

PARKING ORDINANCE

PC 6.28

Date of Last Update:

December 18, 2018

Approved By:

- President's Cabinet

Responsible Office:

Public Safety

PROCEDURES

Section 1: Definitions

1. Campus: Unless otherwise noted in this Ordinance, Campus shall mean property owned or controlled by Grand Valley State University (GVSU) on the Allendale Campus and Grand Rapids Campuses (Robert C. Pew Grand Rapids Campus and Health Campus), and includes the Standale Plaza in the City of Walker.
2. Department of Public Safety: Department of Public Safety shall mean the Grand Valley State University Department of Public Safety which is comprised of Police, Security, Emergency Management, and Parking Services. The Department of Public Safety is responsible for all GVSU properties.
3. Hours of Compliance: Parking is enforced 24/7.
4. Overnight Parking: Overnight parking on campus is considered as between the hours of 3:00 a.m. - 6:00 a.m. and is enforced 24/7, year-round (see Section 2.10).
5. Color-Coded Parking: All parking areas on campus are color-coded. The color of a permit authorizes parking in specific areas and is defined under each permit classification.

Section 2: Parking on Campus

2.1 : *Vehicles on Campus*

2.1.1: State Requirements: All vehicles parked on campus must be properly registered and display current registration credentials as prescribed by the state within which they are registered, and be legally operable under the laws set forth by Michigan Legislation.

2.1.1.1: Disabled Vehicle: A vehicle that is not legally operable under Michigan law is deemed a *disabled vehicle*. A disabled vehicle must be reported to Parking Services (during business hours) or Police (after hours). The disabled vehicle must be removed from the campus within 24 hours or is subject to citation.

2.1.2: If an area is not posted for parking, parking is prohibited. Parking in coned spaces, in closed parking lots, and at bagged meters is prohibited unless permitted by the Department of Public Safety.

2.1.3: Vehicles occupying or obstructing more than one space are subject to a citation.

2.1.4: By parking on campus, the operator has agreed to abide by the rules and regulations of the Parking Ordinance and is subject to citation and other penalties as outlined in Section 3.

2.2 : Parking Options

2.2.1: Permit Parking: Parking permits are required in the Allendale Campus and Grand Rapids Campuses parking lots and areas with the exception of paid parking meter spaces or pay station lots. Permits are required Monday-Thursday 3:00am – 6:30pm and Friday 3:00am – 5:00pm unless otherwise noted. Parking permits are not required at the Standale Plaza in the City of Walker, Meijer Campus in Holland, Muskegon locations, or the Traverse City Regional Center. There is no University parking lot at the Detroit Center. Campus maps are published at www.gvsu.edu/maps. (See Section 2.3 for detailed permit information.)

2.2.2: Pay-to-Park: Pay-to-Park areas offer short-term parking and require payment. Permits are not valid in Pay-to-Park areas unless specifically designated. Over-payments will not be refunded. **Pay-to-Park areas include metered spaces and pay station lots.**

Meters: Spaces with jammed, broken, failed, or otherwise malfunctioning meters are considered to be no parking zones and should be reported to the Department of Public Safety. Meters accept U.S. coins (quarters, nickels, and dimes only) and ParkMobile (a third-party mobile app) as payment. Housing meters located in residential lots/areas require payment 24/7. Payment at a meter is not required if a valid ADA permit and a valid GVSU cling or temporary are displayed in the vehicle.

Pay Stations: Pay Stations accept coin, bills, credit card, and ParkMobile payments. Pay Station lots require payment Monday through Saturday, 7:00 am-8:00 pm. Payment is required to park in Pay Station lots including those motorcycles and vehicles displaying ADA permits.

2.3: Parking Permit Types

2.3.1: Cling Permits:

2.3.1.1:A current permit must be displayed in the lower corner of the windshield, to the left of the steering wheel from the driver's seat. Cling permits must be completely affixed to the windshield in full display with barcode visible. All expired permits must be removed from the windshield.

2.3.1.2:The permit is the property of GVSU. Permits may not be sold, altered, copied, or modified in any way.

2.3.1.3: Students who choose to purchase a permit are charged per semester (fall and winter semesters). The cost of the permit is charged directly to the student's account. Permits that have not been paid for will be deactivated. The parking permit must be returned to Parking Services to be eligible for a refund. Refund amounts follow the tuition schedule. Students or faculty/staff who are no longer enrolled or employed by the University are not eligible to use the parking permit and must return it to Parking Services.

2.3.1.4:Parking permits are issued for the exclusive use of the person applying for the permit. A G# is authorized one cling permit only. If more than one permit is received, contact Parking Services immediately for its return.

2.3.1.5:Lost or stolen permits must be reported to Parking Services immediately. A claim of a stolen permit must include a police report from the appropriate jurisdiction.

2.3.2: Temporary Permits: Twenty daily permits are available per semester to GVSU students at the cost of \$6.00 per day. Faculty/Staff and day visitors who need a temporary permit may obtain one from Parking Services at no cost. Those choosing to park on campus without a permit must park and pay at a metered space or in a Pay Station lot.

2.3.2.1:In the event a paperless permit is unavailable, a temporary parking permit must be displayed with the effective date(s) in full view on the dashboard to the left of the steering wheel from the driver's seat.

2.4 : Student Parking Classification

2.4.1: Student Commuter: Students who do not reside in University housing facilities are considered commuter students.

2.4.1.1: Student Commuter: Student Commuter permits are valid in Student Commuter parking

lots marked by a red “S” on signs throughout campus.

2.4.1.2: Lot J: Lot J permits are offered as a reduced-rate, remote-parking option for commuter students. There is a Lot J on the Allendale Campus and a Lot J on the Pew Campus. This permit is valid on either campus on a first-come, first-serve basis for Lot J ONLY. A Student Commuter permit must be purchased to park in other lots.

2.4.2: Student Resident: Students who reside in University housing are considered residents. There are three types of Student Residents:

2.4.2.1: Allendale Resident: Students who live on the Allendale Campus in University Housing are considered Allendale residents. Allendale Resident parking lots are marked by a yellow “R” throughout the Allendale Campus and a red “S” on the Pew Campus.

2.4.2.2: Pew Resident: Students who live on the Pew Campus in University housing are considered Pew residents. Pew Resident parking lots are marked by a brown “P” on the Pew campus and a red “S” on the Allendale Campus. **Pew Resident parking lots and areas on the Pew Campus require a permit year-round.**

2.4.2.3: Calder Resident: Students who live on the Allendale Campus in the Calder Residence are considered Calder Residents. Calder Resident parking includes signed Calder Residents Only spaces, as well as lots marked by a yellow "R" on the Allendale Campus and a red "S" on the Pew Campus.

2.5 : Faculty and Staff Parking Classification : *Unless otherwise specified*, this permit is only valid in lots and spaces designated by a blue “F” and/or a red “S”, with the exception of Winter Lot on the Pew Campus, and is not valid in pay-to-park lots or spaces.

2.5.1: Active Appointments: Active GVSU faculty/staff are issued parking permits. Parking permits are only valid for adjunct faculty/staff if they have an active appointment and are either working or teaching during that semester.

2.5.1.1: Faculty/Staff Reserved: Faculty/Staff who qualify for a reserved parking permit are afforded additional parking on campuses as marked by “Reserved” signs.

2.5.2: Lot L/Administration Reserved: This permit is valid in Lot L on the Allendale Campus, and is not exempt from payment in pay-to-park lots or spaces.

2.5.3: GVRP: Faculty and staff who have retired from GVSU are eligible for this permit and may park in the most convenient Faculty/Staff or Student Commuter space available.

2.6 : Special Parking Classifications : Signed designated spaces require an appropriate permit

and are enforced 24/7.

2.6.1: *Service Vehicles:* The Service Vehicle permit is intended for use by persons or companies providing one of the following services: installation, repair, or improvement of University-owned structures and infrastructures (exterior and interior). Service Vehicle permits are not intended for loading or unloading. This permit is valid in Service Vehicle spaces, faculty/staff and student parking lots and areas, and at metered spaces without payment.

2.6.2: *Tenants:* Tenants with lease agreements for spaces in University buildings may be eligible for a tenant permit. This permit offers the same privileges as a faculty/staff permit *except on the Health Campus*.

2.6.3: *Vendors:* Employees of vendor companies that provide services to GVSU on a regular basis may qualify for a permit. A request must be made to Parking Services by a GVSU department head on behalf of the vendor company.

2.6.4: *Alternative Fuel/Carpool/Hybrid Spaces:* *Alternative Fuel/Carpool/Hybrid* spaces, excluding metered spaces, require a special parking permit designation. Contact Parking Services for additional information regarding this permit designation.

2.6.5: *Electric Vehicle Charging Spaces:* Spaces are provided throughout campus for actively-charging electric vehicles only. Spaces are limited, so a parking and/or charging opportunity is not guaranteed. A valid GVSU permit is required.

2.6.5.1: Electric vehicle charging stations located in the Front Lot on the Pew Campus are for Consumers Energy staff and visitors only.

2.6.6: *Small Car Only Spaces:* Use of small car spaces marked with hashed end lines requires compliance 24/7. Vehicles parking in these spaces must be contained within all sides of the space and not overhang any line.

2.6.7: *Loading Zones:* Loading zones are enforced 24/7. They are provided to accommodate active loading and unloading only unless otherwise signed. All loading and unloading must be done in designated loading docks or from regular parking spaces. Parking on curbs, sidewalks, in fire lanes, or in any other place not designated for parking is strictly prohibited, except under the direction of the Department of Public Safety.

2.6.8: Other designated spaces requiring a special permit include, but are not limited to: Biology Department, Communications Department, Disability Support Resources, Food Service, Information Technology, Reserved, and University Bookstore.

2.7 : *Visitor Parking*

2.7.1: Daytime Visitors: Visitors may choose to obtain a parking permit directly from Parking Services office at no cost; from the faculty/staff member he/she is visiting; or utilize pay-to-park areas.

2.7.2: Overnight Visitors: Visitors staying on campus overnight (see Section 2.10) must obtain a parking permit in person from Parking Services on the respective campus (Allendale Campus or Pew Campus). Overnight visitors are limited to twenty overnight permits per year excluding weekends.

2.7.3: Fieldhouse/Recreation Center: Alumni and outside members can obtain a Fieldhouse parking permit by providing their current Athletic and Recreation Facilities membership card and driver's license to Parking Services in Allendale. *These parking* permits will be valid for the duration of the membership and will need to be renewed along with the membership. The use of this permit is for non-academic recreational facilities use only. It may not be used for any other purpose, including events or academic classes.

2.7.4: Campus Recreation Classes: Long-term parking permits are not available to members of the community taking classes at Athletic and Recreation Facilities.

2.7.5: Buses: Buses bringing groups and/or athletes to campus must park in designated lots. Refer to www.gvsu.edu/parking for lots currently designated for this purpose. Bus parking rules on campus are enforced year-round. Time allowed for picking up and dropping off is limited to 15 minutes and is strictly prohibited in pay-to-park locations.

2.8 : ADA-Compliant Parking : ADA-compliant parking requires an ADA placard or plate designation and is enforced 24/7. A valid GVSU permit must accompany the ADA placard or plate designation during permit enforcement hours. If ADA-compliant parking spaces are not available, the ADA permit holder may park in a Faculty/Staff or Student space or at a meter without payment. Parking in other spaces is prohibited. Parking in ADA-compliant spaces in pay station lots is limited to two hours and requires payment.

2.8.1: University-Issued ADA Permits: Mobility impaired persons shall be issued, without charge, a temporary permit for a period not to exceed three days. ADA Permits must be accompanied by a valid GVSU Faculty/Staff or Student permit. Persons requiring accommodations for a period of 4-30 days will be directed to Disability Support Resources for assistance. Individuals needing ADA-compliant parking privileges beyond thirty days must obtain a permit from the Michigan Secretary of State. If temporary ADA compliant parking accommodations are needed,

contact Disability Resource Services or Parking Services.

2.8.2: *Illegal Use of an ADA Parking Placard or License Plate:* Under Michigan law, it is illegal: 1) to use an ADA placard or license plate when the ADA permit holder is not being transported; 2) to use an ADA placard or license plate when the placard or plate is altered; 3) to lend/use a placard/plate from another person; and 4) to use a copy of a placard/plate. Illegally used ADA designations are subject to confiscation by the Department of Public Safety and are returned to the Secretary of State with an explanation of the misuse. Fraudulent use of an ADA parking placard or plate is punishable by up to 30 days in jail and/or up to a \$500 fine.

2.9 : *Motorcycle/Moped Parking* : This section is applicable to all two-wheeled motorized vehicles. Motorcycles and mopeds parking on campus do not require a parking permit. Overnight parking is only allowed in designated motorcycle parking areas in residential lots. Parking in any blue hashed area is strictly prohibited.

2.9.1: *Allendale Campus:* Motorcycles and mopeds must be parked in the yellow hashed area at the end of parking rows in faculty/staff and student parking areas, unless otherwise signed (i.e. Commons Area is prohibited).

2.9.2: *Pew Campus:* Motorcycles and mopeds must be parked in designated motorcycle parking areas designated by signage in the Eberhard Center loading dock, DeVos Lot, Seward Parking Ramp, and Watson Lot. Parking in yellow hashed areas of the Seward Parking Ramp is permitted. Residents may park in the yellow hash marks at the end of parking rows in the Secchia Lot only. Parking in all other areas is restricted.

2.9.3: *Health Campus:* Motorcycles and mopeds must be parked in designated signed motorcycle parking areas only. All other areas are restricted.

2.9.4 : *Pay-to-Park:* Payment is required for motorcycle parking in pay-to-park spaces.

2.10: *Overnight Parking:* Overnight parking on campus is considered as between the hours of 3:00 am - 6:00 am. Overnight parking is permitted in Resident lots only. Overnight parking is prohibited in faculty/staff, student commuter, and pay-to-park areas.

2.10.1: *Overnight Employees:* Information about specific parking locations designated for GVSU employees whose duties require overnight parking is available at www.gvsu.edu/parking.

2.11 : *Trailers* : GVSU does not provide accommodations for parking of vehicles pulling trailers during the academic year except for those attached to contractor and service vehicles operated by individuals actively working on campus. Trailers must not be left unattended without the

permission of the Department of Public Safety.

2.12: *Oversized and Recreation Vehicles*: Vehicles larger than one standard parking space must park in designated lots. Refer to www.gvsu.edu/parking for current designated lots. Oversized vehicle parking is enforced year-round and is strictly prohibited in pay-to-park locations on both campuses. Overnight parking of recreation vehicles on campus is prohibited.

2.13: *Bicycles* : Bicycles must be stored in the provided bicycle racks. Bicycles improperly stored and locked will be removed at the owner's expense. Bicycles are not allowed inside buildings. Free bicycle registration is available at <http://www.gvsu.edu/dps>.

2.14: *Vehicles Prohibited* : The following vehicles are not permitted on campus unless permission is obtained from the Director of Public Safety:

- Snowmobiles
- Off-road motorcycles
- All-terrain vehicles
- Recreational vehicles parked overnight
- Non-traditional vehicles (i.e. golf carts, dune buggies, go-carts, etc.)

2.15: *Sidewalk & Landscape Restriction* : Sidewalks and walkways are restricted to pedestrian, bicycle, and motorized wheelchair use only. It is illegal to drive or park a moped, motorcycle or other motor vehicle on a sidewalk or walkway without permission from the Department of Public Safety. Travel in landscaped areas is restricted to pedestrian traffic only.

2.16: *University's Rights & Responsibility*

2.16.1: GVSU reserves the right to close, restrict parking and/or driving to, or otherwise make unavailable any and all campus roads and parking areas at any time to any vehicle, whether properly permitted or not.

2.16.2: The University also reserves the right to remove, at the owner's expense, any abandoned, unlawfully parked, or inoperable vehicle on campus.

2.16.3: The University assumes no responsibility for loss or damage to vehicles driven or parked on campus, or for the contents thereof.

Section 3: Parking Fine, Appeals and Penalties

3.1 : *Parking Fines*

3.1.1: Payment Options:

3.1.1.1: Online – On the Parking Services website via credit card.

3.1.1.2: Payment Box – At the payment drop box located in front of Parking Services in Allendale via cash or check.

3.1.1.3: Telephone – Over the phone at (616)331-7275 via credit card.

3.1.1.4: In Person – Over the counter at Parking Services in Allendale or at a Student Assistance Center on either campus via credit card, cash, or check.

3.1.1.5: Mail – Through postal mail via check.

A fee will be imposed for any returned checks. Coins will be accepted in-person only if rolled. If paying by cash, it is recommended that payment be made in person in order to obtain a receipt.

3.1.2: Returned Checks: A fee will be imposed for any returned checks.

3.1.3: Cash Payments: Coins will be accepted in-person only if rolled. If paying by cash, it is recommended that payment be made in person in order to obtain a receipt.

3.1.4: Transfer of Fines: After forty days, fines will be transferred to the student's account. Non-student fines will be referred to collections. Outstanding fines may also be sent to the appropriate District Court for collection. Failure to respond to a citation after it has been sent to court may result in the suspension of the registered owner's driver's license.

3.1.5: Excessive Citations: The accumulation of six or more citations within a forty-day period by a single person or vehicle will be deemed excessive. Any person or vehicle accumulating excessive citations is considered a nuisance, and the vehicle is subject to impoundment, immobilization, and/or District Court action.

3.2: Appeals: Appeals must be submitted within seven business days of the date the citation is written.

3.2.1: Appeal Options:

3.2.1.1 Appeals may be submitted online via the Parking Services website. Faculty/Staff and students may submit appeals online or exercise the option to appeal in person.

3.2.1.2 In-person appeals are heard at a Department of Public Safety office. In-person appeals must be submitted on the campus where the citation was received. Judiciary Officers are available weekly at scheduled times for in-person appeals, and are first-come first-serve. The appeal schedule is published at <http://www.gvsu.edu/parking>.

3.2.1.3 Handwritten appeals may be filed in person at a Department of Public Safety office by

visitors and vendors of the University only, or under extenuating circumstances.

3.2.1.4 Phone calls will not be accepted.

3.2.2: *Judiciary Decision:* The Parking Judiciary's decision and any penalty imposed shall be sent to the e-mail or mailing address submitted with the appeal. The decision of the Parking Judicial Officer is the final step within the University Parking Judiciary system.

3.3 : *Penalties*

3.3.1: *Violations:* All violations of provisions of the Parking Ordinance constitute civil infractions. Certain more serious violations are misdemeanors punishable by a fine of not more than \$100 for each violation. Any person who is found to have committed a civil infraction under this Ordinance may be ordered to pay a civil fine and costs in accordance with Public Act 510 of 1978, as amended. Violations of the Uniform Traffic Code shall be under the jurisdiction of the 58th and/or 61st District Court.

3.3.2: *Misappropriated and Counterfeit Permit Use:* Unauthorized or improper use of any permit, and/or forging, copying, or altering a permit may result in confiscation, criminal charges and/or University sanctions. Permits remain the property of GVSU even after purchase. Fraudulently obtaining goods or services is a crime punishable by up to one year in jail and a fine up to \$2,000.

3.3.3: *Revocation of Parking Privileges:* GVSU reserves the right to restrict the parking and/or driving of any vehicle by any individual at any time.

3.3.4: *Impoundment and Immobilization:* Vehicles parked in violation of these regulations or any local, state, or federal ordinances, laws or statutes are subject to impoundment or immobilization by Grand Valley State University at the vehicle owner's expense. Impounded vehicles will be towed by a wrecker service. The cost of impoundment will constitute a lien against the vehicle, with the owner being liable for costs of towing and storage or release from immobilization devices.

3.3.4.1: Violations subjecting a vehicle to immediate impoundment include:

1. Interfering with or impeding:
 - a. The flow of vehicular or pedestrian traffic;
 - b. The use of facilities, buildings, loading docks, or dumpsters;
 - c. The services of emergency personnel, the operation of emergency vehicles, or an evacuation in the event of a possible emergency;
2. Parking on any surface or in any area not designated for the legal operation or parking of a vehicle;
3. Parking in or blocking the use of an ADA reserved space without displayed authorization;
4. Displaying a counterfeit, altered, stolen, transferred, deactivated, or otherwise misappropriated permit;

5. Vehicles parked in violation of any section of the Parking Ordinance.

3.3.5: Violations – Contact Not Required : If a driving or parking infraction is observed by Department of Public Safety staff and immediate contact is not possible or may jeopardize the safety of the officer or others, a citation may be issued to the registered owner of the vehicle without contact at the time of the violation.

3.3.6: Owner Responsibility : Citations and fines will be assigned to the registrant of any valid permit displayed on the vehicle. If a permit is not displayed, the registered owner of the vehicle will be held responsible.
