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INTRODUCTION
Parking Services is dedicated to providing convenient parking at a reasonable price. Our staff consists of fellow-employees and students. We are committed to fair and courteous service to all our customers. We consider parking citations to be the least desirable option in encouraging compliance with the Board of Regents’ Policy and University parking rules. We will treat our customers with a positive and respectful attitude at all times. We ask the same of you.

Thank you.

GUESTS, VISITORS & SPECIAL NEEDS
Please contact Parking Services anytime you are hosting guests or visitors that park on campus. We will provide permits as necessary. It is our pleasure to accommodate any special needs they may have. Remember that, without a permit displayed in the vehicle, our Parking Services Attendants don’t know who is driving the vehicle. So, if a ticket is issued in error, please contact us immediately at 474-PARK (7275). We want to insure that our guests leave with a positive impression of our campus community.

MOTORIST ASSISTANCE PROGRAM
If you run out of gas, need help jump starting your vehicle, or if you lock your keys in your car, give Parking Services a call at 474-PARK (7275). We will dispatch a Parking Services Attendant to assist you. This free service is available during regular working hours. You will be asked to sign a liability release form. Note: We are not able to unlock vehicles equipped with side air bags.

SUPERCEDING INSTRUCTIONS
This manual is updated periodically as needed. Therefore, if a conflict arises between this manual and subsequent information contained in posted signs, brochures, website notices or other official publications, the most recent instructions will prevail. In the event of a misunderstanding or disagreement as to the correct interpretation of these procedures, the interpretation of Parking Services will prevail.

AUTHORITY
Board of Regents’ Policy 02.09.03 provides authority to establish parking regulations and procedures. University Regulation 05.19.02 provides authority to collect fees from employees. Board of Regents’ Policies 05.10.02 and 05.10.07 authorize the president to delegate the authority to establish student fees such as those for parking to the chancellors or their designees.
SECTION I – VEHICLE REGISTRATION & DECAL PURCHASE

WHO MUST PURCHASE AND DISPLAY A DECAL

1. All full-time, part-time, temporary or adjunct faculty, staff and students of the University of Alaska Fairbanks and System wide Administrative Offices located on the UAF main campus; employees working and students attending class at University leased facilities; and federal and state agency staff who work and park personal vehicles on campus.

2. Student Recreation Complex (SRC) Users:
   a. SRC users who would not otherwise be required to purchase a decal by virtue of affiliation with the University as a student or employee may park in the Patty Center, or Nenana lots while using the SRC. SRC parking permits are required and available for a nominal fee at 950 Aurora Drive or Room 111 Eielson Building.
   b. SRC users not otherwise affiliated with the University are considered visitors when on campus for other personal business, and may park in the visitor parking lots.

3. All other persons associated with the University of Alaska Fairbanks on a full-time, part-time, or temporary basis including contractors, vendors and consultants must purchase decals.

4. Persons residing in campus housing must have a UAF Parking decal for each private vehicle parked on campus or at their campus residence – not a MCU decal.

5. Official vehicles belonging to federal or state agencies with offices located on campus must display parking decals.

6. Volunteers (decal or permit provided by department):
   a. Long-term or Permanent Volunteers: Departments that benefit from long-term or permanent volunteers must purchase a parking decal for their volunteers. For these purposes, long-term is generally defined as an expected volunteer period in excess of 30 consecutive calendar days. Decals required for more than a month, but less than a full semester can be purchased on a pro-rated basis.
   b. Short-term Volunteers: Parking permits for volunteers working from time to time, and for less than 30 consecutive calendar days must be purchased by the department benefited from Parking Services at either location – 950 Aurora Drive or Room 111 in the Eielson Building for a nominal fee.

EXCEPTIONS

1. Delivery trucks, maintenance contractors, repair, service and related vendor personnel (not sales staff) whose vehicles plainly identify the business and while conducting official deliveries or pick-ups may park in Vendor/Delivery spaces or specified loading zones not to exceed the posted time limit.

2. Visitors (General Public): Visitors may park in lots designated “VISITOR ONLY” or lots designated “VISITOR/DECAL PARKING.” Parking meters must be paid by all users during the posted times. Visitors may not park in lots designated as Decal Only.
WHEN TO PURCHASE DECALS

1. Faculty and staff must purchase a new decal upon expiration of the old decal, or during annual issuance of new decals at the end of August each year, whichever is sooner.
2. Students should purchase their decals at the time of fee payment, or as set out in item 3 below. Decals are required for summer semester students and student employees not taking summer classes.
3. New employees, including temporary employees, must purchase and display their decal within 10 working days of commencing employment. UA employees may elect to take a pre-tax payroll deduction for the cost of their decal. Should your vehicle be cited for not having a decal in this period, please contact Parking Services at 474-PARK (7275) immediately for resolution.
4. If an employee or student acquires a different car, decal purchase must be made within (10) ten calendar days of the date the vehicle was obtained. Should your vehicle be cited for not having a decal during this period, please contact Parking Services immediately at 474-PARK (7275) for resolution.
5. Drivers who purchase new vehicles without license plates or registration may contact Parking Services for a temporary permit. (See Section III)

VEHICLE SALE OR TRANSFER

1. UAF decals and permits are not transferable. If the vehicle is sold, the decal must be removed.
2. A replacement parking decal may be purchased for a minimal fee. If the old decal or identifiable portions thereof are returned to Parking Services, the cost of the replacement decal will be pro-rated. Otherwise, the full replacement cost must be charged.
3. A UAF decal becomes null and void upon sale of a vehicle. Using the decal to park on campus is fraudulent and the driver/owner’s vehicle is subject to citation, relocation, immobilization, impound or loss of parking privilege.

CHANGE OF STATUS

Any change in status, such as a new address, sale of car, purchase of another car, or change in license plates, must be reported to Parking Services within ten (10) working days of the change.
SECTION II – PARKING DECALS

REGULAR PARKING DECAL
Faculty and staff may obtain an annual decal for the period September 1 - August 31. Decals are also available on a semester basis for the fall, spring, and summer semesters. Faculty and staff may elect a pre-tax payroll deduction plan. Adjunct faculty and employees working less than half time may purchase a regular decal at a 50% discount.

STUDENT PARKING DECAL
Students may purchase decals each semester at a per credit hour rate determined by credit hours taken. If you anticipate being on campus year round, either as a student or student employee, consider purchasing the annual decal. Annual decals are available to students at a discounted rate. Faculty or staff who are taking classes are considered employees and are not eligible for student rates.

MULTI-CAR USER (MCU) DECAL
1. The MCU program provides lower cost, with some inconvenience; it allows an affiliated individual to drive a different or secondary vehicle on campus as he/she chooses. The primary and all secondary vehicles must have an identifying MCU decal. Only a single MCU identifying hanger is issued to the driver/owner and must be displayed by hanging from the rearview mirror of whichever vehicle is on campus. This is to insure that only one MCU vehicle is on campus at any given time.

2. Many people who would otherwise qualify for an MCU permit nonetheless opt to purchase a regular decal for a secondary vehicle because the MCU permit is less convenient. The MCU decal requires that the driver/owner remember to switch the hanger when the secondary vehicle is driven to campus. Additionally, other non-affiliated family members who may have occasional business on campus are subject to citation if they park the secondary vehicle in the Visitor Only, or Visitor/Decal Required lots because the secondary vehicle will lack the MCU hanger. In such cases the individual must formally appeal the citation to determine whether their status at the time the citation was issued qualifies them as a visitor under these regulations. (See Section VI, Violation # 107, and Section VII, Appeals)

3. Faculty, staff and non-campus residents: The MCU program requires a registration card for each vehicle. The charge is the standard cost for the first vehicle plus a minimal fee for each additional vehicle up to a maximum of 3 additional vehicles.

4. The MCU program is not available to campus residents. Campus residents are required to purchase a regular decal for each private vehicle parked on campus or at their campus residence.

5. Spouses or dependents of employees who are students, or employees of the University are subject to 1 above, and can not use the MCU in lieu of purchasing a second decal.
GOLD DECAL
Gold Decal spaces (exclusively reserved individual parking spaces) may, at the discretion of the Parking Manager and unless otherwise restricted, be set up in any “decal-required” parking lot.

SILVER LOT/DECAL
Silver Decal spaces (exclusively reserved parking lots/spaces) may, at the discretion of the Parking Manager be set up. These lots/spaces will be reserved solely for Silver Decal holders by lot.

1. A request for cancellation of a Gold or Silver Decal and refund must be in writing to Parking Services. Refunds will not be pro-rated for less than full calendar months.
2. Should additional Gold or Silver Decal space become limited or unavailable, Parking Services reserves the right to accommodate 12-month decal purchasers before 9-month decal purchasers.
3. Gold and Silver spaces/lots are reserved from September 1 through August 31 for a 12-month space, and September 1 through May 31 for a 9-month space. Spaces are reserved Monday through Friday from 7:00 a.m. until 5:00 p.m. except University holidays.

DECAL LOCATION
Decals must be permanently affixed as instructed on the decal (not taped) on the lower right hand corner (passenger side) of the windshield.

DECAL UPGRADE/DOWNGRADE
The vehicle driver/owner may request a decal upgrade or downgrade at any time. The current decal must be removed and returned to Parking Services. The pro-rated cost of the original decal is adjusted to the purchase price of the new decal along with a minimal transfer fee.
SECTION III – PERMITS

PERMIT LOCATION

University-issued special and temporary permits must be placed on the passenger-side of the dashboard and the entire permit must be plainly visible from outside the vehicle. Permits may be purchased at Parking Services, 950 Aurora Drive, or the Parking Services campus office, Room 111 in the Eielson Building. Permits are non-refundable and expire the earlier of the date on the permit, or one (1) calendar year after issue, whichever comes first.

AUTHORIZED AND OFFICIAL VEHICLE ONLY PARKING (A/O)

1. Departmental A/O Parking Permit
   a. The on-campus Shuttle buses run on a continuous basis as posted. When use of the Shuttle bus system will not meet the need, a department may request a permit that allows faculty or staff, while conducting University business away from their office, to park for not more than 2 hours in an “Authorized & Official Vehicle Parking Only” space. The Permit does not allow parking in “Physical Plant Vehicles Only” spaces. The permit must be clearly visible on the passenger side vehicle dashboard.
   b. Due to the limited number of Authorized/Official Vehicle spaces, only one permit is issued to each unit business office. Vehicles displaying this permit must have a current UAF decal. Department heads must approve requests for A/O permits.
   c. Facilities Services official vehicles are permitted to park in both the A/O spaces and Physical Plant spaces.
   d. Parking in an A/O space while a person is at their normally assigned work location is strictly prohibited.
      Use of an A/O permit for personal business, classes, lunch, or personal errands is strictly prohibited.
   e. Vehicles parked in excess of the 2-hour time limit will be cited.
   f. Abuse of this privilege may result in revocation of the permit.

2. Service Contractors/Vendors A/O Parking
   a. Service contractors and vendors whose vehicles clearly identify the business and while conducting business for the University may park in the Authorized and Official Vehicles Only (A/O) spaces --, but not in Physical Plant spaces.
   b. Sales personnel may not use A/O parking spaces.

TEMPORARY PARKING PERMITS

1. Temporary permits may be purchased for a single day, a short specified period (30 days or less), or a series of days as necessary to accommodate a guest of the University, a member of the public serving on a University committee, or other special need. The permit allows the holder to park in “Decal-Required” lots. The permit must be clearly displayed in the lower right hand corner of the
windshield/dashboard area of the vehicle, or in the case of a day pass – hanging from the rear view mirror.

a. Visitors, not otherwise affiliated with the University may park in lots designated as “Visitor Only” or “Decal Or Visitor”. Parking Services will note this on the permit.

b. Frequent Users: Departments that expect frequent guests or visitors should order temporary parking permits in advance to avoid unnecessary ticketing of our University guests.

c. Volunteers: (See Section I, A, 7, a. & b. Long-term and short-term volunteers)

2. Employees & Students:

a. Temporary permits may be issued while an employee or student is awaiting DMV license plates or resolution of vehicle transfer decal problems.

b. Other requests for a Temporary Permit will be considered on a case-by-case basis by the Parking Services Manager.

3. Vehicle Temporarily Out of Service or Unavailable:

a. Occasionally, a decal holder’s vehicle may be unavailable due to repairs, visitors, other family member’s need, or other reasons. Decal holders may contact Parking Services for a temporary permit for use with a dealer courtesy car, rental or another private vehicle. The permit provides the same privileges and restrictions as the original decal.

b. When a second private vehicle is needed for more than 30 calendar days, the decal holder will be required to purchase an MCU permit, or a replacement decal for a nominal fee.

EMERITI & HONORARY PERMITS

1. UAF is grateful for the dedicated service provided by our Emeriti Professors. UAF Emeriti Professors are eligible to receive an Emeritus Permit. The permit will allow the professor’s vehicle to park in Decal Required Lots, Authorized/Official Spaces and metered lots; however, meters must be paid. Emeriti Permits are currently issued with a one year expiration period. Use of an Emeritus permit by UAF employees or students is not permitted and may result in revocation of parking privileges.

2. Holders of UAF Honorary Degrees may be eligible for an Honorary Degree Parking Permit. An Honorary Degree Parking permit will allow the holder to park in the UAF Decal Required Lots, Authorized/Official Spaces. Additionally Honorary Degree Parking permit holders may park in a metered parking space without paying the meter. Honorary Degree parking permits are currently issued with a one year expiration period.
STUDENT RECREATION CENTER (SRC) PERMITS FOR NON-UNIVERSITY PERSONNEL
This permit is for non-university affiliated SRC users only, and may be used to park in the Patty Center or Nenana lots. The permit must be prominently and fully displayed on the dashboard, passenger side of the vehicle. These permits may be purchased, with proof of SRC membership, (SRC contract) at 950 Aurora Drive or Room 111 in the Eielson Building.
SECTION IV – DESIGNATED PARKING AREAS

Parking is only allowed in areas posted as parking areas. Any area not specifically posted to allow parking will be considered a “No Parking” zone.

DECAL REQUIRED PARKING

1. “Decal Required” parking lots are restricted to vehicles displaying a current decal, MCU hanger (and decal) or appropriate permit.

2. South Eielson Lot (short term parking only):
   a. This lot is specifically provided for short-term, one (1) hour maximum, metered parking for faculty, staff, students, or visitors while conducting University business.
   b. This lot is not intended or designated for students attending class. Commuter student parking is provided in the Nenana, or Taku/Ballaine lots. The Nenana Express runs to the Eielson bus stop and the Taku Express runs to the Wood Center bus stop on a continuous cycle during scheduled hours.
   c. Faculty and staff who work in the campus core area are not permitted to park in the South Eielson lot while at their regularly assigned work location even if they pay the parking meter. Parking is limited to one hour per visit and is strictly enforced.
   d. Anyone using the South Eielson lot must pay the parking meter, Monday through Friday, from 8:00 a.m. to 5:00 p.m., except University holidays. The vehicle must be relocated to a different parking lot when the maximum one (1) hour time limit is reached. Vehicles parked beyond the maximum limit, even though time may be remaining on the meter, are subject to citation.

3. No Overnight Parking: Several non-residential lots, as posted, must be vacated between 2:00 a.m. and 4:00 a.m., Monday – Friday. Overnight parking is not permitted and vehicles are subject to citation and/or towing. An exception is granted for Wickersham Hall Residents who may request a permit for overnight parking only in the Haida Lot.

VISITOR PARKING ONLY

1. A parking lot for visitors only is located directly east of the Signers' Hall building (Plaza Lot). Additional Visitor Only metered parking spaces are located throughout campus. Parking meters must be paid. A two hour parking limit is strictly enforced Monday through Friday, from 8 a.m. to 5 p.m. except University holidays. Visitors who require parking for longer periods of time can park in the Taku and Nenana visitor parking lots. Refer to the campus map for other visitor parking locations.

2. Student, staff, faculty, or contractors are prohibited from parking in the Plaza visitor parking lot Monday through Friday from 8 a.m. to 5 p.m. except University holidays.
VISITOR/DECAL REQUIRED
These combination areas can be utilized by visitors and anyone with a regular decal, MCU or Gold Decal. Meters, if any, must be paid during the times posted. Students, staff, faculty, and contractors must have the appropriate decal or permit to park at any campus location.

HANDICAPPED PARKING
1. There is no additional fee for handicapped parking (HCP); however, a parking decal, or permit is required, for students, staff, faculty, and contractors.

2. Handicapped parking is provided in compliance with federal and state law for those who legally display Alaska Department of Administration, Division of Motor Vehicles disabled license plates or permits.

3. Temporary handicap permits of one month duration are available for individuals who become disabled for a short term to use HCP spaces on campus.

4. Temporary handicap permits require written verification of the mobility disability from a physician for issuance and for each renewal requested.

5. Assigned handicapped parking is provided in limited numbers for individuals with severe impairments or serious medical problems such that closest access to the facility is medically warranted. Spaces are reserved for specific individuals only. The license number of the authorized vehicle will be placed on the “Reserved for” sign in the space. For more information, please contact Parking Services.

RESERVED SPACES
Reserved parking spaces will be provided to departments only upon a demonstrated need that, in the judgment of Parking Services, overrides the need to provide equal access to parking for students, faculty and staff. The need of the University – not the convenience of the individual – is the criterion. Approved spaces will be identified with an official sign. Reserved space allocation is subject to annual review.

ON-STREET PARKING
On-street parking is prohibited unless specifically posted. Where posted, on-street parking requires a UAF decal. The current campus map serves as a guide for locating on-street parking on campus.

LOADING ZONES
Loading zones are strictly for loading and unloading only, and within the time limits posted, usually no more than 10 minutes. If, at any particular time, you need more time to unload a large number of items, contact Parking Services to make necessary arrangements.
SECTION V – SNOW REMOVAL, MAINTENANCE OR SPECIAL EVENTS

GENERAL
From time to time during the year it is necessary to restrict or prohibit parking in various lots in order to remove snow, clean or maintain the parking lot, or for construction or special events on campus. Vehicles parked in these areas in violation of the posted restriction are subject to citation and relocation.

NOTIFICATION
1. Facilities Services: Academic and public lots, those other than lots designated for the residence halls, are posted 24 hours in advance of the operations or special event. Residence Hall lots are normally posted 48 hours in advance, but when there is heavy snowfall or other extreme situations the notification period may be reduced. Additionally, Facilities Services posts notices at http://pplant.admin.uaf.edu/pplant/snow.cfm on the web. From this site you may view the list of scheduled snow removal activities or subscribe to their Snow Removal Schedule list serve to receive e-mail notices of upcoming snow removal operations.

2. Residence Life: The Director of Residence Life is responsible for notifying resident students via postings, residence cable information channels, staff announcements, and other means deemed necessary and appropriate.

OPERATIONS SUPPORT
1. The Facilities Services Operations Superintendent will notify Parking Services of the scheduled time for parking lot snow removal or maintenance operations as soon as possible in advance of the scheduled operations.

2. To insure operations crews are not delayed, enforcement staff will check the designated parking lots to see if all vehicles have been removed, normally 30 minutes to an hour before the posted time. If vehicles are present they will be relocated to the Nenana or Taku lot.

3. Vehicle drivers/owners who contact UAFPD in search of their “missing” vehicle will be directed to the Nenana or Taku lot and advised to contact Parking Services if they have any questions. Of course, if there is evidence that the vehicle has been stolen UAFPD will process the report according to standard police procedures.

THANKSGIVING – CHRISTMAS—SPRING BREAK PARKING
These breaks are a good opportunity for Facilities Services to clear snow and ice from campus parking lots. The lots will be posted as set out herein, but we realize many students are off-campus at these times. Campus motorists are at risk of having their vehicle relocated at the owner/driver’s expense. In addition to making arrangements with other students or co-workers to move the vehicle in the event of snow removal, campus motorists have the option of parking their vehicles in a temporary storage lot. A current decal is required. Contact UAF Parking Services for more information.
SECTION VI – ENFORCEMENT, FINES & PENALTIES

COMPLIMENTARY CITATION WAIVER

As a courtesy to our newly arrived students, faculty and staff, Parking Services extends a complimentary citation waiver should a new student, faculty or staff person receive any Class 1 Violation citation within 30 days of their arrival on our campus. If this happens to you, take the citation to UAF Parking Services at 950 Aurora Drive or Room 111 in the Eielson Building and request a complimentary waiver of the citation fee. Once your status is confirmed, the citation will be changed to a warning. No appeal is necessary. Welcome to UAF.

ENFORCEMENT

Parking Services is solely responsible for enforcement of parking regulations for UAF. Parking Services enforcement after hours, weekends and during University holidays is supported as set out below:

1. Hours of Enforcement: Parking regulations are subject to enforcement 24 hours a day, seven days a week. Some parking lot restrictions are time specific, i.e. some lots may be restricted during normal business hours, and available for open parking after hours. Informational signs are posted.

2. Coordination with UAFPD: As a fully commissioned law enforcement agency of the State of Alaska, UAFPD has authority over roadways, traffic laws, fire lanes, right of ways and handicap spaces, etc. However, as a general rule when a UAFPD Officer determines that a vehicle violation requires a Parking Services response, he/she will:
   a. During normal working hours: Contact Parking Services with the vehicle make, color and license number to request citation or relocation of the vehicle as the situation warrants.
   b. After hours, weekends & holidays: Provide UAF Dispatch at 474-7721 with the vehicle make, color and license. Dispatch will then contact the Parking Services towing contractor for a vehicle relocate.
   c. Nothing in the cooperative efforts listed above precludes UAFPD from exercising all law enforcement options within their authority, including impounding a vehicle, as the officer deems appropriate.

3. Coordination with Residence Life: When vehicles are parked in violation of Residence Life reserved spaces or are otherwise causing a disruption to Residence Life operations, the following procedures apply:
   a. Normal working hours: Individuals with authority delegated by Residence Life will contact Parking Services to request citation and/or relocation of the vehicle.
   b. After hours, weekends & holidays: Individuals with authority delegated by Residence Life will provide UAF Dispatch with the vehicle make, color and license number. Dispatch will then contact the Parking Services towing contractor for a vehicle relocate.

VIOLATIONS AND FINES
Citation Responsibility

Frequently enforcement staff do not see who parked a vehicle illegally. Parking Services will cite the driver of the violating vehicle, if that can be determined in the field. If the driver is not known, then Parking Services will cite the holder of the UAF parking decal or permit. If the vehicle is not registered on campus and the driver cannot be determined then the registered owner of the vehicle will be cited. Parking Services will change the citation to charge the driver if presented with sworn statements from the owner of the decal or vehicle, and the driver, that the person cited was not the actual driver.

CLASS 1 VIOLATIONS $20.00:
#100 EXPIRED METER: No time showing on meter.
#101 OVERTIME PARKING: Exceeding posted maximum time limits, e.g. South Eielson, Plaza, or Security lots regardless of time showing on the meter. Exceeding the time posted limit for Authorized & Official Vehicle spaces, or the posted limit for loading zones.
#102 IDLING VEHICLES: Idling a vehicle while attended or unattended in a posted “No Idling” zone.
#103 DECAL NOT PROPERLY AFFIXED OR DISPLAYED: Decal not properly affixed to windshield includes decals that are taped on, lying on the dashboard, or placed in other areas of the vehicle. Decals must be properly affixed to avoid improper transfer to another vehicle.
#104 PARKING OUTSIDE OF DESIGNATED PARKING AREA: Parking in a manner that overlaps more than one parking space. Parking outside designated parking lots or areas.
#105 NO PARKING ZONES: Parking in a posted “NO PARKING” zone.
#106 LOADING ZONES: Parking in loading zones while not actually engaged in loading or unloading, or otherwise exceeding the loading zone time limit.
#107 HANGER NOT PROPERLY DISPLAYED: Parking an MCU, or Gold Decal registered vehicle without properly displaying the MCU hanger in full view, from the rearview mirror.
#108 MISUSE OF ELECTRICAL OUTLETS: Parking electrical outlets may be used only for vehicle engine heaters and/or, on low or no emission electric or electric/hybrid vehicles, for charging batteries. The following use of electrical outlets is prohibited:
a. Vehicle interior electrical heaters.
b. Using electrical outlets of a space other than the one in which the vehicle is parked. If the outlet is inoperable contact Facilities Services at 474-7000.
c. Using building outlets for motor vehicles, unless specifically designated for that purpose.
d. Leaving a vehicle plugged-in during extended periods (more than 48 hours) during non-use of the vehicle. This is a conservation effort. (Also applies to campus residents)
e. Vehicles misusing electrical outlets may be unplugged without prior notice to the owner/driver.
f. Use of a vehicle plug in requires a current parking decal or permit.

#109 VEHICLE REPAIRS: Only minor repairs and service of personal vehicles is permitted in campus parking areas. Oil, lubricants, antifreeze, or other motor vehicle fluids must be contained in approved receptacles only. The fluids must be disposed of in accordance with the manufacturer’s recommendations. The areas must be left clean of any residue.

#110 DEAD OR PRESUMED ABANDONED VEHICLE: A vehicle that appears to be inoperable or abandoned may be ticketed, relocated or, as a last resort, impounded. In the case of resident student vehicles, action as deemed appropriate can be taken if the Director of Residence Life determines that the vehicle is a nuisance, a hazard, or an inconvenience to other student residents. Reasonable efforts will be made to contact the student or driver/owner prior to impounding a vehicle. Overhauling vehicles that are not owned or leased to the University on University property is property prohibited. Only minor emergency repairs such as fixing flat tires (with the use of a standard safety automobile jack) or jump starts are permitted. Also prohibited is the draining of oil, lubricants, antifreeze, or other coolants unless the substance is drained directly into a proper receptacle and disposed of appropriately. A vehicle is presumed abandoned when:
1. It has been dismantled or damaged to the point that it is not in an operable condition, or
2. It does not display a current state registration and license plate, or
3. It is parked in a parking area for over 30 days without moving or authorization from UAF Parking Services. Faculty, staff, students may park their vehicles on campus for an extended period of time only while on University business. Parking Services must be notified in writing (e-mail to fypark1@uaf.edu) prior to parking the vehicle. Notification must include dates the vehicle will be parked, vehicle license plate number, registered owner, driver’s name and phone number and location where vehicle will be parked.

#111 ROADS AND STREETS: Parking on University roads and streets not posted for parking. Any road or street not specifically posted for parking is to be considered a No Parking zone. (See campus map for locations of designated parking areas)

#112 ILLEGALLY PARKED BICYCLE: It is a violation to park a bicycle in a manner that infringes upon the normal flow of pedestrian or vehicular traffic, attached to sign posts, lamp standards, sidewalks, stairwells, hallways, offices, or any other area outside of bicycle racks or lockers.

CLASS 2 VIOLATIONS $30.00:
NOTE: Removal of an improperly parked vehicle described in violations 201 - 208 is an immediate priority. Violators can expect their vehicles to be commercially towed to an outer lot at the owner’s/driver’s expense. In addition to the tow cost and citation fine,
at the discretion of Parking Services, unauthorized vehicles may also be immobilized or commercially impounded. (See immobilization and impound below)

#201 FAILURE TO MOVE A VEHICLE: Failure to move a vehicle or materials when notified directly or as notified by posting for snow removal, lot maintenance, special events or other.

#202 PARKING IN A FIRE LANE OR BLOCKING A FIRE OR WALL HYDRANT: Parking in a fire lane or parking within 15 feet of a fire or wall hydrant.

#203 BUS STOPS: Parking in any posted bus stop.

#204 STAIRWAYS, WALKWAYS, CROSSWALKS, SIDEWALKS & TRASH RECEPTACLES: Parking at the head or foot of any stairway, parking in or partially in a walkway, crosswalk or sidewalk. Parking such that it blocks Refuse Truck access to dumpsters.

#205 LOT ENTRANCEs, EXITS OR TURN-AROUND AREAS: Parking in parking lot entrances, exits or turn-around areas.

#206 OBSTRUCTING, DOUBLE-PARKING OR HINDERING TRAFFIC: Blocking a driveway or roadway, double parking, parking facing on-coming traffic, or parking in any manner obstructing or hindering the normal flow of traffic.

#207 VISITOR ONLY PARKING: These parking lots or spaces are provided as a courtesy for University guests and visitors only. Unauthorized use is strictly prohibited.
   a. Parking in a Visitor Only lot or visitor only designated space is strictly prohibited for faculty, staff or students between 8 a.m. and 5:00 p.m. Monday through Friday, except University holidays.

#208 PARKING IN RESTRICTED AREAS: Parking in any location in violation of the posted restriction, Authorized & Official Vehicles Only, construction sites, or decal required lots.

#209 UNATTENDED CHILD, IMPAIRED PASSENGER, OR PET: Leaving a child, an impaired passenger or a pet in a vehicle in conditions that, in the opinion of the PSA, pose a threat to the vehicle occupant. In this instance the UAFPD will be asked to assess the situation and respond appropriately.

#210 No Longer used

#211 VEHICLE IMMOBILIZATION: The decision to immobilize a vehicle is entirely at the discretion of Parking Services.
   a. For serious or repeated violations an immobilization device (“BOOT”) may be attached to the vehicle. Citations may also be issued for violations that are concurrent with the decision to immobilize the vehicle.
   b. When a vehicle is “booted” a fee is assessed for its removal. The fee is payable at Parking Services during business hours. The vehicle owner/driver is also responsible for any citation that may accompany the immobilization as well as any previous unpaid citations.
c. Failure to contact Parking Services by the close of business on the day the boot is attached may result in the vehicle being commercially towed to an outer lot at the driver/owner’s expense or commercially impounded.

d. Unauthorized removal of or damage to a boot is a criminal offense. The matter will be turned over to the UAFPD for investigation and prosecution.

CLASS 3 VIOLATIONS $60.00:

NOTE: Removal of an improperly parked vehicle described in Class 3 violations is an immediate priority. Violators can expect their vehicles to be commercially towed to an outer lot at the driver/owner’s expense. In addition to the fine, Parking Services may determine that immobilization or commercial impound of the vehicle is warranted. (See immobilization and impound below). Some Class 3 violations may lead to criminal investigation and prosecution and/or disciplinary action.

#300 FAILURE TO PURCHASE A DECAL OR PARKING PASS: It is a violation if a person required to do so fails to purchase, renew or to display a parking decal or appropriate permit.

#301 UNAUTHORIZED PARKING IN A RESERVED SPACE: This includes Gold and Silver Spaces, as well as, Departmental Reserved Spaces such as Facilities Services, Residence Life and other University Departments. It is a violation for anyone without a Gold or Silver decal to park in a parking place marked for the specific Gold or Silver decal holder’s parking space. Gold or Silver Decal holders are encouraged to call Parking Services immediately if an unauthorized vehicle is parked in their space or spaces. We will respond quickly to relocate the vehicle and return the spot to the rightful occupant.

#302 ALTERING A PARKING SIGN: It is a violation to remove, turn, mark, deface, or otherwise alter a parking sign. A person guilty of violating this section may be held responsible for any costs associated with repair, relocation or replacement of the sign.

CLASS 4 VIOLATIONS $120.00:

NOTE: Removal of an improperly parked vehicle described in Class 4 violations is an immediate priority. Violators can expect their vehicles to be commercially towed to an outer lot at the owner’s/driver’s expense. In addition to the fine, Parking Services may determine that immobilization or commercial impound of the vehicle is warranted. Some Class 4 violations could lead to criminal investigation, criminal prosecution or disciplinary action.

#400 EVASION, FRAUD, OR FALSIFICATION: It is a violation to:

a. Knowingly providing incorrect or misleading information in registering a vehicle on campus.

b. Sell, give or exchange a decal to another individual with the intent to deprive the University of revenues.

c. Knowingly steal, counterfeit, alter or tamper with a parking decal or parking permit.
d. For a student, faculty member or staff person to knowingly and repeatedly evade purchase of a parking decal as required.

c. Knowingly use a decal voided by transfer or purchase of a vehicle to park on campus.

#401 HANDICAPPED SPACES OR RAMPS: It is a violation:

a. To park any vehicle not properly identified for HCP in a HCP space.
b. For any non-handicapped driver, unless escorting, dropping off, or picking-up a handicapped person, to park in a handicapped space even if the vehicle is marked for HCP.

to park in an Assigned HCP space other than the one assigned to the vehicle and in compliance with A & B above.

#402 DELIBERATELY IMPEDING A PARKING SERVICES STAFF PERSON IN PERFORMING HIS/HER DUTY: Deliberate attempt to prevent a PSA from carrying out their assigned duty by means of verbal or physical interference, intimidation, blocking a vehicle path, interfering with a commercial tow truck operator or other. Such interference may be cause for action by the UAF Police Department.

TOWING/RELOCATION OF VEHICLE

1. When necessary to return a parking space to its rightful use, or to avoid delay of University operations Parking Services will call the UAF contracted tow company to relocate your vehicle to the Nenana or Taku lots. The University is not liable for any damage, expense or consequences arising from impound.

2. Once the towing contractor dispatches the tow truck, the University incurs a fee. Therefore, the vehicle driver/owner is liable for the towing fee even if the driver/owner retrieves the vehicle prior to the arrival of the tow truck. This may be in addition to any citations.

3. Only the actual cost of towing is assessed against the vehicle’s owner/driver. No administrative surcharge is applied by Parking Services and there is no early payment discount available.

4. For serious or repeated violations (e.g. failure to purchase decal) Parking Services may determine that immediate relocation, immobilization or impound of the vehicle is warranted.

IMPOUND OF VEHICLE

1. The decision to impound a vehicle is entirely at the discretion of Parking Services. NOTE: Impound authority is also granted to the UAFPD under State law.

2. For serious or repeated violations the vehicle can be commercially impounded. Citations may also be issued for violations that are concurrent with the decision to immobilize the vehicle.

3. If your vehicle has been impounded you may contact Parking Services (474-PARK) during normal University business hours for information as to which tow company
has your vehicle. After hours, contact UAFPD Dispatch at 474-7721 for information.

4. A commercial impound of a vehicle is an action taken by the University to have a vehicle immediately removed from campus. An impounded vehicle is no longer in the control, care, or custody of the University, nor is the University liable for any damage, expense or consequences arising from impound. Legal custody passes to the commercial towing company. Any and all arrangements including payments imposed by the commercial towing company are entirely the responsibility of the driver/owner.

PAYING A FINE

1. Payment may be mailed in the envelope provided with the citation. Do not send cash through the mail. Payment may also be made by cash, check, or credit card at 950 Aurora Drive or Room 111 in the Eielson Building. Citations paid within 14 days of issuance are discounted $10.00 for early pay. The early pay discount does not apply to towing charges.

2. Faculty and staff can pay citations by payroll deduction.

PENALTIES FOR NON-PAYMENT

Persons with unpaid fines may be subject to denial of academic records, official transcripts or class registration; involuntary payroll deductions; referral to a collection agency; revocation of parking privileges; immobilization or impound of the vehicle. Unpaid fines, decal costs, or other penalties are an “Employee Obligation” of faculty and staff under University Regulation 05.19.02. which may lead to disciplinary sanctions.
SECTION VII – APPEALS

YOU DON’T HAVE TO FILE AN APPEAL TO BE HEARD

You don’t have to file an appeal to have someone listen to your concerns. Very often a person who gets a ticket doesn't want to file an appeal, but wants to make their concerns known. You can submit a message to the Parking Services Manager and staff at fypark1@uaf.edu. Parking Services will reply to all e-mail messages received.

APPEALS THAT ARE NOT SUPPORTABLE

UAF Parking Services strives to provide fair and consistent enforcement of the parking rules for the overall benefit of our parking customers. Occasionally, a citation is issued in error. When this happens, the Appeal process provides an opportunity to appeal the citation. However, justification for appealing does not include:

1. “I didn’t see the sign.”
2. “Others were parking there too.”
3. “I was late.”
4. “I couldn’t find another parking space.”
5. “The meter expired before I got back.”
6. “There was no sign that said I couldn’t park there.”
7. “I only parked there for a few minutes.”
8. “I’ve always parked there and you never gave me a ticket before.”
9. “Other cars parked there and they didn’t get a ticket.”
10. “I don’t agree with the policy or regulation.”
11. Other acknowledgements that the facts of the citation are correct.

PARKING CITATION APPEAL (Verbal Appeals Are Not Accepted)

On-line Appeal is the preferred method. Go to www.uaf.edu/parking

1. If an individual disputes the facts of a parking citation, they must identify the specific issues in dispute and provide details that support the appeal. The Parking Services Manager or designee will review the citation, the PSA field notes and photos, if any; interview the PSA who issued the citation, and review the disputed facts or extraordinary circumstances set out in the appeal.
2. If an individual wishes to submit additional documentation, they must follow the procedures below for filing an appeal by other than electronic means. The Citation Appeal Form can be picked up at Parking Services, 950 Aurora Drive, or Room 111 in the Eielson Building.
3. Any Parking Citation Appeal that lacks required information will be denied.
4. Parking Citation Appeals must be submitted from the website, post marked, or be personally delivered to Parking Services within 14 calendar days of the date the citation was issued. Late citation appeals will be rejected as untimely.
5. The Parking Services Manager, or designee, will issue a written decision not more than 30 calendar days following receipt in Parking Services of the citation appeal.
6. The Parking Services Manager, or designee will send his/her decision via e-mail, intra-campus mail or USPS mail to the address provided by the appellant on the appeal form. An e-mail address is preferred.

7. If the Parking Services Manager fails to electronically respond or postmark a response within the 30 day limit, the appeal is automatically granted and the fine eliminated.

APPEAL OF DECISION (Verbal Appeals Are Not Accepted)

1. Appeal of the decision issued by the Parking Services Manager must meet a higher standard. It is not simply a restatement of the original appeal.

2. An Appeal of Decision is submitted to Parking Services and forwarded to the Parking Appeals Committee for resolution.

3. A person who appeals the decision of the Parking Services Manager must demonstrate that the Parking Services Manager erred in fact, or in the application of the Parking Rules.

4. An Appeal of Decision must include all information required on the form including:
   a. Name, address, telephone and e-mail address (if any) of the appellant.
   b. Citation number and date issued.
   c. A statement of the facts the appellant disputes and the alleged errors made by the Parking Services Manager, or designee in his/her application of parking rules, or
   d. Documentation that the Parking Services Manager did not issue the Parking Citation Appeal decision within 30 days after receipt of the original appeal.
   e. An appellant who wishes to submit additional documentation should follow the procedures below for filing a hard copy appeal.

5. Appeals lacking required information will be rejected.

PARKING APPEALS COMMITTEE

1. The Parking Appeals Committee (PAC) is a three person ad hoc panel comprised of members of the UAF Parking Advisory Committee. The Parking Advisory Committee is made up of members from: Faculty Senate, Staff Council, ASUAF, West Ridge, Campus Core, UA Community and Technical College, VCAS and community representatives. An effort will be made to appoint at least one ad hoc PAC member that is from the campus community most representative of the person filing an Appeal of Decision. Otherwise, service on the PAC may be rotated among members.

2. The PAC confines its consideration to determining whether the Parking Services Manager:
   a. Erred in his/her application of the Parking rules,
   b. Failed to consider relevant circumstances or
   c. Failed to mail the Parking Citation Appeal decision timely.

3. The decision of the Parking Services Manager can only be overturned if one of the criteria in 2, above is met. The PAC may not simply substitute the judgment of the Parking Services Manager with its own. Service on the PAC is voluntary and members review appeals as time permits. Appeals will be dealt with as expeditiously as possible, but may take up to 60 calendar days to consider.
properly filed appeal that is not decided within 60 calendar days after receipt by Parking Services will be automatically granted. In deciding an Appeal of Decision the PAC may:

a. Uphold the appeal and issue a notice to the appellant within 14 calendar days.
b. Partially uphold the appeal, give appropriate instructions to the Parking Services Manager and notify the appellant as provided above.
c. Deny the appeal and notify the appellant as above. When the appeal is denied payment is due, or formal payment arrangements with Parking Services must be made, within 14 calendar days after notice to the appellant is mailed.

HOW TO FILE AN APPEAL

1. Appeal of a Citation:
   a. Complete a Parking Citation Appeal located at www.uaf.edu/parking within 14 calendar days of the citation date.
   b. Print a hard copy from the web or pick up a copy of the form at Parking Services, 950 Aurora Drive, or Room 111 in the Eielson Building. Hard copies may be faxed to 474-6140, or sealed in an envelope clearly marked “PARKING APPEAL” on the outside and mailed through intra-campus or USPS mail to:

      UAF Parking Services  
      Box 757370  
      Fairbanks, Alaska 99775-7370

c. Or, deliver the envelope to Parking Services, 950 Aurora Drive, or Room 111 in the Eielson Building. NOTE: These are drop-off points only. Staff is not available to discuss the merits of the appeal.

2. Appeal of a Decision:
   a. If filing an Appeal of Decision with the PAC, the appellant must do so within 14 calendar days from the e-mail or post marked date, (not the date you received it), of the decision issued by the Parking Services Manager, or designee.
   b. Appeals of Decision may be e-mailed, mailed or hand delivered to the addresses set out in 1, a, b & c, above.
   c. Timely submittal of the appeal is the responsibility of the appellant. Late appeals may be rejected solely on that ground. Appellants are responsible to follow the status of their appeals to avoid delinquent payment, or losing the opportunity to file an Appeal of Decision.

EARLY PAYMENT DISCOUNT

The $10.00 early payment discount remains available during the appeal process. However, if the appeal is denied, payments not made within 14 calendar days of issuance of the decision, or in accordance with an approved payment plan are delinquent and the discount expires. The early pay discount does not apply to tow charges.
DELINQUENT PAYMENTS
Parking Services issues statements as a courtesy to advise delinquent individuals of the status and balance of their accounts. The University’s options to collect the balance owed include:

1. Denying the student access to registration, transcripts, graduation or other University privileges.
2. In accordance with University Regulation R05.19.02,
   a. Initiating an involuntary payroll deduction for an employee on a per pay period basis, or deducting the amount owed in total from the next paycheck as the case warrants.
   b. Terminating the employee for cause.
3. Cite, immobilize and/or impound the driver/owner’s vehicle if it is found on campus.
4. Seeking payment through third party collection agents if deemed necessary. The University is not responsible for any adverse effect that use of a collection agent may have on the credit standing of the individual.

FINAL DECISION OF THE UNIVERSITY
A decision by the PAC exhausts the administrative appeal process and constitutes the final decision of the University.
SECTION VIII NON-MOTORIZED VEHICLES

BICYCLE REGISTRATION, USE, & STORAGE
If you bring a bicycle to campus, Parking Services urges you to register it with the UAF Police Department. Registering your bicycle increases the likelihood of recovery in case of theft. Bicycles are a popular mode of transportation and UAF encourages affiliates as well as visitors to use bicycles for transportation on campus to avoid hunting for parking spaces.

BICYCLE POLICY
1. Bicycles must be parked in the designated bicycle rack, parking areas, or secured bike lockers on campus.
2. Do not attach bicycles to trees, shrubs, signpost, lampposts, or railings.
3. Do not park a bicycle in a manner that infringes upon the normal flow of pedestrian or vehicular traffic.
4. Do not park a bicycle in rooms, offices, stairwells or hallways of UAF non-residential buildings.
5. Illegally parked bicycles will be cited and or impounded.
6. Any citations issued must be paid before bicycle is returned to owner.
7. Impounded or abandoned bicycles will be placed in a parking storage area for 90 days. Parking Service will make an attempt to locate owner through the UAF Police registration files. After the 90 days period the university will assume ownership.
8. Parking Services and the University will assume no responsibility for locks cut, for bicycle impoundment, liability for bicycles abandoned, left in improper locations, or bicycles not claimed in 90 days.

SAFE RIDING
1. Always ride with traffic. Riding against traffic is one of the major causes of accidents.
2. Bicyclists are subject to the same rules of the road as motor vehicles and are safest when behaving as one.
3. Signal your turns and moves so other bikes and cars will know what you are doing.
4. Ride in a straight line, to the right of faster moving traffic.
5. Use safety equipment. i.e. helmets, side reflectors on each wheel, reflectors on pedals, and light-colored, reflective clothing is a good idea.
6. Avoid road hazards. Watch out for pot holes, parallel-slat sewer grates, gravel, ice and cross railroad tracks at right angles.
7. Always secure your bike to avoid theft.
SECTION IX – GENERAL INFORMATION

ENGINE HEATER PLUG-INS

1. Only a heavy-duty, rubber-coated (Arctic) extension cord may be used to connect a vehicle to an engine heater outlet. Inexpensive, plastic-coated extension cords become brittle with cold and may short out the outlet or an entire row of outlets.
2. Extension cords may not be run from inside buildings or across roadways, sidewalks, or other parking spaces.
3. As a matter of energy conservation, vehicles may not be plugged-in on a continuing basis when the vehicle is not in regular use.
4. Use of interior heaters is prohibited. Vehicles found to have operating interior heaters will be unplugged without notice.
5. Any vehicle plugged into University power must have a current decal or permit.
6. Vehicles plugged-in in violation of the above will be cited and/or unplugged without notice.

TRAILERS

All vehicles pulling trailers are encouraged to park in the west end of our Nenana Lot. Individuals who have need to park a trailer elsewhere on campus should contact Parking Services at 474-PARK (7275) to make arrangements before parking the trailer. The University does not provide long-term storage locations for trailers, RVs, boats, etc. Residents of campus who have need for this type of storage space should contact vendors in the Fairbanks area offering this type of service.

MOTOR HOMES & CAMPING POLICY

UAF appreciates the many visitors and tourists that come to our campus each year. Some come as guests of campus residents, others simply to visit, and many to participate in our summer programs such as commencement, Summer Fine Arts Camp and others. Some of our visitors will arrive in motor homes and with travel trailers. While not wanting to compete with local campgrounds, we do recognize that our guests may occasionally overnight on campus. Although we are not equipped with dump stations, water hook-ups, or laundry facilities, we do want our overnight guests to be comfortable. The following guidelines will assist UAF in being a good host:

1. Visitors staying over-night in self-contained units are also asked to park in this area. Maps are available in our Bus Shelters. Long term (more than 3 days) overnight parking is not permitted.
2. Visitors who are guests of campus residential housing tenants may park in the residence driveways, or on the street in front of the residence, unless otherwise posted. In no event will the unit be allowed to obstruct traffic or safety.
3. Visitors who are sponsored by a department or who are a participant in a specific summer campus event and anticipate a stay of more than three (3) days must
obtain a permit from Parking Services. The sponsoring department should obtain a permit in advance of the scheduled event.

4. Visitors are encouraged to ride our campus buses. There is no charge for this service. Schedules and routes are posted in the Bus Shelters.

5. Individuals abusing camping policies may be referred to the UAFPD.

End of Parking Services Manual