

# HUMBOLDT STATE UNIVERSITY

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## Parking & Commuter Services

Operating Standard: 003-151009

Title: Parking Fee Waiver for Those Transacting State Business with the Campus

In accordance with the California Code of Regulations, Title 5, Section 42201b3, persons not employed by the campus who are visiting the campus for the purpose of transacting state business with the campus shall not be required to pay a fee associated with parking.

Parking & Commuter Services shall provide qualifying persons with a parking fee waiver and general parking permit upon request and verification that said person is conducting state business with the campus at the time of the visit. Should annual business visits to the campus be estimated at more than 20 per year, a restricted annual general parking permit will be provided. Estimated number of visits must be confirmed by the department with which such person or vendor primarily engages in business activities with.

Persons or vendors conducting state business with the campus must complete a State Business Vendor Parking Fee Waiver Request Form to be considered for said fee waiver. Request forms shall be submitted a minimum of three business days in advanced of the proposed visit to the campus. Upon reception, Parking & Commuter Services shall review and verify information presented and determine eligibility for a parking fee waiver.

Fee waivers granted under this policy are for fees not yet paid as of the date the application was received by Parking & Commuter Services. Fees paid prior to said date are not eligible for refund to persons or vendors determined qualified for said fee waiver.

Parking permits issued under this policy entitle the owner/operator of the vehicle to park in general parking lots only unless the issued permit states otherwise.

Parking permits are the property of Humboldt State University per the University Code of Rules and Regulations.

Parking permits issued under this policy are not transferable to others per the University Code of Rules and Regulations.

Use of parking permits issued under this policy by persons other than the qualifying person or vendor may result in citations to those involved, seizure of the permit, and/or revocation of the right to receive a parking fee waiver per the University Code of Rules and Regulations.

### REFERENCES

- University Code of Regulations
- California Code of Regulations, Title 5, Section 42201