

**Ball State University Motor Vehicle  
Regulations and Parking Procedures  
Department of Public Safety  
2014 - 2015**

*Any person owning, operating, or having custody of a motor vehicle on university property must comply with these regulations and procedures. Employees and students should ensure that their guests who operate motor vehicles on university property are also familiar with the regulations.*

*These are the regulations and procedures adopted by the Ball State University Board of Trustees pursuant to the authority granted to it by the State of Indiana (IC 20-12-1-2) and are accurate at the time of printing.*

*General hours for parking lot enforcement are 7:00 AM to 7:00 PM Monday through Friday for red restricted surface lots, 7:00 AM to 5:00 PM Monday through Friday for yellow general faculty/staff lots, 3:30 AM to 5:00 PM Monday through Friday for green commuter lots and 3:30 AM to 7:00 PM for all parking garages. General hours for parking lot enforcement in the blue residence hall lots are 24 hours daily from 7:00 PM Sunday through 5:00 PM Friday unless otherwise posted. The football stadium lot is overflow for all zones. **All lots have signs at the entrance stating the type of permit required and enforcement hours. CHECK SIGNS CAREFULLY.** Any area, including restricted areas, may be closed to parking during hours specified by the university.*

*All parking facilities, except the parking meters, and the metered floors of all parking garages, require a parking permit during enforcement hours.*

***A parking permit does not guarantee the availability of a parking space. It grants only the privilege to park in an assigned area. Absence of a parking space does not justify violation of any parking regulation.***

*Ball State University reserves the right to close any parking lot without notice. During football season, vehicles must be removed from the stadium lot by 9:00 PM on the evening before a home game and may return 2 hours after the completion of the game. During crowd gathering events (i.e. home basketball games and Emens shows) vehicles may be required to move from their designated lot. Vehicles parked in the baseball overflow lot must be moved during baseball season.*

***VERBAL OR PHYSICAL ASSAULT OF PARKING ENFORCEMENT OFFICERS OR PARKING STAFF WILL NOT BE TOLERATED. INDIVIDUALS ENGAGING IN THIS TYPE OF BEHAVIOR ARE SUBJECT TO THE UNIVERSITY DISCIPLINARY PROCESS AND/OR POSSIBLE CRIMINAL PROSECUTION.***

*The University assumes no liability for loss or damage to a vehicle or its contents while parked in a university lot.*

## ENFORCEMENT

University parking is a "zoned" system. All lots have entrance signs stating the type of permit required and enforcement hours. **Zone enforcement will be suspended ONLY when the university is closed for business (i.e. SATURDAY, SUNDAY, AND UNIVERSITY HOLIDAYS, see definitions.)** Vehicles parked on university owned or controlled property must display a Ball State University parking permit during the enforcement hours and must be in a marked parking space at all times.

Any space posted with a specific sign, such as Disabled-Driver Space, "97 Permit", Director, etc. is enforced 24 hours a day, seven days a week unless the sign states differently. Meters are enforced according to the time and hours stated on the meter. When a car is parked in a metered space during hours of enforcement, meters must be paid whether the vehicle has a permit or not and even if the vehicle is occupied. Any parking space with a post but no sign or meter head, is subject to the restrictions posted at the lot entrance.

Loading docks provide access to buildings for short term loading and unloading. Vehicles blocking dumpsters, stairways, other vehicles, etc. will be cited for improper parking and/or towed at the owner's/operator's expense.

### Type of Lot

### Enforcement Hours

Restricted Surface (Red)	7:00 AM – 7:00 PM, Monday - Friday
All Parking Garages	3:30 AM – 7:00 PM, Monday - Friday
General Faculty/Staff (Yellow)	7:00 AM – 5:00 PM, Monday - Friday
Residence Hall (Blue)	24 Hours Daily, 7:00 PM Sunday - 5:00 PM Friday
Commuter (Green)	7:00 AM – 5:00 PM, Monday - Friday
Stadium (Purple)	24 Hours Daily, Monday - Friday
University Apartments	24 Hours Daily, 7 Days/Week
Parking Meters	Times Posted on the Meter

**Maximum time allotted and enforcement hours are stated on each meter head.**

When using the paid parking in the parking garages, be sure you enter in the correct space number. Failure to enter in the correct space number will not excuse an overtime parking citation.

**Summer Enforcement Hours** - Zoned parking is enforced from 7:00 AM to 4:00 PM Monday through Friday. Parking permits for green commuter, blue residence hall, and purple stadium zones are interchangeable in the summer during enforcement hours. Yellow faculty/staff permits can park in yellow faculty/staff, green commuter, and blue residence hall zones during enforcement hours. Red restricted permits must park in their designated red zone, green commuter, or yellow faculty/staff zones during enforcement hours.

## STUDENT AND EMPLOYEE PARKING PERMITS

Applicants are responsible to provide correct vehicle information and present a current Ball State photo I.D. All parking fines must be paid before a parking permit can be issued. Payment for a permit is required at the time of registration unless the employee takes part in the tax deferred payroll deduction plan. A student or employee may purchase only one (1) yearly permit.

Changes in license plate number or type of vehicle owned or possessed must be reported to the Office of Parking Services or updated online within five (5) business days.

Students or employees cannot register a vehicle owned by another student or employee or owned by the family member of another student or employee unless Parking Services determines that such registration is necessary to avoid unreasonable hardship.

Your parking permit is designed to be moved from one vehicle to another vehicle. You must register each vehicle that will display your permit with the Office of Parking Services.

Each permit holder is responsible for safeguarding his/her permit. Permits must be displayed on your registered vehicle (i.e. right side up, NOT sideways, with all the backing removed on the lower corner of the driver's side front windshield). The permit holder is responsible for all parking violation charges issued to that permit.

<u>Type of Parking Permit</u>	<u>Time</u>	<u>Reg. Fee</u>	<u>Add'l Fee*</u>	<u>Total</u>
General Faculty/Staff, Commuter, & Stadium	Fall Purchase	\$65		\$65
	Spring Purchase	\$45		\$45
	Summer Purchase	\$25		\$25
Residence Hall	Fall Only	\$65	\$46	\$111
	Fall & Spring	\$65	\$92	\$157
	Spring	\$45	\$46	\$91
Commuter Restricted (CR8)	Fall Only	\$65	\$72	\$137
	Fall & Spring	\$65	\$144	\$209
	Yearly	\$65	\$216	\$281
Restricted Surface	Fall Only	\$65	\$93	\$158
	Fall & Spring	\$65	\$186	\$251
	Yearly	\$65	\$279	\$344
Restricted Garage	Fall Only	\$65	\$113	\$178
	Fall & Spring	\$65	\$226	\$291
	Yearly	\$65	\$339	\$404
Temporary	Two Weeks	\$25		\$25
Night Pass	Per Semester		\$50	
Electric Vehicle Permit**	Per Semester		\$60	

\*Additional fees are prorated monthly for the semester on the first day of the month beginning in October, February, and June.

\*\*Electric Vehicle permit fees are in addition to the registration fee and restricted permit fees where applicable.

**DISPLAYING A PERMIT** - The permit must be affixed to the driver's side lower corner of the front windshield. **All backing must be removed and the permit cannot be taped or laminated or displayed upside down or sideways.** All expired permits must be removed. Failure to display your permit will result in a citation. All citations issued to a permit will be the responsibility of the permit holder regardless of whose vehicle it is displayed on.

DISPLAYING A PERMIT THAT BELONGS TO ANOTHER STUDENT/EMPLOYEE, OR THE FAMILY MEMBER OF ANOTHER STUDENT OR EMPLOYEE, OR THAT HAS BEEN ALTERED, OR REPORTED LOST OR STOLEN WILL RESULT IN PARKING PRIVILEGES BEING REVOKED FOR ONE (1) CALENDAR YEAR FROM THE DATE OF THE INFRACTION.

**REPLACEMENT PERMIT** - There is a \$25 fee for replacing lost permits. A one-day replacement permit is available if the yearly permit is temporarily inaccessible. One-day permits may not be used for more than two (2) consecutive days and are only available twice in one (1) school year.

With proper registration documentation, a temporary permit may be purchased for a period not to exceed two (2) weeks for \$25. Parking Services reserves the right to limit the number of temporary permits that may be purchased to three (3) or less per semester.

Falsely reporting a parking permit as being lost or stolen will result in revocation of parking privileges for one (1) calendar year and other disciplinary action.

## PARKING CATEGORIES

**GENERAL FACULTY/STAFF PERMIT** - Anyone employed by Ball State University, excluding student employees (see definition of "student"), is eligible to purchase this permit. It authorizes parking in all **yellow** faculty/staff lots from 7:00 AM until 5:00 PM, Monday through Friday. Additionally after 5:00 PM and until 3:30 AM parking is permitted in the green commuter lots. Parking is also permitted in the red restricted surface lots after 7:00 PM and after 7:00 PM until 3:30 AM in all parking garages Monday through Friday. **THERE IS NO OVERNIGHT PARKING IN ANY GREEN COMMUTER LOT BETWEEN 3:30AM AND 7:00AM. VEHICLES PARKING OVERNIGHT MAY BE TOWED AT THE OWNER'S/OPERATOR'S EXPENSE.**

Employees cannot register a vehicle owned by another student or employee or owned by the family member of another student or employee.

**RESTRICTED PERMIT** - Any employee or student (excluding freshmen living in the residence halls) may purchase this permit. It authorizes parking in an **assigned red** restricted lot. The assigned lot number is indicated on the permit. Restricted surface lots are reserved from 7:00 AM to 7:00 PM Monday through Friday; all parking garages are reserved from 3:30 AM to 7:00 PM Monday through Friday. In addition, employees who purchase this permit may park in yellow faculty/staff or green commuter lots and students who purchase this permit may park in green commuter lots. **THERE IS NO OVERNIGHT PARKING IN ANY GREEN COMMUTER LOT OR PARKING GARAGE BETWEEN 3:30AM AND 7:00AM. VEHICLES PARKING OVERNIGHT MAY BE TOWED AT THE OWNER'S/OPERATOR'S EXPENSE.**

Students or employees cannot register a vehicle owned by another student or employee or owned by the family member of another student or employee.

**COMMUTER PERMIT** - Any student not living in a residence hall may purchase this permit. It authorizes parking in **green** commuter lots from 7:00 AM to 5:00 PM, Monday through Friday. Additionally after 5:00 PM parking is permitted in the yellow faculty/staff lots. Parking is also permitted in the red restricted surface lots after 7:00 PM and after 7:00 PM until 3:30 AM in all parking garages Monday through Friday. **THERE IS NO OVERNIGHT PARKING IN ANY GREEN COMMUTER LOT BETWEEN 3:30AM AND 7:00AM. VEHICLES PARKING OVERNIGHT MAY BE TOWED AT THE OWNER'S/OPERATOR'S EXPENSE.**

Students cannot register a vehicle owned by another student or employee or owned by the family member of another student or employee.

**COMMUTER RESTRICTED PERMIT** - Any student not living in a residence hall may purchase this permit. It authorizes parking in the **orange** area of the Student Center parking garage from 7:00 AM until 7:00 PM or any green commuter lot from 7:00 AM to 5:00 PM, Monday through Friday. Additionally after 5:00 PM parking is permitted in the yellow faculty/staff lots. Parking is also permitted in the red restricted surface lots after 7:00 PM and after 7:00 PM until 3:30 AM in all parking garages Monday through Friday. **THERE IS NO OVERNIGHT PARKING IN ANY GREEN COMMUTER LOT BETWEEN 3:30AM AND 7:00AM. VEHICLES PARKING OVERNIGHT MAY BE TOWED AT THE OWNER'S/OPERATOR'S EXPENSE.**

Students cannot register a vehicle owned by another student or employee or owned by the family member of another student or employee.

**RESIDENCE HALL PERMIT** - Any student living in a residence hall (excluding freshmen) may purchase this permit for an additional \$46 per semester. It authorizes parking only in the designated blue residence hall lot. The lot number is indicated on the permit. These permits are sold on a limited basis. The lot is reserved 24 hours a day from 7:00 PM Sunday through 5:00 PM Friday. The football stadium lot is overflow for all zones. **Freshmen residing in residence halls are NOT eligible for a Residence Hall permit.**

Students cannot register a vehicle owned by another student or employee or owned by the family member of another student or employee.

**STADIUM PERMIT** - Any student may purchase this permit. **Freshmen residing in residence halls are eligible for stadium permits only.** The stadium permit authorizes parking at the football stadium. Additionally from 5:00 PM on Friday until 7:00 PM on Sunday, this permit may park in any campus parking lot per posted times.

Vehicles must be removed from the stadium lot by 9:00 PM on the evening before a home football game and may return 2 hours after the completion of the game. Parking in the baseball overflow lot during baseball season is prohibited. **Violators will be ticketed and towed at the owner's/operator's expense.**

Students cannot register a vehicle owned by another student or employee or owned by the family member of another student or employee.

**MOTORCYCLE PERMIT** - Motorcycles and motor scooters required to be licensed by the State of Indiana must be registered. Motorcycle permits are available at no additional charge when another permit is purchased with a \$65 registration fee. Parking is permitted in a regular marked parking space in a **yellow** faculty/staff or **green** commuter lot. Parking is not permitted in restricted lots (unless permit holder has a valid restricted permit) or parking spaces posted with signs. Parking is not allowed on sidewalks, bike racks, or in areas posted NO PARKING. **THERE IS NO OVERNIGHT PARKING IN ANY GREEN COMMUTER LOT BETWEEN 3:30AM AND 7:00AM. VEHICLES PARKING OVERNIGHT MAY BE TOWED AT THE OWNER'S/OPERATOR'S EXPENSE.**

Students or employees cannot register a vehicle owned by another student or employee or owned by the family member of another student or employee.

**NIGHT PASS** - Employees or students not living in a residence hall may purchase a night pass for parking in the red R2 or R5 lot. This permit allows parking after 4:45 PM in the **assigned red** lot.

Students or employees cannot register a vehicle owned by another student or employee or owned by the family member of another student or employee.

**DISABLED DRIVER PERMIT** - Any student or employee parking in a disabled-driver space must display a Ball State University disabled driver permit. Paperwork from the Bureau of Motor Vehicles indicating proof that the applicant has been issued a current disability placard or license plate must be presented in order to obtain a Ball State University disabled driver permit.

Any employee who has been issued a Ball State disabled driver permit may park in the disabled driver spaces (with the wheelchair access symbol) in the lot for which they have a parking permit. For example, a yellow faculty/staff permit, must park in the disabled driver spaces in a yellow faculty/staff lot. An R2 permit holder must park in the disabled driver spaces in R2, yellow faculty/staff lots, or green commuter lots.

Any student who has been issued a Ball State disabled driver permit may park in any space marked with a disability parking sign (with the wheelchair access symbol) in yellow faculty/staff lots, green commuter lots or red restricted lots. Students with blue parking permits may park in any disabled driver space on campus or any regular space in the blue lot their blue permit allows them to park. Freshmen with a stadium parking permit may park in any handicapped parking space on campus, but may not park in a blue lot taking a regular blue space.

There are metered spaces throughout campus with handicapped accommodations for short term parking, but the meters must be paid the same as any other meter on campus.

In accordance with Indiana State law only persons issued Disabled American Veteran (DAV) license plates may park at parking meters without paying the meter.

Temporary disabled driver parking is available to students, faculty or staff. Proper documentation must be presented to the Office Parking Services. These permits are issued for a period not to exceed four (4) weeks. For extensions, students need to contact the Office of Disability Services, SC 116, (285-5293). Faculty and staff need to contact the Health Center (285-8431). Detailed information relative to the condition limiting mobility will be required.

**"97" PERMIT** - Special designated (97 Permit Only) disabled driver spaces are available to those with severe disabilities. Recommendation for these permits will be made by the Health Center and the Office of Disability Services. Vehicles parked in these spaces without a "97" permit will be ticketed and towed at the owner's/operator's expense.

**ELECTRIC VEHICLE PERMIT** - Electric vehicle permits are available upon request for an additional \$60 per semester. They allow parking in designated electric vehicle spaces located in the lot where the permit holder's permanent parking permit allows (i.e., the permit holder's assigned red restricted lot; yellow lot; or green lot, etc.) Visitors to campus can purchase a special daily permit for an additional daily fee of \$1/day by contacting the Office of Parking Services.

**BSU APARTMENT RESIDENTIAL PERMIT** - Campus apartment residents must purchase a current Ball State parking permit and will be issued a residential permit by the University Apartment Office. These permits must be displayed on the lower corner of the windshield (driver's side) and authorizes parking at the owner's apartment and is enforced 24 hours a day, seven days a week.

Visitors of Scheidler Apartment residents may only obtain a visitor permit from the University Apartment Office and must park in designated visitor spaces at all times. A permit is required between 8:00 AM and 5:00 PM Monday through Friday. Visitors can not park in resident parking spaces.

Anthony Apartment visitors are required to display a permit 24 hours a day, seven days a week. Visitors must park in the green C1 parking lot when no visitor spaces are available. Visitors can not park in resident parking spaces.

**DEPARTMENTAL PERMIT** - Departmental permits are to be used for short-term parking, errands and deliveries away from your normal work area. It is not to be used for parking outside your department or office building. Departmental permits are not intended for long-term parking needs, nor are they to be issued to specific persons; they are to be shared by the entire office. It must be displayed with a valid faculty/staff or student permit just above the window permit.

This permit authorizes parking in:

- yellow or green lots
- metered spaces without having to pay the meter

This permit does not authorize parking in:

- red or blue lots
- disabled driver spaces or "97" permit spaces
- restricted areas
- fire lanes, driveways or any other "No Parking" area
- service vehicle spaces
- loading docks past the 20 minute time limit

Users and/or departments found misusing the permit will be subject to a progressive disciplinary process leading to revocation of the departmental permit and the users parking privileges.

There will be a \$125 fee for each departmental permit.

**RETIRED EMPLOYEES** - Retired employees are eligible for a lifetime retiree/emeritus permit that authorizes parking in the yellow faculty/staff and green commuter lots.

**VISITOR PERMIT** - Visitors are encouraged to park in metered areas located throughout campus or the metered areas in all parking garages. The applicable fees are posted on each meter and in the garages.

Visitor permits are available from the Office of Parking Services to anyone who is not a current student or employee for a fee of \$5 per day. The permit must be displayed from their rearview mirror. The visitor's name, vehicle license plate number, and length of visit must be provided at the time the request is made. Visitor permits will be issued for a specific lot or zoned area and are not valid in metered areas without paying the meter.

Overnight parking is prohibited in all parking garages and in green commuter lots from 3:30 AM to 7 AM. **Violators will be ticketed and towed at the owner's/operator's expense.**

Visitors are required to comply with all university parking regulations as well as with city ordinances and state laws. **Visitors who are cited for "No Valid Permit" may have their citation reduced to \$5 if they respond within five business days** to the Office of Parking Services, Ball State University, L. A. Pittenger Student Center, L-1, Muncie, Indiana 47306 either in person or by mail. Visitors responding by mail must return the citation and include a note containing their name, address, and payment. The Office of Parking Services will no longer be able to clear "No Valid Permit" citations.

Free campus maps are available at the Office of Parking Services or on our website [www.bsu.edu/parking](http://www.bsu.edu/parking).

**CARDINAL PRIDE PERMIT** - Parents of students that are living in a residence hall may pick up a free Cardinal Pride Permit from the Office of Parking Services during regular business hours. This permit is valid Monday through Friday in **green** commuter lots, **yellow** faculty/staff lots, and in metered areas and may be used for four (4) daily visits. Permits are not required in most areas Saturday and Sunday unless otherwise posted. **THERE IS NO OVERNIGHT PARKING IN ANY GREEN COMMUTER LOT BETWEEN 3:30AM AND 7:00AM. VEHICLES PARKING OVERNIGHT MAY BE TOWED AT THE OWNER'S/OPERATOR'S EXPENSE.**

This permit will be issued to parents **ONLY** and they will need to show their driver's license and know their license plate number. Only one (1) valid Cardinal Pride permit will be issued per household and it will not be issued on a vehicle that has been issued a student parking permit. Students using a Cardinal Pride Permit will have their parking privileges revoked for one (1) calendar year.

**SALES/SERVICE AND CONTRACTORS** - Sales and service personnel and contractors must register their vehicles with the Office of Parking Services. Sales and Service spaces and Contractor spaces/lots are enforced 24 hours a day, 7 days a week. Permits will be issued for a fee of \$30 each per semester or \$60 for the entire year (August to August) and must be displayed from the rearview mirror. Persons operating vehicles will be subject to all regulations and responsible for all fines incurred.

Students and employees are not eligible for Sales/Service or Contractor permit privileges unless they have registered their vehicles with Parking Services.

**SPECIAL PARKING CONCERNS** - Individuals with special parking situations or concerns should contact the Office of Parking Services at (765)285-1208 for assistance. We recognize the occurrence of unforeseen circumstances and may offer suggestions in keeping with the university's parking regulations.

Other special permits may be issued and must be used as instructed.

## **VIOLATIONS**

<b><u>Type of Violation</u></b>	<b><u>Paid within 10 days</u></b>	<b><u>After 10 days</u></b>
No valid permit	\$65	\$75
Improper display of permit	\$65	\$75
Failure to display a permit	\$25	\$35
Overtime parking	\$20	\$30
Out of zone	\$30	\$40
Improper Parking	\$30	\$40
Improper registration	\$65	\$75
Disabled-driver space	\$150	\$160
"97" Permit space	\$150	\$160
Moving violation	\$35	\$45
Skateboarding	\$30	\$40

A vehicle will be booted and/or towed if it has accumulated five (5) or more outstanding parking citations. In addition to the fines, there is a \$30 fee for the removal of the boot. When a vehicle has been booted for 8 hours with no response from the owner/operator of the vehicle it will be towed at the owner's/operator's expense. Exception: Motorcycles and vehicles that cannot be booted will be towed at the owner's/operator's expense.

A vehicle may be towed without warning at the violator's expense if:

- a vehicle has five or more outstanding tickets without a response to being booted. Parking fines, towing and storage charges must be paid before an impounded vehicle can be released.
- an unauthorized vehicle is parked in a restricted lot
- a vehicle is not displaying a current license plate
- a vehicle is parked on campus when the permit has been revoked
- a vehicle that is determined to be abandoned or stored on university owned or controlled property. (See Prohibited Parking)
- a vehicle is illegally parked in handicapped, special 97, or director space
- when a parking lot has been closed by Ball State University

## **PROCEDURES**

Permit holders are required to display their valid parking permit on any vehicle parked on university property during enforcement hours. A permit holder who does not display his or her permit for any reason is still subject to a 'No Valid Permit' citation. The permit holder may have the 'No Valid Permit' fine reduced to \$25 per violation by responding to the Office of Parking Services within five (5) business days of the citation.

All citations issued to a permit are the responsibility of the permit holder regardless of the registered owner of the vehicle.

**FINES** - When a citation is issued for "No Valid Permit" the violator has five (5) business days to purchase and display a permit. All unpaid citations must be paid before a permit will be issued. A late fee will be assessed on all unpaid fines that are 10 business days old or older.

The person to whom the parking permit is issued will be held responsible for all parking violations issued on his or her vehicle regardless of who may be the operator. A violation notice is not excused on the plea that another person was driving the vehicle. If there is no permit, fines will be assessed to the employee or student who owns the vehicle, or to a student or employee who is a family member of the vehicle's owner. In all other instances the registered owner is the responsible party.

A citation will be issued for violations once every calendar day. Exceptions are timed parking (i.e. meters, pay stations and loading docks) where a citation may be issued for each violation of the time restriction.

**PROHIBITED PARKING** - Parking is prohibited at all loading docks, dumpsters, entrances to buildings, drives, crosswalks, hashed out areas, fire hydrants, spaces posted with signs, yellow curbs, sidewalks, in the grass, or anywhere the vehicle constitutes a safety or other hazard. All drives are fire lanes unless marked for parking. A vehicle parked on a sidewalk is subject to removal. Vehicles must be parked in a marked parking space at all times. Vehicles may not occupy more than one parking space. Any vehicle too large to fit in a single space may not park on university owned or controlled property without Parking Services approval. It is the driver's responsibility to be sure their vehicle is parked in a legal parking space at all times.

Any vehicle reported to be abandoned will be towed at the owner's/operator's expense 72 hours after it has been properly tagged with contact information, if no contact has been made with the University Police Department or the Office of Parking Services.

The Department of Public Safety reserves the right to prohibit the use of any vehicle on university property that presents a danger or hindrance to public safety. Car covers on parked vehicles are prohibited on university owned or controlled property.

**APPEALS** - An appeal must be filed online at [www.bsu.edu/parking](http://www.bsu.edu/parking) within ten business days after the ticket is issued or the right to appeal will be forfeited. The citation must be paid first in order to file an appeal. Use of an OOPS voucher to clear a ticket relinquishes all rights to appeal. Notification of the committee's decision will be sent by email or mail and is final and binding.

There must be "substantial and valid evidence" that the parking violation was not committed, or it occurred due to circumstances beyond your control. **A lost ticket, forgetfulness, parking only for a short period, failure to display a parking permit, not seeing the signs and/or the absence of a parking space, any ticket resulting in the vehicle being towed, or entering the wrong space number in the parking garage pay station are not grounds for appeal.** If an appeal is granted a refund will be issued unless other fees or fines are due the university.

**REVOKED PARKING PERMITS** - Parking privileges may be revoked for habitual offenders. Vehicles displaying a parking permit belonging to another person, department or one that has been revoked, reported lost or stolen, or falsified will be fined for improper registration and may be towed at the owner's/operator's expense. Parking privileges will be suspended for one (1) calendar year from the date of the violation and other disciplinary action may be taken.

**SKATEBOARDING** - The use of skateboards is prohibited on university owned or controlled property. Violators will be cited and may have the skateboard impounded until the fine is paid.

**ACCIDENTS** - Any accident involving a Ball State University vehicle on the Ball State campus must be reported as soon as possible to the University Police by calling (765)285-1111.

**DISABLED VEHICLES** - Disabled vehicles are not excused from these regulations and should be attended to promptly. The University Police should be notified immediately by calling (765) 285-1111. Tickets issued prior to notification of the University Police will not be cleared.

**BROKEN OR MALFUNCTIONING PARKING METERS OR PAY STATIONS** - Broken or malfunctioning parking meters or pay stations must be reported to the Office of Parking Services immediately by phone at (765)285-1208 or (765)285-1111. The meter or pay station will be checked for malfunction by a parking technician. Any tickets issued prior to notification of malfunction to the Office of Parking Services will not be cleared. Tickets issued at meters found to be functioning properly will be valid. The Office of Parking Services will not reimburse money for excess time on a meter or for a cancelled transaction in the garage pay stations.

**PARKING PERMIT REFUSAL** - The Office of Parking Services may refuse a parking permit if:

- the person applying has delinquent fines
- the vehicle is owned or operated by another student or employee or the family member of another student or employee
- the parking privileges of the applicant have been revoked
- the vehicle is too large to fit in a single parking space

## **PARKING HOT LINE**

For the latest information available on vehicle registration information or ticket response, call the Ball State Parking Hot Line at (765)285-PARK or (765)285-7275 visit the website [www.bsu.edu/parking](http://www.bsu.edu/parking) or follow us on twitter @BSUParking.

## **MOTORIST ASSIST PROGRAM (M.A.P.)**

The Ball State University Department of Public Safety is offering free assistance to faculty, staff, students and visitors encountering vehicle problems on campus.

Ball State police officers and other Public Safety personnel will assist stranded motorists with the following services:

- Jumping dead batteries
- Unlocking vehicle doors
- Inflating tires (autos and bicycles)
- Providing transportation to buy gas
- Offering de-icer for frozen door locks
- Providing a shovel and abrasives for vehicles stuck on snow or ice

The service is provided on a first come, first serve basis Sundays from 6:00 PM to 3:00 AM; Monday through Thursday from 8:00 AM to 3:00 AM; and Fridays from 8:00 AM to 7:00 PM. Participating motorists must sign a waiver releasing the university from any liability in the event of vehicle damage. The service is not available on university holidays, and personnel will not jump-start Ball State vehicles.

Assistance is available by calling (765)285-1111.

## **CHARLIE'S CHARTER**

Charlie's Charter provides transportation on a first come, first serve basis to and from university owned or controlled property. This service is available Sunday through Thursday from 6 PM to 3 AM and Friday from 4 PM to 7 PM. Call (765)760-RIDE or (765)285-5005 for a ride.

Please call us (765) 285-1208 between 7:30 AM and 5:00 PM Monday thru Friday or contact us at [www.bsu.edu/parking](http://www.bsu.edu/parking) with your suggestions or concerns.

## **DEFINITIONS**

**Campus Parking** - Ball State owned or controlled property.

**Employee** - All personnel employed by Ball State University or maintaining an office on university property.

**Flashers/Hazards** - The use of such lights does not exempt you from the parking regulations.

**Parking Area** - Any lot designated for university student or employee parking. Vehicles must display a Ball State University parking permit and be parked in a marked parking space at all times.

**Sales/Service and Contractors** - Anyone contracted by Ball State for construction or renovations of university property or who regularly conducts business on university property. Such persons do not qualify as visitors.

**Student** - Anyone paying fees and receiving credit from Ball State University or Burriss Laboratory School.

**University Holidays** - New Years Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following Thanksgiving Day, Christmas Day, and one additional day to be designated by the President of the University.

**Visitor** - Any person, not a student or employee, who operates a vehicle on campus.