vehicle.

Section A: FACULTY AND STAFF

1. Faculty and staff transferable permits must be hung from the inside rear view mirror with the permit number visible from the outside. **One permit will be issued to each faculty or staff member. Additional permits may be purchased for $25 each.** The permit may be transferred to any other vehicle that has been registered. There is no fee for Faculty and Staff registration.

Section B: STUDENTS

1. Student parking permits are stickers. They shall be permanently affixed to a clearly visible position on the outside bottom left (driver) side of the rear windshield. Other locations may be approved by Parking Services. Vehicles with convertible tops (i.e. tops that can be retracted into the vehicle or removed from the vehicle) shall permanently affix the permit on the outside right (driver) side of the bottom of the front windshield. **Taping of decal on the vehicle is not permitted.**
2. **Permit will not be honored unless placed as directed above.** Student registration is valid only for the person originally registering the motor vehicle, and in all cases expires annually. The University does not guarantee a parking space for every permit issued, however, anytime a space is not available in the assigned areas, students should request instructions from Parking Services as to where to park temporarily.

**Section C: TEMPORARY PERMITS**

1. Temporary permits are available for visitors, students, faculty and staff who operate an unregistered vehicle on campus, e.g. borrowed or rental vehicle. **It is imperative that a temporary permit be obtained at the time the vehicle is brought onto the campus or the vehicle may be issued a citation.** The permit will be issued for a maximum period of one week. Exceptions will be allowed on a case-by-case basis. There is no fee for a temporary permit.

**Section D: DISABLED PERMITS**

1. Parking in a disabled space is limited to those vehicles displaying a disabled license plate, placard, or Disabled Veteran license plate. **Disabled parking spaces are reserved at all times and strictly enforced 24/7.**

2. Vehicles operated and parked by disabled persons, either temporary or permanent, must display a valid disabled permit issued by the Department of Motor Vehicle Safety. To apply for a disability placard in Georgia, you will need a Disabled Person's Parking Affidavit (Form MV-9D) [http://dor.georgia.gov/documents/mv-9d-disabled-persons-parking-affidavit](http://dor.georgia.gov/documents/mv-9d-disabled-persons-parking-affidavit) and submit your application in person at your local county tag office. **Parking Services cannot issue a disabled permit.** By state law, the person to whom the permit was issued must be an occupant of the vehicle which displays the permit.

---

**Article III: PARKING**

1. It is the desire and intent of the university to provide an adequate amount of parking corresponding with the needs of the faculty, staff and student body limited by constraints of land and finances. The location of parking areas and spaces will, however, vary in terms of centrality and convenience. Authorized parking areas and spaces are designated by official campus signs, markings, and may be found on the parking map.

2. During special campus events, specific areas of the campus may be designated for special parking for guest of the president and other special visitors. Notification of the reservation of such areas will be made in advance by posted signs, traffic cones, notice board and/or written notice. Motor vehicles must be removed from these zones/spaces by the time stipulated or the vehicles will be subject to impoundment. An alternate campus parking area will be available for those having to move their vehicle.

3. During summer campus hours, student participation in classes is much lower than Fall and Spring semesters. Various off-campus groups and camps may be using the University's facilities at that time. Due to these variables, parking rules and regulations may vary from the normal Parking Codes during the summer hours. Check with Parking Services for code enforcement during the summer.

**Section A: RESTRICTED PARKING SPACES**

1. A restricted space is defined as a space that is available for the use of particular groups and not intended for general use. They will be marked for that specific use by signage and/or pavement markings. **All designated restricted spaces are in effect 24 hours a day on a year round basis except as noted.**

2. All vehicles must be parked within the lines of an authorized vehicle parking space, and must be parked in such a manner as not to impede vehicle and/or pedestrian traffic or in a manner, which creates a hazard. **In slanted parking spaces, all vehicles, except emergency and service vehicles,**
must park so the rear bumper will face the adjacent traffic lane, i.e., parking against the flow of traffic is prohibited.

3. Parking along curbs, on lawns, landscaped areas, sidewalks or other areas not specifically designated for parking is a violation. The absence of “NO PARKING” signs does not denote parking is permitted. NO PARKING ALONG FIRE LANE AREAS. Vehicles in violation will be subject to towing. Parking in all areas is controlled by permit and identified by signs, markings painted on the pavement, as depicted on the parking map and described as follows:

Section B: FACULTY AND STAFF

1. Parking for Faculty and Staff is located in various parking lots on campus. These spaces are identified by yellow lines and red pavement markings (rectangular in shape with white “F/S”). Faculty and Staff may park in these spaces Monday through Thursday from 7 am to 5 p.m and on Friday from 7 am until 3 p.m. Faculty and Staff are not allowed to park in spaces designated for students during the above hours. Parking rules are strictly enforced during Fall and Spring semester.

2. Gainesville Campus ONLY- Parking for 24HR Faculty and Staff are located in various parking lots on campus. These spaces are identified by red pavement markings (rectangular in shape with white “24HR F/S”). Parking rules are strictly enforced during Fall and Spring semester.

Section C: RESIDENT STUDENTS AND NON-RESIDENT STUDENTS

1. Resident students on the Dahlonega campus are authorized to park in Non-Resident areas Monday through Thursday from 5 p.m. until 7 a.m. the following day; Friday from 5 p.m. to Monday 7 a.m. Students are not permitted to park in designated Faculty and Staff (F/S) parking spaces Monday through Thursday from 7 a.m. to 5 p.m and on Friday from 7 a.m. until 3 p.m.

2. On the Gainesville Campus the 24 HR Faculty and Staff spaces are strictly enforced during Fall and Spring semester.

Section D: VISITOR SPACES

1. Visitor spaces are located at several locations on campus. They are intended for VISITORS ONLY and are controlled by temporary permits available at the UNG Parking Services/Campus Information (Dahlonega Campus ONLY), UNG Card Services Cumming, Gainesville and Oconee. Faculty, staff, and students may not use visitor parking spaces between the hours of 7:30 a.m. and 5:30 p.m. Monday – Friday.

Section E: SERVICE AND DELIVERY UNLOADING AREAS

1. Located in the vicinity of most buildings, these spaces are restricted at all times for university, vendor, contractor, and private vehicles of employees conducting official business or duties; i.e. dropping off or picking up items, performing repairs, cleaning or maintaining buildings. These spaces are not substitutes for the normal Faculty and Staff spaces located near most buildings and are available only on a limited time basis.

Section F: 30 MINUTE AND 1 HOUR PARKING

1. All 30 minute, and 1 hour spaces on campus will be strictly enforced during business hours, on a year round basis.

Section G: ABANDONED AND INOPERABLE VEHICLES

1. A vehicle shall be considered abandoned if it has not been moved for more than thirty calendar days. Exceptions will be made on individual basis as requested by the vehicle owner to Parking Services. On the thirty-first day it shall be subject to immediate towing. Towing and storage expenses are the responsibility of the vehicle owner.
2. If a vehicle becomes inoperable in other than an authorized space, the operator should notify Parking Services of the situation as soon as possible and the approximate length of time before the vehicle will be moved. The registrant of the vehicle is liable for any parking citations issued before said notification.

Section H: MOTORCYCLES

1. Motorcycle parking spaces are located at several locations throughout the campus and are in the vicinity of most buildings. These spaces are reserved for motorcycles only and are the only parking spaces permitted for motorcycles. Motorcycles are NOT allowed to park in any space other than marked motorcycle spaces. Motorcycles are required to be registered with UNG Parking Services, but do not require a permit and are only authorized to park in designated motorcycle parking areas. **Motorcycles are not authorized to enter or park on any level of any parking decks.**

---

**Article IV: VIOLATIONS AND PENALTIES**

1. Penalties and fines are hereby established for violations involving motor vehicles operated or parked within the campus boundaries. The person in whose name the vehicle is registered is RESPONSIBLE for all parking violations by that vehicle. If the vehicle is loaned to another person, proper observance of parking regulations shall remain the responsibility of the registrant except in the case of a moving violation for which the operator is responsible.

2. All fines and fees shall be paid online or at the UNG Parking Services. All fines are the responsibility of the individual, and cannot be paid using Financial Aid money. Payment in full is required before the student is allowed to begin the next term. Students with outstanding debts to the institution will not be allowed to receive transcripts or their diplomas. **A student receiving any parking citations can have the fine reduced by $10.00 if paid within 24 hours (or the next class day if the ticket was issued on a weekend). Vehicles with more than four citations are subject to being immobilized.**

**Section A: REGISTRATION AND PARKING VIOLATIONS**

Parking Services will issue UNG Parking Citations (tickets) for violations of the motor vehicle registration and parking regulations, and other violations as noted below:

<table>
<thead>
<tr>
<th>Traffic Violation</th>
<th>Violations Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning</td>
<td>$0.00</td>
</tr>
<tr>
<td>Exceeding Time Limit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Expired Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Failure to Register</td>
<td>$25.00</td>
</tr>
<tr>
<td>Failure to Display Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Improper Display of Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Improper Parking</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in Student Space</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in RA / RD Space</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in F/S Space</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in Visitor Space</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in Unauthorized Area(s)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking on Curb</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
Parking in Service & Delivery | $25.00
Vehicle Blocking Traffic  | $25.00
Abusive Language         | $50.00
Disrespect – Parking Personnel/Campus Police | $50.00
Disregard of State Law  | $50.00
Falsification of Records | $50.00
Irresponsible Actions    | $50.00
Parking in a Fire Lane   | $50.00
Parking in President / VP Space | $50.00
Parking in Handicap Area(s) | $100.00

Campus Police are issuing working violations i.e; speeding, fire lane and handicap, etc, on a Uniform Traffic Citation (UTC). If you have questions regarding UTC’s issued, all contact information is printed on the back of the UTC.

---

**Article V: APPEALS**

1. The Traffic Appeals Committee is the authority to receive appeals of traffic citations issued by Parking Services. Students who receive a traffic citation are to make payment of fines or appeal to the Committee within **seven (7) calendar days** from the date of the citation. If an appeal to a citation is not made within **seven (7) calendar days**, the right to appeal is forfeited. **Fines for offenses under appeal need not be paid until the Committee has rendered a decision.** Please note that the Traffic Appeals Committee is an autonomous committee and is not a function of Parking Services. Parking Services cannot and will not change the ruling of the Committee. **Their rulings are final and cannot be appealed further.**

2. The Committee shall consist of not less than 2 faculty members, 2 staff members, and 4 students as appointed by the Vice President for Business and Finance. At least one member from each of these three groups constitutes a quorum for all meetings. Parking Services provides the non-voting Recorder of the Committee. The Committee meets on a regularly scheduled basis of not less than monthly.

3. Students desiring to appeal a citation may do so online within (7) calendar days of the date of the citation. It is not required that you attend the Appeal Hearing. The Appellant may appear in person to plead their case orally before the Committee, after first appealing the citation on-line. If an Appellant wishes to attend a meeting of the Appeals Committee to plead their case, they must send a request to attend the meeting via e-mail to parking.services@UNG.edu. Parking Services will reply to the Appellant's e-mail with the date, time, and location of the Appeal Committee's meeting in which your appeal will be presented. All appeal results will be sent to your UNG e-mail account.

4. Reasons such as lack of knowledge of the Traffic Code; lateness due to class or appointment conflicts and inability to find a legal parking space will not be accepted as an excuse. The Committee will first consider appeals by Appellants attending the session. The Appellant will be afforded the opportunity to add any relevant oral statement as necessary for clarification of the circumstances surrounding the offense. After dismissal of the Appellant, the Committee will decide each appeal by majority action. If more than one offense is cited the Committee will consider and vote separately on each offense appealed. The Committee has the authority to dispose of a case by either upholding the charge(s), or by dismissing the charge(s) by half or completely. Members of the Committee meet as needed with Auxiliary Services to review and discuss traffic and parking issues for areas of possible improvement.
5. INSTRUCTIONS FOR APPEALING A CITATION

- Use your UNG email/network credentials and login to the Parking Services Web Portal.
- After a successful login, you'll arrive at the home screen.
- In the tickets window, click the ticket # that you wish to appeal.
- A summary of the ticket will be displayed, notice that the current status shows as “Issued”.
- Verify that your contact info is correct and provide a current phone number.
- Type your appeal information in the space provided.
- Click “Request Appeal”.
- Summary page is displayed; notice that the current status now shows as “Pending”.
- **You will receive an email informing you of the final appeal decision.**
- It may take several months for the Appeals Committee to review your appeal.
- The hold on your account is removed temporary until the Appeals Committee makes their decision.
- For additional help or questions, call Parking Services at 706-864-1697 (Dahlonega Campus) or 678-717-3133 (Cumming Campus), or 678-717-3914 (Gainesville campus), or 706-310-6210 (Oconee campus).

---

**Article VI: SUSPENSION/REVOCATION OF PRIVILEGES**

1. UNG regards the operation and parking of a vehicle on campus as a privilege, which may be revoked at any time. Some specific reasons (but not exclusive) for which a person is subject to having their campus privileges suspended/revoked without refund of the registration fee are as follows:

   a. Operating a vehicle under the influence of alcohol or drugs;
   b. Irresponsible actions while operating a vehicle or failure to demonstrate a responsible attitude toward campus, city, county and state regulations and laws;
   c. Failure to report or leaving the scene of an accident;
   d. Failure to respond to a written notice regarding a parking citation or fine;
   e. Failure to pay parking and traffic fines; or
   f. Having four (4) outstanding citations (non-appealed or appeal denied by the Traffic Appeals Committee) in one semester.

2. Suspension of operating privileges can be for a period of 30, 60 or 90 days, depending on the severity of the violation, from the date of the citation or date an appeal was acted upon by the Traffic Appeals Committee.

3. **Operation of a vehicle on campus during the suspension period will result in an additional 30-day suspension and a $50.00 fine.** A second violation of the suspension may result in permanent revocation and withdrawal of the privilege of registering a vehicle at any time during the student's enrollment. Periods of suspension will run consecutively and breaks between semesters or semesters not attended will not be counted as part of the suspension period. Motor vehicles may remain registered, but not operated, on the campus during the term of suspension. Notification of suspended/revoked privileges will be made by letter from the Parking Services to the current address on file with the Registrar's Office. Confirmation of receipt of letter is not necessary to initiate suspension. Individuals who have had their privileges suspended may petition in writing to the Vice President for Student Affairs for early reinstatement of privileges.
Article VII: VEHICLE TOWING AND IMPOUNDMENT

1. Vehicles are subject to being immobilized or towed from campus for any of the following reasons:

   a. Vehicle is parked in a manner which creates a nuisance, causes inconvenience to another person, is parked in a manner which obstructs traffic or creates a hazard;
   b. Vehicle is parked in a tow zone, restricted or reserved space, or blocks a loading/unloading zone;
   c. Vehicle is abandoned on campus; or
   d. Vehicles with more than four (4) citations.

2. When a vehicle is towed, the person to whom the vehicle is registered is responsible for towing charges. All towing charges and fines must be paid before the vehicle is released.

3. Illegally parked vehicles which evidence a pattern of abuse will be boot-locked and/or banned from campus. Non-registered vehicles that accumulate more than four (4) citations will be subject to immobilization.

If you need this content in another form please contact Parking Services 706-864-1697.