INTRODUCTION
By the authority vested in the Kansas Board of Regents, regulations pertaining to the operation and parking of vehicles are hereby established and set forth.

Students, faculty, and staff are expected to be familiar with and abide by these regulations. The vehicle operator is responsible for knowing all applicable laws and regulations.

The Kansas State University parking system receives no funding from the State of Kansas; therefore, parking permit fees and misuse fees will be deposited in the Parking Fee Fund and may be used for payment of the expense of enforcing these rules and regulations and for the construction, acquisition, maintenance and repair of parking facilities at Kansas State University.

OFFICES:
KSU PARKING SERVICES
KSU PARKING GARAGE
706 N. MARTIN LUTHER KING JR. DRIVE
MONDAY THRU FRIDAY
(785) 332-PARK (7275)
www.k-state.edu/parking
parking@k-state.edu

INFORMATION KIOSK
N. MARTIN LUTHER KING JR. DRIVE & KSU PARKING GARAGE
HOURS: 7:30AM–4:30PM
MONDAY THRU FRIDAY
(785) 332-6452

KANSAS STATE UNIVERSITY
MANHATTAN, KANSAS
2021–2022

TRAFFIC AND PARKING REGULATIONS

PARKING MISSION STATEMENT
To provide reliable and informative customer service in a courteous and timely manner, while providing as positive a parking experience as possible given the limitations of space, finances, rules and regulations under which we are required to operate.

27. Storage-SecL.A.11
28. Student-Sec.LC
29. Vendor/Contractor-SecL.F.6
30. Visitor/Frequent-SecL.F.2.e

I. GENERAL
A. REQUIREMENTS
1. All motor vehicles, including trailers and MOPEDS (See #6 below), parked on University property must be identified with a properly displayed University parking permit at the following scheduled times:
   a. Faculty/Staff and Commuting Student lots 7am–5pm Monday thru Friday.
   b. Residence Hall & Jardine lots 24 hours, 7 days a week.
   c. Recreation Complex 7am–4pm Monday thru Friday.
   d. All restricted lots/disabled/reserved/loading/timed stalls 24 hours, 7 days a week unless otherwise stated on sign.
   e. Parking Garage operates 24 hours, 7 days a week.
2. Parking is permitted only in designated areas (See #3 below for exception). Posted signs will designate the type of permit required to park in each lot, area and/or restricted location.
   a. Faculty/Staff and Commuting Students lots
   b. Residence Hall & Jardine lots
   c. Recruitment Complex
   d. All restricted lots/disabled/reserved/loading/timed stalls
   e. Parking Garage operates 24 hours, 7 days a week.
3. Vehicles shall be oriented in parallel parking spaces and angled parking spaces such that they are directed with the flow of traffic when leaving. Vehicles must be parked within painted lines and without obstructing access to said stall.
4. Motorized bicycles and MOPEDS capable of being pedaled may utilize bicycle parking with a bicycle permit. All other motorcycles, motor bikes, scooters and MOPEDS may park only in designated motorcycle stalls with a motorcycle permit.
5. Vehicles shall be oriented in parallel parking spaces and angled parking spaces such that they are directed with the flow of traffic when leaving. Vehicles must be parked within painted lines and without obstructing access to said stall.
6. Parking is prohibited on University streets or drives except where designated by official signs. The lack of a “No Parking” sign, does not imply a legal parking space.
7. All traffic control signs and devices are in effect 24 hours, 7 days a week, unless otherwise stated.
8. If an individual’s vehicle becomes disabled (inoperable) on campus, the KSU Police and/or KSU Parking Services shall be notified immediately. If vehicle is not removed or repaired within 24 hours, it may be subject to impoundment and fines unless prior authorization is obtained.
9. No vehicle shall be stored longer than 24 hours in parking areas other than residence hall lots (A10-15, B2-3, B17-18, C4-18, D1-5), nor shall any trailer or vehicle without a current license plate be parked or stored on University property unless prior authorization is obtained from KSU Parking Services. It may be subject to impoundment and fines. A. Only current resident hall occupants may store their vehicles in resident hall lots from the end of the Spring semester to the beginning of Fall semester.
10. During special events Parking Services has the authority to close selected lots to regular permit holders and to collect fees for the use of parking facilities.
11. Car pools are encouraged.
12. Life and Rec permits are valid in the C1 lot (Recreation Center North), C2 lot (Recreation Center South), and the D1 lot (West Stadium) as designated by permit.
13. State/Government vehicles must be parked in O and W lots for longer than 48 hours unless the vehicle is parked in a reserved stall purchased for such vehicle. State/Government vehicles must pay parking meters.
14. The University assumes no duty for the care or protection of vehicles or their contents while the vehicle is on property owned, leased, or otherwise controlled by the University.

C. AUTHORITY
1. Parking privileges may be modified or preempted by authority of the President of the University.
II: PARKING PERMITS

A. GENERAL REQUIREMENTS
1. Permits may be purchased only for use by the purchaser and are non-transferable. It is illegal to give false information on a permit application.
2. Only one hang tag permit per person will be sold. Purchasing and taking possession of more than one hang tag will be considered illegal registration. A person may purchase a motorcycle and a convertible permit and also purchase a hang tag.
3. No parking permit shall be issued to any faculty/staff member having unpaid misuse fees.
4. Students must purchase permits online.
5. Faculty/Staff have the option to purchase a preferred or reserved stall in the parking garage without completing an application for a reserved stall, upon availability.
6. Reserved and preferred garage stalls will be sold in the following priority: Faculty/Staff, Students, Departments, Retirees
7. Retirees will pay the present cost of a garage reserved or preferred stall less the lowest faculty/staff permit cost, because retirees receive a free permit.

B. PERMIT FEE SCHEDULE
See website for pricelist.

PERMIT DEFINITIONS:
O Permits—Commuting Students; valid in O, T and Z lots.
W Permits—Faculty/Staff; valid in W, T and Z lots.
E Permits—Professor Emeritus; valid in W, O, T and Z lots.
V Permits—Visitors; valid in W, O, T and Z lots.
J Permits—Jardine Terrace; valid in J and Z lots.
R Permits—Residence Halls; valid in R lots (lot Jardine only).
C2 Permits—Jardine Terrace; valid in J and Z lots.
C1 Permits—Jardine Terrace; valid in J and Z lots.
R Ride—Ride ATA Shuttles for free with their Wildcat ID.
R Metered Parking—Ride ATA Shuttles for free with their Wildcat ID.
R Ride Exclusive—Ride ATA Shuttles for free with their Wildcat ID.

REFERENCES

b. Medical permits must be displayed with a valid KSU parking permit. The KSU permit (the smaller one) must be placed in front of the medical permit so that it may be seen.
c. Physically disabled individuals planning to attend special events on campus should contact Parking Services if special parking arrangements are required.
d. Physically disabled persons may park in non-bagged metered stalls (no charge), timed and loading zones as long as necessary if designated parking stalls are not available. Physically disabled persons may not park in bagged (reserved) meter stalls.
e. No person shall stop, stand, or park any vehicle or bicycle so that it blocks or restricts a ramp accessible to a wheelchair.

2. Visitor Defined as—any person who is not a KSU faculty/staff/student or vendor/contractor.
a. All visitor vehicles, except in metered spaces, must display a visible, current permit.
b. Visitors are required to pay meters. Visitors may purchase permits at the Information Kiosk on N. Martin Luther King Jr. Drive, at the Parking Services Office at the KSU Parking Garage, or at the Police Dispatch Office (24/7) at Edwards Hall. Visitors are allowed to park in O, R, J, T, W and Z lots and must obey all traffic and parking regulations.
c. Physically disabled visitors displaying a valid accessible parking identification device may use accessible stalls after obtaining a permit.
d. Contact Parking Services to apply for other parking needs.
e. Board of Regents members’ parking identifications will be honored for parking in any O, W, T or Z parking lots or metered parking stalls.
f. Visitors are allowed to send in applications for “No Value Parking Permit/Authorization” with the cost of a daily permit and have the citation excused twice per calendar year. Complete the information on the back of citation, circle “Visitors See Reverse Side” on front of citation and send to Parking Services within 14 days from the date of the citation with the daily permit charge.

3. Conference Permits
A department or individual may obtain conference permits by requesting the number of permits required and the reason for such issuance. Daily and weekly permits are available.

4. Reserved Stalls in Flat Lots
a. Reserved stalls are available for the following positions: President, Provost and Senior Vice President, Vice President, Associate Vice President, Assistant Vice President, Associate Provost, Vice Provost, Dean, Associate Dean and Assistant Dean.
b. Other full time faculty/staff members may apply for a reserved stall. To apply, an application, letters from the immediate supervisor and/or Dean and approved by the appropriate Vice Pres-
1. a. Movable parking permits must be hung on the inside rearview mirror so that the number and designation are clearly visible from outside the vehicle. Permits must be displayed at all times on all vehicles parked in lots or structures, except those using timed payment at meters or in the garage. An owner of a permit that is valid but not displayed or not displayed properly may receive a reduced fine twice for the duration of permit when parked in the incorrect lot.

b. An owner of a permit that is valid but not displayed or not displayed properly may receive a reduced fine when parked legally.

c. Motorcycle permits must be placed adjacent to the license plate of the motorcycle and be clearly visible.

d. Convertible permits must be placed in the lower left of the windshield so that it is visible from the outside of the vehicle.

2. Parking permits become invalid when registrant withdraws from, or otherwise terminates association with the University.

3. Custody of parking permits is the owner’s responsibility. In the event a permit is lost or stolen, inform KSU Parking Services and/or KSU Police. A replacement for a permit may be obtained for the correct pro-rated cost of an annual permit. Damaged permits may be exchanged without cost.

4. Only one permit at a time may be displayed. The only exception is the requirement to display a state handicapped permit with KSU parking permit.

5. Parking Services will be available to process appeals. The fee to register a vehicle is $39.00.

6. Client Parking

- The event that a bicycle has been impounded, for a violation of the bicycle regulations, a $111.00 release fee shall be assessed in addition to the misuse fee.
- Skateboarding is prohibited on campus sidewalks, parking lots, streets, drives, the parking garage and other paved areas adjacent to and inside University buildings. Skateboarding is permitted for individual transportation in University bike lanes.
- The use of in-line skates, roller blades, roller skates, or similar devices, is only permitted on joint use bicycle and pedestrian pathways and bike lanes; use is prohibited in parking garages. (See Bicycle Regulations and/or Skating on Campus pamphlet)

V: ENFORCEMENT/MISUSE FEES/ Penalties/
APPEALS

A. ENFORCEMENT

1. KSU Police Officers/Parking Control Officers—KSU Police Officers are appointed by the Kansas Board of Regents, and have authority to halt motor vehicles, issue citations for violations, order vehicles impounded by towing or by applying wheel locks, and to enforce traffic regulations. KSU Parking Control Officers appointed by KSU Parking Services shall have the authority to issue citations for parking violations.

2. Responsibility for Compliance

All parking fines assessed to a vehicle are the responsibility of the KSU permit holder; state registered vehicle owner; or connected KSU faculty/student. The individual is responsible for informing the KSU permit holder; state registered vehicle owner; or connected KSU faculty/student. The individual is responsible for informing all other parties involved with the vehicle about the parking regulations and compliance. Organizational units may transfer responsibility for any citation issued them, by notifying Parking Services in writing of the University employee responsible for the vehicle at the time of the infraction.

3. Impounding

Any vehicle parked upon any University facility in violation of these regulations can be deemed a common nuisance and will be removed and impounded. The cost of each removal and impoundment shall be a lien against the motor vehicle until paid by the owner or the owner’s representative. In the event a vehicle is not towed, but a wheel lock applied, there will be a $28.00 removal fee charged. These fees can not be appealed.

4. Client Parking

Citations received on legally parked client’s vehicles using client parking stalls at Veterinary Hospital, Speech-Hearing, etc. may be presented to the recipient at the respective building for validation. Clients must present or send the validated citation to Parking Services for cancellation within 14 (fourteen) days from date of citation.
8. MISUSE FEES
Misure fees are payable at Parking Services, online through our website or can be deposited in any of the yellow misuse fee boxes located at various locations in meter lots and Edwards Hall. Misuse fee boxes are collected only on regular business days. It is recommended that such payment be made by check. Misuse fees paid after fourteen days (unless the citation is under appeal) are delinquent and will be assessed a $10.00 late fee.

Parking Violations:
A vehicle may be re-ticketed for the same violation if the violation has not been corrected by the next calendar day or vehicle has moved. This provision does not apply to violations 1, 2, or 6. windshield notes and/or hazard lights will not be recognized when a vehicle is parked illegally.

1. VIOLATION WARNING—A warning of being in violation.
2. $17.00 EXPIRED METER—Vehicle parked in a meter stall without time on meter. Vehicles may be re-ticketed based on the time limit posted on the respective meter.
3. $22.00 MUTLATED/UNREADABLE PERMIT—Displaying a damaged, mutilated or unreadable/improperly displayed parking permit.
4. $55.00 NO VALID PERMIT/AUTHORIZA TION—No valid parking permit or authorization displayed or visible.
5. $39.00 IMPROPER PARKING—Vehicle not within marked parking stall. Parking in an area not specifically designated as a parking area for motor vehicles. Parking in an area other than specified on the permit. Any other parking deemed inappropriate.
6. $28.00 OVERTIME PARKING—Overtime parking in an area regulated by a time limited sign.
7. $28.00 CLIENT PARKING—Parked in reserved client stall.
8. $110.00 ILLEGAL REGISTRATION—Mis-representation or illegal registration, using permit not qualified for or using someone else's permit. Six month suspension of parking privileges.
9. $110.00 Other—Any other parking deemed as a violation by KSU Parking Services or the Kansas State University Police Department.
10. $110.00 Illegally parked in a reserved stall.
11. $110.00 ILLEGAL USE/VIOLATION of terms for a service permit.
12. $110.00 EXCESSIVE VIOLATOR—Excessive violations (5 or more unpaid citations and balance of $500 or more is deemed an “Excessive Violator” and is subject to impoundment. Any vehicle impounded under this section may not be released until all citations and impoundment fees have been paid or payment arrangements have been made to the collection of Parking Services and/or the designated towing service company.

9. Permit holders owing more than $500 will have their parking permit suspended for the next semester.

D. APPEALS FOR PARKING CITATIONS—The KSU Parking Citations Appeals Board (PCAB) was established by the University to review the validity of violation notices when a review is requested by the violator. The procedures are:
1. The Appellant completes the Appeals form and submits to Parking Services by the close of business on the fourteenth day after the issuance of the violation notice. Appeals may be done online through the Online Parking portal. PCAB may uphold or dismiss the violation. Paid tickets may not be appealed. Appeals made after the fourteen (14) days from the date of the violation will not be reviewed.
2. All actions of the PCAB are final decisions within the University.
3. All fines must be paid within fourteen (14) days following the decision date of the PCAB. Failure to do so may result in the impoundment of the vehicle.
4. Appeals for reinstatement of parking privileges.
5. Permit holders owing more than $500 will have their parking permit suspended for the next semester.

E. APPEALS FOR REINSTATEMENT OF PARKING PRIVILEGES (Students)
1. The Appellant completes and submits an Appeals form to the Chancellor of the Student Tribunal Board by the close of business on the fourteenth day after the removal of parking privileges. Tribunals may uphold, adjust or dismiss the decision of the Director of Parking Services. Appeals made after the fourteen (14) days from the decision date of the PCAB. Failure to do so may result in the impoundment of the vehicle.

F. APPEALS FOR REINSTATEMENT OF PARKING PRIVILEGES (All other permit holders)
1. The Appellant completes and submits an Appeals Form to Parking Services by the close of business on the fourteenth day after the removal of parking privileges. PCAB Chairs may uphold, adjust or dismiss the decision of the Director of Parking Services. Appeals made after the fourteen (14) days from the date of the decision of Parking Services will not be reviewed.
2. All Actions of the PCAB are final.

Kansas State University Notice of Nondiscrimination
Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including harassment and sexual violence), sexual orientation, gender identity, gender expression, age, ancestry, disability, genetic information, military status, or veteran status, in the University’s programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University’s Title IX Coordinator, the Director of the Office of Institutional Equity, equq@k-state.edu, 103 Edwards Hall, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6220. The campus ADA Coordinator is the Director of Employee Relations, charlott@k-state.edu, who may be reached at 103 Edwards Hall, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277. Revised 7-1-15, 11-1-15, 5-22-16, 5-22-18.