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## **BYU PARKING & TRAFFIC RULES AND REGULATIONS**

**AUTHORITY AND PURPOSE** - Brigham Young University derives its authority to regulate campus traffic and parking from Section 41-6a-215 of the Utah Code (hereafter "UC"). University traffic and parking regulations are enacted to provide a safe and orderly environment for pedestrians and vehicles.

The University adopts the Utah State Traffic Code and Provo City Ordinance as its standard. Traffic and parking regulations are promulgated based on this standard upon approval of the Traffic and Use Committee, which is composed of administrators, faculty, staff, and students. It reports to the Vice President of Student Life. Traffic and parking regulations are published on the BYU Parking Office website at: <http://parking.byu.edu>.

Suggestions pertaining to the traffic and parking regulations should be addressed to the Manager of Parking Services, Parking Services Office, 2120 JKB, Provo, UT 84602. Phone 801-422-3906.

### **DEFINITIONS AND EXPLANATIONS**

CAMPUS: Property owned or controlled by BYU.

EMPLOYEE: Non-students working full-time or part-time for the University.

MOTORCYCLES: Motorcycles, motor scooters, mini bikes, and mopeds.

MOTOR VEHICLES: Motor-propelled, wheeled vehicles.

PARKING STALL: A space enclosed by two parallel lines or a line and a curb forming a space similar in size and shape to regular parking stalls.

REGISTRATION: Providing owner or "responsible person" information to BYU Parking that allows authorization to park in BYU lots.

RESPONSIBLE PARTY: Driver, or owner of a vehicle. If a driver cannot be identified or is not available, the state registered owner will be the responsible party.

### STUDENT:

- Anyone attending or enrolled in BYU day or evening school who audits or takes classes for credit; anyone attending the BYU Salt Lake Center; or anyone who has enrolled at the University, but has not graduated nor officially withdrawn from school.
- You are considered a student for parking purposes, until your diploma is received (six-eight weeks after commencement).
- A student's spouse--even though not taking classes--is also considered a student and can only park in the "U" or free Lots. There may be only one vehicle in a "Y" Lot.
- Full-time and Part-time employees will be considered students, for parking purposes, if...They register for more than six credit hours each semester. During spring and summer terms, the maximum credit hour total for both terms combined is six with no

more than four credits in any term.

#### VISITOR:

- Someone who is not a current employee, current student or the spouse of a current student or employee. Former students or former employees and those enrolled only in Independent Study courses are also considered visitors and may park in a visitor lot.
- A visitor may be eligible for dismissal (visitor void) of one violation for parking in a regular stall without registering in a 12 month period.
- Former students or former employees are not eligible for a "visitor void" until 12 months after leaving the University.
- UVU students, although they are not students, are limited to parking in visitor lot 26 (by the JRCS) only. UVU Students must have a valid UVU parking permit in order to use this parking lot.

#### **REQUIREMENTS/RESPONSIBILITIES**

LICENSE PLATES: Vehicles driven or parked on campus must display current license plates or current temporary registration certificates for that vehicle. Because license plates are now the mode used to determine registration, plates must be kept visible, free of snow, mud or other obstructions. Vehicles without front license plates may not park backed into a stall because that would conceal the license plate from the license plate reader. Utah **does** require both front and rear license plates. Vehicles parked without a valid license plate showing will be cited.

PARKING PRIVILEGES: BYU no longer uses actual Parking Permits. All vehicles are granted privileges, based on the registrant's university status. Those privileges are assigned to the license plate in the parking system. Students, faculty, and staff are required to register their vehicles in order to park in campus parking. LDS Church and BYU vehicles must be registered to allow parking and entry past the control gates. Accommodations can be made for guests of the University and Government vehicles with "EX" plates.

CITATIONS: Citations issued to a vehicle are the responsibility of first, the person registering the vehicle in the BYU Parking system, then the state registered owner of the vehicle. Students and employees are responsible for citations issued to any vehicle registered by them in the BYU Parking system, or of which they are the registered owner, unless someone else has registered the vehicle and accepted responsibility for that vehicle at BYU. Any registrant allowing another to drive and park a registered vehicle on campus, needs to advise them of parking regulations. Upon issuance of a citation, the registered owner of a vehicle should receive an email advising them of the citation being issued.

A copy of the citation will be affixed to the vehicle.

**Failure to receive a copy of a citation does not invalidate nor justify dismissing the citation.**

LICENSE PLATE/NAME/ADDRESS CHANGES: Edit your registration online at <http://parking.byu.edu>.

## **PARKING PRIVILEGES**

### **AGREEMENT:**

- Registration applicants agree to abide by the University Parking and Traffic Regulations as a condition of obtaining parking privileges at Brigham Young University.

### **MISUSE:**

- Anyone who forges, alters, or falsely acquires a parking permit or privileges, is subject to a \$200 citation for Misuse of Parking Privileges. Outstanding citations may affect an individual's standing with the university.

**NO GUARANTEE: Parking privileges do not guarantee availability of parking.**

### **REGISTERING --What you need**

- Online registration is available at [parking.byu.edu](http://parking.byu.edu)
  - Log in to Route Y and choose the Parking Registration link.
  - Fill in the requested information; click the check box to indicate you accept responsibility according to the University Parking Rules and Regulations.
  - Click the "Add Vehicle" button to submit your registration.
  - Two vehicles may be registered for parking.
- Employee vehicles must be registered with BYU in the employee's name; student vehicles must be registered with BYU in the student's name.

### **PARKING AREA REFERENCE CHART:**

<u>Lots</u>	<u>Acceptable Privileges</u>	<u>Time Restrictions</u>
1, 3, 12, 13, 14,15, 16, 35, 38	A, O	M-F 7:00 am - 7:00 pm
2	A, O	M-F 7:00 am- 6:00 pm
4	A, O	M-F 7:00 am - 8:00 pm
7	A, O	M-S 7:00 am - 7:00 pm
All other "A" lots	A, O	M-F 7:00 am - 4:00 pm
"C" lots	A, C, O	M-F 7:00 am - 4:00 pm
"G" lots*	A, G, O	M-F 7:00 am - 4:00 pm
"Y" lots	A, G, Y, O	M-F 7:00 am - 4:00 pm
"U" lots	A, G, Y, U, O	M-F 7:00 am - 3:00 pm
2 Visitor lot	Check in at booth	M-F 7:30 am - 7:00 pm
26 Visitor lot	Check in at booth	M-F 7:30 am - 4:00 pm

**Parking on BYU Property is prohibited between 1am- 5am unless otherwise posted.**

Lot 41 is open parking during the lunch period of 11:30 am to 1:30 pm.

\*Y, C, B, and U registrations are valid in G lots during spring/summer terms.

**FEES:**

- Full-time and Part-time non-student employees. Free
  - Students wanting to park in Y or G lots. **\$60** per semester (Fall semester)
  - Students wanting to park in Y or G lots. **\$60** per semester (Winter semester)
  - Students wanting to park in U lots. Free
  - Motorcycle Parking Free
  - Spring and Summer parking. Free for students.
- Rules and regulations still apply.

The following passes require fees:

- "S" - service for departments & vendors \$10
- Bicycle Permits Free

**EMPLOYEE REGISTRATION--GENERAL:**

Parking in employee areas is a benefit and privilege of employees only. This benefit does not apply to spouses or children of employees.

- An employee may register up to 3 vehicles maximum
- Employee dependents driving employee-registered vehicles may park in "U" or "Y" lots.
- Spouses driving employee-registered vehicles may not park in employee lots. They may park in "U" or "Y" lots, or, after presenting ID to the booth officer, in visitor lots.
- Visitors driving employee-registered vehicles may park in "U", "Y", or visitor lots.
- Employees are not authorized to park in service stalls, disability stalls, or other special use stalls.
- **Terminating employees will have parking privileges automatically terminated as of their termination date. All outstanding fines must be paid before their termination papers will be signed.**

**GATE ACCESS:**

- Access to areas controlled by the gates is granted based upon the privileges assigned to the license plate as it is read by the LPR camera at the gate. Employee ID may be required to pass gates.

**AUTHORIZATIONS:**

**"A" EMPLOYEE REGISTRATION FULL/PART-TIME (Non-student) EMPLOYEES (BLUE):**

- Full/PART-time faculty/staff/administrative employees

- Valid in "A", "C", "U", "G", and "Y" lots. Not valid in Disability, Service, Official (Dean/Directors) or other special lots/stalls.
- Motorcycles are not allowed in vehicle stalls nor time stalls

#### "PC" PRESIDENT'S COUNCIL REGISTRATION

- Members of the University President's Council.
- Valid in "Official" or "Dean/Director" stalls.
- Valid in "A", "C", "U", "G", and "Y" lots.
- Valid for extended parking in time stalls designated by a clock symbol when no other appropriate parking space is available.
- Valid in Service stalls.
- **Spouses** of "PC" permit holders enjoy the same privileges as the permit holder except they cannot park in Service stalls.
- Not to be used by children of the permit holder.
- **Not valid in stalls designated for persons with a disability or other special use stalls (such as "Athletic Admin.," or "X" stalls, etc.).**

#### "O" OFFICIAL REGISTRATION:

- Officials of the University and the Church of Jesus Christ of Latter-day Saints, as designated by the University President's Council.
- Valid in "Official" or "Dean/Director" stalls.
- Valid in "A", "C", "U", "G", and "Y" lots.
- Valid for extended parking in time stalls designated by a clock symbol when no other appropriate parking space is available.
- Valid in Service stalls.
- Not to be used by children of the permit holder.
- **Spouses** of "O" permit holders may not park in "O" spaces, but may park in "A", "C", "U", "G", and "Y" and lots.
- **Not valid in stalls designated for persons with a disability or other special use stalls (such as "Athletic Admin.," or "X" stalls, etc.).**

#### "G A" GENERAL AUTHORITY -- CHURCH OFFICE PERMIT:

- Generally, must hold an ecclesiastical position of a Seventy or above.
- Issued by the Church of Jesus Christ of Latter Day Saints at Church Headquarters.
- "GA" permit has same privileges as outlined under "O" Official registration.

#### "G" REGISTRATION --GRADUATE STUDENTS (RED):

- Graduate students --except those living in Helaman Halls, or Heritage Halls.
- Valid in "U", "G" or "Y" lots.
- The BYUSA President and Vice President are eligible for a "G" registration during their elected term.

#### "Y" REGISTRATION--OFF-CAMPUS UNDERGRADUATE STUDENTS (YELLOW):

- BYU students only.
- Valid in "U" and "Y" lots.

#### "Y" MOTORCYCLE REGISTRATION:

- Students only, except in cases approved by the Parking Services Manager.
- Valid in all motorcycle parking areas.

- Not valid in regular parking stalls of any kind.
- **Motorcycles may not park in time stalls.**

#### "C" REGISTRATION –HELAMAN HOUSING (GREEN):

- Residents of Helaman.
- Valid in "C" or "U" lots.
- Students sharing a car with siblings attending BYU but living off campus need to contact the Parking Services Office for special needs.

#### "B" REGISTRATION --HERITAGE HALLS HOUSING (PURPLE):

- **"B" or "Heritage Halls" parking:** Students residing in any of the Heritage Halls buildings will be issued "B" parking privileges. Parking in the Heritage Halls complex is extremely limited and residents are encouraged to not bring vehicles to campus.
- Students who bring vehicles will be required to park those vehicles within the authorized area of **rows 7 thru 13** in Lot 20. Overflow is located in the SW Corner of Lot 45.
- "B" permit holders may also park in "U" lots, during daytime hours.
- **Football Game Days-** Heritage Halls residents utilizing the off-site parking in lot 45 are required to park in the B zone. The designated parking is in the southwest corner of the lot, next to the University Parkway Center, and vehicles are required to be moved from the lot by 7:00 p.m. the night before home football games. Vehicles can be moved to the Y parking in Lot 20 (non-Heritage parking at the west end of the lot). Vehicles must be returned to Heritage Halls authorized parking areas by 10:00 AM the morning after the game.

#### "YM" WYMOUNT REGISTRATION

- "YM" registration required.
- Valid in Wymount.
- Valid in "Y" or "U" lots.
- Housing management will manage the assignment of numbered parking spaces in certain Housing areas and will be responsible for enforcing that restriction.
- Overflow parking is available to residents with a second car or to visitors, as approved by the Housing Manager.

#### "YV" WYVIEW REGISTRATION

- "YV" registration required.
- Valid in Wyview.
- Valid in "Y" or "U" lots.
- Housing management will manage the assignment of numbered parking spaces in certain Housing areas and will be responsible for enforcing that restriction.
- Overflow parking is available to residents with a second car or to visitors, as approved by the Housing Manager.

#### "YM" FOREIGN LANGUAGE REGISTRATION

- "YM" registration required.
- Valid in Foreign Language Housing.
- Valid in "Y" or "U" lots.
- Housing management will manage the assignment of numbered parking spaces in certain Housing areas and will be responsible for enforcing that restriction.

Students moving from campus housing will automatically lose their housing parking privileges.

and will need to register for “G”, “Y”, or “U” parking privileges before parking on campus.

#### “U” FREE LOT:

- Faculty, Staff, and Students
- Valid only in “U” lots
- No fee required

Though parking is free, “U” parking registration is required to park. This registration is free and can be applied for online. Persons with “A”, “G”, and “Y” registration may also park in an “U” lot.

#### DISABILITY PARKING ACCOMMODATIONS:

- Students and employees wishing to use disability parking must apply for those privileges through their State Department of Motor Vehicles (DMV.)
- Any person who has a disability and who properly displays (placard must be hung from mirror) a valid disability placard or disability license plate issued by a state may park in designated disability stalls as long as it is not reserved for a specific disability placard number.
- Placards are valid only when the person to whom the placard is issued is either in the vehicle or being picked-up or dropped off. Placards misused in this manner will be seized and returned to the issuing State and a citation may be issued.
- A valid state placard or license plate for persons with a disability does not authorize parking in areas designated for emergency use (red curbs), outside marked parking stalls, nor in specially designated stalls, such as Service, Official, Police Service, X Stalls and Departmental, etc.
- Disability placards or plates are valid in "A", "C", "U", "G", or "Y" lots and in time zones with clock symbols for extended periods of time when designated disability slots are unavailable, unless otherwise restricted.
- Brigham Young University is committed to complying with applicable disability laws. Qualified students and/or employees with disabilities may request reasonable accommodation at the Parking Services office. The request will be reviewed by the BYU Accessibility Center and the Lieutenant over Parking Services. An appropriate accommodation will be decided upon and implemented.

#### SERVICE PERMIT:

- With this permit employees, vendors, or service technicians who are actively engaged in servicing or maintaining University buildings or equipment may park up to 30 minutes in designated service stalls.
- This permit is also valid without time restrictions in "A", "C", "G", "Y" and “U” lots.
- A student authorized to use a service permit may not use it during his/her scheduled class times whether in class or not.
- Requests for this permit must be in writing, signed by a dean, director, or an approved company representative.
- Misuse of this permit will result in its revocation and a \$200.00 fine.
- Service permits may not be used for non-service parking in lieu of a regular parking permit.
- Service permits are not to be displayed on motorcycles.
- Lost or stolen service permits are **not** replaced. A new permit must be purchased.
- Service areas are restricted as posted.
- No parking or driving on sidewalks is permitted without a permit authorizing sidewalk access (this includes GEM carts). Sidewalk permits require the approval of the Parking



Services Manager.

TEMPORARY PERMITS:

Temporary parking may be obtained online at <http://parking.byu.edu>, or by contacting the Parking Office.

VISITOR PARKING:

- Visitors may park with a Visitor's validation.
- Without validation, visitors may park in time stalls for the designated time. and in visitor lots 2 and 26 with a validation sticker. (obtainable at both lot entrance booths)
- Visitors may be required to show their driver's license to park in the visitor lots.
- Current Employee and Student registered vehicles are not allowed in any visitor parking.
- 

NURSERY PERMIT:

- Parents with this permit, may park for 20 minutes in the nursery stalls.
- Nursery permits are obtained from the nursery school secretary.
- Vehicles parked in violation of nursery stalls may be cited.

REGISTRATION OF DEALER PLATES:

Registration may be granted to a vehicle displaying dealer plates if the vehicle is registered with the BYU Parking Services. The VIN, model, year, and color of each vehicle must also be provided.

**GENERAL INFORMATION**

BYU--PRIVATE PROPERTY: BYU may, at its sole discretion, deny any person permission to drive or park on campus for failure to observe BYU's policies and procedures or for any other cause. Failure to heed such denial may constitute trespassing.

TIME ZONES: Registration is not required to park in time zones. **Enforcement of the time restriction ends when the remainder of the parking lot opens to the general public.** Citations for overtime parking are issued during restricted hours as posted at lot entrances. If a vehicle remains parked longer than one hour after being cited for overtime parking, a second citation with a higher fine will be issued and the first will be voided. (Moving a vehicle from one time stall to another is considered a violation of this regulation.) Students are not allowed to use time stalls for their student employment parking. Time stall parking is intended for short-term parking only.

EXTENDED TIMED PARKING: BYU service vehicles, and vehicles with "Official", "General Authority", and disability permits may park without restriction in time stalls displaying a clock symbol, provided no other appropriate stall is available. This privilege does not extend to private vehicles with service permits or to government or commercial vehicles.

**Time stalls with 5-10 minute limits (no clock symbol) are not available for extended parking because frequent turnover is very important in these areas.**

DEAN/DIRECTOR/OFFICIAL STALLS: These stalls are restricted as posted. "Official" or other authorized special registration is required for these stalls.

SPECIALTY PARKING (SUCH AS X STALLS): X stalls exist in several locations on campus and are dedicated to a particular entity that has need for personnel to frequently come and go from campus. Hanging permits will be handed out by the entity to authorized persons as they need the parking. These stalls are not to be used for student parking or by employees as regular parking. These stalls are regulated as to length of time a vehicle can remain in the space. Vehicles parked longer than the posted limit will be cited.

Other specialty parking can be authorized by the Parking Services at 801-422-3906.

OVERNIGHT PARKING:

- Parking is prohibited between 1:00 a.m. and 5:00 a.m. **in all lots**, unless otherwise posted.
- Lot 29 is officially used for overnight storage of BYU and Non-BYU vehicles when needed.
- Instructors taking University sanctioned tour groups, field trips, etc., who need overnight parking for participants must contact the Parking Services Office to arrange for any overnight parking needs of the instructor or members of the group.

COURSES AND CONFERENCES PARTICIPANTS: Contact the hosting department for parking information.

SIDEWALKS/LAWNS:

- **No** motor vehicle is to be driven on the sidewalks during class breaks. Drivers may be fined \$50 if they violate this rule.
- Operating motor vehicles on sidewalks and lawns is considered hazardous and is prohibited except for certain University-owned vehicles using designated sidewalk access areas.
- Special permission may be given for other vehicles to drive on campus sidewalks or lawns. This permission is given only upon prior contact with the University Police Parking Services Office and obtaining a permit for each specific use. Additionally, permission to drive on lawns must also be obtained from the Grounds Department.
- No vehicle may be driven on sidewalks in excess of walking speed (3 mph).
- Marked pedestrian walkways in parking lots shall be considered sidewalks.

GUEST LECTURERS AND OTHER BYU HOSTED GUESTS: Hosting departments should make advanced parking arrangements with the Parking Services Office.

PARKING IN STALLS: Vehicles must park within stall boundaries. Any vehicle parked in a buffer zone or at the end of a row will be issued a citation.

PARKING IN BUILDINGS: Parking in any building is prohibited unless authorized by the Fire Marshall, Safety Office, and the Parking Services Office. This includes motor vehicles, motorcycles, and bicycles.

**BYU SERVICE VEHICLES:** BYU's Maintenance service vehicles may park in any regular stall except for disability, nursery, dean/director/official, or other special use stalls. They may also park for unlimited time in time stalls with clock symbols and service stalls while doing actual service/repair/loading/unloading. Service vehicles may not be parked in time or service stalls for extended time in order for employees to attend meetings, park closer to their offices, etc. University departmental vehicles (non-maintenance) may park in service stalls for short term parking only, not to exceed 30 minutes.

**DISPLAYING VEHICLE FOR SALE:** Private vehicles may not be displayed for sale on property owned or controlled by BYU or its sponsoring church institution.

**SPECIAL EVENTS, BARRICADED/CONED OFF STALLS AND CONSTRUCTION:** BYU reserves the right to restrict parking without prior notice due to Special Events or construction. It is against regulations to move a barricade or cone to occupy a stall.

**PARKING ON RESIDENTIAL STREETS WHEN ATTENDING CLASS OR FOR EMPLOYMENT:** Students/faculty/staff attending classes or work should obtain BYU parking registration and park in appropriate parking lots. Parking on neighboring residential streets causes congestion and inconvenience and is highly discouraged.

**MISUSE OF DRIVING AND PARKING PRIVILEGES:**

- Anyone receiving seven or more citations in a 12 month period (whether paid or unpaid) may receive a \$200 Misuse of Parking Privileges citation for the eighth citation and all subsequent citations received until a six month period has passed with no parking violations.
- Once six months has passed with no violations, the violator will receive citations at the corresponding violation amount.
- Other University action may be taken against individuals that misuse BYU parking privileges.

**CLOSING OF CAMPUS ROADS:**

Campus roads will closed as required by law to preserve the University's private ownership rights of campus roads.

## **ENFORCEMENT SYSTEM**

**IMPOUNDMENT:**

BYU reserves the right to inspect, impound, or immobilize at the responsible party's expense, any vehicle registered or unregistered, with or without a license plate, whether parked properly or improperly in a restricted lot or unrestricted lot which:

- Violates these regulations, or
- Displays no current license plate or temporary registration, or
- Constitutes a hazard to the life or property of others, or
- Is parked illegally in a tow-away zone, or
- Has been abandoned (not moved or driven for 10 consecutive days) or
- Is on display for sale.

**Vehicles may be moved, inspected, impounded, or immobilized in emergency cases at BYU's discretion.**

#### IMPOUND RELEASE PROCEDURE:

- A vehicle impounded and stored on BYU property may be released to the responsible party when outstanding citations are cleared and fines are paid or billed to a University account.
- The responsible party must be positively identified before the vehicle is released and is responsible for the \$20.00 impound fee.
- A vehicle impounded and stored off BYU campus will be released according to the requirements of the towing and storage company.

#### FALL/WINTER ENFORCEMENT:

- Beginning the first day of classes of each semester, term, or block, all restrictions will be enforced in all lots.

#### SPRING/SUMMER ENFORCEMENT:

- From the day after April graduation to the day before fall semester begins, vehicles with current BYU registration, may park in any campus lot **except** "A" Lots 1 through 17 and Lot 50.
- Visitor lots and time stalls are enforced.
- To facilitate parents visiting their children, or attending sports camps, Lot 37 will not be enforced.

FINALS, READING DAYS AND COMMENCEMENT: Traffic and parking rules will be enforced during finals and reading days (including Saturdays, when applicable). During commencement and convocations, Lots 1 through 17 and Lot 50 will be held for employees of the University. All other lots will be opened to the public.

#### WEEK-END AND HOLIDAY ENFORCEMENT:

- Disability stalls, red curbs, and loading zones are restricted at all times.
- Service stalls, official stalls, and other specialty stalls are enforced as posted.
- Signs that say "anytime" include Sundays and holidays.
- Other parking areas are not restricted to BYU registered vehicles on week-ends and University recognized holidays.
- Holidays include: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Pioneer Day, Labor Day, Thanksgiving, and Christmas.

#### ACADEMIC BREAK ENFORCEMENT:

- "A" lots 1 through 17 and Lot 50 will remain restricted to "A" registration holders during academic breaks-- between the end of finals and the first day of classes of the new semester.
- Visitor and timed parking in lots 26 and 2 are enforced as usual.
- Parking in all other lots will be available to anyone on a first-come, first-served basis.
- All other regulations will be enforced (disability, service, official, red curb, out of stall, etc).

LOADING ZONES: Loading zones are for official University business only and for loading and unloading of heavy items. All others will park in regular stalls in lots for which they are authorized.

SPECIAL PARKING/EVENTS REQUESTS: Persons/Departments that are hosting a particular person or event for a university function may request special parking accommodations through Campus Scheduling <https://scheduling.byu.edu/> at least two weeks in advance of the event.

### NEEDS NOT COVERED BY THIS POLICY:

If any person/department has a particular university need that doesn't fit within this policy, contact the Parking Office to request special help for that specific situation.

### **CLEARING CITATIONS**

#### PAYING FINES:

Fines paid within seven (7) calendar days of issuance will be reduced.

- Pay fines in person at the Cashier's Office (D-155 ASB), or online at [parking.byu.edu](http://parking.byu.edu) (citation information must be entered with the payment)
- Fines may also be mailed to the Parking Services Office (include your copy of the citation with payment).
- The Cashier's Office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.
- The Parking Services Office is open from 7:30 a.m. to 5:00 p.m., Monday through Friday.
- Students and employees with outstanding citations will be billed through Financial Services.

#### CITATION APPEALS:

- To dispute a traffic or parking citation, you may appeal online at [parking.byu.edu](http://parking.byu.edu), personally appear before a hearing officer at the Appeals Office (2121C JKB) between 9:00 a.m. and 3:00 p.m. Monday through Friday, or submit a written appeal (forms available at the Appeals Office). **Appeals must be made within 14 calendar days of the citation date.** You may submit a re-appeal of the citation after the Hearings Officer has issued a decision, in writing, within **10 days** of the Hearing Officer's adjudication. Forms are available at the Appeals Office.
- The Review Committee may determine, in its sole discretion, to reinstate the full original fine, uphold the hearing officer's decision, adjust the fine, or dismiss the fine. **The decision of the Review Committee is final.**

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