

Recent Changes to the Parking Rules & Regulations

- **Students with off-campus parking permits can park on campus after 4:00 p.m. weekdays instead of 5:00 p.m.**
- **Resident students with an on-campus RS permit are not authorized to park in Lot W1 weekdays between 8:00 a.m. – 4:00 p.m.**
- **Ten (10) express Loading/Unloading spaces were added on campus for students, faculty and staff (Section 2.15). Locations include parking lots A, B, N, P, R1, R2, U, Polo Circle, Jasper Memory Lane and Gulley Dr.**
- **Changes have been made to the multiple citation policy (Section 3.3).**
- **“Unauthorized Zone” violations will now be an escalating fine (Section 3.1).**
- **5 “No Registration” citations will result in vehicle immobilization (5.3.2).**
- **Students residing in Real Estate housing are required to register vehicles for a no-cost permit to park at these locations off-campus. Students have an option to purchase a parking permit as well. (Section 1.10).**
- **All first year graduate students only have the option for off-campus permits (Section 1.5).**
- **Students are authorized to park in Lot P after 5:00 p.m. weekdays and from 5:00 p.m. Friday – 8:00 a.m. weekends. However, every Friday at 5 pm until Sunday at noon, the outer loop of Lot P is reserved for Wake Forest Baptist Church members and their guests. Students are not allowed to park in the outer loop during this time (Section 2.13)**
- **New guideline on parking at Reynolda Village business /office district (Section 2.26).**

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Article I Motor Vehicle Registration

1.1 General Registration Information

Anyone affiliated with the university as faculty, staff or student and wishes to park a vehicle in a university parking lot at any time of day or night, including after 4:00 p.m. weekdays, on weekends and during academic breaks, must register that vehicle with the Transportation and Parking Services office. Alumni and visitors coming to WFU more than once a month need to register their vehicle. For registration purposes, students, faculty, staff and alumni are defined as:

Student – Anyone enrolled in any class or program at Wake Forest University, including study-abroad programs. Unless formally withdrawn or graduated from the university, students are considered an active student.

Faculty – Assigned teaching responsibilities at Wake Forest University (Does not include students who are teaching assistants).

Staff – Non-faculty Wake Forest employee contracted to work on campus.

Alumni – Graduated from WFU and is not enrolled in a graduate program

Parking permits are not transferable from vehicle to vehicle or person to person. A vehicle is not considered registered until permits have been ordered, picked up and placed on the vehicle, as instructed on the permits.

Any changes in license plate numbers must be given to Transportation and Parking Services within 24 hours of that change, via email at parking@wfu.edu. Failing to give notification can/will result in citations for failing to register that license plate, even if it is the same vehicle.

1.2 Permit Fees/Locations

- Resident - \$525 (On-campus)
- On-Campus Commuter - \$525 (On-campus)
- Off-campus - \$315 (Winston Salem First Church and designated lot in Reynolda Village located across the bridge in the North West corner of the Village)
- Freshman/Resident - \$315 (University Corporate Center)
- Sophomore - \$315 (Lot Z2 off Polo Rd.)
- Satellite – \$75 (University Corporate Center)

1.3 Student Registration

Graduate, undergraduate, and transfer students may request parking permits. Eligibility will be based on student classification and resident or commuter status. The online registration process requires the vehicle license plate number and state, make, model and year of the vehicle. If your vehicle has a temporary license plate number, please use that to register the vehicle. If you do not have a temporary plate, please contact the parking office for assistance. Do not use terms such as “NOTAG”, “APPLIED FOR” or the expiration date.

Log onto <https://wfuparking.t2hosted.com>. Select “Get Permits”. You will be prompted to enter your WFU Login ID and password to begin the vehicle registration process. Do not include @wfu.edu in your login text.

1.4 Students employed by the University as graduate teaching assistants or graduate hall directors (GHDs) are required to purchase a student permit and do not qualify for the faculty/staff parking fee structure.

1.5 Commuter student permits for on-campus parking are limited and will be sold on a first-come, first-served basis each academic year.

Exceptions will only be allowed for:

- Cases of hardship related to a medical or health condition. (requires notification from medical staff in Student Health)
- Full-time students returning from fall study-abroad programs.

All first year graduate students only have the option for off-campus permits.

1.6 Students involved in manipulating the vehicle registering process, such as registering a vehicle that is owned or operated by another student or changing a plate number to be able to re-register that vehicle are considered an honor code violation. Employees may not register a vehicle that is operated by a student.

1.7 A student registering a second vehicle must provide the registration card for both vehicles, indicating that both vehicles belong to them or a family member.

1.8 A student may not drive or park a vehicle on campus that displays an employee parking hangtag.

1.9 Students enrolled at Wake Forest Baptist Hospital or Medical Center that have a vehicle registered with those institutions and take classes at WFU can park in General parking lots only. The permit must be displayed on the vehicle.

1.10 Students residing in Real Estate housing are required to obtain a permit (at no cost) to park at these locations off-campus. Students that desire to park on campus (day or night) are required to purchase a parking permit on-line. Real Estate housing permits do not authorize vehicles to park on-campus.

1.11 Freshman and sophomore students cannot change/upgrade their permits mid-year due to earned credits changing their student classification.

1.12 Students residing in theme houses must register their vehicle. Students living in a theme house have the options to 1) purchase a resident permit to be able to park on-campus between 8:00 a.m. – 4:00 p.m. for \$525), 2) purchase an off-campus permit for \$315, which requires the vehicle be parked at the theme house between 8:00 a.m. – 4:00 p.m., but can park on campus after 4:00 p.m. and weekends.

Students living in theme housing must obtain an additional sticker to park in the theme house parking lots.

Underclassmen who are freshmen or sophomore students will only be issued permits that reflect your class and will not have an on-campus permit option.

1.13 Student Permit Application

Each package contains two permits, one for the front windshield (Gate Pass) and one for the rear window or bumper (Parking Pass).

Apply and place permits in accordance with package instructions to a clean and dry surface.

* Both the gate pass and parking permit must be adhered to the vehicle it was assigned, to be fully registered.

1.14 Registration Refunds

No refunds of vehicle registration fees will be made unless the issued permit is returned to Transportation and Parking Services before the first day of class. Students graduating or going abroad for spring semester may receive a prorated refund by returning the issued permits and a completed Refund Voucher at the

Transportation and Parking Services office. These items should be returned to the Transportation and Parking Services office before December 21.

1.15 Class Auditors

Anyone auditing a class at Wake Forest University needs to register their vehicle, no matter what the duration or length of the class may be. Class auditors parking on campus must purchase a semester permit for \$50. Summer permits for auditors will cost \$25.

1.16 Medical Special Permission Permits

Transportation and Parking Services will issue a "Medical Special Permission" permit to students who are approved for special medical parking privileges. In such cases, the student must go to Student Health Services and be evaluated at no charge. The student is issued a Health Service Medical Parking Request Form, which must be presented to Transportation and Parking Services. The form will indicate what type of parking adjustment is needed and how long the student will need special medical parking privileges. The override permit will allow the student to park in designated areas, based on the recommendation of Student Health Services (Reserved spaces are excluded). This override permit is issued in addition to the parking decal you received during registration for the current academic session, if you have a registered vehicle. A Medical Special Permission Permit does not authorize a person to park in a state mandated handicapped parking space. No student will be given permission to park in a handicapped parking space unless the state certifies that they are permanently/temporarily handicapped and they are issued a handicapped placard or their vehicle has the handicap insignia on the license plate. It's requested that the Transportation and Parking Services office be provided a copy of the handicap registration card. You cannot use a placard that is in someone else's name. The placard must be hanging to be valid.

Medical Special Permission permits are valid for up to 30-days at no cost to the student. If the need to park on-campus exceeds 30-days, a student may purchase a 14-day Medical Special Permission permit for \$20. No student may purchase a temporary permit more than twice during any semester. Otherwise, students with extended medical needs will be required to purchase an on-campus permit at the regular rate.

1.17 Faculty and Staff Registration

- Faculty and staff registration occurs every two years, unless otherwise notified.
- Dependents of faculty and staff, who are either enrolled as a student or working at WFU, are required to register their vehicle if it is operated on campus. The use of a

parent's faculty/staff parking permit by a student is strictly prohibited. Students identified as improperly using a faculty/staff permit will be referred to WFU Judiciary Affairs as a potential honor code violation. The employee will be referred to the appropriate supervisory office as well.

The online registration process requires the following information: Vehicle license plate number and state, vehicle year, make, model and color.

Log onto <http://wfuparking.t2hosted.com>

Select "Get Permits".

You will be prompted to enter your WFU Login ID and password to begin the vehicle registration process. Do not include @wfu.edu in your login text.

- Parking hangtags ordered on-line will be delivered to appropriate departments for distribution to faculty and staff via campus mail

1.18 Faculty and Staff Hangtag

Faculty and staff must register all vehicles that will be driven to campus, but will receive only one parking hangtag that can be interchangeable between vehicles. The parking hangtag must be visible from the rearview mirror at all times while parked. The parking hangtag will serve a dual purpose as a parking hangtag and a gate pass.

Special Note: Volunteers and Interns must register their vehicle to park on campus. Transportation and Parking Services will be provided employment start and end dates by Human Resources or the department for which an employee will be working. Classifications as a volunteer or paid intern will determine if a parking fee is required to be paid.

1.19 Vendors

All vendors are required to come to the Transportation and Parking Services office, Monday-Thursday 8:30 a.m.-4:30 p.m. and Friday from 8:30am-3:00pm, to apply for and pick up a parking permit.

1.20 Concessionaires

All concessionaires must go online to <http://wfuparking.t2hosted.com> to register a vehicle. Once they have accessed the website, click on "Get Permits". A guest account must be created in order to register the vehicle. Concessionaire employees that provide an auxiliary service on campus are required to pay an annual fee of \$60.00.

1.21 Alumni, Parents and Student Visitors

Alumni, parents and student visitors must visit the Transportation and Parking Services office, Monday-Thursday, 8:30 a.m. - 4:30 p.m. and Friday from 8:30 a.m. - 3:00 p.m. to obtain a visitor parking pass.

1.22 Replacement and Temporary Permits

You can receive a replacement permit/hangtag for a replacement fee of \$25, if you have a vehicle currently registered. To obtain a replacement, you must bring in the old permits, if possible, and your vehicle registration. Employees can pay by check or money order for their replacement hanger or by cash in 107 Reynolda Hall and bring a receipt to get the hanger. Students who have not previously registered a vehicle can purchase a temporary permit (valid for up to two weeks) for \$20.

If you have a registered vehicle and will have a temporary vehicle, you will need a temporary permit. Temporary permits are good for up to two weeks and are free of charge, if you previously purchased a permit for the current school year. You can receive up to two temporary permits per semester. Temporary and replacement permits are issued at the Transportation and Parking Services office, Monday-Thursday 8:30 a.m. - 4:30 p.m. and Friday from 8:30 a.m. - 3:00 p.m.

1.23 Handicapped

The Handicapped Parking Policy, in compliance with the Americans with Disabilities Act, requires that campus handicapped spaces must be regulated in accordance with guidelines prescribed by the state of North Carolina. The use of a handicapped placard by anyone other than the authorized user is prohibited and can result in further legal or judicial actions. Students eligible under the Handicapped General Statute

(http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_20/GS_20-37.6.html) must still pay for an on-campus permit. The placard does not exempt anyone from the permit registration process or permit fee. Application forms for temporary or permanent handicapped parking are available for your convenience at the Transportation and Parking Services office. You may take this form to your doctor to have it signed, then to the N.C. Division of Motor Vehicles' License Plate Agency. A copy of the registration card for the placard must be provided to Transportation and Parking Services to register the placard

1.24 Motorcycles/Two-Wheeled Motor-Driven Vehicles

Parking Permit

Motorcycles, mopeds and motor scooters are required to be registered at the Transportation and Parking Services office. A parking permit is required for all motorized motorcycles, mopeds and motor scooters parking on the Wake Forest University Campus.

Motorcycle/two wheeled motor-driven vehicle permits are issued by the Transportation and Parking Services office. These permits are not available online.

- \$50 for the school year including summer sessions.
- \$25 for the fall or spring session (includes summer).
- \$20 per summer session.

Motorcycles can only park in spaces marked for motorcycles.

Moped Parking

- Designated moped and motor scooter parking areas are located in parking lots A, M and P.
- Mopeds and motor scooters can also park in motorcycle spaces.
- Motorcycles can only park in designated motorcycle spaces, not moped / motor scooter spaces. Motorcycle spaces are located in lots G, H, J, L, P, Q, S, T, W-1, Z, and Jasper Memory Lane.
- Parking is authorized only in spaces marked by signs or ground markings. Any motorcycle, moped or motor scooter that does not display a parking permit or that is parked in an unauthorized area is subject to being ticketed, impounded and/or marked for future enforcement purposes.
- Motorcycles, mopeds, and motors scooters may not park in courtyards, sidewalks, in front of buildings or on grass.
- Motorcycles, mopeds, and motors scooters may not park at bicycle racks.

1.25 Community Residents

Residents of Faculty Drive, Paschal Drive condominiums, Timberlake Drive, Royall Drive, Sledd Court, Bella Vista Ct. and Aaron Lane will be issued a hangtag for each vehicle. Additional hangtags are available upon request.

WFU employees, students, vendors or visitors are not authorized to park on Faculty Drive, Royall Drive, Poteat Court, Timberlake Lane, Sledd Court, Aaron Lane, Paschal Drive or Bella Vista Court. Violations may result in citations by the City of Winston Salem.

1.26 Guests

Information on your guest's gate access to campus between 10:00 p.m. -6:00 a.m. can be found at <http://www.wfu.edu/police/gate.php>. Authorizing a guest to access the gates after 10:00 p.m. does not register them to park. Student guests that will visit campus frequently are required to register the vehicle with Transportation and

Parking Services and be issued a parking hangtag. Students are required to accompany their guests to the Transportation and Parking Services office to authorize the parking pass. Gate access is not authorization to park. Parking must be registered separately. Students are not allowed to use a guest hanger and doing so can constitute an honor code violation.

Article II Campus Parking

2.1 Designations

Parking lot designations are posted at the entrance of each parking lot.

2.2 Enforcement

Parking rules and regulations are in effect and enforced 24-hours a day, 7-days a week throughout the year, whether school is in session or not.

2.3 Parking Space Definition

A parking space is defined as a paved area marked by painted parallel lines on both sides or a curb stop. Parking on grass, gravel or dirt areas not designated as parking spaces is prohibited. Parking spaces located in gravel lots are designated by curb stops.

2.4 Reserved Spaces

Reserved Spaces: Designated spaces (sign and/or pavement markings) are "Reserved" 24 hours a day, seven days a week, unless otherwise posted.

*Departments that are paying for reserved parking space(s) for their departmental vehicle or guests, cannot allow employees to use such spaces(s) for parking.

Carpool spaces are considered a reserved parking space and are reserved 24/7. A WFU issued carpool permit is required to park in these spaces.

2.5 Service Lanes

Marked Service Vehicle Only spaces and Facilities and Campus Service (F&CS) spaces may only be used by service vehicles or maintenance teams. Service Vehicle spaces are reserved 24 hours a day, 7 days a week. Faculty and staff personnel who are authorized to use their private vehicles to conduct official WFU business, may use the spaces if they have been issued a supplemental decal designation—"SL."

2.6 Visitor Spaces

**Regular return visitors with hang tags can only use General lots on campus.

One-time visitor lots are as follows:

Lot C- 24 hour reserved visitor lot. No students, employees or affiliated vehicles can park in Lot C.

Lot N- Visitors and off-campus employees 8am-4pm, Monday-Friday.

Lot M- Visitors 8am-4pm, Monday-Friday

Lot F- Visitor and employee parking 8am-4pm, Monday-Friday

Visitors can also park in any general lot on campus, at any time.

2.7 Time-Limited Spaces

Time-limited spaces in all parking lots may be used by visitors or anyone having a WFU-registered vehicle. Time-Limited spaces are enforced 24 hours a day, 7 days a week.

Electric vehicle parking spaces are considered a time limited space

2.8 Concessionaires/Contract Employees

Concessionaires/contract employees can only park in General parking lots and spaces. Parking in faculty and staff parking lots/spaces is prohibited. Vehicles must be registered and employees are required to either park in an off-campus lot or pay for an on-campus parking permit. Those choosing not to pay for parking must register their vehicle for an off-campus parking permit and are required to park in the designated section of Lot A parking lot located off-campus near the Winston Salem First Church on Long Dr.. The parking map can be located at <http://parking.wfu.edu>. Off-campus permits for Concessionaire/ Contract Employees can be used on-campus, in general lots, from 5pm-8am, Monday-Friday and all day on weekends.

2.9 After Hours On-Campus Student Parking

Student parking is available on-campus between 4:00 pm and 8:00 am weekdays and all day on weekends, however, any vehicle parking on-campus after hours is required to be registered with the Transportation and Parking Services Office.

Resident (RS)/Commuter (CS) Permits

In addition to General lots, vehicles with a permit prefix of "RS" and "CS" may park in Faculty/Staff and Visitor lots between 4:00 pm -8:00 am that are not designated "24-Hour Reserved." Lots C and D are designated "24-Hour Reserved."

Resident (RS) permits are not authorized to park in Lot W1 between 8:00 a.m. – 4:00 p.m. weekdays.

Freshman (FR)/Sophomore (SO)/Off-Campus (OC)/Satellite (SP) Permits

Students with off-campus permit prefixes of FR, SO, OC and SP may bring their vehicles on campus after 4:00 p.m. and park in any General, Faculty/ Staff or Visitor lots that are not designated "24-Hour Reserved". Vehicles with an off-campus permit cannot park on campus between the hours of 8:00am and 4:00pm, Monday-Friday. However, parking in a time-limited space is allowed between 8:00 a.m. – 4:00 p.m. weekdays for quick errands. Parking for longer than the allotted time for that space can result in being cited.

Students that do not need to have a vehicle on-campus between 8:00 a.m. – 4:00 p.m., (i.e live off-campus, ride the shuttle, walk or bike) but wish to park on campus after 4:00 p.m. weekdays, on weekends and holidays, may purchase a satellite (SP) permit for \$75.

2.10 Commuter Student Off-Campus (OC) Winston Salem First Church/Reynolda Village Parking (located across the bridge in the North West corner of the Village)

Students who live off-campus or in theme house properties can order this permit. Off-campus parking for the OC permits consist of designated student areas at Winston Salem First Church lots A, B and the Reynolda Village student lot located across the bridge in the North West corner of the Village. Wake Forest affiliated vehicles are prohibited from parking in the Winston-Salem First Church lots from 5pm Saturday and 5pm Sunday.

2.11 Commuter Student Satellite University Corporate Center (UCC) Parking (SP).

Students who live off-campus or upperclassmen resident students that choose not to park on campus can order this permit. Resident students are required to visit the Transportation and Parking Services office to purchase this permit. Please note: There will be announced times throughout the academic year when all vehicles must vacate the satellite lot in support of special events (e.g., football games, Dixie Classic Fair).

2.12 Lot N

This lot is reserved for visitors and off-campus employees (UCC, Graylyn, Human Resources, Reynolda House/Gardens, Bridger Field House) visiting the Reynolda campus. Off-campus employees parking in Lot N must have a departmental hangtag and a supplemental "O" adhered to the off-campus hangtag.

2.13 Lot P (Faculty/Staff lot with Designated Reserved Section)

Every Friday at 5:00 p.m. until Sunday at noon, a designated section of Lot P is reserved for Wake Forest Baptist Church members and their guests. Students, faculty and staff are not allowed to park in this designated section during these days/hours, which is marked by signage. Otherwise, students can park in non-designated reserved area of Lot P after 4:00 p.m. weekdays and on weekends.

2.14 North Campus Apartments (NCA)

Spaces behind the NCA are restricted to service vehicles, handicap placard vehicles and 30-minute spaces for loading/unloading only. Exceeding the time restriction in a timed-parking space or illegally parking in other areas behind NCA, will subject you to the \$100 fine for parking behind NCA.

2.15 Loading/Unloading

Emergency flashers and headlights must be used when actively loading/unloading a vehicle. Parking is only permitted in general parking lots/spaces, timed spaces and designated student loading/ unloading spaces. Reserved spaces, fire lanes and or handicap spaces are never to be used for the purpose of convenience. Other than designated move-in/move-out times, Transportation and Parking Services must be contacted before parking to load/unload and a license plate number and parking location must be provided.

2.16 Special Parking Arrangements

During certain periods of the year, (e.g., move-out, extended holiday breaks) Transportation and Parking Services will announce changes to campus parking. The office will post the announcements on the Transportation and Parking Services website, <http://parking.wfu.edu>. Emails will be sent to all permit holders as well. During these periods, vehicles must park in legal parking spaces and never park in a fire lane, handicap space or a reserved space.

2.17 Financial Responsibility

Students, faculty and staff are responsible for their visitors and will be held financially responsible for citations issued to family or friends who use a registered vehicle on campus or who use an unregistered vehicle that is later linked to the student, faculty or staff.

2.18 “Do Not Ticket” Requests

Vehicles that cannot safely be moved because of a mechanical problem, must call Transportation and Parking Services at 336-PARK or email parking@wfu.edu to request a “do not ticket”. If the call is not answered (non-office hours, busy signal, etc.), leave a message with the following information:

- Your name and contact number
- The nature of the problem
- Location where vehicle is parked
- Vehicle information (model, color and license plate information)

The following applies to “do not ticket” requests:

- Requests are valid for 24 hours. Vehicle operators need to make every attempt to move the vehicle as soon as possible.
- Requests will not be granted for fire lanes or handicap spaces or being illegally parked at the time the vehicle became inoperable. (In a reserved space, 24 reserved lot, etc...)
- Leaving a note attached to the vehicle does not suffice for calling/notifying the Transportation and Parking Services office.
- Requests are not required if operating a clearly marked automotive dealership loaner vehicle for a short duration– normally one to two days.
- Do not ticket requests are not authorized for convenient parking
- Do not ticket requests are not authorized for times when a parking hangtag was not displayed for any reason.

2.19 Extended Parking

People may not leave their vehicles on campus for extended periods (14 days or more, to include semester and summer breaks) without notifying Transportation and Parking Services. During extended school breaks, Transportation and Parking Services will post to the website an announcement where vehicles can be legally parked. If vehicles need to be relocated for maintenance or for an emergency, WFU will pay for the vehicle’s relocation as long as the vehicle’s registered owner notified Transportation and Parking Services. Failure to make the notification may subject the vehicle owner to tow fees.

2.20 Speed Limit

The speed limit in parking lots is 10 mph unless otherwise posted.

2.21 Special Events

It is the policy of Wake Forest University to minimize the displacement of faculty, staff and students from parking facilities during special events.

- On-campus special event parking needs are to be coordinated with the Director of Transportation and Parking Services. Parking lot reservations are requested on-line at <https://rooms.wfu.edu/VirtualEMS/Login.aspx>.
- University organizations that want to reserve a parking lot (once approved by Transportation and Parking Services) for a special event, need to fill out a “WFU Police Services Form” request. The form can be found at the following website link:

<http://www.wfu.edu/police/form-event-app.html>

Transportation and Parking Services offers shuttle bus rentals to departments sponsoring a university event. One week notice is required to accommodate requests. Requests with less than 1 week notice may be unsupportable. Requests for this service should be made at <http://deacondepot.wfu.edu/>

2.22 Alumni, parent and student visitors are allowed to parking in any general or student lot. A parking hangtag is required for regular visitors.

2.23 Davis Field is not to be used for student and employee parking when reserved for special events.

2.24 Car covers are allowed, but the rear parking permit must be visible at all times.

2.25 The Transportation and Parking Services Advisory Committee (PTAC) reserves the right to change and or modify Transportation and Parking Services policies anytime throughout the year to meet the operational needs of the University.

2.26 REYNOLDA VILLAGE

Reynolda Village is a shopping and business office district on Reynolda Road, South West of the central campus. The Village is managed by WFU Properties. One lot is reserved for vehicles with WFU Off-Campus Permits. That lot is located across the bridge in the North West corner of the Village. All other parking spaces in the Village are reserved for patrons of the businesses. Anyone parking in the Village for other than Village business is subject to ticketing and/or towing (without notice). Overnight parking (by other than Village businesses) and parking on the grass or is prohibited and may also result in towing.

Article III Parking Violations and Fines

3.1 Parking Citations and Associated Fines

Any person who fails to register their vehicle and accumulates citations will be held responsible for all citations.

\$25 Fines

Failure to Display a Valid Decal

Improper Display of a Parking Decal, Permit or Pass

Parked in an Unauthorized Space (Motorcycle in a Vehicle Space or Vice-Versa)

\$35 Fines

Improperly Parked (Outside a Space, Not in a Designated Space, Facing Wrong Direction, etc.)

\$50 Fines

Parked in a No Parking Zone

Parked on a Sidewalk, Grass, Patio or Other Non-Paved Surface

Unauthorized Parking in a "Reserved" Space, Lot or Area

Overtime Parking in a Time-Limited Space

Escalating Fines

Parked in an Unauthorized Zone, Location or Parking Lot

- 50 first offense
- \$75 for second and third offense
- \$100 for fourth and subsequent offense.

Failure to Register Vehicle

- \$50 first offense
- \$75 for second and third offense
- \$100 for fourth and subsequent offense.

Parked on campus during Unauthorized Hours

- 50 first offense
- \$75 for second and third offense
- \$100 for fourth and subsequent offense.

\$100 Fines

Displaying an Altered, Counterfeit, Stolen or Lost Parking Decal

Unauthorized Decal Use (Using a permit that is either assigned to someone other than you or is assigned to a different vehicle/license plate.)

Parked in or Blocking a Fire Lane or Fire Hydrant/Connection

Obstructing or Impeding the Flow of Traffic

Boot immobilization Fee

Unauthorized Parking in Spaces Reserved for the WFU President

Parked Behind North Campus Apartments (Excludes Time-Limited Spaces)

Parked in a ZIP Car Space

Parked in or Obstructing a Crosswalk or Driveway

Blocking or Obstructing a Loading Dock or Trash Dumpster

\$125 Fine

Tow Administrative Charge (Separate from the Tow Company's Charge)

\$250 Fine

Unauthorized Parking in or Blocking a Handicap Space or the striped Van Access Area/Sidewalk Ramp

\$450 Fine

Damage to a Boot/Immobilization Device

3.2 Prima Facie Rule

Whenever a vehicle is found parked in violation of the parking rules and regulations, it is presumed the vehicle was parked by or with the authorization of the person whose name the vehicle is registered to.

3.3 Multiple Citations

Unauthorized/illegally parking can result in multiple violations. If more than one violation occurs, a citation will be issued for the violation with the highest fine amount. However, if one of the violations is for "No Registration", two citations will be issued. One for No Registration and the second for the highest violation fine.

3.4 Fines and Payments

Student citation fines are automatically charged to a student's financial account.

Faculty, Staff, Concessionaires, Vendors, Visitors and Contractors have three payment options:

*Cash at Financial and Accounting Services, Room 107 Reynolda Hall. Your name and citation number are required so your parking account can be credited.

*Check or Money Order at the Transportation and Parking Services Office in the ground floor of Alumni Hall. (Formerly the USB Building).

*By credit card on the Transportation and Parking Services website.

<http://parking.wfu.edu>

Faculty and staff with unpaid citations will receive notification via email from Transportation and Parking Services with outstanding citations. Failure to pay citations after the first notification will result in a second notification, which the department head will be copied.

Unpaid parking fines will prohibit the owner/driver from registering the vehicle and require the vehicle to park off-campus. All parking fines must be paid.

Article IV Appeals

4.1 All first level appeals must be filed on-line at [http:// wfuparking.t2hosted.com](http://wfuparking.t2hosted.com) or from the Transportation and Parking Services website <http://parking.wfu.edu>. The appeal must be completed 14 calendar days from the date which appears on the citation or the appeal will not be accepted. The citation issuance date is not counted as the first day of the 14-calendar day appeal period. A person must have readily available the citation number and vehicle plate number before an on-line appeal can be filed.

Individual appeals must be filed for each citation being appealed. An explanation is required for each citation appealed.

4.2 The appeal's officer is appointed by the Transportation and Parking Services Advisory Committee. The appeal's officer, a nonpartisan University agent with no relation to parking enforcement authorities, will review the written appeal and may grant or deny the appeal. Notification of the appeal decision will be communicated via email. Appellants can also check the status of their appeal on their parking account, online. Transportation and Parking Services staff does not take part in the appeal decisions; therefore they cannot explain the appeal officer's reasoning for approving or denying appeals and the appeal's officer name remains anonymous. If you disagree with the decision, then you must file the second level of appeals within 7 calendar days of receiving the first level decision.

4.3 It is the duty of the Transportation and Parking Services Advisory Committee to review 2nd level appeals. The Transportation and Parking Services Advisory Committee will meet regularly during the academic year for appeal consideration. These meetings are not open for public attendance and the appellant will not appear in front of the Advisory Committee. Second level appeals must be submitted on-line within 7 days of the first level appeal decision.

4.4 Graduating, transferring or terminating students obtaining citations after being cleared by the University, must pay the citation(s) if an appeal is not immediately possible. The student will be allowed to appeal the following semester. If the appeals officer or Transportation and Parking Services Advisory Committee rules in the appellant's favor, monies paid will be refunded.

All decisions of the Transportation and Parking Services Advisory Committee shall be final.

Article V Towing and Booting (Vehicle Immobilization)

The Transportation and Parking Services office is under no obligation to contact the owner, operator or registrant of a vehicle at the time it is towed or booted.

5.1 Towing

Any vehicle parked in the following areas is subject to being towed at the owner's expense:

- Parked on traveled portion of a street, parking lot or drive.
- In a handicapped space without a valid, state authorized handicapped placard displayed, or the person the placard is issued to is not present or both.
- At a fire hydrant or in a fire lane.
- Blocking a trash dumpster.
- Parking in any space or area that indicates towing is enforced.
- A habitual offender of parking rules and regulations who has accumulated 20 citations within a fiscal year period (July–June).
- Vehicles that are determined to be derelict under North Carolina General Statute 20-137.7 will be removed.
- A vehicle not properly registered with the Transportation and Parking Services office, in violation of any North Carolina vehicle registration law, with an altered vehicle ID or license, reported stolen, used in a crime or abandoned as defined by North Carolina Statute 20-137.7(1), will be towed or booted at the owner's expense. Abandoned vehicles will be disposed of and all fees will become due and payable by the owner/operator in relation to the policies of Venable's Wrecker Service.

Parked in Reynolda Village except for vehicles with an Off-Campus permit parked in the student/faculty/staff lot located across the bridge in the North West corner of the Village. Parking is permitted in other Village lots for a limited time (up to 3 hours) when shopping

5.2 Towing Service

All vehicles on campus that have been towed by the university will be taken to Venable's Wrecker Service and stored at 5640 Shattalon Drive, Winston Salem, NC 27105. The telephone number for Venable's is 336-661-6005. Vehicles may be released during business hours of 7:30 am-5 pm, Monday-Friday. Vehicles will not

be released by Venable's Wrecker Service until a vehicle release form is obtained from the Transportation and Parking Services office. After 5 pm, vehicles will only be released for emergency circumstances by calling 336-721-0101. The owner/operator will be responsible for Venable's "After Hours Emergency" service fees and storage fees. Any fees beyond the original WFU tow citation must be paid directly to Venable's Wrecker Service.

5.3 Immobilization/Booting

Immobilization, or booting, of a vehicle will occur if previous attempts to collect citation fees are unsuccessful or by being a habitual violator of parking rules and regulations or both.

Before a boot is installed, prior notification/warning will be given to the registered driver advising of the infractions in an attempt to correct improper parking behavior or obtain payment on unpaid citations.

Booting will occur for one of the following reasons:

5.3.1 When five (5) or more unpaid citations are accrued.

5.3.2 Accruing five (5) citations for No Registration.

5.3.3 Accruing three (3) unpaid citations for violations of parking in a handicap space, fire lane or impeding traffic.

5.3.4 By habitually violating parking rules and regulations, although parking fines have been paid, otherwise known as scofflaw.

5.4 Vehicle Recovery/Boot Removal

5.4.1 Student citations and associated boot fees will be charged automatically to their student financial account. A \$100 boot removal fee will be assessed to the students' account. A \$450 Damage Boot Fee may be assessed if the operator damages the boot.

5.4.2 Faculty and staff citations must be paid in full before removal of the boot will be authorized. Payment can be made by check, money order, or credit card (cash is not accepted).

In addition to unpaid citation balances, a \$100 Boot Removal Fee will be assessed. A \$450 Boot Damage Fee may be assessed if the operator damages the boot.

Any visitor will directly pay Venable's Wrecker Service for towing fees.

5.4.3 Operating Hours Recovery/Boot Removal: The notice on the vehicle will advise the driver to contact the Transportation and Parking Services office between 8:30 am-4:30 p.m., Monday-Friday in order to sign a Release Authorization Form so the boot can be removed.

5.4.4 After Hours Vehicle Recovery/Boot Removal: Faculty, staff and students attempting to recover their vehicle after normal hours of 8:30 am–4:30 pm, Monday-Friday, will be advised to contact the Utilities Maintenance Center (UMC) at 336-758-4255 or 336-758-4747. The UMC is located next to the Police Department. Before removal, the requestor must present a photo ID and proof of vehicle ownership.

Article VI Shuttle and Transportation Service

6.1 Shuttle Service

Transportation and Parking Services provides varied shuttle services to meet the needs of students, faculty and staff.

Shuttle stop times and scheduled days of operation for the academic year can be found on-line at <http://parking.wfu.edu/ride-the-wake/>. In addition, you can download the TransLoc Rider GPS App to track the shuttle's locations. There is limited shuttles during the summer months. Please refer to the website for summer scheduled shuttles.

6.1.1 No alcoholic beverages are to be brought onto the shuttle bus at any time.

6.1.2 For the safety of other passengers and the driver, shuttle drivers are permitted to remove passengers because of, but not limited to, excessive intoxication, displaying inappropriate behavior or vulgar language.

6.2 Shuttle Rentals

Transportation and Parking Services offers shuttle bus rentals to departments sponsoring a university event.

Requests for this service should be made at least one (1) week in advance. To request shuttle transportation rentals, visit Deacon Depot at <http://deacondpot.wfu.edu/>

6.3 ZIP Cars

Wake Forest University offers a car-sharing program known as ZIP cars. Any licensed driver can rent these vehicles for a few hours or a whole day. ZIP car brochures are located in the Transportation and Parking Services office or the Campus Office of Sustainability, or you can go online to <http://www.zipcar.com/wfu> for more information.

The 2017-2018 Parking Rules and Regulations have several changes. It is necessary that you familiarize yourself with this year's information. The control of traffic and parking on campus is required to protect the safety of students, faculty, staff and

visitors and permit the conduct of University business. Lack of space is not a valid excuse for violating parking regulations. The regulations stipulate where parking is authorized rather than where it is improper to park. The fact that a person parks in violation of any regulation or law and does not receive a citation does not mean that no violation has occurred. Responsibility for finding a legal parking space rests with the motor vehicle operator. A parking space is not guaranteed near where one works, resides or attends class.

These regulations have been established by the Transportation and Parking Services Advisory Committee and approved by the president of the University. All parking fines must be paid. Unpaid parking fines may prohibit you from registering, operating or parking any motor vehicle on University property.

Liability Limitations: Wake Forest University assumes no responsibility for damage to vehicles parked on or while being operated on campus property or for the personal contents within the vehicle. Vehicles operators should refrain from leaving valuables in their vehicle, and they should lock all windows and doors.

Transportation and Parking Services

Alumni Hall, Building 26, First Floor

Phone: 336-758-PARK

<http://parking.wfu.edu>

Vehicle Registration

<http://wfuparking.t2hosted.com>

Parking/Citation Inquiries

8:30 a.m.–5:00 p.m. weekdays at 336-758-PARK

Transportation and Parking Services Lobby Hours

Monday – Thursday 8:30 a.m.–4:30 p.m.

Friday 8:30 a.m. – 3:00 p.m.

Booted, Towed or Malfunctioning Vehicles

8:30 am–4:30 p.m. weekdays at 336-758-PARK. After 4:30 p.m. and weekends at 336-758-4255 or 336-758-4747

University Police Escort

336-758-5591

Shuttle Schedules: <http://parking.wfu.edu/ride-the-wake>