

Welcome to Boise State University Introduction

The Boise State University Parking Program 1) reflects our campus master plan; 2) is as uncomplicated and as fair as possible; 3) is intended to be 100 percent self-supporting; and 4) is organized with the intention that all users share in the costs of the parking system.

The function of Parking Services is to monitor parking operations and enforce regulations as set forth by the University. Traffic and parking regulations are published and enforced to facilitate the safe and orderly operation of motor vehicles on campus. These parking rules and regulations are designed to protect individuals on campus from injury by vehicles and to provide fair and equitable treatment for all who park on campus. The speed limit on the Boise State Campus is 15 mph. Vehicle control regulations apply on all University property at all times, unless otherwise specified. The University reserves the right to make parking rule changes without republishing these regulations, although normally changes in regulations will be announced in the student newspaper and other appropriate media, including the Parking Services web page. On special occasions and in emergencies, the University may temporarily alter these or impose additional standards.

It is the responsibility of those who choose to drive and park at Boise State University to read and fully understand these regulations.

All rules and regulations are in effect 24 hours a day, 7 days a week. Lack of knowledge of parking regulations will not be accepted as grounds for dismissing citations. Questions may be directed to the department at 426-7275 Monday - Friday from 7:00 a.m to 5:00 p.m..

Comments, complaints, suggestions or recommendations concerning the parking program should be submitted, in writing, to your Parking Committee Representative or may be dropped off at the Parking office to be forwarded to the appropriate person. Parking Committee Representatives will present comments to the Parking and Transportation Advisory Committee; an advisory board consists of representatives from the campus community, students, faculty and staff. The committee, in turn, studies campus parking and transportation issues and reviews relevant research before making recommendations to the University Administration, who make regulation changes. Suggestions for improving service are always welcome.

Transactions, Placement, and Disposition of Permits

Rules and regulations governing parking are in effect 24 hours per day, 7 days a week, 12 months a year unless otherwise specified.

Acquisition/Renewal:

Permits are available Parking & Transportation Services office from 7:00 a.m. to 5:00 p.m. General Permits and Reserved Permit renewals may be purchased online by submitting the appropriate registration found at the following site -

www.boisestate.edu/parking.

Traffic and parking records are continuous during a student's enrollment and during staff and faculty members' periods of employment. Decals and permits may be acquired and renewed by only the prospective permit holder and only if all outstanding fines are paid in full. Permit holders are responsible for all users of such permits. The employee rate will be assessed to all employees and to those individuals who are both a student and an employee of the University, if the employee is benefit eligible. The student rate will be assessed to all students and student employees.

Placement:

Decals are to be placed on the lower outside surface of the rear driver's side window. If you frequently drive more than one vehicle a hang-tag may be obtained from our office. The hang-tag (hanging permit) shall be displayed by hanging it from the rear view mirror or placing hang-tag on the driver's side dash inside the vehicle so that it is clearly visible from the outside of the vehicle. **The permit must be visible to be valid.** A hang-tag may only be moved between vehicles that have been previously registered with the Department of Transportation and Parking Services. Window decals are to be permanently adhered inside on the windshield, driver's side. It may be placed on the upper or lower area however; it is recommended that if there is a dark tint across the top that it not be positioned there. Displaying permits/decals in/on an unregistered is a violation of regulations, and the permit/decals will become invalid and/or confiscated, vehicle ticketed and/or impounded, and/or parking privileges revoked..

Motorcycle decals

Shall be attached by the decal's own adhesive backing to the outside back of the rear fender in a conspicuous place or plexi-glass decals locked in place. Dash permit cards shall be displayed fully visible, uncovered, printed side upon driver's side of dashboard inside vehicle. Failure to comply with any of the foregoing will both result in citation issuance and render permits invalid and registration incomplete.

Lost, Stolen or Forged:

Reporting:

Numbers of permits should be recorded and put in a safe place by owners. A lost/stolen permit or decal should be reported to the Department of Parking & Transportation Services immediately. Moreover, permits reported as lost/stolen should not be displayed when recovered by owners unless cleared with Parking Services. Citations issued in such cases will not be voided.

Replacing Lost/Stolen:

A replacement permit/decals may be obtained at Parking Services for the current replacement fee.

Refund:

A refund of replacement fee is given if the lost/stolen permit is found by outside parties and returned to the Parking & Transportation office within 30 days of reported loss date. A refund of the replacement fee will be given at any time if Parking Services recovers a lost/stolen permit.

Possession or use of a lost/stolen or forged permit will result in a ticket being issued and vehicle being impounded. The permit will be confiscated.

Permit Replacement Policy:

To obtain a replacement permit (should it become invalid or be confiscated for reasons stated throughout this document) all outstanding fines must be paid before a replacement is purchased.

Definitions

Unless the context dictates otherwise, the following definitions apply to these regulations.

Decal or Parking Permit:

A graphic design or label created annually and issued only by Boise State Parking Services authorizing a person parking privileges on Boise State University property in a designated lot or area. This may consist of either a Hangtag to be displayed on the rear view mirror or on driver's side dash inside the vehicle or an adhesive backed decal for affixing to a motorcycle, or vehicle.

Accessible:

Term that refers to parking for disabled persons.

Accessible Stall:

Parking space marked by blue curb, wheel block, sign, and/or international accessibility symbol.

Impoundment:

Impounding and/or towing a vehicle for violation of these regulations.

Parking:

A vehicle that has ceased to move and is unattended.

Parking Stall:

Space marked by yellow painted lines in paved areas, or wheel blocks placed in unpaved areas for the purpose of delineating parking spaces.

2007 – 2008 Parking Rates

FOLLOWING IS A SUMMARY OF COSTS FOR PARKING PERMITS AND PARKING FEES BY TYPE.

Refund Policy

A full refund will be given for a permit returned within the first 10 days of class in the Fall. After that a 50% refund will be given until 10 days after the beginning of classes in January. After that no refunds will be given. All outstanding fines with Parking Services must be paid in full prior to refund issuance. Proper identification must be provided in order to receive a refund

Designated

\$589 per space, per academic year (Those eligible are the President, Vice Presidents, and Deans)

Employee Payroll Deduct Rates:

16 payments except for General – Fall only which has 8 payments

General (Fall Only): \$8.88, General: \$8.56

Lincoln Garage: \$13.56 Reserved: \$18.50 Designated Reserve: \$36.82

Reserved Permits

Employee: \$296 each per academic year; \$153 for Spring 08; \$113 for Summer 08

Student: \$251 each per academic year; \$131 for Spring 08; \$96 for Summer 08

Parking Structure 2 Permits

Employee: \$217 each per academic year; \$114 for Spring 08; \$84 for Summer 08

Student: \$172 each per academic year; \$91 for Spring 08; \$66 for Summer 08

General Permits

Employee: \$137 each per academic year; \$74 for Spring 08; \$52 for Summer 08

Student: \$92 each per academic year; \$51 for Spring 08; \$35 for Summer 08

Weekend Permits:/ (Valid Saturdays & Sundays only)

Employee: \$48 each per academic year; \$24 for Spring 08; \$18 for Summer 08

Student: \$24 each per academic year; \$12 for Spring 08; \$9 for Summer 08

Motorcycle & Moped Permits:/

Employee: \$92 each decal per academic year; \$51 for Spring 08; \$35 for Summer 08

Student: \$45 each decal per academic year; \$25 for Spring 08; \$18 for Summer 08

Accessible Permits:/

Employee: \$137 each per academic year; \$74 for Spring 08; \$52 for Summer 08

Student: \$92 each per academic year; \$51 for Spring 08; \$35 for Summer 08

Chaffee, Driscoll, Morrison, Kaiser & Taylor Resident Hall Permits: (RH3, RH2, RH1 Permits)

Resident Hall: \$114, \$149 and \$218 each per academic year

Resident Hall: \$62, \$80 and \$114 Spring 08

Resident Hall; \$44, \$57 and \$83 Summer 08

Towers Hall

Resident Hall; \$114 each per academic year

Apartments

Apartment Permits:/ University Square and University Suites—Brady Garage Roof (BGR) Permit

Apartment 1st Permit: \$251 each per academic year

Apartment 1st Permit: \$131 each Spring 08

Apartment 1st Permit \$96 each Summer 08

Village Heights, Manor, & Parks Apartment Permits:/

Apartment 1st Permit: \$29 each per academic year

Apartment 2nd Permit: \$92 each per academic year (Limited number available)

Apartment 1st Permit: \$20 each Spring 08

Apartment 2nd Permit: \$51 each Spring 08(Limited number available)

Vendor & Press Permits:/

1st Permit: \$149 each permit per year

2nd Vendor Permit: \$38 each permit per year

2nd Press Permit: \$20 each permit per year

University Vehicles

There will be no permits sold in the parking structure or the Administration and SUB visitor parking lots for University vehicles.

Designated Reserved Space: \$589 each space per academic year

Reserved Permit: \$296 each per academic year

General Permit: \$137 each per academic year

Purchase of parking permits is not required for University vehicles parking in University-designated vehicle compounds or the designated University vehicle parking lot.

Long Term (Yearly) Visitor Permits: (Examples: Legislators and State Board of Education Members)

Valid in General permit areas only: \$59 each per academic year

Valid in General & Reserved permit areas only: \$119 each per academic year

Valid in General & Reserved permit areas, parking structure, and Visitor Lots: \$149 each per academic year

Department Special Permit:/

Must be displayed with a current Boise State General or Reserved permit.

Valid for 2-Hours in Reserved, General, Visitor Lots & Metered spaces: \$114 each per academic year

Valid for 4-Hours in Reserved, General, Visitor Lots & Metered spaces: \$228 each per academic year

Valid for a full day in Reserved, General, Visitor Lots & Metered spaces: \$455 each per academic year

Contractor Day Permits:/

\$8 per day, per vehicle (For those contractor vehicles parking outside a construction compound in University lots)

Day/Passes:/

\$8 per day, per vehicle (Valid in areas indicated on permit, not valid in visitor lots or parking structure).

\$14 per day, per vehicle (Valid in areas indicated on permit, to include eligibility for parking in visitor lots and parking structure).

Workshops, Seminars, & Educational Programs:/

Special permits: \$7 per vehicle per day to a maximum price of \$34 per workshop or seminar;

Credit-program General permits: \$68 per academic year or \$26 per summer;

Non-Credit-program General permits: \$103 per academic year, or \$43 per summer.

Boise State Special Program and Summer Youth Program permits: \$20 per three-week session or per semester.

Tennis Facility Members Parking Permit:/

Valid in Tennis Complex Facility only.

Members only: \$17 each per academic year

University Vehicles Issued to Individuals:/

Employee: \$296 each per academic year; \$148 for Spring 08; \$98 for Summer 08

General Permit: \$137 each per academic year; \$69 for Spring 08; \$52 for Summer 08

Additional fees/ may be applicable, depending on the individual case.

Permit transfers: \$2.00

Permit replacements: \$5.00

Visitor

Parking Meter Rates:/

\$1.00 per hour

Pay-by-Space Rates in Parking Structures			
0-1 Hour	\$1.00	5-6 Hours	\$6.00
1-2 Hours	\$2.00	6-7 Hours	\$7.00
2-3 Hours	\$3.00	7-8 Hours	\$8.00
3-4 Hours	\$4.00	8+ Hours	\$10.00
4-5 Hours	\$5.00		

Validation Stamps:/

A written request should be submitted to the Department of Parking & Transportation Services Office. University Departments purchasing validation stamps may utilize an Inter-Department charge (local funds accounts) or a non-requisition payment request (appropriated funds accounts). Appropriate signatures are required and need to be submitted at time of validation stamp request.

- One books of 50 each, one hour stamps: \$50
- One books of 50 each, one-half hour stamps: \$25
- (University Departments will receive a discount.)

Manned Booth and Pay & Display Rates in Visitor Lots

\$.50 per half-hour, \$1.00 per hour.

The following table depicts typical parking costs for those parking in the Administration and Student Union visitor lots.

0 – ½ Hour	\$.50	One ½ hour validation stamp
½ - 1 Hour	\$1.00	One 1 hour validation stamp
1 – 1 ½ hour	\$1.50	One 1 hour validation stamp One ½ hour validation stamp
1 ½ – 2 hour	\$2.00	Two 1 hour validation stamps
2 – 2 ½ hour	\$2.50	Two 1 hour validation stamps One ½ hour validation stamp
2 ½ – 3 hour	\$3.00	Three 1 hour validation stamps
3 – 3 ½ hour	\$3.50	Three 1 hour validation stamps One ½ hour validation stamp
3 ½ – 4 hour	\$4.00	Four 1 hour validation stamps
4 – 4 ½ hour	\$4.50	Four 1 hour validation stamps One ½ hour validation stamp
4 ½ – 5 hour	\$5.00	Five 1 hour validation stamps
5 – 5 ½ hour	\$5.50	Five 1 hour validation stamps One ½ hour validation stamp
5 ½ – 6 hour	\$6.00	Six 1 hour validation stamps
6 – 6 ½ hour	\$6.50	Six 1 hour validation stamps One ½ hour validation stamp
6 ½ – 7 hour	\$7.00	Seven 1 hour validation stamps
7 – 7 ½ hour	\$7.50	Seven 1 hour validation stamps One ½ hour validation stamp
7 ½ – 8 hour	\$8.00	Eight 1 hour validation stamps
Over 8 Hours	\$10.00	Ten 1 hour validation stamps
Lost Ticket	\$10.00	
Evening Parking	\$2.00	5.00 pm – 8.00 pm: prepaid on entry
Night Parking	\$1.00	7:00pm- 6:00am prepaid Pay & Display

Lot Use Fee Rate Structure:

Groups booking use of Boise State University facilities and/or services are expected to pay lot use fees for parking accommodations. The lot use fee rate structure is as follows:

1. Non-University sponsored event, for-profit organizations: \$250 per day, per event.
2. Non-University sponsored non-profit organizations: \$50 per day, per event.
3. University sponsored events, Class One; football, basketball, Pavilion (5,000+attendance) or Morrison Center Main Hall: \$150 per day, per event.

4. Other University sponsored, Class Two events: \$100 per day, per event.
5. Other University sponsored, Class Three events: \$50 per day, per event, Non-profit Boise State sponsored .
6. Academic events and ASBSU Student Programs events: \$50 per day, per event; fees are subsidized by the University.
7. Visitor lot use fees will differ, depending on which lot is utilized.

Accessible Parking:

Designated parking spaces for accessible parking are available in most lots. Vehicles displaying a valid Boise State Accessible permit may park in these as well as all legal, non-personally designated spaces. Individuals with permanent or long-term temporary disabilities are to submit documentation issued by the Idaho Transportation Department to Parking & Transportation Services to obtain a Boise State Accessible permit. Applications for State of Idaho special plates and placards are available at the Parking Services Office.

Individuals with short-term temporary disabilities may obtain accessible parking permits by submitting to the Office of Parking Services either documentation listed above or written recommendation from a physician, nurse practitioner, or vocational rehabilitation counselor.

Short-term accessible parking permits are issued at no charge for up to 30 calendar days. If necessary, the permit may be extended for an additional thirty days with the purchase of a current reserved or general parking permit. Accessible Permit holders who do not use a wheelchair are asked to park in an available regular space before taking an accessible space to maintain availability of oversized spaces for those with van lifts and wheelchairs.

Any vehicle parking in a designated accessible parking space without a valid Boise State accessible parking permit will be ticketed and/or impounded at time of violation. Please notify Boise State Parking Services at 426-1681 when an accessible space is occupied by an unauthorized vehicle. A Boise State Accessible permit is for exclusive use of the disabled driver and is subject to revocation if used by others.

Availability:

After June 1, valid to end of following academic year.

Permit holders may be asked not to park in the BSU lots when events are scheduled.

Motorcycle and Moped Permits:

Idaho street-legal motorcycles and mopeds are to display a valid motorcycle decal and be parked in motorcycle decal required parking zones. (Please refer to map for designated zones.) The motorcycle decal is valid only when properly affixed and visible on the rear of registered cycle or plexi-glass decal is locked into place. Motorcycles displaying a general cycle decal may NOT park in regular vehicle spaces. Decals are to

be removed if the cycle is sold or destroyed. A replacement decal will be issued in exchange for the old one. A service fee will be charged for decal replacements. Motorcycle decals are nontransferable between vehicles or between individuals. Automobiles parking in motorcycle zones will be ticketed and impounded and/or towed at owner's expense.

Availability:

From June 1, valid to end of following academic year. Permit holders may be asked not to park in the BSU lots when events are scheduled.

General Permits:

A general parking permit does not guarantee a parking space; it simply allows one to park in any general parking area in a legal space. General permit parking is available in a designated portion of the Towers parking lot, the Stadium parking lot, and other general permit designated lots (Please see map for general permit designated areas). General permits are sold to current Boise State students, staff, faculty and alumnae and are valid when properly displayed in registered vehicles. General parking permits are valid in general permit required lots between 7 a.m. and 5 p.m., Monday through Friday. After 5:00 p.m. Monday through Friday, all day on weekends, during official Boise State holiday breaks and when classes are not in session general parking permits are valid in reserved parking lots with the exception of Parking Structure #1, Administration Visitor Lot and Student Union Visitor Lot.

Overnight parking is allowed for those living in University Housing and Residence Halls only.

Ownership of a general permit is not transferable; however, it may be moved between vehicles registered with the Department of Parking & Transportation Services and assigned to the permit. A special no-charge parking permit for the day may be obtained if the assigned general permit is unavailable. A permit holder is eligible for up to 7 school days of these special permits per year at no charge. Once these 7 days are used, visitor/day passes must be purchased.

Availability:

From June 1, valid to end of following academic year.

Refund Policy, General Permits:

A refund for parking permit fees may be obtained within the first ten (10) working days of the semester in which the permit was purchased. All outstanding fines with Parking Services must be paid in full prior to refund issuance. Proper identification must be presented, and permits must be returned to the Department of Parking & Transportation services. Refunds are paid by check and mailed in four to six weeks to the address supplied by the purchaser. Permit holders may be asked not to park in the BSU lots when events are scheduled.

Reserved Permits:

Please note these permits are not for individually reserved spaces. Reserved permits are sold to current Boise State students, staff and faculty. Reserved designated parking lots can be found in and near the academic core of Boise State University campus.

(Please refer to map for lot locations.) Reserved permits carry an assigned permit number, lot designation and are limited to ONE per individual.

Reserved parking permits are valid in the appropriate designated reserved lot between 7:00 a.m. and 5:00 p.m., Monday through Friday. Monday through Friday nights after 5:00 p.m. reserved parking permits are valid in general permit required parking lots and other reserved parking areas (except the Parking Structure #1, Administration Visitor Lot and the Student Union Visitor Lot). During official Boise State holiday breaks, on weekends and when classes are not in session, reserved permits are valid in any normal general or reserved space, except spaces in the Student Union and Administration Visitor lots and the Parking structure #1. Regular enforcement will begin one week before classes start. If space in an assigned reserved parking lot is unavailable during weekday hours, reserved permit vehicles may be parked in other reserved areas (except the parking structures and visitor lots) or general permit parking lots and metered spaces, so long as the Parking Services Office is notified immediately. *Overnight parking is allowed for those living in University Housing and Residence Halls only.*

Ownership of a reserved permit is not transferable; however, a reserved permit may be moved between vehicles if registered with the Parking Services Office and each vehicle is assigned to the permit. A special no-charge parking permit for the day may be obtained if, for some reason, the assigned reserved permit is unavailable to the holder. A permit holder is eligible for up to 7 school days of these special permits each year at no charge. Once these 7 days are used, visitor/day passes must be purchased. If more than one registered vehicle displaying duplicate permit numbers are parked in a lot at any given time, the vehicles involved will be ticketed, impounded and/or towed. Under no circumstances will tickets for this violation be excused by the Department of Parking & Transportation, unless authorized by the Department Director. Motorcycles displaying a reserved parking decal may park in vehicle spaces in their assigned reserved lot.

Availability:

Reserved permits are renewable on a yearly basis, dependent upon lot availability. Check with the Parking Services Office for specific dates of open sale.

Refund Policy, Reserved Permits Only:

100% refund if returned within the first 10 days of the fall semester; 50% refund if returned during fall semester and up through the first 10 days of spring semester. No refund will be given after the first 10 days of spring semester. Proper identification, payment of any outstanding citations, and return of original receipt and permit to the Department of Parking & Transportation Services is required. Refunds for permits are paid by check and mailed in four to six weeks to the address supplied by the purchaser.

Permit holders may be asked not to park in the BSU lots when events are scheduled.

Brady and Lincoln Parking Garages:

The Brady Parking Garage, located on the West end of campus at University and Brady streets and the Lincoln Garage, located across from the SUB at the corner of University and Lincoln, are available for pre-paid pay-by-space and BG or LG reserved permit

parking respectively. Parking spaces are numbered throughout the structure. Customers without BG or LG reserved permits are to pre-pay for parking at any pay-by-space unit on any level. (PS1 & PS2 permits for 2007-2008 school year)

Permit holders may be asked not to park in the BSU lots when events are scheduled.

Evening Parking:

All general and reserved permits will be valid for use in reserve or general surface parking areas after 5:00 p.m. (Does not include the Parking Structure, Administration or Student Union Visitor lots.) Those parking on campus during evening hours are, in all ways, subject to parking rules and regulations as outlined here, and they must purchase and display parking permits as at any other time of day.

Overnight Parking and Camping:

Recreational vehicles, motor homes, trailers or other vehicles intended for overnight use will not be permitted to park overnight in University parking lots. There shall be no overnight parking on University property except for valid resident permits in an approved area. Residents leaving campus for more than one week should contact Parking Services to see if they are eligible to store their vehicle on campus, and if so at what location. The Parking & Transportation Services Office may issue overnight parking permits if an organization has contracted with the University for overnight parking. No permit issued pursuant to this agreement shall be construed as waiving compliance with any parking law, regulation, or ordinance.

Permit holders may be asked not to park in the BSU lots when events are scheduled.

Weekend Permits:

Valid Saturdays and Sundays only in general and reserved permit required surface parking lots.

Availability:

From June 1, valid to end of following academic year.

Permit holders may be asked not to park in the BSU lots when events are scheduled.

Summer Permits:

Permits will be required for summer use of University parking facilities. All rules and regulations will be enforced. Summer-only general permits and Summer-only reserved permits are valid for summer classes only.

Availability:

Summer-only permits will be available for purchase beginning the Monday following the last day of spring semester.

Permit holders may be asked not to park in the BSU lots when events are scheduled.

Visitors and Guests:

Parking accommodations vary according to location and duration needs. Visitors to the University must exercise options for parking as set forth in this document. Campus visitors must comply with all University traffic and parking regulations and shall be responsible for such compliance by users of their vehicles. Day Parking permits are available for those who wish to utilize parking spaces for longer periods than easily accommodated by parking meters. Purchase of these parking permits allows parking in designated areas for specific dates, as issued.

Availability:
Ongoing

Meters:

Metered parking spaces are located throughout campus for use by anyone (except those whose parking privileges have been revoked). Regulations governing their use are in effect 24 hours a day, 7 days a week, 12 months per year, and those who park in metered spaces must pay for time used. Tickets will not be excused for nonpayment or expired meters. Meters grant time only up to the maximum time posted on them one-half, one, or two hours and parking attendants do not complete patron coin deposits. It is asked that malfunctioning meters be reported to Parking Services at the time of failure. Notes will not be accepted. Meter citations are canceled only if the meter is confirmed to have malfunctioned. Excuses of arriving late, not having coins, or having put money in the wrong meter are not considered valid excuses for citation cancellation.

Visitor Lots:

Boise State's visitor lots are in two locations. The Administration Visitor Lot is adjacent to the Administration Building, and the Student Union Visitor Lot adjoins the East side of the Student Union Building. Both serve parking needs of visitors. Payment is due upon exiting the lot. Accumulation of 3 or more payment envelopes will restrict access to the visitor lots. Unpaid parking fees may result in additional fines and/or vehicle being impounded.

Administration Visitor Lot:

Those who have occasion to visit the central quadrangle and conduct business in nearby buildings (see campus map) often find this to be a convenient location for paid-hourly parking accommodations. Also, Administration reserved permits are honored in the lot at almost all times.

Scheduled On-Campus Event Parking Arrangements:

Those who find need to make campus event parking arrangements with Boise State Parking Services can either access our on-line reservations form or by calling 426-1681 for a faxed copy from Parking Services. The Adobe Acrobat printable Parking Services Request form should be printed, filled out, then a copy faxed to the Parking Services Office at 426-3343. At that time: location, number of participants and vehicles involved, and other pertinent information is to be provided on the form.

Event Parking Fees:

The University parking system maintains that patrons of campus services and/or events should support the cost and maintenance of parking facilities through lot use fees and charges paid by the respective sponsoring venue or by users themselves.

Criteria:

These fees and charges are based upon the following general criteria:

- number in attendance at the event, and
- whether the event is University sponsored or non-University sponsored, for profit or not-for-profit.

Clarification of Terms and Details:

Groups or individuals hosting events on campus may pay a lot use fee, which allows participants/patrons to utilize parking areas on a space-available basis without having to purchase permits. This fee is charged per lot used, per group, per day for the rates noted in the Parking Permit/Fee Cost Schedule. The lot remains a first-come, first-served area unless additional arrangements are made with Parking Services. See Minimum Notification below.

Minimum Notification:

To reserve parking lots and/or spaces, the event sponsor may, in addition to paying the lot use fee, request parking attendants to staff the lot. The charge for this service is based on a current hourly attendant rate and other charges that are determined by the Event Coordinator. Sponsors of any event requiring use of parking attendants must make arrangements with the Parking & Transportation Services Events Coordinator a ***minimum of 10 days before the event***. At that time location, number of participants and vehicles involved, and other pertinent information is to be provided. Otherwise, the Department may not be able to meet the request for services.

Community and Athletic Events:

Patrons attending certain community and on-campus events, such as Art in the Park and football games, may be required to pay a fee to park. This fee varies by event and is charged on a per-car or per-space basis. These fees are collected upon entry to the parking lots by traffic attendants, and are based on first-come, first-serve, space-available basis. Event traffic attendants will monitor the lots during these events. They provide traffic control during in-load periods and may also assist patrons during out-load.

Parking and Traffic Regulations During Events:

All Boise State parking and traffic regulations apply during events. Parking is not permitted in fire lanes, no parking zones, accessible spaces (without permits), or other areas not posted for parking. Residence halls and housing areas are also monitored by traffic attendants and are not open to public parking. Other special areas may be closed to public parking at the request of, and at an additional cost to, the sponsoring venue of the event. Failure to comply with parking regulations and/or verbal directions by traffic attendants when campus events are in progress may result in issuance of parking citations, actions by Boise Police Department, or impounding/towing of vehicle.

Parking Permit Usage During Events:

Valid Boise State reserve, general or special permits may park in event fee-payment parking areas free of charge at most events. This includes Boise State accessible permits. Certain events may restrict parking to exclude Boise State permits in some lots. Examples of these events are: NCAA activities (MPC Bowl, basketball tournaments, national championship athletic events), BAA reserved areas, and special group activities, such as the Wally Byam Caravan. At these times parking fees may be required of all users on a space-available basis. Permit holders may be asked not to park in the BSU lots when events are scheduled.

Apartments and Residence Halls:

Only vehicles registered to bona fide residents may display a resident or apartment permit. If an individual moves out of a residence hall or apartment, the permit is to be surrendered to Parking Services.

Apartments:

University Heights, Manor, Park, Village and University Square apartments all have designated parking areas. Permits are required, allow parking in the appointed apartment lot only, and can be obtained from the Department of Parking & Transportation Services. Each family unit apartment is entitled to one space so purchase may one parking permit. Tenants of quad units of University Square may each purchase one permit. These permits are valid on the **third and fourth floor** of the Brady Parking Garage only. If additional parking space is available in a tenant parking area, one extra permit per residence space, at the current fee price, may be obtained. A service fee will be charged to transfer a parking permit when a permit holder moves from one apartment complex to another.

Visitor permits may be available on an occasional basis for a period of up to 5 days, at no-charge. Additional days may be purchased at current day pass rates.

Availability:

From the second Wednesday in July, valid to end of following academic year.

Residence Halls:

Morrison, Driscoll, Chaffee, Keiser, Taylor and the Towers residence halls have designated parking areas. Permits are required, allow parking in the appointed residence hall lot when spaces can be found and can be obtained for current permit fees at the Department of Parking & Transportation Services. Each resident is limited to one resident hall permit. With exception of summer transfers, relocating from one residence hall to another requires a service fee to transfer a parking permit.

Availability:

From early August and are valid to end of following academic year.

Permit holders may be asked not to park in the BSU lots when events are scheduled.

Special Permits:

Special permits allow accommodation of persons in situations that do not fit readily into usual categories. A complete and accurate license plate number must be given and all outstanding obligations to Parking Services paid to obtain any special parking permit. Special permits must be filled out completely to be valid. It is the responsibility of the departments arranging for special parking permits to educate the visitor as to where a permit is valid. Boise State University students, faculty and staff members are responsible for advising their visitors of parking rules and regulations. Special Permit owners must comply with University traffic and parking regulations and are responsible for such compliance by users of those vehicles. Vehicles displaying special parking permits found in violation of parking regulations will be ticketed, and the permit holder will be obligated to pay all fines incurred. Misuse of any special parking permit by students, faculty, staff or campus visitors will result in the permit being voided, vehicle being ticketed and/or towed away, and/or parking privileges of the permit holder being revoked.

Workshops, Seminars, & Various Educational Programs:

Students and instructors may purchase parking permits valid in areas designated on the permit for up to five days, prorated at the effective rate for equivalent Day Parking Permits, for workshops or seminars. Alternatively, those attending longer, or multiple workshops/seminars might wish to purchase General parking permits.

Availability:

Ongoing - General permits are available from June 1, valid to end of following academic year.

In addition, Special Program patron parking permits are available (valid at locations and for specific days, times and sessions listed on the permits) for Fall, Spring, or Summer sessions of youth and special programs sponsored by Boise State (music, gymnastic, and Kinesiology programs) for example.

Availability:

Ongoing.

Vendors, Contractors, & Members of the Press:

These and other groups or individuals frequently doing business on campus are eligible to purchase yearly vendor permits renewable at current permit rates. Long-term vendor permit requests should be submitted on letterhead stationery with names of employees and the make, year and license plate numbers of vehicles eligible for permit use. Updated letters should cover subsequent changes. Typically a vendor parking permit is valid in areas indicated on the permit, usually for 2 hours in designated permit areas. It is not valid for Boise State student, faculty or staff use; violators may be cited and/or towed.

Availability:

Ongoing, annual renewal, valid 12 months from date of purchase;

Contractor's Day Permits:

For those contractor vehicles parking outside a construction site compound allowing them to park in areas designated on the permit for the day issued.

Availability:

Ongoing.

University Personnel or University Vehicle Special Circumstances:

The following are relevant to situations typically encountered by University departments and personnel in dealing with parking matters.

University Vehicle Permits:

University vehicles attached to departments will not be required to display parking permits while parked in University-designated compounds or the designated University vehicle parking lot (general permit required area of Health Science Riverside, HSR). However, all University vehicles parked overnight in other general or reserved parking areas are required to purchase reserved or general permits. No permits will be sold to University vehicles in the Visitor lots or parking structures.

Availability:

From June 1, valid to end of following academic year.

Department Special Permits:

While University department employees utilize personal vehicles to park on campus for University business; they are to display a Department Special dash parking permit in addition to a current Boise State general or reserved permit. The combination allows parking in lots designated on the permit for 2 hours, 4 hours or unlimited time. (Not Valid in Designated Spaces) Department permits are invalid in accessible and no-parking areas. Departmental permits are not valid for use by department guests or students and are for business use only. All permits must be clearly readable from outside the vehicle. Departmental permits are issued on a yearly basis and must be renewed annually.

AUTHORIZED USE OF DEPARTMENTAL SPECIAL PERMITS

- Allows employees to use personal vehicles to perform work related functions.
- Attend work related meetings in other areas of campus.
- Pickup and/or delivery of supplies, equipment, etc.

UNAUTHORIZED USE OF DEPARTMENTAL SPECIAL PARKING PERMITS:

- NOT for personal use by Boise State University students, faculty or staff
- To attend class.
- To improve the parking location (such as parking closer to their assigned location than is provided by their primary parking permit).
- NOT to be issued to visitors, friends, spouses, children, etc.

Availability:

Ongoing, annual renewal, valid 12 months from date of purchase.

Temporary Employees:

Boise State departments utilizing temporary employees may obtain special parking permits valid in general permit areas only at no charge for up to 30 calendar days. After that, the department or the employee is to purchase a parking permit.

Availability:
Ongoing.

Volunteers, Lecturers, and Special Guests:

If requested by the sponsoring department, no-charge permits for parking in general permit areas, parking structure and the visitor lots from 7:00 a.m. to 5:00 p.m. Monday-Friday and reserved lots after 5:00 p.m. These are available for volunteers, lecturers, or special guests who donate their time and/or services to the University. Current students, faculty and staff are not eligible for this permit type. Departments may purchase parking permits for special guests, lecturers, and visitors who are given compensation of any type for services rendered.

Tennis Facility:

Members of the Tennis Facility may purchase parking permits valid only at the Tennis Facility Complex. These permits are available at the Tennis Facility.

Availability:
From June 1, valid to end of following academic year.

Individual Citation Responsibility:

Drivers, owners and registrants not complying with University traffic and parking regulations are subject to parking tickets and assessment of appropriate penalties. The fact that a person parks in violation of any regulation and does not receive a citation does not constitute authorization for such parking, nor does it mean that the regulation is not in effect. For all purposes of these regulations and in such cases in which a violation has occurred, it will be presumed, in absence of proof to the contrary, that the responsible party is the registered owner of the vehicle as information indicates on record with the Department of Motor Vehicles in Idaho or other states. Personal notes or signs left on/in vehicles regarding any reason for parking on campus will not be accepted.

Citation Resolution:

When a citation for violating these regulations is issued, the cited individual shall either: 1) pay the penalty directly, or 2) appeal the citation with the Parking Services Office within 10 working days of issue date. All citations are due and payable upon issue. Late charges will be assessed on tickets not paid within 30 days of issue date.

Payment:

Parking tickets may be paid with cash, check, or credit/debit card at the Department of Parking & Transportation Services Office between 7 a.m. and 6 p.m. Monday through Thursday and until 5 p.m. on Friday. Also citations can be paid with check through

regular or campus mail. All checks written for parking fees or fines should be made payable to "Boise State University". Please include BSU ID # as well as ticket number or numbers being paid.

Appeals/Excused Citations:

All appeals must be made in writing. Include citation number, vehicle license plate number, name and return address, and Boise State identification number (if applicable). If a citation is to be contested, the cited individual should file an appeal with Parking Services in the Department of Parking & Transportation Services office within 10 working days of ticket issue date. Failure to appeal within this period is grounds for deeming acceptance of said citation by the party responsible to pay it. An appeal is not allowed for a second violation of a parking regulation, and second or subsequent tickets for this violation must be paid. Any ticket excused by an individual or department other than Parking & Transportation Services will be considered and processed as an unpaid parking violation. A ticket will not be excused until all outstanding parking fines and/or obligations have been cleared with the Department of Parking & Transportation Services. All excused tickets will be kept on file in the Department of Parking Services.

Appeals Policy

You have the right to appeal any citation you believe was issued in error. Please read this sheet carefully as it summarizes the Parking and Transportation Services appeals process. Please take note of the deadlines stated below as failure to meet these deadlines may result in forfeiting the right to appeal a citation.

Please fill out the [appeal form](#) accurately and completely. Failure to provide complete information may result in your appeal being denied. Be as specific as possible and include any information you wish to have considered during the appeals process. Additional information will not be accepted after the decision has been made.

Parking and Transportation Services must receive the written appeal and any accompanying documentation within ten (10) working days of the date of citation issuance. If you have passed the ten-day deadline please complete the deadline waiver form and turn it in with your appeal. Note: Parking and Transportation Services or the Appeals Committee cannot appeal citations over twenty-five (25) days old or any citations in the collection process.

You will be notified of the appeal decision in writing within ten (10) working days of receipt of the appeal. If your appeal is denied the fine is due and payable upon receipt of written notification.

You have the right to request an independent review of your appeal by the Appeals Committee if your first appeal has been denied. Parking and Transportation Services must receive a written request for the Appeals Committee review within ten (10) working days of the written notification. The written request must be accompanied by payment of the fine in full or no review will be scheduled.

Parking and Transportation Services will schedule the review for the first available meeting. The Appeals Committee meets once a month during the regular semesters and as needed during semester breaks.

Parking and Transportation Services will provide to the committee members all information relevant to the citation being appealed. This will include, your initial appeal request, and all information used in making the original decision. The Appeals committee will determine if the citation was issued in accordance with current BSU parking policy.

The decision of the Appeals Committee will represent the final decision of the University on the matter. Written notification of the Appeals committee's decision will be sent within five (5) working days of the review. In the event that the Appeals Committee reverses the initial appeal, the University will process a refund check.

Appeals may be emailed to prkappeals@boisestate.edu; mailed to Parking Appeals 1910 University Drive, Boise, ID 83725-1290; Faxed to (208) 426-3343 or dropped off at Parking & Transportation Services, located at 1607 University Drive..

Towing and Impoundment:

Towing and impoundment may be implemented for reasons stated throughout this document.

Towing is done by B & W Wrecker Service, 20 S. Garden Boise (Phone 342- 2541). All towing fees must be paid with cash or credit card to the towing company to obtain release of vehicle. The University assumes no responsibility in the event of damages resulting from towing of a vehicle.

The University reserves the right to impound and/or tow, at owner's expense, any vehicle with or without a parking permit, which violates parking regulations. Any vehicle parking in a fire lane will be ticketed, impounded and/or towed at time of violation, at owner's expense. Any vehicle parking in a designated accessible space without a valid accessible permit or designated accessible special parking permit will be ticketed, impounded and/or towed at time of violation. Failure to pay parking fines may result in revocation, collection, impounding and/or towing of vehicle at owner's expense.

Continual violators are subject to impounding and/or towing until all violations are cleared with the Department of Parking & Transportation Services. A continual violator is a person who accumulates three or more unpaid parking violations.

Notice of Parking Regulations:

Signs posted at all lots and designated reserved spaces constitute notice that parking is controlled by these regulations. Parking in violation of these regulations will result in impoundment and/or towing of the vehicle. If the vehicle is towed, the vehicle will be released only after payment of the towing service charge and storage fee. Photo ID and proof of ownership are required.

Impound boots will be removed with payment in full of all outstanding parking fines, paid to Parking Services. Fines not paid by 5:30 p.m., the day the vehicle is booted, will result in the vehicle being towed off of campus.

Additional Penalties:

Violators of parking regulations, including those who avoid or neglect to pay outstanding parking fines, shall be subject to additional penalties including, but not limited to, the following measures.

Administrative Holds/Withdrawal:

Per Boise State regulation 4102-D, students with unpaid parking tickets may be placed on Academic Hold and are subject to Administrative Withdrawal.

Revocation/Reinstatement of Parking Privileges

Revocation:

Use of any motor vehicle on Boise State University campus is a privilege, which is revocable for cause. Revocation may result for reasons stated throughout this document and for nonpayment of fines, misuse of permit or decal, acts of vandalism to facilities, continual violations, refusal to pay, or abusing Department of Parking & Transportation Services staff.

All permits displayed on/in vehicles become invalid and will be confiscated when parking privileges are revoked. Any individual whose parking privileges have been revoked is not permitted to park any vehicle on the campus of Boise State University. Any vehicle, registered or unregistered, or recognized as being driven or owned by an individual whose parking privileges have been revoked will be impounded and/or towed on sight, at owner's expense.

Reinstatement:

Reinstatement of parking privileges may be obtained by paying all parking fines. Reinstatement of parking privileges will not be granted, unless authorized by the Department Director, when the following is involved: 1) Acts of vandalism to facilities; 2) Abuse of Department of Parking & Transportation Services staff; 3) When revocation occurs more than once during the course of any academic year.