Ball State University Motor Vehicle Regulations and Parking Procedures
Department of Public Safety
2022-2023

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

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, **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 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.

<table>
<thead>
<tr>
<th>Type of Lot</th>
<th>Enforcement Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Surface (Red)</td>
<td>7:00 AM – 7:00 PM, Monday - Friday</td>
</tr>
<tr>
<td>All Parking Garages</td>
<td>3:30 AM – 7:00 PM, Monday - Friday</td>
</tr>
<tr>
<td>General Faculty/Staff (Yellow)</td>
<td>7:00 AM – 5:00 PM, Monday - Friday</td>
</tr>
<tr>
<td>Residence Hall (Blue)</td>
<td>24 Hours Daily, 7:00 PM Sunday - 5:00 PM Friday</td>
</tr>
<tr>
<td>Commuter (Green)</td>
<td>3:30 AM – 5:00 PM, Monday - Friday</td>
</tr>
<tr>
<td>Stadium (Purple)</td>
<td>24 Hours Daily, Monday - Friday</td>
</tr>
<tr>
<td>University Apartments</td>
<td>24 Hours Daily, 7 Days/Week</td>
</tr>
<tr>
<td>Parking Meters</td>
<td>Times Posted on the Meter</td>
</tr>
</tbody>
</table>

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

**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 ten (10) business days.

Students or employees cannot register the vehicle owned by another student or employee. If the vehicle is owned by the family member of another student or employee, Parking Services will determine that such registration is necessary to avoid unreasonable hardship.

Your parking permit is your license plate. You must register each vehicle that will be associated to your permit with the Office of Parking Services.

**Students/Employees may not share a parking permit with one and other. Only one vehicle on 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.**

The permit holder is responsible for all parking violation charges issued to that permit.

<table>
<thead>
<tr>
<th>Type of Parking Permit</th>
<th>Time</th>
<th>Reg. Fee</th>
<th>Add ‘l. Fee*</th>
<th>Total</th>
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<tbody>
<tr>
<td>General Faculty/Staff, Commuter, &amp; Stadium*</td>
<td>Fall Purchase</td>
<td>$100</td>
<td></td>
<td>$100</td>
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<td></td>
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<td>Residence Hall</td>
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<td></td>
<td>Spring</td>
<td>$80</td>
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<tr>
<td>Commuter Restricted</td>
<td>Fall Only</td>
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<td>$80</td>
<td>$180</td>
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<td></td>
<td>Fall &amp; Spring</td>
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<td>$160</td>
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<tr>
<td></td>
<td>Yearly</td>
<td>$100</td>
<td>$240</td>
<td>$340</td>
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<tr>
<td>Restricted Surface/Garage</td>
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<td>$223</td>
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<tr>
<td></td>
<td>Fall &amp; Spring</td>
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<td>One Day Parking</td>
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<tr>
<td>Temporary</td>
<td>Two Weeks</td>
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<td>Night Pass</td>
<td>Per Semester</td>
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<td>$50</td>
<td></td>
</tr>
<tr>
<td>Electric Vehicle Permit***</td>
<td>Per Semester</td>
<td></td>
<td>$60</td>
<td></td>
</tr>
</tbody>
</table>

*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 front-end 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 may not share a parking permit with one and other. Only one vehicle on 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.

**REGISTERING A LICENSE PLATE THAT BELONGS TO ANOTHER STUDENT/EMPLOYEE OR THE FAMILY MEMBER WILL RESULT IN PARKING PRIVILEGES BEING REVOKED 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 all YELLOW FACULTY/STAFF lots from 7:00 AM until 5:00 PM, Monday through Friday. Additionally, parking is permitted in the GREEN COMMUTER lots after 5:00 PM until 3:30AM. 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.

General Faculty/Staff Permits may be purchased by either the academic year, two-week temporary or one day permits depending on the purchasers need. One day permits may not be purchased to clear a No Valid Permit citation.

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 may purchase this permit. It authorizes parking in an ASSIGNED RED RESTRICTED lot. The assigned lot number is indicated on the permit. RED 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, anyone who purchases this permit may park in green commuter lot. THERE IS NO OVERNIGHT PARKING IN ANY GREEN COMMUTER LOT OR PARKING GARAGE BETWEEN 3:30AM AND 7:00AM. VEHICLES PARKING OVERNIGHT MAY BE TICKETED AND/OR TOWED AT THE OWNER’S/OPERATOR’S EXPENSE.

Restricted permits may only 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 manager.

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 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.**

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

**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 (CR8) parking garage from 7:00 AM until 7:00 PM. **CR8 passes are restricted to the lot indicated on the permit and is no longer permitted to park in Green Commuter Zones before 5pm.** 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.**

Commuter restricted permits may only 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 manager.

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 may purchase this permit for an additional $50 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 space for space basis. Any student with a residence hall permit who cannot find a space in their permitted lot should contact the Office of Parking Services during normal business hours or Ball State UPD after hours to arrange for temporary accommodations. Parking at a meter due to the lot being full without prior approval may result in a citation if the meter is not paid. 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.

Residence hall permits may only 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 manager.

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. The STADIUM PERMIT authorizes parking at the football stadium or the Anthony Administration lot off Oakwood Ave. 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 lots, including the Anthony Administration 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 bought by the academic year, two-week temporary or one-day permits depending on the purchasers' need. One day permits may not be purchased to clear a No Valid Permit citation.

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. Parking is permitted in a regular marked parking space in the lot for which the person holds a permit. 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 either RED lot.

Night passes may only 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 manager.

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 have 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 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.

If any 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 YELLOW permit holder and needs access to a RED lot closer to their building, Parking Services will prorate the closest possible RED lot for the duration of their need.

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. First-year students with a stadium parking permit may park in any disabled parking space on campus but may not park in a blue lot taking a regular blue space.

There are metered spaces throughout campus with disability 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 of 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). Detailed information relative to the condition limiting mobility will be required.

**EXPECTANT MOTHER PERMIT** – Any student or employee parking in an expectant mother designated space must display an expectant mother hangtag. To be eligible for the hangtag, students or employees must download the [Expectant Mother Certification form](#) from our website and have it filled out by their attending physician. Once completed the form should be returned to the Parking Services Office. Expectant Mother Hangtags are available at no additional charge when another permit is purchased with an $83 registration fee.

There are six spaces around campus designated for expectant mothers and available first come first serve. Spots are in the following lots:

- R7 (ground floor)
- R8 (ground floor)
- C1 (near bus stop)
- G2 (Northwest corner)
- G10 (Northwest corner)

"97" PERMIT - Special designated (97 Permit Only) disabled driver spaces are available to those with severe disabilities as determined by 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. Standard disabled driver permits do not qualify for parking in “97” permit spaces.

**ELECTRIC VEHICLE PERMIT** - Electric vehicle permits are available upon request for an additional $60 per semester. Emeriti permits holders may purchase an electric vehicle permit for $30 per semester or $60 for the year. They allow parking in designated electric vehicle spaces located in the lot equal to where the permit holder’s permanent parking permit allows (i.e., any EV space in any red lot if the person has a red restricted lot permit; any EV space in a yellow lot or green lot if the permit holder has a yellow or green permit). Visitors to campus can purchase a special daily permit for an additional daily fee of $1/day by contacting the Office of Parking Services.

Electric vehicle spaces are not meant for long-term, overnight parking. On campus students with EV permits are expected to only use the space while their vehicle is charging, then move to the normally permitted space once it is finished. Any person found to be using EV spaces for overnight or long-term parking may be subject to a citation.

**BSU APARTMENT RESIDENTIAL PERMIT** - Campus apartment residents must purchase a commuter Ball State parking permit and will be issued an accompanying residential permit by the Office of Parking Services. Anyone else living fulltime in the apartment with the student and parking a car must also purchase their own commuter permit to park on the property.
Visitors of Scheidler Apartment residents may only obtain a visitor permit from the University Apartment Office. A permit is required 24 hours a day, seven days a week.

Anthony Apartment visitors are required to display a permit 24 hours a day, seven days a week.

**DEPARTMENTAL PERMIT** - Departmental permits are to be used for short-term parking (max. 2 hrs.), 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. To be valid the person must have an active BSU parking permit and display the permit in the lower left-hand corner of the windshield.

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 $150 fee for each departmental permit.

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

With this pass, there will be no need to come to Parking Services each fall to get another one. This permit will be valid for parking in the YELLOW and GREEN parking lots only. It does not allow free parking in any of the metered areas or parking meters on campus.

Please read the guidelines carefully regarding displaying a RETIREE/EMERITUS permit. It is exclusively for your use and may not be sold, transferred, exchanged, or given away. As the permit holder, you are responsible for any parking tickets written while this permit is being displayed.

If you participate in any university programs and need special parking accommodations for specific time periods, you will still need to contact Parking Services to make those arrangements.

**VISITOR PERMIT** - Visitors are encouraged to park in metered areas throughout campus or 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 visitor will register their license plate and it must be displayed all times while on campus. 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 must comply with all university parking regulations, city ordinances and state laws. **Visitors who are cited for “No Valid Permit” may have their citation reduced to $5 if they respond within ten (10) 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](#).

**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**. They will need to show their driver’s license and know their license plate number to obtain the permit. 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

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Valid Permit*</td>
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<tr>
<td>Improper Display of Permit*</td>
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<td>Overtime Parking/Expired Meter</td>
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<td>Out of Zone</td>
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<td>Scofflaw Violator/Boot Fee</td>
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*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 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 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 disabled, special 97, 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 Manager 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 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 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 not affiliated to Ball State, either as an employee or student, 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.

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. 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, or entering the wrong license plate 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. 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 3:00 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 1:30 AM. **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 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 Burris Laboratory School.

**University Holidays** - New Year’s 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.