



PARKING OPERATIONS/ VISITATION POLICY

**Faculty/Staff, Student Parking Rules,
Regulations, Event Parking and
Visitation Policy/Guidelines**

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Section 1: Plan Fundamentals

1.1 Introduction

- A. In accordance with Methodist University's Color-Coded Parking measures, this document formalizes the parking plan and addresses the requirements that must be taken in order to coordinate parking for events and guests/visitors to our ever-growing population and university.
- B. Methodist University and the Department of Public Safety reserve the right to change and adapt this plan in order to accommodate the parking needs of the university and its community. Any parking plan changes for what is considered to be a major event will be communicated to the MU community.
- C. Methodist University assumes no responsibility for any damage to or theft of vehicles or any property with those vehicles parked on university property.

1.2 Purpose

- A. To provide a better understanding of the overall university parking plan, parking rules and regulations and visitation guidelines.
- B. To provide guidance on concerns relating to parking and visitor parking on campus (registering, paying, citations, appeals, passes etc).
- C. To provide guidance in planning for parking when events are scheduled on campus.

1.3 Scope

The parking plan was created in an effort to provide adequate parking, minimize vehicular traffic and to minimize the possibility of traffic congestion in the parking areas and to minimize traffic accidents across the campus.

1.4 Situation

- A. Situation:
 - 1. These guidelines are specifically designed to address vehicular and pedestrian traffic on the Methodist University campus.

2. The Methodist University campus covers a little over 600 acres and approx. 50+ classroom/academic/office/athletic/residential buildings.
3. The Methodist University campus is a community of nearly 3000 faculty, staff and students.

Section 2: Student, Faculty, Staff and Visitor Parking Operations

2.1 Introduction

- A. The Methodist University Department of Public Safety enforces parking for students, faculty, staff and visitors daily. The color-coded parking lot plan is enforced Monday-Friday 7a-3p, (excluding holidays or when the university is closed). All other rules or guidelines are enforced throughout the year, 24 hours a day, every day.
- B. The Department of Public Safety strives to provide equitable and quality customer service to the community. Every effort is made to assign members of the community to areas/parking lot closest to where they request. However, that option may not always be available depending on the capacity of the lots.
- C. Each member of the university (Student, Faculty and Staff) is required to obtain a current/valid parking permit. Each member is also expected to follow all rules, regulations and guidelines in regard to parking on campus.

2.2 Objectives

- A. To provide a clear listing of who is normally parked throughout the campus on a regular day.
- B. Explain the steps in registering your vehicle from beginning to end.
- C. Discuss how to deal with a citation and what the other enforcement actions in place on campus are.
- D. Look at what members of the University should do to ensure that their visitors are taken care of.

2.3 Visitation Policy

A. Policy Statement

Methodist University encourages visitation of non-community members to its campus. Methodist is a private university and access to our community is a growing concern. Dating back to the early 1990s, the Security department was tasked with providing guidelines and practices on restricting vehicular and pedestrian traffic on campus. These practices and guidelines have been in place and practiced for many years on this campus.

B. Definitions

Community Members – Current Faculty, Staff, Students, Trustees, Alumni

Visitors – Persons other than current Methodist University Faculty, Staff, Students, Trustees, or/and Alumni who is requesting entry to campus.

C. Audience

All Methodist University Community members and prospective visitors to Methodist University.

D. Reason for Policy

It is our mission to make all community members aware of the best practices when you have visitors on campus. Members of the university must adhere to the visitation rules and regulations in order to make sure that we are providing the best and safest environment in which to work, live, and learn. The university has to function as one complete entity, not separate entities. It is only possible to move forward as one and together we will be successful.

It will also provide the university an accountability of all visitors on campus throughout the day should there be an emergency situation.

E. Compliance

All university community members will follow the visitation policy without question. If a visitor arrives on campus and has not been cleared, they will be turned away at the front entrance.

All visitors are required to have been checked in at the Welcome Center and receive a pass. Visitors are permitted to park in any available spaces (except state regulated handicap spaces, unless displaying a valid handicap plate or placard).

F. Roles, Responsibilities, and Procedure

Faculty and Staff are responsible for notifying the Welcome Center at 910-

630-7098 prior to your visitor arriving. The officers will ask for your name, the individual's name, type of vehicle (if known), and the location to be visited and the anticipated time of arrival. If it is a visitation that is not expected that day, please email your request to welcomecl@methodist.edu. This email account is monitored frequently throughout the day.

If you have not provided this information and a guest arrives, the officer will attempt contact via your office phone. If no contact is made, the guest will be turned away.

Commuter Students will notify the Welcome Center at 910-630-7098 prior to your visitor's arrival. The officers will ask for your name, the individual's name, type of vehicle (if known), and location to be visited and the anticipated time of arrival. If you have not called your guest in and contact cannot be made to confirm the visitation, the guest will be turned around at the front entrance (Welcome Center).

Resident Students will notify the Welcome Center at 910-630-7098 prior to your visitor's arrival. The officers will ask for your name, the individual's name, type of vehicle (if known), and location to be visited and the anticipated time of arrival. If you have not called your guest in and contact cannot be made to confirm the visitation, the guest will be turned around at the front entrance (Welcome Center).

No unauthorized visitors or vehicles will be allowed on campus. This includes pickups (friends, parents, ubers etc. and deliveries (door dash, pizza, etc))

Vendors (Pepsi, Systel, Haire Plumbing, shredding company, etc.) will need to be coordinated with Security in the same manner in order to make sure those vehicles have passes as well.

Areas across campus are able to tighten their own visitation requirements in terms of times open and closing, visitation hours in a building, etc. (library, housing facilities, Nimocks, Riddle).

Visitors from off campus are no longer allowed to use the David Memorial Library, the track, any Athletic facilities, Pauline Longest Nature Trails (closed due to safety hazards), or the campus to walk.

G. Contacts

Welcome Center (910) 630-7098 (24 Hours)

welcomecl@methodist.edu

2.4 Daily Parking Requirements

On a regular basis from normal university business the largest percentage of staff, faculty, students and visitors are attempting to utilize all of the available parking outside of the residential hall areas. These lots would include Lot A-L and the five overflow lots which are available for everyone that is a university member or campus visitor that has business on campus and is displaying a current/valid permit.

Faculty, Staff and Students are required to park only in their assigned color lots between 7:00 am and 3:00 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/signs.

- a. Faculty/Staff/Commuting Students: **Blue Lot A, B, and C** are designated for the faculty/staff/ commuting student population. A common decal will be issued, and faculty/staff/commuting students may park in any of these lots as space is available.
- b. Reserved: **Red Lot E** is designated for visitor and new monarch.
- c. Faculty/Staff/Commuting Students: **Red Lot F, G, H, I, J, K** are designated for the faculty/staff/ commuting student population. A common decal will be issued, and faculty/staff/commuting students may park in any of these lots as space is available.
- d. Faculty and Staff: **Red Lot G, H and I** are Faculty/Staff Only. A common decal will be issued, and faculty/staff may park in any of these lots as space is available.
- e. Faculty/Staff/Commuting Students: **Purple Lot L** is designated for the faculty/staff/ commuting student population. A common decal will be issued, and faculty/staff/commuting students may park in any of these lots as space is available.
- f. Faculty/Staff/Residence Students: **Green Q, R, S, T, U, V, X, Y, Z** are designated for the faculty/staff/Residence student population. A common decal will be issued, and faculty/staff/Residence students may park in any of these lots as space is available.
- g. Faculty/Staff/Residence Students: **Yellow Lot N** is designated for the faculty/staff/Residence student population. A common decal will

be issued, and faculty/staff/Residence students may park in any of these lots as space is available.

- h. **Reserved Spaces:** All lots on campus have designated spaces for faculty, staff, handicapped, visitors, etc. **Students may not park in these spaces.** Violators will be subject to fines and towing.
- i. **Overflow parking lots** are located in the **McLean Health Science gravel lot D, Riddle gravel lot M, Lower Field parking lots O and P** and **Nimocks gravel lot W**. These lots are available for any valid color decal.

2.5 How to Register Your Vehicle(s)

A. Faculty/Staff

1. Log onto your mymuportal.
2. Go to Forms and Documentations
3. Complete the vehicle registration form and submit it.
4. Come to the Dept. of Public Safety to pick up your permit.
5. Once you receive your permit, it must be displayed on the outside of your vehicle in the top or bottom corner of the front windshield on the driver's side of the vehicle.
6. Park in your designated parking lot(s). (See Attachment 1: Color Coded Parking Map)
7. If a staff member is a temporary employee, a part-time employee or other extenuated circumstances of employment occur and they do not have access to mymuportal, they will need to come to the office and complete a written form.

B. Currently Enrolled Students

1. Log onto your mymuportal.
2. Go to "Student Home"
3. Select "MU ID Card & Parking Pass"

4. Select form based on your payment needs and whether for one semester or entire academic year. (ex. Payment Required=paying with a debit or credit card through the portal. Payment Not Required=paying by some method at the University Student Accounts office.
5. Complete and submit the form.
6. Come to the Dept. of Public Safety to pick up your permit.
7. If you paid at the Student Accounts office, you must also bring your receipt.
8. Once you receive your permit, it must be displayed on the outside of your vehicle in the top or bottom corner of the front windshield on the driver's side of the vehicle.
9. Park in your designated parking lot(s). (See Attachment 1: Color Coded Parking Map)

C. Alumni, Board Members, Trustees, Friends of the University

All of the above are provided permits through the University Relations office. These individuals are free to park anywhere on campus. However, it is encouraged that they utilize visitor parking and overflow spaces when able.

However, should these individuals be currently enrolled in classes, they must follow the steps listed above to obtain a current parking permit for that academic year. Current students are not allowed to display or use any of the above permits.

D. Parents and Vendors should visit the Department of Public Safety to discuss pass options and duration.

E. Faculty/Staff/Students Replacement/Additional Permits

1. Faculty/Staff
 - a. Log onto your mymuportal.
 - b. Go to Forms and Documentations
 - c. Complete the vehicle registration form and submit it.

- d. Bring permit being replaced into Public Safety to be destroyed and removed from the database.
 - e. Come to the Dept. of Public Safety to pick up your permit.
 - f. Once you receive your permit, it must be displayed on the outside of your vehicle in the top or bottom corner of the front windshield on the driver's side of the vehicle.
 - g. Park in your designated parking lot(s). (See Attachment 1: Color Coded Parking Map)
2. Commuter Student (Replacement is free if you turn in the previous permit. Follow a-g. For an additional permit follow, a-j.)
- a. Log onto your mymuportal.
 - b. Go to "Student Home"
 - c. Select "MU ID Card & Parking Pass"
 - d. Select form based on your payment needs. (Payment Not Required=paying by some method at the University Student Accounts office or Additional Permit)
 - e. Complete and submit the form
 - f. Bring permit being replaced into Public Safety to be destroyed and removed from the database.
 - g. Come to the Dept. of Public Safety to pick up your permit.
 - h. If you paid at the Student Accounts office, you must also bring your receipt.
 - i. Once you receive your permit, it must be displayed on the outside of your vehicle in the top or bottom corner of the front windshield on the driver's side of the vehicle.
 - j. Park in your designated parking lot(s). (See Attachment 1: Color Coded Parking Map)
3. Resident Students (Replacement is free if you turn in the previous permit. Follow a-g. For an additional permit without turn in follow, a-j.)

- a. Log onto your mymuportal.
- b. Go to “Student Home”
- c. Select “MU ID Card & Parking Pass
- d. Select form based on your Cash or Check link
- e. Complete and submit the form.
- f. Bring permit being replaced into Public Safety to be destroyed and removed from the database.
- g. Come to the Dept. of Public Safety to pick up your permit.
- h. If you need to pay for a replacement, go to the Student Accounts office, you must also bring your receipt to Public Safety.
- i. Once you receive your permit, it must be displayed on the outside of your vehicle in the top or bottom corner of the front windshield on the driver’s side of the vehicle.
- j. Park in your designated parking lot(s). (See Attachment 1: Color Coded Parking Map)

F. Visitors (Daily)

1. University members must contact Public Safety at 910-630-7098 regarding any visitors to campus.
2. Give the officer your name, guests name, possible time of arrival and location, so that they can start to prepare a pass for your visitor.
3. All visitors to campus will be stopped to receive a pass at the Welcome Center.
4. All unexpected visitors will be turned away if confirmation cannot be made.

Motorcycles, motor scooters and mopeds, as defined by North Carolina Motor Vehicle laws, are considered motor vehicles and must comply with all appropriate rules and regulations as set forth in the University’s traffic and parking regulations. Golf Carts can only be used if approved by the Vice

President for Student Life and must comply with all rules and regulations as set forth in the University Traffic and Parking regulations.

2.6 Fees/Decals Placement

Fees are determined every year by the University's Fees Committee. All students registering a vehicle are required to pay an annual fee for a parking decal.

On vehicles, decals must be placed on the outside of the windshield on the driver's side top corner. Motorcycles must display the decal on the front left fork. The decals are non-transferrable.

2.7 Temporary Permits

Temporary permits may be issued to students and faculty/staff at the Welcome Center or the Department of Public Safety Office under the following circumstances:

a. In the event a vehicle other than the one permanently registered is being used temporarily on campus.

b. Upon presentation of a signed statement from a Physician or The Student Health Services Department, temporarily disabled students and/or Faculty/Staff may receive temporary handicapped parking privileges.

2.8 Enforcement, Fines, and Loss of Parking Privilege/Towing

A. **Enforcement:** Police and Security Officers patrol the campus throughout the year citing for violations of Methodist University policy and state law violations. If you receive a state citation, you must pay the fine at the Cumberland County Clerk of Courts Office in Fayetteville, NC. Anyone who receives a university parking ticket will need to pay their ticket at the University Student Accounts Office located in the Horner Administration Building.

****Once a campus ticket is charged to the student account or an appeal has been filed, Public Safety no longer has any authority over the matter. Student's must take up matters on their accounts with the Student Accounts Office and all decisions made by the appeals committee are final.**

1. Security:

Will issue campus parking citations for violation of university parking rules and regulations. They also have the right to address or cite for moving violations. (See Attachment 2)

2. Police:

Enforce State of North Carolina motor vehicle laws and have the option to issue Campus Judicial Referral forms for violations of law regarding handicap and moving violations. If you receive a state citation, you must pay the fine at the Cumberland County Clerk of Courts Office in Fayetteville, NC.

B. Penalties:

Penalties for failing to observe University parking regulations include but are not limited to fines, loss of parking privileges and towing of vehicles at the owner's expense. The faculty/staff/student to whom the vehicle is registered to is responsible for all tickets to that vehicle.

****Once a campus ticket is charged to the student account or an appeal has been filed, Public Safety no longer has any authority over the matter. Student's must take up matters on their accounts with the Student Accounts Office and all decisions made by the appeals committee are final.**

C. Violations/Fines:

****Once a campus ticket is charged to the student account or an appeal has been filed, Public Safety no longer has any authority over the matter. Student's must take up matters on their accounts with the Student Accounts Office and all decisions made by the appeals committee are final.**

1. 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. Backing into an angled parking space
 - d. Parking in a "No Parking" or "Restricted Parking Area".
 - e. Parking other than within a designated space in each lot.

- f. Parking beside or in yellow-painted areas and on curbs painted yellow.
 - g. Parking within 15 feet of fire hydrants.
 - h. Parking on the grass or in landscaped areas.
 - i. Parking on sidewalks (brick and/or cement).
 - j. Double Parking.
 - k. Parking in center of drive-through areas of parking lots.
 - l. Parking in streets and/or driveways as to impede normal or emergency traffic.
 - m. Parking on campus without a valid permit.
 - n. Parking in a handicap or handicap access space.
 - o. Parking in Loading Docks.
2. Parking Fines: The fines have been established for parking violations.
- a. Not Having A Valid Permit..... \$75.00
 - b. Parked In A Handicap Space..... \$250.00
 - c. Parked Illegally..... \$75.00
 - d. Improper Display Of A Parking Permit.....\$100.00
 - e. Reckless Driving: Unsafe Movement..... \$100.00
 - f. Display Mutilated or Defaced Permit.....\$100.00
 - g. Display Counterfeit, Stolen or Lost Permit.....\$100.00
 - h. Providing False Information to Obtain Permit.....\$15.00
 - i. Stop Sign Violation.....\$75.00
 - j. Exceeding a Safe Speed.....\$100.00
 - l. Other Violations

****Once a campus ticket is charged to the student account or an appeal has been filed, Public Safety no longer has any authority over the matter. Student's must take up matters on their accounts with the**

Student Accounts Office and all decisions made by the appeals committee are final.

D. Towing/Loss of Parking Privileges

Vehicles may be towed without prior notification if any of the circumstances listed below apply. Vehicles will be towed at the owner's expense. The owner must make arrangements with the Wrecker Service to retrieve the vehicle. The wrecker service fee may not be charged to a university student account.

The following violations are cause for a vehicle to be towed:

1. Parking in or blocking access to Fire Lanes and/or Handicapped spaces.
2. Parking on-campus after having parking privileges revoked for excessive parking violations.
3. Inhibiting the flow of traffic or blocking entrances to parking areas, buildings, etc.
4. Abandoned vehicles will be removed after reasonable attempts to notify the owner.
5. Parking along marked curbs.
6. Receiving 4 or more parking violations.

Once a 4th unpaid violation has been issued, the student will be turned over for disciplinary action under the student code of conduct. The student will be required to follow the disciplinary action provided through the Dean of Student's Office.

If the student continues to violate the parking rules, the vehicle will be placed on the tow list. If the vehicle is seen on campus, it will be towed at the owner's expense. If a vehicle is towed as a result of multiple unpaid parking violations, the parking decal will be removed at the time of towing.

Upon receiving a 5th unpaid violation, the vehicle will be towed and parking privileges on Methodist University property will be suspended for the remainder of the semester; in addition, a \$50 administrative fee will be charged. Students may request through the Public Safety office for a reinstatement of parking privileges at the beginning of the following semester.

2.9 Appeal Process

The appeals form is located online through the mymuportal. For students it is located under MU ID Card & Parking Pass. For Faculty/Staff it is located under Forms and Documentation.

Any community member wishing to appeal a parking ticket must do so within three business days of receiving the ticket. This should be done by completing the form via the MU ID Card & Parking Pass link on your mymuportal or for Faculty and Staff under Forms and Documentation.

Appeals will be addressed by the University Citation Appeal Committee. The Committee is composed of 2 faculty/staff representatives, 2 students (SGA members appointed by Dean of Students).

****Once a campus ticket is charged to the student account or an appeal has been filed, Public Safety no longer has any authority over the matter. Student's must take up matters on their accounts with the Student Accounts Office and all decisions made by the appeals committee are final.**

Section 3: Individual and Small Group Event Parking

3.1 Individual Visitors or Guest Speaker

- A. See 2.5 How to Register Your Vehicle Subsection F. Visitor
- B. Notify Public Safety by stopping by the Welcome Center (entrance of the University), by calling 910-630-7098 or email welcomed1@methodist.edu, (must be at least a two-day advance notice if you choose to email instead of call) to make the officers aware of your pending guests visit/arrival.
(Email account is monitored daily.)
- C. Special/restricted parking must have administrative approval.

3.2 Small Group Event Parking

- A. See 2.5 How to Register Your Vehicle Subsection E. Visitor
- B. Definition of "Small Group"-5-10
- C. Make the Department of Public Safety aware ahead of time and passes will either be ready when your visitor/guest speaker arrives, or it will be emailed to you for you to distribute to your guests prior to arrival. Email

- the requests to welcomel@methodist.edu. (**Email account is monitored daily**)
- D. Your request must be submitted at least 1 week (7 business days) in advance.
 - E. Events **must** be scheduled and approved through the Campus Calendar and External Events office. This is where you will be able to request additional assistance for Public Safety if needed.
 - F. Follow the University Policy regarding scheduling events with the Director of University Events.
 - G. Special parking/restricted parking must have administrative approval.

Section 4: Approved Event Parking (Large Groups)

4.1 Guidelines

- A. University approved events/special events may interrupt customary parking and traffic patterns. Due to the high demand for students, faculty, staff parking and the need to accommodate multiple events on a regular basis, the Department of Public Safety will make every attempt to minimize any inconvenience of the students, faculty and staff.
- B. Events **must be approved** and confirmed by the Director of Campus Events. Official Methodist University functions will take priority over any and all events.
- C. The Department of Public Safety must be included in the pre-planning of the events. There should be at least **30 day** notification on these events for planning purposes. (Faculty Handbook pg.63 Calendar and Facilities)
- D. In an effort to accommodate event parking, groups could be assigned to the overflow parking on the lower end of campus. **Transportation for those attendees from the assigned parking area will be the responsibility of the organizers.**

4.2 Public Safety Required Planning Involvement

- A. Below are examples of events that will require additional assistance by the Department of Public Safety. This list is not all inclusive, which makes it imperative that Public Safety is included at the planning stage of any event that is being scheduled on campus.

- B. The Department of Public Safety Director or representative should be the deciding factor of the needs and assistance needed from that department. In doing this they will keep the overall needs of the university as a whole in mind when making recommendations and decisions regarding parking, security, safety and law enforcement needs.
1. Any event expecting 10 or more guests from off campus.
 2. Any event requiring dedicated vehicular or pedestrian traffic direction or management (in the judgement of the Methodist University Director of Public Safety or his/her departmental designee).
 3. Any event for which an exhibitor, presenter or performing artist requires any security or law enforcement services as a contractual condition of appearance.
 4. Any event offering “day of” paid guest admissions.
 5. Any event involving other on-site cash handling, including but not limited to, admission proceeds, merchandise sales and collection of charitable donations. Exception: religious services at which participants make voluntary cash offerings.
 6. Any event involving temporary restriction or closure of any university-owned roadway, service drive or parking area.
 7. Any event that includes participants sitting, standing, or otherwise congregating in any university owned roadway, service drive or parking area.
 8. Any event that includes participants walking, jogging, running, cycling, skating, or otherwise traveling (individually or as a group) upon any university owned roadway, service drive, or parking area.
 9. Any event featuring mechanical amusement rides or inflatable amusement structures.
 10. Any professional or semi-professional athletic competition or exhibition.

11. Any event featuring boxing, wrestling or martial arts competition or exhibition.

12. Any event featuring live animals in lawful competition or in lawful exhibition.

Attachment 1

Color Coded Parking Map

