

**Ball State University Motor Vehicle
Regulations and Parking Procedures
Department of Public Safety
2024-2025**

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 21-39-5) and are accurate at the time of printing.

General hours for parking lot enforcement are:

- **YELLOW GENERAL FACULTY/STAFF LOTS** – Monday through Friday, 7:00 AM to 5:00 PM
- **GREEN COMMUTER LOTS** – Monday through Friday, 7:00 AM to 5:00 PM; no parking daily from 3:00 AM to 5:00 AM
- **RED RESTRICTED** – Monday through Friday, 7:00 AM to 7:00 PM; no parking daily from 3:00 AM to 5:00 AM in parking garages
- **BLUE RESIDENCE HALLS LOTS** - 24 hours daily from 7:00 PM on Sunday through 5:00 PM on Friday
- **FOOTBALL STADIUM** – 24 hours daily from 7:00 PM on Sunday through 5:00 PM on Friday
- **STAND ALONE PARKING METERS** – 24 hours daily
- **PAY STATIONS (P2, P7, P14, R6, R7, R8)** – Monday through Friday, 7:00 AM to 7:00 PM

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. The absence of a parking space does not justify violation of any parking regulation. Parking permits are non-transferable.

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 in 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).** Vehicles parked on university owned or controlled property must have a Ball State University parking permit during enforcement hours and must always be in a marked parking space.

Any space posted with a specific sign, such as Disabled Driver Space, 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, **even if the vehicle is occupied**. **All parking meters are eligible for a citation every two hours that the meter remains unpaid.** Any parking space with a post but no sign or meter head, is subject to the restrictions posted at the lot entrance.

Loading docks are for active loading and unloading, 20-minute intervals. Vehicles blocking dumpsters, stairways, other vehicles, etc. will be cited for improper parking and 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 (Red)* | 7:00 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, 7:00 PM Sunday - 5:00 PM Friday |
| University Apartments | 24 Hours Daily, 7 Days/Week |
| Free Standing Parking Meters | 24 Hours Daily, 7 Days/Week |
| Pay Stations (P2, P7, P14, R6, R7, R8)* | 7:00 AM – 7:00 PM, Monday - Friday |

*There is no overnight parking daily, from 3:00 AM to 5:00 AM, in any commuter lot or parking garage.

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

When parking in a paid parking area, be sure you enter the correct license plate number in the pay station. Failure to enter the correct license plate number will not excuse an overtime parking citation.

Summer Enforcement Hours – Summer parking enforcement hours begin the Monday after spring finals are over. During the summer, zoned parking is enforced Monday through Friday, from 7:00 AM to 4:00 PM. Green commuter, blue residence hall, and purple stadium permits are interchangeable in the summer during enforcement hours. Yellow faculty/staff permits can park in yellow faculty/staff, green commuter, or blue residence hall lots during enforcement hours. Red restricted permits must park in their designated red zone, green commuter, or blue residence hall lot during enforcement hours.

STUDENT AND EMPLOYEE PARKING PERMITS

Applicants are responsible for presenting a current Ball State photo I.D. and providing correct vehicle information. 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 payroll deduction plan. A student or employee may purchase only one (1) yearly permit. The permit holder is responsible for all parking violations issued to that permit.

Students and employees must purchase at least a base permit (commuter, stadium, or general) to be eligible to use a specialty 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 ten (10) business days. Your license plate is your parking permit. You must register each vehicle with the Office of Parking Services that will be associated with your permit.

Students/employees cannot register a vehicle owned by another student/employee or share a parking permit with one another. Only one vehicle registered to the permit may be on campus at a time. If two vehicles are found on campus at the same time sharing one permit, both vehicles will be issued an Improper Registration citation, and all involved parties' parking privileges will be revoked for one calendar year.

| Type of Parking Permit | Time | Reg. Fee | Add. Fee | Total |
|--------------------------------------------------|-----------------|----------|----------|-------|
| General Faculty/Staff, Commuter, & Stadium* | Fall Purchase | \$100 | | \$100 |
| | Spring Purchase | \$80 | | \$80 |
| | Summer Purchase | \$60 | | \$60 |
| Residence Hall** | Fall Only | \$100 | \$61 | \$161 |
| | Fall & Spring | \$100 | \$122 | \$222 |
| | Spring Only | \$60 | \$61 | \$121 |
| Restricted - R2, R4, R5, R6, R7, R11, R25, DP7** | Fall Only | \$100 | \$123 | \$223 |
| | Fall & Spring | \$100 | \$246 | \$346 |
| | Yearly | \$100 | \$369 | \$469 |
| | Spring Only | \$80 | \$123 | \$203 |
| | Spring & Summer | \$80 | \$246 | \$326 |
| | Summer Only | \$60 | \$123 | \$183 |
| Restricted - R8** | Fall Only | \$100 | \$88 | \$188 |
| | Fall & Spring | \$100 | \$176 | \$276 |
| | Yearly | \$100 | \$264 | \$364 |
| | Spring Only | \$80 | \$88 | \$168 |
| | Spring & Summer | \$80 | \$176 | \$256 |
| | Summer Only | \$60 | \$88 | \$148 |
| Night Pass | Per Semester | | \$50 | |
| Electric Vehicle Permit*** | Per Semester | | \$60 | |
| One Day Parking | | \$5 | | \$5 |
| Temporary | Two Weeks | \$25 | | \$25 |

*General Faculty/Staff, Commuter, & Stadium Permits are non-refundable unless the refund is requested within the first week of classes for the semester it was purchased in.

**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 license plate of the vehicle is the permit and therefore must always be displayed on campus. Any vehicle backed into a space must display a state issued front-end license plate or Ball State Parking Services issued vanity plate or a citation will be issued. Front end vanity plates may be purchased at the Office of Parking Services for an additional fee. All citations issued to a permit will be the responsibility of the permit holder regardless of whose vehicle it is displayed on.

Students/Employees cannot share a parking permit with one another. Only one vehicle per permit may be on campus at a time. If two vehicles are found on campus at the same time sharing a permit, both vehicles will be issued an Improper Registration citation, and your parking privileges will be revoked.

Registering a license plate that belongs to another student/employee or the family member of another student/employee will result in your parking privileges being revoked. Revocations last for one (1) calendar year from the date of the infraction.

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 any yellow faculty/staff lot, or at the stadium and overflow lots. A permit is required to park in all yellow faculty/staff lots, Monday through Friday, from 7:00 AM until 5:00 PM.

General faculty/staff permits may be purchased by academic year, two-week temporary, or one day periods depending on the need of the purchaser. One day permits may not be purchased to clear a No Valid Permit citation.

Employees cannot register a vehicle that belongs to another employee or student. Only one vehicle per permit may be on campus at a time. Violations will be cited for Improper Registration and your parking privileges will be revoked for one (1) calendar year.

RESTRICTED PERMIT - Any employee or student may purchase this type of permit. It authorizes parking in the assigned red restricted lot or at the stadium and overflow lots. A permit is required to park in all red restricted lots, including the restricted areas of the parking garages, Monday through Friday, from 7:00 AM to 7:00 PM. There is no parking daily from 3:00 AM to 5:00 AM, in the metered areas of all garages, and the red restricted areas of the McKinley garage (R7) and the Student Center garage (R8).

Restricted permits may be purchased by the semester or on a yearly basis. One day or two-week temporary permits are not sold without prior approval from the Parking Services Director.

Employees and students cannot register a vehicle that belongs to another employee or student. Only one vehicle per permit may be on campus at a time. Violations will be cited for Improper Registration and your parking privileges will be revoked for one (1) calendar year.

COMMUTER PERMIT - Any student that does not live in a residence hall may purchase this permit. It authorizes parking in any green commuter lot and at the stadium and overflow lots. A permit is required to park in all green commuter lots, Monday through Friday, from 7:00 AM to 5:00 PM. There is no parking daily from 3:00 AM to 5:00 AM in any green commuter lot. Violators will be cited for Improper Parking and are subject to being towed at the owner's/operator's expense.

Commuter permits may be purchased by academic year, two-week temporary, or one day periods depending on the need of the purchaser. One day permits may not be purchased to clear a No Valid Permit citation.

Students cannot register a vehicle that belongs to another employee or student. Only one vehicle per permit may be on campus at a time. Violations will be cited for Improper Registration and your parking privileges will be revoked for one (1) calendar year.

RESIDENCE HALL PERMIT - Any student living in a residence hall may purchase this type of permit. It authorizes parking in the assigned blue residence hall lot and at the stadium and overflow lots. A permit is required for all blue residence hall lots, 24 hours a day, from 7:00 PM on Sunday through 5:00 PM on Friday.

Residence hall permits may be purchased by the semester for the fall and spring semesters. These permits are sold on a space for space basis.

Students cannot register a vehicle that belongs to another employee or student. Only one vehicle per permit may be on campus at a time. Violations will be cited for Improper Registration and your parking privileges will be revoked for one (1) calendar year.

STADIUM PERMIT - Any student may purchase this permit. This permit authorizes parking at the football stadium, the baseball and overflow lots, including the lot to the south of the Oakwood building. A permit is required for all stadium and overflow lots, 24 hours a day, from 7:00 PM on Sunday through 5:00 PM on Friday.

Vehicles must be removed from the stadium and all overflow lots, including the Oakwood building 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.**

Stadium permits may be purchased by academic year, two-week temporary, or one day periods depending on the need of the purchaser. One day permits may not be purchased to clear a No Valid Permit citation.

Students cannot register a vehicle that belongs to another employee or student. Only one vehicle per permit may be on campus at a time. Violations will be cited for Improper Registration and your parking privileges will be revoked for one (1) calendar year.

NIGHT PASS - Employees and students not living in a residence hall may purchase a night pass. This permit authorizes parking in the Petty/McKinley (R2) and Architecture/Business (R5) lots, Monday through Friday, after 4:45 PM.

Night pass permits may be purchased alone or in addition to a commuter, general, or another restricted lot permit. They can be purchased by the semester for the fall and spring semesters.

Employees/students cannot register a vehicle that belongs to another employee or student. Only one vehicle per permit may be on campus at a time. Violations will be cited for Improper Registration and your parking privileges will be revoked for one (1) calendar year.

DISABLED DRIVER PERMIT - Any student or employee parking in a disabled driver space must purchase a Ball State parking permit. Once a Ball State permit has been purchased, a disabled driver permit will be issued free of charge with supporting documentation.

Forms of supporting documentation accepted are the certification/receipt for the state issued disabled driver placard, the vehicle registration for the state issued disabled driver license plate, a doctor's note (maximum length 4 weeks), or documentation from [Ball State Disability Services](#). All documentation must be in the student's/employee's name and include an expiration date. Disabled driver permits are issued for the length of time listed on supporting documentation.

There are metered spaces throughout campus with disability accommodations for short term parking, but the meters must be paid even if the vehicle has been issued a Ball State disabled driver parking permit. In accordance with Indiana State law only persons issued Disabled American Veteran (DAV) license plates may park at parking meters without paying the meter.

The location of disabled driver parking is based on the type of Ball State permit obtained:

- **General Faculty/Staff Permit** – disabled driver spaces in any yellow faculty/staff lot
- **Commuter Permit** – disabled driver spaces in any yellow faculty/staff, green commuter, or red restricted lot
- **Stadium Permit** – disabled driver spaces in any yellow faculty/staff, green commuter, or red restricted lot
- **Restricted Permit** – disabled driver spaces in the assigned red restricted, green commuter, or yellow faculty staff lots
- **Residence Hall Permit** – disabled driver spaces in the assigned blue residence hall, green commuter, or yellow faculty/staff lots

If an employee needs accommodation outside their designated red lot, they can contact the Office of Parking Services for a permit variance to make those accommodations. If the employee is a general faculty/staff permit holder and needs access to a red lot closer to their building, Parking Services will prorate the closest possible red restricted lot for the duration of their need.

DP7 DISABLED DRIVER PARKING IN P7 – A DP7 permit allows parking in the disabled driver spaces marked DP7 in the P7 parking lot. These permits are sold by the semester and are available on a first come, first served basis.

Any employee with valid disabled driver documentation may purchase a DP7 permit. Forms of supporting documentation accepted are the certification/receipt for the state issued disabled driver placard, or the vehicle registration for the state issued disabled driver license plate. All documentation must be in the employee's name.

EXPECTANT MOTHER PERMIT – Any student or employee parking in an expectant mother designated space must purchase a Ball State parking permit. Once a Ball State permit has been purchased, an expectant mother permit will be issued free of charge with supporting documentation. To be eligible for the hangtag, students or employees must download the Expectant Mother Certification form from our website, have it filled out by their attending physician, and return to the Office of Parking Services.

There are six expectant mother spaces around campus that are available on a first come, first served basis. The spaces are in the following lots:

- R6 red restricted lot (ground floor)
- R7 red restricted lot (ground floor)
- R8 red restricted lot (ground floor)
- C1 green commuter lot (near bus stop)
- G2 yellow faculty/staff lot (Northwest corner)
- G10 yellow faculty/staff lot (Northwest corner)
- P8 (West side of the Applied Technology Building)

ELECTRIC VEHICLE PERMIT – An electric vehicle permit is required to use electric vehicle charging stations on campus. Electric vehicle spaces are not meant for long-term, overnight parking. Charging stations are to only be used while the vehicle is charging (maximum 3 hour time limit). Once done charging, the vehicle should be moved to the normally permitted space. Any person found to be using EV spaces for overnight or long-term parking may be subject to a citation.

Electric vehicle permits allow parking in the electric vehicle spaces located in the lot equal to where the permit holder’s permanent permit allows (i.e., any EV space in the R2, green commuter, or yellow faculty/staff lots if the permit holder has a valid R2 permit; any EV space in a yellow faculty/staff lot if the permit holder has a general faculty/staff permit).

Students and employees who purchase a Ball State parking permit can request an electric vehicle permit for an additional \$60 per semester. This permit is not available online and must be purchased in person at the Office of Parking Services.

An electric vehicle permit may be purchased by emeriti and retiree permits holders for \$30 per semester or \$60 for the year. This permit must be purchased each academic year in person at the Office of Parking Services.

Visitors to campus can purchase an electric vehicle permit for an additional fee of \$1 per day in person at the Office of Parking Services or online.

BSU APARTMENT RESIDENTIAL PERMIT – University apartment parking lots are enforced 24 hours a day, seven days a week. Residents must purchase a commuter or restricted parking permit. Once a permit is purchased, the permit holder can request a university apartment permit by contacting the Office of Parking Services. Residents are limited to one car per licensed driver and two cars total per apartment. A Ball State permit must be purchased for each vehicle to receive an apartment permit.

Visitors of university apartment residents may only obtain a visitor permit from the University Apartment Office. Visitors are required to display a permit 24 hours a day, seven days a week.

DEPARTMENTAL PERMIT - Departmental permits are to be used only for short-term parking (2 hour maximum), errands, and deliveries made away from your personal work area. These permits are not intended to be used for parking outside of your building. These permits are virtually linked to your department; however, it must be displayed on your windshield. In order to properly associate a department pass to a vehicle, that vehicle must also be associated with a valid faculty/staff or student permit. These permits are not valid for visitor use. Departmental permits are not intended for long-term parking needs, nor are they to be issued to specific persons; as their purpose is to fulfill the parking needs of the entire office.

If users/departments are found misusing the permit, they will be subject to a disciplinary process. A violation will result in a \$100 fine which can be cleared with the permit holders oops voucher. Habitual violations can result in the revocation of the privilege of having a departmental permit as well as possible revocation of the users parking privileges. Please be sure that all users are informed of the proper instructions on the use of a departmental permit. If you need a replacement permit due to loss, the fee is \$150.00.

This permit authorizes parking in:

- Yellow faculty/staff lots
- Green commuter lots
- Metered spaces (with the exemption of payment) for 2 hours maximum

This permit does NOT authorize parking in:

- Red restricted lots
- Blue residence hall lots
- Disabled driver spaces
- Restricted areas
- Fire lanes, driveways, or any other spot indicated with a "No Parking" sign
- Service vehicle spaces
- Loading docks past the 20-minute time limit

RETIRED EMPLOYEES - Ball State University retirees and emeritus faculty are eligible for a free lifetime parking permit. This permit is exclusively for use by the emeritus/retiree. It may not be sold, transferred, exchanged, or given away. The permit holder is responsible for any parking tickets issued.

Retired employee permits authorize parking in any yellow/faculty staff or green commuter lot. It does not allow free parking in any of the metered areas or at parking meters on campus.

A retired employee permit can be obtained in person at the Office of Parking Services, online, or through the mail. If you would like to apply through the mail, please call 765-285-1208 to request an application.

VISITOR PERMIT – A visitor is anyone who is not a current student or employee of Ball State University. Visitors are encouraged to park in the metered areas throughout campus or in the metered areas in all parking garages. Applicable fees and enforcement times are posted on each meter and in the garages.

Visitor permits are available from the Office of Parking Services for a fee of \$5 per day. The visitor will register their license plate and it must be always displayed while on campus. The visitor's name, 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.

Parking is prohibited daily from 3:00 AM to 5:00 AM in all parking garages and in green commuter lots. **Violators will be ticketed and towed at the owner's/operator's expense.**

Visitors must comply with all university parking regulations, city ordinances and state laws. Visitors who are cited for "No Valid Permit" may have their fine reduced to \$5 if they respond within ten (10) business days. The visitor can respond in person by bringing the citation, their driver's license, and payment to the Office of Parking Services during normal business hours. Tickets responded to in the drop box will not be reduced to \$5. Visitors can also mail

the ticket, a note containing their name and address, and \$5 payment. Responses sent through the mail must be postmarked within ten (10) business days of issuance.

CARDINAL PRIDE PERMIT – The Cardinal Pride permit is free of charge to parents of students living in a residence hall. Each Cardinal Pride permit can be used for four (4) daily visits during the academic year.

A Cardinal Pride permit authorizes parking in green commuter and yellow faculty/staff lots, Monday through Friday, from 7:00 AM to 5:00 PM as well as at meters without paying. There is no parking, any day, from 3:00 AM to 5:00 AM, in green commuter lots or in the metered areas of the parking garages. Permits are not required in most areas on Saturday or Sunday unless otherwise posted.

Only one (1) Cardinal Pride permit will be issued per household, and it will not be issued on a vehicle that has been registered to a student parking permit. Cardinal Pride permits can be obtained in person at the Office of Parking Services or through the mail. To obtain a permit in person, the parent must bring their driver's license, license plate number and expiration date, vehicle make, color, and year to the Office of Parking Services. To obtain a permit by mail [download](#), complete, and return the application to address listed on the application.

Cardinal Pride permits will be issued to parents only. 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 \$60 each per semester or \$120 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.

Sales and service permits are valid in any yellow faculty/staff lot and Service Vehicle spaces.

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

| | |
|--------------------------------|-------|
| No Valid Permit* | \$100 |
| Improper Display of Permit* | \$100 |
| Overtime Parking/Expired Meter | \$25 |
| Out of Zone | \$35 |
| Improper Parking | \$40 |
| Improper Registration* | \$100 |
| Disabled Driver Space | \$175 |
| Moving Violation | \$40 |
| Skateboarding | \$35 |
| Scofflaw Violator/Boot Fee | \$45 |

**Adjusts based on the price of registration fee*

***A \$10.00 late fee will be added to any fine not paid within 10 business days*

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 \$45 fee for the removal of the boot. When a vehicle has been booted for 8 hours with no response from the owner/operator, it will be towed at the owner's/operator's expense. Exception: Motorcycles and vehicles that cannot be booted will be towed immediately 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 determined to be abandoned or stored on university-owned or controlled property. (See Prohibited Parking)
- A vehicle is illegally parked in a disabled driver space or director space
- A vehicle is parked in a lot that has been closed by Ball State University
- Vehicles blocking dumpsters, stairways, other vehicles, etc., will be cited for improper parking and/or towed at the owner's/operator's expense. (See Enforcement on page 2 of these regulations)
- At the discretion of Public Safety or the Director of Parking Services

PROCEDURES

Permit holders are required to display their license plate on any vehicle parked on university property during enforcement hours. A permit holder who does not display his or her license plate 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 ten (10) business days of the citation.

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

FINES - When a citation is issued for "No Valid Permit" the violator has ten (10) business days to purchase a permit. All unpaid citations must be paid before a permit is 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 in each lot. 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 or if a vehicle leaves and returns to the same lot after a violation has already been incurred.

COLLECTIONS FEES – Any person with an outstanding citation of forty-five (45) days or more is subject to be turned over to our collection's agency. This agency will attempt to collect the fine on behalf of Ball State and a \$15 fee will be added to the fine amount.

Citations that have gone to the collections process are not eligible for an appeal hearing.

OOPS VOUCHER – Students and employees that purchase an eligible permit will receive an Oops Voucher. The voucher dismisses one ticket issued during the academic year that the permit is purchased. Permits eligible to receive an Oops Voucher are general faculty/staff, commuter, stadium, restricted, and residence hall. Two week temporary, one day, and night pass permits do not come with an Oops Voucher.

Oops Voucher Guidelines:

- Ticket must be issued after permit is purchased
- Only one voucher per permit holder, per academic year
- Voucher must be signed and filled out by permit holder to be considered valid
- Vouchers with a name typed in the signature field will not be accepted
- Vehicle issued the ticket is registered to the permit issued the ticket
- Voucher must be received or postmarked within 10 business day of ticket issuance
- Vouchers are non-transferable and have no cash value

Tickets that cannot be cleared with an Oops Voucher:

- Written on complaint
- Scofflaw violator/boot fee
- Issued for any towable offense or when the vehicle is towed at the owner's/operator's expense
- Issued for parking in the drive, in a fire lane, or on a sidewalk
- Issued in a disabled driver space, or a director space, even if the vehicle is not towed
- Voucher cannot be used on tickets that have been paid or denied in the appeal process
- Issued for improper registration

To use your Oops Voucher, return the ticket along with the completed voucher to the Office of Parking Services in person, by mail, or via email.

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 always parked in a marked parking space. 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 always parked in a legal parking space.

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 within ten business days after the ticket is issued or the right to appeal will be forfeited. [Click here to file an appeal](#). The citation does not have to be paid first 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, 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. **The following are not valid reasons for appealing a citation:**

- **A lost ticket, forgetfulness**
- **Parking only for a brief 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**
- **Entering the wrong license plate number in the parking garage pay station**
- **Citations issued on complaint**

If an appeal is granted, a refund will be issued unless other fees or fines are due to the university.

REVOKED PARKING PERMITS - Parking privileges may be revoked for habitual offenders. Individuals registering a license plate belonging to another person, department or one that has been revoked, 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 dealt with 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

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 deicer 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 1:00 AM; Monday through Thursday from 8:00 AM to 1:00 AM; and Fridays from 8:00 AM to 4:00 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 served basis to and from university owned or controlled property. This service is available Sunday through Thursday from 6 PM to 1:30 AM. **Call (765) 76ORIDE 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 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 always parked in a marked parking space.

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 Year's Day, Martin Luther King Jr Day, Memorial Day, Juneteenth, 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.