

WARNER PACIFIC COLLEGE

Statement of Policy and Procedure

Policy: Parking Policy
Department: Campus Safety
Approved by: General Partnership on 08/30/2006
Effective Date:
Last Updated: 6/4/13

Purpose

The purpose of this statement is to establish the rules and regulations governing the granting of permission to park vehicles on campus and the enforcement of parking regulations for the benefit of the entire College community.

Policy Statement

Parking a vehicle on the College campus is a privilege granted by the College, which is evidenced by the display of a valid parking permit – a hang-tag or a guest permit – in the windshield of the parked vehicle. The rules and regulations contained in this Parking Policy and Procedure are intended for the mutual benefit of the College, its students and its employees. The College may amend these rules and regulations at any time, under its sole discretion, and such amendment shall become effective on the first calendar day following the date of approval. Any person who parks a vehicle on the campus agrees to abide by the rules and regulations contained in this Parking Policy and Procedure. The information gathered in the vehicle registration process is for the purpose of administering the Parking Policy and may be used, at the College's discretion, for other College management purposes including location of the vehicle owner in the event of an emergency. Failure to abide by the rules and regulations contained in this Policy may, at the College's sole discretion, result in the imposition of fines, impoundment of the vehicle, towing and storage of the vehicle at the owner's expense, disposition of an abandoned vehicle, or any combination of these repercussions. Any vehicle parked in a space marked "Handicap" or in a fire zone will be immediately ticketed and towed at the owner's expense.

Rules and Regulations

1. Registration:

All vehicles parked on College property must be registered with the Department of Campus Safety, including vehicles parked in house driveways.

- Traditional Program students must complete and submit the vehicle registration form at the time of purchase of the parking permit hang-tag in the Office of Student Affairs.
- Adult Degree Program students must complete and submit the vehicle registration form in the process of registering for class and will receive hang-tag parking permits at that time.
- Employees must complete and submit the vehicle registration form during new employee orientation and receive hang-tag parking permits at that time.

All parked vehicles must prominently display the issued hang-tag on the rear view mirror as evidence of vehicle registration. Motorcycles need not display a parking permit, but must

still be registered with the Department of Campus Safety. If a hang-tag is lost or stolen, the vehicle(s) must be reregistered and an additional charge may be assessed.

3. Guest passes:

Any department may issue guest passes for up to three days for their guest(s) to park in the marked visitor spaces of campus parking lots. Guest passes must be displayed on the dash panel, clearly viewable through the windshield. Guest pass forms are available from the Department of Campus Safety.

3. Parking fees:

Traditional Student parking fees are set annually and are payable in the Office of Student Affairs at the time of vehicle registration and purchase of the hang-tag and before parking a vehicle on campus. Employees who wish to park a car on campus will be issued a parking permit, free of charge, by registering their vehicle(s) with the Department of Campus Safety. Employee vehicle registration may be accomplished during new employee orientation.

4. Student parking areas:

The parking lots beside C.C. Perry Gymnasium, below Egtvedt Hall and McGuire Auditorium, Schlatter Chapel, and the lower library parking lot, as well as the west side of 68th Street (as per city ordinance) are available for student parking. Students MAY NOT park in the A.F. Gray parking lots (east or west) or in spaces marked reserved for faculty/staff in any lot between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

5. Residential student parking areas:

Parking in the Saxon Apartments, Division Street Apartments and Tabor Terrace Apartment lots is restricted to residential students. Residential students are required to display a parking area sticker (to be applied to the hang-tag), which can be obtained from the Office of Student Affairs when a Residence Life Contract is signed for the lease of residential space.

6. Employee parking areas:

Employee parking is provided in the lots on either the east or west end of A.F.Gray Hall. These lots are reserved for faculty and staff Monday through Friday beginning at 8:00 AM and ending at 5:00 PM. Employees may also park in the lot immediately West of the Otto F. Linn Library, and the lots immediately south of McGuire Auditorium, Egtvedt Hall, Schlatter Chapel and C.C. Perry Gymnasium in appropriately marked spaces.

7. Fines:

All of the following infractions will incur a \$20 fine (subject to change without notice), and may be assessed repeatedly throughout the day at the discretion of the Department of Campus Safety:

- Blocking a Sidewalk
- Driving on a Sidewalk
- Failure to Display a Parking Permit
- Moving Violations
- Parking in Fire Lane
- Unauthorized Parking in Handicapped Space
- Parking in a No Parking Zone
- Parking in Reserved Areas
- Parking in Yellow Zones
- Unapproved Parking
- Unauthorized Driving on Campus Grounds

8. Bailment:

The permit holder acknowledges for her/himself and any other owner or interested party that the College is not responsible for any vandalism to or theft of or from the registered

vehicle(s) and that permitting any vehicle to be parked on the College campus does not constitute a duty to care for the vehicle while it is parked on the campus.

9. Speed limit:

The speed limit on campus is 15 miles per hour.

10. Inoperable and abandoned vehicles:

Inoperable vehicles must be removed from any campus location immediately. All student-owned vehicles remaining on campus more than two weeks beyond the end of the academic year or the owner's last term in attendance may be towed at the owner's expense. Abandoned vehicles will be subject to disposal if the owner fails after three notices to remove the vehicle from the campus. Notices will be considered delivered when a tow notice is placed on the car for 24 hours, a notice placed in either the campus mail for a currently registered student or in the US Postal Service mail.

11. Fire lanes:

Designated fire lanes around buildings may not be occupied or blocked. Any vehicle so parked will be immediately towed at the owner's expense.

12. Vehicle repairs:

Parking lots may not be used for vehicle repair, tune-ups, or oil changes. Failure to abide by this rule will result in the loss of parking privileges as well as any other repercussions deemed applicable by the College under this Policy.

13. Parking on City streets:

Parking on 66th Avenue and 68th Avenue is governed by City Ordinances and the rules established by the City of Portland Transportation Department. Enforcement of City Ordinances regarding parking [Parking on these streets] is enforced by the City of Portland traffic control officers who will issue tickets to those persons who violate those Ordinances or rules.

In addition to the City Ordinances, Warner Pacific employees, students and their visitors are not permitted to park on the street in front of the neighboring properties at 2325, 2315 and 2245 SE 66th Avenue at any time. Campus Safety officers will place warning cards on the windshield of employee and student vehicles parked in front of these properties. A parking ticket will then be generated by Campus Safety and sent to the owner of the vehicle in campus mail. The fine will be placed on the employee or student account immediately.

14. Properly parked vehicles:

Vehicles are properly parked when within the lines demarking the parking space.

15. Payment of fines:

All fines are to be paid in Student Financial Services on the East end of Upper Egtvedt. After three tickets, vehicles will be towed at the owner's expense. Five or more tickets may result in the loss of campus parking privileges. If the vehicle is unregistered, an additional cost related to a DMV search may be assessed.