



To: NSU Consultants, Contractors, Subcontractors, and Visitors
From: Office of Facilities Management and Public Safety Department.
Date: 06/01/2019
Re: Parking Information

Nova Southeastern University (NSU) has adopted a parking fee policy effective July 1, 2019, that will apply to NSU employees, consultants, contractors, subcontractors, and visitors coming onto the NSU Broward and Tampa Bay campuses. This fee is necessitated by the increasing demand for parking and associated safety precautions. All consultants, contractors, and subcontractors have the option to purchase one of the following:

- Annual permit for \$200
- Monthly permit for \$16.67 (pay month to month basis)
- Hourly parking rate of \$1/hour

Upon payment of the monthly or annual fee, consultants, contractors, and subcontractors will be issued a 2020 shark fin NSU parking permit which must be affixed to the exterior of the lower-left side of the rear window or the left side of the rear bumper. For monthly permits, it is the consultants', contractors,' and subcontractors' responsibility to submit monthly payments in a timely fashion. Vehicles with permits for which the monthly payment has not been submitted may receive a citation if parked on campus.

Temporary Parking Pass

Consultants, contractors, and subcontractors 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 – consultants, contractors, and subcontractors are never allowed to park in visitors' spaces.
- First floor ASLRITC Public Garage – consultants, contractors, and subcontractors must pay if they park on the first floor even if they have a permit. Contractors/vendors 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 Procedures

Every motor vehicle parked on the NSU Broward or Tampa Bay Campus must display a valid vehicle permit or must pay to park using PayByPhone or multi-space meters. All county traffic and parking ordinances which are not in conflict or inconsistent with NSU's parking fee policy shall be applicable to the Broward and Tampa Bay Campus. There will be a two-week grace period in the beginning. After that, parking citations will be enforced. Please refer to the information below for guidance on how to proceed with parking on campus:

- Consultants, contractors, and subcontractors must provide a copy of a valid vehicle registration when purchasing a permit. The NSU vehicle permit will be paired to the vehicle license plate.
- Consultants, contractors, and subcontractors must submit a completed parking permit application to obtain a contractor vehicle parking permit at the One-Stop Shop in the Terry or Horvitz Administration building or at the Tampa Bay Campus.

Please note: All vehicles not registered with a vehicle permit will have to pay to park on campus. All non-residential lots will be equipped to pay to park by using the mobile application PayByPhone or multi-meter booth at selected lots/garages.

For any questions regarding these procedures, please send email to parkingservices@nova.edu or call (954) 262-8885.

Campuses Other Than NSU Broward and Tampa Bay Regional

If you will not be parking on either the Broward/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 Contractor/Vendor
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)		<input type="checkbox"/> Chartwells (CW)* <input type="checkbox"/> ABM (AB)* <input type="checkbox"/> Mail Center (MC)* <input type="checkbox"/> Barnes & Noble (BN)* <input type="checkbox"/> Encompass (EN) Other Contractor/Vendor (VD) <input type="checkbox"/> Annual Fee (\$200) <input type="checkbox"/> Monthly Fee** (\$16.67) <input type="checkbox"/> Fee not applicable (for campuses other than Fort Lauderdale/Davie & Tampa Bay)
Building/Room (if applicable)		
Daytime Telephone Number	NSU ID Number	
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		

*A completed Parking Permit Application must be submitted for each employee to the One-Stop Shop.
**Contractor/vendors are responsible for submitting monthly payments to the One-Stop Shop on a timely basis. Vehicles with permits for which monthly payment was not submitted may receive a citation.

Section II

Vehicle Information: A current copy of the vehicle registration is required for all vehicles listed below. Only one permit color 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. Failure to comply with NSU's parking regulations will also 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:** _____

Campus at two locations: the Horvitz Administration Building and the Health Professions Division (HPD) Terry Building, or at your local campus.