



# **Parking Services**

## **Rules and Regulations**

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

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## ARTICLE I: AUTHORITY

### A. Authority from the Board of Regents

1. By virtue of the powers granted to the Board of Regents of the University System of Georgia by the Georgia Constitution, the Board of Regents has the authority to adopt bylaws and policies for the management and governance of this member institutions. The Board of Regents further elects a Chancellor of the System, under whose supervision the presidents of the various institutions are given responsibility and authority to promote the efficient operation of the same. Parking Services is a delegated authority and is responsible for the administration of policies and parking regulations designed to promote a safe and efficient parking system.

### B. Authority from the University of North Georgia

1. Parking Services, a division of Auxiliary Services, establishes and follows these parking rules and regulations on all property owned or controlled by the University of North Georgia.
2. The University's parking plan calls for firm, consistent, and assertive enforcement of parking regulations. Fines, immobilization, and towing are authorized as disincentives to ensure that parking regulations are followed.
3. Parking Services implements the University's parking plan and manages vehicle registration, permit issuance, lot enforcement, fine collection, ticket appeal, immobilization and towing for various unsafe and illegal parking practices, and lot scheduling for special events.
4. 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.

## ARTICLE II: GENERAL REGULATIONS AND ENFORCEMENT

### A. Driver Responsibility

1. All persons registering and/or operating motor vehicles on any UNG campus are responsible to know, understand, and comply with the UNG Parking Rules and Regulations.
2. The responsibility of finding a legal parking space rests on the vehicle operator.
3. UNG has primarily pedestrian campuses. Vehicle operators share responsibility for their safety.

### B. Regulations

1. The speed limit on all campuses is 15 MPH. Parking on campus is very limited and is controlled by the use of parking permits. Each registered vehicle must be parked in the appropriate parking space.
2. UNG does not guarantee parking spaces will be available near a particular residence hall nor near academic buildings. If you have difficulty finding a parking space, please call Parking Services during normal enforcement hours and Campus Police after hours and on weekends.
3. University of North Georgia assumes no responsibility for vehicles and/or contents while parked on and/or operated on University grounds.

### C. Abandoned and Inoperable Vehicles:

1. Abandoned vehicles left on campus more than 30 days without being moved will be considered abandoned and may be towed at owner's expense.
2. Exceptions will be made by Parking Services on an individual basis as requested by the vehicle owner. On the thirty-first day it shall be subject to immediate towing. Towing and storage expenses are the responsibility of the vehicle owner or operator.

### D. Enforcement

1. Enforcement Hours: Monday–Thursday 7:00am–5:30pm and Friday 7:00am–3:00pm.

### E. Permits

1. Effective May 1, 2019 all permits are virtual permits where your license plate will serve as the physical permit on your vehicle. All vehicles will need to park with the license plate facing the adjacent traffic lane.
2. If you have already registered for your permit and are changing vehicles, you must register the new vehicle online. <https://ung.aimsparking.com/login.php>
3. For those with a current permit driving a loaner vehicle or a rental car please go to your parking account online and add this vehicle temporarily.
4. For those with a new vehicle with a temporary paper license plate, please type in the last 7 digits of your vehicle's VIN number in place of the license plate number when registering your vehicle online. Once your DMV-issued license plate has arrived, you will be required to immediately update your information online.

5. All UNG permits are universal and will work on any UNG campus.

### ARTICLE III: ANNUAL VEHICLE REGISTRATION

#### A. All vehicles on campus are required to register for a valid UNG parking permit.

1. Parking permits are issued annually by UNG Parking Services. Registration opens each year on May 1<sup>st</sup> and all prior permits will expire on August 31<sup>st</sup> each year. In order to obtain your annual permit, you must register your vehicle on the Parking Services Web Portal using your UNG username and password.  
<https://ung.aimsparking.com/login.php>

### ARTICLE IV: TYPES OF PARKING SPACES AND PARKING PERMITS

#### A. 1-HOUR

1. No UNG permit is needed for a 1-HOUR parking space.
2. The 1-HOUR spaces are identified by white lines/gray box with "1-HOUR" painted on the ground.
3. A limited number of 1-HOUR parking spaces are available for use while loading or unloading.
4. Please move your vehicle within the time period. After 1 hour the vehicle will be subject to receive a ticket.
5. Click the link below for a map of 1-Hour Spaces:

Dahlonega: <http://go.ung.edu/dah-1-hour>

Gainesville: <http://go.ung.edu/gvl-1-hour>

#### B. 24-HOUR F/S

1. A valid F/S permit is required to park in a 24-HOUR F/S space.
2. 24-HOUR Faculty/Staff spaces are identified by yellow lines/red box with "24HR F/S" painted on the ground.
3. The 24HR F/S spaces are enforced 24 hours a day 7 days a week.
4. Click the link below for a map of 24-Hour F/S Spaces:

Dahlonega: <http://go.ung.edu/dah-fac-staff-24>

Gainesville: <http://go.ung.edu/gvl-fac-staff-24>

#### C. 24-Hour Restricted areas

1. 24-hour restricted areas are areas UNG enforces 24 hours a day 7 days a week. These areas apply to all of the following: RD/RA spaces, 24HR F/S spaces, rental vehicle spaces, disability spaces and blue access zones, yellow curbs, fire lane, President, all VP spaces and Combat Wounded Warrior spaces. (Please see the different area types to see what type of permit is required.)
2. Construction zones are limited to marked contractor vehicles inside the designated area.

#### D. Campus Police

1. Campus Police spaces are marked with yellow lines/red box with "POLICE" painted on the ground and/or a posted sign.
2. Campus Police parking is enforced 24 hours a day 7 days a week.
3. Unauthorized vehicles will be cited and/or booted/towed.

#### E. Clinic

1. Clinic spaces are marked with pink lines/pink box with "CLINIC" painted on the ground.
2. Clinic spaces are reserved for patients of the Health and Natural Science PT Clinic.
3. Clinic permits are issued in the PT Clinic Office.
4. Questions for the clinic staff call 706-864-1948.
5. Click the link below for a map of Clinic Spaces:

Dahlonega: <http://go.ung.edu/dah-clinic>

#### F. Combat Wounded Warrior

1. The Combat Wounded Warrior spaces are for Purple Heart recipients. Combat wounded service men and women are those who have transitioned back into civilian life. They have made great sacrifices to ensure our freedoms but often go unrecognized.
2. No UNG permit is required.
3. Wounded Warrior spaces are identified by purple lines/purple box with "RESERVED" painted on the ground.
4. These spaces are RESERVED 24 hours a day 7 days a week.
5. Click the link below for a map of Combat Wounded Warrior Spaces:

Dahlonega: <http://go.ung.edu/dah-warrior>

Gainesville: <http://go.ung.edu/gvl-warrior>

## G. Disability

1. All vehicles must display a state issued disability placard or a state issued disability license tag. No UNG permit is required for these spaces.
2. Disability spaces are identified by blue lines/blue box with a wheelchair pictogram painted on the ground.
3. To apply for a disability placard in Georgia you will need a disabled person's parking affidavit filled out by a physician and taken to your local county tag office. (Form MV-9D)  
<https://dor.georgia.gov/documents/mv-9d-disabled-persons-parking-affidavit>
4. UNG Parking Services cannot issue a disability permit.
5. Click the link below for a map of Disability Spaces:  
Cumming: <http://go.ung.edu/cm-g-ally>                      Dahlonaga: <http://go.ung.edu/dah-ally>  
Gainesville: <http://go.ung.edu/gvl-ally>                      Oconee: <http://go.ung.edu/ocn-ally>

## H. Electric Vehicle

1. No UNG permit is needed for an EV "ELECTRIC VEHICLE" parking space.
2. The EV spaces are identified by green lines/green box with "ELECTRIC VEHICLES ONLY" painted on the ground.
3. EV spaces are first come, first serve and are on the Dahlonaga and Gainesville campuses.
4. The EV charging stations provide accessible charging stations to everyone on campus. In fairness to others please move your vehicle once the charge is complete.
5. Vehicles may not be parked in EV charging spaces unless they are actively charging. Vehicles will be subject to a ticket if parked while not charging.
6. Click the link below for a map of Electric Vehicle Spaces:  
Dahlonaga: <http://go.ung.edu/dah-ev>                      Gainesville: <http://go.ung.edu/gvl-ev>

## I. Events & Event Parking

1. Events, camps and conferences are an integral part of the campus environment and need advance planning with Parking Services. A minimum of 72 hour notice is required to request parking spaces from Parking Services.
2. Parking is limited and based on space availability.
3. No UNG permit is required for a one day event.
4. During special campus events, specific areas of the campus may be designated for special parking for guests of the president, and/or other special visitors.
5. Notification of the reservation of such areas will be made in advance by posted signs, traffic cones, notice board, and/or written notice.
6. Vehicles must be removed from these areas by the time stipulated or the vehicles will be fined and subject to towing at owners expense.

## J. Faculty & Staff

1. A Faculty/Staff permit is available to currently active UNG employees.
2. Faculty/Staff may register up to 3 vehicles on their permit but only ONE registered vehicle is allowed on campus at a time.
3. The Faculty/Staff spaces are identified by yellow lines/red box with "F/S" painted on the ground.
4. During enforcement hours Faculty and Staff are ONLY allowed to park in "F/S" or "24HR F/S" spaces on any UNG campus. Faculty and Staff are prohibited from parking in visitor and student spaces.
5. UNG will assess a parking & transportation fee to all UNG employees via payroll deduction on a per pay period, prorated basis and is subject to change.
6. Click the link below for a map of Faculty & Staff Spaces:  
Cumming: <http://go.ung.edu/cm-g-facstaff>                      Dahlonaga: <http://go.ung.edu/dah-fac-staff>  
Gainesville: <http://go.ung.edu/gvl-fac-staff>                      Oconee: <http://go.ung.edu/ocn-facstaff>

## K. Guest

1. Please read the Visitor Section below.

## L. Motorcycle

1. Motorcycle license plates can be added to any UNG permit for visitors, students, Faculty and Staff.
2. The motorcycle spaces are identified by white lines and a motorcycle pictogram.
3. Motorcycle spaces are located in several locations on each campus and are reserved for motorcycles only.
4. Click the link below for a map of Motorcycle Spaces:  
Cumming: <http://go.ung.edu/cm-g-motorcycle>                      Dahlonaga: <http://go.ung.edu/dah-motorcycle>

Gainesville: <http://go.ung.edu/gvl-motorcycle>

Oconee: <http://go.ung.edu/ocn-motorcycle>

#### M. Patient

1. Patient spaces are identified by a blue sign "RESERVED STUDENT HEALTH SERVICES PATIENT".
2. Patient spaces are reserved for students who are patients at Student Health Services.
3. Any UNG Resident and Non Resident Permit is allowed to access this space.
4. Click the link below for a map of Patient Spaces:

Dahlonega: <http://go.ung.edu/dah-patient>

#### N. RD/RA

1. A RD/RA space is for resident students who are currently serving as a resident director or a residential adviser.
2. All RD's and RA's must register for their RD/RA permit in the office of Parking Services.
3. The RD/RA spaces are identified with white lines/red box with "RD/RA" painted on the ground.
4. Click the link below for a map of RD/RA Spaces:

Dahlonega: <http://go.ung.edu/dah-rdra>

#### O. Rental Fleet

1. The Rental Fleet spaces are identified with white lines/gray box and "RENTAL FLEET" painted on the ground.
2. ONLY UNG Fleet vehicles are allowed to park in these spaces.

#### P. Retiree

1. Retirees must register their vehicle with Parking Services to obtain a valid permit.
2. The permit allows the retiree to park in any visitor space.

#### Q. Service

1. Service vehicle spaces are identified by white lines/gray box and "SERVICE VEHICLE" painted on the ground.
2. A service vehicle permit or a vendor permit is required.
3. Click the link below for a map of Service & Delivery Spaces:

Dahlonega: <http://go.ung.edu/dah-svcdel>

Gainesville: <http://go.ung.edu/gvl-svcdel>

#### R. Student

##### 1. Non-Resident

- a. A non-resident (commuter) permit is available to students not living on campus.
- b. Students can add up to 3 vehicles on their permit. Only ONE registered vehicle is allowed on campus at a time.
- c. During enforcement hours non-resident students are ONLY allowed to park in parking lots/decks designated for non-resident parking. Not allowed to park in visitor spaces.
- d. Click the link below for a map of Non-Resident Spaces:

Cumming: <http://go.ung.edu/cmng-students>

Dahlonega: <http://go.ung.edu/dah-non-res-students>

Gainesville: <http://go.ung.edu/gvl-students>

Oconee: <http://go.ung.edu/ocn-students>

##### 2. Resident

- a. A resident permit is available to students living in on-campus housing.
- b. Students can add up to 3 vehicles on their permit. Only ONE registered vehicle is allowed on campus at a time.
- c. During enforcement hours resident students are ONLY allowed to park in parking lots/decks designated for resident student parking. Not allowed to park in visitor spaces.
- d. Click the link below for a map of Resident Spaces:

Dahlonega: <http://go.ung.edu/dah-res-students>

#### S. Vendor

1. Vendors must register their vehicle online or with Parking Services to obtain a vendor permit.
2. A vendor permit allows the vendor to park in any Service Vehicle space or a designated construction area.
3. Vendors can add up to 10 vehicles per permit.
4. Vendors may purchase additional permits for additional vehicles.
5. Vendor permits are NON-REFUNDABLE.

#### T. Visitor

1. Visitors are considered to be persons (other than current students, staff and faculty) operating a vehicle who occasionally visit the campus for pleasure, conferences, or business.
2. If visiting UNG more than twice a week you must purchase a visitor pass at Parking Services.

3. Visitor spaces are identified by white lines/gray box with "Visitor" painted on the ground and/or with a visitor sign.
4. During enforcement hours visitor spaces are ONLY for visitors.
5. Vehicles that are currently registered to a University student or employee are not eligible for visitor status unless granted special permission by Parking Services.
6. Visitors will be responsible for any ticket issued. Immobilization and towing regulations will be enforced.
7. For large scale events where a significant number of visitors are expected on campus please review Article IV: Section H for Events/Event Parking.
8. Click the link below for a map of Visitor Spaces:
 

Cumming: <a href="http://go.ung.edu/cm-g-visitors">http://go.ung.edu/cm-g-visitors</a>	Dahlonge: <a href="http://go.ung.edu/dah-visitors">http://go.ung.edu/dah-visitors</a>
Gainesville: <a href="http://go.ung.edu/gvl-visitors">http://go.ung.edu/gvl-visitors</a>	Oconee: <a href="http://go.ung.edu/ocn-visitors">http://go.ung.edu/ocn-visitors</a>

## ARTICLE V: PARKING VIOLATIONS, FINES, PAYMENTS AND APPEALS

### A. Responsible party

1. Parking tickets will be the responsibility of the registered holder of the permit.
2. If no permit, the operator of the vehicle will be responsible for all parking violations.
3. All fines and fees can be paid online or at any UNG Parking Services offices. See Payment Instruction below.
4. Vehicles with more than four (4) outstanding tickets are subject to be immobilized.

### B. Payment Information

1. All fines and fees can be paid online or at any UNG Parking Services office.  
<https://ung.aimsparking.com/login.php>
2. Student, Faculty, and Staff can have the parking tickets reduced by \$10.00 if paid within 48 hours of being issued the ticket. (Except for parking in a restricted area, parking in a fire lane, blocking fire hydrants and parking in a handicap space/disability access area.)

### C. Ticket Appeals

1. Students, Faculty and Staff may appeal a parking ticket through the parking web portal  
<https://ung.aimsparking.com/login.php>
2. Online appeals must be made online within seven (7) calendar days of receiving the parking ticket(s). After (7) calendar days you waive your right to appeal the parking ticket.
3. The Parking Appeals Committee consists of faculty, staff, and students. Parking Services personnel do not have a vote on the committee.
4. Reasons such as lack of knowledge of the parking rules and regulations, lateness due to class or appointment conflicts and/or inability to find a legal parking space will not be accepted as an excuse.
5. An email will be sent to the email address used in the appeal process to inform of the final appeal decision.
6. The committee meets once a month and their findings are final and cannot be appealed further. Parking Services cannot change the ruling of the committee.

### D. Immobilization/Towing

1. Parking Services reserves the right to immobilize (boot) vehicles as circumstances warrant including, but not limited to:
  - a) Accumulation of 4 or more outstanding parking tickets.
  - b) Excessive unpaid fines.
  - c) Illegally parked vehicles which shows evidence of a pattern of abuse.
  - d) Parking in an illegal or unsafe manner at any time is prohibited and may result in towing at the owners expense.
2. Tickets are a method of warning the vehicle owner/operator. When tickets fail to correct violations, it may become necessary to tow or boot a vehicle.
3. Towing charges and related fees are the responsibility of the vehicle owner/operator.
4. UNG assumes no liability for damage to vehicles parked on any UNG campus controlled property during and/or as a result of immobilization or impoundment.

#### E. 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. A person is subject to having their parking privileges suspended or revoked without refund of the parking registration fee.

#### F. Violations and fines:

- **Warning \$0.00** - Issued on a case by case basis.
- **License Plate Not Visible from adjacent traffic lane \$25.00** - All vehicles, except emergency and service vehicles, must park so the rear bumper faces the adjacent traffic lane.
- **Exceeding time limit \$25.00** - 1 hour spaces are strictly enforced during enforcement hours.
- **Failure to register \$25.00** - Vehicle not registered in system.
- **Parking in F/S space \$25.00** - Reserved for faculty and staff ONLY during enforcement hours.
- **24HR F/S space \$25.00** - Reserved 24/7 for faculty and staff ONLY. NO UNG Vehicles are authorized to park in these spaces.
- **Parking in Student Space \$25.00** - Reserved for students ONLY during enforcement hours.
- **Parking in RD/RA space \$25.00** - Reserved 24/7 for Resident Directors and Residential Advisers.
- **Parking in Unauthorized Area \$25.00** - Parking in areas such as construction sites, dumpster sites, service vehicle, service delivery space, driveways, sidewalk, yellow/unmarked curb, grass, landscaped areas, and similar areas is not permitted. The absence of "NO PARKING" signs does not denote parking is permitted.
- **Multiple registered vehicles on campus at same time \$25.00** - Only 1 registered vehicle allowed on campus at a time.
- **Restricted Area \$50.00** - Parking in area that is closed for an event. No discount will be given.
- **Falsification of Record \$50.00** - To alter or fraudulently place a parking ticket or anything that may appear as a parking ticket on windshield.
- **Parking in a Fire Lane/Blocking Fire Hydrants \$50.00** - Parking in areas with signage indicating fire lane or curbs painted red, or where fire hydrants are visible.
- **Parking in President/VP Space \$50.00** - Reserved 24/7
- **Parking in Handicap Space/Disability Access Area \$100.00** - A valid disability license plate or a disability hanging placard is required. Parking in the blue striped area next to disability space is NOT permitted.

Note: Campus Police issues working violations i.e.; speeding, fire lane, handicap, and handicap areas. Campus Police citations are issued on a Uniform Traffic Citation (UTC) and must be paid or appealed to the City or County where citation was issued.

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