



To: NSU Faculty and Staff
From: Public Safety Department
Date: May 20, 2019
Re: Parking Information

The purpose of this memo is to outline some of the rules and regulations set forth in the campus safety and traffic handbook for the use of motor vehicles on Nova Southeastern University campuses. Cooperation and compliance with these rules are required. Failure to comply will result in a citation or possible tow of your vehicle.

Permits

NSU faculty and staff must have a current parking permit displayed on their vehicle. Failure to do so will result in a ticket or tow of the vehicle. NSU requires the parking permit to be affixed to the **exterior** of the lower left-hand corner of the rear window or the left side of the rear bumper, not inside the vehicle. On motorcycles, motor scooters, and mopeds, the parking permit shall be displayed in plain view and readable. Faculty and staff must obtain a new permit if they have a new license plate or new vehicle.

Temporary Parking Pass

Faculty and staff must obtain a temporary parking pass if they are driving a rental car or borrowed vehicle. In order to obtain a temporary parking pass, a registered vehicle must be on file with the university. Parking passes can be requested from the Public Safety Officer at the Horvitz Administration Building, the One-Stop Shop in the Health Professions Division (HPD) Terry Building, the Service Aid at the Campus Support Building, and at the Tampa Bay Regional Campus. Vehicles with a temporary parking pass may not park in visitor parking spaces or on the first floor of the ASLRITC (Alvin Sherman Library) public garage without paying the parking meters. **Please note that once the university has transitioned to the new PayByPhone system, new rules will apply.**

Restricted Areas

- Visitor spaces – Students, faculty, and staff are never allowed to park in visitors' spaces.
- First floor ASLRITC Public Garage - Students, faculty, and staff must pay if they park on the first floor even if they have a permit. Students, faculty, and staff may park on the second and above levels at no cost.
- Reserved spaces
- Service vehicle spaces
- Fire lanes / safety zones
- Adjacent to curbs or in roadways/grass area

Parking Fees Effective July 1, 2019

As announced by President Hanbury on April 17, 2019, faculty and staff parking **on NSU Broward County and Tampa Bay Regional Campuses** will pay an annual fee of \$200 (\$750 for a reserved spot) for parking privileges. Advisory Board members and volunteers are exempt from this parking fee with appropriate approvals and arrangements made through their respective dean or vice president. Adjunct faculty are also exempt from the parking fee.

Once an employee has purchased a paid parking permit, he/she will have access to any/all of NSU's paid parking lots at any campus location. Vehicles without a permit will have the option to park at a rate of \$1/hour at selected NSU Broward County campus locations and Tampa Bay Regional campus lots.

Campuses Other Than Fort Lauderdale/Davie and Tampa Bay Regional

If you will not be parking on either the Fort Lauderdale/Davie Campus or the Tampa Bay Regional Campus, you will not be required to pay for your parking permit. Only complete the first page of the parking permit application.

**2020 Employee/Faculty
Parking Permit Application**

**Permit Expires July 1, 2020
FOR OFFICE USE ONLY**

Date Issued _____
Issued by _____

Section I

Contact Information <i>(All fields required)</i>	SELECT APPROPRIATE BOX BELOW
Name (Last name, First name)	Employee/Faculty/Temp (EF) <input type="checkbox"/> General (\$200) <input type="checkbox"/> Reserved Spot (\$750; Contact Public Safety for availability prior to selecting this option.) <input type="checkbox"/> Fee not applicable (for campuses other than Fort Lauderdale/Davie & Tampa Bay) <input type="checkbox"/> Employee/Student (ES) Fee not applicable. <input type="checkbox"/> Adjunct Faculty (AF) Fee not applicable.
NSU ID	
Building/Room	
Daytime Telephone Number	
NSU Email Address	
Primary Campus Location <input type="checkbox"/> Fort Lauderdale/Davie (incl., Griffin Road, East Campus, and Ocean Campus) <input type="checkbox"/> Rolling Hills (Fort Lauderdale/Davie Campus) <input type="checkbox"/> Downtown Fort Lauderdale <input type="checkbox"/> Fort Myers <input type="checkbox"/> Tampa Bay <input type="checkbox"/> Jacksonville <input type="checkbox"/> Palm Beach <input type="checkbox"/> Miami <input type="checkbox"/> Orlando <input type="checkbox"/> Puerto Rico	

Section II

Vehicle Information: A current copy of the vehicle registration is required for all vehicles listed below. Only one permit per vehicle.

	YEAR	MAKE	MODEL	COLOR	PLATE	STATE	PERMIT #
VEHICLE 1:							
VEHICLE 2:							

Parking permits must be affixed to the exterior of the lower-left side of the rear window or the left side of the rear bumper. Failure to properly display your parking permits may result in a citation being issued. Please note that while employees may receive permits for multiple vehicles, only one vehicle may be parked on campus at any given time. Failure to comply with NSU's parking regulations will result in a citation being issued. To obtain comprehensive information about NSU's parking regulations or for a copy of the Campus Safety handbook visit nova.edu/publicsafety.

Section III

Authorization and Signature

Parking Regulations and Citations
I agree to abide by all parking and traffic regulations set forth by Nova Southeastern University. I understand that failure to adhere to these regulations may result in a citation being issued. I agree to pay any citations that I may incur pursuant to NSU policies. I understand that failure to pay any violations may result in a financial hold and/or collection activity.

Signature: _____ **Date:** _____

Section IV

Payroll Deduction (Fort Lauderdale/Davie and Tampa Bay Regional Campus Only)

Payroll Deduction

As a Nova Southeastern University employee or faculty choosing payroll deduction, I authorize Nova Southeastern University to automatically deduct per pay period the prorated portion of the parking fee amount referenced below from my net wages.

This amount will be deducted beginning July 1, 2019, at a rate of

- \$7.70 (\$200.00 total for general parking privilege)
- \$28.85 (\$750.00 total for reserved spot). **Contact Public Safety for availability prior to selecting this option.**

per pay period and will continue throughout the duration of my employment with NSU, or until such time as I submit in writing a request to terminate the payroll deduction for parking fees to the parking office. I will be responsible for any unpaid parking fees due to missed payroll deductions.

Print Name: _____

Date: _____

Signature: _____

Termination of Payroll Deduction

I wish to terminate my automatic payroll deduction for parking permit effective _____ for the reason stated below:
mm/dd/yy

If I need to make changes to my parking permit information submitted on this form because of an addition or removal of a vehicle or other reason, I will complete a new parking permit application.

Print Name: _____

Signature: _____

Date: _____

Submit this completed application and a copy of your current vehicle registration at any of the One-Stop Shops, located on the Fort Lauderdale/Davie Campus at two locations: the Horvitz Administration Building and the Health Professions Division (HPD) Terry Building, or at your local campus.

****FAX OR MAIL SUBMISSIONS WILL NOT BE ACCEPTED****