

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 Motor vehicle privileges may be denied, suspended or withdrawn at any time by the Department of Public Safety.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 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 should 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 ceases to be enrolled with or a staff or faculty member ceases to be employed by Capital University.

Section C. GUIDELINES

1. Issuance of a parking permit does not assure 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.
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. Ownership is NOT transferable.

6. All permits are issued by the authority of the Capital University Department of Public Safety and remain their sole property.
7. A parking map can be found at <http://www.capital.edu/25616/>

Section D. PERMIT TYPES

Faculty/Staff may register up to three vehicles to which they hold title. You will be issued an **F** parking permit which may be used in any of your three registered vehicles. **F** permits may park in any **F**, **S** or **D** lot on main campus. Personnel with **F** contractor permits must park in either the Public Safety Lot or the South end of the Capital Center Lot. *Faculty and staff dependents who are enrolled as students at the University are not authorized to use a parent's F permit and must obtain a student parking permit of their own.*

All student permits must be purchased online. 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 payments for permits will not be accepted by the Public Safety office.

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, 3/10 mile would be North to Bryden Rd. – East to Cassingham – South to Charles Ave. – west to Alum Creek) Permits must be purchased online and a copy of the receipt must be presented at the Public Safety Office to obtain your permit. Permits will be issued 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 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, being mindful of areas designated as restricted between the hours of 2 a.m. - 6 a.m. Permits must be purchased online and a copy of the receipt must be presented at the Public Safety Office to obtain your permit. Permits will be issued between the hours of 8:00 a.m. and Midnight, Monday through Friday.

Resident First year students 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 purchased online and a copy of the receipt must be presented at the Public Safety Office to obtain your permit. Permits will be issued between the hours of 8:00 a.m. and Midnight, Monday through Friday.

Part-time Evening Students may purchase a parking permit at a reduced rate.

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 the owner's expense.

- **W, O and D** permits may park in any main campus student **S** lot after 4:30 p.m. Monday – Friday, until 8:00 a.m. Monday, or the next University business day. except in restricted areas between the hours of 2 a.m. - 6 a.m.
- **W, O and D permits may not, at any time, park in any F lot or visitor areas.**

Authorized Vehicle Only – An authorized vehicle is any University owned vehicle. These are the only vehicles permitted in an Authorized Vehicle Only space. Any other vehicle parking in an authorized vehicle space will be cited.

Campus Shuttle – The University provides shuttle service to the Capital University Apartments and the **O** lot. During Fall/Spring semesters when school is in session, the shuttle leaves main campus at the top and bottom of every hour Monday thru Friday 7:00 a.m. – 9:00 p.m. There is also a Sunday shuttle from the **O** lot back to main campus. The Sunday shuttle parks in the **O** lot and returns students to main campus. The Sunday shuttle hours are 2:00 p.m. – 9:00 p.m.

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**) 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. If staying overnight, law students 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 may not at any time, park in the visitor parking area.**

Permit types and cost

Student.....	\$80.00 / year
O-lot.....	\$80.00 / year
Capital Commons.....	\$80.00 / year
Capital University Apartments.....	\$80.00 / year
Temporary Student	\$1.00 / day
Visitor / Guest.....	No charge
Student Evening	\$45.00

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.

Section E. Capital University Parking Violations

With 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 is 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. Driving or 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 (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)

A vehicle may only park in authorized spaces. Parking a vehicle in an unauthorized space, no parking area, or fire lane as posted by sign or painted markings is prohibited.

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 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.

11. Other Violations

- 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. PERSISTENT VIOLATORS

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 posted 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 H. 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 the citation is issued.

Administrative Evaluation

Public Safety will perform an administrative evaluation of all appeals.

Student Parking Appeals Committee

The Committee appointed by Student Government, 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.