

METHODIST UNIVERSITY PARKING/VEHICLE OPERATION AND VISITATION POLICY

Section 1: Parking and Traffic Regulations

The Department of Public Safety at Methodist University is responsible for enforcing all traffic and parking regulations on campus and ensuring campus security. Thank you for adhering to our parking policies to help maintain a safe and orderly campus environment.

- **Driver Requirements:** All vehicle operators must hold a valid driver's license and carry valid insurance as required by N.C.G.S. § 20-279.21.
- **Vehicle Security:** While the University makes reasonable efforts to secure parking areas, it cannot assume responsibility for vehicles or personal property. The University will not reimburse for damage or theft.
- **Resident Student Parking:** Resident students are permitted to register only one vehicle on campus per academic year.
- **Event Parking:** During campus events, the University reserves the right to close parking lots and require vehicles to be relocated, as necessary.

Parking Rules and Enforcement

Parking regulations are enforced **24 hours a day, 7 days a week, 365 days a year**. Violations may result in the issuance of a University Parking Citation. Additionally, Methodist University Campus Police have the authority to issue traffic/parking violations in accordance with North Carolina state law.

- **State Citations:** If you receive a state-issued citation, fines must be paid at the Cumberland County Clerk of Courts Office in Fayetteville, NC.
- **Campus Citations:** Campus parking citations must be paid at the Methodist University Student Financial Services office or appealed within the specified period. Failure to submit an appeal within the required period will result in fines being charged directly to the individual's University account.

Parking Citation Appeals Process

Methodist University community members who wish to appeal a parking citation must submit their appeal through **MUPORTAL within three (3) business days** of receiving the citation.

- **Appeals Committee Composition:**
The Parking Appeals Committee is appointed by the University Vice President Chief of Staff and consists of:
 - Three (3) faculty and/or staff members selected by the Chief of Staff

- Two (2) student members appointed by the Vice President Dean of Students from the Methodist University Student Government Association
- One (1) faculty/staff member will serve as the committee chair.
- **Review Process:**
All appeals are reviewed by the Parking Appeals Committee, which meets as needed to evaluate appeals and render decisions.
- **Finality:**
All decisions made by the Parking Appeals Committee are final.
- **Notification:**
The Department of Public Safety will notify community members of the outcome of their appeal.

Vehicle Registration

All Methodist University community members who attend, live, or work on campus and own or operate a motor vehicle (including motorcycles and motor scooters) are required to register their vehicles **annually** with the Department of Public Safety and display the issued decal properly.

General Rules:

- All vehicles driven on campus must be registered with the Department of Public Safety.
- Community members are responsible for all violations associated with their registered vehicle, regardless of whether a decal has been issued.
- If a parking decal is lost or if a community member changes vehicles, the vehicle must be re-registered to receive a new decal.
- Only the current, valid decal should be displayed on the vehicle; all previous decals must be removed.

Parking Decal Placement Guidelines

- Parking decals must be **permanently affixed** to the outside of the front windshield on the driver's side of the motor vehicle immediately upon receipt to be considered as valid.
- Decals are **non-transferable** and must only be displayed on the registered vehicle.

Placement Instructions:

- **Passenger Vehicles:**
Decals must be placed on the outside **driver's side of the front windshield**. They can be positioned in either the top corner or the lower corner. The decal must be clearly visible from 6 to 8 feet away, with no obstructions blocking the view. (See Decal Placement at the end of this document)

- **Motorcycles:**
Decals must be affixed to the **front left fork, windshield, or attachment plate** of the motorcycle. The decal must be visible from 6 to 8 feet away without any obstructions.

Parking Permit Fees

- All parking permit fees must be paid **at the time of vehicle registration** before a permit will be issued.
- Fee amounts are set by Methodist University and are posted online, at the Department of Public Safety office, and at the University Student Financial Services Office.
- Vehicle registration fees may be charged directly to a student's University account.

Temporary Parking Permits

Temporary parking permits may be issued for one day at the Welcome Center or the Department of Public Safety office under the following conditions:

- When a vehicle **other than the permanently registered vehicle** is being used temporarily on campus.
- When a **signed statement from a Physician or Student Health Services** is presented, temporarily disabled Methodist University community members may be granted temporary handicapped parking privileges. This permit allows parking in differently colored lots without penalty.
- Handicap parking spaces at Methodist University are regulated in accordance with **N.C.G.S. § 20-37.6**.

Visitor Parking Policy

- Visitors to campus must be **registered in advance** according to the University Visitation Policy and obtain a parking pass from the **Welcome Center**.
- Visitor passes are typically valid **only for the duration of the specific visit** and must be pre-approved.
- Visitor parking passes must be displayed **on the dashboard** and always remain clearly visible.
- Parents may obtain a **parent parking pass** from the Department of Public Safety office, which must be displayed **on the rearview mirror** while on campus.
- Visitor passes allow parking in any available space **except**:
 - Marked handicapped spaces (unless the vehicle has a valid government-issued handicapped placard)

- Spaces reserved for service vehicles.
- **Sponsors (Methodist University community members) are responsible for registering their visitors and will be held accountable for any parking fines or fees incurred by their visitors.**

Parking Lot Assignments and Regulations

- Methodist University community members assigned to a **specific color-coded lot** must park in their designated lots between **7:00 AM and 3:00 PM, Monday through Friday**.
- Reserved and faculty/staff spaces are enforced **from 7:00 AM to 5:00 PM, Monday through Friday**.
- Color coding and reserved parking restrictions **do not apply outside these hours** (5:00 PM to 7:00 AM and weekends/holidays).

Parking Lot Assignments:

- a. **Red Lots (A, B, C, F, L):** Red decals issued to approved community members to park in these lots as space is available.
- b. **Faculty/Staff Lots (G, H, I):** Reserved exclusively for faculty and staff.
- c. **Purple Lots (J, K, X, Y, Z):** Purple decals issued to approved community members to park in these lots as space is available.
- d. **Green Lots (Q, R, S, T, U, V):** Green decals issued to approved community members to park in these lots as space is available.
- e. **Yellow Lot (N):** Yellow decals issued to approved community members to park in this lot as space is available.
- f. **Restricted Parking - Lot W (Nimocks Gravel Lot):** Reserved for Nimocks Fitness Center users only, with a **one-hour parking limit**.
- g. **Overflow Parking (D, M, O, P):** Open to anyone with a valid (non-expired) parking decal or visitor pass when assigned color lots are full.
- h. **Loading Zone - Football Field House:** Area directly in front of the field house is for loading/unloading only with a **20-minute time limit**.
- i. **Campus Services Area (Maintenance/Grounds/Gas Pump):** Restricted to faculty, staff, and authorized vendors. Unauthorized vehicles may be cited or towed.
- j. **Reserved Spaces:** All lots include designated spots for faculty, staff, handicapped, visitors, etc. Violators risk fines and/or towing.

k. **Faculty and Staff Parking Permits:** Faculty and staff receive a distinct permit allowing parking across campus as needed to perform their duties.

Parking Violations

The following violations will be enforced **24 hours a day, 7 days a week, 365 days a year:**

- a. Parking without a **valid permit**.
- b. Parking in or blocking **fire lanes, handicapped spaces, or dumpsters**.
- c. Parking in **reserved spaces** without authorization.
- d. Parking in a **“No Parking” or “Restricted Parking Area.”**
- e. Parking **outside of designated parking spaces** in any lot.
- f. Parking beside or on **yellow-painted areas** or curbs painted yellow.
- g. Parking **within 15 feet of fire hydrants**.
- h. Parking **on grass or landscaped areas**.
- i. Parking **on sidewalks** (brick or cement).
- j. **Double parking**.
- k. Parking in the **center of drive-through areas** in parking lots.
- l. Parking in **streets or driveways**, obstructing normal or emergency traffic.
- m. Parking in a **handicap or handicap access space** without proper authorization.
- n. Parking in **loading dock/zones**.
- o. Parking in a **wrong color-coded lot**.
- p. **Backing into an angled parking space**.

Penalties for Parking Violations

Failure to comply with Methodist University parking regulations may result in:

- Fines
- Loss of parking privileges
- Towing of vehicles
- Disciplinary actions

The Methodist University community member to whom a vehicle is registered with the Department of Public Safety is responsible for all citations issued to that vehicle.

Parking Fines and Enforcement Procedures

- Fines are established for all parking violations.
- Upon accumulating **two unpaid citations**, the individual will receive a letter reminding them that they may be at risk of having their vehicle towed and/or losing parking privileges.
- After **4 unpaid citations**, the individual will receive an additional email warning that they are at risk of student conduct violation, towing and/or loss of parking privileges.

- Upon receiving a **fifth unpaid citation**, the student will be referred to Student Conduct. At that time the student will be held to disciplinary actions put in place by Associate Dean of Students.
- If the student continues to violate the parking rules additional disciplinary actions could be taken to include the vehicle being **towed**, and parking privileges on Methodist University property being **suspended for the remainder of the semester**.
- Once the vehicle is towed and parking privileges are suspended, the parking permit will also be removed. If the vehicle is located on campus during the suspension, it will be towed.
- Once a campus ticket is charged to the student account or an appeal is filed, the Department of Public Safety no longer has authority over the matter. Students must resolve all account-related issues through the **Student Financial Services Office**.
- Methodist community members may apply to **reinstate parking privileges** at the beginning of the following semester by paying for their parking permit and registering their vehicle with the Department of Public Safety.

Vehicle Towing Policy

Vehicles may be towed **without prior notification** under the following circumstances:

- Parking in or blocking access to **fire lanes, handicapped spaces, or dumpsters**.
- Parking on campus after having **parking privileges revoked** due to excessive unpaid parking violations.
- **Inhibiting the flow of traffic** or blocking entrances to parking areas, buildings, etc.
- **Abandoned vehicles** will be removed after reasonable attempts to notify the owner.
- Parking along **marked curbs**.
- Accumulating **five or more unpaid parking violations**.

If a vehicle is towed because of multiple unpaid parking violations, the parking decal will be **removed at the time of towing**.

- Vehicles will be towed **at the owner's expense**.
- Owners must coordinate with the wrecker service to retrieve their vehicle.
- All towing and related fees are the **responsibility of the vehicle owner/operator**.

Parking Fines (Not All Inclusive)

- **Not Having a Valid Permit** — \$75.00
(Includes failing to display current decal/pass)
- **Parked in a Handicap Space/Access Space** — \$250.00

- **Parked Illegally** — \$75.00
Includes:
 - Parking in wrong lot
 - Parking in faculty/staff space
 - Parking in visitor/reserved space
 - Parking on grass
 - Parking along a curb
 - Parking in unmarked space
 - Parking in fire lane
 - Blocking fire lane/dumpster access
 - Backed into angled parking space
- **Improper Display of Permit** — \$100.00
(Wrong location of permit)
- **Reckless Driving** — \$100.00
- **Displaying Mutilated or Defaced Permit** — \$100.00
- **Displaying Counterfeit, Stolen, or Lost Permit** — \$100.00
- **Providing False Information to Obtain Permit** — \$15.00
- **Stop Sign Violation** — \$75.00
- **Exceeding Safe Speed Limits** — \$100.00
 - 5 mph in parking lots
 - 15 mph around campus

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 applicable University traffic and parking regulations.**
- Golf carts may **only be used if approved by the Vice President (Chief of Staff)** and must adhere to all University parking and traffic regulations.

Section 2: How to Register Your Vehicle(s)

A. Faculty/Staff

1. Log onto your muportal.
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 muportal.
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, and Friends of the University

- Permits for Alumni, Board Members, Trustees, and Friends of the University are issued through the **University Relations office**.
- These individuals are permitted to park **anywhere on campus**.
- They are encouraged to use **visitor parking and overflow spaces** whenever possible to help manage parking availability.
- If any of these individuals are **currently enrolled as students**, they must follow the standard procedure to obtain a **current student parking permit** for the academic year.
- **Current students are not permitted to display or use permits** issued through the University Relations office.

D. Faculty/Staff/Students Replacement/Additional Permits

1. Faculty/Staff

- a. Log onto your muportal.
- 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 muportal.
- 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 muportal.
- 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.

Section 3: Campus Visitation

Definitions

- **Community Members:** Current Faculty, Staff, Students, Trustees, and Alumni of Methodist University.
- **Visitors:** Persons other than current Methodist University Faculty, Staff, Students, Trustees, or Alumni who request entry to campus.

Visitors (Daily)

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

Compliance

- All University community members must comply with the visitation policy without exception.
- Visitors who arrive on campus without prior clearance will be **turned away at the front entrance**.
- All visitors are required to **check in at the Welcome Center** and obtain a visitor pass.
- Visitors may park in any available space **except:**
 - State-regulated handicap spaces (unless displaying a valid handicap plate or placard).

Roles, Responsibilities, and Procedures

- **Faculty, Staff, and Students** must notify the Welcome Center at **910-630-7098** prior to their visitor's arrival.
- When notifying, be prepared to provide:
 - Your name
 - Visitor's name
 - Vehicle type (if known)
 - Location to be visited.
 - Anticipated time of arrival
- For unplanned visits, email requests to **welcomec1@methodist.edu**. This email is monitored frequently throughout the day.
- If no prior notification is made and a guest arrives, officers will attempt to contact the host via office phone.
 - If contact cannot be made, the guest will be **turned away**.
- **No unauthorized visitors or vehicles** are allowed on campus. This includes:
 - Pickups (friends, parents, Uber, etc.)
 - Deliveries (DoorDash, pizza, etc.)

Restricted Areas for Visitors

Visitors from off campus are **not allowed** to use the following campus facilities and areas:

- David Memorial Library
- MU Post Office
- Starbucks
- The track
- Athletic facilities
- Pauline Longest Nature Trails (closed due to safety hazards)
- Campus grounds for walking

Contacts

Welcome Center (910) 630-7098 (24 Hours) welcomec1@methodist.edu

Section 4: Small Group Event Parking

Definition

- A **Small Group** is defined as **5 to 10 attendees**.

Procedure

- See **How to Register Your Vehicle, Subsection E: Visitor** for visitor parking pass procedures.
- Notify the Department of Public Safety **ahead of time** about your event by emailing **welcomec1@methodist.edu**.

- Visitor passes will either be ready upon your guests' arrival or emailed to you in advance for distribution.
- Requests must be submitted at least **seven business days (1 week) prior** to the event.

Event Scheduling

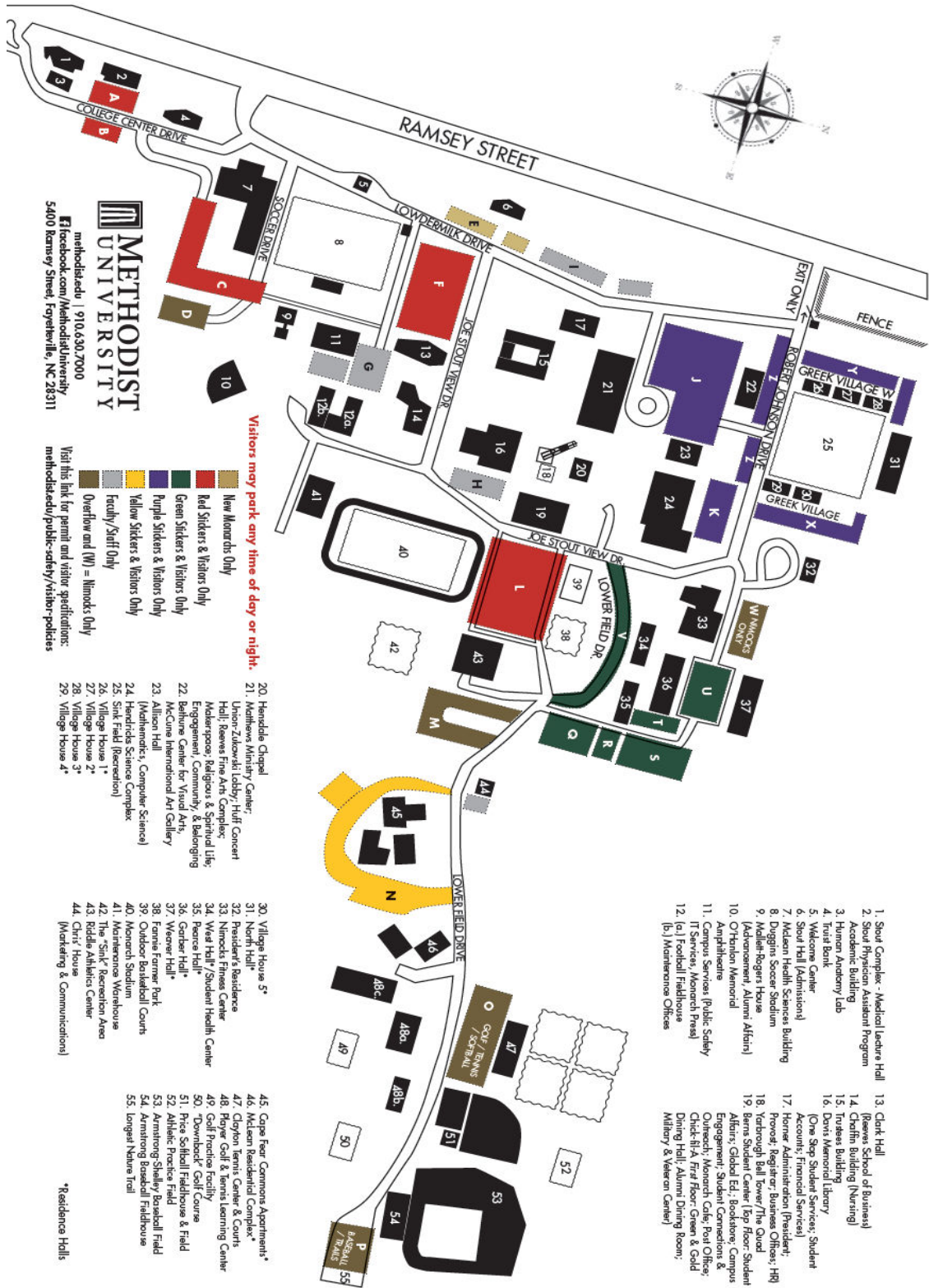
- Events must be **scheduled and approved** through the **Campus Calendar** and the **External Events Office**.
- This is also where you may request additional Public Safety assistance if needed.

Section 5: Approved Event Parking (Large Groups)

Guidelines

- University-approved or special events may **interrupt normal parking and traffic patterns** on campus.
- Due to high demand for student, faculty, and staff parking and the frequency of multiple events, the **Department of Public Safety (DPS)** will strive to minimize inconvenience.
- All events must be **approved and confirmed by the Director of Campus Events**.
- **Official Methodist University functions take priority** over all other events.
- **DPS must be involved in the pre-planning stage**, with at least **30 days' notice** for adequate planning.
- To accommodate parking for events, attendees may be directed to **overflow parking located on the lower end of campus**. Transportation from overflow lots to the event location is the responsibility of event organizers.

Color Coded Parking Map



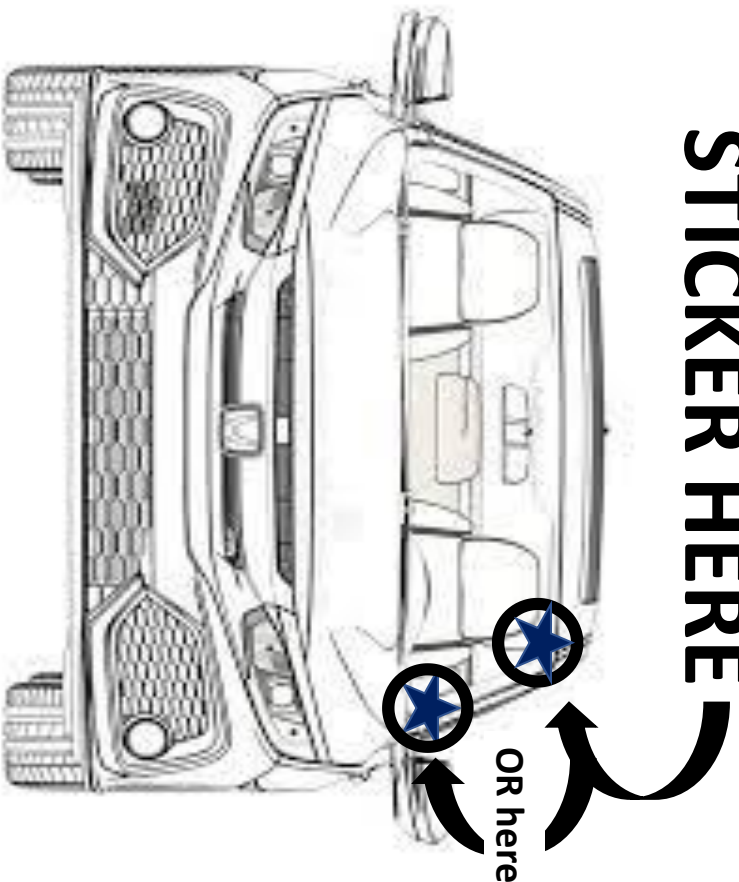
Decal Placement

PLACE YOUR

Students,

STICKER HERE

Faculty & Staff



1. Decal must be placed on the windshield on the outside of the vehicle, to be valid.
2. Decal must be displayed in the top OR bottom corner driver's side front windshield.
3. Permit is registered to this vehicle only! It is non-transferable.
4. Peel off protective backing, mount permit to a clean and dry area.
5. This permit does not guarantee space availability.
6. Park in the area your permit color is designated for.