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I. Introduction

A. General Statement

Northern Arizona University Parking and Shuttle Services is responsible for the enforcement of parking regulations. These regulations are imposed for the safe movement and parking of all vehicles and non-pedestrian devices on campus.

“Vehicles” include any licensed transportation device, golf carts and quads in, on, or by which a person or property is or may be transported, excluding devices moved by human power.

“Non-pedestrian devices” include, but are not limited to, bicycles, tricycles, unicycles, skateboards, skates and scooters - whether moved by human power, electricity, or fuel. This regulation is in effect year round as posted, or unless as otherwise stated in this regulation.

The vehicle owner assumes all responsibility for any damage and/or liabilities incurred to a vehicle or bicycle while operated or parked on university property.

In order to facilitate snow removal, students, staff, and faculty may be required to relocate personal vehicles between semesters, during spring break, and during intermittent snow accumulation. Lots P13 (for North Commuter and any residential students North of University Drive) and P66 (for South Commuter and residential students South of University Drive) are the designated alternatives.

On occasion it may be necessary for the University to close specific parking lots for special events and / or snow removal. Permit holders may need to relocate their vehicles to another designated parking lot.

Parking is limited on campus. A permit does not ensure availability of parking spaces, but grants the privilege of parking when space is available. Northern Arizona University makes every effort to use available space for parking without compromising the natural beauty of our mountain campus. Please submit constructive comments and suggestions for improving parking on campus to the Parking and Shuttle Services manager.

Parking permit prices and citation fines are subject to change.

B. Visitors

All vehicles must be individually registered prior to parking on campus. Visitors may purchase a daily permit at the visitor kiosks located at the entrances of campus on McConnell Drive, San Francisco, Riordan Road or University Drive. Commuter lots do not require a permit during non-active hours, on weekends, or on university recognized holidays.

Visitors may use metered parking in lieu of obtaining a parking permit. A meter fee is required as posted.

Employees, students, and individuals who are on campus on a regular basis, are contracted by or for Northern Arizona University, or lease space from Northern Arizona University, are not considered visitors and must register vehicles parked on campus.

Parking of trailers, travel trailers, motor homes, boats, or other recreational vehicles is prohibited in campus parking lots and other locations without prior authorization from the Parking and Shuttle Services administrator.

C. Supplemental

In accordance with A.R.S. §15-1627, members of the general public who park their vehicles in an unauthorized manner on the property of Northern Arizona University shall be warned concerning their unauthorized parking. If such persons habitually park in such an unauthorized manner, the vehicles may be impounded by Northern Arizona University and a reasonable fee exacted for the cost of impoundment and storage.

1. Anyone who operates and/or parks a vehicle or non-pedestrian device on university property must abide by state statutes and city ordinances, as well as the regulations contained in this publication. The vehicle owner assumes all responsibility for any damage to or liability caused by his or her vehicle or bicycle while operated or parked on university property. Vehicles must be operated in a safe manner with special regard for pedestrian traffic. All accidents that occur on university property must be reported to Northern Arizona University Police Department at (928) 523-3611. Lack of familiarity with these regulations does not constitute a valid defense for failure to comply.
2. Inclement weather will not alter any of the provisions contained in this publication.
3. Snow removal policy is in effect from November 1 to April 1 between the hours of midnight and 7:00 a.m. Parking is not permitted in lots as posted during restricted dates and times.
4. Storage of off-highway vehicles, boats, RVs, and/or trailers is not permitted on university property. The university reserves the right to remove such vehicles or items at the owner's expense.
5. Northern Arizona University reserves the right to remove, impound, or immobilize, at the owner's expense, any vehicle or bicycle parked in areas under the jurisdiction of the Arizona board of Regents, when parked in such a manner that constitutes a safety hazard, obstruction, or abandonment (see A.R.S. §28-4801 and Northern Arizona University Regulations for Parking and Traffic, section V, paragraph 10) as deemed necessary to respond to a hazardous situation. The university assumes no responsibility for loss or damage to an impounded vehicle or bicycle.
6. Disabled vehicles on university property must be repaired or removed within 24 hours. The vehicle owner must notify Parking and Shuttle Services Dispatch (or Northern Arizona University Police after hours) if a vehicle becomes disable in an area not valid for permit type. Vehicles not removed within 24 hours may be towed at the vehicles owner's expense.

II. Campus Zones & Permit Types

The Northern Arizona University campus is divided into parking zones: Signs posted at the entrance of each parking lot are color-coded to match permits issued and only vehicles displaying authorized permits for the proper zone are allowed to be parked in these lots during the active hours of 7:30 a.m. - 4:30 p.m., Monday through Friday or as posted.

Commuter lots do not require a permit during non-active hours, 4:30 p.m.-7:30 a.m., on weekends, or on university recognized holidays.

Northern Arizona University permit holders are restricted from parking in any metered stall. These stalls are used for visitors to campus only.

A. Campus Zones

1. Resident: Campus housing residents may obtain permits designated by zone.

(R1- Morton/Campbell, Taylor, and Roseberry; R2- Mountain View; R3- Gillenwater, McDonald, Sechrist, Allen; R4- Raymond, Cowden, Tinsley, Aspen Crossing, Wilson; R5- Reilly, Gabaldon, McKay; R6- McConnell, Pine Ridge) and are restricted to resident lots within their designated zone of residence during active hours.

During non-active hours (4:30 p.m.- 7:30 a.m.), on weekends, and on university recognized holidays, residents displaying a residential permit may park in any commuter lot, or non-restricted employee lot.

Residents in family housing may obtain green family permits, and are restricted to green family lots within their designated zone of residence during active hours. (Family Validators are limited to two vehicles per permit; see Scope of Requirements, section III, paragraph 7.)

Family residents displaying valid green permits may park in any green family housing lot, commuter lot, or non-restricted employee lot during non-active hours (4:30 p.m. - 7:30 a.m.). Residential and family housing lots require residential and family permits respectively 24 hours daily. At no time may a vehicle bearing a residential permit be parked in family housing, nor may a vehicle bearing a family permit be parked in a residential lot.

Resident and family permits are available only to campus residents currently residing in a residence hall or family housing. Permits are issued based on the location of the residence. Permits are not available other than for the zone of current residence (e.g., a R1 resident is not eligible to purchase a R2 permit).

If designated zone is full when purchasing your permit, over-flow parking permits will be offered for residents north of University Drive in parking lot P13. Residents south of University Drive, overflow parking permits will be designated for parking lot P40. Mountain View residents overflow parking permits will be designated for parking lot p18A. These permits are only valid in their designated parking lot. Students who change residence halls at the beginning of each semester may exchange their permit at no cost for the first two weeks of the semester. Thereafter, the normal \$5 exchange fee will apply.

2. Commuter: Students who live off-campus must designate a zone preference and obtain a gray commuter permit (NC-North Commuter or SC-South Commuter- campus is divided by University Drive) corresponding to zone choice. Commuter permits are valid only in gray commuter lots within the designated zone (NC or SC) during active hours (7:30 a.m. - 4:30 p.m.). During non-active hours, commuter permits are valid in any black commuter lot or non-restricted blue employee lot. Commuter permits are never valid in residential lots or family lots.

3. Employee: Eligible Northern Arizona University employees may purchase a blue AE permit and may park in any blue employee or gray commuter lot. AE permits do not authorize parking in violation of posted restrictions or in any residential lot. Only one AE permit may be purchased per employee.

Students who work part-time under student wage, student work-study, or as graduate assistants are not eligible for employee permits.

If Northern Arizona University employment terminates, any amount left owing for the parking permit will be deducted in full, from final paycheck or charged to account. If the permit is returned before the final paycheck is issued, no deductions will be taken out.

4. Parking Garage: A current parking garage permit is required of all vehicles parked in P96A or R2/P28C. The parking garage permit is restricted to just the designated parking garage as identified on your permit.

5. Part-Time Faculty and Staff/Non-Affiliate: Faculty and staff must work 20 hours or less, or, teach 6 hours or less to be eligible for reduced-fee permits. A statement signed by the regular, non-benefit eligible employee's Department Head or Faculty Dean, indicating the employee's total appointment, is required to qualify an employee for a reduced fee permit for each semester under this provision. Permits will need to be purchased for each fall and spring semesters at a rate of \$118 per semester and/or summer semester at the rate of \$44 per semester.

Non-Affiliate: A non-affiliate permit is available for valid guests of the University, who utilize campus facilities available to the public, including Cline Library, Wall Aquatic Center, Skydome, performing arts, and the recreation center. Students, staff, and faculty are not eligible for the non-affiliate permit. Employees/non-affiliates must purchase the permit in the Parking and Shuttle Services office as these permits will not be available for sale via online purchases. The permit is valid in all AE and Commuter lots. Students (including GA's and TA's and other graduate student designations) are not eligible for the Part-Time Faculty and Staff permit.

B. Campus Zone Exceptions

Summer, Winter Holiday, and Spring Break Parking: During summer, winter holiday, and spring break, commuter permit holders may park in any commuter lot (NC, SC); residents may park in any residential lot (R1, R2, R3, R4, R5, R6) and in any commuter lot; and family permit holders may park in any family lot and any commuter lot. AE permit access is the same as during the regular academic year. Metered parking stalls restrictions are enforced year round to ensure ample guest parking.

C. Additional Permits

1. Temporary Permits: Students may obtain free temporary permits for up to two weeks following the first day of each school semester. Temporary permits will not be issued for residential or family zones. A north or south commuter designation will be required. After the first two weeks of each semester, students are not eligible for free temporary permits.

New staff or faculty may obtain a free temporary permit for two weeks from the date of employment to allow time to purchase a permit with their first paycheck.

A temporary permit is available once per semester at no-charge for any registered permit holder who has forgotten to move permit from one vehicle to another. This permit is only valid for the day it is issued and must be obtained at the Parking Services office.

All other temporary permits are \$5 per day.

Refunds are not issued on temporary permits. A temporary permit will not be issued free of charge for either an erroneous date or if the incorrect vehicle was registered.

2. Disability-Access Permits: Individuals with state-issued, disability-access license plates or placards must register vehicles with Parking and Shuttle Services and obtain valid university parking permits. If a disability-access stall is unavailable, parking is permitted in any non-restricted stall. All other restrictions remain in effect and are enforced as posted. Parking meters require a fee as posted.

Customers requiring a temporary disabled permit may receive up to two weeks free (one permit per academic year) with a valid Northern Arizona University permit. Customers without a valid Northern Arizona University permit will be charged a \$5 per day fee for the two weeks. Following the expiration of the temporary disability permit, customers must obtain state-issued, disability-access license plates or placards.

For questions concerning eligibility for disability-access parking, contact Parking and Shuttle Services.

3. All Area Permits: University employees who must use their personal vehicle to perform job duties may obtain an all-area permit with the approval of the Parking and Shuttle Services administrator and/or vice president of Northern Arizona University. The bearer of an all-area permit may park in any non-reserved parking stall. The all-area permit does not allow the bearer to park in service vehicle stalls or areas, nor in violation of any regulation contained in this publication. The permit is not valid in metered parking

4. Motorcycle Permits: Motorcyclists must abide by all parking regulations, must obtain and display a valid Northern Arizona University parking permit, and must park in designated areas and posted motorcycle parking stalls only.

Motorcycles may be parked in hashed areas at the ends of stall rows. Motorcycles may not be parked in hashed areas adjacent to disabled-access parking stalls, or in hashed areas adjacent to fire hydrants, nor in violation of posted restrictions.

Motorcycles may not be parked in vehicle (car/truck) stalls, unless in a metered stall where a fee is required as posted. No more than one motorcycle may be parked in a metered stall at one time.

5. Institutional Permits: The institutional permit is issued only for personal vehicles used to conduct official business on Northern Arizona University campus. The institutional permit is valid in all parking lots, excluding parking meters. Regular service vehicle stalls and loading zones may be used for up to 15 minutes unless otherwise posted. The institutional permit does not allow access to the Northern Arizona University State Service Vehicle Only stalls. It must be used in conjunction with a valid NAU parking permit.

Institutional permits can be checked out for short-term use daily and may not be issued to an individual permanently or for long-term use. If Parking and Shuttle Services determines that the permit has been used inappropriately, the permit will be subject to revocation.

Institutional permits may not take the place of regular All Area permits. The permit holder must keep a log sheet to record user's name, phone number, license plate, vehicle description, reason for use, the time and date the permit is issued, and the time and date the permit is returned. The completed log sheet must be returned to Parking and Shuttle Services to ensure issuance requirements.

When requesting permits for a subsequent academic year, departments must return the expired institutional permits along with the departmental log sheets. All regulations and posted restrictions (e.g. fire lanes, reserved stalls, and disabled-access areas) remain in effect during institutional permit use. There is a \$314 charge for each institutional permit issued to an NAU department.

6. Conference Daily Permits: Available for conferences held at the DuBois Center and the High Country Conference Center. \$3 each.*

7. Departmental Daily Permits: Available for use by individual NAU departments who are holding a sponsored event. \$3 each.*

8. Clinic Permits: Available for non-affiliated visitors to NAU to use Health Professions clinic services. \$3 each. Clinic permits are issued by health professions departments for their nonaffiliated clients' use.*

***Conference Permits, Departmental Permits, and Clinic Permits:** These permits may only be used for the purpose issued and as stated in the request, and are valid only in the lots and on the dates specified on the permit. Parking and Shuttle Services requires a minimum of 48 hours (2 business days) to process requests for permits. Those requesting permits should allow time to mail or distribute permits prior to anticipated use. NAU students, staff, and Mountain Campus faculty are not eligible to use Conference, Departmental, and Clinic permits.

These permits may not be used by vehicles with an NAU Parking permit and will be cited.

If Parking and Shuttle Services issues undated permits to a department, the department may issue the permits for a maximum of 3 consecutive days. The department must ensure a log sheet is kept to record each user's name, phone number, license plate, vehicle description, reason for use, and the time and date that the permit is issued and expires. The completed log sheet must be returned to Parking and Shuttle Services.

Conference, Departmental, and Clinic permits are not valid in metered parking, nor do such permits allow the holder to park in restricted or unauthorized areas. Permits may not be altered in any manner. Departments may charge participants/clients a fee equal to the amount paid by the department for the permit.

There are no refunds on unused permits.

III. Vehicle Registration & Permit Prices

A. Scope of Requirements

All vehicles operated on university property must be registered with Parking and Shuttle Services and display a valid permit in accordance with posted restrictions and policies detailed in this document. Displaying more than one parking permit (permanent or temporary) per vehicle is strictly prohibited, and is subject to a citation.

Vehicles must be individually registered prior to being parked on University property. Only one permit may be purchased per person, per vehicle. Registration is not complete and the permit is not valid unless it is properly displayed as directed:

Display permits on the front windshield, passenger-side, lower corner, affixed to the inside glass by the adhesive on the permit. This adhesive is not permanent and therefore allows the user to reposition the permit on any vehicle registered with parking Services.

Attach the validator sticker, if applicable, to the front windshield, passenger-side, lower corner, affixed to the inside glass by the adhesive on the validator.

Affix motorcycle permits to the right, front fork or windshield where clearly visible.

Individual permits may have up to 5 vehicles registered to each permit, with only one vehicle displaying the permit parked on campus at any given time. Vehicles may be added to or removed from a permit using online account management at www.nau.edu/parking. To remove vehicles from an individuals account, you must contact Parking and Shuttle Services at (928) 523-6623.

Family housing permits are limited to two vehicles on a transferable permit. Both vehicles may be parked on campus at the same time (provided that the second vehicle not bearing the permit is parked in the family lot designated by the zone of the permit). SAC South Family permit holders must park the second vehicle on a transferable permit in Lot P53.

Remove out of date NAU parking permit(s).

Northern Arizona University reserves the right to deny issuance of a permit to anyone with indebtedness to the university arising from a violation of these regulations; such persons denied issuance of a permit may not park on campus until they reconcile indebtedness and obtain a permit.

Northern Arizona University reserves the right to impound vehicles not displaying a valid Northern Arizona University parking permit, a license plate, or a vehicle identification number plate. Such vehicles are considered abandoned and will be towed and impounded at the vehicle owner's expense.

B. Permit Prices

1. Auto/Truck Permits (for parking lots)

Full year employee \$314 Valid Aug. 16, 2009 - Aug. 15, 2010

Full year student \$324 Valid Aug. 16, 2009 – Aug. 15, 2010

Fall only employee \$235 Valid Aug. 16, 2009 - Dec. 31, 2009

Fall only student \$243 Valid Aug 16, 2009 – Dec. 31, 2009

Spring employee \$235 Valid Jan. 1, 20010 - Aug. 15, 2010

Spring student \$243 Valid Jan. 1, 2010 – Aug. 15, 2010

Summer employee \$88 Valid May 15, 2010 - Aug. 15, 2010

Summer student \$90 Valid May 15, 2010 - Aug. 15, 2010

*Part-Time employee/ Non-affiliate fall \$118 Valid Aug. 16, 2009 - Dec. 31, 2010

*Part-Time employee/ Non-affiliate spring \$118 Valid Jan. 1, 2010 – May 14, 2010

*Part-Time employee/ Non-affiliate summer \$44 Valid May 15, 2010 - Aug. 15, 2010

*Faculty and staff must work 20 hours or less, or teach 6 hours or less, to be eligible for reduced-fee permits. A statement by the regular, non-benefit eligible employee's Department Head or Faculty Dean, indicating the employee's total appointment, is required to qualify an employee for a reduced-fee permit for each semester under this provision. Permits will need to be purchased for each fall and spring semester, at a rate of \$ per semester, and summer semesters at a rate of \$ per semester. Eligible employees will need to purchase the reduced-fee permit in the Parking and Shuttle Services office, as these permits will not be available for sale via online purchases. Students, including graduate students, are not eligible for the reduced-fee permit.

2. Auto/ Truck Permits for Parking Garage (including R2 Residential Zone)

Parking Garage year \$418 Valid Aug. 16, 2009 - Aug. 15, 2010

Parking Garage fall \$313 Valid Aug. 16, 2009 - Dec. 31, 2009

Parking Garage spring \$313 Valid Jan. 1, 2010 - Aug. 15, 2010

Parking Garage summer \$117 Valid May 15, 2010 - Aug. 15, 2010

3. Service/All Area/Vendor Permits

Full year \$482 Valid Aug. 16, 2009 - Aug. 15, 2010

Fall only \$361 Valid Aug. 16, 2009 - Dec. 31, 2009

Spring \$361 Valid Jan. 1, 2010 - Aug. 15, 2010

Summer \$130 Valid May 15, 2010 - Aug 15, 2010

4. Motorcycle Registration

Full year \$140 Valid Aug. 16, 2009 - Aug. 15, 2010

Fall only \$105 Valid Aug. 16, 2009 - Dec. 31, 2009

Spring \$105 Valid Jan. 1, 2010 - Aug. 15, 2010

Summer \$32 Valid May 15, 2010 - Aug. 15, 2010

Hanger / Lock box \$15

Parking permit prices are subject to change.

IV. Refund, Replacement and Exchange:

A. Refunds

Refunds are calculated based on the following schedule for regular 16-week, 12-week, 10-week, and 8-week classes: 0-14 days – 100%; 15th day and after – 0%.

Refunds are calculated based on the following schedule for regular 5-week and 3-week classes: 0-7 days – 100%; 8th day and after – 0%.

No other refunds of semester or yearly permits are available except for official withdrawal from the university for medical or military service reasons.

Refunds are not issued for temporary permit purchases except to those individuals who have a current regular semester or yearly permit, and who have to temporarily use a substitute vehicle while their own vehicle is being repaired, and who show a receipt for vehicle repair. Refund will be issued for days the vehicle was out of service for repair.

B. Exchange

Unreadable and/or damaged permits can be exchanged, with a \$5 fee, at Parking and Shuttle Services. Any remaining portion of a damaged or unreadable permit must be returned to Parking and Shuttle Services.

When a vehicle is sold or traded, a permit holder must do the following:

- Provide notice of the sale to the Motor Vehicle Division as required by state statute.
- Notify the Parking Services office in writing to permanently remove from permit and any future liability

If a vehicle presented for permit registration bears a temporary license plate, the person responsible for the vehicle must update their online parking account when a permanent plate has been issued to the vehicle.

Students who change residence halls at the beginning of each semester may exchange their permit at no cost for the first two weeks of the semester. Thereafter the normal \$5 exchange fee will apply.

C. Replacement

Obtain replacements for lost or stolen permits from Parking and Shuttle Services (subject to fee).

A request for free replacement of a stolen permit must be accompanied by a copy of a police report. Replacement fee rates for lost permits:

- Semester permit employee/student (Fall or Spring): \$58.
- Regular year permit employee/student: \$77.
- All-Area permits (Fall or Spring): \$101.
- All-area permits: \$135.
- Garage semester permit (Fall or Spring): \$76.
- Garage regular year permit: \$100.

Permits will be replaced at no cost upon proof of windshield replacement or upon documentation from insurance company for a totaled vehicle.

V. Motor Vehicle Regulations/Sanctions

A. General

1. Unregistered Vehicle on Northern Arizona University Campus: All vehicles parked on campus must be registered with Parking and Shuttle Services and display valid parking permits. A warning for parking an unregistered vehicle (without a valid Northern Arizona University parking permit) may be issued to a vehicle only if it has not received a prior citation for any violation.

Fine for parking a non-permitted vehicle on Northern Arizona University campus: \$90.

2. Improper Display of Northern Arizona University Permit: For registration to be complete, permit holders must clearly, completely, and without obstruction display a current Northern Arizona University permit on the front windshield, passenger-side, lower corner, affixed by the permit's own adhesive to the inside glass. Motorcycle permits must be affixed to the right-front fork or windshield where clearly visible. Fine for improper display: \$15.

3. Displaying an Altered or Unauthorized Permit: A permit is not transferable to an unregistered vehicle and at no time may a permit issued to one vehicle be displayed on another. Permits are issued to specific, individual license plates and vehicles; not to individual persons. Intentionally giving false information on the permit application may result in the revocation of parking privileges.

Permits may not be modified or altered in any way. If a permit becomes unreadable for any reason, it must be exchanged (subject to a fee) at Parking and Shuttle Services (see section IV, number 8).

Fine for displaying an altered or unauthorized permit: \$100.

4. Unauthorized Parking Area: Vehicles must be parked within lined, designated stalls. Row ends, hashed areas, and curbsides are not available for overflow (or other) parking. Parking is permitted in areas specifically designated for your permit. If an area is not posted for parking by signs and painted stall lines, then it is automatically a "no parking" area.

Fine for parking in an unauthorized area: \$25.

5. Violation of Permit Zone: Vehicles must only be parked in lots that are specifically authorized by the displayed permit. All lots are individually posted regarding permit requirement. Any vehicle displaying a valid parking permit may not park in a metered stall and is subject to a zone violation.

Fine for parking in violation of permit zone: \$50.

6. Obstruction of Vehicular/Pedestrian Traffic Ways: Vehicles may not be parked or left unattended while it is in any way obstructing a sidewalk, crosswalk, designated pedestrian or bicycle pathway, or vehicle drive lane, at any time. Parking is not permitted along curbs unless marked with signs and painted stall lines. Parking a vehicle beyond the last parking space in a row, on a crosswalk, street, or throughway is prohibited.

Fine for obstruction of vehicular/pedestrian traffic ways: \$25.

7. Stall Line Violation: When parked, the entire motor vehicle must be within the boundaries of the single parking space. The fact that other motor vehicles have been parked improperly does not justify parking any part of the motor vehicle outside of the stall lines. In instances of snow, drivers shall park a reasonable distance from the next vehicle and correct the vehicle position, as the lot becomes clear.

Fine for parking outside of stall lines: \$15.

8. Violation of Meter or Short Term Area: The University provides short term parking areas, both metered and designated by signs. Payment is required as posted—all meters are posted with the times payment is required and the maximum amount of time permitted. All motor vehicles require fee payment in metered stalls. Meter fee is \$1 per hour. If a meter is jammed or inoperable, the parking stall may not be used until the meter is returned to operating condition. Parking at an inoperable meter is prohibited. A parking permit does not obviate meter fee requirement. Non-metered loading zones have a 15-minute limit, unless otherwise posted, 24 hours daily. Posted restrictions for meters and loading zones are in effect year round. Vehicles registered to student permit owners are prohibited from parking in a meter.

Fine for parking in violation of meter or short term area, or for parking at an inoperable meter: \$35.

9. Parked In An Area Not Designated For Vehicle Use: Parking in an area that is not designated for vehicle use is prohibited. Vehicles may not be parked or left unattended in dirt areas, forest/wooded areas, medians, lawns, or off paved areas.

Fine for parking in an area not designated for vehicle use: \$50.

10. Parked In a Restricted Area: Parking in a fire lane, at a fire hydrant, adjacent to a red curb, or bus stop pull out is prohibited. Driving into or parking in any area closed by barricades, chains, or other vehicle control devices, including signs, is prohibited. Parking spaces reserved for use by service vehicles, motorcycles, residence hall directors, visitors, or others as posted are restricted to authorized users 24 hours daily.

Fine for parking in a restricted area: \$75.

11. Parked in a Disabled-Access Stall or Access Area: Parking in a space designated by a disability-access parking sign, a painted disability-access insignia, or both requires a current disability-access permit issued by Parking and Shuttle Services, or a valid university parking permit in conjunction with a state issued disability placard or license plate. Disability-access privilege is granted only to authorized users of permits, placards, license plates, or other instruments designed to allow disabled-access parking. Vehicles without the required permits may not be parked in or block any part of a disability-access parking stall or hashed loading access area. At no time may a disability-access stall or loading area be used for short term parking, loading or unloading.

Fine for parking in disabled-access: \$125.

12. Failure to Display: Though a permit may be registered to and used by multiple vehicles, only the vehicle that is displaying the permit may be parking on campus. Registered vehicles that fail to display a permit where one is required, are subject to a fine.

Fine for failure to display: \$50.

13. Other: Any other situation that impedes the safe flow of vehicle or pedestrian traffic may be subject to a \$15.00 sanction.

14. Immobilization: Vehicle owners who receive three or more citations, or have an outstanding balance due of a minimum \$75 or more, are subject to towing, impoundment, or immobilization at the owner's expense. Vehicles will be towed immediately upon immobilization. Once the vehicle has been immobilized or impounded, all fines must be paid in full prior to the vehicle being released. Immobilization devices are subject to \$35 removal fee. Revocation or suspension of parking privileges may be enforced (see A.R.S. §15-1627).

Citation fines are subject to change.

VI. Non-Pedestrian Device Regulations

A. Introduction

The following guidelines are provided to promote safe use of non-pedestrian devices on Northern Arizona University campus. Northern Arizona University and the Arizona Board of Regents reserve the right to amend these regulations at any time to promote and ensure fair and safe usage of the property under the jurisdiction of the university. All changes become effective immediately.

Northern Arizona University maintains the right to cut locks, chains, and/or cables for the purpose of impounding any bicycle found to be abandoned or parked/stored in violation of university regulations (A.R.S. §15-1627). The cost of replacement for any locking device removed by Northern Arizona University is the responsibility of the bicycle owner.

The City of Flagstaff issues bicycle permits per City Ordinance 9-5-8. The fee for bicycle registration is \$1 and is valid for as long as the registrant owns the bicycle. Bicycles may be registered at the Flagstaff Police Department, located at 911 East Sawmill Road. The bicycle must be present at the time of registration. Picture identification is also required at time of bike registration.

B. Non-Pedestrian Device Regulations

1. Bicycles must be parked at designated bike racks only. Bicycles and other non-pedestrian devices may not be parked or secured to any fence, light post, tree, handrail, water/gas line, sign post, or any other unauthorized area. Bicycles and other non-pedestrian devices parked in violation of this regulation are subject to impoundment at the owner's expense.

2. Northern Arizona University reserves the right to cut locks, chains, and/or cables for the purpose of impounding any bicycle found to be abandoned or parked/stored in violation of university regulations at the owner's expense.

3. Non-pedestrian device riders shall ride in the same direction of traffic and as near to the right side of the roadway as practical. In bike lanes separated by median strips, non-pedestrian devices shall be ridden to the right of the strip. Non-pedestrian device riders must ride single file.

4. Non-pedestrian device riders must yield the right of way to pedestrians at all times.

5. Non-pedestrian device riders must come to a full and complete stop before passing the controlling plane of a stop sign. Non-pedestrian device riders facing a steady red traffic control signal shall stop and remain until an indication to proceed is shown (A.R.S. §28645). Non-pedestrian devices may be operated on roadways or bicycle paths. No non-pedestrian devices may be operated in an area where restricted by regulation, including campus buildings. Non-pedestrian devices must be dismounted and walked through any restricted area.

6. Bicycles, operated between dusk and dawn, are required to be equipped with and use a white headlight as well as a red rear light or reflector.

7. Non-pedestrian devices may not be ridden at a speed greater than the posted vehicle speed limit or at a speed greater than is reasonable, prudent, and safe. Bicycles may only carry the number of riders for which they are specifically designed.

8. In accordance with A.R.S. §15-1627, members of the general public who violate these regulations regarding the use of non-pedestrian devices shall be warned of a violation. Any non-pedestrian device may be impounded by Northern Arizona University and a reasonable fee may be exacted for the cost of impoundment and storage.

VII. Fine Payment and Appeals

When a notice of violation of University Regulations for Parking and Traffic has been issued, the recipient shall either pay the amount of the penalty or request an appeal of the violation notice. An appeal does not postpone nor interrupt the billing cycle of a citation.

1. Payment: All fines may be paid at the Bursar's office located in the Gammage Building. Payment for citations can be made online at <http://www.nau.edu/bursar>, or over-the-phone. If paying by phone the vehicle must be registered with NAU parking Services. Additional limitations are noted on the Parking Services website. No violation notice will be considered cleared until the correct amount has been paid. If the violation notice becomes lost, a copy may be obtained from Parking Services.

2. Unpaid Citations: A citation is considered delinquent after 30 days and is subject to a late fee, imposed by the Bursar's office. Additional late fees will be imposed every 30 days thereafter until the citation amount is paid in full. Any and all unpaid notices will result in a hold on a student account, blocking any registration, add/drop, or transcript activities. The hold will remain in effect until the citation is paid. Delinquent citations held by university employees may affect salary and continued employment (A.R.S. §15-1627B). Delinquencies may be reported to the appropriate dean or director for action.

3. Appeals: An appeal must be made within 10 business days from the issuance of the citation. Appeals regarding towing, impoundment or immobilization must be made within 10 business days after the claim for or release of the detained vehicle is made, and, any amount owing as the result of violations has been paid in full. The appeals officer may permit a petition to appeal after the 10 business day period upon a showing of good cause. The appeals officer's decision on a petition to appeal is the university's final administrative ruling. Appeals must be submitted on-line at <http://www.nau.edu/parking/>. If you have additional information and would like to meet in person with the Appeals Officer, a hearing must be scheduled by contacting the parking Services office within 24 hours of submitted an electronic appeal. Thereafter, a decision will be rendered based on the written statement on the appeal form. After consideration, the appeals officer may uphold, reduce, or waive the violation amount. Appeal decisions will be rendered in writing after all information relevant to the citation has been considered, generally within seven to ten days of an appeal submission. Any refund of a paid penalty amount will be processed by Parking Services provided that no outstanding balance is owed.

4. Appeals Board: After the initial appeal, a person who receives an unfavorable decision from the appeals officer on an appeal timely filed may appeal the decision to an appeals board, composed of faculty, staff, and ASNAU student representatives. Petitions to appeal are not eligible for appeals board review. A request for appeal board review must be submitted within 10 business days from the appeals officer's decision, along with proof of payment for the full amount of the citation. Appeals to the appeals board must be in writing on an approved university appeals form. The appeals board may consider an appeal on the basis of the written statement on the appeal form or a person may request an in-person hearing. If requesting an in-person hearing, the appellant will be notified of the date and time of the hearing. Failure to appear at a scheduled appeals board hearing will result in the automatic confirmation of the appeal officer's decision, unless the person notifies Parking Services and, for good cause, requests and obtains a postponement of the hearing by the close of business on the day the hearing is scheduled. After an appeals board hearing, the appeals board may uphold, revise or reverse the appeals officer's decision. The appeals board's decision shall be the final administrative ruling for purposes of the Administrative Review Act (A.R.S. § 12-901 et. seq.).

5. Judicial Review: Any person who has received a final administrative ruling concerning a sanction imposed upon him or her as a result of a violation of these regulations may have the right to have that ruling reviewed by the Coconino County Superior Court, in accordance with the provisions of the Administrative Review Act, (A.R.S. §12-901 et. seq.). An appellant must comply with the requirements of the Administrative Review Act within a prescribed time period from the date of the final administrative ruling. For further information, contact the Clerk of Superior Court, Coconino County.