Parking Regulation for Academic Year: 2020-21  Dated: July 1, 2020

Supersedes Previous Revision Dated: July 1, 2019

Introduction

These regulations will be enforced in their entirety. Please acquaint yourself with their contents, as unawareness of these regulations will not be considered as justification in citation appeals. It is the responsibility of each member of the University community to read, understand and abide by the regulations.

Regulation Statement

Any motorized vehicle operated on the property of North Dakota State University is subject to all regulations governing parking at the institution. In accordance with NDSU parking regulations, all parking on campus may be restricted to vehicles with permits displayed, required documentation displayed, or electronic authorization through the Passport mobile parking platform to authorize parking in a specific area or, to indicate that the metered parking fee has been paid. Parking enforcement is conducted the entire year- and certain areas are enforced 24-hours per day.

Reason for Regulations

These regulations are a service to North Dakota State University and are intended to protect student and employee pedestrian mobility. Use available parking space in the best interest of the entire University and maximize parking consistent with land needs for the academic function, topography, financial feasibility and maintenance of the campus landscape and infrastructure.

Web Site References

VP Finance and Administration
Facilities Management
NDSU Policy Manual

Contact Information

NDSU Parking and Transportation Services, a part of the NDSU Facilities Management Department, is located at the Parking Office, 1801 15th Ave N., Fargo, ND 58102. NDSU Parking and Transportation Services can be contacted via email at ndsu.parking@ndsu.edu or by phone at 701-231-5771. Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Department Email / Web Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulation Content &amp; Clarification</td>
<td>Parking Coordinator</td>
<td>(701) 231-5771</td>
<td><a href="mailto:ndsu.parking@ndsu.edu">ndsu.parking@ndsu.edu</a></td>
</tr>
<tr>
<td><strong>Reservation &amp; Requests for Event Parking</strong></td>
<td>Transportation Manager</td>
<td>(701) 231-5771</td>
<td><a href="mailto:ndsu.parking@ndsu.edu">ndsu.parking@ndsu.edu</a></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Parking Enforcement</strong></td>
<td>Citation Specialist</td>
<td>(701) 231-6575</td>
<td><a href="mailto:ndsu.parking@ndsu.edu">ndsu.parking@ndsu.edu</a></td>
</tr>
<tr>
<td><strong>Parking Citations</strong></td>
<td>Citation Specialist</td>
<td>(701) 231-6575</td>
<td><a href="mailto:ndsu.parking@ndsu.edu">ndsu.parking@ndsu.edu</a></td>
</tr>
<tr>
<td><strong>Purchase a Parking Permit</strong></td>
<td>Parking Coordinator</td>
<td>(701) 231-5771</td>
<td><a href="mailto:ndsu.parking@ndsu.edu">ndsu.parking@ndsu.edu</a></td>
</tr>
<tr>
<td><strong>Guest Parking</strong></td>
<td>Parking Coordinator</td>
<td>(701) 231-5771</td>
<td><a href="mailto:ndsu.parking@ndsu.edu">ndsu.parking@ndsu.edu</a></td>
</tr>
<tr>
<td><strong>Campus Signage</strong></td>
<td>Transportation Manager</td>
<td>(701) 231-5771</td>
<td><a href="mailto:ndsu.parking@ndsu.edu">ndsu.parking@ndsu.edu</a></td>
</tr>
</tbody>
</table>

**Principles**

**Overview** – The intent of these parking regulations is to help control and reduce the amount of illegal parking on the NDSU campus by holding offenders accountable for their actions. Illegal parking reduces the amount of available parking and is unfair to those who have purchased NDSU parking permits and adhere to the NDSU parking regulations.

Any motorized vehicle operated on the property of North Dakota State University is subject to all regulations governing parking at the University. The operation of a motorized vehicle on University property is a privilege granted by NDSU and is not an inherent right of any employee, student or guest. Since campus parking is limited, employees and students should carefully consider their needs prior to applying for parking privileges. Said privileges may be denied, revoked, suspended or modified by Parking and Transportations Services.
All employees and students must comply with parking rules and regulations as part of their employment, appointment or enrollment. The regulations also apply to guests, vendors and contractors and are considered part of the terms, conditions and permissions to be on the NDSU campus.

All employees, students or guests who choose to park on NDSU property must have a University parking permit or park in one of the four campus guest pay lots. A parking permit identifies an individual that has been granted the privilege of properly parking a vehicle on University property, but does not guarantee a parking space will be available on the campus. Failure to purchase a permit may result in citation fees or other disciplinary actions at the owner’s expense. Parking enforcement is conducted year-round, 24-hours per day, unless otherwise announced. NDSU regulations do not differ during certain holidays or school breaks.

The university may amend this regulation, in whole or in part, at any time. Advanced public notice of changes will be provided, when possible.

Applicability – This regulation applies to the drivers, owners, or registrants of all motor vehicles and non-motorized vehicles on the North Dakota State University campus. The person purchasing the parking permit (or state licensed vehicle owner or vehicle owner’s responsible family member) is accountable for all citations and parking related towing, impound and immobilization fees issued against the vehicle.

Proof – The issuance of a citation constitutes sufficient evidence that a regulation violation occurred at the location, date and time referenced on the citation.

It is impossible to determine whether or not the citation was on the vehicle when the owner returned. A presumption will therefore govern that a citation placed on a vehicle will be there when the owner returns.

When it is determined an NDSU student or employee (past or present) has the same physical address or last name as the registered owner of a vehicle with outstanding citations, a review will be performed to determine the responsible party. Based on the information obtained from NDSU and the State Department of Motor Vehicles where the vehicle is licensed, the NDSU employee or student may be held responsible for those citations, rather than the registered owner. Any vehicle that is found to be registered to a relative of a current or previous NDSU student or employee will become the responsibility of that current or previous NDSU student or employee, unless the registered owner takes responsibility for the parking citation by making payment in full. When no current or previous NDSU student or employee is found, the registered owner/lesser/renter of the vehicle at the time of the citation will become responsible for the parking citation. NDSU students and employees are responsible to inform guests of the NDSU parking regulations, or may be held responsible for paying parking citations incurred by their guests.

Liability for Protection of Motor Vehicles – NDSU, its officers, and employees are not liable for the care and/or protection of any motor vehicle or its contents at any time while it is being operated or parked on/in any area subject to the University’s jurisdiction. Theft or damage that occurs should be reported to the NDSU Campus Police at (701) 231-8998.

Procedures – Motor vehicles may be parked only in areas designated as parking areas by signs and/or street/pavement markings, except when otherwise directed by Parking and Transportations Services or law enforcement officers actively engaged in directing traffic on campus.
Motor vehicles may park only in areas or spaces for which the permit is valid. Permits must be clearly visible and displayed in accordance with the instructions stated by Parking and Transportation Services or as detailed on the back of NDSU parking permits.

In the absence of a sign at the entrance to a lot, or affixed to parking lot light poles, refer to the NDSU Campus Parking Map located on the Parking and Transportation Services website.

Parking is prohibited on campus grassed spaces, sidewalks, fire lanes, driving lanes, no parking zones, campus streets or in all areas not designated as parking areas by signs and/or pavement markings.

General Parking Information

1. All motor vehicles parking on the NDSU campus are required to have a valid NDSU parking permit displayed and must meet North Dakota Motor Vehicle Department requirements. Students and employees may purchase or renew one (1) parking permit per academic year. Students and employees with outstanding parking citations must pay them in full before they will be allowed to purchase, or renew their NDSU Parking Permit. NDSU parking permits are the property of NDSU. In the pay lots, valid authorization through the Passport mobile parking platform satisfies NDSU’s parking permit requirement.

2. Purchase of a parking permit does not guarantee the holder a parking space.

3. Students moving out of NDSU housing must surrender their parking permit to NDSU Parking and Transportation Services. Students who transfer to a different NDSU housing unit must exchange their permit at the NDSU Parking Office for a permit in an appropriately assigned parking lot. There are no additional fees for exchanging these permits. Failure to do so may result in loss of campus parking privileges.

4. The annual parking fee for full-time or part-time students (undergraduate, graduate, research assistants) and full-time or part-time employees (adjunct lecture, postdoctoral, visiting scholars) is set by the NDSU President after recommendations are received from the Campus Space and Facilities Committee of the University Senate. There is a $30.00 fee charged for the replacement of parking permits.

5. It is preferred that permits be hung on rearview mirrors, but alternatively it can be displayed on the driver’s side dashboard. Improperly displaying your permit, even when parking in your assigned lot, will result in a citation being issued. Permits must be fully visible to be valid. Refer to the permit placement instructions on the back of your NDSU issued student or employee parking permit.

6. Students who leave the university before the end of the regular school year, or who no longer need to park on campus, may be eligible for a pro-rated refund. Pro-rated refunds shall be issued in accordance with the table below. Refunds will be issued only to the registered owner of the permit in the NDSU T2 FLEX System. Refund credits shall not be given to a second party under any circumstances. The permit must be returned to NDSU Parking and Transportation Services before any credits will be issued. Parking permit refunds caused by extraordinary events (e.g., Acts of Nature, Acts of Man) are not guaranteed and are not able to be programmed. Refund solution(s) will be determined and approved at the time of an extraordinary event occurring.
7. Falsifying vehicle registration information, reproducing, defacing, forging, altering, obscuring, transferring, and/or retaining and using a found permit is considered theft of services. The vehicle may be subject to impoundment; criminal charges and/or university sanctions may be filed against the owner/operator in accordance with NDSU Policy, Section 169, and part 3.28 of the Code of Student Conduct.

8. NDSU students and employees using NDSU parking permits are required to keep accurate vehicle registration information on file with NDSU Parking and Transportation Services. Drivers shall provide the following vehicle information: license plate, state, make, model, color, and year using the online vehicle registration form.

It is the individual’s responsibility to inform the NDSU Parking and Transportation Services if a vehicle listed under their account is sold. A bill of sale can be sent to ndsu.parking@ndsu.edu and must include: vehicle information (license plate, make, and model), date of sale, first and last name of buyer, mailing address of buyer, and be signed by both buyer and seller.

9. NDSU does not allow long-term storage or the parking of inoperative, junked, abandoned motorized and non-motorized vehicles and unauthorized vehicles being advertised for sale in campus parking lots, campus streets or vehicle cut-in parking areas on any part of the NDSU campus.

10. When parking in a NDSU campus parking lot, vehicles must be properly parked within the painted lines of an authorized parking space. Failure to do so may result in a hazardous parking citation being issued.

UVS Parking
11. Without exception, students and employees affiliated with NDSU, who reside in Apartment 1701, the Niskanen Apartments or University Village may purchase one (1) UVS parking permit while these permits are available for sale; when applicable, they may also purchase one (1) Dome Overnight (DO) parking permit for their unaffiliated spouse or eligible dependent family member. Any vehicle parked within the UVS lots shall have a UVS parking permit displayed at all times or the vehicle’s owner faces being cited for ‘No Permit/Wrong Lot”. Vehicles with any other NDSU parking permits displayed are not allowed to park within the UVS lots at any time. UVS lots are enforced 24/7 during the academic year. Vehicles displaying Dome Overnight (DO) parking permits are not eligible to park in UVS lots at any time, except during official class breaks.

Accessible (Mobility-Impaired) Parking
12. Individuals who want to use university-designated mobility-impaired parking areas must obtain a State Mobility-Impaired Permit from the Department of Motor Vehicles. A mobility-impaired permit must be displayed in conjunction with either a valid NDSU parking permit, the required payment at the pay station kiosk or electronic payment with the Passport mobile parking app. Please refer to the online campus parking map for designated mobility-impaired parking areas.
Persons with short-term medical conditions or injuries may receive more accessible parking options at NDSU Parking and Transportation Services. Appropriate written verification of need from your medical provider is required.

Student Parking

13. Students with valid NDSU parking permits may park in their assigned lots at all times. Students with or without parking permits may additionally park in certain lots from 4:30 p.m. to 7:00 a.m. weekdays and all day Saturday, Sunday, and official holidays in the following areas: R, RF, T, TA, all pay lots and all employee lots. Please refer to the bottom of your assigned NDSU parking permit to view all valid parking location(s) for your assigned parking permit. To view all parking lots on-campus, stating locations, classifications and names of each lot, please visit the NDSU Parking map.

Parking lots/areas enforced 24/7 include: BC lot, BU lot, FA lot, HR lot, IFC lot, SF lot, all Park & Ride lots, all UVS lots, State Fleet lots, designated reserved parking, bus stops, employee unloading zones, all yellow marked curbs, fire lanes, time zones and wherever otherwise posted. All NDSU campus streets are designated ‘No Parking’ at all times, unless otherwise posted.

Undergraduate, graduate, or other students who work for NDSU in a non-benefitted capacity are considered students first and not eligible to purchase a parking permit in an employee parking lot.

Students may purchase temporary parking permits online if they forget to bring their permit with them to the campus. There is a daily fee associated with the purchase of a temporary permit.

For students participating in sanctioned NDSU events that require overnight parking accommodations on campus, the following options are available:
   a. Students who possess a valid NDSU permit (other than Park & Ride) are eligible to park in the designated, overnight parking areas in the RF or TA student parking lots.
   b. Students that do not possess an NDSU parking permit may purchase a temporary parking permit directly from the Parking Office that is valid in designated overnight parking spaces in the RF or TA student parking lots.

When snow removal is necessary, students may be required to move their vehicles for lot cleaning. If they do not move their vehicles when requested, vehicles may be towed at the owner’s expense.

Holidays and Class Breaks

14. Class breaks (i.e. when the University is open) are not considered official holidays; therefore, all parking regulations apply.

During official class breaks, valid NDSU student permits (including Park & Ride) are honored in any student lot on campus. Student lots are identified in yellow on the NDSU Campus Parking Map.

Motorized Cycles

15. Motorized cycles are allowed to park in designated motorized cycle areas on campus only – parking elsewhere may result in a citation being issued. Motorized cycles shall not park in areas designated as bicycle racks. See the online campus motorcycle parking map for locations.
Employee Parking

16. Employees with valid NDSU parking permits may park in their assigned lots at all times. Employees with or without parking permits may additionally park in certain lots from 4:30 p.m. to 7:00 a.m. weekdays and all day Saturday, Sunday, and official holidays in the following areas: R, RF, T, TA, all pay lots and all employee lots. Please refer to the bottom of your assigned NDSU parking permit to view all valid parking location(s) for your assigned parking permit. To view all parking lots on-campus, stating locations, classifications and names of each lot, please visit the NDSU Parking map.

Parking lots/areas enforced 24/7 include: BC lot, BU lot, FA lot, HR lot, IFC lot, SF lot, all Park & Ride lots, all UVS lots, State Fleet lots, designated reserved parking, shuttle bus stops, employee unloading zones, all yellow marked curbs, time zones and wherever otherwise posted. All NDSU campus streets are designated ‘No Parking’ at all times, unless otherwise posted.

Employees are not authorized refunds for returned parking permits, even if they voluntarily resign from their position at NDSU and must return the permit to their supervisor or the NDSU Parking Office. Employees may purchase a parking permit for half price at the beginning of the second semester of an academic year. This half price offer shall not apply for any employees during the first semester of an academic year. University departments shall not purchase parking permits for full-time, part-time or temporary employees, regardless of funding source. Individuals employed by a temporary staffing agency, not NDSU, shall be considered a guest under these regulations. Every NDSU employee is responsible for the purchase of their own NDSU parking permit, to include temporary parking permits.

Benefitted employees, who utilize their education benefits, are eligible to purchase an employee parking permit.

Benefitted employees are also eligible to pay their parking permit fee with payroll deductions. Non-benefitted or temporary employees are not eligible to pay their parking permit fee with payroll deductions. For all valid payment options, please visit the Employee Parking Permit page.

### Payroll Deduction Schedules

<table>
<thead>
<tr>
<th>Employee Start Date</th>
<th>Eligible Payroll Deductions</th>
<th>Employee Start Date</th>
<th>Eligible Payroll Deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 5/16 - 8/31</td>
<td>8</td>
<td>Between 10/16 - 10/31</td>
<td>4</td>
</tr>
<tr>
<td>Between 9/1 - 9/15</td>
<td>7</td>
<td>Between 11/1 - 11/15</td>
<td>3</td>
</tr>
<tr>
<td>Between 9/16 - 9/30</td>
<td>6</td>
<td>Between 11/16 - 11/30</td>
<td>2</td>
</tr>
<tr>
<td>Between 10/1 - 10/15</td>
<td>5</td>
<td>Between 12/1 - 12/20</td>
<td>*See Parking Office</td>
</tr>
</tbody>
</table>

### Half-Price $92.50 (12/21 and Later)

<table>
<thead>
<tr>
<th>Employee Start Date</th>
<th>Eligible Payroll Deductions</th>
<th>Employee Start Date</th>
<th>Eligible Payroll Deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 12/21 - 12/31</td>
<td>8</td>
<td>Between 2/16 - 2/28</td>
<td>4</td>
</tr>
<tr>
<td>Between 1/1 - 1/15</td>
<td>7</td>
<td>Between 3/1 - 3/15</td>
<td>3</td>
</tr>
<tr>
<td>Between 1/16 - 1/31</td>
<td>6</td>
<td>Between 3/16 - 3/31</td>
<td>2</td>
</tr>
<tr>
<td>Between 2/1 - 2/15</td>
<td>5</td>
<td>Between 4/1 - 4/30</td>
<td>*See Parking Office</td>
</tr>
</tbody>
</table>
*All new employees, including individuals beginning employment between the dates of 12/1/2020 and 12/20/2020 and between the dates of 4/1/2021 and 4/30/2021, must come to the NDSU Parking and Transportation Office in person, to be issued an employee parking permit.

Retired Employees

17. Retired NDSU employees are eligible to receive a retiree parking permit at no charge. Please bring valid ID upon picking up retiree parking permit.

Retiree parking permits are only valid in NDSU pay lots, the Barry Hall Visitor spaces, the RP lots up at Research Park and the IFC lot behind the Alumni Center. Vehicles cannot be stored on campus. Refer to item 9 for storing and parking vehicles in NDSU parking lots.

Departmental Service Vehicle Permit (DSV)

18. The DSV permit is to be used by members of an NDSU department for conducting official business on campus. If eligible, a department may request a maximum of two (2) DSV permits at no charge. A valid NDSU permit (excluding Park & Ride) is required to be displayed with the DSV permit in order to be valid. The DSV permit is allowed in all employee lots (excluding CF lot), student lots, pay lots and unloading zones for a two (2) hour maximum parking time limit. DSV permits shall be renewed annually by each department. This can be accomplished by completing the online DSV Permit Application.

Departments requesting more than two (2) DSV permits shall be billed $50 for each additional DSV permit. Departments shall pay for all additional DSV permits via the Inter-Departmental Billing (IDB) form. NDSU reserves the right to revoke a department’s DSV permit(s) due to unauthorized usage.

Tenant Employee* (Non-NDSU employee) Parking

19. Tenant employees are employees who have offices on the NDSU campus but are not employed by NDSU. Tenant employees with valid NDSU parking permits may park in their assigned lots at all times. Tenant employees with or without parking permits may additionally park in certain lots from 4:30 p.m. to 7:00 a.m. weekdays and all day Saturday, Sunday, and official holidays in the following areas: R, RF, T, TA, all pay lots and all employee lots. Please refer to your parking permit for all valid locations. To view all parking lots on-campus, stating locations, classifications and names of each lot, please visit the NDSU Parking map.

Parking lots/areas enforced 24/7 include: BC lot, BU lot, FA lot, HR lot, IFC lot, SF lot, all Park & Ride lots, all UVS lots, State Fleet lots, designated reserved parking, shuttle bus stops, employee unloading zones, all yellow marked curbs, time zones and wherever otherwise posted. All NDSU campus streets are designated ‘No Parking’ at all times, unless otherwise posted.

Tenant employees are not authorized refunds for parking permits, even if they voluntarily resign from their position. However, tenant employees may purchase a parking permit for half price at the beginning of the second semester of an academic year. This half price offer shall not apply for any tenant employee during the first semester of an academic year.

* Note: The term “Tenant Employee” is a term used only by the NDSU Parking Office to categorize customers in its software. This term in no way affects a Tenant Employee’s standing with NDSU.
Special Event and Conference Parking
20. University departments may request parking spaces for a conference or event by submitting an online Reservation & Request for Event Parking form at least ten (10) calendar days prior to the date required. Departments shall purchase one day parking permits for their guests or speakers if space is available. Vehicles not displaying a valid permit will be subject to parking citations.

For larger events at venues on the NDSU main campus and satellite campus sites in downtown Fargo, departments need to contact the Parking Office directly for assistance.

Buses, coaches or motor homes of any size shall not park in NDSU parking lots or park on any campus streets. These vehicles shall park at the Fargo Dome in lots C, D or E during normal NDSU business hours (7:00am to 4:30pm). Any deviations shall be requested through NDSU Parking and Transportation Services by completing the Reservation and Request for Event Parking form. Permission shall not be considered ‘official’ unless it is in writing.

Tri College Parking
21. Parking permits from the Tri-College institutions must be clearly displayed and are authorized as follows:

Concordia, MSUM, M State and NDSCS student permits are honored in the R lot, TA lot, and FargoDome lots C, D and E.

Concordia, MSUM, M State and other NDUS campus employee permits are honored in the AE or TA lots.

Individuals with state-issued mobility-impaired permits may park in any mobility-impaired space on campus, provided the Tri-College institution permit and the state-issued mobility-impaired permit are both clearly displayed.

Park & Ride (FargoDome)
22. Employee and commuter students are eligible to purchase a Park & Ride permit at a reduced rate. Park & Ride lots “C,” “D” and “E” are located on the south side of the FargoDome. Park & Ride permits are invalid in any other location, (i.e. NDSU Wellness Center or NDSU parking lots) and are not valid in conjunction with any other permit (e.g., State Mobility-Impaired, DSV, etc.) Overnight parking is not authorized in Park & Ride lots, vehicles must vacate Park & Ride lots by 9:00pm nightly. Per the annual agreement, FargoDome Park & Ride lots will be enforced by NDSU personnel between the hours of 7:00am and 9:30pm Monday through Friday.

Time Zone Parking
23. Adhere to the posted times and all additional signs when utilizing campus time zone parking spaces.

No Parking on Campus Streets
24. Campus streets are considered “No Parking” zones, unless otherwise designated as a time zone or a permit required zone. Curbs marked in yellow are universally considered to be ‘No Parking’ zones. Any vehicle parked on a street will be in violation of NDSU’s parking regulation.
Bus Stops
25. Bus stops are considered “No Parking” zones at all times. Any vehicle parked within a bus stop will be in violation of NDSU’s parking regulation.

Guest/Pay Parking
26. Paid parking is available in the Memorial Union (MU), Visitor’s (E), T2, and Wellness (WE) pay lots for short duration visits. See the online campus parking map for locations. It is the driver’s responsibility to ensure that enough parking time is purchased for their session. Instructions for using the pay stations are located at each kiosk. Receipts must be clearly visible and placed on the driver’s side dashboard, face-up to be valid. In lieu of the pay stations, drivers may pay for parking using the Passport Mobile Parking App. No paper receipt is necessary, for the vehicle’s license plate acts as the receipt.

A valid NDSU parking permit allows the permit holder to park at the Wallman Wellness Center for two consecutive hours once daily, Monday – Friday, from 7:00 a.m. to 4:30 p.m. Fargo Dome Park & Ride permits are not valid in the Wallman Wellness Center parking lot.

Departments inviting guests (individuals or large groups) to campus are responsible for providing their guests with timely and accurate information of where to properly park (e.g., purchasing one day permits issued by Parking and Transporations Services or informing their guests of pay lot availability in the MU, T2, WE and Visitor’s lots). Parking and Transportation Services will provide electronic or hard copy maps, available upon approval of the Reservation & Request for Event Parking form.

Vendor, Contractors, and Other Service Providers
27. Vendors, contractors, consultants, and service providers are eligible to purchase an annual or temporary vendor permit online via the NDSU Parking Portal. Annual or temporary vendor permits are not allowed in: no parking zones, fire lanes, sidewalks, state fleet lot, reserved spaces, sidewalks or campus green spaces.

28. Vendors, who perform services at NDSU, please refer to the NDSU Contractor/Vendor procedures and view NDSU Contractor Map. Coordinate with the applicable NDSU Project Manager for additional guidance.

Enforcement
29. Parking enforcement is conducted by NDSU Parking and Transportation Services and the University Police. NDSU parking regulations prohibit parking on the NDSU campus without displaying a required permit or obtaining electronic authorization using the Passport mobile parking platform. The Agricultural Department plot lands and all access roads encompassed between 18th St. N., Dakota Drive, 19th Ave. N. and 12th Ave N. are all considered and signed as a “No Parking” zone.

Below are the NDSU Parking violations and established citation amounts:

<table>
<thead>
<tr>
<th>Violation Number</th>
<th>Violation Title</th>
<th>Citation Amount</th>
<th>ND Century Code</th>
<th>Century Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Parking in a Restricted or Controlled Access Roadway (Area)</td>
<td>$50</td>
<td>39-10-21</td>
<td>Restrictions on use of controlled-access roadway</td>
</tr>
<tr>
<td>3.</td>
<td>Damaging or Tampering with a Vehicle Immobilization Device.</td>
<td>$100</td>
<td>12.1-21-06</td>
<td>Tampering with or damaging a public service.</td>
</tr>
<tr>
<td></td>
<td>Violation</td>
<td>Fine</td>
<td>NDCC Statute</td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------</td>
<td>-------</td>
<td>----------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4.</td>
<td>Fire Lane Parking</td>
<td>$20</td>
<td>39-10-49 (14)</td>
<td>Stopping, standing, or parking prohibited in specified places</td>
</tr>
<tr>
<td>5.</td>
<td>Parking within 10 ft. of a Fire Hydrant</td>
<td>$20</td>
<td>39-10-49 (4)</td>
<td>Stopping, standing, or parking prohibited in specified places</td>
</tr>
<tr>
<td>6.</td>
<td>No Parking Zone</td>
<td>$20</td>
<td>39-10-49 (14)</td>
<td>Stopping, standing, or parking prohibited in specified places</td>
</tr>
<tr>
<td>7.</td>
<td>Parking on a Driveway/ Crosswalk Sidewalk</td>
<td>$20</td>
<td>39-10-49 (2), or 39-10-49 (5), or 39-10-49 (1)</td>
<td>Stopping, standing, or parking prohibited in specified places</td>
</tr>
<tr>
<td>8.</td>
<td>Time Zone Violation</td>
<td>$20</td>
<td>39-10-49 (14)</td>
<td>Stopping, standing, or parking prohibited in specified places</td>
</tr>
<tr>
<td>9.</td>
<td>Parking on Grass</td>
<td>$20</td>
<td>non-NDCC statute</td>
<td>NDSU Administrative Violation</td>
</tr>
<tr>
<td>10.</td>
<td>Hazardous Parking</td>
<td>$20</td>
<td>non-NDCC statute</td>
<td>NDSU Administrative Violation</td>
</tr>
<tr>
<td>11.</td>
<td>No Permit/Wrong Lot</td>
<td>$20</td>
<td>non-NDCC statute</td>
<td>NDSU Administrative Violation</td>
</tr>
<tr>
<td>12.</td>
<td>Counterfeit / Forged Altered / Stolen / Fabricated Permit</td>
<td>$100</td>
<td>non-NDCC statute</td>
<td>NDSU Administrative Violation</td>
</tr>
<tr>
<td>13.</td>
<td>Failure to Comply, Returning a Suspended Parking Permit</td>
<td>$100</td>
<td>non-NDCC statute</td>
<td>NDSU Administrative Violation</td>
</tr>
<tr>
<td>14.</td>
<td>Suspended Parking Privileges</td>
<td>$100</td>
<td>non-NDCC statute</td>
<td>NDSU Administrative Violation</td>
</tr>
<tr>
<td>15.</td>
<td>Parked in Bus Stop</td>
<td>$20</td>
<td>NDSU Administrative Violation</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Parking on Campus Street</td>
<td>$20</td>
<td>non-NDCC statute</td>
<td>NDSU Administrative Violation</td>
</tr>
<tr>
<td>17.</td>
<td>Displaying Decoy Citations/Pay Station Receipts</td>
<td>$20</td>
<td>NDSU Administrative Violation</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Releasing Booted / Immobilized Vehicle</td>
<td>$50</td>
<td>non-NDCC statute</td>
<td>NDSU Administrative Violation</td>
</tr>
</tbody>
</table>

NDSU reserves the right to suspend or terminate parking privileges on NDSU property for individuals receiving ten (10) or more citations (or having an excessive unpaid balance) in a single academic year.

[1] Displaying an altered, counterfeit, fabricated, or stolen parking permit (which includes pay stations receipts) shall result in a $100 citation, loss of parking privileges on all NDSU property, and the surrendering of any NDSU parking permits. Other actions may include University disciplinary action and local law enforcement criminal prosecution.

[2] Displaying a decoy citation or pay station receipt results in two citations issued. The vehicle will be issued a citation for the original violation as well as a citation for the decoy citation/pay station receipt. Drivers are responsible for removing any previously issued citations or expired pay station receipts from their vehicle; any attempt to deceive officers by displaying a previously issued citation(s) or expired pay station receipt(s) will be considered a decoy.

[3] For individuals found parking on any NDSU property after losing these parking privileges, they will receive a $100 Suspended Parking Privileges citation for each subsequent violation, without limit. Those with revoked NDSU parking privileges shall not park anywhere on the NDSU campus, to include downtown NDSU locations, timed-zones, Park & Ride, housing zones and all pay lots. Parking privileges may be reinstated at the beginning of the next permit year.
NDSU Parking and Transportation Services will give written notice of the above-mentioned revocations, including any other sanctions and a deadline for returning the parking permit to the NDSU Parking Office. A $100 fine will be assessed to the vehicle owner’s account for failure to return the NDSU parking permit to the NDSU Parking Office at the allotted time. An additional fine of $100 will be assessed to the vehicle owner’s account for each subsequent parking violation received during the vehicle owner’s parking revocation period.

Privately owned covered trailers, flatbed trailers, and specialty design trailers shall not be parked anywhere on NDSU property without prior written approval from the NDSU Parking and Transportation Office. The only exceptions are privately owned trailers during dormitory move-in and move-out weekends of Friday, Saturday, and Sunday. All trailers shall be off the NDSU property before the beginning of business on the Monday morning after dormitory move-in and move-out weekend.

NDSU department owned covered trailers, flatbed trailers, and specialty design trailers shall not be parked anywhere on NDSU campus, unless being loaded and unloaded. These trailers shall be stored in the secured (fenced) area behind the NDSU Archives Building located at 3551 7th Ave. N., Fargo, ND 58102. Arrangements can be made in advance with the NDSU Parking and Transportation Office to briefly stage NDSU department owned trailers on the NDSU campus.

Citation Appeals
30. Individuals disagreeing with a citation that they have received on the NDSU campus may complete an appeal online by following the instructions on the citation appeals page within seven (7) calendar days of citation issuance. After seven (7) calendar days, the right to appeal is forfeited and the violator is responsible for all fees. The appeal will be administratively reviewed first by NDSU Parking and Transportation Services staff. Appeals are considered on a case-by-case basis in accordance with the established regulations, relevant information provided and citation photos taken by the issuing officer. If you disagree with the result of your appeal, you may schedule a hearing with the NDSU Parking Appeals Board for an additional review of the citation. The request for a hearing must be made within seven (7) calendar days of the receipt of an appeal denial. All decisions of the NDSU Parking Appeals Board are final. If the initial appeal is not submitted within the seven (7) calendar days, the appeal is not eligible for review by the board.

Note:
- During the time of the written appeal and NDSU Parking Appeals Board processes, interest is accruing on the citation in question. If the appeal is denied, the individual shall pay the citation cost and all associated interest fees. If the appeal is granted, all citation costs and interest fees are negated.
- NDSU employees do not have legitimate or autonomous authority to void NDSU-issued parking citations. Citations and associated fees can only be voided through the NDSU appeals process.
- If an appeal contains crude, threatening, abusive, or otherwise inappropriate language, it will be immediately denied and may not be submitted to the Appeals Board.
- If at any time an individual interacts with the Parking Office members in person, or through any electronic means in a crude, threatening, abusive, or otherwise inappropriate manner, any citation appeal will be immediately denied and may not be submitted to the Parking Appeals Board.
Responsibilities
31. The university is not responsible for the care or protection of any privately-owned vehicles or vehicle contents.

Bicycles
32. While operating bicycles on streets, riders must obey appropriate traffic regulations. All bicycles must be parked in outdoor racks provided for that purpose and indicated on the online NDSU bike rack map. Bicycles brought inside, fastened to other objects, or left in such manner as to impede or endanger pedestrian or vehicular traffic, will be subject to impoundment by University Police.

NDSU Department One Day Parking Permits
33. NDSU departments may purchase one day parking permits for special guests, guests or speakers. Requests for one day parking permits shall be submitted online, either by requesting scratch off one day permits to be delivered to the department via campus mail or if requesting for a specific event, online requests can be made for virtual one day permits, where guests can purchase for no charge before arriving for the event. One day parking permits may be requested for the following lots: Barry Hall Visitor spaces; KH at Klai Hall; Memorial Union (MU); Research Park (RP); RF by the SHAC; RH at Renaissance Hall; SGC at the Stop & Go Center; T2 lot; Visitor (E) and the Wellness Center (WE) lot on campus. Departments shall pay for all permits via the Inter-Departmental Billing (IDB) form. Vehicles not displaying permits will be subject to parking citations.

State Fleet Vehicles
34. State of ND fleet vehicles, identified with an alpha-numeric ND license plate (i.e., SF 4321) may park anywhere on the NDSU campus, to include ADA spaces, if a state issued ADA parking permit is displayed. The exceptions are: Reserved spaces, Campus streets, No Parking Zones and Fire Lanes.

Motor pool and State Fleet parking lots are only to be used by State Fleet and Service Vehicles. Exception: Individuals renting State Fleet vehicles (short-term) from the NDSU Motor Pool may park their personal vehicle in the State Fleet lot at the FM lot (Thorson Maintenance Center). A temporary permit is required and shall be properly displayed, to park in this State Fleet lot. The NDSU Motor Pool issues the temporary permits at no cost to their customers.

Discount Parking Lot
35. The NQ lot located across 17th Ave N. from Research Park 1 and part of the NDSU Softball complex is a discount lot for NDSU employees, students, contractors and guests. The annual permit fee is $80.00 and half priced ($40.00) for only the spring semester.

Vehicle Towing
36. NDSU reserves the right to tow any vehicle off NDSU property when it is in the best interest of public safety or NDSU. Towing fees may not be appealed. Once a vehicle has been towed, the right to appeal any outstanding citations is waived and all outstanding fees are due.
Vehicle Immobilizing (Booting)
37. NDSU reserves the right to immobilize any vehicle on NDSU property in violation of the parking regulation. Vehicle immobilizing fees may not be appealed. Once a vehicle has been immobilized, the right to appeal any outstanding citations is waived and all outstanding fees are due, prior to the vehicle being released.