

## **Campus Parking**

The university maintains parking facilities to meet the needs of the students, faculty, staff and visitors. The university does not assume responsibility for security of vehicles or contents while parked on university property.

## **Registration**

Registration is required to receive a valid parking hangtag to park on campus. Faculty, staff, and students must register any vehicle they intend to bring on campus. The registration of a vehicle does not guarantee that a parking space convenient for the individual will be provided.

Students are to register their vehicle through Self-Service every semester in which a parking fee is charged to their account. Faculty and staff are to visit the Office of Student Accounts to register their vehicle.

## **Parking Rules and Regulations**

Citations will be issued for violations.

- All vehicles must display a VALID parking permit to park in any university parking lot.
- Students may park in white-lined spaces only; red-lined spaces are for faculty and staff members; blue-lined spaces are for handicapped individuals; yellow lines indicate no parking.
- All drivers must observe speed limits and stop signs on campus.
- All drivers must yield to and respect the rights of pedestrians.
- All drivers are also prohibited from obstructing the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions.
- The university does not assume responsibility for theft or damage while cars are on campus. Parked cars should always be locked.
- Residents may park in the area behind/adjacent to their residence hall. Residents may not drive cars to the Dining Hall or other campus buildings, or park in any lot other than Lot D.
- Cars are to be used only for entering and exiting the campus and for loading and unloading at the residence hall (10-minute limit).
- The area in front of Maria Hall is a fire zone. Parking is prohibited and will be ticketed.

- All motor vehicle violations, including parking in a fire zone, traveling the wrong way on a one-way street, illegal parking, and handicapped parking without the proper tags will result in a ticketed fine that will be applied to your student account.
- Handicapped spaces have been designated in various areas throughout the campus. A fine of \$100 will be issued for parking in reserved handicapped parking spaces without the proper tags.
- Visitors must obtain a parking pass at the Campus Safety Gatehouse (Ninth Street and Private Way), which must be visible while on campus.
- Parking is not permitted on roads, driveways, or grass areas. Violators will receive a ticket and a fine.
- Repeated violations may result in loss of parking privileges on campus and/or in the towing away of vehicles.
- The Main Entrance (Ninth Street and Private Way) is open 24 hours a day, seven days a week.

The Office of Campus Safety is in the Gatekeeper's Lodge and is open Monday through Friday from 8:00 AM to 4:00 PM.

### **Commuter and Resident Parking Permits**

Lakewood campus students are automatically charged a parking fee each semester, even if all your classes are online. The Parking Registration Form must be completed.

- **If do not plan to park on campus, waive (opt out of) parking:**
  - Log into *Self-Service*
  - Under *Finances* click *Parking Registration*
  - Check the box at the bottom of the form to *Waive Parking Privileges*
  - Click *Submit*
  - Please allow 48 hours to process
  - The Office of Student Accounts will reverse your parking fee
  - **If you do not waive your parking by the deadline each semester, we cannot reverse your parking fee even if you do not have a car on campus**
- **If you park on campus, you must register your car to receive a hangtag:**
  - Please know your license plate number before completing this form
  - Log into *Self-Service*
  - Under *Finances* click *Parking Registration*
  - Enter all required car information
  - Click *Submit*
  - Commuting students will receive their hangtag via mail

- Resident students will be emailed once their tag is available for pick up

### **Parking Fines**

No campus parking permit displayed	\$25.00
Parked in a no parking zone	\$25.00
Parked in a restricted area	\$25.00
Parked in a handicapped space	\$100.00
Parked on grass	\$25.00
Parked on a campus road	\$25.00
Blocking vehicles/roadway	\$25.00
Failure to stop/yield to pedestrian	\$25.00
Failure to observe traffic sign	\$25.00

### **Parking Fine Appeals**

The appeal process is in place for those who wish to dispute a parking citation they have received. This affords the opportunity to explain to the Parking Appeals Committee the circumstances surrounding the violation. The committee is made up of volunteer staff members from across the campus.

### **The following are not valid reasons for an appeal:**

- Failure to see/read signage or line markings including handicap/reserved spaces, fire lanes, grass/landscape, or sidewalks
- Expired permit or failure to obtain/display the proper permit
- Lack of knowledge of the university parking rules that are enforced 24/7/365
- Late to class or appointment
- Inclement weather, exhaustion, or illness

- Lack of legal/nearby/convenient parking
- Parking illegally for a short amount of time
- Failure to receive ticket previously for similar offenses
- Other vehicles were parked illegally
- Inability to pay ticket fines or permit costs

**How to Submit an Appeal:**

- Appeals must be made within 14 days from the date of the citation
- Email your appeal to [parkingappeals@georgian.edu](mailto:parkingappeals@georgian.edu)
- A decision will be made within seven business days
- Once the decision has been made, you will be notified via GCU email
- If the appeal is denied, the fine will be charged to your student account

**Appeal Decisions:**

The appeal committee can make one of the following decisions after reviewing the appeal:

- Approved – The appeal is granted, and the fine is waived
- Denied – The citation is upheld. Payment of the fine is required