

METHODIST UNIVERSITY PARKING/VEHICLE OPERATION AND VISITATION POLICY

Section 1: Student, Faculty, Staff and Visitor Parking Rules and Regulations

Vehicle Operations and Parking Jurisdiction

The Methodist University Department of Public Safety office is responsible for enforcing traffic and parking regulations on the University campus as well as providing for the security of the campus.

All operators must have a valid driver's license and valid insurance per N.C.G.S. § 20-279.21.

While reasonable efforts are made to ensure the security of parking lots, the University cannot assume responsibility for personally owned motor vehicles and will not reimburse individuals for damage and/or property loss.

Resident students are limited to one vehicle being registered on campus per year.

In case of events on campus, the university reserves the right to close parking lot(s) and require vehicles to be moved to another lot.

Enforcement

Parking Rules and Regulations will be enforced 24 hours a day, 7 days a week (365 days a year). All violations may be dealt with through the issuance of a University Parking Citation; however, Methodist University Campus Police may issue handicap violations according to North Carolina Law.

If you receive a state citation, you must pay the fine at the Cumberland County Clerk of Courts Office in Fayetteville, NC.

If you receive a campus parking citation, you must pay the fine at the MU Student Accounts office or submit an appeal. If an appeal is not received within the required period, fines will be charged directly to the community member's account.

Parking Appeals

A Methodist University Community Member wishing to appeal a parking citation must submit to the Department of Public Safety an appeal through their **MUPORTAL** within **THREE BUSINESS DAYS** of receiving the citation.

All appeals will be reviewed by the Methodist University Parking Appeals Committee. The Committee is appointed by the University Vice President Chief of

Staff who will select Three (3) Faculty and/or Staff Members and the Vice President Dean of Students who will select Two (2) Student Members of the Methodist University Student Government Association. One (1) Faculty/Staff member will serve as the committee chair.

Methodist University Department of Public Safety shall submit all parking appeals to the parking appeals committee for review.

The Parking Appeals Committee will meet as needed to review and render outcomes of appeal decisions.

All Parking Appeals Committee decisions are final.

Methodist University Community members will be notified by the Department of Public Safety of the outcome of their appeal.

Vehicle Registration

Methodist University community members attending/living/working at Methodist University who own and/or operate a motor vehicle (including motorcycles and motor scooters) on the campus are required to register their vehicles annually with the Department of Public Safety and properly display the issued decal.

The following general rules apply:

- a. All vehicles driven on campus must be registered with the Department of Public Safety.
- b. The community members to whom a registration decal is issued are responsible for all violations accumulated by that vehicle.
- c. Community members must re-register a vehicle if the parking decal is lost, or the community member changes vehicles.
- d. Only the current decal is to be displayed; all others must be removed.

Decals

Parking decals must be permanently affixed to motor vehicles immediately upon receipt. The decals are non-transferrable.

Passenger Vehicles: Decals must be placed on the left driver's side of the front windshield. It can be displayed in the top corner or the lower corner and must be visible from 6-8 feet away and the view of the decal must not be obstructed.

Motorcycles: Decals must be placed on the front left fork, windshield or attached plate on the motorcycle. The decal must be visible from 6-8 feet away and the view of the decal must not be obstructed.

Fees

All parking permit fees must be paid prior to registering a vehicle with the Department of Public Safety before a permit can be issued.

The amount of the fee is determined by Methodist University and posted in the Department of Public Safety office and the University Business office.

Vehicle registration fees may be charged to the student's account.

Temporary Permits

Temporary permits may be issued to community members for the day 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 Student Health Services department, temporarily disabled Methodist University community members may receive temporary handicapped parking privileges. This pass will allow for the individual/registered vehicle to park in different colored lots without penalty.
- c. Handicap Spaces on Methodist University are regulated by N.C.G.S § 20-37.6.

Visitor Parking Passes

Visitors to the campus are expected to be called in per the University Visitation Policy to obtain a parking pass from the Welcome Center. Visitor passes are normally only written for one day unless pre-approved before the visit. These passes will be displayed on the dashboard and must always be visible.

Parents can obtain a parent pass from the Department of Public Safety office. The parent pass is to be displayed on the rearview mirror when on campus.

Visitor parking passes entitle the holder to park in any available space except marked handicapped spaces unless the vehicle has a government issued handicapped placard and spaces marked as Service Vehicles.

Sponsors (MU community members) will be held accountable for calling in their visitors and any fines or fees incurred by their visitors.

Parking Lots

All Methodist University community members are required to park only in their assigned lots between 7:00 am and 3:00 pm (Monday-Friday).

Between 3:00 pm and 5:00 pm (Monday-Friday), students must not park in reserved, faculty/staff or restricted areas. From 5:00 pm to 7:00 am and on weekends and holidays, parking restrictions (color coding, reserved spaces) do not apply.

Parking lots are assigned on the basis indicated below and labelled. Spaces in each lot are defined either by signs, painted lines, or concrete bumpers.

a. Faculty/Staff/Students: **Blue Lots: A, B, C** are designated for the faculty/staff/student population. A blue decal will be issued to Methodist University Community Members who are approved to park in any of these lots as space is available.

b. Faculty/Staff: **Red Lots: E (Visitors-Non-Community Members), G, H, I**, are designated for the faculty/staff and visitor population. Visitors must have a visitor parking pass displayed on their dash. A red decal will be issued to Methodist University Community Members who are approved to park in any of these lots as space is available.

c. Faculty/Staff/Students: **Red Lots: F, L** are designated for the faculty/staff/student population. A red decal will be issued to Methodist University Community Members who are approved to park in any of these lots as space is available.

d. Faculty/Staff/Students: **Purple Lots: J, K, X, Y, Z** are designated for the faculty/staff/student population. A purple decal will be issued to Methodist University Community Members who are approved to park in any of these lots as space is available.

e. Faculty/Staff/Students: **Green Lots: Q, R, S, T, U, V** are designated for the faculty/staff/student population. A green decal will be issued to Methodist University Community Members who are approved to park in any of these lots as space is available.

f. Faculty/Staff/Students: **Yellow Lot: N** is designated for the faculty/staff/student population. A yellow decal will be issued to Methodist University Community Members who are approved to park in these lots as space is available.

g. **Restricted Parking: Lot W Nimocks Gravel Lot:** Nimocks Fitness Center users only. One hour only parking.

h. **Overflow parking: Lots: D, M, O, P.** Anyone with a valid parking decal or visitor pass may park in overflow parking when their assigned color lot is full.

i. **Loading Zone Only: Football Field House:** Area directly in front of the field house is of loading and unloading. Time restriction: 20 minutes.

j. **Campus Services Building/Maintenance/Grounds/Gas Pump Area:** Only open to faculty, staff, and vendors with an authorized vehicle. Any unauthorized vehicles will be cited or towed.

k. **Reserved Spaces:** All lots on campus have designated spaces for faculty, staff, handicapped, visitors, etc. Violators will be subject to fines and/or towing. Campus Community members must not park in unassigned designated spaces during restricted times.

Parking Prohibitions

The following prohibitions will be enforced twenty-four hours a day, seven days a week three hundred sixty-five days a year:

- a. No Valid Permit
- b. Parking in or blocking vehicular access to fire lanes, Handicapped spaces or dumpsters.
- c. Parking in reserved spaces
- 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 fifteen 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 to impede normal or emergency traffic.
- m. Parking in a handicap or handicap access space.
- n. Parking in Loading Dock/Zones.
- o. Parking in wrong color lot.
- p. Backed into an angled space.

Penalties

Penalties for failing to observe University parking regulations include but are not limited to fines, loss of parking privileges, towing of vehicles. The Methodist

University community members to whom the vehicle is registered at Department of Public Safety is responsible for all citations to that vehicle.

Fines

Fines have been established for parking violations. At 2 unpaid citations, the individual will receive a letter reminding them that they may be at risk of being towed and/or losing their parking privileges.

After 4 unpaid citations, the individual will be sent another email letting them know that they are at risk of being towed and/or losing their parking privileges.

Upon receiving a fifth unpaid violation, the vehicle will be towed and parking privileges on Methodist University property will be suspended for the remainder of the semester. At this point, the parking permit will be removed.

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. Students must address matters about their accounts with the Student Accounts Office.

Methodist community members may apply for a reinstatement of parking privileges at the beginning of the following semester when they pay for their parking permit/register their vehicle with the Department of Public Safety.

Parking Fines (Not all inclusive)

- Not Having a Valid Permit.....75.00
 - Failing to display current decal/pass.
- Parked in a Handicap Space/Access Space.....\$250.00
- Parked Illegally..... \$75.00
 - Parking in wrong lot
 - Parking in Faculty/Staff space
 - Parking in visitors/reserved space
 - Parking on grass
 - Parking Along a Curb
 - Parking in un-marked space
 - Parking in fire lane
 - Blocking fire lane/dumpster access
 - Backed into angled parking space
- Improper Display..... \$100.00
 - Wrong location of permit.
- Reckless Driving..... \$100.00
- Display Mutilated or Defaced Permit.....\$100.00
- Display Counterfeit, Stolen or Lost Permit..... \$100.00
- Providing False Information to Obtain Permit..... \$15.00
- Stop Sign Violation.....\$75.00

- Exceeding a Safe Speed..... \$100.00
 - 5 mph in parking lots
 - 15 mph around campus

Towing

Vehicles may be towed without prior notification if any of the circumstances listed below apply. If a vehicle is towed because of multiple unpaid parking violations, the parking decal will be removed at the time of towing. The following violations are cause for a vehicle to be towed:

1. Parking in or blocking access to Fire Lanes and/or Handicapped spaces or dumpsters.
2. Parking on-campus after having parking privileges revoked for excessive unpaid 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 unpaid parking violations.

Vehicles will be towed at the owner's expense. The owner must make arrangements with the Wrecker Service to retrieve the vehicle. Any towing fees will be the responsibility of the owner/operator.

Motorcycles, Motor Scooters, Mopeds and Golf Carts

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 (Chief of Staff) and must comply with all rules and regulations as set forth in the University Parking regulations.

Section 2: 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.

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 pay at the Student Accounts office, you must also bring your receipt.

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. 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.

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 a 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 pay at the Student Accounts office, you must also bring your receipt.

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.

E. 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.

Section 3: Campus Visitation

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.

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).

Roles, Responsibilities, and Procedure

Faculty, Staff and Students 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 to contact you via your office phone. If no contact is made, the guest will be turned away.

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

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.

Contacts

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

welcomecl@methodist.edu

Section 4: Individual and Small Group Event Parking

Individual Visitors or Guest Speaker

See How to Register Your Vehicle Subsection F. Visitor

Notify Public Safety by stopping by the Welcome Center (entrance of the University), by calling 910-630-7098 or email welcomecl@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.)**

Special/restricted parking must have administrative approval.

Small Group Event Parking

See How to Register Your Vehicle Subsection E. Visitor

Definition of "Small Group"-5-10

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)**

Your request must be submitted at least 1 week (7 business days) in advance.

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.

Follow the University Policy regarding scheduling events with the Director of University Events.

Special parking/restricted parking must have administrative approval.

Section 5: Approved Event Parking (Large Groups)

Guidelines

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.

Events **must be approved** and confirmed by the Director of Campus Events. Official Methodist University functions will take priority over any and all events.

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)

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.**

Public Safety Required Planning Involvement

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.

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.

Any event expecting 10 or more guests from off campus.

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).

Any event for which an exhibitor, presenter or performing artist requires any security or law enforcement services as a contractual condition of appearance.

Any event offering "day of" paid guest admissions.

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.

Any event involving temporary restriction or closure of any university-owned roadway, service drive or parking area.

Any event that includes participants sitting, standing, or otherwise congregating in any university owned roadway, service drive or parking area.

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.

Any event featuring mechanical amusement rides or inflatable amusement structures.

Any professional or semi-professional athletic competition or exhibition.

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

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

Color Coded Parking Map

