

# SAN DIEGO STATE UNIVERSITY

## PARKING REGULATIONS

The availability of sufficient parking at San Diego State University (SDSU) has significant impact on the quality of life of campus community members. The parking facilities and operations of the California State University receive no state funds and are totally self-supporting. Revenue collection is a critical activity as parking revenues pay for construction and maintenance of parking lots and structures, hence increasing the availability of parking. It is the policy of the California State University (CSU) [Title 5, Article 7, Section 42201(a) of the California Code of Regulations] that all faculty, staff, students and guests pay to park on university owned or leased property.

This document sets forth the parking regulations of San Diego State University, consistent with Title 5. Individuals and/or departments should make all necessary arrangements as provided for in these regulations in advance of the date parking will be required. Otherwise, guests and visitors will be directed to pay lots.

These regulations apply to the entire university, including auxiliary organizations.

### **A. Faculty (including Adjunct and FERP), Staff and Students**

All vehicles in faculty, staff and student lots must display a current university parking decal for the location.

### **B. Disabled Person (DP) Parking**

A DMV-issued DP placard or license plate is required to park in DP parking spaces. All faculty, staff or student vehicles parked in DP parking spaces must also display a current university parking decal.

In accordance with state law, student vehicles displaying a valid DMV DP placard or license plate and who have demonstrated the financial need for parking fee financial assistance may park in university permit parking areas without payment [Section 42201(b)(6)]. Application is made through Student Disability Services. Upon approval, the Department of Public Safety will issue a decal.

In special circumstances, temporarily disabled faculty, staff or students who have a current university parking decal may apply to Student Disability Services for permits to park in blue DP parking. Such permits are issued for a maximum of two weeks. Those requiring longer-term disabled parking should apply for a DMV DP placard. Student Disability Services has the authority to issue one-day permits for DP parking in special circumstances.

On an exigency basis, the Parking Information Kiosk or the University Parking Office has the discretion to issue permits of short-term duration (generally two hours or less) in order to facilitate an individual's making of arrangements with Student Disability Services.

### **C. Individuals or Entities Transacting Business with the University**

The requirements of Title 5, Article 7, Section 42201 of the California Code of Regulations, state “the payment of a fee shall not be required of persons, not employed by the campus, visiting the campus, for the purpose of transacting state business with the campus.”

#### **Vendors**

No permit is required for vehicles clearly identifiable as commercial delivery vehicles. These vehicles are not entitled, however, to park for more than the amount of time required to deliver goods.

All other vendors transacting university business may obtain a one-hour vendor permit from the Parking Information Kiosk or the parking office free of charge upon presentation of a business card. If more time is needed, vendors will be referred to pay parking areas, or sold an appropriate permit.

Contractors or their employees engaged in work at the university whose time on campus exceeds a one hour period are not considered to be “visiting the campus” and are required to purchase appropriate daily, weekly or monthly permits. Departments may not purchase permits for vendors.

#### **Members of University Boards**

Individuals who have agreed, at the University’s invitation, to serve on certain boards will be issued parking permits appropriate to facilitating their attendance at board meetings and related on-campus functions. Periodically, the Vice President for University Relations and Development will forward a list of boards, members’ names and terms, and meeting schedules to the Vice President for Business and Financial Affairs. The list will be updated as necessary.

#### **Federal, State and Local Representatives**

Legislators and political representatives conducting business on the campus will be issued parking permits appropriate to facilitating their activities on campus. The Vice President for University Relations and Development will forward a list of current legislators and political representatives to the Vice President for Business and Financial Affairs. The list will be updated as necessary.

#### **University Sponsored Programs**

University sponsored programs which promote SDSU through academic and/or extra-curricular activities. Examples of such programs are:

- Teams and officials for Intercollegiate sporting events
- CSU business hosted at SDSU
- Activities that are academic in nature and/or provide a foundation for future enrollment

#### **D. Emeritus Faculty/Retired Employees**

Faculty attaining the formal status of “Emeritus” or employees retired with 20 years of service may be issued a parking permit. The employees must obtain an Emeritus ID card from The Center for Human Resources and request the permit through the University Parking Office. The University Parking Office will determine permit location(s).

Retired employees with less than 20 years of service may purchase a faculty-staff permit. These employees may obtain an ID from The Center for Human Resources and purchase the permit through the University Cashiers Office.

#### **E. Special Events/Group or Public Attendance**

Unless documented as uneconomical, parking for Special Events is not permitted to be complimentary and is subject to space and availability. Special Events are defined as:

- University-sponsored events attended by the public including, but not limited to, Commencement, Open House, theatre & music performances, Extended Studies courses, and SDSU Intercollegiate Athletic events and camps.
- Non-university sponsored events such as concerts, non-SDSU athletic events and camps, or Open Air Theatre or Viejas Arena events contracted through Associated Students.

Individuals or departments wishing to schedule a special event in accordance with the Building and Grounds Regulations must make concurrent notice to the University Parking Office as to time and date in order to make parking arrangements. At the option of the University Parking Office, these arrangements may take the form of designated parking areas and/or dashboard permits. Both arrangements require payment of parking fees. If an individual or department fails to coordinate parking, including arranging for payment of fees, with the University Parking Office no later than one week prior to the event, event attendees will be directed to pay lots. Attendees parking without faculty, staff or student permits will be ticketed unless in pay lot with proper evidence of payment.

Parking fees for these events shall be charged on an individual event basis, taking into consideration such factors as: date and time of event, duration, facility, and sponsor (e.g., non-profit vs. profit). In accordance with CSU and campus policy, upon appropriate analysis and upon the approval of the Vice President for Business and Financial Affairs, as designee of the President, the fee may be suspended for selected special events when it has been clearly demonstrated that the collection of the fee would be uneconomical. The University parking Office will notify the Vice President of such situations.

#### **F. Volunteer Employees**

Parking for volunteer employees of the university is not permitted to be complimentary, in accordance with Title 5. Permits will be issued to individuals identified as volunteers upon:

1. Written memorandum from the sponsoring Department to the campus Center for Human Resources or to an auxiliary human resources office verifying that the individual is a volunteer.

2. The individual signing in at the appropriate HR Department.
3. The individual obtaining a Volunteer ID card.
4. The individual purchasing a permit at Cashiers, or a department purchasing a daily, weekly, or monthly permit for the volunteer employee as specified below.

Only individuals performing a service to the university who are not receiving any form of class credit or compensation may be provided department-paid parking. Any department paying for volunteer employee parking should submit Permit Request Form to the University Parking Office, with the volunteer name(s) and parking term (i.e., daily, weekly, or monthly).

#### **G. Guests (Exclusive of Individuals Included in Preceding Sections)**

Parking for guests of the university is not permitted to be complimentary, in accordance with Title 5.

Guests of the university may be provided with permits purchased in advance by a university department. Departments may obtain permits by completing the Permit Request Form (available online) and providing chargeback information. If the guest permits are to be paid from an auxiliary organization account, a purchase order from the auxiliary must accompany the form to enable campus invoicing. The cost shall be per permit. Multiple permits may be purchased at one time. Daily, weekly, and monthly permits are available. The University Parking Office shall maintain records of all permits sold.

Faculty, staff, and students do not qualify for guest permits and must not park in permit areas with guest permits. Departments may not distribute guest permits to faculty, staff, or students. Departments violating this policy may have clearance to obtain guest permits suspended.

It is the responsibility of the department issuing the permit to ensure they are filled out correctly. Citations issued to a guest as a result of the department not filling out the permit correctly will be the responsibility of the issuing department.

#### **H. College / Department Special Permit Areas**

Certain areas have been designated as special permit areas for use by colleges/departments. These colleges/departments may issue one-day permits for parking in these areas, subject to the following:

- Faculty, staff, and students: parking in these areas is never complimentary. Faculty, staff, and students must display both a university parking decal and a valid special permit.
- Guests may park in the special permit area using the college/department issued one-day permit in addition to a paid guest permit. No other permits are allowed in these areas for guest parking.

#### **I. CSU San Marcos Permits**

CSU San Marcos faculty and staff displaying valid CSU San Marcos parking permits are permitted to park on the campus of SDSU without the purchase of an SDSU permit. This policy is in recognition of a reciprocity agreement with CSU San Marcos.

## **J. Parking Permit Enforced**

Parking permits as described above are required in all parking areas at all times (including after business hours, weekends and holidays). Violators are subject to citation.