

# CUVR 200: STATEMENT OF PERMIT & PARKING POLICIES

Sections 200 – 211

## 200: VEHICLE REGISTRATION & PERMITS

A Cedarville University parking permit is required for **every** vehicle parking on or using Cedarville University property. Vehicles **MUST** display a current and valid permit. This applies to:

- Faculty - including adjunct faculty.
- Staff - full or part-time as well as contracted staff, *i.e.*, food service and facilities services.
- Students – includes resident students, commuter students, students whose parents may be faculty or staff and dual-enrollment students.
- University-owned fleet vehicles are exempt from permit requirements.

Cedarville University maintains sufficient parking for students, faculty, and staff. However, vehicle registration **does not** guarantee a parking space. Vehicle registration and the resulting parking permit grant the user/owner the privilege of operating and parking a vehicle on the Cedarville campus and its controlled properties.

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

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

### 200A: PERMIT DISTRIBUTION

Faculty and staff will receive a parking permit, via mail, after completing and submitting the vehicle registration request.

Students **MUST** appear at the Campus security office, obtain an actual permit, and affix that permit to their vehicle as indicated above.

### 200B: STUDENT REGISTRATION FEES

All full-time students: whether residents or commuters, are required to pay a registration fee when they register their vehicle. Fees will be charged to the student's account. (**See also CUVR 700**).

Fees are charged **by the year** as follows:

☞ Resident student registration	\$100 per year*
☞ Commuter student registration	\$100 per year*
☞ Dual Enrollment students	\$ 25 per year
☞ Temporary registration*	\$ 25 – valid for up to 21 days ( <b>refer to CUVR 200E</b> ).

**\*Students who register their vehicle in the first two weeks of the semester will receive a 50% discount on the cost of registration (see website request form for specific dates).**

### 200C: Refunds for vehicle registration.

Students who complete their study, withdraw, or participate in an “off-campus” experience (*i.e.*, study abroad or an out-of-town internship) for the second semester **must** notify Campus Security, and turn in their permit. Students who registered and received a 50% discount will not receive any refund. Students who paid the **full registration fee** will be refunded 50% of the \$100 registration fee. This will be credited to their student account.

## 200D: STUDENT PERMITS

Students will be issued a permit based on their residency status.

- **RESIDENT** students will be issued a **BLUE** permit. (Refer to **CUVR 228**).
- **COMMUTER\*** students will be issued a **GOLD** permit (Refer to **CUVR 208**).
- **GRADUATE\*** students will be issued a **GOLD** permit (Refer to **CUVR 214**).
- **Motorcycles** are issued a specific permit and are regulated in the same manner as the regular vehicle permits, blue permits are restricted to resident lots, gold permits to commuter lots and white for faculty/staff. This permit is to be placed on the right front fork of the motorcycle.

**NOTICE:** Parking permits are valid from August 10 of the year of issue until August 1 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:

- Resident Permits with an “S” suffix: these permits are issued to residents of South and Harriman Hall. This permit allows these residents to park in Founder’s Hall lot, the SSC lot in commuter parking and in the HSC/SSC connector in commuter parking.
- Resident permits with an “F” suffix: these permits are issued to residents of Faith Hall and allow these residents to park in the lot at the rear of Faith Hall (Walnut St.) and in front of Founder’s Hall in designated spaces.
- Resident permits with an “H” suffix” these permits are issued to residents of the Hill (Rogers, Marshall, Carr & Palmer). It allows residents to park in either the parking lot in front of the Civil Engineering Center or in the shared lot along the west side of the Chem Lab Center.
- Medical Permits: these permits are white in color and are issued exclusively to members of Medic-15 (CUEMS). This permits allows them to park in both residential and commuter lots. It does not apply to faculty/staff, VISITOR, titled or restricted spaces.

## 200F: TEMPORARY PERMITS

There are two types of temporary parking permits available:

- Temporary parking permits. For those who have a vehicle on campus short-term or are using a rental or replacement for a currently registered vehicle that may be undergoing repairs.
  - These are valid for up to **21 days**.
  - These must be visibly displayed.
  - Expired temporary permits may be subject to ticketing.
- Temporary Handicap permits. These are available for those who become injured and may need handicap parking.
  - Temporary H/C permits are valid for **30 days**.
  - Temporary H/C permits must be visibly displayed.
  - Temporary H/C permits are valid in handicap and commuter spaces.
  - Expired temporary H/C permits are subject to ticketing.

## **200G: LIMITATIONS ON REGISTRATION**

- Resident students may not have more than one car on campus at any given time. If a student of this status needs to replace a vehicle, they may “swap” vehicles. The student must “register” the second vehicle and obtain a new permit. (There is no charge for the additional registration).
- Only one (1) student may register a vehicle at any given time. (Two students, such as siblings, cannot both register the same vehicle under each person’s name/ID).
- Vehicles cannot display two different types of permits at the same time (*i.e.*, a resident permit & a commuter permit).
- Children of faculty or staff may operate their parents’ registered vehicle(s), but they **must** register the vehicle under their name as a student and display a student permit while operating the vehicle.

## **200H: VEHICLES ON CAMPUS OR PROPERTY**

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

- Students who need to utilize a vehicle on the campus short-term should request and obtain a temporary permit.(**refer to CUVR 200E**).
- Visitors should obtain a visitor’s parking permit at the main office of Campus Security at no charge in order to avoid citations.

## **200I: TRANSFER OF PERMITS**

Students cannot take a permit off one vehicle and place it on another. This constitutes fraudulent use and may be cited under **CUVR 307A**. If a student needs to replace a vehicle, they must register the second vehicle and will be given a permit for that vehicle at no additional charge.

## **201: LIABILITY**

Cedarville University accepts no legal responsibility nor assumes any liability for the safety/security of vehicles on its campus or controlled properties due to theft, loss of property, vandalism, accident, or other damage 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 theft and/or loss of property.

Campus Security encourages students to check their vehicles regularly (**refer to CUVR 101B**).

## **201A: OPERATING AGREEMENT**

Anyone operating and/or parking a vehicle on Cedarville University campus or controlled properties agrees to:

- Read and abide by Cedarville University Vehicle Regulations (CUVR).
- Possess a current and valid driver’s license from their respective state.
- Maintain current license, registration and applicable insurance for the registered vehicle as mandated by the state of permanent residence.
- Take responsibility for and pay all fines and fees resulting from the use of their vehicle, regardless of who was operating the vehicle at the time of any infraction.
- Protect and hold harmless the university, its students, officers, and employees from all claims of injury or damages by reason of the operation of this or any other vehicle on the university campus or controlled properties.

## **201B: 72 HOUR RULE (OWNER RESPONSIBILITY)**

All owners/operators of vehicles registered on Cedarville University campus are encouraged to check their vehicles on a regular basis, for reasons of safety and security as well as the possibility of the need for maintenance or parking violations. Campus Security recommends and encourages checking vehicles at least once during a 72-hour time period.

## **202: OHIO REVISED CODE**

All provisions of the Ohio Revised Code (ORC) as it applies to the operation of vehicles are applicable on the campus of Cedarville University and its controlled 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 except as the regulation may be modified by the CUVR. Tickets may be issued by Campus Security officers for ORC violations\* and may be cited as CUVR 102 with an accompanying explanation of the violation. Cedarville Police Department may cite for violations of the ORC, whether the offense occurs on or off the campus or controlled properties.

**\*See CUVR 400 for enforceable ORC codes.**

## **203: EXEMPT VEHICLES**

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

In incidents of medical, police and/or fire emergencies, if no other spaces are readily available, the use of available handicap spaces by emergency vehicles is permitted.

## **204: PARKING SPACES**

All vehicles must be parked within a painted, marked parking space unless specifically directed to do otherwise by a Campus Security Officer or a local Police Officer. Vehicles parked outside of a space, or occupying multiple spaces, including the obstruction of any additional space, will be cited in violation of **CUVR 306**.

## **205: MOTORCYCLES**

All motorcycles **MUST** be registered with Campus Security. The fee for motorcycles is the same as a car (**Refer to CUVR 100C**).

### **205A: MOTORCYCLE PARKING**

- Motorcycles must park in accordance with the permit they bear. (**refer to CUVR 200D**).
- Motorcycles may park in the “hashed-out” areas at the end of a parking row or in any space specifically designated for motorcycle parking in the **registered owner’s assigned lot** (residential, commuter or faculty/staff).
- Motorcycles may **NOT** park in the “hashed-out” areas directly adjacent to or associated with a handicap parking space.
- Motorcycles may **NOT** park in or directly adjacent to any residence, sidewalk, entry, or stairwell.

## **206: TRAFFIC & PARKING SIGNS**

Traffic and parking signs are posted in order to communicate specific regulations that apply to specific areas or spaces. There is an implicit expectation that motorists will in fact read and follow these signs as they apply to any given area or space. This may include but may not be limited to posted signs or signs painted directly on the pavement. “Failure to see” or “failure to read” posted signs is no longer a basis for an appeal of an issued citation.

## **207: EXCEPTIONS NOTIFICATION**

Any individual who needs an exception to any regulation in the CUVR must do so, either in person or in writing via e-mail, or by phone. Such contact is to be made **PRIOR** to the need for said exception. Students with 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 (**Refer to CUVR 403B**).

## **208: WARNINGS, TICKETS AND LOSS OF PRIVILEGE**

The Department of Campus Security is not required to notify or warn individuals regarding vehicle regulation violations. The department may issue warnings as they relate to “Campus Parking & Traffic Regulations. Regulations that are based on federal, state, or local laws may have tickets issued without warning or notice. The Department tries to notify those in danger of loss of privilege but is under no obligation to do so. It is the responsibility of the faculty, staff, and students to obtain, read and abide by the CUVR (**Refer to CUVR 201A**).

## **209: TICKETING**

Cedarville University Campus Security will ticket violations. Violations are divided into categories: **CAMPUS VIOLATIONS** and **GENERAL VIOLATIONS**.

### **209A: CAMPUS VIOLATIONS**

Campus violations are those violations more specific to the university campus, including but not limited to Unregistered vehicles, Faculty/staff parking, Parking in a lot other than assigned, etc.

### **209B: GENERAL VIOLATIONS**

General violations are those violations that are common to the operation of a motor vehicle. These can include but are not limited to Handicap parking, Fire lane violations, any moving violation, etc.

## **210: IMMOBILIZATION and TOWING**

### **210A: IMMOBILIZATION**

Cedarville University may immobilize vehicles based on the number of tickets/warnings issued to a vehicle. (**Refer to CUVR 603** for clarification on immobilization.)

### **210B: TOWING**

Cedarville University retains the right to tow vehicles from its campus or controlled properties in accordance with both the CUVR and ORC **with administrative approval**.

- Any vehicle parked in violation of the CUVR that presents a threat or hazard or is in violation of the ORC may be towed, at the owner’s expense, from Cedarville University campus or property.
- Cedarville University is not liable or responsible for any towing charges or any damage that may result from a vehicle being towed from its campus or controlled properties. All charges for towing, impounding and any claims for any resultant damages incurred are the responsibility of the vehicle owner and must be dealt with through the towing company and their personal insurance carrier. (**Refer to CUVR 603**).

## **211: SALE or REMOVAL of a VEHICLE**

When a CU registered vehicle is sold, traded or if a student removes the vehicle from campus for the purpose of leaving it at their permanent residence, the CU parking permit should be removed and returned to the office of Campus Security. Individuals must notify the Department of Campus Security within 48 hours of any change in their vehicle status.