

# **Rules and Regulations for Control of Parking on the Grounds of the University of Connecticut**

## **1. GENERAL INFORMATION**

The University of Connecticut (“University” or “UConn”) is authorized by state law to promulgate rules and regulations concerning the parking and operation of motor vehicles on its property.

**The University of Connecticut’s Office of Transportation, Logistics, and Parking Services (TL&P)** has overall supervisory responsibility for parking on the Storrs campus. Suggestions or complaints relating to parking policies or procedures should be addressed to the **Parking Services Office (PSO)** located on the Storrs campus at 3 North Hillside Road. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. (4:30 p.m. during University scheduled breaks) and can be reached by telephone at (860) 486-4930.

**General Responsibility:** Operating a vehicle on campus is deemed evidence of the vehicle operator's acceptance and understanding of the University’s Parking and Traffic Regulations. Penalties for failure to adhere to these regulations can include fines, towing, immobilization of vehicle, and/or suspension or revocation of a University parking permit.

**The University’s Parking Rules and Regulations** apply to the main campus, located in Storrs, as well as to each of its Branch Campuses, to the extent applicable and indicated by signage. These rules and regulations are in effect continuously throughout the calendar year, including semester breaks and summer months, and apply to any motor vehicle operated or parked at any time on University grounds. A community member’s acceptance of employment at, or registration in, the University constitutes an agreement to abide by these rules and regulations. It is the responsibility of all drivers to familiarize themselves with these rules and regulations. The use of a motor vehicle on University grounds is a privilege, not a right, and is available only under the conditions and rules governing that privilege at UConn. The UConn Police Department assists in the enforcement of the University’s parking rules and regulations.

### **Temporary, Emergency, and Special-Situation Restrictions and Changes.**

During emergencies and other special situations (e.g., snowstorms, unusual crowds, university events, road or building construction), the TL&P or the UConn Police may temporarily suspend or otherwise modify specific regulations contained herein or otherwise posted. Temporary regulations and restrictions have the full force and effect of permanent regulations. A vehicle left unattended on University property during such

emergency or special situations may be towed at the owner's expense if parked in violation of temporary or permanent regulations or if such vehicle impedes traffic flow or snow removal operations.

**Special Events at Jorgensen or Gampel Pavilion:** A prepaid event fee may be charged during events held at Jorgensen Auditorium or Gampel Pavilion. Students and Faculty who have a valid permit for the area will not be charged an additional fee.

**Accessible Van Service.** The University provides an Accessible Van Service that is available for use by students and employees. For more information, please call (860) 486-4991 or visit the website [www.transpo.uconn.edu](http://www.transpo.uconn.edu).

**The Storrs Campus is primarily a pedestrian campus.** All motor vehicles must stop for pedestrians in crosswalks in accordance with Connecticut state law. The maximum speed limit on campus is 25MPH. The maximum speed in all parking lots is 10MPH. These limits are in effect 24 hours per day.

## **2. PARKING PERMITS**

### **2.1 Generally**

All parking on campus (except in metered and non-permit time-zone areas) is restricted by permit and is subject to posted regulations. Parking permits are valid only in the area(s) for which they have been designated and only for the time period indicated. A parking permit does not guarantee the holder a reserved space but only an opportunity to park in specified area(s). Generally, all permitted areas are enforced Monday through Friday 7:00 a.m. to 5:00 p.m., unless otherwise posted.

**Parking permits can be obtained from the PSO.** Applicants must present a valid vehicle registration and driver's license to the PSO. Applicants must be the owner or operator of the vehicle or a member of the owner's immediate family (i.e., spouse, parent, child, or sibling).

It is the responsibility of the registrant to keep all information pertinent to vehicle registration up-to-date with the PSO. This includes changes of address, new vehicles, new license plates and the like.

**Lost or stolen permits** must be reported to the Parking Services Office immediately by filing a mandatory Lost/Stolen Report. The report will be witnessed and notarized by a

Parking Services employee attesting to the loss or theft of the parking permit. There is a replacement fee.

Exception: If permit was lost due to windshield replacement, motor vehicle accident or a theft, the replacement fee will be waived upon proof of same (copy of the receipt for windshield replacement/police report evidencing accident or theft).

**Parking permits are NOT transferrable.** A permit may be used only by the person to whom the permit was issued and for the vehicle(s) registered by that permit holder. If a motor vehicle is sold or transferred to a new owner or a replacement vehicle is acquired, or in cases where license plates have been changed, the parking permit (or the remnants thereof) for that vehicle(s) must be returned to the PSO. A lost or stolen permit, windshield sticker or hangtag must be reported to the PSO immediately.

**All Parking Permits Remain the Property of the University.** The PSO reserves the right to revoke a parking permit if the University deems it necessary at any time before its expiration date. In such cases a refund, if appropriate, will be issued to the holder.

**Hangtag permits** should be displayed on the rear view mirror of the vehicle, facing outward. **Adhesive permits** must be adhered to the front windshield in the lower right corner of the passenger side. Any **temporary permits** must be clearly displayed on the passenger side of the dashboard. Use of the garages requires both a permit and a key card. A vehicle can only display one valid permit at any given time.

**State Handicap permits.** All persons who hold a state handicap permit must register their vehicles and state permit with the PSO and will be charged according to the location in which they park.

The PSO is not authorized to issue temporary handicap permits. Applications for temporary state handicap permits are available through the State of Connecticut Motor Vehicle Department at (800) 842-8222 or by visiting them on the web for instructions [www.ct.gov/dmv/](http://www.ct.gov/dmv/).

**Special requests** should be made directly to the PSO. The University understands that individuals may have special or individualized needs that preclude their use of transit or parking facilities normally available to them and may request special access to such services.

**Refunds of pre-paid** parking permits may be furnished in certain circumstances in the event a permit is revoked for any of the reasons specified within these rules and

regulations, or the permit is otherwise no longer needed by the permit holder. Contact the PSO for details.

**To obtain current permit rates, please contact the PSO directly.**

## 2.2 Student Parking Permits

Parking permits are available for students living off campus (commuter); on campus (resident) or teaching assistants/graduate assistants (GA/TA). Student permits are issued in August for the entire academic year. Registration cards are mailed to all eligible students in June for the upcoming year. A completed, signed registration card and payment in the form of check or money order payable to the University of Connecticut must be returned to the PSO by the deadline to insure receipt of a student permit via US Mail prior to the start of the fall semester. A registration card can also be obtained at the PSO. Registrations received after the deadline and those with an on-campus address will NOT be mailed and will be available for pick-up at the PSO in August. Students can avoid the long lines during the first week of classes by returning their registration card and payment by mail before the deadline.

The following student permits are available:

<b><u>Type of Permit</u></b>	<b><u>Eligibility</u></b>
<b>Commuter Permit</b>	<b>Any commuter student</b>
<b>Resident Permit</b>	<b>Any resident student with 54 or more credits</b>
<b>TA/GA Permit</b>	<b>Any teaching assistant or graduate assistant (also qualify for Area 3 free employee parking)</b>
<b>Student Garage Permit</b>	<b>Commuter students, including TA/GA Commuters, on a first come, first served basis (active waiting list)</b>
<b>Winter Intercession</b>	<b>Any student taking intercession classes or working on campus</b>
<b>Summer Permit</b>	<b>Any student taking summer classes or working on campus</b>
<b>Remote C Lot</b>	<b>Any eligible student</b>
<b>Apartment Specific Permits</b>	<b>Any resident living in the apartment with 54 or more credits.</b>

Contact the PSO for current permit rates.

**Commuter** students with a permit can legally park in any commuter or paid permit lot but are not guaranteed a space in any particular lot.

**Resident** students must have at least 54 credits to be eligible for a resident or apartment specific parking permit. Resident students with fewer than 54 credits may purchase a remote parking permit if space allows. Apartment specific permits do not allow parking in general resident lots.

**Medical/Life Exceptions:** Resident students with fewer than 54 credits can apply to the PSO for an exception to the 54 credit rule. Exceptions are limited to medical needs or other life events that require a resident student to have a car on campus. Documentation is required and parking is usually limited to C Lot or Depot Campus. Off-campus employment will not be approved as an exception.

**Graduate Student and Teaching Assistants GA/TA:** All Graduate and Teaching Assistants are eligible for a parking permit. The GA/TA permit allows parking in any resident or commuter student lot but not any apartment specific lot unless noted on the permit. GA/TA's are also eligible for employee Area 3 permits and Commuter Student Garage permits.

*Please note that parking at Charter Oak, Hilltop Apartments, Mansfield Apartments and Northwood Apartments is restricted to students with an apartment specific permit twenty four hours a day, seven days a week.*

## 2.3 Employee Permits

**Employee Permits** are issued throughout the year as new employees are hired.

**All new employees** must bring an offer letter or contract indicating their full or part-time status and the duration of time they will be with the University, a driver's license, and a vehicle registration to the PSO to purchase a permit (see Appendix B for Employee Registration Form). The PSO also sends representatives to "New Employee Orientation" sessions during which time parking permits may be distributed.

**Regular Employee Permit Renewal:** Employee permits will be renewed every other year for employees who use payroll deduction. Payroll deduction is available to regular University employees, Foundation employees, UConn Co-op employees and Dining Services employees. Permits are automatically renewed unless the employee wishes to make changes in the parking permit type or cancel the permit. **Exception:** Employees with unpaid parking tickets will not be eligible for renewal until all fines are paid in full. Renewal information will be distributed in March, both online and in the office.

**Employees may purchase permits for parking in Area 1, Area 2, Area 3, garage parking, or reserved/gated parking.** Area 1 and garage permits allow parking in Area 2 or Area 3 as needed. Area 2 permits allow parking in Area 3 as needed. Employees are not permitted to park in student lots.

**Special Payroll and other** affiliated employees must pay for their permit in full with cash, checks or money orders made payable to “University of Connecticut”, credit/debit card or Husky Bucks. Prepaid permits will be issued for the duration of the employee’s contract of employment or until May 31<sup>st</sup>.

#### 2.4 Other Permits

**Special permits** are provided by the Parking Services Office to fill a variety of needs not satisfied by the regular individual permits, or in those cases where suitable regular permits would not normally be available to a community member.

**Multiple-Vehicle Permits.** University of Connecticut staff members and affiliates, who want to register more than one vehicle for their own use, may do so by submitting the required vehicle information to the PSO.

**Temporary Permits.** Employees or students who do not have their parking permit with them on a given day may request a temporary permit by visiting the PSO during regular business hours. A photo ID and the current vehicle registration are required when requesting a temporary permit. A temporary permit may be obtained for up to three weeks (21 days) per academic year. Temporary permits required beyond the three week limit are available for a fee of \$2 per day.

**Motorcycle Permits.** If the motorcycle is the only vehicle registered, the full permit fee is required. Employees and commuter students may register motorcycles as an additional vehicle for an additional fee. All motorcycle/moped permits can either be permanently affixed to the fork of the motorcycle or a locking permit holder can be purchased from Parking Services to hold the permit. Regular parking restrictions pertain to motorcycles.

**Branch Campus Permits.** Permits issued by a branch campus are valid at the main campus in Storrs in Area 3 lots for employees and in lots C, I and W for students. *NOTE: Students with parking permits from other state universities/colleges are considered visitors and must pay to park in the North or South Garage or in a metered area.*

**Multi-Area Permits.** Multi-Area Permits are available for purchase by contractors, vendors, and University of Connecticut Departments for \$350 per year. The permit allows parking in Employee Areas 1 and 2 or Lot C. The permit does **not** allow parking in service vehicle spaces, reserved spaces, gated lots, handicapped spaces, load zones, fire lanes, parking garages, or any student lot. Anyone interested in obtaining a Multi-Area Permit must complete an application at the PSO. A temporary permit will be issued to the applicant while the application is being reviewed. There is a limit of two (2) Multi-Area Permits per construction project for contractors.

**Conference Permits.** Conference permits may be obtained from the PSO. The permit is valid only for the dates and parking area(s) indicated on the permit. Requests for Conference Permits must be scheduled at least two weeks in advance for an event with a defined duration. If two week's notice is not possible in a given situation, the PSO will do its best to accommodate the requestor.

If individual arrangements are planned, permits should be ordered at least two weeks in advance, when possible, to ensure suitable parking arrangements as needed. Prices for conference parking per vehicle per day vary depending on arrangements made by the host and the parking area requested.

**Groups of More Than Five Vehicles.** Departments should contact the Parking Service Office about providing parking for a seminar, a course, a conference, or other event for which visitors are expected to arrive in more than five vehicles. The UConn Conference Services Office (860-486-9050) is also equipped to organize all facets of events, including parking arrangements.

**Service Vehicle Permits.** Service Vehicle Permits are highly restricted and issued by special request and with the approval of the Parking Services Manager. Approved Service Vehicle Permits allow vehicles to park in any service vehicle space on campus. All inquiries regarding these permits should be directed to the Parking Services Manager.

**Department Permits.** University Departments may have a variety of parking needs for visitors, service contractors, employees conducting department business or University owned vehicles. The following permit types are available for purchase by University departments. The preferred payment for these permits is by Online Transfer Voucher. The Department must maintain a log indicating the person to whom the permit was issued

and the date and time the permit was issued and returned. The log must be submitted to the PSO on a monthly basis. Contact the PSO for pricing information.

“One Day” permits can be purchased by a department. These permits allow parking in Area 2 lots for the one day the department writes on the permit. A completed log must be submitted to the PSO in order to purchase additional permits. These dated permits do not need to be returned to the department. Permits that are returned should be destroyed by the department.

“Sign-out” permits. Departments may apply for an **Area 1 or Area 2** parking permit to be used by their employees for business purposes. These permits cannot be used as the primary parking permit for any individual employee. The Department must hold the permits and distribute them to individuals on an “as needed” basis.

**University Owned Vehicles:** University owned vehicles can park in any legal space in any surface lot that is not signed as restricted, reserved or gated. University vehicles cannot park in handicap or “D” spaces unless the driver has a State issued handicapped permit. University owned vehicles cannot park in service vehicle spaces without a service permit issued by Parking Services.

**Vendor Permits.** All vendors must have a permit to legally park or make deliveries on the grounds of the University. Parking permits for official UConn vendors are available for \$200 per year and allow parking in Employee Area 2 lots or any student lot.

**Contractor Permits.** Contractors who require more than the three permits allotted to them will need to purchase Contractor Permits for all additional vehicles that need to park on campus for the project. Contractor permits are valid for parking in designated areas.

Contractor parking at any construction site on campus is discussed at the pre-construction meeting for the project and must be approved by the Parking Services Manger. The contractor is allowed to park three company vehicles in the approved project fenced area. Additional vehicles must purchase a Contractor Permit and be shuttled to the job site. To avoid ticketing, all contractor vehicles at the job site must be within the fenced area and have a parking permit displayed.

Please note that:

- Logos on vehicles do not convey any parking privileges.

- Tractor trailers do not require parking permits.
- Faculty, staff, student, and affiliates of UConn are not eligible to purchase vendor or delivery permits.

**Detours, Parking, Delivery and Staging of Materials** and equipment must be arranged in advance for construction projects on campus. This applies to all construction projects on campus involving new construction, renovations, or significant maintenance for university structures, utilities or grounds, whether by university shops or by private contractors. Arrangements for detours, parking, staging and deliveries must be approved in advance, working closely with the Parking Services Manger.

**Failure to Obtain Approved Arrangements/Permits:** Failure to obtain approved arrangements for deliveries and/or staffing or to provide adequate and approved detours for pedestrians, cyclists, and motor vehicles may result in construction delays. Failure to **obtain approved parking arrangements** may result in ticketing and towing at the vehicles owner’s expense.

## 2.5 Handicap Parking Permits

**Restricted D** parking spaces located in employee lots are **ONLY** available to employees who have both a valid State Handicap permit and a University Permit for that area.

- These spaces are not for use by visitors to campus who have a valid State handicapped permit.

**Handicap spaces in employee lots** are available for daily parking to employees who have both a valid State handicap permit and a University permit for that area. Unlike “Restricted D” spaces, these spaces are available to visitors with valid state Handicap permit.

## 3. VISITOR PARKING

**Visitor Parking** is available in both the North and South Garage as well as at various metered locations throughout the campus. Detailed parking information for conferences and events should be supplied by the sponsoring department or the host.

For a detailed parking map visit [www.park.uconn.edu](http://www.park.uconn.edu).

The **North Garage** is located on Hillside Road. Overnight parking is not allowed.

The **South Garage** is located on Stadium Road

#### **4. MOTOR VEHICLE PARKING RESTRICTIONS & VIOLATIONS**

##### 4.1 General Information

**Parking Restrictions** on University grounds are in effect and will be enforced at all times throughout the calendar year, whether or not classes are in session. A violation of the University's parking restrictions may result in one or more of the following penalties: ticketing, towing, temporary revocation of permit, temporary or permanent downgrading of parking privileges and total revocation of parking privilege on University grounds. Payment of parking citations is the responsibility of the driver or registered owner of the vehicle. Exception: Citations issued to state/government owned vehicles are the *sole* responsibility of the *operator* of the vehicle.

**All legal parking areas** are designated with signs indicating the type of parking permitted and the hours of enforcement. Regulations posted at the entrance of a parking area apply to all spaces within that area except where specifically posted with other restrictions. A motor vehicle may not be parked in any area for which it does not correctly display a valid parking permit or in any area from which it is restricted by signs, other traffic-control devices or markings, or by specific action of the Parking Services Office or the University of Connecticut Police.

**An area or space not designated by signs** or other traffic-control devices as legal parking is not a valid parking zone (even in the absence of a no-parking sign or yellow markings). Failure to find an available legal parking space is not considered a valid excuse for parking illegally.

**All No-Parking zones** are in effect twenty-four hours a day seven days a week. A motor vehicle may not be parked at any time in an area designated as a no-parking zone, or in an area not designated as a valid parking zone, including on the grass or lawn.

**Motor vehicles may not infringe on, or interfere** with, access to a life-safety no-parking zone: that is, no vehicle may be parked in such a manner as to interfere with the use of a fire hydrant, fire lane, or other emergency zone; no vehicle may park in a manner creating or likely to create any hazard or unreasonably interfere with the free and proper use of the roadway or parking area; no vehicle may be parked or stopped at any time on a sidewalk or crosswalk; in front of a driveway, doorway, steps or a handicap access area;

within an intersection; on the roadway side of any vehicle that has stopped or parked at the edge of a roadway (whether parallel or at an angle); or in any bus stop, service driveway or associated turnaround.

**Arrangements to park buses, trailers, motor homes, mobile homes,** and similar conveyances on campus must be made in advance with the PSO. Conveyances containing living quarters (whether the units are self-powered or drawn by separate motor vehicles) may not be used as living units while parked on University grounds.

**Short-term metered areas:** Some metered areas are posted for short-term use only. A vehicle may not be parked for a period that is longer than the maximum parking limit posted on signs or the maximum payment accepted by the meter. For example, if a parking lot is posted for maximum parking of two hours, a vehicle may not be left parked there for a third hour, even if additional meter payment is made.

**Customer Parking:** Some areas are posted for short-term customer parking. These areas are controlled by time specific signage or sign-in requirements and may be used by permit holders as well as other campus customers.

**A malfunctioning parking meter** must be reported immediately, by telephone or in person, to the Parking Services Office (486-4930) or to the UConn Police (486-4800) when the Parking Services Office is not open. The identification number stenciled on the meter case and/or its location must be provided when reporting trouble. Mechanical malfunction of a parking meter or other parking control device, unless reported immediately in the prescribed manner, is not sufficient ground for dismissal of a parking citation.

**Winter overnight parking.** When the University declares a winter parking ban, parking will not be allowed on streets, roadways or in employee or commuter lots between the hours of 1:00am and 5:00am, unless otherwise noted. University Resident permits will be allowed parking in their designated lots. Vehicles that impede snow removal will be ticketed and/or towed at the owner's expense. Announcements about winter parking bans can be obtained by calling the PSO.

**Trouble reports/disabled vehicles.** A disabled motor vehicle on University grounds should be reported immediately, by telephone or in person, to the University of Connecticut (UConn) Police (860) 486-4800. The owner or operator of the disabled vehicle is also responsible for the removal of the vehicle as soon as possible (within the time period specified by the Parking Services Office or the UConn Police). The Parking

Services Office or the UConn Police may have the vehicle moved at the owner's or operator's expense if it is deemed to be in a hazardous location.

**Load zones** are restricted to the loading and unloading of materials and are limited to thirty minutes twenty-four hours a day, unless otherwise posted. Four-way flashers must be left on to indicate loading. Notes left on vehicles will not be accepted.

**Vehicles cannot be parked in load zones overnight or on weekends.**

#### 4.2 Permit & Keycard Misuse

**Misuse of a permit** is a violation of the University's parking rules and regulations. A violation may result in any one or more of the following penalties: ticketing, towing, temporary revocation of permit, temporary or permanent downgrading of parking privileges and total revocation of parking privilege on University grounds.

Examples of permit misuse include:

- Use of an expired permit;
- Fraudulent registration;
- Misrepresentation of University affiliation;
- Duplicating, counterfeiting, altering or sharing a permit;
- Displaying a stolen, counterfeit, altered or spurious permit;
- Display or use of a permit belonging to another individual;
- Display or use of a permit reported lost or stolen.

First offense: The first offense of misuse of a parking permit or keycard will result in revocation of violator's University parking permits for a period of one year, during which time violator will be permitted to park in C Lot only. Upon the expiration of one year, violator may re-apply for a parking permit.

Second offense: A second offense of misuse of a permit or keycard will result in the permanent revocation of parking privileges at the University.

In addition to the above, misuse of a State handicap permit will result in it being confiscated and returned to the issuing agency.

#### 4.3 Payment of Fines

A complete schedule of fees and fines can be obtained directly from the PSO. In no event will fees or fines imposed by the University exceed state statutory authority.

**All parking fines are due and payable** by cash, check, credit/debit card, Husky Bucks or money order made out to The University of Connecticut within fourteen (14) calendar days of the date of the violation. Coins must be wrapped and be marked with name, address and phone number.

**Payment or Appeal time limit:** If a payment has not been made or appeal proceedings have not been initiated within fourteen (14) calendar days after the date of the violation, the PSO will bill the registrant or owner of the vehicle as registered with the University for any outstanding fines, including a late fee for each citation.

**Unpaid student fines.** In the case of a student registered with the University, fines outstanding fourteen calendar days after the date of the violation are referred to the Bursar's Office and become part of the student's official University bill. **A student with unpaid fines will not be allowed to register for classes until satisfactory arrangements for payment have been made.** Unpaid parking fines owed by a former student who is not currently registered with the University will be referred to a collection agent. A collection fee may also be added to the amount of the fines outstanding. No parking permit will be issued to any student registered with the University, or to any vehicle, that has unpaid or otherwise unresolved parking fines.

**Unpaid employee fines.** In the case of a University staff or faculty member or an employee of a non-University agency situated on University grounds, fines outstanding after fourteen calendar days from the date of the citation will be billed to the registered owner of the vehicle. The staff or faculty member will receive three notices of payment due. **The third notice will state that the individual's parking privileges will be revoked unless payment is made or the parking permit is returned within two weeks.** If no action is taken by the individual, his or her permit will be revoked and the amount of that outstanding fine will be sent to a collection agency. A collection fee may be added to the amount of the fines outstanding.

**DMV Search for unregistered license plates:** In the event that the license plate on the ticket is not on file at the PSO, the name and address of the registered owner of the vehicle will be requested from the originating State Department of Motor Vehicles and a service fee will be added to the fines.

**Collection Agency:** Any amount outstanding after six months may be forwarded to a collection agency by the University. Once the amount has been sent to a collection

agency, payments must be made to the collection agency and will not be accepted by the Parking Services Office.

**Towing of vehicles** parked in violations of the University's parking rules and regulations is done by private towing contractors. Payment of towing and storage charges must be made directly to the towing contractor.

**Vehicle parked or operated by a scofflaw.** A vehicle that is owned or operated by a person who has been identified as a scofflaw (defined as someone who has five or more unpaid parking violation) is subject to immediate towing.

**Vehicle parked or operated by a chronic violator.** A vehicle that is owned or operated by a person who has been identified as a chronic violator (defined as someone who has committed 10 or more violations of the University's parking rules and regulations in a single academic year, irrespective of whether the associated fines were paid) is subject to immediate towing.

#### 4.4 Parking Violation Appeals

**An appeal process** is available to individuals who believe a parking citation was issued in error. The University will entertain appeals only on the asserted ground that the cited regulation was not violated. Such an assertion must be supported by appropriate factual evidence. The following are not valid grounds for appeal: Ignorance of, or an unintentional violation of, University parking rules and regulations; claims that the owner/operation never received the citation.

Appeals must be submitted in writing (in person or by mail) to the PSO within fourteen (14) calendar days of the date on which the citation was issued. If the citation is not paid or appealed within 14 days, a one-time late fee will be applied.

The fourteen day time limit in which to pay a parking fine is tolled upon receipt of the written appeal. All written appeals are reviewed by the Parking Citation Appeals Committee (PCAC). The PCAC will issue its decision by letter sent to the name and address listed on the appeal form. If an appeal is denied, the violator has fourteen days from issuance of the PCAC's letter to pay the fine.

**Verbal Appeal:** If the written appeal is denied by the PCAC, individuals may request a verbal appeal with the Parking Ombudsman within fourteen (14) days of date on the PCAC decision letter. Only those individuals with new, relevant factual evidence will be granted the opportunity to present a verbal appeal.

If the opportunity to present a verbal appeal is granted, the Parking Ombudsman will contact the appellant and schedule a phone or personal review.

If the appellant needs to re-schedule the review, the appellant must contact the PSO at least 24 hours before the scheduled review. Appellants will only have one opportunity to cancel and reschedule a review. The verbal appeal decision is final.

**Towing Appeals:** The University does not receive any portion of the charges paid for the towing of illegally parked vehicles. These charges are assessed by, and paid directly to, private operators. However, the University may refund a towing charge if the action of an agent of the University in instituting the tow was improperly taken under the regulations. Contact Parking Services for special tow appeal forms.

These rules and regulations can be found in the University Policy e-library at <http://www.policy.uconn.edu/> and on the Parking Services website at [www.park.uconn.edu](http://www.park.uconn.edu).