

CAPITAL UNIVERSITY PARKING REGULATIONS

Section A. INTRODUCTION

The Motor Vehicle Regulations of Capital University are for the benefit of the campus community and to ensure the optimum use of all campus parking areas, and provide emergency access to all parts of campus.

The operation and parking of a motor vehicle on Capital University property is a privilege granted to the students, faculty and staff. The Department of Public Safety 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 Motor vehicle privileges may be denied, suspended or withdrawn at any time by the Department of Public Safety.

Section B. REGISTRATION

1. All faculty, staff and student vehicles and motor cycles parked on Capital University property must be registered with the Public Safety Office and display a valid permit.
2. The registrant is responsible for all parking violations regardless of who parked the vehicle at the time the violation occurred.
3. Daytime guests and/or visitors to campus must register their vehicles at the Public Safety Office. They will be issued a visitor permit at no charge. University personnel inviting a guest to campus are responsible for the acquisition of a guest pass from the Public Safety Office.

Note: A person enrolled in any University-sponsored program or course of instruction, using Capital University facilities and/or faculty is not considered a visitor.

4. All parking registrations expire on August 15 of the following year or when a student, staff or faculty member ceases to be enrolled with, or employed by Capital University.

Section C. GUIDELINES

1. **Issuance of a parking permit does not assure the driver of 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.**
2. **Lack of a space is not considered a valid excuse for violation of the regulations.**
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.
4. Permits must be displayed from the rearview mirror facing forward and clearly visible. **Motorcycles and mopeds must be registered at the Public Safety Office.**
5. A hangtag shall only be displayed in a vehicle to which it is registered.
6. All permits are issued by the authority of the Capital University Department of Public Safety and remain their sole property, ownership is NOT transferable.

Section D. PERMIT TYPES

Faculty/Staff may register up to three vehicles to which they hold title. You will be issued a **F/S** hang tag parking permit which may be used in any of your three registered vehicles. **F/S** permits may park in any **F/S** or **S** lot on main campus.

Faculty and staff dependents who are enrolled as students at the University are not authorized to use a parents **F/S** permit and must obtain a student parking permit of their own.

All student parking permits must be purchased from the Capital University on line store.

A copy of the receipt must be presented at Public Safety to be attached to your application as a proof of purchase. Permits will not be issued without a receipt, and permits may not be paid for at the Public Safety Office. A printable parking permit application form can be found on the Public Safety webpage by clicking on the Forms sub-heading.

Commuter Students living or renting further than three-tenths (3/10) of a mile from campus may purchase a student **S** permit and park in any legally marked space within any campus **S**-lot. 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) Permits must be obtained at the Public Safety Office, located on the corner of College and Mound St. between the hours of 8:00 a.m. and Midnight, Monday through Friday.

Resident Juniors and Seniors may purchase an **S** student parking permit. Each student may register up to three vehicles to which they or their family holds title. This permit will allow them to park any single vehicle of the three registered in any legally marked **S**-lot space on campus. Permits must be obtained at the Public Safety Office, located on the corner of College and Mound St. between the hours of 8:00 a.m. and Midnight, Monday through Friday.

Resident Freshmen and Sophomores are only permitted to park in the Nelson Road **O**-lot, and are not permitted in any main campus parking lot before 4:30 p.m. **O** lot spaces are limited and permits are issued to resident students on a first come first serve basis. When the **O** lot is full, students applying for permits will be placed on a waiting list. Permits must be obtained at the Public Safety Office, located on the corner of College and Mound St. between the hours of 8:00 a.m. and Midnight, Monday through Friday.

Student Evening (SE) Permits are for part time evening students or persons receiving regular instruction on Capital's main campus after 4:00 p.m. weekdays or on weekends. **SE** permits may park in any student **S** lot after 4:00 p.m. weekdays, and all day on weekends or school holidays.

Capital Commons residents may purchase a **D** parking permit and park in any legally marked space that encircles the Commons apartments.

Capital University Apartments parking spaces are for CUA residents only and will be assigned a **W** permit; all other vehicles will be cited and/or towed at owner's expense.

W, O and **D** permits may park in any main campus student **S** lot after 4:30 p.m. Monday – Friday, all day weekends until 8:00 a.m. Monday, or the next University business day. **W, O** and **D** permits may not, at any time, park in the **F/S** or visitor areas.

Campus Shuttle – because of recent changes at the O-lot, the Cap Shuttle will now depart from the NW door of Schaaf Hall every half hour on the half hour between 7:00 a.m. and 9:00 p.m. every weekday that classes are in session, making stops at the Capital University Apts. and the Student O-lot. The shuttle does not run on Saturdays. On Sundays the shuttle runs from O-lot back to main campus from 2:00 p.m. until 9:00 p.m. so vehicles can be put back into the lot. (O-lot schedule subject to change)

Law students wishing to park on main campus during the week (8 a.m. until 4:30 p.m.) will require a \$1.00 temporary parking pass good in any student S lot. Law School (L or LE) permits will be honored in the student S lots on weeknights from 4:30 p.m. until 8:00 a.m. and weekends and holidays from 4:30 p.m. Friday until 8:00 a.m. the next university business day, but if staying overnight must be mindful of the No Parking 2 a.m. – 6 a.m. zones.

Visitors between the hours of 8:00 a.m. and 4:30 p.m. weekdays may park in the visitor spaces provided in the visitor parking area on Mound Street west of Pleasant Ridge Avenue. After 4:30 p.m. visitors may park in any student S lot, but if staying overnight must be mindful of the No Parking 2 a.m. – 6 a.m. zones. Students, staff and faculty are not at any time permitted to park in a visitor parking area.

Permit types and cost

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|------------------------------------|---------------------------------|
| Student..... | \$75.00 / year |
| O-lot..... | \$75.00 / year |
| Capital Commons..... | \$75.00 / year |
| Capital University Apartments..... | \$75.00 / year |
| Temporary Student | \$1.00 / day |
| Visitor / Guest..... | No charge |
| Student Evening | \$40.00 / Aug. 15 th |

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

All regulations are subject to changes as needed. Notification of changes will be posted on Cap Net and campus email.

Section E. Capital University Parking Violations

Basic but not all inclusive explanations

1. Unauthorized use, reproduction, or alteration of a permit (\$80.00)

Reproducing or altering a parking permit in any way is forbidden. Ownership of permits are not transferable.

2. Parking unregistered vehicle on campus (\$25.00)

All vehicles (including Visitors) parking on university property must be registered with the Public Safety Office and display a permit appropriate for the lot in which it is parked. Visitors/guest with properly displayed permits unable to find a spot in the Visitor lot may park in any student S-lot.

3. Parking or driving on grass or walkway (\$25.00)

Parking is not permitted on any lawn or other planted area or on any surface not designated for motor vehicles.

4. Parking outside permitted areas (\$25.00)

A vehicle must be parked in a lot appropriate to the permit it displays. If an S (Student) permit is parked in an F/S (Faculty/Staff) lot it is considered parked outside its permitted area. Faculty, staff and students are not visitors and may not park in spaces designated for visitors.

5. Blocking driveway (\$25.00)

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.

6. Failure to obey posted signs or markings (\$15.00)

Is defined as parking a vehicle in an unauthorized space, no parking area or fire lane as posted by sign or painted marking.

7. Parked other than a designated parking space (\$15.00)

All university parking spaces are designated by white lines on the pavement of each lot. If you are not within the white lines of a marked space you are illegally parked.

8. Overtime parking in a limited area (\$15.00)

Overtime parking in time restricted spaces, loading zones, metered parking spaces or in a No Parking 2-6 a.m. areas is not permitted.

9. Parking permit not properly displayed (\$5.00)

Permits must be displayed from the rearview mirror facing forward and clearly visible.

10. Parked in a handicap parking space without permit (\$250.00)

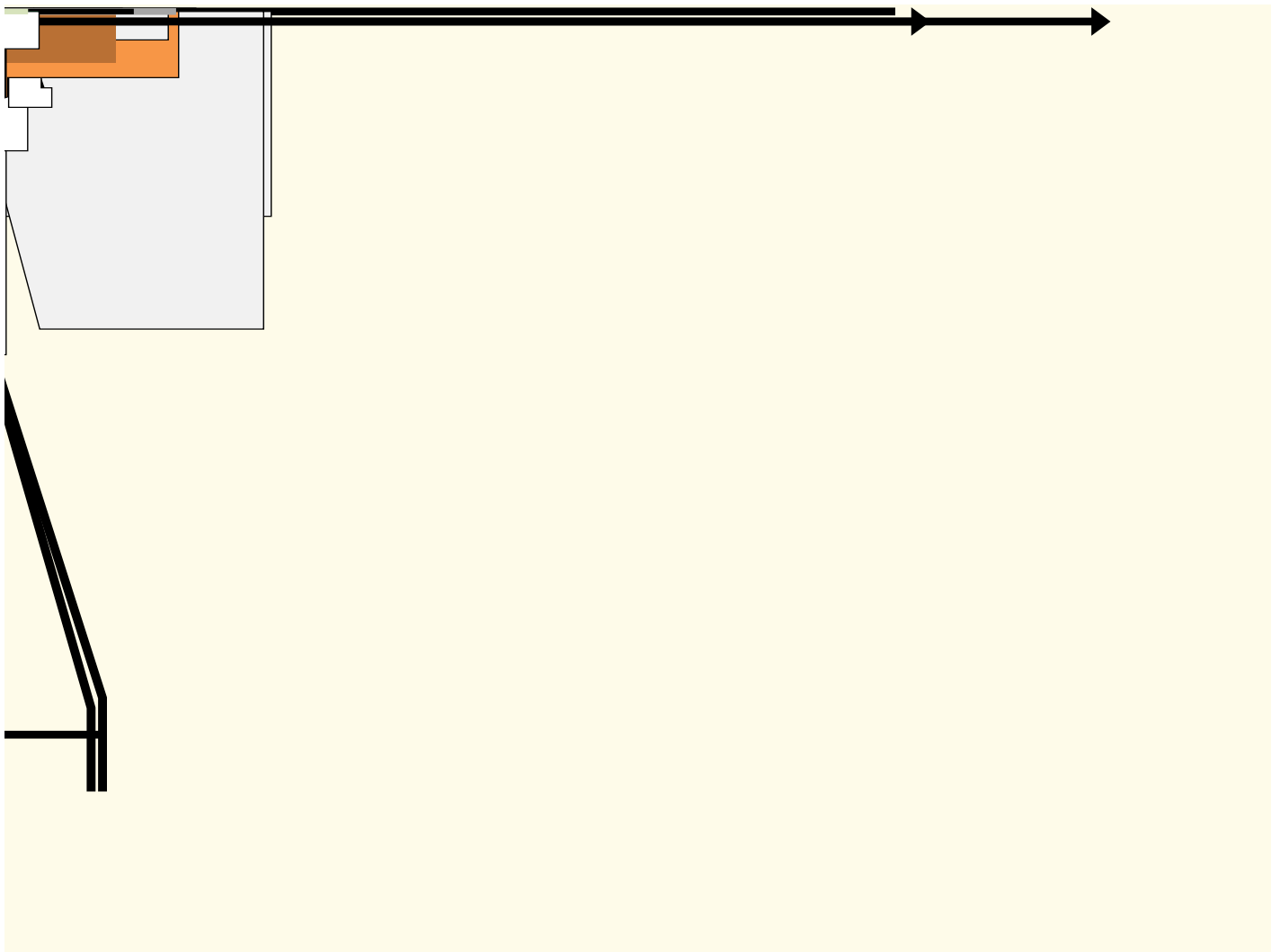
All vehicles parking in a university handicap parking space must display both a State of Ohio Handicap parking permit (in accordance with Ohio Revised Code 4511.69) and a Capital University parking permit. Violation of the handicapped parking regulation is punishable by a fine of \$250.00 plus tow away at the owners expense. A vehicle displaying a state permit without a University permit will be considered an unregistered vehicle.

- Any parked vehicle which represents a hazard or obstruction may be towed away at the owner's expense.
- Other improperly parked vehicles shall not be considered justification for your illegal parking.
- The maximum speed on University property is 10 MPH.

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.

Section F. MAJOR AND PERSISTENT VIOLATIONS

1. Persistent and/or flagrant violation of the Motor Vehicle Regulations by a student will be referred to the Office of Student Rights and Responsibilities for further action.
2. Persistent and/or flagrant violation of the Motor Vehicle Regulations by an employee will be referred to the employee's supervisor.
3. If a student, staff or faculty person 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.



Section G. SNOW EMERGENCIES / RESTRICTED PARKING AREAS

Several of the University lots have signs designating them as restricted parking areas. These lots are signed as **No Parking 2:00 a.m. – 6:00 a.m.** This restriction is enforced seven (7) days a week for the purpose of maintaining open spaces for incoming commuter

students, snow emergencies and/or special University events. Vehicles found in violation will be ticketed or impounded at the owner's expense.

Section I. APPEALS

Filing an Appeal

An appeal form may be obtained from the Public Safety office or by going to the Public Safety section of the University web site and clicking on Forms. The Department of Public Safety must receive the completed appeal form within five (5) business days from the date of issue of the citation.

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, normally via campus mail or email. The appellant has the choice at the bottom of the form to attend or not attend their hearing, but 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, in private by majority vote render a decision

The decision of the Committee is final.