



# Parking

**Rules & Regulations**

STETSON UNIVERSITY



# Parking at Stetson

Parking on campus is a privilege. In order to help accommodate as many members of the community as possible to come to campus, certain rules have been put in place. By submitting an application and being issued a permit, you agree to abide by the regulations set forth in this document and also agree to pay any fines assessed as a result of a violation of these regulations. Having a permit does not guarantee a space, and resident students should consider their vehicles as a means of transportation to off-campus activities only. All faculty, staff and student vehicles must have a current registration decal displayed on their vehicle.

## To Register

Registering your vehicle is easy. You will need your vehicle's make, model, year and license tag number. You will also need your driver's license and student ID. The vehicle must meet all the legal requirements of operation within the State of Florida and be owned or leased by the applicant or a member of the applicant's immediate family. You will have five days to register your vehicle once you have arrived on campus. You are subject to being towed on your fifth citation for non-registration.

### Students:

- Log-in to **my.stetson.edu**
- Choose Vehicle Registration
- Complete form and submit
- You may pick up your decal at Public Safety.

*\$110 for one-year permit*

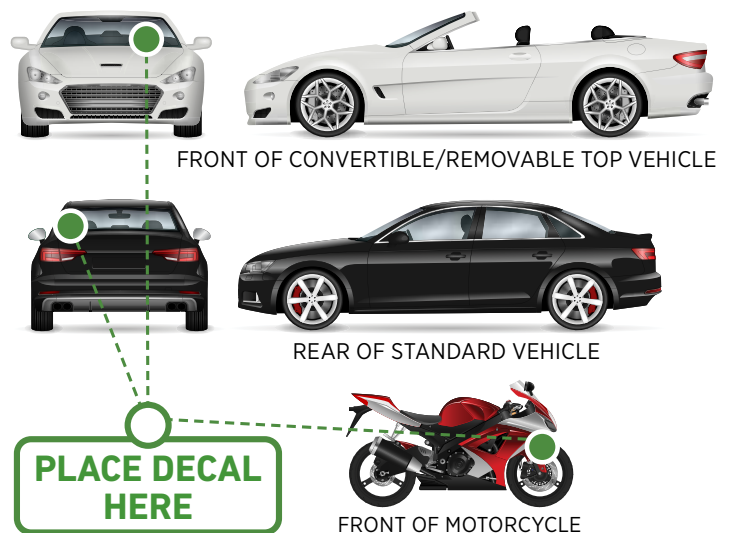
### Faculty/Staff:

- Log-in to **my.stetson.edu**
- Choose Vehicle Registration
- Complete form and submit
- You may pick up your decal at Public Safety.

*Permit is good for two years*

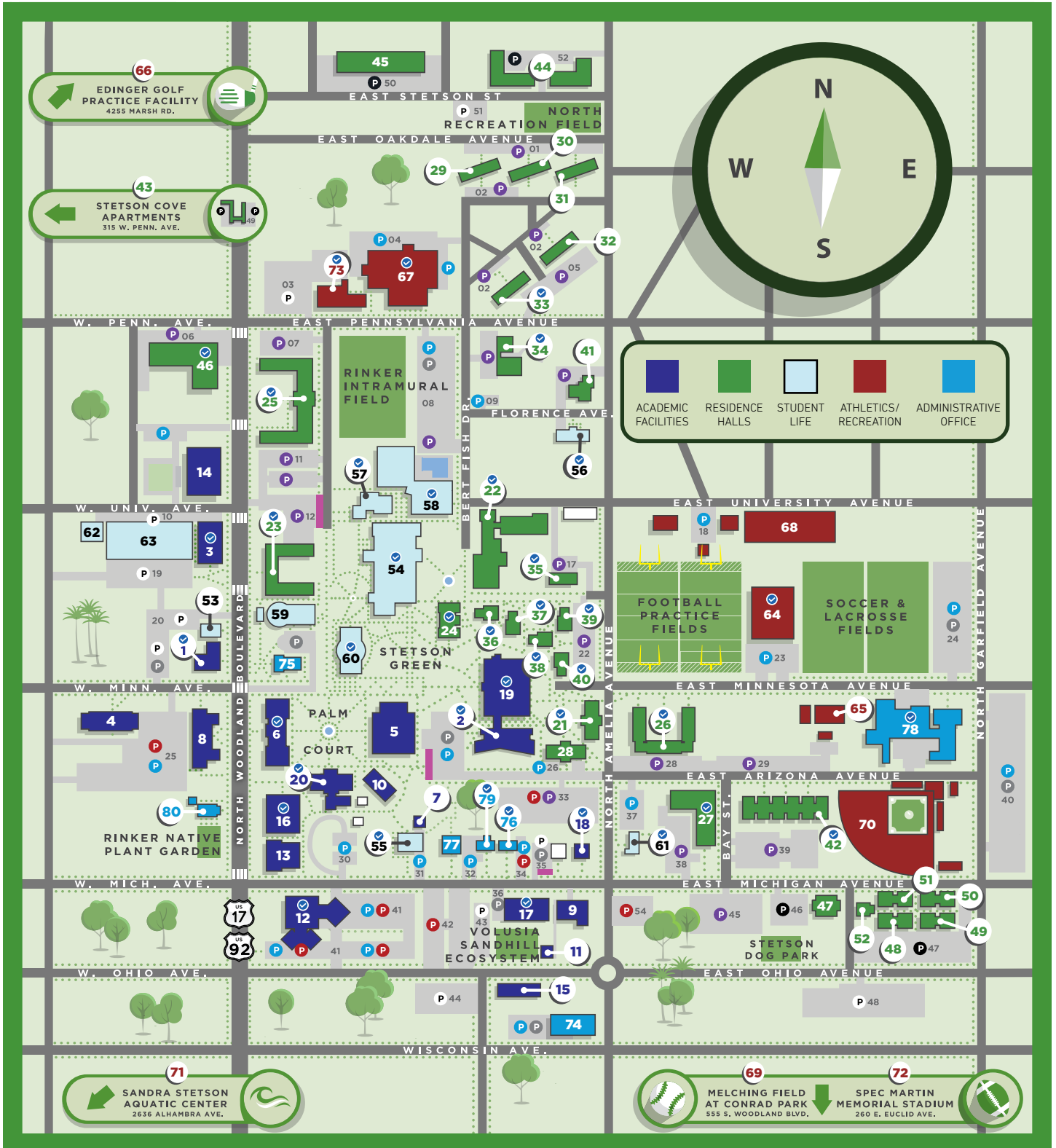
## Proper Display

Permits are required to be displayed on either the driver's side of the rear window in the lower left-hand corner. For convertible/removable top vehicles, the permit must be affixed to the front windshield on the driver's side in the lower right-hand corner. Motorcycle and moped permits must be displayed in a visible manner, on the front fork of the motorcycle or moped. All permits must be clearly visible and properly affixed using the adhesive provided. Affixing the permit in any other manner than prescribed above will result in a citation for non-compliance. Permits are nontransferable to other vehicles and they must be displayed only on the vehicle to which they are registered.





# Assigned Parking Areas



- Resident Parking
- Faculty/Staff Staff
- Visitor
- Commuter Parking
- Resident Parking
- Apartment Parking



# Rules & Regulations

## General Regulations

The person to whom a vehicle is registered is held fully responsible for any violation involving the vehicle, even if another person was using the vehicle at the time of the violation. Repeated violations of the parking and traffic regulations may result in appropriate judicial action, including, but not limited to, revocation of driving privileges on university property. Lack of familiarity with the traffic/parking regulations does not constitute a defense for failure to comply with any of the regulations. Parking permits are nontransferable from one individual to another or from one vehicle to another.

**Stetson University assumes no liability for damage to or theft of any vehicle or its contents, or for any injury or death of anyone involved in a vehicle accident while on Stetson University property.** Remember to lock doors, close windows and remove valuables from vehicle. Stetson University will not be held liable for damage to vehicles as a consequence of any natural disaster or act of God, including but not limited to, falling trees, tree limbs, utility poles, signs, fences, etc. Lack of convenient parking spaces never excuses illegal parking.

## Inoperable Vehicles

Inoperable or abandoned vehicles are prohibited on campus property and are subject to tow at the owner's expense. Owners are prohibited from placing vehicles on jacks, jack stands, or from performing vehicle repairs on campus. Vehicle repairs on campus must be approved in advance by the Public Safety Department.

## Recreational Vehicles (RV)

Recreational vehicles (RV, Camper, Boat, ATV, Side by Side), U-Haul trailers, and box trucks are prohibited from being parked on campus and will be towed at the owner's expense.

## Parking Regulations

Drivers are expected to comply with all parking regulations. Parking or driving on grass areas is prohibited unless designated as a parking area. Property damage caused by vehicles driving or

parking on the grass will be the responsibility of the registered vehicle owner. Inclement weather does not alter any of the provisions of these regulations. Special events and activities may require special parking regulations. Vehicles may be parked and/or operated on Stetson University property only in such areas as marked by signs, street markings and parking regulations, or other designations indicating that parking and/or operating is permitted. It is the driver's responsibility to find a proper parking space.

**Lack of spaces or convenient spaces is not a valid excuse for violating parking regulations.**

Tardiness for classes, appointments, etc., are also not valid excuses for violating parking regulations.

In the event of a mechanical failure the driver of the vehicle must make all attempts to drive or push the vehicle into the nearest legal parking space and notify Public Safety immediately. Under no circumstances may a vehicle with a mechanical problem be left in a fire lane. Vehicles improperly parked in a fire lane or handicapped space will be towed at the owner's expense. If Public Safety can assist you or if you have questions regarding a proper space to park your vehicle until repairs can be made, call **386-822-7300** anytime and request a Public Safety officer to meet you at your vehicle. Public Safety offers assistance with dead batteries as well.

## Traffic Regulations

**The speed limit is 15 mph at all times.** Slower speeds may be necessary depending on pedestrian traffic, weather, or street and parking-lot conditions. A pedestrian has the right of way once he or she has stepped onto the street. Vehicles entering a street, road or main traffic lane from a parking lot must yield to oncoming vehicles.

Vehicles are prohibited from campus sidewalks, unpaved pathways, fields, lawns, landscaped areas or any area not designated for parking. Property damage caused by vehicles driving or parking on grass areas will be the responsibility of the registered vehicle owner.

Electric bicycles and electric scooters should use a reasonable speed of no more than 10 mph using caution when on crowded sidewalks. Pedestrians have the right of way.

Traffic accidents occurring on campus must be reported to Public Safety immediately at **386-822-7300**.

## Bicycles and Scooters

Bicycles and scooters can be registered with Public Safety. This registration is **free of charge** and is permanent for as long as the permit is affixed to the bottom of the frame of the bicycle. Registration is suggested for two reasons: One, it allows better control of bicycle parking and assistance in locating the owner, if possible, when specific violations require impounding. Two, to aid in the prevention of theft and assistance in recovering the bicycle, should a theft occur. Please register your bicycle or scooter by going to your **MyStetson webpage and clicking on Vehicle Registration**. Then bring your bike or scooter to Public Safety to get your decal. You can register 24 hours a day, 7 days a week. All riders are encouraged to always lock their bike with a high-security lock; cables are easily cut.

When you leave campus for extended periods, make certain your bike is safely stored or take it with you, and always park your bike in designated areas.

Parking or storage of bicycles and scooters in areas of public access, exits, stairwells, hallways, porches and lounges is strictly prohibited due to fire-safety regulations. Bicycles and scooters are not to be taken and/or kept inside buildings. Bicycle racks are available in exterior locations. Bicycles or scooters parked or stored in violation of the above will be impounded. **Bicycles or scooters left on campus during summer break will be considered abandoned.**

## Permit Replacements

If you sell or trade a registered vehicle, or change residential status (commuter to resident or resident to commuter, for example), you must notify Public Safety with the appropriate change(s) within 48 hours of bringing the vehicle to campus. A new parking permit, reflecting the change, will be issued at no cost. The old permit must be removed from the vehicle and returned to Public Safety.

## Assigned Parking Areas

Only one permit will be assigned to each applicant. All vehicles must be parked in their designated zone. **Students may use faculty/staff or commuter spaces for parking between 4:30 p.m. and 7:30 a.m. weekdays and anytime during the weekend.** Resident parking spaces are enforced 24 hours a day, 7 days a week.

## Visitor Parking Areas

Visitors—who are not students, faculty or staff members—are permitted to park in certain areas on campus. Unless prior arrangements have been made, visitors are asked to get a Visitor's Pass from Public Safety upon arriving on campus to display in their vehicle. Visitors may park in faculty/staff, commuter or designated visitor spaces if they have obtained a Visitor's Pass. Those specifically visiting for admissions purposes are asked to use the Admissions visitor spaces located outside of the Welcome Center, which are accessible from the main entrance on the corner of Woodland Boulevard and Minnesota Avenue. Those specifically visiting the Wilson Athletic Center are asked to use the visitor lot located across from the Edmunds Center, which is accessible from Pennsylvania Avenue. The visitor spaces at the Fast Pitch Softball Complex, Hand Art Center, Welcome Center and Wilson Athletic Center lots are enforced 24 hours a day, 7 days a week. Visitors are not allowed to park in residential areas. **Violation of these guidelines is subject to towing and ticketing.**

## Handicapped Parking

Vehicles parked in handicap-designated spaces must display a current state-issued disabled parking permit. **You must still register your vehicle with Public Safety and obtain a decal.** Students with the state-issued parking permits may park in any handicapped space on campus. These spaces are enforced 24 hours a day, 7 days a week.

## Temporary Permits

If you will have a motor vehicle on campus for a period of less than 14 days, you can obtain a temporary permit at no charge. If you will be operating the motor vehicle on campus for more than 14 days, you must obtain a regular permit and pay the appropriate fees. This service applies to substitute vehicles when yours is being repaired, a parent's vehicle that was loaned to you at the beginning or end of the term and other similar

circumstances. This also applies to applicants who do not yet have sufficient information to obtain a decal. Students will be given no more than two temporary permits during the academic year unless decided otherwise by Public Safety. Temporary permits can be obtained from Public Safety 24 hours a day, 7 days a week, free of charge.

### Motorcycles/Mopeds

Motorcycles and mopeds are considered motor vehicles and require a parking decal. They may park in any space allowed by their permit. Motorcycles and mopeds may not be driven on walkways or landscaped areas. **They may not be parked in or around bike racks, walkways, landscaped areas or any other area not designated for parking.**

### Violations

#### **Non-Registration - Fine \$110**

Parking a vehicle on campus without obtaining the proper permit from Public Safety and placing it on your vehicle. This rule is enforced 24 hours a day, 7 days a week.

#### **Noncompliance - Fine \$40**

Not having the parking permit affixed properly and/or displayed on the vehicle as stated in this document. This rule is enforced 24 hours a day, 7 days a week.

#### **Falsification - Fine \$40**

Giving false or misleading information to obtain a parking permit and any erroneous display of a permit. This includes, but is not limited to, displaying a permit not registered to you, giving an incorrect tag number when registering, and failing to notify Public Safety upon change of status (e.g., commuter to resident). This rule is enforced 24 hours a day, 7 days a week. Providing false information to a staff member is also a violation of the Student Code of Conduct, and all instances are referred to the campus judicial officer for appropriate action.

#### **Parking in a Faculty/Staff Space - Fine \$40**

Parking for any amount of time without the proper permit. This rule is enforced Monday-Friday 7:30 a.m. to 4:30 p.m.

#### **Parking in a Visitor's Space - Fine \$40**

Any registered vehicle parking in a visitor's space for any amount of time. This rule is enforced 24 hours a day, 7 days a week.

#### **Parking in a Commuter Space - Fine \$40**

Parking for any amount of time without the proper permit. This rule is enforced Monday-Friday 7:30 a.m. to 4:30 p.m.

#### **Parking in a Prohibited Zone - Fine \$40**

Any registered vehicle parking in a prohibited zone for any amount of time without having the proper permit for that area. This rule is enforced 24 hours a day, 7 days a week.

#### **Parking in a Reserved Space - Fine \$40 and Vehicle May Be Towed**

Parking for any amount of time in a space that is reserved without the proper parking permit. Reserved areas include, but are not limited to, employee recognition spaces, designated special-purpose areas (as identified by signs/markings, or Public Safety cones or barricades), and other Stetson-owned property that is leased by tenants. This rule is enforced 24 hours a day, 7 days a week.

#### **Parking in an ADA Accessible Space - Fine \$110 and Vehicle Is Towed**

Any vehicle parked in an accessible space for any amount of time, as designated by signs and marking, without an accessible sticker, license plate or parking permit. This rule is enforced 24 hours a day, 7 days a week.

#### **Parking/Driving on the Grass - Fine \$40**

Parking or driving for any amount of time in an unpaved area not designated. This rule is enforced 24 hours a day, 7 days a week.

#### **Parking in a Fire Lane - Fine \$110 and Vehicle Is Towed**

Parking or leaving your vehicle unattended for any amount of time in an area designated as a fire lane by yellow curb markings or signs. This rule is enforced 24 hours a day, 7 days a week.

#### **Improper Parking - Fine \$40**

Failure to park within the lines or failure to park in an area designated as an official parking space.

#### **Vehicles will also be subject to being immobilized**

**when:** The vehicle is unregistered, improperly parked, creates a hazard or unsafe situation, or has 3 or more parking violations. Further violations will result in the vehicle being towed.  
**Immobilization Boot Removal Fee – Fine \$40.**

#### **Vehicles will also be subject to being towed when:**

The vehicle is creating a hazard to other traffic, or it is blocking a roadway or gate. The registered operators have been warned via email that they

have 5 parking citations during a semester and any additional offense will result in their vehicle being towed and suspension of parking benefits for the semester. Vehicles left for more than 5 days between semesters in residential parking will be considered abandoned and towed. In all the cases where your vehicle has been towed, you will be responsible for payment to the towing company for the towing fee and any additional storage fees.

## Appeals

Those receiving traffic citations which they feel are unjust, may make an appeal to the University Traffic Appeals Court. Non-registration, ADA Accessible, and Fire Lane tickets are not appealable. Traffic Appeals Court is run by the Stetson University Student Government Association and will consist of student members. A Public Safety officer will be present for informational purposes and shall not have a vote on the board. All decisions of the board are final. Staff appeals can be made to the Director of Public Safety. Traffic Court is held once a month and is scheduled by SGA. Please go to their website for more information and court dates.

## Payment of Fines

All parking and traffic fines must be paid to the Office of Student Accounts prior to the release of school records, diplomas, or certificates or before a student can register for classes. Parking fees and fines must be paid at the Bursar's Office, which is located in the Welcome Center, during normal business hours (Monday-Friday, 8:00 a.m. to 4:30 p.m.). You may also pay online with a debit or credit card by going to [stetson.edu/administration/bursar](http://stetson.edu/administration/bursar).

## Administration of Regulations

These traffic and parking regulations are enforced by Public Safety to the extent permitted by law. All applicable city, county, state and federal laws shall likewise be enforced by city, county, state and federal officers. Public Safety officers may issue violation notices to alleged violators of any provision of these regulations on forms prescribed by Public Safety. A copy of the violation will be sent through campus email.

# STETSON UNIVERSITY

To view an interactive campus map,  
visit [stetson.edu/maps](https://stetson.edu/maps).

If you should need assistance:

## Public Safety

For information about permits, if your car breaks down on campus or for general information about parking.



386-822-7300



[publicsafety@stetson.edu](mailto:publicsafety@stetson.edu)

## DeLand Police Department

Remember, it is the driver's responsibility to report a traffic accident. No matter how minor the accident, it must be reported to the proper authorities. Failure to do so may violate local, state and federal statutes.



386-626-7400

If you have an emergency, dial 911.



Stetson University is a smoke-free and tobacco-free campus. Please refrain from smoking or using any tobacco products on university property, including parking lots.



Stetson University is a firearm-free campus. Weapons of any kind are prohibited on university property, including inside your vehicle while it is on university property.