



# Middle Georgia State University

## Parking Policy

## **1. Introduction**

The Middle Georgia State University (MGA) Parking Policy is designed to assist with the management of vehicular traffic and parking for the campus community. MGA promotes safety and requires all drivers and pedestrians observe Georgia traffic laws as well as the policy outlined in this manual.

This policy applies to all MGA campuses and properties. The main focus of the parking policy is to:

- Provide parking access to the campus community and
- Ensure the safety of the campus community

MGA Police are charged with the responsibility and authority to enforce the University's parking policies and regulations. All vehicles on Middle Georgia State University property are subject to these regulations. Compliance with the following regulations is a condition of enrollment and/or employment at Middle Georgia State University. Operating a motor vehicle on University property is a privilege, which is conditioned, in part, of compliance with these rules and regulations. Middle Georgia State assumes no liability or responsibility for damage or theft to any vehicle parked on University property. These regulations are applicable to all members of the University community including, but not limited to faculty, staff, students, visitors, wellness members, contractors, and vendors.

The MGA Police reserve the right to modify parking rules or regulations as needed, to change the allocation of parking spaces when necessary, and to make exceptions if appropriate. The Department may on occasion need to close a parking area or roadway for a special event, safety reasons, construction or repairs. The campus community will be informed when changes occur.

MGA Police has the authority to ticket, immobilize or tow, at the owner's expense, any vehicle that is in violation of the established rules and regulations. In addition, the police may relocate a vehicle if necessary when there is no response to a request to move it. The following articles are enacted as the official parking regulations for Middle Georgia State University. These policies are enacted under the provisions of the laws of the State of Georgia and the rules of the University System of Georgia.

## **2. Permits**

Middle Georgia State University has implemented the use of virtual permits for all Students, Faculty, Staff and Community Members. All motor vehicles parked on a Middle Georgia State University Campus or Property must register their vehicle online by visiting, [mga.aimsparking.com](http://mga.aimsparking.com) or at the MGA Police Department on campus in order to ensure the utilization of a current virtual parking permit while parked on campus.

Virtual permits are active for the semester in which the permit was issued. Under the License Plate Recognition (LPR) software, your license plate will act as your permit. No decal is necessary for any student, faculty or staff under the LPR system. Changes in license plate (tag) information on

any registered vehicle must be made online by visiting, [mga.aimsparking.com](http://mga.aimsparking.com) before parking on campus.

Permits are categorized as follows and are issued at the discretion of the University:

- Faculty/Staff Permits
- Resident Student Permits
- Commuter Student Permits
- Community Member Permits
- Temporary/Visitor Permits
- Handicap/Temporary Handicap Permits
- Contractor/Vendor Permits

If an individual is both a student and faculty/staff member, their primary status determines which type of permit they will receive. Student assistants and those employed through the University work study program are not permitted to register their vehicles as employees of the University.

There shall be a rebuttable presumption that any vehicle on campus which is owned by a family member of a student or employee is being operated by the student or employee.

## **2.1 Faculty/Staff Permits**

All faculty and staff members of the University shall register for a virtual parking permit upon employment that will allow for parking on any Middle Georgia State University Campus. Faculty and staff parking spaces can be recognized by signage and/or designated wording within the parking spaces. In addition, faculty and staff spaces are indicated by green parking stripes which denotes students are not allowed to use these areas. Faculty and staff are prohibited from parking in the WRC Library reserved parking spaces. MGA employment entitles faculty and staff members of the campus community to receive a virtual parking permit which allows for (2) vehicles to be registered under that permit. Additional permits may be purchased for a charge of \$10.00 each. Vehicle registration fees are non-refundable. Temporary and Visitor permits may be obtained free of charge.

## **2.2 Student Permits**

All students must register their vehicles and obtain a current virtual parking permit within the first (5) calendar days of each semester.

Registration fees for parking are \$10.00 per semester, including summer. Parking is included in student fees, which are paid at the beginning of each semester. Parking fees entitle students to receive a virtual parking permit which allows for (2) vehicles to be register under that permit per academic year. Additional permits may be purchased for a charge of \$10.00 each. Vehicle registration fees are non-refundable. Temporary and Visitor permits may be obtained free of charge.

Students are required to renew their virtual permits each calendar year, to ensure the student's vehicle information and residential status is current and valid.

Students whose status changes between resident to commuter during the academic year must immediately make the appropriate changes to their vehicle registration online or notify the MGA Police of their status change. A change to reflect the new status is free of charge.

Students are prohibited from parking in any faculty/staff, handicap, police, fire, plant operations, visitor, conference, WRC Library reserved or any other space not specifically designated for standard student parking.

- **Resident Student Permits**

A Resident Student is any active student assigned to a MGA designated Residence Life facility on any Middle Georgia State Campus. Residents must register their vehicles online each academic year to obtain a valid virtual parking permit. All resident students must maintain current and valid student status with the Office of Residence Life for Resident Parking Permits to remain valid. Resident Parking Permits are valid in assigned Resident Parking Lots near each Residence Life facility. These permits allow students to park their vehicles overnight in Resident parking lots.

Students with Resident Parking Permits are allowed to park in white lined parking spaces on any MGA campus, with the exception of the Cochran campus. Cochran campus residents are required to park in designated resident areas only and may not park in commuter lots on the Cochran campus at any time. Georgia Academy residents are required to park in the designated Georgia Academy residential lot only.

Resident students may register multiple vehicles but may have only one vehicle on campus at a time.

Resident students are responsible for their guests in or on University premises. All guests must sign in with Residence Life or Security upon entering residential property. Guests are required to provide the name of the resident they are visiting as well as vehicle information. Guests are only permitted to be in residential halls during visiting hours, (Weekdays 10:00 AM – 12:00 AM and Weekends 10:00 AM – 2:00 AM) unless an overnight stay has been pre-approved by Residence Life Staff. Guests are required to have a copy of the approval and be prepared to present it to MGA personnel. MGA reserves the right to deny admittance to anyone that cannot provide adequate documentation or that acts in a discourteous or unruly manner. Residents may face sanctions under the Student Code of Conduct and/or Residence Life for the behavior of their guests. Behavior issues by guests and residents may also be addressed by MGA Police in areas where laws have been violated.

Resident students will be charged \$25.00 for any guest assigned to them that does not vacate the premises by curfew unless otherwise approved for an overnight stay.

- **Commuter Student Permits**

A Commuter student is any valid student that is not living on a University owned or leased property. Commuter students are allowed to park on any Middle Georgia State University campus in designated student parking spaces which can be identified by white striping on

the parking spaces. Commuter students are not allowed to park in spaces painted green, yellow, red, orange, blue or specialty spaces designated by signage or other control device. This includes Visitor spaces and WRC Library reserved parking.

### **2.3 Handicap & Temporary Handicap Permits**

Handicap Parking Permits, either state-issued or University issued, are required at all times to park in MGA handicap spaces in addition to registering the vehicle with MGA. By state law, the person to whom the state-issued Disability License Plate or Disability Placard is registered to must be an occupant of the vehicle in order to occupy a Handicap Parking space.

*Under the Official Code of Georgia section 40-6-226, it is illegal to utilize a state-issued Disability Parking Permit for fraudulent purposes. Violators' vehicles will be cited in accordance with the MGA Parking Policy and are subject to fines as provided by Georgia law.*

Middle Georgia State University complies with the American with Disabilities Act (ADA) by providing designated parking spaces for persons with ADA Accessibility requirements.

Temporary Handicap Parking Permits may be issued by Middle Georgia State University upon receipt of a letter from the requestor's doctor's office requesting a handicap parking permit. For faculty and staff, these letters must be directed to Human Resources. For students, these letters must be direct to the Office of Counseling & Accessibility Services. Human Resources or Accessibility Services will determine what parking accommodations are to be made, and issue a Temporary Handicap Parking Permit for use on MGA campuses.

Temporary Handicap Parking Permits may be requested by anyone requiring one. Individuals can be issued a MGA handicap permit, or any other permit which meets their medical/physical needs, for up to (1) semester. After (1) semester, medical documentation from the requestor's medical provider must be provided to Human Resources or Disability Services, as appropriate, to receive any additional amount of time of handicap parking accommodations.

### **2.4 Temporary/Visitor Permits**

Temporary Permits are available to faculty, staff, students and others who require parking at a MGA campus on a short term basis. Temporary permits issued will not exceed (14) days.

Temporary Permits may be obtained by entering the vehicle information online at [mga.aimsparking.com](http://mga.aimsparking.com) by selecting "Temporary Replacement" or visiting the MGA Police Department and are free of charge. Temporary permits holders are permitted to park in parking spaces designated for their status as faculty/staff, student, visitor or community member.

When driving a replacement or temporary vehicles, individuals MUST register that vehicle online or with the MGA Police Department. A virtual temporary permit must be on file when a replacement vehicle is parked on campus to avoid citation.

Middle Georgia State University welcomes visitors who have business on campus. All visitors should report to the MGA Police Department for a Visitor's Parking Permit unless they have made prior arrangements with the University to register their vehicle. This entitles the visitor to park in

an allocated visitor parking space. If visitor spaces are not available, visitors may be directed to park in another area by representatives or officials of the University.

Parking registration for conferences or continuing education courses will be administered through the MGA Robert F. Hatcher, Sr. Conference Center. Attendees will be provided with a link by email allowing them to register their vehicle online prior to or on the day of a conference. Attendees will be issued a virtual permit, valid for the specified dates of the registered conference that will allow for parking in designated areas. Hard copy permits may sometimes be utilized when necessary.

If a valid visitor of the University is issued a citation, all fines may be waived upon notification to the MGA Police Department. Notification can be made in person, by mail, e-mail or via telephone.

### **3. Designated Parking Areas**

The following curb/surface color scheme, in addition to appropriate signs shall designate parking for the campuses of Middle Georgia State University. In the event of a conflict between a sign and a curb color, the sign shall always take precedence.

Yellow	No Parking Zone or Visitor as indicated
Red	No Parking – Emergency/Fire Zones (No parking anytime 24 hours daily)
Green	Faculty and Staff Member Parking Only
White	Commuter Student Parking or Visitor as indicated
Blue	Handicap/ADA Parking
Orange	Resident & Georgia Academy Parking

#### **3.1 Student Zoned Parking Designations**

- Commuter Permits (C): Restricted to white lined spaces assigned to commuter students. (All campuses)
- Resident Macon Permits (RM): Restricted to white lined spaces assigned to students and University Pointe Apartments parking on the Macon campus.
- Resident Cochran Permits (RC): Restricted to Residential lots indicated by signage and/or orange outlined spaces on the Cochran campus.
- Resident Eastman Permits (RE): Restricted to white lined spaces assigned to students and the Aviation Hall Residential lot on the Eastman campus.

- Georgia Academy Permits (G): Restricted to Residential parking lot for Georgia Academy Students only as indicated by signage and/or orange outlined spaces on the Cochran campus.

### **3.2 Exceptional Circumstances Access to Restricted Parking Spaces**

The University reserves the right to allocate a parking permit to individuals in exceptional circumstances that will provide access to specific restricted access parking spaces. Requests must be submitted in writing to [parking@mga.edu](mailto:parking@mga.edu) outlining the circumstances for which the permit is requested. Exceptional circumstances permit holders will be exempt from parking charges. Issuance of a permit does not guarantee a parking space.

Overnight or extended parking of campers, vans, buses, etc., utilized as living and sleeping quarters within the defined limited of property owned, leased, rented, or controlled in anyway by the University is not permitted unless approved by the Chief of Police or his/her designee.

## **4. Enforcement**

The Middle Georgia State University Parking Policy applies throughout the calendar year and is enforced 24 hours a day, 7 days a week, 365 days a year. To enforce the rules and regulations, the MGA Police are authorized to issue citations, immobilize vehicles, and pursue collections action against violators.

Equipment utilized in parking and traffic enforcement is University property. Vandalizing or destroying call boxes, vehicle immobilization devices, signs and markings, and/or citations is strictly prohibited.

Citations are issued to vehicle permits, not vehicle operators. Citations issued to vehicles remain a valid and binding fine, regardless of the vehicle operator. The registered owner of a vehicle is considered fully responsible for all citations issued to his/her vehicle, regardless of the vehicle operator at the time of citation issuance.

Fines accrued by violated the parking policy constitute a last financial obligation to the University by the violator until such time as the citations are paid.

Citations may be paid online by visiting [mga.aimsparking.com](http://mga.aimsparking.com). Cash payments may be made in the Bursar's Office on any of the MGA campuses.

## **5. Regulations**

**5.1** Vehicles are only to be parked on MGA property when the driver has legitimate business at the university.

**5.2** Any vehicle parked on University property must comply with the Middle Georgia State University Parking Policy.

- 5.3** Any vehicle parked on MGA property must be properly registered. Vehicles may be registered online by visiting, [mga.aimsparking.com](http://mga.aimsparking.com) or through the MGA Police Department.
- 5.4** All parking facility users have a responsibility to act in a civil manner. Failure to do so will result in disciplinary action being taken.
- 5.5** Parking is available on campus for visitors with legitimate business. All visitors are to report to the MGA Police Department to register a vehicle.
- 5.6** Any parking for the purpose of making deliveries shall be limited to 15 minutes or such other period authorized by MGA Police. Any vehicle exceeding the approved time may be cited. Special parking permissions can be granted for short durations of time for loading and unloading when approved by the police department.
- 5.7** Posted speed limits will be observed at all times.
- 5.8** All persons are expected to follow lawful driving practices while on campus. Any action which would be considered an offense in a court of law will be considered an offense on site.
- 5.9** Persons parking vehicles on University property do so at their own risk. No responsibility or liability is accepted by the University, its employees or its agents for damage to or loss of any vehicle, or its contents while parked on University property.
- 5.10** Vehicles without a current state registration or which are not insured must not be parked anywhere on MGA premises. The University may also take legal action against persons breaching the rules and reserves the right to initiate any other appropriate legal procedures available.
- 5.11** All accidents and/or injuries in any MGA parking area must be immediately reported to the MGA Police.
- 5.12** Access to all University premises, including parking lots, is by permission of Middle Georgia State University. The University retains the right to refuse entry to parking lots and to require users to leave parking areas and to remove their vehicle, any time at its own discretion.
- 5.13** The University may authorize parking lots to be temporarily closed and dedicated for specific and temporary operational purposes.
- 5.14** Vehicles must be properly parked within a designated parking space with the front of the vehicle at the top of the parking space. Pull through a space into another for parking



purposes is prohibited, as is backing into parking spaces. In addition, parking against the flow of traffic on streets is prohibited.

- 5.15** Major repair work, servicing or valet services of vehicles is strictly prohibited within the parking areas of MGA unless authorized to do so by MGA Police. When a vehicle is stranded due to a mechanical failure, temporary access will be permitted for tow-vehicles for the purpose of completing minor repair work and/or recovery.
- 5.16** Parking is prohibited specifically in the following areas, locations or circumstances:
- a. On yellow lines, areas hatched with lines or areas denoted as prohibited
  - b. In a location which blocks entry or exit for emergency or delivery vehicles
  - c. On grass areas, sidewalks or turn around areas
  - d. In areas temporarily closed off and dedicated by the University for specific and temporary operational purposes
  - e. In an area marked as temporarily or permanently allocated for use by visitors or for maintenance or construction work
  - f. In areas for which the assigned virtual permit does not apply.
- 5.17** Pedestrians are afforded right-of-way on all University streets and parking facilities.
- 5.18** Speed on campus shall not exceed 15 miles per hour at any time unless allowed by law.
- 5.19** Visitor parking spaces are for use by campus visitors only. Faculty, staff and students are not considered visitors and will be ticketed or towed for violations.
- 5.20** Police, emergency and/or service vehicles may stop, stand, or park irrespective of the parking regulations while performing necessary official business. Services vehicles may not however, be left unattended blocking a fire hydrant.
- 5.21** Parking at or near baseball fields, athletic complexes, and/or recreation facilities owned, leased or controlled by the University is at the vehicle operator's own risk.
- 5.22** Posted stop signs will be observed at all times.
- 5.23** No person shall install any material upon the windshields or windows of any motor vehicle, the installation of which would result in a reduction of light transmission or an increase in light reflection in violation of state law.
- 5.24** Any vehicle displaying a valid handicap permit may park in any handicapped, faculty/staff or student parking space at the University. Vehicles must display a valid handicap permit at all times when parked in a handicap parking space.

- 5.25** Motorcycle, moped, and scooter operators must register their vehicles online at [mga.aimsparking.com](http://mga.aimsparking.com). Motorcycles, mopeds, and scooters may park in motorcycle parking or motor vehicle spaces on campus corresponding with the appropriate assigned virtual permit.
- 5.26** Motorcycles, mopeds, and scooters are not allowed to bypass any closed faculty/staff lot gated entrances or exits and are prohibited from riding through the gated restricted areas.
- 5.27** Bicycles on campus must comply with the following regulations:
- When driven on streets or in areas intended for use by motor vehicles, bicycle riders will observe all applicable traffic rules and regulations applicable to motor vehicles.
  - When parked, bicycles must be in bicycle racks or other spaces/areas designated for their use.
  - Bicycles must be parked clear of sidewalks, ramps, building entrances and handrails/fences.
  - MGA reserves the right to remove abandoned bicycles at its discretion.
- 5.28** The tailgating (or Gate-Running) Policy is to deter unauthorized vehicles from entering or exiting a parking area by driving directly behind a valid vehicle entering/exiting the area on the same gate cycle. Violators endanger themselves and the vehicle they are tailgating behind and risk possible damage to the parking equipment. Violations will result in a \$100.00 fine multiplied by the number of total tailgating violations a person has received. For example; first offense = \$100.00, second offense = \$200.00, third offense = \$300.00. A Student Affairs referral may be issued for students who commit this violation. University employees may be reported to their supervisors, department chairs, or VP for violation of employee conduct rules. Persons may also be charged criminally for criminal trespass and/or criminal damage to property depending on the severity of the violation.

In instances where a resident allows his/her gate access card to be used by an individual for which the card is not registered, the registered card holder will be fined the same as a gate-running violator. Residents shall not use access cards except as intended and will not allow use of their cards by others. In addition, non-student violators entering by way of an unauthorized card swipe will be criminally trespassed from residential facilities by University Police.

## **6. Citations**

A citation must be settled within fourteen (14) calendar days by payment or appeal. Citations can be paid online by visiting [mga.aimsparking.com](http://mga.aimsparking.com). Cash payments may be made in the MGA Bursar's Office on any campus during regular business hours. Failure to settle fines within the specified time will result in an additional late fee of \$20.00 per violation, loss of appeal rights and

possible disciplinary action. Holds will be placed on all student records until the citation fine is resolved by payment or appeal.

The citation fine structure is as follows:

- \$75.00 Unauthorized Parking in Handicapped Spaces/Areas
- \$25.00 Unregistered Vehicle
- \$25.00 Improper Parking, Double Parking, or Parking in Driveways
- \$25.00 Obstructing Traffic or Driving in Undesignated Areas
- \$25.00 Parking in Unauthorized Areas or Those Not Designated for Parking
- \$25.00 Parking in Areas Designated for Faculty, Staff, and Visitors
- \$25.00 Parking in Areas Designated for Police, Fire, or Plant Operations
- \$25.00 Parking on Crosswalk, Access Walk, Loading Zone, or Near Buildings
- \$25.00 Parking on Yellow or Red Curb (Bus Stop/Emergency Vehicles Only)
- \$25.00 Parking on Sidewalk or Grass/Lawn Areas
- \$25.00 Overtime Parking
- \$25.00 Parking in Reserved Parking or Area Not Permitted For
- \$30.00 Entering Through an Exit or Exiting Through An Entrance
- \$10.00 Backing In/Pulling Through a Parking Space
- \$25.00 Expired Guest Parking (Resident Students)
- \$25.00 Library Only Parking (WRC)
- \$25.00 Stop Sign Violation
- \$25.00 Window Tint Violation
- \$100.00 Tailgating (Gate-Running) – Fine will be multiplied by number of offenses
- \$20.00 Late Payment Fee
- \$20.00 Boot Removal

## **6.1 Citation Appeals**

If a person believes a citation has been issued unfairly, the citation may be appealed. Appeals for Middle Georgia State University parking tickets must be made within (14) calendar days from the date the ticket is issued. Paid or closed citations cannot be appealed.

Individuals may appeal parking citations by completing an appeal form online by visiting [mga.aimsparking.com](http://mga.aimsparking.com). All individuals are responsible for checking their appeal status online for any pending responses. Initial appeals will be reviewed by the Chief of Police or designee. If an appeal is denied a respondent may further appeal within 3 days of the initial appeal response by visiting [mga.aimsparking.com](http://mga.aimsparking.com). Second appeals will be reviewed by the Assistant Vice President of Student Affairs. Middle Georgia State University reserves the right to allow substitutions when necessary. The decision of the Assistant VP of Student Affairs is final and binding. When an appeal is denied, the petitioner will have (3) calendar days from the decision date to resolve the fine. After (3) business days citations not paid will be subject to the standard \$20.00 per violation late fee.

## **6.2 Vehicle Immobilization (Towing/Booting)**

If a vehicle is impeding the free flow of traffic, has over (3) outstanding parking violations, or fines in excess of \$100.00 it can be towed or immobilized with a boot. Citations are a method of warning the vehicle owner. When citations fail to correct violations, it may become necessary to tow or boot a vehicle. Illegally parked vehicles may also be towed from lots when parked in emergency lanes, handicap spaces, restricted/reserved spaces, blocking other vehicles, roadways, entrances, loading areas, curbs, dumpsters, or a lot complaint is received and/or a lot is full with multiple illegally parked vehicles.

## **6.3 Boot Removal and Vehicle Recovery**

- An immobilization notice containing instructions on how to have the boot removed will be attached to the vehicle (driver's side window and windshield).
- If arrangements have not been made by the registered driver of the vehicle to remove the boot within 5 days of the boot being placed on the vehicle, the vehicle is subject to towing. Once a vehicle has been booted and subsequently towed, the registered driver/owner will be responsible for all fees incurred (including citations incurred, boot removal fee, and towing/storage fees).
- If a vehicle is towed or immobilized, the registered driver/owner responsible must report to the MGA Police to make arrangements to recover the vehicle.
- Customers must pay a \$20.00 boot removal fee and any unpaid citations associated with the vehicle prior to removal.

Middle Georgia State University assumes no liability during the application or removal of a parking boot. Any vehicles on University property meeting the above criteria are subject to towing and/or booting. Once a vehicle is immobilized the boot will only be removed after all open citations have been paid. Payments may be made online at [mga.aimsparking.com](http://mga.aimsparking.com). Cash payments can be made in the Bursar's Office on any MGA campus. If a vehicle remains booted in excess of 30

calendar days without the vehicle owner contacting the MGA Police Department, the vehicle is considered abandoned and subject to being towed and impounded.

The University assumes no liability for towing or impounded vehicles. At the time of impoundment, the vehicle owner is responsible for payment of all impoundment, storage, and disposal fees assessed by the private towing company. Once impounded by a private contractor, the vehicle owner has 30 days to pay the contractor before the vehicle is disposed of by the contractor.

#### **6.4 Inoperable Vehicles**

If a vehicle becomes inoperable, the operator and/or owner should notify MGA Police as soon as possible and provide the approximate length of time before the vehicle will be moved. The time limit for an inoperable vehicle in an authorized area on campus is 48 hours. After 48, the vehicle will be removed from campus at the owner's expense. In instances where the vehicle is in an unauthorized area or is blocking traffic, the police department reserves the right to have the vehicle moved immediately at the owner's expense. Vehicle operators are responsible for any parking citations received on their vehicles before notification to the police department that the vehicle is inoperable.

### **7. Collections**

Citations open in excess of 30 calendar days are subject to collection action up to and including referral to a collection agency. In addition, an administrative hold will be placed on all MGA records and information for non-payments of debts.

### **8. On-Campus Traffic Rules**

MGA Police officers are state mandated law enforcement officials with the powers of arrest. As such, they are charged with the enforcement of state laws, rules, and regulations as well as rules and policies of the University. Traditional traffic charges for violations made on public roadways contained in or around the University are cited under state law and are referred to the Bibb, Bleckley, Dodge, or Laurens County State Courts for prosecution. Violations of the MGA Parking Policy shall be cited in accordance with this policy and are protected by the same due process as parking violations.