



## **PARKING CODE 2020 - 2021**

**UWG Procedure 7.13.1 Parking Services Management**

**UWG Procedure 7.13.2 Parking Regulations**

Parking and Transportation

Row Hall

Questions?

678-839-6629

parking@westga.edu

[www.westga.edu/parking](http://www.westga.edu/parking)

July 2020

## **UWG PROCEDURE NUMBER: 7.13.1, Parking Services Management**

### **Authority: UWG POLICY 7.13 (Parking Operations)**

The Chief Auxiliary Officer, pursuant to the authority of UWG Policy 7.13, establishes the following procedures for Parking Services Management. The University of West Georgia (UWG) Parking Services Department has delegated authority and responsibility for the administration of parking regulations and procedures designed to provide a safe and efficient parking system.

#### **A. Registration Procedures for Faculty, Staff and Students**

**General Information.** All faculty, staff, and currently enrolled students who park on the UWG Carrollton campus and Newnan Center are required to register with Parking Services. Failure to register a vehicle will result in a citation being issued. Students taking only online classes and who visit the Carrollton Campus or Newnan Center must register their vehicle upon arrival to campus as a visitor through Parking Services (678)839-6629

##### **1. All Individuals.**

- a. **Where to Register - Main Campus.** Faculty, staff, and students may register their vehicle for either a decal or hangtag at <https://parking.westga.edu>, but all hangtags/decal must be picked up at the [Parking Services Office](#) located on the first floor of Row Hall during office hours.  
**Hangtags/decal will not be mailed to registrants.** Motorized carts or motorized scooters below engine size of 50 cc. or similar vehicles may not be registered as a personal vehicle except where Accessibility Services has determined such vehicle is necessary for mobility.
- b. **Where to Register - Newnan.** In conjunction with Parking Services, the Newnan Center Office/Manager/front desk staff will issue student and visitor hangtags as required. Upon request from the Senior Director/Chief Administrative Officer of Off-Campus Programs, Parking Services will establish a remote office at the Newnan Center to issue faculty/staff decal and student hangtags.
- c. **Fees.** Mandatory student fees include one parking permit. Annual employee fees are \$15.00. The cost for replacing a hangtag/decal is \$15.00 for students and employees. Refunds are not available once a permit has been purchased. The replacement cost for a lost or stolen gate access card is \$10.00.
- d. **Displaying Tag/Decal.** Parking hangtags must be suspended from the windshield mirror anytime the vehicle is parked on campus. The hangtag must face outward from the vehicle and be totally unobstructed. If no mirror is available, the hangtag must be placed face-up on the driver-side dashboard. The hangtag must be used on any vehicle brought onto campus. Decal must be placed on the lower side of the passenger side windshield, face outward from the vehicle. A unique decal will be issued for [motorcycles](#).
- e. **Violations. The person on record for a registered vehicle and hangtag or decal is responsible for all parking violations involving that vehicle.**
  - i. Unregistered vehicles are subject to a citation. Citations are issued to the hangtag/decal, not

the vehicle. If no hangtag/decals is visible, the citation is issued to the vehicle. Courtesy warning tickets will be issued the first five class days of each semester for vehicles that “fail to display” a current hangtag/decals; however, all other violations will be enforced.

- ii. Failure to use gate cards and special permits in accordance with this Parking Code may result in citations, impoundment, and revocation of cards/permits.
- iii. Vehicles may also be cited for violations of State Law and restricted parking such as handicap, red curb, yellow curb, faculty/staff, meters, and reserved parking.

## **2. Student Registration.**

- a. The payment of the student’s mandatory transportation fee covers the costs for a vehicle parking hangtag. Students are limited to one hangtag per academic year. Graduate assistants (GAs/GRAs), student assistants, and Federal Work Study Program (FWSP) students may not register as faculty/staff. Additionally, student assistants, may not park in designated faculty/staff areas until after 5:00 p.m., Monday through Friday. Family members of faculty/staff who are enrolled in classes on the University of West Georgia campus must register their vehicles as students.
- b. For disability parking, please refer to the section below on [Registration for Persons with Accessibility Requirements](#). **Please note that a temporary hangtag for students with Accessibility Needs allows parking in faculty/staff areas only, and not American with Disabilities Act (ADA) parking spaces.**

## **3. Employee Registration.**

UWG Employees must register their vehicle immediately following the first contract date of the year or within one business day following the orientation for new faculty/staff. Faculty/Staff decals are \$15 each and You can purchase a second decal for an additional \$15 Faculty/staff and contract employees cannot renew a decal for a new academic year until all outstanding fines and any unpaid annual registration fee(s) are paid. Part-time employment- if under 30 days will get a temporary hangtag free of charge, over 30 days must purchase a Faculty/Staff decal.

## **4. Gate Cards and Special Permits.**

Full-time faculty/staff may purchase a gate access card/remote upon request, which should not be used by anyone other than the issued employee. The card/remote remains the property of UWG and must be returned to Parking Services at the end of employment. Vice Presidents and Chief Auxiliary Officer can request Parking Services to issue a “Special Parking Permit for Meters and Service Spaces” for selected individuals. This permit entitles the bearer to park in service and metered spaces while attending UWG meetings or office visits only, not for parking to access his/her building. This permit may only be displayed on a registered vehicle bearing a current Faculty/Staff decal. All other use is prohibited.

## **B. Registration and Parking Procedures for Visitors**

### **1. Where to Register.**

- a. Welcome Center. Visitors should contact the [Welcome Center](#), Monday through Friday 8:00 a.m.-5:00 p.m., before or upon arrival to campus to register for a Visitor's Parking hangtag. The Welcome Center is located in the Bonner House on Front Campus Drive. During business hours, please call 678 839-2232 and register your vehicle.
  - b. Parking Services Office. See [Paragraph A\(1\)\(a\)](#) and [1\(b\)](#) above for the location of the Parking Services Office. After business hours, registration for visitors may be made via voicemail to 678-839-6629, or via email addressed to [parking@westga.edu](mailto:parking@westga.edu).
  - c. Newnan Center. Please contact the Newnan Center Office Manager at the telephone number of (678) 839-2312 or (678) 839-2300.
  - d. Request by University Employees. Departments requesting visitor-parking permits should contact Parking Services via email at [parking@westga.edu](mailto:parking@westga.edu), do a departmental request through the AIMS portal or by telephone at 678-839-6629. Whenever possible, the request should be made at least a week in advance and should include the vehicle description and license plate number. Permits can be sent to the requesting University employee through campus mail or picked up at the Parking Services Office in Row Hall. If reserved spaces are needed, please send that request at least ten business days in advance at [parking@westga.edu](mailto:parking@westga.edu).
  - e. Retired Faculty/Staff, Trustees, Alumni Board. University Advancement in conjunction with Parking and Services provides a Friend of UWG Hangtag upon request to these individuals.
  - f. Contractors and Vendors. Companies and individuals will coordinate directly with the respective UWG academic or staff department who will then request support including visitor hangtags and assigned parking locations from Parking Services.
  - g. Vehicle Identifying Information Required. Visitors must provide vehicle information including make, model, and tag number as well as purpose of visit in order to receive a parking permit.
- 2. Displaying Tag/Pass.** See [Paragraph A \(1\) \(d\)](#) above for hangtags/decals. Paper passes should be placed on the dashboard, permit side up, and should not be obstructed by other objects on the dashboard (including a sunscreen).
- 3. Visitor Parking.**
- a. Visitors are allowed to park in any area designated as University Visitor Parking or an open, metered, or parking space temporarily designated by Parking Services.
  - b. Visitors are **not** allowed to park in any area that is designated as a tow away zone, reserved, restricted, red, or yellow curbs.
  - c. Visitors with ADA needs must have a state-issued Disability Parking permit in order to park in an ADA designated parking space and should notify Parking Services at 678 839-6629 before arriving to campus.
- 4. What to do with Citations.** If a citation is received, the visitor should follow the instructions printed on the citation. If possible, visitors should bring the citation to Parking Services on the same day the citation was issued. If this is not possible, please either email ([parking@westga.edu](mailto:parking@westga.edu)) or call Parking Services at 678-839-6629 for instructions.

### **C. Registration Procedures for Persons with Accessibility Requirements**

**General Information.** By state law, the person to whom the state-issued Disability License Plate or Disability Placard must be an occupant of the vehicle which displays the Disability License or Disability Placard. The University of West Georgia complies with the Americans with Disabilities Act (ADA) by providing designated parking spaces for persons with ADA Accessibility requirements:

Example:



In order for employees and students to park in these designated spaces, a special decal marked “ADA” is required from Parking Services which must be affixed to the driver’s assigned hangtag/decal. See more information below. Visitors should have a state-assigned Disabilities Parking tag in order to park in an ADA designated space, in addition to the hangtag/pass required for [Visitor Parking](#) on campus.

**Under the [Official Code of Georgia](#) §40-6-226, it is illegal to utilize a State-issued Disability Parking Permit for fraudulent purposes. Violators’ vehicles may be cited and towed, and violators could be subject to fines as provided by Georgia law.**

#### **1. Registration for Temporary Accessibility Needs.**

- a. **How to Register.** A special decal marked “ADA” may be issued for employees or students with temporary parking needs due to injury or other health issues covered by the ADA, including situations for which a person does not qualify for a state-issued disability-parking permit. “Temporary” for the purposes of this Parking Code means any condition that is expected to improve such that the individual may utilize regularly designated parking at some point during an Academic Year. Employees will need to submit a request to [Human Resources](#); students **must** submit a request to [Accessibility Services](#). Documentation, at a minimum, should be on the physician’s letterhead and signed by that physician and the duration of the accessibility needs. Please refer to [Human Resources](#) and [Accessibility Services](#) for more information. HR and Accessibility Services, based upon the review of appropriate documentation, will inform Parking Services of the need for ADA/special parking only, and not the nature of the disability. If needed, persons with temporary disabilities may be issued a parking gate card/remote for the duration of their disability.
- b. **Where to Park.** Please note that a temporary disability hangtag for students or faculty with accessibility needs allows parking in faculty/staff spaces.
- c. **Duration of Permit.** Temporary ADA permits will be issued with start, end dates, and with a maximum of 30 days; at least five days prior to the expiration of a temporary ADA permit, any employee or student with a continuing need for ADA parking must contact Human Resources or Accessibility Services with requested documentation to support the continued need.

- d. Display. The hangtag must be displayed in clear view, so a Parking Control Officer can see the dates of the permit. The gate card/remote must be returned on the expiration date of their temporary permit. Failure to return the gate card/remote will result in a \$10.00/\$20 charge and a hold placed on the UWG Banner account.

**2. Failure to Register.** Non-registered vehicles belonging to students or employees that display a valid state issued ADA license plate or placard, may receive a citation for violation of the Parking Code. Further violations may be subject to fines and/or impoundment, until the vehicle is registered with Parking Services.

**UWG PROCEDURE NUMBER: 7.13.2, Parking Regulations**

**Authority: UWG POLICY 7.13 (Parking Operations)**

The Chief Auxiliary Officer, pursuant to the authority of UWG Policy 7.13, establishes the following Parking Regulations:

**A. Compliance Statement**

Students, Faculty, Staff, and Visitors must abide by the Parking Regulations at all times when on the Carrollton Campus or Newnan Center of the University of West Georgia. All faculty/staff and students are required to display current UWG Faculty/Staff Decals or student parking hangtags while parked at the Newnan Center. See, *UWG Procedure 7.13.1, Parking Services Management for more information about registration*. Parking Regulations at the Newnan Center will follow the same rules, definitions and guidelines as set forth in the Parking Code for the University of West Georgia's Carrollton Campus.

**B. Definitions**

1. **"Appeal Judge"** – a staff member appointed by the Senior Vice President of Business and Finance to consider a parking appeal at the first level of appeal
2. **"Bicycles"** - non-motorized vehicle with two or three wheels, saddle, and fully operative pedals for human propulsion; includes **"Electric Assisted Bicycles"**
3. **"Campus"** - UWG-owned or leased buildings, grounds and property, including sidewalks and streets within campus boundaries
4. **"Electric Assisted Bicycle"** – bicycle with an electric motor to assist in the operation of pedals; for the purposes of this procedure, **"Electric Assisted Bicycle"** will be used interchangeably with **"Bicycle"**
5. **"Greenbelt"** - public use pathway for non-motorized traffic (See, *UWG Procedure 7.4.1*)  
**"Moped"** – motor-driven cycle with an engine not exceeding 50 cubic centimeters (cc.)
6. **"Motorcycle"** - motorized two or three wheel vehicle with an engine size of 50 cc. or greater. For the purposes of this parking code, reference to "Motorcycle" shall include vehicles designated by manufacturers as **"Scooters"** and **"Mopeds"** except when otherwise designated by name. The certificate of origin for the vehicle must state: "Manufactured for lawful highway use" to be operated on Campus. **Motorized vehicles that are not manufactured for lawful highway use should not be operated on the UWG Campus.**
7. **"Motorized Cart"** - cart-type vehicle that is powered by an electric or internal-combustion engine, which is generally used to transport people. These include, but are not limited to, golf carts, utility terrain vehicles (UTVs), low-speed vehicles (LSVs), and utility carts.
8. **"Parking Appeals Committee"** – a committee appointed by the Provost and Vice President of Academic Affairs which is composed of the Student Judicial Chairperson, one faculty member and one

staff member, none of whom work in Parking Services or the University Police Department

9. **“Residential Freshmen”**-Until a residential student completes two semesters living on campus, or completes 30 credit hours, he/she is considered a Residential Freshmen and should park at designated Residential Freshmen lots that are primarily located at the Athletic Complex. The Chief Auxiliary Officer can review and grant exceptions including the following: the student is married; 21 years of age or older; prior or current military service or an appeal regarding night-time job conflict.
9. **Scooter** - a lightweight motorcycle with an enclosed engine between 50 cc. and 350 cc. that is designed for drivers to sit with legs together on a platform or floorboard.

### C. Regulations

***The Parking Code is in effect at all times. Additionally, University Police have authority to enforce Georgia’s Motor Vehicle Code at all times. See, [O.C.G.A., Title 40, §§40-1-1 ff.](#)***

#### 1. **Permissible Parking/Operations on Campus.**

- a. Bicycle/Moped parking is only permitted in campus bicycle racks. Bicycles should use the bicycle lane where available and must ride with the flow of traffic on streets. Bicycles are defined as vehicles by the State of Georgia, with the same rights and responsibilities on public roads as motor vehicle drivers. Georgia Bikes Inc., with generous assistance from Bike Law, the Governor’s Office of Highway Safety, and the Tony Serrano Century Ride, produced *the Bicyclist Pocket Guide – Bicycling in Georgia: Rights & Rules*; click here for access to that user friendly guide, [Bicyclist Pocket Guide](#).
- i. UWG encourages all UWG students, faculty, and staff bike riders on campus to register their bikes with UWG Parking and Transportation at the Parking Services Office, 678 839-6629, [parking@westga.edu](mailto:parking@westga.edu), located on the first floor Row Hall.
- ii. Any bicycle that is found on campus and determined to be abandoned, will be removed. If the bicycle is registered, UWG Parking Services will put forth reasonable efforts to find/contact the owner.
- iii. When parking on campus, bicycles should be locked to a “Bike Rack”, bicycles are prohibited from being locked to handrails or other fixtures on campus.
- iv. When locking your bike to a “Bike Rack”, UWG encourages cyclists to always use a high quality “U” shaped lock; avoid using lightweight cables, chains or ties.
- v. Attach bicycles to bike racks through the frame and at least one wheel.  
Do not leave any free or easily detachable items on bikes  
Bicycles are prohibited inside of UWG facilities or on UWG fields.
- b. Motorcycles must park in a regular parking space and in the same manner as an automobile. Two (2) motorcycles may park in one (1) vehicle parking space in the appropriate zone.
- c. Mopeds can park in bicycle racks on Campus only.
- d. UWG Motorized Carts. Parking is permitted in parking lots in accordance with the other sections of this code and cart spaces that have been constructed for this purpose.
- e. Vehicles designed for living or sleeping. No overnight or extended parking of campers, vans, buses, etc. utilized as living and sleeping quarters within the university’s boundaries is not permitted *unless approved* by the Chief Auxiliary Officer.



f. Loading/Unloading. Special parking permissions may be granted by Parking Services for short intervals for loading and unloading. Similarly, there are reserved spaces near Resident Halls to be used for loading/unloading by resident students living in that Resident Hall. The spaces are marked with the appropriate designation for the Zone they are in, West Residents Only or East Residents Only. The maximum length of this time for use of these spaces is 20 minutes. Violators will be ticketed and may be towed at the discretion of Parking Services.

g. University Service Vehicles. Service spaces are limited for use by the university service vehicles, personal vehicles with valid permits, and contractors/vendors on official business. All University Vehicles are subject to compliance with the Parking Code; including, leased vehicles, golf carts, and trailers.

h. Police/Emergency/Emergency Service Vehicles. Police and/or Emergency service vehicles may stop or park irrespective of the parking regulations while performing necessary official business.

i. Metered Spaces. Parking meter hours of operation are from 7:00 a.m.-5:00 p.m., Monday – Friday. Parking meters are available to anyone; **however, hangtags/decals must be displayed for faculty/staff and currently enrolled students**. Meters accept nickels, dimes, and quarters only. Time is purchased at the rate of ten cents for ten minutes. Depending upon the meter, the maximum number of minutes which can be purchased is limited regardless of the amount of coins inserted. All meters have a maximum of 30 minutes except the Bookstore meters which have a maximum of 40 minutes. Expired meter citations can be issued twice a day if a vehicle is not moved from a metered space within a four-hour period.

## 2. Prohibited Parking/Operations.

- a. **Parallel parking** against the flow of traffic on the street is prohibited.
- b. **Motorcycles** are prohibited from driving on sidewalks or around parking control gates and in gored areas.
- c. **UWG Motorized Carts** may not park or operate:
  - i. On landscaped and lawn areas.
  - ii. In front of electrical transformers and other equipment that could require immediate access.
  - iii. On sidewalks, ramps, and other conveyances that serve pedestrian traffic or serve as a means of egress from a building.
  - iv. On streets, driveways, and parking lot access points, unless in designated parking spots.
  - v. In any location, or in any manner, that would impede emergency responders.
  - vi. In any location that would impede the normal operations of the campus.
- i. **Bicycles/Mopeds** should take care to avoid the obstruction of walkways, railings, doorways or ramps intended for use by pedestrians or persons with disabilities.

## 3. Other Considerations.

- a. Inoperable Vehicles. If a vehicle becomes inoperable in an area other than an authorized parking area, the operator should notify Parking Services at 678-839-6629 as soon as possible along with the approximate length of time before the vehicle is removed. Parking Services does not provide roadside assistance services.
- b. **The University is not responsible for loss or damage**. Parking is at the risk of the driver. The

University does not carry insurance for damage or loss to vehicles or contents. It is recommended that individuals:

- i. Avoid leaving valuable items in vehicles.
  - ii. Call University Police (678-839-6000) to report damaged or stolen property.
  - iii. Pay attention to warning signs and park away from athletic fields and unlit areas.
- c. **Towing.** The owner is liable for all parking citations issued before Parking Services is notified of any requests to approve Parking Code exemptions. The time limit for vehicles inoperable or in a visible need of repair on campus is 48 hours. After 48 hours, the vehicle will be towed from campus at the owner's expense. Please refer to the next section on Towing/Impoundment.

#### **D. Towing/Impoundment**

**Motor vehicles in violation of this Parking Code or [Georgia's Motor Vehicle Code](#) may be towed/impounded at the owner's expense. The vehicle operator/owner is responsible for any wrecker fees and storage fees except where noted.**

1. A release form must be obtained in order to regain possession of an impounded vehicle. The form may be obtained from Parking Services from 7:00 a.m. to 5:00 p.m., Monday–Friday, or the University Police (678-839-6000) from 5 p.m. until 7:00 a.m., Monday–Thursday, and from 5 p.m. Friday through 7:00 a.m. Monday, and during university holidays.
2. Vehicles may be impounded for any of the following reasons:
  - a. Non-registered vehicles having four or more unpaid parking fines.
  - b. Vehicles parked in such a manner to create a fire/safety hazard or obstruct the free flow of traffic.
  - c. Parking in designated tow-away zones, at red curb areas, blocking a fire hydrant, on or blocking a sidewalk, in ADA spaces (unauthorized) or blocking an ADA ramp or curb cut, or on the grass, lawns, or athletic fields.
  - d. In case of emergency or in the interest of public safety.
  - e. After attempted contact with the owner, when a vehicle is presumed to be abandoned, or in a visible state of disrepair.
  - f. Vehicles that have five outstanding violations may be impounded.
  - g. Vehicles with five or more violations in a semester (habitual offenders) will be impounded.

#### **E. Color Coding/Permits/Signs/Meters and Designated Hours of Operation**

**All lots on campus are subject to closure for special events or construction.**

Some curbs at the University are painted to indicate assigned parking on Campus. In addition, some parking lots/spaces are reserved for special permit parking only and identified by signs. The following curb/surface color scheme, and/or appropriate signs, shall designate parking on campus. **In the event of a discrepancy between a sign and a curb color, the sign shall take precedence.**

1. **Color Codes (See 2020-2021 Bus Route and Parking Zone Map)**
  - a. **YELLOW.** No parking zone anytime. *Violators are subject to citation and impoundment.*
  - b. **RED.** Emergency lanes. No parking anytime. *Violators are subject to citation and impoundment.*
  - c. **GREEN.** Faculty/staff parking.

- d. **WHITE.** Open parking for all currently registered vehicles (except Residential Freshmen from Monday at 7:00 a.m. through Friday at 12:00 p.m.).
- e. **BLUE.** ADA parking for state-issued ADA hangtags ONLY. This will be enforced 24/7, and individuals without ADA hangtags and assigned ADA decals (see, registration [here](#)) are subject to citation and impoundment.
- f. **GREY.** Residential First Year Student parking.

## 2. Faculty/Staff Parking

Faculty/Staff Decals are valid for Faculty/Staff or Open Lots only; student lots are restricted to students.

Hours of Operation. 7:00 a.m. to 5:00 p.m., Monday through Friday unless otherwise designated by signage on class days and during final examination periods. This is to include fee payment, pre-registration, registration, and drop/add days. Faculty/Staff parking becomes open parking for students (except Residential Freshmen) between the hours of 5:00 p.m. to 7:00 a.m.; **with the exception of parking reserved 24/7**, such as reserved for Deans or those areas marked by signage (e.g. Back Campus Drive) or gates.

## 3. Student Parking

- a. Hours of Operation. Designated parking is in effect 24/7.
- b. After hours parking: After 5:00pm-7:00am Monday thru Friday registered Vehicles are allowed to park in Commuter Lots, Faculty/Staff Lots and in metered spaces with the exception of Residential Freshmen. This does not include reserved, ADA or service spaces.
- c. Permit Designations for Students. The 2020-2021 Bus Route and Parking Zones Map designates parking areas.
  - i. **“E” (East Residential/east side of campus) Hangtags.** Permitted E-drivers may park in the 24-hour restricted. These areas are designated by signs and include the residential areas of Bowdon Hall and The Oaks. Permitted drivers may also park in any designated Open Parking Lot (White).
  - ii. **“W” (West Residential/west side of campus) Hangtags.** Permitted W-drivers may park in the 24 hour restricted areas on the west side of campus. These areas are designated by signs and include the residential areas of University Suites, Center Pointe Suites, and Arbor View Apartments. Permitted drivers may also park in any designated Open Parking Lot (White).
  - iii. **“C” (Commuter) Hangtags.** Permitted C-drivers may park in restricted Commuter lots and any designated Open Parking Lot.
  - iv. **“RF” (Residential Freshmen) Hangtags.** Permitted RF-drivers may only park at the Residential Freshmen parking lots at the Athletic Complex (Parking Lot C) from Monday 7:00 a.m. until Friday 12:00 p.m. Permitted drivers may also park in any designated Open Parking Lot (White) or Commuter Lots after Friday 12:00 p.m. until Monday at 7:00 a.m... **Freshmen can request a waiver to park on main campus (in their correct zone) by going to the Parking website and filling out the request. The request should include information on why you are seeking the waiver, job, family commitments or other substantial commitments. All waiver request will be submitted to the Appeals Judge for consideration**

Football Game Days for RF Permit Holders. Prior to home football game days and other designated events, Residential Freshmen will receive detailed instructions to temporarily move their vehicles to other student lots on campus without penalty. The failure to follow these instructions will result in citations or impoundment.

- v. **“T/V” (The Village) Hangtags.** Only permitted T/V-drivers may park in The Village Housing Complex. Permitted drivers may also park in any designated Open Parking Lot (White). No other Student permits (E, W, C, and RF) are authorized to park in The Village Housing Complex without prior approval of the Parking Manager.
- d. Change of Status. Any student moving from one residence hall or seeking to change from one zone to a different zone, must obtain the appropriate hangtag from Parking Services. This does not apply to Residential Freshmen, who must utilize RF zones or Open (White) zones. There will be NO charge for a replacement hangtag provided the original hangtag is surrendered to Parking Services.
- e. Students working as delivery drivers. Students working as delivery drivers and driving personal cars are required to park in their normal designated spaces.
- f. Momentum Center parking. Only students are allowed to park in the Momentum Center designated spaces and only while they are accessing the Momentum Center, there is a 30 minute time limit and the student must register their car at the front desk sign-in.

- 4. **Residence Life Coordinators and Residence Directors (Decal).** Individuals working as Residence Life Coordinators and Residence Directors will be issued a special decal to attach to their hangtag, which permits them to park in certain restricted parking spaces identified by signs. These spaces or decals are not to be “loaned” to anyone.
- 5. **Graduate Assistants (Decal).** Graduate Assistants are permitted to park in the gated Townsend Center lot or Open Parking Lots (White), in addition to their assigned student permit zone for Commuters, Residential, or Open parking.
- 6. **Visitors (SIGNS/PERMIT).** Spaces designated by signs or as otherwise marked by University are for the use of visitors and will be enforced 24/7. Faculty, staff, students, and service vehicles may not park in designated visitor spaces at any time. Violators are subject to citation and impoundment.
- 7. **“EV” or Electric Vehicle Charging Spaces (SIGNS).** These publically available spaces are reserved for electric vehicles (EV) only. EVs must be in active session connected to the charger to use the spaces. Any non-electric vehicles or EVs not in active session are subject to citation and impoundment.
- 8. **Metered Spaces (METER).** Please refer to C.1.d

F. **Schedule of Fines and Payment for Violations of the Parking Code Table of Fines, Payments, and Enforcement Actions.** Based on the nature of the incident, students will be reported to the Office of Student Conduct for their review and action

Violation	Fine
<u>Fraud.</u> Counterfeiting a hangtag with intent to defraud; obtaining a hangtag by fraudulent means; displaying a hangtag not assigned to the driver by Parking Services; obtaining a hangtag/decal for an unauthorized person; false registration of a vehicle.	\$100
<u>Alterations.</u> Altering any Parking Services permanent or temporary permit	\$100

<u>ADA Parking Violation</u> . Unauthorized parking in a handicap space or falsely using an official State-issued handicap hangtag	\$100/towing
<u>Habitual violator</u> . Five or more violations by a UWG student, staff, or faculty member in a single semester.	\$100/towing
<u>Failure to Observe Restricted Parking</u> . Parking at RED and YELLOW curbs, a fire hydrant/fire lane, blocking a dumpster, roadway, service vehicle space, loading dock, Electric Vehicle Space, reserved space or any other designated/signed tow-away zone	\$50/towing
<u>Removing a barricade or cone installed by Parking Services</u> . The removal of a barricade or cone negatively impacts parking management for a specific lot.	\$50/towing
<u>Obstructing Access</u> . Parking on a sidewalk, lawn area, driveway, athletic field	\$35/towing
<u>Misuse of Designated Zones</u> . Parking in reserved areas without proper permit (Faculty/Staff, Yellow Curbs, Student Zones, etc.)	\$35
Momentum Center time limit violations or failure to sign in.	\$20
<u>Parking Outside of Lines</u> . Double Parking or parking on or outside of white line/space	\$35
<u>Meters</u> . Failure to abide with use of parking meters	\$25
<u>Improper Parking</u> . Parking against the flow of traffic	\$25
<u>Registration</u> . Non-registered vehicle, failure to display a valid hangtag, displaying an expired hangtag	\$20
<u>Display</u> . Hangtag improperly displayed/obstructed from view	\$20
<u>Unauthorized Use</u> . Unauthorized use of "Special Parking Permit for Meters and Service Spaces	\$10
<u>UWG Department Vehicle parked in unauthorized space</u> . UWG Departments will be charged for any parking violations involving a department vehicle including parking in designated reserve spaces, ADA spaces, etc.	Will depend on the specific violation

All citations including those issued to Faculty and Staff must be paid (cash or check) in the [Bursar's Office](#).

## 2. Special Considerations for Students.

UWG students can also pay citations through their *BanWeb* account with debit or credit card at <https://www.westga.edu/student-services/bursar/payment-of-tuition-fees.php>. Hours of operation and payment information can be found on the [Bursar's Office](#) website. Holds are placed on University of West Georgia student accounts and registration until paid in full or citation(s) is resolved.

## G. Parking Appeals

Any individual who is in receipt of a University citation may appeal.

### 1. Time Limit

All appeals must be made within 14 days of the date of the citation.

### 2. Appeals Procedure

- a. Appeals must be submitted through the Parking Services portal at <https://parking.westga.edu/ticket.php> contacting another individual or unit on Campus may result in your appeal being untimely.

- b. Students, Faculty, and Staff must include their campus e-mail address on the appeal form submitted. The citation (in-person/mail/fax) or citation number (online) will need to be included for proper consideration.
- c. Appeals may be submitted, Monday through Friday 8:00 a.m. to 5:00 p.m. (except holidays) by one of the following methods:
  - i. Online, through the Parking Services website at [https://parking.westga.edu/ here](https://parking.westga.edu/here) . Online appeals can be made 24/7
  - ii. Handwritten appeals can be submitted in person, to Parking Services office, currently located on the first floor of Row Hall (must have citation attached to appeal form)
  - iii. Mail to:
    - Parking Services
    - University of West Georgia
    - 1601 Maple Street
    - Carrollton, GA 30118 (must have citation attached to appeal form)
  - iv. Facsimile transmission to (678) 839-5504 (must have citation attached to appeal form)
- d. **Please be aware that the appeal is only a document review; there is no hearing.** Therefore, any evidence or documentation must be submitted with the appeal form. Individuals should clearly explain their situation with as much detail as possible.
- e. Notification of appeal decisions are made via the campus email address submitted with the appeal.

**3. Violations/Explanations Not Subject to, or Accepted for, Appeal**

The following citations and/or situations cannot be appealed:

- a. Parking in Yellow curb location
- b. Parking in Fire lane/Red curb location
- c. Parking within 15 feet of a fire hydrant
- d. Parking in an ADA space without the state-issued hangtag or license plate
- e. Parking without authorization in a Metered space, or failing to pay the necessary Meter fees
- f. Displaying someone else's hangtag
- g. Inability to locate a space to park, subsequently violating the Parking Regulations
- h. Lack of knowledge of the regulations (e.g., new to campus or have not reviewed the regulations), and subsequently violating the Parking Regulations is not an acceptable explanation for violation of the Parking Code.
- i. Other vehicles were similarly parked improperly is not an acceptable explanation for violation of the Parking Code.
- j. Parking in violation of the Parking Code only for a short period time; the length of the time the vehicle was parked in violation of the Parking Code is not an acceptable explanation for violation of the Parking Code
- k. Parking in an unauthorized space to avoid being late to class or appointment is not an acceptable explanation for violation of the Parking Code.
- l. Inability to pay the amount of the fine does not void the citation.
- m.

#### **4. Appeal Judge**

Appeals will be reviewed and a decision rendered by an administrative Appeal Judge appointed by the Senior Vice President for Business and Finance. The Appeal Judge is authorized to grant or deny the appeal, or to waive or reduce the fine imposed.

#### **5. Parking Appeals Committee**

- a. The Parking Appeals Committee is composed of the Student Judicial Chairperson, one Faculty Member and one Staff Member who are appointed by the Provost and Vice President of Academic Affairs. No member is affiliated with either Parking Services or University Police. No member of the committee or the Appeals Judge may rule on, or approve their own parking citation appeal.
  - b. All Appeal Judge's decisions, including relevant information, will be forwarded to the Parking Appeals Committee for review.
  - c. The Parking Appeals Committee will review the decision of the Appeal Judge to ensure that the correct interpretation of the Parking Code was applied.
  - d. The Parking Appeals Committee shall be authorized to uphold, reject, or modify the decision rendered by the Appeal Judge. Upon request from the appellant, the Parking Appeals Committee may provide a detailed written decision response.
5. The decision of the Parking Appeals Committee is final, provided the decision complies with applicable Board of Regents policy.

## H. Frequently Asked Questions (FAQs)

### VIII Frequently Asked Questions (FAQs)

A. These FAQs can also be found at <https://www.westga.edu/campus-life/parking/parking-faq.php>.

#### 1. Where & how do I pay a ticket?

To pay with cash or check you will need to go to the cashier's office at Aycock Hall. To pay with a credit card you would go on-line to your BanWeb account. **Visitors** - please contact Parking and Transportation to alert us of any tickets that you receive while on campus

#### 2. How do I appeal a ticket?

Go to <http://parking.westga.edu/> Click on 'Look up a Ticket' for the appeals form.

#### 3. I appealed my ticket but the appeals committee denied it. What do I do now?

The Parking Appeals Committee is the final decision on all appeals. If your appeal is denied, you can request for a written decision. You must pay your ticket to avoid a hold.

#### 3. If I am a visitor, what do I need to do?

All visitors should visit the Parking Office in Row Hall on University Dr. to register vehicle information and obtain temporary visitors permit. The Parking Office can be reached at 678-839-6629 concerning any questions you may have or after-hours registration. Please alert the Parking Services Office to any tickets received while visiting campus. Longer term visitors (more than three days) should visit, email, or phone the Parking Office [www.parking@westga.edu](mailto:www.parking@westga.edu) or call 678 839-6628 for a temporary visitors permit.

#### 4. How do I get a student hangtag?

Go to <http://parking.westga.edu/>, register your vehicle on-line and visit the parking office at Row Hall to obtain your hangtag.

#### 5. How do I get a faculty/staff decal?

Go to <https://parking.westga.edu> register your vehicle on line then visit the Parking Office to pay or send payment through Campus Mail. Once payment is received your decal will be issued or renewed.

#### 6. Why does my parking account say zero balance with parking, but I have a hold?

The tickets download to the Bursar's Office, which leaves a zero balance with Parking, but your outstanding amount is owed to the Bursar's Office.

#### 7. Who is a Residential Freshmen?



Students who live on Campus and have not completed two full semesters of residence or have accumulated less than 30 earned credit hours as reflected in Banner.

**8. Can Residential Freshmen park on campus?**

The only time Residential Freshmen can park on campus in student parking zones is from Friday at 12:00pm until Monday at 7:00 a.m. or when directed by Parking Services for a special event: e.g. football game, concert, etc. Freshmen can request a waiver by going to <https://parking.westga.edu> and submitting a request it must include the reason for the request - Job or family commitments or other substantial commitments.

**9. I am a residential freshman. My car will not start, and I need to move it from University Stadium for a home football game. What are my options?**

If your car is inoperable, contact the Parking Office and give them your student information including your hangtag number, the information on your car, and where it is located.

**10. Can I use my hangtag in any vehicle?**

Yes, your hangtag must be displayed in any vehicle you drive to campus, unless that vehicle is currently registered to another student.

**11. How can I get handicap parking?**

For permanent disabilities, please bring the state-issued disability placard or disability license plate tag receipt for verification to the Parking Office. For temporary disabilities 30 days or less, students should provide documentation to the Accessibility Services office located in 123 Row Hall. The documentation, at a minimum, should be on letterhead; clearly designating the duration mobility will be affected and signed by a doctor. A meeting (either in person or by phone) will need to be scheduled with an accessibility counselor to discuss the student's needs. The meeting can be scheduled by calling 678-839-6428. For information about Accessibility Services and other accommodations available, please visit their website at [www.westga.edu/accessibility](http://www.westga.edu/accessibility). If you are a staff or faculty member, please see Human Resources who will review your existing medical request and if approved will request an ADA space to Parking & Transportation services

**12. What if I have a temporary tag on my vehicle?**

Visit Parking Office at Row Hall and receive a three-week temp hangtag. You must know your VIN number or a current registered temporary tag with the State of Georgia.

**13. When can I park Faculty/Staff (F/S) and meters without being ticketed?**

You can park in the F/S lots (NOT including Back campus Drive) and meters with a hangtag after 5:00 p.m. Friday through 7:00 a.m. on Monday.

**14. Can I park on Back Campus Drive?**

Unless using the Convergent Learning Center reserved parking space, students may not park on Back Campus Drive, 24/7/365. Back Campus Drive is restricted to Faculty and Staff.

**15. My car is in the repair shop, so I am borrowing a friend's car. Can I use my hangtag in his car?**

Yes, the hangtag is required to be displayed

**16. My mom is visiting me on campus, but she's using my car for the day. Where should she park-in the lot that corresponds to my hang tag or in a visitor lot?**

Since the car is registered to you, it will have to be parked in the lot corresponding to the hangtag.

Revisions Approved by  
Faculty Senate's Facilities and Services Committee  
Faculty Senate  
Mr. Reeves  
Mr. Haven  
Dr. Kelly

Parking and Transportation  
Row Hall  
Questions?  
678-839-6629  
parking@westga.edu  
[www.westga.edu/parking](http://www.westga.edu/parking)

July 2020