

CUVR 300: REGISTRATION POLICY AND REQUIREMENTS

Sections 300 – 304

300: PARKING PERMITS

All students, faculty and staff must register any vehicle they intend to operate and/or park on Cedarville University campus or controlled properties. This applies to all vehicles, regardless of the length of time the vehicle will be on the campus or property. The vehicle **MUST** display a current and valid permit.

All CU parking permits are the property of Cedarville University Campus Safety & Security. Each permit is issued to a specific vehicle and cannot be moved, given, sold or transferred to any other vehicle (even if owned by the same person) or person. Any attempt to transfer an assigned permit to another vehicle or person is a violation and will be cited accordingly (**Refer to CUVR 400**). Any attempt to obtain a CU parking permit under false or fraudulent pretenses is a violation and will be cited accordingly (**Refer to CUVR 402**). Registration must be completed within 24 hours or 1 business day of the vehicle arriving on campus.

300A: PERMIT LIMITATIONS

No student, graduate student or intern will be issued a faculty-staff permit under any circumstances. All student permits are valid from date of issue until the following August 10.

300B: FACULTY/STAFF PERMITS

Faculty/staff permits are valid in three-year cycles. The cycle is pre-set and all permits have the same expiration date. Faculty-staff permits that are issued during the cycle will expire on the pre-set expiration date. The current cycle of permits expires on 8/15/2018.

300C: FACULTY/STAFF DEPENDENTS

Students who are dependents of faculty or staff members must register the vehicle they operate under their name and obtain the applicable student permit. Students who register a vehicle in this manner are required to operate the vehicle in accordance with all **STUDENT REGULATIONS**.

The presence of a faculty/staff permit **DOES NOT** provide permission, either expressed or implied, to use faculty/staff parking or to operate the vehicle in accordance with faculty/staff regulations. Citations will be issued to students for those violations observed while a student is operating a vehicle registered in this manner.

Faculty or staff who use a vehicle registered in such a manner (bearing a student permit) are required to notify Campus Safety & Security of this. Failure to notify Campus Safety may result in the issuance of tickets to the student's vehicle.

300D: FACULTY/STAFF SPOUSES

Any spouse of a faculty or staff member, whose primary purpose is to enroll as a student and gain academic credit through taking classes, and who carry a minimum of 11 credit hours per semester, and who operate a vehicle which already displays a faculty/staff permit, must register the vehicle under their name as a student vehicle. Such students must operate the vehicle in accordance with all rules and regulations that govern **STUDENT OPERATION** of a vehicle on the university campus. The presence of a faculty/staff permit **DOES NOT** provide permission, either expressed or implied, to use faculty/staff parking or to operate the vehicle in accordance with faculty/staff regulations. Citations will be issued to those individuals for those violations observed while operating a vehicle registered in this manner.

300E: PERMIT REPLACEMENT FEES

There is a **\$25** fee for replacing "lost" or "stolen" parking permits.

301: PERMIT DISPLAY

All Cedarville University parking permits **MUST** be displayed as required below, **with the permit number and validation dates clearly visible and unobstructed.**

Operators who remove their permit in an attempt to avoid a ticket will be cited for “Failure to Display” under **CUVR 400.**

301A: STUDENT PERMITS

Students will be issued 1 permit. The permit must be displayed on the front windshield on the driver’s side in the lower corner.

Permits are issued based on resident status. Students will be issued:

- A RESIDENT permit (**BLUE**) (**Refer to CUVR 229**)
- A COMMUTER permit (**GOLD**) (**Refer to CUVR 208**)
- A GRADUATE permit (**will be issued a COMMUTER/GOLD permit**) (**Refer to CUVR 215**).

Motorcycle permits are issued a different permit which shall be placed on the right front fork of the motorcycle.



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

301B: FACULTY/STAFF PERMITS

Faculty and staff may be issued one permit per vehicle, up to three vehicles.

302: TEMPORARY PERMITS

Temporary permits are available for faculty, staff and students and are available in two types.

302A: TEMPORARY PARKING PERMITS

Temporary parking permits are available for those who need to use a rental car or other vehicle on a temporary basis. Temporary permits are requested on-line in the same manner as a permanent permit.

Note the following restrictions to temporary permits:

- ☞ Temporary permits are valid for **UP TO 21 days**.
- ☞ **ONLY 1** temporary permit will be issued to an individual per semester.
- ☞ Temporary permits cost \$20.00 and will be charged to the student’s account.
- ☞ Temporary permits **MUST** be visibly displayed.
- ☞ Temporary permits which have expired may result in a citation (**Refer to CUVR 404**).

302B: TEMPORARY HANDICAP PERMITS

Temporary handicap permits are available for those who are injured and require parking in accordance with ADA guidelines. Individuals must appear in the main Campus Safety office in order to obtain a temporary handicap permit. Note the following restrictions to temporary handicap passes.

- ☞ Temporary handicap passes **MUST** be obtained **PRIOR** to using the space(s).
- ☞ Temporary handicap passes are restricted and the pass will indicate which type of parking is available to the vehicle bearing the permit.
 - Temporary H/C permits are valid in commuter spaces only
 - Temporary H/C permits are valid in commuter and/or handicap spaces.
 - Temporary H/C permits are **NEVER** valid in faculty staff spaces.
- ☞ Temporary handicap passes are valid for **30 days**. Individuals who need the permit for a longer period must present a doctor's request for an extended permit.
- ☞ Temporary H/C permits **MUST** be visibly displayed.
- ☞ Temporary handicap passes which have expired may result in a citation (**Refer to CUVR 406**).

303: VISITOR & GUEST PERMITS

Visitor and Guest parking passes are available from the main Campus Safety office as well as Campus Safety officers. Visitor and Guest passes are valid for **NO MORE THAN 3 days** from date of issue and are only valid in commuter/guest parking lots or for those spaces labeled "VISITOR". Visitor passes are NOT valid for use in residential parking lots.

304: 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 must be removed and returned to the office of Campus Safety & Security. Individuals must notify the Department of Campus Safety & Security within 48 hours of any change in their vehicle status.