



# UW-Marathon County Parking

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## General Information

### Regulations and Liability

The authority to establish these regulations regarding on campus parking for visitors, employees, and students is derived from Chapter 36 of the Wisconsin Statutes, specifically 36.11 (8)(a) and 36.11 (9)(b) and Section 20.285 (1)(h). The Board of Regents has granted the authority to the Chancellor who delegates the authority to the Campus Dean and/or the Campus Dean's appointed authority.

UW-Marathon County is located on Marathon County property and therefore subject to the smoking ban. Individuals may not smoke in their parked vehicles, if on county property.

All Wisconsin motor vehicle laws are applicable to the campus.

UW-Marathon County assumes no responsibility for any damage to any vehicle or its contents, operated or parked on campus property. Campus employees may not assist with vehicle problems because of potential damage to the property or injury to a person.

### General Guidelines

- All visitors, employees, and students are advised to read through the parking policies prior to arriving on campus.
- Any vehicle parked in UW-Marathon County parking lots without a proper permit is subject to receiving a citation and/or being towed at owner's expense.
- For parking permit purposes, employees or contractors doing business with the university and located on campus (such as food service employees) will be considered employees of the university.
- No individual or department may grant parking privileges unless authorized to do so by the UW-Marathon County Business Office.
- Hand written or typed notes placed on a vehicle will not be honored.
- Counterfeiting, altering or the possession of a lost, stolen, altered, counterfeited, or voided permit will be subject to a citation and possible disciplinary action.
- Selling, lending, transferring, or acquiring a parking permit for an ineligible individual is prohibited.
- During peak hours, permit holders may find locating a parking space to be difficult. Please plan ahead.
- Operators of university and other state vehicles are required to park in designated spaces and adhere to all parking regulations.

## **Parking Policies**

- Parking in UW-Marathon County lots is by permit only. Only those vehicles with a current, specific, and properly displayed permit are authorized to use campus parking lots.
- Parking is not permitted in service drives at any time. Service drives are for service personnel only.
- Vehicles are required to have a current permit year-round, including summer and during semester and spring breaks.
- If a vehicle is unattended, it is considered parked.
- The use of vehicle flashers does not excuse parking without a permit or illegally and you may be ticketed.
- Vehicles must be parked within marked spaces. Any vehicle which occupies more than one space or extends beyond a marked space is subject to a citation. Vehicles may not be backed into a space.
- All vehicles parked in UW-Marathon County parking lots must be parked in such a manner that the rear bumper area is displayed to the driving lane unless special arrangements have been made with the UW-Marathon County Business Office prior to parking the vehicle.
- Overnight parking is not allowed, with the exception of Lot A, designated for Marathon Hall Residents or in Lot B when faculty/staff are traveling.

## **Motorcycles, Bicycles, and Mopeds**

- Motorcycles must park in the designated areas in Lot F. Permits are not required and parking is on a first come first serve basis. If parking is full in Lot F, motorcycles must park on city streets or in the park.
- Bicycles, mopeds, and similar vehicles must be parked at the bike racks located throughout campus.
- Motorcycles and Mopeds may not be parked in vehicle spots in campus lots.

## **Disability Parking**

Only individuals who qualify under Wisconsin Statutes Section 343.51 may park in spaces designated for disabled parking. Such individuals will have a specific decal, state permit/ license plate.

Designated spaces are available in most lots, close to the entrance of the buildings. NO parking fee is required for use of posted disabled parking spaces with an authorized state permit or decal. Forms necessary for obtaining a state permit can be obtained at the Department of Transportation Division of Motor Vehicles.

A university permit for persons with disabilities is necessary to park in spaces other than those posted for disabled parking. We will make every effort to insure that we have ample parking for people with disabilities. Please direct concerns to the UW-Marathon County Business Office.

Unauthorized use of areas posted for disabled parking, restricted parking or university parking lots will result in a citation and /or towing of the vehicle

## **Special Event Parking**

Special events and maintenance needs may temporarily affect parking lot use.

UW-Marathon County reserves the right to close lots for special events and maintenance needs with proper notice, if possible.

UW-Marathon County reserves the right to alter parking regulations for special events. Parking permits are not required for approved community events. PARKING IN UNIVERSITY LOTS FOR THE WISCONSIN VALLEY FAIR events may be purchased Tuesday - Sunday from parking lot attendants.

There is no refund for lost time. Finding alternative, legal parking is the responsibility of the operator.

## **Overnight Parking**

Overnight parking is not allowed, with the exception of Lot A, which is designated for Marathon Hall Residents or in Lot B when faculty/staff are traveling.

Individuals visiting Marathon Hall residents overnight must obtain a permit to park in Marathon Park from Marathon County Parks Department. Permits are free and can be obtained at the Department's office located at 212 River Drive during business hours.

## **Welcome Visitors!**

We happily welcome visitors to campus and hope they enjoy their visit. We ask that all parking policies are followed.

If possible, please plan ahead to arrange for parking with your host. If not possible, limited parking is available in Lot C, through student services. Parking is also available in Marathon Park or on the street.

For individuals visiting Marathon Hall residents, please obtain a permit to park in Marathon Park from Marathon County Parks Department. Please visit the Department's office located at 212 River Drive during business hours to obtain this free permit.

Visitor temporary permits are valid only for the lot and date(s) specified. The temporary permit must be hung in the rear passenger window, driver's side.

Fifteen minute parking will be permitted on the WEST side of 7th Avenue, Mondays through Fridays, from 7 am to 5 pm. City of Wausau citations may be issued for vehicles parked longer than 15 minutes.

## Student Disciplinary Rights & Responsibilities

University of Wisconsin System (UWS) Chapter 17 establishes the authority, process, and responsibilities for student non-academic disciplinary procedures. UWS Chapter 18 establishes conduct on university Lands. Students who repeatedly violate parking policies may enter into the disciplinary process and, if held responsible, could be subject to disciplinary sanctions.

## Parking Areas, Permits & Fees

### Free Parking

City Streets within the boundaries of UW Marathon County, are under the City of Wausau's jurisdiction. All City of Wausau rules and regulations regarding city streets are in effect and will be enforced by the Wausau Police Department. For more information regarding City Street Regulations please see <http://www.ci.wausau.wi.us/>.

UW-Marathon County students and staff may park in Marathon Park for free, on a first come, first served basis. Parking is available in Marathon Park from 6 am to 11pm. Those who wish to park after hours (11 pm to 6 am), must obtain a permit from Marathon County Parks Department. To obtain this free permit, visit the Department's office located at 212 River Drive during business hours.

Fifteen minute parking will be permitted on the WEST side of 7th Avenue, Mondays through Fridays, from 7 am to 5 pm. City of Wausau citations may be issued for vehicles parked longer than 15 minutes.

Please direct any questions or concerns regarding street parking to the City of Wausau. For questions or concerns related to parking in Marathon County Park, please contact the County Parks Department. UW-Marathon County staff will not be able to assist you with these issues.

### Parking Lots

#### LOT A

- Lot A is located north of Stewart Avenue, with the entrance off of South 8th Avenue.
- It is open to residents of Marathon Hall.
- Overnight Parking is allowed in Lot A.
- Residents of Marathon Hall can purchase a permit at the front desk of Marathon Hall.

#### LOT B

- Lot B is just south of Stewart Avenue, with the entrance off of South 7th Avenue. It is near the North Entrance of the main building.
- It is designated for Faculty and Staff only.
- Faculty and staff permits can be obtained from the Business Office during regular office hours.

- The first permit is free. Additional or replacement decals will result in a nominal charge.

## LOT C

- Lot C is located west of South 7th Avenue. It is near the main entrance and Student Affairs Office.
- Lot C is designated as a visitor lot.
- Visitor permits can be obtained from Student Affairs for free.
- Faculty, staff, and students may not park in lot C.

## LOT D

- Lot D is located on the north side of the Fieldhouse, with the entrance off of Garfield Avenue.
- Lot D is designated Faculty and Staff only.
- Faculty and staff permits can be obtained from the Business Office during regular office hours.
- The first permit is free. Additional or replacement decals will result in a nominal charge.

## LOT E

- It is located east of the Art Studio and south of the Fieldhouse, with the entrance off of South 7th Avenue.
- Lot E is designated commuter student and faculty/staff parking only with purchased permit from Monday to Friday 8 am to 5 pm
- Permits for Lot E are also valid for Lot G and can be purchased at the Business Office during normal business hours.
- Marathon Hall Residents are not allowed to park in this lot
- **NO OVERNIGHT PARKING IS ALLOWED.**

## LOT F

- Lot F is behind the Fieldhouse, near the Art Studio.
- Lot F is designated Faculty and Staff only.
- Faculty and staff permits can be obtained from the Business Office during regular office hours.
- The first permit is free. Additional or replacement decals will result in a nominal charge.

## LOT G

- Lot G is on the south side of the **Center for Civic Engagement**
- Lot G is designated commuter student and faculty/staff parking only with purchased permit from Monday to Friday 8 am to 5 pm.
- Permits for Lot G are also valid for Lot E and can be purchased at the Business Office during normal business hours.
- Marathon Hall residents will not be allowed to park in this lot.
- Lot G will be available after 5:00 pm and on weekends on a first come, first serve basis.
- UWMC reserves the right to close this lot for large events

## **No Parking Areas**

Parking is not allowed:

- In loading docks and in driveways
- On diagonal-lined areas, the grass and sidewalks
- In front of stairs or in crosswalks
- In any reserved space (disabled, fleet vehicles)
- Along curbs or in the circle located in Lot B
- In any other area not designated by regular parking space lines

## **Marathon Park**

UW-Marathon County students and staff may park in Marathon Park for free on a first come, first served basis. Parking is available in Marathon Park from 6 am to 11pm.

Those who wish to park after hours (11 pm to 6 am), must obtain a permit from Marathon County Parks Department. To obtain this free permit visit the Department's office located at 212 River Drive during business hours.

Please direct any questions or concerns to the Marathon County Parks Department. UW-Marathon County staff will not be able to assist you with these issues.

## **15-minute Parking**

Fifteen minute parking will be permitted on the WEST side of 7th Avenue, Mondays through Fridays, from 7 am to 5 pm.

City of Wausau citations may be issued for vehicles parked longer than 15 minutes.

## **Special Assignments & Priorities**

- Three spaces in Lot B are reserved for campus fleet vehicles. Only fleet vehicles may park in these spots. If you are using a vehicle, you can park your vehicle in the space, with a special permit, which may be obtained from the Business Office.
- The Marathon Hall Residence Hall Director will be allowed to park overnight in Lot F due to the live-in nature of the position.
- Special needs not explicitly covered by these regulations will be considered on the basis of written request to the Assistant Dean for Administrative Services. Special considerations are valid only for the time they are issued.

## Parking Permits

- Parking permit decals are valid from September to August. Parking permits are required from 8 am to 5 pm, Monday through Friday.
- **ALL OLD DECALS MUST BE REMOVED.**
- In order to park in campus lots, UW-Marathon County Parking permits must be obtained from the UW-Marathon County **Business Office**, during regular business hours.
- Parking permit decals must be placed on the inside lower left corner of the passenger window behind the driver.
- Parking permit decals will be honored only if they are readable. Taping or clipping parking permit decals or temporary permits to a vehicle is not considered permanent or proper display. Decals/temporary permits displayed in this manner will not be honored. We recommend cleaning and drying the window surface to insure the permit sticks.
- Parking permit hanging tags (Lot G and E) must be displayed by hanging in front mirror of the vehicle.
- Permits for parking lots B, D, and F will be issued to faculty/staff only and can be obtained in the Business Office. The first permit is free, additional or replacement decals are available for a nominal charge.
- Permits for parking lot A will be issued to Marathon Hall Residents only and can be purchased at the front desk of Marathon Hall.
- Permits for parking lot C are for visitors only and can be obtained from Student Affairs
- Permits for Lot G will be issued on a first come, first served basis to commuting students and faculty and staff. They can be obtained at the **Business office**. Marathon Hall residents are not eligible for these permits.

## Permit Fees

All eligible persons wishing to park any type of motor vehicle, (except mopeds), in any university lot must register for a parking permit decal.

**Lot A requires users to purchase a permit.** Lot A is for Marathon Hall residents only. Permits can be purchased at the Marathon Hall front desk.

**Lots E and G require users to purchase a permit.** Permits can be purchased at the business office during normal business hours.

All parking fees include Wisconsin State and Marathon County sales tax.

**Faculty/Staff with more than one vehicle** may purchase additional decals for a nominal charge. However, no more than one vehicle assigned to that specific faculty/staff member may be parked on campus at any given time.

**There are no refunds for parking permits.**



## Parking Violations

### Violations & Fines

The following are fines and the costs associated with them.

Offense	Lots B,C,D,F	Lots A, E & G
Pulling Through/Backing Into Stall	\$10	\$20
On/Over Yellow Line	\$15	\$30
No Permit Displayed or Improper Display	\$15	\$30
Permit Not for Area	\$15	\$30
No Parking at Anytime	*\$40	*\$80
Parking in an Aisle	*\$40	*\$80
Parking In a Fire Lane or Other Restricted Area	*\$50	*\$100
Parking on Sidewalk or Grass	*\$40	*\$80
Overnight in a Closed Lot (lots closed from 10 pm-7am)	*\$50	*\$100
Fraudulent Use of a Permit (using lost, stolen or forged permit)	*\$115	*\$230
Misuse of Permit (transferring permit without prior approval, etc.)	*\$30	*\$60
Disabled Area Without Permit	*\$100	*\$100
Fraudulent Use of a Disabled Permit	*\$200	*\$200
Parking in a Reserved Space	*\$50	*\$100
* Plus Towing Charges		

- All fines double if payment is not received after five (5) business days of being issued.
- Appropriate collection action will be taken to collect unpaid fines.
- Such action includes, but is not limited to, referral to the Department of Transportation and holds on student transcripts
- Rates and fines are subject to annual review

## Appeals

Parking tickets may be appealed in writing within the first five business days of the date on the ticket.

Appeal Procedure:

- E-mail your appeal to: [mthparking@uwc.edu](mailto:mthparking@uwc.edu)
- Include your name, student ID number, ticket number, permit number (if applicable) and license plate number
- State the facts clearly and briefly

Appeals will be reviewed and the appellants notified within three weeks.

If the appeal is denied, the ticket must be paid within five days of notification or the fine(s) doubles.

The Appeal decision is final.

## Paying Fines

Ticket number must be referenced with payment.

You may pay your fines in four ways:

By mail\* with check to:

UW-Marathon County  
518 S. 7th Avenue  
Wausau, WI 54401

- Use the drop box located next to the business office door (Room 232) (check or money order only) \*
- At the Business Office (cash, check or money order only)  
Monday, Tuesday, Thursday & Friday: 8 am – 4 pm  
Wednesday: 8 am – 3 pm
- Online through PRISM (students only)  
Payment by web check is free. Please note, there is a convenience fee for use of a Credit card.

\*Please do not send cash by mail or place in the drop box; the University will not be responsible for lost cash.

**Students: Failure to pay fines may result in a hold placed on your academic record. This means you may not be able to register for classes and/or receive transcripts.**

## **Failure to Pay Fines**

All fines double if payment is not received after five-working days of being issued.

Students with unpaid parking fines will have a hold placed on their academic record. This means they may not be able to register for classes and/or transcripts.

Future parking privileges may be denied or suspended for anyone failing to pay parking tickets. If a violator has not paid within 45 days after the ticket is issued, there may be an additional \$10 charge and the Department of Transportation will be asked to suspend the violator's license plate. The school may also take disciplinary action against the student.

Harassment, verbal or otherwise, is punishable by law. Staff and hired parking services are doing students and staff a service by ensuring a safe, accessible and orderly parking experience.

## **Loss of Parking Privileges**

The loss of university parking privileges may be for a period of up to ten (10) months. Revocation may be considered for the following offenses:

1. Falsification of information when applying for a parking permit.
2. Manufacturing, altering, or using a manufactured or altered permit, or misusing a permit.
3. The intentional application or use of a decal or temporary permit on a vehicle other than that for which the decal or temporary permit is registered.
4. Falsification of information during appeal.
5. Chronic violations of parking policies.
6. Failure to pay citations.
7. Verbal or physical harassment of university staff or hired contractors issuing citation or collecting fines.

## **Towing**

UW-Marathon County reserves the right to tow vehicles that are in violation of campus parking regulations. All towing will be at the owners' expense. UW-Marathon County assumes no responsibility for damage to any vehicle or its contents when towed.

To following conditions may result in a vehicle being towed:

- A vehicle is parked in a location which creates a safety hazard.
- A vehicle which the operator has been ticketed/warned about parking violations on campus and continues to violate.
- An operator who engages in abusive behavior to visitors, faculty, staff or students when asked to correct a parking violation.
- A vehicle is parked in violation of campus parking regulations.