



INNOVATION FOR A HEALTHIER PLANET

## UNE Parking Guidelines

### Parking Permits

All students, faculty and staff parking on university property must display a valid, current university parking permit decal that is appropriate for the lot and space in which they must be parked. No motor vehicle (as defined by Maine State Law) may be parked on campus without a current year parking decal. Permits expire on the last day of August each year, and new, current permits must be displayed by September 1. The permit must be clearly displayed on the driver's side rear window.

### How to Obtain a UNE Parking Permit

All permit decals are sold online at [une.thepermitstore.com](http://une.thepermitstore.com) (Enter "UNE" as your destination). The cost of a University parking permit is a flat fee based on the permit type and is non-negotiable or refundable. The cost must be paid online by credit card, electronic check or billed to the student account (must have a valid PRN). Permits are available beginning August 1<sup>st</sup> for the following academic year.

The following guidelines will be implemented for fair and equitable distribution of permits and available parking:

#### Monday, August 5th at 12pm (noon):

1. Biddeford and Portland Faculty/Staff will be able to purchase parking decals on a first-come, first-served basis. The permits that can be purchased at this time include: Biddeford Faculty/Staff Permit for **\$42**, Portland Faculty/Staff Permit for **\$42** and Bishop Street Lot Permit at **no cost**.
2. Biddeford and Portland Commuters will be able to purchase parking decals on a first-come, first-served basis. The permits that can be purchased include: Biddeford Commuter Permit for **\$100**, Portland Commuter Permit for **\$100** and Bishop Street Lot Permit at **no cost**.

Biddeford Residential Permits will be made available based on seniority at the university and if they are living in on-campus housing. The cost of a Residential Parking Permit is **\$350**. The process of obtaining a residential permit will be implemented as follows:

#### Monday, August 5<sup>th</sup> at 12pm (noon):

Senior residential students will be able to purchase a permit

#### Tuesday, August 6<sup>th</sup> at 12pm (noon):

Junior residential students will be able to purchase a permit. Seniors can continue to purchase a permit.

#### Wednesday, August 7<sup>th</sup> at 12pm (noon):

Sophomore residential students will be able to purchase a permit. Senior and Junior students can continue to purchase a permit.

**Thursday, August 8<sup>th</sup> at 12pm (noon):**

Freshman residential students will be eligible to purchase a permit.

Incoming freshmen and transfer students will be eligible to purchase a Residential Parking Permit based on availability. Due to the limited number of parking spaces available for residential students, there is no guarantee that a permit will be available to purchase. Bringing a vehicle to campus without a valid UNE decal is subjected to ticketing, boot application and towing at the owner's expense.

\*UNE offers three financial incentives for freshman and Transfer Students who commit to not bringing a vehicle to campus during their first year. These financial incentives are offered on a first-come, first-served basis and available enrollment is capped at 250 students per academic year.

**Waitlist-** When Residential Parking Permits are sold out, a waitlist on the [une.thepermitstore.com](http://une.thepermitstore.com) website will be implemented. As permits become available due to transfers or withdrawals from the University, permits will be issued to students on the waitlist or special requests/exceptions list. There is no guarantee that a permit will be issued from the waitlist.

**Special Requests/Exceptions-** Requests for parking permits due to special requests or exceptions can be made through the [une.thepermitstore.com](http://une.thepermitstore.com) website and will be reviewed by the UNE Transportation Committee and granted on a case-by-case basis. These situations may include long-term medical accommodations, educational purposes or other special circumstances that requires a student to have a vehicle on campus. Each request will be reviewed by the Transportation Committee with representatives from Safety & Security, Student Affairs and Student Access Center. There is no guarantee that a request for a parking permit based on these special circumstances will be granted.

## Where to Park- Students

**Biddeford Resident Students-** Students living on the Biddeford Campus must have a Resident parking permit and park in Resident parking lots only. The total number of residential parking permits will be capped based on capacity. Once the total number of permits have been sold, no more permits will be issued. Resident Lots include:

1. Lot #9- Freddy Lot
2. Lot #10- Marcil Hall Upper Rear Lot
3. Lot #15- Marine Science Overflow
4. Lot #22, #28, and #30
5. Lot #31- Sokokis Hall

Resident Student Permits allow for parking on the Portland Campus in Lot #11- Bishop Street lot only.

For an interactive parking map for the Biddeford campus go to: <https://www.une.edu/studentlife/parking>

**Biddeford Commuter Students-** Commuter students (those living off campus) must park in a Commuter Parking Lot or in a Residential Lot. Commuter students are prohibited from parking in a Faculty/Staff lot or reserved parking. The cost of a Biddeford Commuter parking permit is **\$100**. Commuter Lots Include:

1. Lot #8- Marcil Hall Front

2. Lot #14- Marcil Hall Rear and Morgane Hall Front
3. Lot #16- Gregory Lot
4. Lot #18- SASC Lot
5. Lot #20- Campus Center Lot

For an interactive parking map for the Biddeford Campus go to: <https://www.une.edu/studentlife/parking>

**College of Osteopathic Medicine Students:** Must purchase a Biddeford Commuter Permit for their 1<sup>st</sup> and 2<sup>nd</sup> year and are not required to purchase a permit for the 3<sup>rd</sup> and 4<sup>th</sup> years.

**Portland Commuter Students-** Portland commuter students are able to purchase a Portland Commuter Permit for **\$100** or obtain a Bishop Street Lot Permit at **no cost** and be shuttled to campus.

- The Portland Commuter Permit is available on a first-come, first-served basis and the total amount of permits available is capped based on capacity. With the Portland Commuter Permit, any parking space in the lots designated below (unless reserved or patient parking), are acceptable to use.

Portland Campus Lots include:

1. Lot #1- 812 Stevens Avenue
  2. Lot #2- Innovation Hall Rear
  3. Lot #5- Ginn Hall
  4. Lot #6- Abplanalp Library
  5. Lot #7- Proctor Hall
  6. Lot #8- College of Pharmacy/Finley Recreation Center
  7. Lot #9- Stevens Avenue Congregational Church (M-F, 2 Middle Rows Only)
  8. Lot #10- 1075 Forest Avenue (the UNE NORTH building)
- The Bishop Street Lot Permit provides a shuttle Monday-Friday from 7a-7p, to and from campus. This no cost permit can only be used at the Bishop Street Lot and cannot be used to park in any other Portland Campus lot, Monday-Friday from 7am-5pm. All vehicles parked at the Bishop Street Lot are required to have a valid permit. Vehicles with no permit are subjected to a \$100 fine.

For an interactive parking map for the Portland Campus go to: <https://www.une.edu/studentlife/parking>

**Physician Assistant Students:** Must have a Commuter Parking Permit for all years except the 2<sup>nd</sup> year. Students returning to campus during the 2<sup>nd</sup> year, must display a temporary pass issued by the department.

**Dual Campus Students-** Students that take classes on both campuses, must have a valid parking pass.

- Biddeford Residential or Biddeford Commuter students must park at Lot #11-Bishop Street Lot and shuttle to campus **only** or park off-campus.
- Portland Commuter or Bishop Street Lot Permits parking on Biddeford Campus must park in Lot #33- Forum Lot **only** and utilize the Biddeford campus shuttle.

**Temporary Parking Passes-** Temporary Parking passes are available on the [une.thepermitstore.com/](http://une.thepermitstore.com/) to visitors of residential students that are bringing a vehicle to campus for short periods of time (nights, weekends) and cannot be extended or used consecutively. Generally temporary parking passes are valid for two days from the date of issue.

- The temporary parking pass will be linked to the sponsoring student by their PRN # and is required to obtain a temporary parking permit. All applicable vehicle information will be required before a temporary permit is issued.
- Temporary Parking permits are required to follow all the rules and regulations as all other university personnel and are subject to the same fines and must park in Lot #33-Forum. If a visitor is issued a parking violation, the violation will need to be paid by the visitor or it will be transferred to the sponsoring students account for payment.
- Long term parking is not permitted and a vehicle parked on campus after the temporary permit has expired is subject to a \$100 fine for Failure to Obtain UNE Permit.<sup>[1]</sup>

## Where to Park-Faculty/Staff

**Biddeford Faculty/Professional Staff-** Faculty and professional staff on the Biddeford campus are required to purchase a Biddeford Faculty & Staff Permit. Faculty/Staff that are parking on the Biddeford Campus have the following lots reserved as Faculty/Staff only lots, but can utilize any commuter or residential lot if needed. The designated Faculty/Staff lots on the Biddeford campus include:

1. Lot #2- Petts Lower
2. Lot #4- Decary Hall Lot
3. Lot #6- Petts Upper
4. Lot #7- Campus Center Rear Lot
5. Lot #12- Decary Hall Rear Lot
6. Lot #24- Business Center Lot

There are also designated Faculty/Staff only parking spaces in the following lots:

1. Lot #8- Marcil Hall Front
2. Lot #10- Marcil Hall Upper Rear Lot
3. Lot #16- Gregory Lot

For an interactive parking map for the Biddeford Campus go to: <https://www.une.edu/studentlife/parking>

### **Portland Faculty/Professional Staff-**

Due to limited parking available on the Portland Campus, the number of permits sold to park on the main campus will be capped at the number of available parking spaces. Faculty/Staff working on the Portland Campus will be allowed to purchase permits on Monday August 5<sup>th</sup> beginning at 12pm (noon).

- The Portland Faculty/Staff Permit is available on a first-come, first-served basis and the total amount available are capped based on capacity.
- The Bishop Street Lot Permit cannot park in any other Portland Campus lot, Monday-Friday from 7am-5pm. Vehicles parked at the Bishop Street Lot are required to have a permit. Vehicles with no permit are subjected to a \$100 fine.

Portland Campus Lots include:

4. Lot #1- 812 Stevens Avenue
5. Lot #2- Innovation Hall Rear
6. Lot #5- Ginn Hall
7. Lot #6- Abplanalp Library
8. Lot #7- Proctor Hall
9. Lot #8- College of Pharmacy/Finley Recreation Center
10. Lot #9- Stevens Avenue Congregational Church (M-F, 2 Middle Rows Only)
11. Lot #10- 1075 Forest Avenue (the UNE NORTH building)
12. Lot #11- Bishop Street Lot

For an interactive parking map for the Portland Campus go to: <https://www.une.edu/studentlife/parking>

### Dual Campus Faculty/Staff-

Faculty/Staff that have responsibilities on both Biddeford and Portland campuses, must get a permit from the campus they are based out of. This is determined through Human Resources and will dictate which permit the faculty/staff member qualifies for. The Biddeford Faculty/Staff Permit and Portland Faculty/Staff Permit are reciprocal and can be used in approved parking lots. The Bishop Street Lot Permit for Portland Faculty/Staff or Portland Students can only park at the Bishop Street Lot or Lot #33-Forum when on the Biddeford Campus and utilize the Biddeford Campus shuttle.

## Enforcement

All persons parking on UNE property must comply with all signage and related parking policies. The enforcement of the UNE parking policy will be conducted by the Safety and Security Department.

### Penalties/Fines-

- Fine Amounts for all violations (except handicap violations, Patient Parking or Failure to Obtain UNE Permit)
  - Tiered fine amounts for all violation types. The escalation of the fine will occur when repeat violations for the same offense occur.
    - 1<sup>st</sup> offense: \$15.00
    - 2<sup>nd</sup> offense: \$30.00
    - 3<sup>rd</sup> and subsequent offense: \$50.00
- Student Conduct (students) or Human Resources (employees) Referral
  - 10 or more tickets in academic year flagged as Habitual Offender
    - Disciplinary 1<sup>st</sup> offense recommendation – Banning to Forum parking lot
    - Disciplinary 2<sup>nd</sup> offense recommendation – Parking privileges revoked and vehicle subject to towing off-campus.
- Vehicle Boots
  - Applied for 3<sup>rd</sup> or subsequent offense of **Failure to obtain UNE permit**
    - \$50 admin fee for application/removal of boot
    - \$25 daily charge for boot remaining on vehicle

- Vehicle will be towed off-campus after one week (7 days) of remaining with boot on
- Towing
  - \$100 admin fee for towing vehicle on campus (issued by Safety & Security). Towing of vehicles is reserved for the following circumstances:
    - Failure to move a vehicle for snow removal
    - Parking in Reserved parking, hazardous parking, blocking vehicles, fire lanes
  - \$125 Southern Maine Towing fee for off campus tows (issued by towing company)
    - Student Conduct parking referrals
    - Other persons banned from campus
    - Failure to remove boot/pay fines
- Weekend/Holiday Parking
  - Friday 6pm to Sunday 10pm, holidays and vacation weeks, commuter parking on the Biddeford campus will be open to residential students. All Reserved parking including designated Faculty/Staff parking will continue to be enforced. After 10pm Sunday, ticketing will resume at the discretion of the Safety & Security department.

## Appeals for Parking Violations

Appeals for parking violations can be made at [une.thepermitstore.com](http://une.thepermitstore.com) and must meet the following criteria: **A genuine, urgent, and verifiable situation that necessitated violating UNE parking policies.** Any other reasons will result in the violation being upheld and the fine must be paid. All appeals will be reviewed by the Director or Assistant Director of Safety & Security.

Anyone coming to the Safety & Security office to appeal a ticket without a scheduled appointment will not be seen and will be required to return when an appointment has been scheduled and confirmed. If the above mentioned criteria is not met, the violation appeal will not be granted.