

Methodist University Parking Rules and Regulations

Updated June 4, 2020

Parking on the Campus: It is a privilege and not a right for a person to keep or operate a motor vehicle on the campus of Methodist University. Each student, faculty, and staff member must agree to comply with the rules and regulations set forth by Methodist University.

The university reserves the right to withdraw motor vehicle parking privileges from any person.

Parking facilities on campus are limited, and on occasions there will not be sufficient parking spaces to accommodate all vehicles. Lack of space; ignorance of regulations, or inclement weather are not considered valid excuses for violating any parking ordinance or regulation.

All of the provisions of Chapter 20 of the General Statutes relating to motor vehicle laws, county and city ordinances and the university rules and regulations are in effect on university property. These provisions apply to the operators of all vehicles, whether public or private, and are enforced twenty-four hours a day, unless otherwise specified.

University Responsibility: Neither Methodist University nor its employees assumes any responsibility for loss from theft or damage to vehicles parked in university parking areas or operated on the campus. The university urges automobile owners to acquire adequate insurance to cover such losses.

Vehicle Registration and Parking Permits: Staff/faculty and students who desire to operate and park self-propelled two and/or four wheel vehicles on campus, including mopeds and scooters, are **required** to register their vehicles. A vehicle is not registered until an issued decal is displayed on the vehicle in accordance with the display guidelines. The registration sticker should not be affixed to any vehicle other than the one to which it is registered. A valid state vehicle registration certificate for each vehicle to be registered, a valid state driver's license, and a current Methodist University ID or proof of university registration must be presented at the time of registration. Vehicles must be registered prior to or upon entering campus.

Placement of Parking Permits: Parking decals must be affixed to and displayed on the vehicle for which issued. The decal must be permanently affixed to the driver's side front windshield (top corner or bottom corner) or to the driver's side front bumper. The decal must be on the outside of the vehicle. Each decal must be clearly visible and legible to a person standing within six feet of the vehicle to which it is affixed.

False Registration: Any and all parties involved in false registration or an attempt at such shall be subject to administrative action and/or loss of driving privileges on the campus of Methodist University. A vehicle is considered to be falsely registered when one registered student registers a vehicle for another student. There may be other circumstances that could also be considered false registration.

Newly Acquired Vehicles: Newly acquired and/or replacement vehicles purchased after employment and/or academic registration must be registered on the first day that the vehicle is brought on campus.

Temporary Permits: Persons whose currently registered vehicle (s) are temporarily not available due to an accident, breakdown, or other emergency condition, may obtain a temporary permit without charge. Application for such a permit must be made before the first class of the first day the vehicle is brought on campus. To obtain a temporary permit, the same documentation necessary for initial registration must be presented to the Public Safety Office. (Or per the Welcome Center procedures, if outside Public Safety Office hours)

Vehicle Operation: Pedestrians on the campus have the right-of-way at all times. The Public Safety Department has implemented "Operation Safe Streets." The program is designed to strictly enforce the 15 MPH speed limit on campus roads and the 5 MPH speed limit in parking lots and cross walks. Violators will be cited. It is unlawful to transport passengers in excess of the number for which the vehicle was designed.

Handicapped Decals: Methodist University does not issue permanent handicapped decals or permits; however, all valid state handicapped plates or placards are recognized. The **Public Safety Office** may issue temporary handicap passes during extenuating circumstances with written documentation from a doctor. These temporary passes however do not allow students to park in handicap spaces, but to park in another color lot other than that of which their vehicle is resisted to; this permits shorter walking distances.

Expiration of Parking Permits: Academic year permits are valid for the entire academic year (Fall Semester of one calendar year until the beginning of the next Fall Semester of the next calendar year).

Motorcycle Operation: It is unlawful to operate a motorcycle on campus without prescribed headgear for the operator and the passenger. It is unlawful to transport passengers in excess of the number for which the motorcycle was designed.

Parking: It is the responsibility of the motor vehicle operator to find a legal parking space. Staff/faculty and students are not permitted to park in Visitor Parking spaces.

When parked at an angle to a street curb or median, vehicles must be parked with the front end of the vehicle next to the curb or median. When parking is parallel to a curb or dividing median, vehicles must be parked with the front end of the vehicle facing the direction of travel authorized for that side of the street or driveway.

Motor vehicle operators should park in designated spaces or parking lots that they are authorized to use.

Whenever any motor vehicle is found to be parked contrary to or in violation of the rules prohibiting or regulating the parking of such vehicle, it shall be assumed that such vehicle was parked and left in violation of these regulations by the person in whose name the vehicle is registered with the university. If it is not registered with the university, the member of the university community with legal authority to use said vehicle will be responsible for any violation.

Reporting Accidents: All persons involved in motor vehicle accidents shall report such accidents to the Public Safety Office immediately. By state law, all accidents involving vehicles in which bodily injury or damage to one or both vehicles appears to be \$1,000 or more, or a hit and run shall be reported by the driver (s) involved to the Public Safety Department. **The campus police have jurisdiction within this community.**

Towing: Methodist University reserves the right to tow vehicles off campus at the owner's expense if they are found habitually improperly parked on campus or in areas potentially dangerous to safety (such as fire lanes, near fire hydrants, in traffic lanes, driveways, sidewalks, dumpster areas, along access roads, on grass, and in Tow-Away zones). This also applies to abandoned vehicles. Methodist University also reserves the right to lock the wheels of any vehicle restricted from campus.

Campus Parking/Traffic Citations: Parking regulations will be strictly enforced. Violators of campus parking privileges and campus traffic rules and regulations who receive 4 or more unpaid citations in one semester will have their vehicles placed on a tow list and could face having their campus parking and driving privileges revoked for the remainder of the academic year. In any case of suspension of driving privileges, the registration fee is not refunded.

Moving violations that are potentially dangerous, such as speeding and reckless driving, are subject to campus judicial action in addition to any citation fines levied. Such violations may also result in the issuance of a State Citation. Fines

levied on campus citations should be paid at the Student Accounts Office. Fines levied on state citations should be paid at the Cumberland County Courthouse.

Appeals Board: Students may appeal their on-campus citation to through the Parking Appeals Committee. All sessions of the Appeals Committee will send written notification of the final decision to the appellant and Public Safety Department. The Appeals Committee has the power to impose fines as it deems appropriate, but not exceeding the full amount of the original citations. The Appeals Board will use the *Student Handbook* as guidelines when rendering a decision. The appellant must complete the Parking Appeal Form provided online on [My muportal](#). Appeals must be made within three business days of the date of the citation. Granting an appeal means that the student is cleared from any fine that was imposed by the citation in question. Mitigation of a citation will be made to a specific monetary amount that is below the original amount of the citation in question. Denial of an appeal will require the student to pay the full amount of the citation in question.

Parking Lots:

Vehicles are required to park only in their assigned lots between 7:00 am and 5:00 pm, Monday through Friday. Parking lots are assigned on the basis indicated below. Spaces in each lot are defined either by painted lines, concrete bumpers, and/or signs.

- a. **Blue Lots A, B, C, D** are designated for the faculty/staff and commuting student population. A common decal will be issued and the above individuals may park in any of these lots as space is available.
- b. **Red Lot E** is designated for visitors only.
- c. **Red Lots F, J, K** are designated for the faculty/staff and commuting student population. A common decal will be issued and the above individuals may park in any of these lots as space is available.
- d. **Red Lots G, H, I** are designated for faculty/staff only. A common decal will be issued and the above individuals may park in any of these lots as space is available.
- e. **Purple Lot L, gravel lot M** are designated for the faculty/staff and commuting student population. A common decal will be issued and the above individuals may park in any of these lots as space is available.
- f. **Yellow Lot N** is designated for the faculty/staff and resident student population. A common decal will be issued and the above individuals may park in this lot as space is available.
- g. **Green Lots Q, R, S, T, U, V, X, Y, Z** are designated for the faculty/staff and resident student population. A common decal will be issued and the above individuals may park in any of these lots as space is available.
- h. **Over Flow parking** lots are located in the **Nimocks gravel lot W** and the **Lower Field parking lots O and P**. These lots are available for any valid color decal.
- i. **Reserved Spaces:** All lots on campus have designated spaces for faculty, staff, handicapped, visitors, etc. Students may not park in spaces marked as reserved, faculty/staff, visitor or new monarch. Violators will be subject to fines and towing.

Parking Violations:

The following violations will be enforced twenty-four hours a day, seven days a week:

- a. Parking in or blocking vehicular access to fire lanes and/or "Handicapped "spaces.
- b. Parking in reserved spaces
- c. Parking in a "No Parking" or "Restricted Parking Area".
- d. Parking beside or in yellow-painted areas and on curbs painted yellow.
- e. Parking within 15 feet of fire hydrants.
- f. Parking on the grass or in landscaped areas.
- g. Parking on sidewalks (brick and/or cement).
- h. Double Parking.
- i. Parking in center of drive-through areas of parking lots.
- j. Parking in streets and/or drive-ways as to impede normal or emergency traffic.
- k. Parking on campus without a valid permit.
- l. Parking in a handicap or handicap access space without proper permits.
- m. Parking in Loading Docks.