

CUVR 200:STATEMENT of PERMIT & PARKNG POLICIES

Section 200-211

200: VEHICLE REGISTRATION & PERMITS

Every vehicle parking on or using Cedarville University facilities or property must display a current and valid permit. This applies to:

- Faculty - regardless of classification
- Staff – full & part-time as well as 3rd party contracted staff such as food service and custodial.
- Students – including resident, commuter and dual enrollment students.
 - **Students whose parents are faculty or staff and will be operating a vehicle that has a faculty/staff permit must register it as a student vehicle and operate it under the student regulations/guidelines.**
- University-owned vehicles including but not limited to maintenance vehicles and vans are exempt from permit requirements.

Cedarville University maintains sufficient parking for students, faculty and staff. Vehicle registration does not however guarantee a parking space or parking directly adjacent to any specific building or facility. Vehicle registration and the associated permit grants the owner/operator the privilege of operating and parking the vehicle on the campus or university controlled property.

Vehicles must be registered within 24 hours or 1 business day of arriving on campus or university property.

Merely **submitting** a permit request DOES NOT constitute registration. **Permits must be picked up at the Campus Security office and affixed properly to the lower corner of the driver's side of the front windshield.**

200A: PERMIT DISTRIBUTION

Faculty and staff will receive their parking permit via mail to their department once they have completed and submitted the permit request.

Students **must** pick up their permit at the Campus Security office in the Stevens Student Center.

200B: STUDENT REGISTRATION FEES

All full-time undergraduate students, whether resident or commuter, are required to pay a registration fee when they obtain their parking permit. This fee will be charged to their student account (**refer to CUVR 700 for all fees**). Fees are charged **by the year**.

200C: Registration Refunds

Students who complete their studies, withdraw from the university or who participate in "off-campus" experiences including but not limited to study abroad or out-of-town internships, for the second semester **must** notify and return their permit to Campus Security.

Students who registered and received the 50% discount are not eligible for a refund. Students who registered after the discount period and paid the full registration fee will be refunded 50% of that fee. This will be credited to their student account.

200D: STUDENT PERMITS

Students are issued permits based on their residency and classification status.

RESIDENT students will be issued a **BLUE** permit and are required to park in designated residential lots.

- **APARTMENT RESIDENTS** will be issued a **LIGHT BLUE** permit and are required to park at the apartments.

COMMUTER students will be issued a **GOLD** permit and are required to park in designated commuter lots.

GRADUATE students will be issued a **SILVER** permit. This permit is valid for both commuter and residential lots.

MOTORCYCLES will be charged the same fee as a car and will be issued a motorcycle permit based on the student's residency status. These permits are regulated the same as a standard vehicle permit. Blue permits must park in residential lots while gold permits are to park in commuter lots.

- Motorcycle permits are to be displayed on the right front fork of the motorcycle.

NOTICE: All parking permits are valid from August 1 of the year of issue until June 30 of the following year.

WARNING: There is a \$25 fee for the replacement of a lost or stolen permit.

200E: SPECIAL PERMITS

There are four special permits issued based on specific criteria:

- Permits with an “**F**” suffix will be issued to residents of Faith Hall. This allows these residents to park either in the back of Faith or in front of Founder’s Hall in the designated area.
- Permits with an “**H**” suffix will be issued to residents of The Hill (Rogers, Marshall, Carr & Palmer). This allows these residents to park in the Palmer lot, the Civil Engineering Center lot and the shared Chem Lab lot.
- Permits with an “**M**” suffix will be issued to residents of Maddox Hall. This allows these students to park in the Maddox/Apple parking lot.
 - Resident students who do not have one of these designates will be ticketed if found parking in one of the listed lots.
- College-View Apartments will be issued a permit with an “**A**” prefix.
- Medical permits will be issued to members of Medic-15 (CUEMS). This permit allows members to park in either residential or commuter lots. **It does not** apply to faculty/staff, visitor or titled spaces.

200F: TEMPORARY PERMITS

There are two types of temporary permits available:

- Temporary Parking permits. Issued for vehicles that will be on campus short term, a rental vehicle or a replacement for a registered vehicle undergoing repairs.
 - Valid for 21 days.
 - Must be visibly displayed.
- Temporary Handicap permits. Issued to those who become injured or have a medical need for temporary handicap parking.
 - Valid for 30 days.
 - Must be visibly displayed.
 - Are valid for both handicap & commuter spaces.

200G: REGISTRATION LIMITATIONS

Resident students:

- May only have 1 car on campus at any given time. Students who need to “swap” vehicles may do so at no additional cost (**refer to CUVR 200H**).
- Only 1 student may register a vehicle at any given time. (Two students, such as siblings, cannot both register the same vehicle under their different ID numbers).

Commuter students (including students at married housing, graduate or dual-enrollment students):

- May register up to three (3) vehicles for a single charge.
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200G: LIMITATIONS *continued*

- Residents of married student housing must register **all** of their vehicles, even if their spouse is not a student.

Vehicles cannot display two different permits, that is a commuter and a resident permit.

- The exception to this is a vehicle that is registered as a faculty/staff vehicle and the student is operating the vehicle. **The student MUST register the vehicle as a student vehicle and operate it in compliance with student parking regulations.**

200H: TRANSFER OF PERMITS

Permits are assigned to a specific vehicle NOT to the registrant.

Students who “swap” vehicles cannot remove a permit from the initial vehicle and affix it to the second vehicle. This may be cited as fraudulent use of a permit (**refer to CUVR 307A**).

Students who “swap” or replace a registered vehicle should request a new permit for the new vehicle. Replacement permits of this type are issued at no cost.

200I: VEHICLES ON CAMPUS OR UNIVERSITY PROPERTY

All vehicles parked on Cedarville University campus and/or property must display a current and valid state-issued license plate as well as a current/valid university issued parking permit (**refer to CUVR 201A**). Vehicle in violation of this are subject to citation, immobilization and/or possible towing at the owner’s expense.

201: LIABILITY

Cedarville University accepts no legal responsibility nor assumes any liability for the safety/security of vehicle on its campus or properties due to theft, loss of property, vandalism, accident or other damage(s) while the vehicle is on said campus or properties.

Campus Security strongly recommends and encourages the removal of all items of value from the vehicle in order to prevent loss of property and to lock the vehicle as a deterrent to theft. It is also recommended that students check their vehicles regularly (**refer to CUVR 201B**)

201A: OPERATING AGREEMENT

Any person operating and/or parking a vehicle on the university campus or controlled properties agrees to:

- Have read and to abide by the regulations herein (CUVR)
- Possess and maintain a current and valid driver's license.
- Possess and maintain current and valid registration and insurance for the registered vehicle.
- Take responsibility and pay for all fees and fines resulting from the use of their vehicle, regardless of who might be operating the vehicle at the time of the infraction.
- Protect and hold harmless the university, its students, officers and employees from all claims of injury or damages resulting from the operation of this or any other vehicle on the university campus or controlled properties.

201B: THE 72-HOUR RULE (Owner Responsibility)

All owners/operators of vehicles registered on the university campus are encouraged to check their vehicle on a regular basis, for reasons of safety and security in addition to the possible need for maintenance or in regard to parking violations. Campus Security recommends and encourages checking your vehicle at least once in a 72-hour period.

202: OHIO REVISED CODE (ORC)

All provisions of the Ohio Revised Code as it applies to the operation of vehicles are applicable on the Cedarville campus and its properties. This may include bicycles and skateboards as defined in ORC 4501.01. Under this provision, violations of the ORC not listed herein may be cited as "other violation" with an explanation of the infraction*.

***See CUVR 400 for commonly enforced ORC codes.**

203: EXEMPT VEHICLES

Campus Security, emergency services, custodial services and physical plant vehicles are exempt from time and lane or space restrictions (other than Handicap Parking), and subject to safety precautions with time limited to the performance of their duties.

In incidents of medical, fire and/or police emergencies, and no other parking is available, the use of handicap spaces is permitted while in the performance of their response to the emergency.

204: PARKING SPACES

All vehicles must be parked within a painted, marked parking space unless specifically directed to do otherwise by Campus Security, local police or other

authorized person. Vehicles parked outside of a marked space or occupying multiple spaces, including the obstruction of any additional space may be cited in violation of **CUVR 306**.

205: MOTORCYCLE RESTRICTIONS

- All motorcycles **must** be registered with Campus Security. The fee for motorcycles is the same as for a car (**refer to CUVR 700**).
- Motorcycles must park in accordance with the permit they bear (**refer to CUVR 200D**).
- Motorcycles may park in “hashed-off” areas in assigned parking lots at the end of any row, or in any space(s) specifically designated for motorcycle parking.
- Motorcycles may NOT park in “hashed-off” areas that are directly adjacent to or associate with a handicap parking space.
- Motorcycles may NOT park in or directly adjacent to any residence, sidewalk, building entry or stairwell.

206: PARKING & TRAFFIC SIGNS

Parking and traffic signs posted on the campus are designed to communicate specific regulations. There is an implicit expectation that motorists will in fact read and adhere to these as they apply to any given space or area. (“Failure to see” or “Failure to read” posted signs, whether on posts or on the pavement, is no longer considered a basis for an appeal of an issued citation).

207: EXCEPTION NOTIFICATION

Individuals who require an exception to standard parking regulations must request an exception, either in writing or in person, PRIOR to the need for said exception. Students experiencing situations that involve long-term or repeated exceptions should contact Campus Security for a specialized permit. Exceptions that are class, project or work related must have their advisor, professor or supervisor contact Campus Security with the necessary information.

208: WARNINGS, TICKETS AND LOSS OF PRIVILEGE

Parking enforcement officers are not required to notify or warn individuals regarding regulation violations. Warnings may be issued in relation to “Campus Parking & Traffic Regulations”. Regulations that are based on federal, state or local laws may have tickets issued without prior warning.

Individuals who receive either a written warning or an actual ticket will be notified automatically via email. The department of Campus Security attempts to notify individuals who may be at risk of either having fines doubled or loss of privilege, however there is no obligation to do so.

209: IMMOBILIZATION & TOWING

- Cedarville University will immobilize a vehicle based on the number of warnings/tickets issued to that vehicle (**refer to CUVR 603**).
- Cedarville University reserves the right to tow vehicles from its campus or controlled properties in accordance with the CUVR and ORC with administrative approval.
- Any vehicle that presents a threat or hazard, is in violation of the ORC or needs to be moved due to maintenance issues may be relocated or towed from the premises at the owner's expense.
- Cedarville University is not liable or responsible for any towing charges or any damage that may result from a vehicle being towed. All towing and impound charges (if applicable) or any claims for resultant damage incurred are the sole responsibility of the vehicle owner and must be resolved with the towing company and/or the owner's insurance company. (**refer to CUVR 603**).

210: SALE or REMOVAL of a VEHICLE

If a registered vehicle is sold, traded or if an individual removes a vehicle from the campus for the purpose of parking/storing it at their permanent residence, the university-issued permit should be removed and turned in to Campus Security.

Individuals should notify the office of Campus Security regarding any change in their vehicle's status within 48 hours or two business days.

