



PARKING SERVICES REGULATIONS

1925 Wilson Drive, First Floor of the Wilson Parking Garage

SECTION I: GENERAL PROVISIONS

1. GENERAL: Pursuant to the authority granted by the Texas Education Code and as approved by the SFA president, these parking regulations are promulgated to regulate and control parking and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses. These rules and regulations are supplementary to applicable ordinances of the city of Nacogdoches and the statutes of the state of Texas that govern pedestrians and the use of motor vehicles and bicycles.

- The operation of a motor vehicle or bicycle on university property is a privilege granted by the university and is not an inherent right of any faculty/staff member, student or visitor. All faculty, staff, students and visitors who park on university property must have a university parking permit or must park in a short-term paid parking space. A parking permit signifies that an individual has been granted the privilege of parking a vehicle on university property and does not guarantee a parking place on campus.
- The university assumes no liability or responsibility for damage to or theft of any vehicle parked or driven on campus. The university assumes no responsibility or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked on the campus. No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased or otherwise controlled by the university.
- Each person operating a motor vehicle on university property is responsible for obeying all university Parking Services regulations as well as all city and state parking regulations. All vehicles operated on university property must display a valid parking permit 24 hours a day, 365 days a year.

These regulations are in effect at all times on university property including semester breaks, holidays, weekends and intersessions.

2. ADMINISTRATION AND ENFORCEMENT OF THESE REGULATIONS:

A. PARKING: The Parking Services office is authorized to enforce these regulations and is responsible for conducting administrative functions relating to parking permits; establishing procedures and requirements for the issuance of parking permits; establishing requirements for the submission of appeals; processing appeals from Parking Services citations; and managing parking lots and garages. Parking Services is not responsible for the collection of fees; these fees are billed to your eBill and Student Business Services collects payments. Parking Services employs traffic officers who issue parking citations and provide other services such as lockout assistance and jump starts.

B. THE UNIVERSITY OF TEXAS SYSTEM POLICE DEPARTMENT AT SFA: The UTS-SFA police department is authorized to enforce these regulations at any time or under any circumstances deemed necessary. UTS-SFA police department officers may issue university citations or court appearance citations enforceable in justice of the peace or municipal court.

- The University of Texas System Board of Regents is authorized to employ campus police personnel. Such officers are commissioned as Texas peace officers and are vested with all powers, privileges and immunities of peace officers in the performance of their duties. As Texas peace officers, SFA police officers have county-wide jurisdiction in all counties in which the university owns property.
- All persons on university property are required to identify themselves to such officers when requested. Failure to produce identification upon request of an officer may result in arrest and appearance before a magistrate. The university police shall be vested with the authority to refuse to allow persons having no legitimate business to enter upon any property under the control and jurisdiction of SFA and to eject any unauthorized persons from said property upon their refusal to leave peaceably upon request.
- The university police are authorized to enforce the Texas Motor Vehicle Code, the Texas Penal Code, and applicable ordinances of the city of Nacogdoches, the Parking Services regulations of the university and all other laws.
- All accidents, thefts and other offenses that occur on university property or anywhere within the campus area should be reported to the university police immediately. Accident reports should be made prior to moving vehicles. One-vehicle accidents should also be reported. Vehicles should always remain locked.

C. APPEALS: Any person receiving a citation may appeal. Appeals must be submitted online through mySFA and must be received within 10 calendar days of the date the citation was issued. Forms for

submitting second appeals to the appropriate boards are available at the Parking Services office during regular business hours and online at sfasu.edu/parking. Boots and impoundments may be appealed in this same manner.

- The manager of Parking Services, or designee, serves as the appeal officer and will review the appeal and any information/evidence relative to its application. The appeal officer will render one of the following decisions:

Warning means the appeal was granted and the fine was waived.

Voided means the ticket issued was not valid.

Denied means that the ticket has been upheld and the fine must be paid.

- The appellant will be notified of the decision via their SFA email account. Should the appellant disagree with the decision of the appeal officer, they may make a final appeal to the appropriate hearing board.

D. APPEALS BOARD HEARING: To appeal to a hearing board, the appellant must submit their appeal in writing to Parking Services within 10 days of the appeal officer's decision. Parking Services will notify the appellant of the date and time of their hearing via email to the appellant's SFA email address.

- Student citation appeals are considered by the Student Government Association Supreme Court, which, for the purposes of these regulations, is called the student appeals board. Faculty/staff citation appeals are considered by the faculty/staff appeals board.
- While an appeal must be submitted in writing, an appellant may choose to present their appeal to the appropriate appeals board in person as well. It is the responsibility of the appellant wishing to appear in person to obtain the date and time of the appropriate appeals board meeting. The meeting dates for both of these boards are posted in the Parking Services office.
- The board will review the appeal and render one of the following decisions:

Excused means the ticket and its resulting fine are excused.

Upheld means that the decision of the singular appeal officer was upheld and any resulting fine must be paid.

- All decisions of these boards are final.

E. APPELLANT'S RIGHTS: Appellants shall have the right to:

- be present at the hearing
- be accompanied by an advisor of the appellant's choice and to consult with such advisor during the hearing (the advisor may only advise the appellant and may not actively participate in the hearing)
- know the identity of the traffic officer or police officer who issued the citation
- hear or examine evidence presented
- make any statement of mitigation or explanation
- have and cross-examine witnesses
- be informed of the disposition of the appeal
- and inspect and copy the record of the hearing at the appellant's cost.

F. RULES OF PROCEDURE: The board may hear appeals for citations for which an application to appeal has been filed in accordance with these rules.

- Each citation shall be appealed separately except in the instance of consecutive citations for the same violation.
- Each appeal shall be heard and decided on its own merit.
- The board may examine, cross-examine, call, recall and dismiss any witness.
- The board may limit the number of witnesses whose testimony will be repetitious and establish time limits for testimony so long as all viewpoints are given a reasonable opportunity to be expressed.
- The board shall maintain an adequate record of each hearing. Summary notes shall be deemed an adequate record for this purpose.

- The assistant vice president for Facilities Services/Operations, or designee, may represent the university in any hearing.
- The board may enter into closed session for deliberation at the conclusion of the presentation of evidence.
- The board's judgment must be rendered at the conclusion of deliberation.
- A board member must excuse himself/herself from any appeal in which he/she is involved, or in which a member of his/her family is involved.

G. FINDINGS AND SANCTIONS: The board shall decide only whether or not the defendant is guilty/responsible for the offense as charged in the citation.

- The citation charges for each offense are established by the SFA president and may not be reduced or eliminated by the appeals board if the individual is found guilty/responsible for the parking offense.
- Failure of the appellant to appear at a hearing as requested shall result in a forfeiture of the personal appearance, and the board's decision will be based on the written appeal.

3. AUTHORITY:

PARKING SERVICES IS AUTHORIZED TO ENFORCE THESE REGULATIONS:

- through the issuance of university citations and collection of enforcement fees, including the periodic billing of unpaid citations and the referral of individual cases pertaining to unpaid campus citations to a collection agency
- through the impoundment of vehicles interfering with the movement of vehicular, bicycle or pedestrian traffic or blocking a sidewalk or space for those with disabilities, loading dock, ramp, crosswalk, entrance, exit, fire lane or aisle
- through the impoundment or immobilization of vehicles for unpaid enforcement fees or display of a lost, altered, stolen or unauthorized parking permit
- by the suspension, revocation or denial of campus parking and driving privileges, parking permits and garage access privileges to those who have flagrantly violated these regulations
- by requiring either the vehicle owner or operator or the person who purchased the permit to appear in court for certain moving violations or at a university hearing for non-payment of outstanding charges or other violations of these regulations
- by barring re-admission and by withholding grades, degree, refunds and official transcript of any student for non- payment of outstanding charges in accordance with university standards
- by disciplinary action against employees or students who fail to abide by these regulations
- and by such other methods as are commonly employed by city governments or state agencies in control of traffic regulation enforcement.

Violation of a university parking and traffic regulation is a misdemeanor punishable by a fine of up to \$200. With approval of the assistant vice president of student affairs/dean of students, Parking Services may authorize an alternative method for the payment of fines that is consistent with the university's mission such as community service hours or the collection of food for area foodbanks.

4. PROOF: The issuance of a citation reflecting the existence of any Parking Services control device, sign, short-term spaces, signal or marking at any location on university property shall constitute prima facie evidence that the same was in existence and was official and installed under the authority of applicable law and these regulations. When any person is charged with having stopped, parked and left standing a motor vehicle on the campus, in violation of any provision of these Parking Services regulations, proof that said vehicle was, on the date of the offense, bearing a valid university parking permit shall constitute prima facie evidence that said vehicle was then and there stopped, parked and left standing by the holder of the parking permit. If the vehicle does not bear a valid university parking permit, proof that the vehicle on the date of the offense alleged was owned by an individual is prima facie proof that said vehicle was then and there stopped, parked and left standing by the individual.

5. RESPONSIBILITY:

- The person to whom a university parking permit is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through Parking Services by that person.
- If the vehicle does not display a valid university parking permit and is not registered through Parking Services to any university permit holder, then the person to whom the vehicle is registered through the Texas Department of Transportation or other state agencies at the time of issuance of the citation and that individual's university affiliate (faculty, staff or student) are responsible for the citation.

6. COLLECTION METHODS: The university may arrange for collection of debts owed to the university pursuant to these regulations in the following manner and as specified elsewhere in these regulations:

- Permit payments may be deducted from employee payroll checks with the employee's permission. Deductions for all permit purchases will continue until the full price of the permit is paid or until the permit is returned. Employees are responsible for monitoring their paychecks to ensure that proper deductions are being made for their SFA parking permit.
- A financial hold may be placed against students for past due debts.
- Any charge not paid when due may be forwarded to a collection agency or an attorney for collection. The offender will be responsible for paying all costs of collection, including any agency fees and/or reasonable attorney's fees, which will be added to the total amount due.

SECTION II: DEFINITIONS

COMMUTER: SFA students without an SFA housing assignment.

COMPACT CAR: Any vehicle that is less than 181 inches long (15 feet) and less than 60 inches tall (5 feet).

CENTRAL CAMPUS: An area between the following border streets: East College Street to the north, East Starr Avenue to the south, North Street (U.S. Highway 59 Business) to the west and Wilson Drive to the east.

DISABLED VEHICLE: Any vehicle that has mechanical failure that prevents it from being operated at all or impedes the vehicle's operation for a period of more than three days.

DISABLED VETERAN: Any veteran that possesses or qualifies for disabled veteran license plates, or has a disabled placard issued by the Texas Department of Motor Vehicles and provides proof of service through Department of Defense or Department of Veterans Affairs paperwork.

EXTRAORDINARY SERVICE VETERAN: Any veteran that qualifies for or possesses specialty license plates issued by the Texas Department of Motor Vehicles indicating receipt of a Purple Heart, Congressional Medal of Honor, Distinguished Service Medal, Bronze Star Medal, Army Distinguished Service Cross, Air Force Cross, Distinguished Service Cross or Navy Cross, or indicating service as a Prisoner of War.

FACULTY/STAFF: Any person employed by the university, regardless of whether the person is employed with or without salary, including casual employees, and is not classified as an SFA student.

FLAGRANT VIOLATIONS: A clear and obvious violation of these rules and regulations, including but not limited to possession of a lost, stolen or altered permit; possession of a permit by someone other than the original purchaser; receipt of 10 or more citations within one academic year; or any violations that substantially impact the daily operations of the university or the health and safety of others.

IMMOBILIZATION: Impoundment of a vehicle in place until certain conditions are met for its release.

IMPOUNDMENT: Secure hold of a vehicle until certain conditions are met for its release.

MOTORCYCLE/MOPED/MOTOR SCOOTER: A self-propelled device with at least two wheels in contact with the ground during operation; a braking system capable of stopping the device under typical operating conditions; a gas or electric motor; and a deck designed to allow a person to stand or sit while operating the device.

OFFICIAL UNIVERSITY HOLIDAY: Those days when the university is officially closed for business.

TRAFFIC OFFICER: Employee of Parking Services who controls the parking of motor vehicles; issues parking citations in parking lots, garages and along streets at SFA; provides guidance and directions to

visitors; assists with special-event parking; provides special services such as vehicle unlocks and jump starts; and immobilizes vehicles in accordance with these regulations.

PARKING PERMIT: Permit issued by Parking Services that authorizes parking on university property.

PARKING SPACE: An area designated for vehicle parking by pavement or curb markings or signs. Any area not so marked is not a valid parking space.

PERMIT REQUIREMENTS: Rules require a parking permit at all times on campus, with the exception of university- sponsored or hosted events, activities coordinated through Parking Services, and official university holidays.

PRIVATE CONTRACTOR: Any person employed by a business, but not affiliated with SFA as faculty, staff or student, who has contracted to operate a business or service function of the university.

RESIDENTS: SFA students who have a current SFA on-campus housing assignment.

SEMESTER INTERSESSION: The period between the day following the published last day of SFA finals for one semester and the beginning of the next semester (first day of class) as well as SFA spring break.

SFA: Stephen F. Austin State University.

SHORT-TERM PARKING SPACE: Any parking space for which the payment of an hourly rate is required.

STUDENT: Any person who is or has been within the last six months registered and enrolled at the university (including but not limited to online students, special students, part-time students, auditing individuals, teaching assistant students, and graduate and research assistants).

UNAUTHORIZED PARKING PERMIT: Use of a permit for which the individual is no longer eligible or use of a permit that was purchased/issued to another individual.

UNIVERSITY: Stephen F. Austin State University.

UNIVERSITY PROPERTY: All property under the control and jurisdiction of the UT System board.

UTS-SFA POLICE DEPARTMENT: The University of Texas System Police Department at SFA

VEHICLE: Includes, but is not limited to, automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars and tractors.

VENDOR: An individual or company not affiliated with the university that provides goods or services to the university.

VISITOR: Any person who is not enrolled in classes, employed by the university, a contractor or vendor providing goods or services to the university; affiliated with the university in any way, or enrolled in university sponsored events such as camps, concerts, or planetarium movies.

SECTION III: TRAFFIC REGULATIONS

1. COMPLIANCE: Every vehicle operator shall comply with these regulations, state law and all traffic control devices at all times unless otherwise specifically directed by Parking Services. State and local laws pertaining to operation of motor vehicles, bicycles and pedestrians on public streets apply on the campus and streets owned and operated by the university. Vehicles are prohibited at all times from parking in reserved spaces without a proper permit, no-parking zones, tow-away zones, fire lanes, crosswalks, loading zones, barricaded areas or service driveways, or parking on lawns, curbs or sidewalks or parking in any manner that obstructs the flow of vehicular or pedestrian traffic. Street parking is prohibited except where signs indicate parking is permitted. The absence of "No Parking" signs does not imply that parking is allowed.

2. SPECIAL INSTRUCTIONS: No person shall fail to comply with any instruction related to parking given by a university police officer, Parking Services staff member or Parking Services enforcement assistant.

3. TEMPORARY RESTRICTIONS: Parking Services is authorized to temporarily implement restrictions that govern parking relating to construction, emergency situations or special events on campus, and, by agreement with the city of Nacogdoches, on public streets. Notice of such restrictions may be given by the posting of temporary signs or barriers or in any other area deemed appropriate.

4. SPEED LIMITS: The maximum speed limit is 20 mph on campus roads, 10 mph in parking lots and service drives, and 5 mph in parking garages, at all times unless otherwise posted.

5. TRAFFIC OBSTRUCTION: No person shall park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic or jeopardize safety or university property.

6. VEHICLES IN BUILDINGS: With the exception of wheelchairs, Americans with Disabilities Act-compliant scooters or other devices specifically authorized by Parking Services, no person shall place, use, park or

otherwise leave a vehicle within any university building other than a parking garage at any time.

7. SIDEWALKS, GRASS OR SHRUBBERY: No person shall drive a vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area unless such areas are signed and marked for driving, except as specifically authorized by Parking Services.

8. PASSENGER PICKUP AND DROP-OFF: No person shall stop a vehicle on any street, alley or driveway on the campus for the purpose of picking up or dropping off a pedestrian without first drawing up to the right-hand curb.

9. PEDESTRIANS: Pedestrians have the right of way at marked crosswalks, in intersections and on sidewalks extending across a service drive, building entrance or driveway. Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right of way to all vehicles on the street. No pedestrian shall stand on the traveled portion of any street, alley or driveway in such a manner as to obstruct or prevent the free flow of traffic.

10. RESERVED SPACES: Several parking spaces, regardless of the area in which they are located, are reserved 24 hours a day, seven days a week for service vehicles, residence hall directors, or drivers who need ADA-compliant access or loading zones. This also includes spaces marked for UTS-SFA police department business, compact cars only, police vehicles only, expectant mothers and visitors. Parking areas are generally reserved for the type of permit holder indicated by signs from 6 a.m. to 4 p.m., Monday through Friday, except as otherwise indicated. Parking lots 8W (north of McKibben Education Building), 15 (Norton HPE Complex) and 55 (Social Work Building) are reserved Monday through Friday until 8 p.m. A portion of Lot 47 (Commuter Lot), as identified by metal signs, is reserved for band practice on Monday, Tuesday, Wednesday and Thursday beginning at 3:30 p.m. Vehicles will be towed or relocated, at owner's expense, from this area during this designated time. Some lots may be reserved for tailgating events before, during and after each home football game. These reserved areas will be identified by signage placed out the day of the game. Vehicles inside this area after the specified time may be towed at the owner's expense. At Pecan Park (Lot 54), some spaces facing the pavilion are reserved for non-SFA park patrons only. SFA faculty, staff and students are not allowed to park vehicles in Pecan Park patron spaces.

11. MOTORCYCLE SPACES: Parking spaces have been designated for motorcycles by curb markings. Spaces so marked are for two-wheeled motor vehicles only. Motorcycles may not park in no-parking zones, fire lanes, reserved spaces or any other space.

12. HEAD-IN PARKING: All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angled or head-in parking.

13. PARKING DESIGNATIONS: Parking areas are designated by signs and/or color coding on a map obtained online at the Parking Services website at sfasu.edu/parking. These signs and maps indicate the type of permit for which the area is reserved. Certain parking spaces have been designated as 20-minute parking spaces. These spaces are so designated to provide short-term parking for business access to the SFA Post Office, student center offices and other designated areas. Parking more than 20 minutes is prohibited. Citations may be issued for each 21-minute segment of parking overtime.

SECTION IV: PARKING REGULATIONS

1. GENERAL: A vehicle operator shall park only in a parking space as authorized by the parking permit displayed or as otherwise specifically authorized by Parking Services. Each parking lot or garage shall be defined by appropriate signs and/or painted lines (when the parking area is paved). All spaces are designated, but not every space has a sign.

It is the responsibility of the permit holder to park in the authorized area. Most lots are authorized for multiple types of permits. The various classes of parking permits and their eligibility requirements, privileges and limitations are described in detail in this regulation. Parking in a garage requires either the appropriate SFA permit or, in the case of the Student Center Parking Garage, payment by the hour.

- A permit must be obtained for each academic year or portion thereof. Permits for the current academic year may be obtained at any time during the academic year. Permit purchase is through an online permit application for the next academic year after the spring semester ends. Permits will be mailed to the address provided by the applicant on the first business day in August. All permits purchased after Aug. 1 can be picked up at the Parking Services office. Only the permit purchaser, with a picture ID, may pick up a permit at the Parking Services office.
- A permit must be displayed on the vehicle no later than the first business day that the vehicle is brought on campus.
- Only the permit for the current academic year should be displayed.

- Vehicles owned by students cannot normally be registered in the name of a faculty or staff member unless approved by Parking Services.
- Those with SFA status changes must update their permit to reflect that change no later than the first university business day after the change takes place. If the permit number of a returned permit is legible, then the replacement permit will be issued for \$15. Otherwise, the regular fee will be charged. If the driver's permit designation changes from resident to commuter, and the person has already purchased the resident permit, there is no fee for changing the permit to a commuter designation in the middle of the academic year.
- A vehicle should not be sold with the parking permit still displayed.
- Damaged parking permits should be replaced immediately through the Parking Services office.

2. USE OF PARKING PERMITS: No person shall lend, sell or otherwise allow another person to use their permit except as specifically authorized by these regulations. Misuse of a permit may result in confiscation of the permit without refund and a restriction on issuing permits to that person for at least one year. Persons found displaying said permit in violation of this section will be subject to the appropriate fine, booting and/or towing of their vehicle(s).

3. PERMIT REQUIREMENTS: A permit is required at all times on campus except if paying by the hour or day in the Student Center Parking Garage or the short-term paid spaces in Lot 21 or as otherwise specified in this regulation. Vehicles are eligible to park only as authorized by the class of permit issued. (Section V.2, Parking Permits, "Classes of Permits and Eligibility," sets forth the classes of permits and eligibility requirements.) All faculty, staff, students (full-time or part-time) or employees of private contractors or other government agencies assigned to SFA who operate a vehicle on university property, regularly or occasionally, are required to obtain a parking permit.

4. MANNER OF PARKING: No person shall:

- park without a current parking permit or payment of the designated short-term parking, except as specifically authorized by Parking Services
- park a vehicle such that it occupies portions of more than one parking space
- park a vehicle with the left wheels to the curb unless parked on a one-way street
- double-park a vehicle
- park a vehicle in a manner that obstructs parking spaces designated for people with disabilities, walkways, driveways, ramps, loading docks or marked crosswalks
- park any vehicle on a sidewalk, a walkway, a patio, a plaza, grass, shrubbery or any unmarked or unimproved ground area
- park a vehicle or permit a vehicle to stand in or block access to any area designated as a fire lane or 15 feet in either direction of a fire hydrant; fire lanes are designated by posted signs and/or yellow or red painted curbs. These areas are designated for emergency response vehicles only.
- park a vehicle in a no-parking zone
- park a vehicle in an area designated as a bus stop
- park in a space with a barricade or remove a barricade except as specifically authorized by Parking Services
- park a trailer, recreational vehicle or mobile home on university property unless specifically coordinated and approved by Parking Services
- park or store a vehicle during Maymester and summer I and II terms without explicit permission from Parking Services
- and park or store a bicycle except at designated bicycle parking areas.

5. LOADING ZONES: Loading zones/docks are intended for the delivery of bulky items that cannot be carried long distances. The operator of a vehicle making deliveries must be actively loading or unloading the vehicle with the flashers engaged, and may not be parked in the loading zone for longer than 15 minutes. When loading/unloading is completed, the vehicle must be relocated to the assigned lot. If the loading/unloading activity will take longer than 15 minutes, contact Parking Services for assistance.

6. ADA PARKING: No person shall park a vehicle in an ADA space without a university permit and appropriate state disabled placard or license plate. ADA parking is provided in all parking lots on campus. These spaces are reserved 24 hours a day, seven days a week for the holders of state ADA parking placards or license plates. A current SFA permit is also required. Only the person to whom the ADA plate

or placard is issued may use the permit for such parking.

- ADA permits and temporary handicapped permits are issued by the county tax assessor-collector of any Texas county.
- Only vehicles displaying an ADA permit or temporary handicapped permit or license plate may park in “Reserved for Handicapped” parking spaces or any other area designed for people with disabilities such as an access ramp or curb cut. These vehicles must also display a valid SFA parking permit. The person for whom the ADA permit has been issued must be with the vehicle at the time it is parked.
- A vehicle displaying a valid SFA parking permit and a valid ADA permit or license plate may park in any non- reserved parking space on campus or on Aikman Drive in Lot 7. Reserved parking spaces are reserved 24 hours a day, seven days a week for service vehicles, residence hall directors, visitors and loading zones.
- Faculty/staff members who have a valid ADA placard or license plate issued by the state of Texas may purchase a commuter permit in lieu of a faculty/staff permit.

7. PERMIT FOR EXPECTANT MOTHERS, TEMPORARILY SICK OR INJURED DRIVERS: A temporary permit or expectant mother permit may be obtained by a person who holds a current parking permit so they can park in specifically designated areas; areas designated will be based upon resources available and applicant needs.

- **TEMPORARILY SICK OR INJURED:** Valid for up to one week, this permit allows parking in designated lots and must be displayed on dashboards. Application for this permit must be accompanied by a doctor’s statement. This permit may be issued only one time per semester. Those needing more than one week of time should obtain a state-issued temporary ADA placard. Information is available at sfasu.edu/parking.
- **EXPECTANT MOTHER:** Valid during the third trimester or when a pregnancy is designated as high risk, this permit allows parking in spaces specifically designated by Parking Services. Application for this permit must be accompanied by a doctor’s statement indicating the need for closer parking and/or that the driver is in the third trimester of pregnancy.

8. HEALTH CLINIC PARKING: Spaces designated as “Clinic Parking” in Lot 10 are for university health clinic patients only. Citations received in Health and Wellness Hub spaces while a patient is in The Hub should be turned in to The Hub for validation.

9. AUDIOLOGY AND SPEECH PARKING: Spaces designated as “Audiology & Speech” in Lot 10 are for university audiology and speech lab patients only. Citations received in “Audiology & Speech” spaces while a patient is in the Cole Audiology Lab or Stanley Center for Speech and Language Disorders should be turned in to one of those locations for validation.

10. VISITOR PARKING: Official visitors not otherwise eligible for a university parking permit may be offered visitor permits, not to exceed three days without the specific permission of Parking Services. Visitor parking is set aside for special interest areas of the university. These spaces may not be utilized by university personnel, students or employees of private contractors assigned to SFA. These spaces are reserved for bona fide visitors to the university. Visitors should obtain a visitor parking permit from the Parking Services office or the Visitor Booth on Griffith Boulevard during normal business hours. Visitor permits can be obtained at the UTS-SFA police department after 5 p.m. and on weekends. Visitors are required to show a valid driver’s license to obtain a visitor permit.

11. EMERGENCY VEHICLE PARKING: Emergency vehicles are exempt from the provisions of these regulations when being operated in response to an emergency situation.

12. ABANDONED VEHICLES: The university may deem a vehicle parked on university property for more than 48 hours without a valid permit to be abandoned and may remove such vehicle as provided in Chapter 683 of the Texas Transportation Code.

13. DISABLED VEHICLES: If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must immediately be reported to Parking Services. The fact that the vehicle is temporarily disabled will be recorded, and a traffic officer will either render assistance or authorize temporary parking.

14. SHORT-TERM PAY PARKING (STUDENT CENTER PARKING GARAGE AND DESIGNATED SPACES IN LOT 21): Short-term pay parking is available in these locations for parking without a permit and paying the hourly rate.

15. STUDENT CENTER PARKING GARAGE FEES: Student Center Parking Garage is deemed pay-per-

use 24 hours a day, seven days a week. Permit and hourly rates may be found on the Parking Fees Table located in Appendix A.

16. SPECIAL EVENTS: Any university department hosting an event on campus may request event parking.

17. CAMPS: Camps hosted on university property are required to purchase parking through the coordinator of university reservations and conferences. To minimize impact on normal university operations, these passes are provided for a specific lot and can be commuter, resident or faculty/staff spaces at a cost of \$3 per day.

SECTION V: PARKING PERMITS

1. ISSUANCE OF PERMITS: Parking Services may issue a parking permit to any person or company desiring to park on university property. Parking Services shall allocate permits among the faculty, staff, students and visitors of the university in a manner intended to serve the needs of the university.

- A parking permit will be issued upon application online through the mySFA parking portal. All outstanding citations or parking fees must be paid before a permit may be issued. An individual may use only one parking permit at any time. Permits may be transferred to any vehicle registered on the parking account of the original permit purchaser. Ownership of all permits remains with the university and is not transferable.
- Parking Services may issue special permits for events to the host department. Parking areas are subject to closure by Parking Services for special events, construction or other special circumstances. Parking Services may establish fees for special-circumstance parking, including event parking.

2. BICYCLES: The university does not require the registration of bicycles; however, owners are encouraged to have bicycles marked for identification purposes by the UTS-SFA police department. Learn more at sfasu.edu/police/programs/register-property. The UTS-SFA police department will record the bicycle's serial number and description and make available an engraving tool to mark bicycles for identification. This service is free.

- Every person operating a bicycle on university property must give the right of way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals.
- Bicycles may not be parked on sidewalks or in university buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.

3. CLASSES OF PERMITS AND ELIGIBILITY

A. FACULTY/STAFF

- **Class AA**

Eligibility: SFA faculty and staff as designated by the president and vice presidents

Price: Refer to Appendix A for rates

Where: Valid in any space on university property except disabled spaces (unless a state disabled placard or license plate is displayed) or reserved spaces (service truck, hall director, visitor, etc.)

- **Class FS**

Eligibility: SFA faculty and staff, unaffiliated Chartwells, unaffiliated programs and Barnes & Noble employees

Price: Refer to Appendix A for rates

Where: Valid in the faculty/staff lots except disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.)

- **Class GA, GF, GS – Student Center Parking Garage Permits**

Eligibility: SFA faculty and staff

Price: Refer to Appendix A for rates

Where: Valid for parking in the Student Center Parking Garage or in any commuter space

- **Class M**

Eligibility: SFA faculty and staff

Price: Refer to Appendix A for rates

Where: Valid in any area designated for motorcycle parking

- **Class B – Faculty/Staff Daily Surface Permit**

Eligibility: SFA faculty and staff, SFA departments via IDT, contractors and vendors

Price: Refer to Appendix A for rates (minimum purchase of five permits)

Where: Valid in the faculty/staff lots except disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.); these permits may not be issued to SFA students

- **Class VFS – Veteran Faculty Staff Permit**

Eligibility: SFA faculty and staff member designated as a veteran or current military service member

Price: Refer to Appendix A for rates

Where: Valid in the faculty/staff lots except disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.)

B. STUDENT

- **Class GA, GF, GS – Student Center Parking Garage Permits**

Eligibility: SFA students

Price: Refer to Appendix A for rates

Where: Valid for parking in the Student Center Parking Garage or any commuter space

- **Class AG – Aikman Parking Garage Permit**

Eligibility: SFA students

Price: Refer to Appendix A for rates

Where: Levels three and four of Aikman Parking Garage; limited number sold

- **Class WG – Wilson Parking Garage Permit**

Eligibility: SFA students

Price: Refer to Appendix A for rates

Where: Levels four and five of Wilson Parking Garage; limited number sold

- **Class C – Commuter Student Surface Permit**

Eligibility: SFA students not living in university housing

Price: Refer to Appendix A for rates

Where: Valid for parking in any commuter space

- **Class H – Resident Student Permit**

Eligibility: SFA students with a current SFA housing assignment

Price: Refer to Appendix A for rates

Where: Valid for parking in the resident or commuter spaces

- **Class M –Motorcycle**

Eligibility: SFA students

Price: Refer to Appendix A for rates

Where: Valid in any area designated for motorcycle parking

- **Class S – Commuter Student Daily Surface Permit**

Eligibility: SFA students without an SFA housing assignment

Price: Refer to Appendix A for rates (minimum purchase of five permits)

Where: Valid for parking in any commuter space

- **Class K – Resident Housing Student Daily Surface Permit**

Eligibility: SFA students with an SFA housing assignment

Price: Refer to Appendix A for rates (minimum purchase of five permits)

Where: Valid for parking in resident or commuter spaces on campus

- **Class VS – Veteran Student Permit**

Eligibility: SFA students designated as a veteran or current military service member

Price: Refer to Appendix A for rates

Where: Valid for parking in the resident or commuter spaces; depends on student classification

C. OTHER

- **Class W – Wellness Permit**

Eligibility: Any person who is a Student Recreation Center member; students, faculty and staff are not eligible for a wellness permit

Price: Refer to Appendix A for rates

Where: Valid for parking in any legal space on campus excluding reserved spaces (such as 20-minute spaces, hall director spaces, service truck spaces, etc.)

- **Class U – Unaffiliated Permit**

Eligibility: Any person not eligible for any other permit but using campus resources or property; those who are family members of faculty, staff or students are eligible, provided the family member who is affiliated with the university has purchased a valid parking permit, but students, faculty and staff, themselves, are not eligible for an unaffiliated permit

Price: Refer to Appendix A for rates

Where: Valid for parking in any legal space on campus excluding reserved spaces (such as 20-minute spaces, hall director spaces, service truck spaces, etc.)

- **Class CV – Contractor/Vendor Parking Permit**

Eligibility: Any non-affiliated vendor, salesperson, technical representative, other service personnel (such as copier repairers) or contractor; students, faculty and staff are not eligible for contractor/vendor permits

Price: Refer to Appendix A for rates

Where: Valid for parking in faculty/staff spaces when conducting university business

- **Class RT – Retired Faculty/Staff Parking Permit**

Eligibility: Any SFA retiree who does not receive compensation for employment from SFA

Price: No charge

Where: Valid for parking in faculty/staff spaces

- **Graduate Assistant Upgrade**

Eligibility: SFA graduate assistants, approved by the dean of each college, not to exceed 30 per college, per semester or approved by the department head for non-academic areas

Price: \$10 per semester

Where: Upgraded parking to faculty/staff spaces in assigned lots

- **Dual Credit Student Upgrade**

Eligibility: Dual credit high school students

Price: \$5 per semester

Where: Upgraded parking to faculty/staff spaces in assigned lots

- **Student Assistant Upgrade**

Eligibility: SFA student assistant, approved by Human Resources

Price: \$20 per semester

Where: Upgraded parking to faculty/staff spaces in assigned lots

D. DISPLAY OF PERMITS: Permits shall be displayed on the vehicle according to the instructions furnished on the permit. Each academic year, a permit holder who fails to display their permit will be allowed three warnings for parking in an authorized area without displaying the permit.

E. SURRENDER OR REMOVAL OF PERMITS: A permit holder shall return their permit to SFA when the permit holder's relationship with the university terminates. Permits not returned to SFA remain active, and the permit holder is responsible for the permit fee.

- Permit holders are required to remove and surrender their permit in the case of a decal permit when there is a change in ownership of the vehicle when a replacement permit has been issued and upon revocation of the permit.

F. EXPIRATION OF PERMITS: Permits expire on the date listed on the back of the permit.

G. PAYMENT OF PERMIT FEES: When an application is made for a permit, the fee charged will be for the entire permit period or for the entire unexpired portion of the permit period. See Appendix A: Parking Fees Table for specific permit fees.

H. LOST/STOLEN PERMITS: A permit holder shall immediately report to Parking Services any lost/stolen permit and complete the associated report. Lost/stolen permits may be replaced for a fee (see Appendix A: Parking Fees Table). Any permit recovered after such a report has been filed must be returned to Parking Services immediately. Use of a permit that has been reported as lost/stolen is subject to fines and penalties as described in these regulations.

I. PERMIT REFUNDS: A permit is non-refundable unless returned within 10 days of the date of sale. It cannot be transferred from the person to whom it is issued to another individual. Resale of parking permits is prohibited, and a resold parking permit will be considered a false or fictitious permit.

J. PERMIT MISUSE: Misuse of any permit may result in confiscation of the permit, and no permit may be issued to that individual for at least one year thereafter. Parking Services is authorized to suspend campus parking and driving privileges on university property for any person whose vehicle is

cited for displaying a lost, stolen or altered permit, or any SFA parking permit not issued in accordance with these regulations. Students will be referred to Student Conduct, and faculty/staff will have the matter forwarded to the appropriate dean, director or department head for disciplinary action. Violators who are found in possession of a lost, stolen or altered permit may also be required to pay the annual cost of the permit type they fraudulently used.

SECTION VI: SPECIAL SERVICES

1. JUMP STARTS AND VEHICLE UNLOCKS: Services such as battery jump starts and vehicle unlocks are offered by Parking Services as time permits. Parking Services does not change flats, push cars or perform other car service.

2. SPECIAL EVENTS: Parking Services employees will assist SFA event sponsors with convenient and effective access while limiting the impact the event traffic has on campus parking. Parking Services offers services such as barricading spaces, placement and removal of cones, golf cart service, etc. Event parking management will be guided by:

- available parking spaces
- expected attendance
- costs that may be incurred by the department sponsoring event
- expected/potential impact on regular users of the area
- logistical ability of Parking Services to manage the event
- and whether the event is sponsored by the university.

SECTION VII: ENFORCEMENT

1. PARKING SERVICES CITATIONS:

- **Issuance:** Any person violating these regulations may receive a citation.
- **Parking Services authority:** Parking Services traffic officers are authorized to write university parking citations.
- **UTS-SFA police department authority:** UTS-SFA police department officers are authorized to issue university citations and court appearance citations for violation of these regulations. It is the general policy of the university to issue court appearance citations only for moving violations and for any violation when the individual's driving or parking privileges have been suspended, although the UTS-SFA police department may issue a court appearance for any appropriate violation. All vehicles driven on SFA property are subject to all university traffic regulations, state of Texas motor vehicle codes and city of Nacogdoches motor vehicle laws. Moving violations may be issued on a city of Nacogdoches traffic citation or filed in the office of the appropriate justice of the peace or with the city of Nacogdoches Municipal Court.
- **Fees:** Fees for parking violations may be paid in person to Student Business Services between 8 a.m. and 4:30 p.m. Monday through Friday, online through an eBill or by mail to:

Stephen F. Austin State University c/o Student Business Services
P.O. Box 13053, SFA Station
Nacogdoches, TX 75962-3053

2. FAILURE TO DISCHARGE COURT APPEARANCE CITATIONS: Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

3. UNIVERSITY CITATIONS: University citations are issued for offenses listed in Section VIII: Driving and Parking Offenses. Any person receiving a university citation must remit the amount of the charge or submit an appeal to Parking Services within 10 days after issuance of the citation. Any towing, booting and/or storage fees for removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted.

4. APPEALS OF UNIVERSITY CITATIONS: Any person issued a university citation may appeal the citation within 10 days of the citation's issuance online through the mySFA portal. Any citation that is not a warning must be appealed as described in these regulations.

5. FAILURE TO PAY CITATION CHARGES: Unpaid citations can result in student financial holds that prevent students from receiving grades, refunds or official transcripts or from graduating. Additional collection efforts may also be utilized as specified in these regulations. Ten or more violations within one academic year may result in suspension of driving and parking privileges on campus and/or disciplinary action.

6. VEHICLE IMMOBILIZATION OR IMPOUNDMENT: Parking Services may immobilize (boot) or impound (tow/relocate to a storage area) a person's vehicle for the following reasons:

- **the person and/or vehicle has accumulated three or more past due parking citations**
 - All citations issued will contain a notice informing the violator that three or more outstanding citations may lead to their vehicle being booted or impounded.
 - If a violator has two or more outstanding citations when a third is issued, a notice will be sent to the violator's SFA email account notifying them that 10 days following the issuance of the third citation, their vehicle will be eligible to be booted or impounded unless all of the outstanding citations are addressed by payment or by appeal if allowed within the time limits outlined in these regulations.
 - Each notice, both physical and digital/email, will include information about how to pay or appeal the citation(s).
 - Violators who believe the Parking Services records are incorrect, or have any questions regarding any of the citations, should contact Parking Services within 10 days of the date of the notification at (936) 468-PARK (7275) Monday through Friday between the hours of 7 a.m. and 4 p.m. or by email at sfaparking@sfasu.edu.
- **the person and/or vehicle is parked in violation of the terms of a conditional release**
- **the vehicle is parked in an ADA space without displaying a state ADA placard or license plate**
- **the driver is illegally using an ADA permit assigned to another individual**
- **or the driver is in possession of a lost, stolen, altered or unauthorized permit.**
 - Once a vehicle is immobilized, all outstanding citations and the immobilization or impoundment fee must be paid in full, and an appropriate permit must be purchased prior to the release of the vehicle.
 - The university is not responsible for any damage to the vehicle during booting, towing, relocation or storage. After notice has been posted on the vehicle, vehicles booted for longer than three days may be impounded (towed to a storage area). The owner and operator are jointly and severally responsible for any booting, towing or storage fees.
 - No vehicle may be towed without the express approval of the assistant vice president for facilities services and operations, or designee.
 - The immobilization device is the property of SFA, Parking Services and the Physical Plant Department. Any attempt to tamper with or remove the immobilization device shall make the offender liable for destruction of state property, and criminal charges may be filed with the UTS-SFA police department.
 - Section I.2.C, General Provisions, "Administration and Enforcement of These Regulations: Appeals" of these regulations outlines the appeals process for citations, boots and impoundments.

7. SUSPENSION OF PARKING PRIVILEGES:

- Notices of parking violations may constitute a suspension of parking privileges, and any fee assessed is for reinstatement of parking privileges for operators of vehicles registered with the university.
- All violations involving registration of vehicles operated on the properties of the university are violations of the law and Parking Services regulations. Disposition of these citations at the university is a privilege extended by the university, which may be withdrawn at the university's option.
- Violation of suspension of parking privileges may result in removal of the vehicle by tow away.
- Driving and parking privileges may be suspended by Parking Services or the assistant vice president for enrollment and student engagement/dean of students if the violator has displayed a lost, stolen or altered permit or committed other flagrant violations of these regulations. The loss of the privilege of driving or parking a vehicle on campus shall commence immediately following notification of suspension. Such notification shall state the term of the suspension and consequences for violation of the stated terms. The violations of the suspension shall be reported to the assistant vice president for enrollment and student engagement/dean of students if the person is a student or to the appropriate dean, director or administrative official for possible disciplinary action if the person is a faculty or staff member.

- If a person whose privilege of driving or parking on campus has been suspended receives a university citation by reason of having a vehicle on campus during the period of their suspension, the period of suspension may be extended and a referral to the appropriate university office may be made for further university disciplinary action.
- A person receiving notice that their privilege of driving or parking on university property has been suspended shall return, without refund, the permit issued to the Parking Services office immediately.

SECTION VIII: DRIVING AND PARKING OFFENSES

GENERAL VIOLATIONS		
Code	Violation Description	Fine
A1	Displaying a valid permit but in violation of lot or area assignment (6 a.m.-4 p.m., Monday-Friday; reserved lots are reserved until times indicated by signage)	\$40
A2	Parking backward in a parking space	\$30
A3	Failing to display a valid parking permit	\$40
A4	Not parking properly within the lines of a parking space	\$30
A5	Parking in a space designated "20-minute only" for more than 20 minutes	\$30
A6	Displaying a permit assigned to another vehicle	\$30
A7	Displaying two or more valid permits	\$30
A8	Exceeding time allotted for short-term parking	\$30
FLAGRANT VIOLATIONS		
B1	Parking in a reserved parking space without displaying a proper permit (plus tow fee if applicable)	\$40
B2	Parking in a no-parking zone (plus tow fee if applicable)	\$40
B3	Parking in any manner that obstructs vehicular traffic (plus tow fee if applicable)	\$40
B4	Parking in a manner that obstructs a crosswalk (plus tow fee if applicable)	\$40
B5	Parking in a fire lane (plus tow fee if applicable)	\$75
B6	Parking in a tow-away zone (plus tow fee if applicable)	\$40
B7	Parking in a loading zone or service driveway (plus tow fee if applicable)	\$40
B8	Parking on a lawn, curb, sidewalk or other area not set aside for parking (plus tow fee if applicable)	\$40
B9	Parking on campus while parking privileges are suspended (plus tow fee if applicable)	\$150

C1	Moving a barricade or parking within any barricaded area (plus tow fee if applicable)	\$40
C2	Using a forged, altered, false, fictitious or stolen permit (plus tow fee if applicable)	\$150
C3	Falsifying or altering vehicle registration information (plus tow fee if applicable)	\$100
C4	Parking in/blocking a handicapped space, ramp or unloading zone without placard (plus tow fee if applicable)	\$150
C5	Having a vehicle towed from campus	**
C6	Committing a moving violation	\$40
C7	Having a vehicle moved to another location on campus	**
C8	Requesting removal of boot or wheel lock	\$75
C9	Parking in violation of the direction of a traffic control officer	\$40
C10	Stealing property or damaging property by unauthorized boot removal or tampering/attempted removal of the boot (plus replacement cost of damaged property)	\$150
C11	Improperly exiting from a university parking garage (plus maximum daily fee due)	\$75
C12	Parking in a garage without payment (limited to once a semester)	\$75

FLAGRANT VIOLATIONS ARE ENFORCED 24 HOURS A DAY, SEVEN DAYS A WEEK AND ARE SUBJECT TO IMMOBILIZATION OR IMPOUNDMENT.

****RATES WILL BE POSTED IN THE PARKING SERVICES OFFICE AFTER A COMPETITIVE BID PROCESS.**

APPENDIX A: PARKING FEES TABLE

FS PERMITS ARE PRORATED MONTHLY.

FACULTY AND STAFF							
PERMIT	DESCRIPTION				ANNUAL	SPRING	SUMMER
AA	Faculty/Staff AA Permit				*See █ table below		
FS	Faculty/Staff Permit				*See below		
GA/GF/GS	Student Center Parking Garage Permit				\$435	\$200 (spring)	\$200 (fall)
M	Motorcycle Permit				\$60	\$43	\$22
B	Faculty/Staff Daily Permit				\$3/day	\$3/day	\$3/day
VFS	Veteran Faculty Staff				*See █ table below		
*FACULTY/STAFF OR OTHER GOVERNMENT AGENCIES ANNUAL PERMIT FEES							
SALARY	\$19,999.99 or less	\$20,000-\$39,999.99	\$40,000-\$59,999.99	\$60,000-\$79,999.99	\$80,000-\$99,999.99	\$100,000-\$119,999.99	\$120,000 and above
FEE	\$36	\$60	\$84	\$108	\$132	\$156	\$180

STUDENT				
GA/GF/GS	Student Center Parking Garage Permit	\$435	\$200 (spring)	\$200 (fall)
AG	Aikman Parking Garage Permit	\$225	N/A	N/A
WG	Wilson Parking Garage Permit	\$225	N/A	N/A
C	Commuter Permit	\$112	\$76	\$37
H	Campus Resident Permit	\$145	\$99	\$48
S	Commuter Daily Permit	\$3/day	\$3/day	\$3/day
K	Campus Resident Daily Permit	\$3/day	\$3/day	\$3/day
M	Motorcycle Permit	\$60	\$43	\$22
VS	Veteran Student Permit	Dependent on classification		
MISCELLANEOUS				
W	Wellness Permit	\$20	\$20	\$20
CV	Contractor/Vendor Permit	\$170	\$114	\$58
U	Unaffiliated Permit	\$20	\$20	\$20

SHORT-TERM PAID PARKING LOT 21 AND STUDENT CENTER PARKING GARAGE			
SERVICE		FEE	
First Hour		\$2	
Each Hour Thereafter		\$1	
Exchange Permit		\$15	
SERVICE		FEE	
Lost or Stolen Replacement Permit		\$25	
Graduate Assistant Upgrade		\$10	
Dual Credit Upgrade		\$5	

ADDITIONAL INFORMATION

CROSS REFERENCE: Parking and Traffic (13.14); Tex. Educ. Code §§ 51.201-.211, 54.505; Tex. Transp. Code § 681.008, Ch. 683

RESPONSIBLE FOR IMPLEMENTATION: Senior Vice President for Organizational Effectiveness

CONTACT FOR REVISION: Assistant Director, Physical Plant Department, (936) 468-4017 or scottranda@sfasu.edu

ORIGINAL IMPLEMENTATION: Sept. 1, 1961

LAST REVISION: June 2025



For a map of parking lots on campus, please visit gosfa.com/parkingmap or scan the QR code.