

WESTERN ILLINOIS UNIVERSITY

PARKING SERVICES

Parking Appeals

Unacceptable extenuating circumstances

Following are situations that are typically **not** accepted as valid extenuation circumstances for parking in violation of WIU parking rules and regulations.

1. An appeal based on how long you were parked in violation.

Parking Officers will issue a citation to any vehicle parked in violation of regulations. An appeal that states that the vehicle was only parked for two minutes, five minutes, etc is not considered valid. A parking restriction holds for parking for any period of time.

2. An appeal based on your need to get to class/work/an appointment on time.

It typically requires a few minutes to locate a parking space within the campus' extensive parking system. It is suggested that customers plan their schedules such that there is sufficient time to find and park in legal space.

3. An appeal based on lack of a parking space near your destination.

Parking spaces are very competitive and the campus' parking system doesn't guarantee a space in a specific lot. Customers must park in a legal space in a lot valid for their permit series.

4. An appeal based on the assertion that class wasn't in session.

Parking rules and regulations are enforced throughout the entire calendar year and are not directly associated with the class schedule. Check the hours of rules and regulation information on this web page (www.wiu.edu/parking). Hours for lots are also posted at the entrance to each legitimate parking area.

5. An appeal of a restricted/prohibited violation during evening or weekend hours.

Residence hall meters and lots are enforced 24 hours/7 days a week. Lot 25 and Simpkins meters are also enforced 24 hours/7 days a week. The requirements of display of permit or payment of meters are not enforced after 5 p.m. Monday-Friday and on weekends in all other lots.

6. An appeal based on your need to load or unload.

Any vehicle that is parking in a yellow zone or service drive needs to call Parking Services to request loading/unloading time. Any vehicle that does not receive prior authorization from Parking Services is in violation of parking rules and regulations. Approval cannot be granted after the fact of loading/unloading.

7. An appeal based on the appellant's assertion that she/he did not see the sign or line markings.

It is the driver's responsibility to note and comply with all posted signage, notices and line markings.

8. An appeal from a guest/visitor stating that she/he was not aware of the parking rules and regulations.

It is well publicized that students and staff are responsible for making sure that their guest get valid parking permits. The campus associated individual can and should ensure that their guest does not experience a parking problem.

9. An appeal based on the assertion that a meter was not operable.

A meter that is not operation is not considered a valid parking space. A customer should move to another space with a working meter. Alternatively, the customer may stay in that space if she/he calls Parking Services immediately with the meter number and their license plate. Parking Services will clear the vehicle for a short time.

10. An appeal based on the assertion that the customer forgot her/his permit.

Customers must display a permit in order to park legally. If you forget your permit or have a substitute, you need to call and notify Parking Services. You are allowed 5 substitutions.

11. An appeal based on a vehicle malfunction.

Customers who experience a vehicle malfunction and cannot move their vehicle should make arrangements with a service station to either repair or tow their vehicle. Short-term authorization to remain parked may be received from either Parking Services (M-F during the day) or Campus Police during the evening or on weekends.

12. Use of four-way hazard flashers.

Four-way flashers are designed to warn other motorists that your vehicle may be a hazard. Use of four-way flashers does not allow you to park illegally for any period of time.

WESTERN ILLINOIS UNIVERSITY PARKING SERVICES PARKING VIOLATION/PERMIT APPEAL FORM		<input type="checkbox"/> Additional Parking <input type="checkbox"/> Re-Appeal Request* <input type="checkbox"/> Citation Appeal
		Transfer the following information from your ticket:
		Citation No.
Local Phone No.		Date Issued Time Issued
WIU ID No.		License Plate No.
Name		Permit No.
Street		Location
City		Violation No. 1
State	Zip	Violation No. 2
Please state the reason you feel you should be exempt from following the regulation(s) pertaining to the issuance of this parking citation. When possible, provide specific and verifiable facts which will support your appeal (repair slip, medical information, etc.)		
I hereby affirm that all above information is true and correct to the best of my knowledge. SIGNATURE _____		
PERMANENT ADDRESS		DATE
ACTION OF APPEALS BOARD		COMMENTS
APPROVED		
DENIED*		
SPECIAL INSTRUCTIONS		
AMOUNT DUE	\$	
Review Date	*With additional pertinent information, the individual may request a re-appeal within 10 calendar days from denial date of first written appeal.	