

# Capital University Parking Regulations

## Section A. INTRODUCTION

1. The parking regulations of Capital University have been created for the benefit and safety of the university community. This parking and traffic program ensures the optimum use of all university parking areas, provides emergency access to all parts of the campuses, and allows for orderly traffic flow and equitable parking conditions throughout the university.
2. The operation and parking of a motor vehicle on Capital University, Capital University Law School and Trinity Lutheran Seminary property is a privilege granted to students, faculty, staff, and guests. The Capital University Police Department reserves the right to make and enforce regulations in the best interest of the university community. Motor vehicle privileges may be denied, suspended or withdrawn, at any time, by the Capital University Police Department. Motor vehicles may be towed at the owner's expense as deemed necessary by the Capital University Police Department.

## Section B. GENERAL PERMIT GUIDELINES

### Registration

1. Faculty, staff, student and guest must register their vehicles (including motorcycles) parked on Capital University, Capital University Law School and Trinity Lutheran Seminary property with the Department of Public Safety (DPS), and display a valid DPS permit at all times.
2. Each student, faculty, or staff member may register up to three vehicles to which their family holds the title, however at any given time only one registered car per permit may be parked on campus.
3. Acceptance of a Department of Public Safety parking permit is an acknowledgement by the registrant that these regulations have been read, and understood, and constitutes an agreement by the registrant to abide by the regulations. If the registrant provides information that is false or misrepresented the permit may be revoked and, if the registrant is a student, they may be referred to the appropriate office for further action consistent with the Code of Conduct.
4. Issuance of a parking permit does not ensure the driver a parking space in a university lot. It gives the driver the right to park in any properly marked parking space of any lot appropriate to that permit. Vehicles must park in lots appropriate to what is displayed on their parking hangtag.
5. All vehicles parking in a university handicap parking space must display both a State of Ohio handicap parking permit (in accordance with Ohio Revised Code 4511.69) and a Capital University parking lot hangtag appropriate to their permit. A vehicle displaying a state permit without a University permit will be considered an unregistered vehicle.

6. All permits are issued by the authority of the Capital University Police Department and remain the university's property.

## Permit Types

- "F"** permit - Faculty and Staff. For parking in "F", "S" and "D" lots on Bexley Campus and Lots 1, 2 and 3 at the Law School
- "O"** permit - First Year Resident. For parking at the "O" lot only. Limited number available- sold on a first-come, first-served basis
- "S"** permit - Resident (sophomore, junior, senior) and Commuters (all four years) For parking in designated "S" lots, and can be used at the "D" lot, and at the "O" lot for overflow parking
- "D"** permit - Capital Commons - For parking in the "D" lot only. Limited number available. Sold on a first-come, first-served basis
- "W"** permit - Capital University Apartments for parking in the "W" lot only. Can use at the "D" lot for overflow Limited number available - sold on a first-come, first-served basis
- "T"** permit - Trinity North Apartments for parking at the "T" lot, can use at the "D" lot for overflow. Limited number available on a first-come, first-served basis
- "H"** permit - University Owned Housing on Sheridan and College Avenues. For parking at the "H" lots, can use at the "D" lot for overflow parking Limited number available - sold on a first-come, first-served basis. "H" permits may also park in student lots at the Law School.
- "L"** permit - Capital University Law School Students (order/pickup at the Law School) for parking in designated "L" lots.
- "Temporary"** - Guests permit Sold on a daily basis (Max 10 per semester), or provided free of charge to guests of the University.
- "S" Summer** - Students permit - Intended for students who plan to take courses in the summer only

## Parking Permit Hangtags

7. Parking permit hangtags must be displayed from the rearview mirror facing forward and clearly visible any time a vehicle is parked on Capital University property. Motorcycles and mopeds must be registered with the Department of Public Safety Parking Services.
8. A parking hangtag shall only be displayed in a vehicle to which it is registered. Ownership of the hangtag is not transferable.
9. Reproducing or altering a parking permit in any way is forbidden. A violation to manufacture or alter any parking permit, document or device provides eligibility to park on campus. Permits will be confiscated, without refund, and violators will be subject to loss of parking privileges. Anyone found manufacturing or altering a parking permit may be prosecuted.

10. Use or possession of a reported lost or stolen parking permit is forbidden. No person should use or possess a parking permit without proper Public Safety authorization.

### Expiration

11. Faculty and staff parking permits do not expire until the employee ceases to be employed by Capital University, the Capital University Law School or Trinity Lutheran Seminary.
12. All student parking permits expire on August 15 of each year, or when a student ceases to be enrolled with Capital University, the Capital University Law School or Trinity Lutheran Seminary.

## Section C. Parking and Visitor's GUIDELINES

### 1. Visitor Permits

#### a. Bexley Campus

- i. All guests need to register their vehicles with the Capital University Department of Public Safety. Guests will receive a temporary parking permit at no charge.
- ii. Daytime visitors (visiting campus between the hours of 8 a.m. and 4:30 p.m. on weekdays) may park in the spaces provided in the Visitor parking lot on Mound Street west of Pleasant Ridge Avenue, or in the Visitor parking section at Trinity Lutheran Seminary . There is no overnight parking in the Visitor parking areas; parking from 2 a.m. to 6 a.m. is prohibited.
- iii. Evening visitors (visitors staying after 4:30 p.m.) will be issued a temporary "S" parking permit from the Public Safety Office and may park in any "S" parking lot.
- iv. University faculty and staff inviting a guest to campus are responsible for the acquisition of a guest pass from the Public Safety Office. By submitting a request to: [publicsafety@capital.edu](mailto:publicsafety@capital.edu) , the faculty or staff member will receive a single day digital parking permit for their guest.

#### b. Law School

- Visitor parking is at the discretion of the Law School Security Staff and issuance of a temporary permit, if applicable.

**Faculty, staff and students, with or without a permit, are not visitors, and may not park in spaces designated for visitors. Visitor lot citations are not appealable**

## 2. Student Resident Permits

### a. On Campus Parking

- i. “S” Lot Permits: Sophomore, Junior and Senior students may purchase an “S” parking permit and are permitted to park in any “S” lot on campus during non-restricted hours.
- ii. Housing Specific Permits: Certain student housing has designated parking restricted to those residents only. These spaces are limited, and permits are issued on a first come, first served basis. With the exception of “D” lot permits, once these lots are full the student may purchase an “S” lot permit. These passes may not park in any “S” parking space before 4:30 p.m. Monday – Friday.
- iii. “D” Lot Permits: Students who live in the Capital Commons apartments may purchase a “D” parking permit. Students who live at the Capital Commons are not permitted to purchase “S” permits.
- iv. “W” Lot Permits: Students who live in the Capital University Apartments may purchase a “W” permit.
- v. “T” Lot Permits: Students who live in the Trinity Seminary North Apartment may purchase a “T” parking permit.
- vi. “H” Lot Permits: Bexley Campus and Law School Students who live in the Capital University Houses on Sheridan Avenue and College Avenue purchase an “H” parking permit.
- vii. Bexley campus students with a valid parking permit who are enrolled in any Capital University Law School program are permitted to park in Law School Lot 2(no parking in designated “F” spaces. Exception: students may park in “F” space in lot 2 between 530pm and 11pm Monday through Friday and all day on Saturdays and Sundays) or Lot 3.

### b. Off Campus Parking

- i. “O” Lot Permits: First-year and other residential students may purchase an “O” parking permit which provides permission to park in the Nelson Road “O” lot located at 1955 E. Rich Street, Columbus, OH 43205. These permits are issued on a first come, first served basis. A waiting list will be started when the “O” lot sells out.
- ii. Work Exceptions: First-Year students who are employed at a position that routinely requires work hours outside the times that the “O” shuttle operates, may apply to be considered for a work exception and a “D” lot pass. Students must provide proof of off campus employment to the Office of Public Safety, for review and approval.
- iii. Proof of off campus employment that will be accepted is a typed and signed letter (on official company letterhead or displaying an official stamp) from the employer stating the work schedule (days and times to be worked each week). The letter must include a supervisor’s name and signature, as well as a business phone number for verification. Handwritten letters, emails, or phone calls will not be accepted in lieu of an official letter.

- c. **Campus Shuttle** –The University provides shuttle service to the “O” lot. The shuttle leaves main campus from NW corner of Schaaf Hall. The University shuttle will run on the following schedule when classes are in session.
- i. Monday through Thursday – 8-10 a.m. and 2-6 p.m.
  - ii. Friday – 8-10 a.m. and 2-8 p.m.
  - iii. Sunday – 5-8 p.m.
  - iv. The shuttle does not run on Saturdays.
  - v. Students are encouraged to call 614-236-6505 or 614-236-6666 if they wait more than 15 minutes for the shuttle to arrive.
  - vi. Hours for breaks and holidays will be posted in the shuttle.

### 3. Student Commuter Permits

#### a. Bexley and Law School Campuses

- i. Student Commuter – Day
- ii. “S” Lot Permits: Students that commute to campus, living or renting further than three-tenths (3/10) of a mile from campus may purchase a “S” permit, and park in any of the “S” parking lots on campus during non-restricted hours. Students living within the 3/10-mile zone must park at their residence (from campus that would be north to Bryden Rd.; east to Cassingham; south to Charles Ave.; west to Alum Creek).
- iii. Student Commuter – Part-Time and Evening
- iv. “S” Lot Permits: Students enrolled in the part time and evening programs may purchase an “S” parking permit and may park in any of the “S” lots on campus during non- restricted hours.

### 4. Law School Permits

- i. “L / S” permits are granted for full and part time students attending any education program at Capital Law School.
- ii. “F” parking permits may park in Lot 1 - 24/7.
- iii. “L” parking permits may only park in Lots 2 and 3, 7 days per week except during restricted hours (2am to 6am). “L” permit holders may park in Lot 2 Faculty/Staff area **after 5pm**.
- iv. Students are only permitted to park in law school parking lots for relevant law school activities.
- v. Students, staff, and faculty may not, at any time, park in Lots 2 or Lot 3 during the hours of 2-6am. (Restricted Hours)

- vi. Restrictions for certain parking lots may be lifted for special Law School events.
- vii. Alternative parking options for evening students may be obtained through the Law School Business Services Office.
- viii. Motorcycle parking is designated in Lot 2.
- ix. "L" parking permits may park in the student "S" lots on the Bexley campus.
- x. "L" parking permit holders are prohibited to park on any visitor's posted spaces.
- xi. Law Students who reside in Capital University owned housing will purchase an "H" permit, which will allow parking in "H" lots and in Law School Student lots. Family permits are available at a reduced price.
- xii. "S" and "H" permit holders can park in Lots 2 and 3 of the Law School except during restricted hours

## 5. Student Summer Permits Bexley Campus

- a. "S" Lot Permits: Students enrolled in summer classes may purchase an "S" parking permit valid from May 1st – August 15 during non-restricted hours.

Students who already possess an "S", "O", "W", "H", "D", "T", or "L" parking permit do not need to purchase a summer parking permit.

From May 1<sup>st</sup> to August 15 any type of student permit is valid in any student lot. For example, an "S" permit holder may park in "W", "H", "T", "O", or "D" lots during the summer. An "O" permit holder may park in "S", "T", "W", "H" or "D" during the summer, etc.

## 6. Faculty and Staff Permits – Bexley and Law School Campuses

- a. "F" Lot Permits: Faculty and Staff will be issued an "F" parking permit and may park in any "F", "S", "L" or "D" lot on campus during non-restricted hours. "F" permit holders are prohibited from parking in "H", "T", "W", and the Visitor Parking Lots. Children of Faculty members may not use their parents "F" permit at any time.
- b. "F Contractor" Lot Permits: Personnel with "F-Contractor" permits must park in either the Public Safety lot ("S6"), S/W portion of Campus Center (by tennis court) ("S3"), or the South end of the Capital Center lot ("S2").
- c. Law School Faculty and Staff may park in Lot 1, 24/7 and in Lots 2 and 3, except during the restricted hours of 2am to 6am. Law School "F" permit holders may also park in any "F" or "S" lot on the Bexley campus, except in lots with restricted hours.

## 7. Law School – Buddy Parking Guidelines

Faculty, Staff and Law Students may utilize buddy parking in LOT 2 "F" at the Law school. Buddy parking is a way to double park vehicles in order to maximize available parking spaces. Persons utilizing the buddy parking, and parking in the second row, must leave their car keys with the

security lot attendant, or security at the front desk. Failure to do so will result in citation or towing at the owner's expense. **Students may only park in lot 2"F"** after 5:30pm Monday through Friday and all day on Saturdays and Sundays.

## Section D. PERMIT PURCHASING DETAILS

Permits are issued Monday through Friday, 8 a.m. to midnight, at the Capital University Public Safety Office. **Parking permits will not be mailed**; they must be picked up in person after ordering online.

### 1. Permit types and cost

There is a \$20 discount for all permits purchased online

Student permits may only be purchased from the Capital University online store found at [www.capital.edu/safety](http://www.capital.edu/safety) and are priced as follows:

Student Resident Permits	\$220/ye <b>\$200 online</b>
Student Resident "O" Lot Permits	\$180/ye <b>\$160 online</b>
Student Commuter – Day Permits	\$180/ye <b>\$160 online</b>
Student Commuter – Part-Time and	\$120/ye <b>\$100 online</b>
Student Summer Permits	\$70 <b>\$50 online</b>
Faculty and Staff <b>and "L"</b> Permits	\$0
Replacement of Parking Permit Hangtag	\$20

### Spring Semester Permit Pricing

**Permits are available for purchase for the Spring Semester only and are one half of the price listed above.** Contact Public Safety for information for graduate student housing family permits.

### 2. Refunds

Application requests for a refund of parking fees will be accepted by the Public Safety Office only within the first two weeks of each semester, or upon graduation. Applications must include the appropriate paperwork proving the change in status, plus the parking permit

## Section E. PARKING REGULATIONS AND VIOLATIONS

**All parking and permit regulations are enforced 24 hours a day, 365 days per year.** Any violation of these guidelines may result in a citation, towing at the owner's expense with associate storage fees, or other disciplinary action deemed necessary by Capital University and its Department of Public Safety.

The registrant is responsible for all parking violations regardless of who operated the vehicle at the time the violation occurred.

## 1. Parking Regulations

- a. A vehicle must be parked in a lot appropriate to the permit it displays.
- b. Lack of a space, or illegal parking by others, is not considered a valid excuse for violation of the Capital University Parking Regulations.
- c. **Students, staff and faculty may not at any time, park in the Visitor Parking Lots.**
- d. **In specific lots there is No Parking during the hours of 2-6 a.m.** This is enforced for the purpose of maintaining open spaces for incoming commuter students, snow emergencies, and/or special University events. "No Parking 2am-6am zones are enforced 365 days per year. These hours are enforced in the following lots:
  - i. North "S1", middle of "S3", "S7", and the east half of "S8"
  - ii. "F3," "F4," "F7" lots
  - iii. Visitor parking lots
  - iv. Law School Lot 2 and 3
- e. **Students may not, at any time, park in any "F" lots.** This includes students with "W," "T," "H," "O," "D," "S," and "L" permits, or registered students without a current parking permit.
- f. **"W," "T," "H," "O," "D" and "L" permits may park in any main campus student "S" lot after 4:30 p.m. Monday–Friday, until 8a.m. the next University business day, except in restricted areas.**
- g. "S," "H," "T," "W," and "F" permits are permitted to use the parking spaces west of the apartment units on the Alum Creek side portion of the Capital Commons "D" lot for overflow parking.
- h. Authorized Vehicle Only spaces are designated for any university owned vehicle. These are the only vehicles permitted in an Authorized Vehicle Only space. Any non-university vehicle parking in an Authorized Vehicle space will be cited.
- i. 15-minute parking areas may be used by anyone with or without a university permit for the designated 15 minutes time limit unless it has been posted as reserved for a university Guest.
- j. Any parked vehicle which represents a hazard or obstruction may be towed away at the owner's expense. A vehicle at rest may in no way impede the flow of traffic, block service drives, loading zones, walkways, or the entrances or exits of parking lots.
- k. Only vehicles with special permission from the University Police are authorized to drive on campus grounds or walkways. Vehicles without special permission are not permitted to drive on campus grounds even if the access to these areas is available.
- l. Only authorized vehicles may park in reserved spaces, such as those reserved by the CUPD or the Facilities department for special functions.



- m. The maximum speed on University property is 10 MPH.

## 2. Parking Violations

Violators of the parking rules and regulations can receive warning citations, a Capital University parking citation, a City of Bexley traffic/parking citation, or a City of Columbus traffic/parking citation. You, the student, staff, or faculty member, are responsible for all citations issued to your vehicle or permit. Habitual or flagrant disregard of the rules and regulations is grounds for suspension of campus parking privileges or stronger action by the university.

### a. Citations are issued for the following violations:

Counterfeiting, altering, defacing, or for giving false information in an application or for misuse of any permit	\$100
Unauthorized transferring a parking permit to another vehicle for which the permit is not issued	\$45
Blocking driveways, entrances or parking in restricted areas	\$45
Taking the space of two or more vehicles	\$45
Use of a lost or stolen permit	\$45
Parking without a CU permit, failure to register with Public Safety	\$45
Permit issued, but not displayed	\$45
Permit issued, not valid for area	\$45
Parking on any lawn, sidewalk, landscaped area, or any area outside of clearly delineated parking spaces, where parking can cause or potentially cause damage	\$45
Vehicle towed for any traffic or parking violation	Unclassified
Overtime parking in a 2 a.m.-6 a.m. zone or 15-minute space	\$45
Parking in a loading zone	\$45
Parking in a posted or reserved parking	\$45
Parking in a space designated for disabled parking	\$250
Law School <b>Only</b> : Failure to leave keys when buddy parking	\$45

### b. Definitions of Violations

#### i. Counterfeiting, altering, defacing, or for giving false information in an application or for misuse of any permit \$100.00.

Reproducing or altering a parking permit in any way is forbidden. It is a violation to manufacture or alter any parking permit, document or devices that provide eligibility to park on campus. Permits will be confiscated without refund, and violators will be subject to lose his/her parking privileges. Anyone found manufacturing or altering a parking permit may be prosecuted.

**ii. Transferring (Unauthorized) a parking permit to another vehicle for which the permit is not issued \$45.00**

A parking permit shall only be displayed in a vehicle to which it is registered - Ownership is NOT transferable. The vehicle displaying a parking permit authorized to another registered owner will be in violation of this section.

**iii. Blocking driveways, entrances; parking in restricted areas \$45.00**

A vehicle at rest may in no way impede the flow of traffic, block service drives, loading zones, walkways, or the entrances or exits of parking lots.

**iv. Taking the space of two or more vehicles \$45.00**

A vehicle must be parked in an appropriate parking space. A vehicle will be in violation if parked in more than one marked space, or the officer considers the vehicle is parked beyond a permitted parking space area, or if the vehicle is taking unnecessary spaces.

**v. Use of lost/stolen permit (marked in system as no longer valid) \$45.00**

Use or possession of a reported lost or stolen parking permit is forbidden. No person should use or possess a parking permit without proper DPS authorization. "No person shall knowingly use or operate the property of another without the consent of the owner or person authorized to give consent." 2913.04 (a)

**vi. No CU permits / Failure to register with DPS \$45.00**

All vehicles (including Visitors) parking on university property should register with the Department of Public Safety and display a permit appropriate for the lot in which the vehicle is parked. Visitors/Guests with properly displayed permits unable to find a spot in the Visitor Lot may park in any student "S" lot.

**vii. Permit issued, not displayed \$45.00**

Permits must be displayed from the rearview mirror facing forward and clearly visible. The vehicles must have a valid parking permit displayed at all times when parked in university parking lots.

**viii. Permit issued, not valid for area \$45.00**

**A vehicle must be parked in a lot appropriate to the permit it displays.** For example, If an "S" (Student) permit is parked in, an "F" (Faculty/Staff) lot it is considered parked outside its permitted area.

**2. Faculty, staff and registered students, with, or without a permit, are not visitors and may not park in spaces designated for visitors. A person enrolled in any University- sponsored program, or course of instruction, using Capital University facilities, and/or a faculty/staff member, is NOT considered a visitor.**

3. Visitor lot parking violations are not appealable.
- ix. **Parking on lawn, sidewalks, campus landscaped areas or any area outside clearly delineated parking spaces where such parking causes actual or potential damage to natural or landscaped features. This is in addition to cost of damage to property \$45.00**
  1. Only vehicles with special permission from the University Police are authorized to drive on campus grounds or walkways. Vehicles without special permission are not permitted to drive on campus grounds even if the access to these areas is available.
- x. **On university property, vehicle towed for any traffic or parking violations. Unclassified 1.** University law enforcement officer will remove the vehicle at the owner's expense.
- xi. **Overtime parking: lot signs posted prohibiting parking 2 a.m. to 6 a.m., 15-minute zones \$45.00**

A vehicle may occupy posted parking spaces for a maximum of 15 minutes. Overtime parking in time restricted spaces, loading zones, or No Parking 2-6 a.m. areas are not permitted.
- xii. **Loading zone \$45.00**
  1. Only authorized vehicles are allowed to actively load and unload in loading zones.
  2. Designated loading zones are not intended for use by Capital Faculty, staff, students and contractors without prior approval from the DPS.
- xiii. **Posted or reserved parking \$45.00**

Only authorized vehicles may park in reserved spaces, such as those reserved by the CUPD or the Facilities department for special functions. These reserved spaces are enforced 24 hours a day, 7 days a week. Violators may be cited and/or towed.
- xiv. **Parking in space designated for disabled parking \$250.00**
  1. Vehicles occupying disabled parking spaces must display proper registration such as a hangtag and disabled license plate or a temporary disabled permit. Due to the severity of this violation, the fine for this violation will not be reduced and is non-appealable.
  2. All vehicles parking in a university handicap parking space must display both a State of Ohio Handicap parking permit (in accordance with Ohio Revised Code 4511.69) and a Capital University parking lot appropriate to their permit. Violation of the handicapped parking regulation is punishable by a fine of \$250.00 and towing at the owner's expense. A vehicle displaying a state permit without a University permit will be considered an unregistered vehicle.
- xv. **Law School Only: Failure to leave keys when buddy parking \$45.00**

When parking behind another vehicle in the buddy parking rows (nearest to the building in Lot 2), the driver must leave their keys with a member of the security staff in the guard shack. Violation of this regulation is punishable by a fine of \$45.00 and towing at the owner's expense.

# Section F. PARKING VIOLATION PAYMENT and Appeals INSTRUCTIONS

## 1. Bexley Campus

### a. Payment Instructions

- i. Online: Using a credit card, you may pay online at <http://www.capital.edu/safety/>
- ii. In-Person: To pay with cash or check, please see the Cashier in the Finance Office. The Finance Office is located in the first floor of Yochum Hall and is open Monday-Friday 9:00am-5:00pm. You must have the ticket with you in order to pay; at the Law School, you may pay in the Law School Business Services Office.
- iii. After 5 days, a one-time late fee of \$3.00 will be assessed

### b. Late Instructions

- i. Students  
After 7 days, a one-time late fee of \$3.00 will be assessed, and the parking ticket will be added to the individual's student account.
- ii. Faculty and Staff  
Payroll deduction: After 7 days, parking tickets will be deducted from the employee's payroll.
- iii. Non-students, Faculty/Staff
  1. After 7 days, a one-time late fee of \$3.00 will be assessed.
  2. After 3 notices, the parking ticket will be managed through a collections agency.

### c. Persistent Violators – Bexley and Law Scholl campuses

- i. Persistent and/or flagrant violation of the parking regulations by a student will be referred to the Dean of Students for further action.
- ii. Persistent and/or flagrant violation of the parking regulations by an employee will be referred to the employee's supervisor.
- iii. If a student, staff or faculty person, or guest, whose parking privileges have been revoked continues to park a vehicle on campus, that vehicle will be towed and impounded at the owner's expense and the case referred to the appropriate university authority.

#### d. Appeals – Bexley Campus

**Filing an Appeal:** An appeal form may be obtained from the Public Safety office or by going to [www.capital.edu/safety](http://www.capital.edu/safety) and clicking on “Forms.” The Department of Public Safety must receive the completed appeal form within five (5) business days from the date the citation is processed. Visitor Lot parking violations and Handicapped Parking violations are not appealable

**Administrative Evaluation:** Public Safety will perform an administrative evaluation of all appeals.

**Parking Appeals Committee:** The committee will notify the appealing student of the hearing date, time and location at least three days in advance by email. The person appealing must indicate whether they plan to attend or not attend their hearing at the bottom of the appeal form. Once notification is sent, the case will be heard, whether the appealing individual is present or not. At the hearing, the committee will allow any additional pertinent testimony in the case; then by majority, render a decision. The decision of the committee is final.

## 2. Law School

### a. Payment Instructions Law Students

- i. Online: Using a credit card, you may pay online at <http://www.capital.edu/safety/>
- ii. In-Person: To pay with cash or check, please pay at the Law School Business Services Office. The Business Services Office is open Monday-Friday 9:00am-5:00pm.

### b. Payment instructions for Law Faculty/Staff and non-students

- i. Non-students: payment options are the same as for law students (see above)
- ii. Faculty and Staff - Payroll deduction: After 7 days, parking tickets are deducted from the employee’s payroll.

Note: Unpaid non-student tickets, after 7 work days, should be sent to Capital University Police Department in order to start the collection process (see F1. Sect B. iii)

### c. Appeals – Law School

- i. **Filing an Appeal:** Law school appeals are handled by the Assistant Dean of Students at the Law School. An appeal form may be obtained from the Public Safety office or by going to [www.capital.edu/safety](http://www.capital.edu/safety) and clicking on “Forms.” The Assistant Dean of Students must receive the completed appeal form within five (5) business days from the date the citation is processed. Visitor Lot parking violations and Handicapped Parking violations are not appealable.

- ii. **Administrative Evaluation:** The Assistant Dean of Students will perform an administrative evaluation of all appeals. The Assistant Dean will notify the appealing student of the hearing date, time and location at least three days in advance by email. Once notification is sent, the case will be evaluated whether the appealing individual is present or not. At the hearing, the Assistant Dean will allow any additional pertinent testimony in the case. A decision will be made within 3 business days of the hearing and rendered in writing. The decision of the Assistant Dean of Students is final.

d. **Buddy Parking Violation**

Persons utilizing the buddy parking, and parking in the second row, must leave their car keys with the security lot attendant, or security at the front desk. Failure to do so will result in citation, or the vehicle towed at the owner's expense. **Students may only park in lot 2"F"** from 5:30 pm – 11:00pm (Monday through Friday), and all day on Saturdays and Sundays.

*Capital University shall assume no liability or responsibility for theft, damage, or loss that may occur during use of parking facilities or services. Individuals choosing to park at Capital University do so at their own risk. Damage due to, misuse or defacing of Capital University property or facilities is prohibited and subject to citation and/or criminal prosecution.*