

Muskingum University 2014-2015 Vehicle and Parking Regulations



The vehicle and parking regulations of Muskingum University are set forth to facilitate the safe and orderly operation of vehicles and for the protection of all persons and property on the university campus. The regulations are formulated in order to best utilize the roadways and parking areas for the benefit of the campus community and to provide emergency access to all parts of the campus at all times. Any vehicle operated on campus property is required to be registered with the Muskingum University Police Department.

An emergency services fund has been established by the Muskingum University Police Department to facilitate the provision of personal vehicle emergency services (i.e., jumpstarting, unlocking, changing flat tire, and towing to a local garage) until the fund is depleted. If your vehicle becomes disabled, simply contact the University Police Department (740-826-8155) and an officer will attempt to assist you.

In order to promote the availability of this service to all community members, utilization of services facilitated by the fund will be restricted to once per month per community member or vehicle up to three times per academic school year.

I. Authority/Jurisdiction

The Muskingum University Board of Trustees and the President have delegated the management of the traffic and parking regulations system to the Chief of the University Police Department. The Chief facilitates the system through police personnel who directly implement the program.

Muskingum University welcomes you to our beautiful campus which has been designed as a walking campus for everyone to enjoy. For this reason, having a parking permit does not guarantee availability of a parking space in the immediate vicinity of your residency, class, office, or workplace. However, ample parking exists on the perimeter of the campus making it accessible to all. The responsibility for finding a permissible parking space lies with the vehicle operator, and inability to find a permitted space will not be accepted as justification for violating any of the enforced parking regulations.

II. Definitions

Campus: All property controlled by Muskingum University, including but not limited to lands and facilities owned, leased, or rented by the university.

University Police Department: Located on the southeast corner of the intersection of Comin Street and Montgomery Boulevard (across from the Recreation Center and behind the Student Faculty Center).

Motor Vehicles: All self-propelled vehicles (i.e., trucks, vans, automobiles, motorcycles, mini-bikes, scooters) regardless of fuel source.

Service Vehicles: Vehicles authorized by the university and actively engaged in providing service to campus buildings or grounds.

Students: All persons who have enrolled at Muskingum University from the time of their initial enrollment through their graduation or official withdrawal from the institution (including periods when classes are not in session or the individual is not registered for course work. Students are required to park in their designated student lot throughout the year including university holidays, May-term and the summer period).

Commuters: All students enrolled as a graduate, MAP, post-secondary, and undergraduate residing off the main campus including anywhere within the Village of New Concord.

Resident Students: Students living on-campus in residence halls, clubhouses, and program houses.

Employees: All full-time or part-time members of the faculty or staff.

III. Motor Vehicle Registration

A. General Registration Procedures

1. All faculty, staff, students, visitors, and vendors are required to register any vehicle operated or parked on Muskingum University property which is within their control **regardless of the length of time on campus.**
2. The registrant is responsible to notify the Muskingum University Police Department should a registered vehicle be transferred out of their ownership or a new vehicle purchased.
3. Parking permit tags must be displayed from the rearview mirror facing forward and clearly visible.
4. All guests to the university are required to register their vehicle with the Muskingum University Police Department and will be issued a temporary permit at no charge. Other than for open university-sponsored events (i.e., athletic events) guests not registered may be ticketed, booted, or towed and shall bear responsibility for any associated costs.
5. Temporary permits for physical or health related problems can be issued with a doctor's slip at no charge.

Permits are only valid when displayed and for the specific time frame issued.

B. Employee Specific Registration Procedures

1. Upon employment with the university, employees will receive a vehicle registration form from the Human Resources Office. This registration form should be presented to the Muskingum University Police Department to obtain an employee parking tag.

C. Student Specific Registration Procedures

1. Students must register any vehicle operated or parked on Muskingum University property. This includes vehicles parked in 15 minute spaces.
2. One parking tag will be issued to each student registering a vehicle and may be displayed on any vehicle subsequently utilized by that student on campus. It will be the responsibility of that student to notify the Muskingum University Police Department of any vehicle registration change within 24 hours.
3. The registration parking fee is \$60.00 per student regardless of the number of vehicles registered. This fee will be billed to your student account. **You will not need to bring cash** to the University Police.
4. A fee of \$20.00 will be assessed for any lost parking tag.
5. A parking tag must be obtained each year and is valid only for the academic year in which it is purchased.

6. There Is No Parking Anytime In The Following Areas:

- ✓ In any designated fire lane
- ✓ In front of or alongside of fire hydrant
- ✓ On any campus roadway or on the side of any roadway
- ✓ In any visitor's parking space
- ✓ In any driveway/ loading area
- ✓ In handicap areas, without a pass
- ✓ So as to create an open and obvious hazard
- ✓ On any grass or unpaved area
- ✓ In or adjacent to construction/ work area or entrance
- ✓ In any faculty/ staff space
- ✓ On any sidewalk, path, or crosswalk
- ✓ Designated reserved spaces (i.e., EMT, Maintenance, Resident Life Staff, No Parking)

Vehicles parking in these areas will automatically be TICKETED, BOOTED, OR TOWED.

7. Student Designated Parking Areas

- Resident students may park in any student parking lot on campus with the exception of reserved spaces (i.e., faculty/ staff, commuter, visitor).

- ☐ Resident students may park in the faculty/ staff lot of Cambridge Hall from 5:00pm until 6:00am during the week. Students may park in any lot except for reserved spaces after 5:00pm on Fridays until 12:00am on Sundays.
- ☐ Residents students may not park in the five marked spaces in the Memorial/ Moore Hall Stadium Lot from 12:00pm on Fridays until 8:00am on Sundays during the football season.
- ☐ Subway apartment residents are considered to be commuter students.
- ☐ Commuter students' parking lots include the bottom tier of the Cambridge Hall Lot, Stag/ Ulster Lot, lot next to the lake just east of the football field, and the Methodist Church Lot.
- ☐ Commuter students may also park in the rear Kelley Hall Lot while visiting the Walter Chess Center and the dirt parking lot north of the baseball field while participating in sports or intermural events.
- ☐ **Muskingum University leases the Methodist Church Lot on East High Street. You must be a commuter or faculty/ staff member to park there. There is no parking in the lot on Sunday and no parking next to the building which is reserved for church employees only.**
- ☐ Students may drive to the library and park in the visitor's spaces next to the library from 5:00pm to 12:00am on weekdays for 15 minutes only.
- ☐ Students must comply with all temporary parking signs posted for special events by the Muskingum University Police Department.

IV. General Responsibilities of Registrant

- A. The registrant will be held responsible for any parking violations involving their vehicle.
- B. Individuals choosing to operate or park their vehicles on campus do so at their own risk. Muskingum University shall assume no responsibility or liability for vehicles while operated or parked on university property.
- C. Motorist are required to give right of way to pedestrians at all times.
- D. During inclement weather, it is the responsibility of all registrants to check on parking bans. Parking in certain areas may be banned to allow for snow/ ice removal and enhanced safety. If inclement weather is predicted, please call the Muskingum University Police Department for details.
- E. Persons are not permitted to ride in the bed or on the outside of a vehicle on campus at any time.

v. Violations and Penalties

- A. The operation and parking of a vehicle on campus property is a privilege and the Muskingum University Police Department reserves the right to make and enforce regulations in the best interest of the university community. Vehicle privileges may be denied or suspended at any time.
- B. All parking fines must be paid at the Business Office. Students with unpaid fines will result in registration, transcript, or graduation blocks. Faculty or staff members will be charged a late fee of \$10.00 for fines not paid within one month of ticket date.
- C. Persistent violators of parking regulations will be referred to the Student Life Office for judicial process review for disciplinary action or possible parking privilege suspension.
- D. Violators who receive a combination of 5 or more parking violations in an academic year may be towed or booted upon any subsequent violation.

- E. Owners or operators of a vehicle towed or booted for enforcement purposes will be subjected to a \$100.00 fee in addition to the fine imposed for the violation (as well as any accrued storage fees).

VI. General Vehicle Operation Provision

- A. Moving violations on campus may be enforced by the Muskingum University Police Department, New Concord Police Department, Muskingum County Sheriff's Department, or any other law enforcement agency. Violators may be cited to the university judicial system, the New Concord Village Court, or the Muskingum County Court.
- B. Improperly parked disabled vehicles must be reported to the Muskingum University Police Department immediately along with plans for removal. Owners must have disabled vehicles removed or will be subject to ticketing and/ or towing. Area towing companies are available 24 hours a day and an officer can assist with making contact with a towing company.
- C. The university will use reasonable and prudent judgment in attempts to locate the owner of an unused or abandoned vehicle. Vehicles with evidence of non-use left on campus property may be towed away and expenses will be charged against the registered owner. Any vehicle without a valid license plate will be considered an abandoned vehicle and will be removed from the university property.

VII. Appeal Process

- A. Appeals must be submitted in writing to the Student Life Office within 48 hours of the issuance of any citation. Appeals will be reviewed through the university judicial process as determined by the Vice President for Student Affairs/ Dean of Students or designee.

VIII. Regulations Development, Dissemination, and Amendment

- A. Muskingum University shall develop, disseminate, and enforce such policies as are necessary to support the safety, security, and orderly operation of the traffic and parking system. While necessary changes to the vehicle regulations may be incorporated by the university throughout the year, a review in pursuit of the aforementioned objectives shall be conducted at the end of each academic year. Individuals interested in advancing concepts for amendment of the regulations are encouraged to work through their designated representatives in the campus governance process (i.e., Student Senate) to develop a consensus position for consideration.

Revised: June 18, 2014