

# 2020 - 2021 Parking Policies

Effective Fall 2020

All motor vehicle and Parking regulations are enforced 24 hours every day

- All students who drive to campus must register the vehicle in the student's name.
- Students are required to have a valid permit properly displayed in their vehicle by **September 14, 2020**. Permits may be purchased through [The Permit Store](#).
- Students are responsible to park in the appropriate parking areas.
- All information on the parking permit must be kept current. Update your information through [The Permit Store](#).

Vehicles parked without permits in campus parking lots are subject to tickets. Parking on campus is available to valid permit holders on a first-come-first-serve basis.

Parking Permits are not transferable, nonrefundable and may not be resold. Permit is valid only on vehicles assigned to it. Any lost or stolen permits must be reported to Campus Safety's Office.

Anyone who misuses, borrows, shares an authorized permit or who forges a parking permit or temporary parking pass will be issued a fine and may be subject to judicial referral or may lose parking privileges on campus property. The College reserves the right to limit the availability of the number of parking permits issued. Parking Permits are the property of Hiram College.

## Obtain a Permit

- Permits will be available beginning **Aug 17, 2020**.
- Townhouse permits will available starting **Aug 17, 2020**.

Before you log on to [The Permit Store](#), you will need to have the following information ready: your name, address, car make and model and license plate number. Please use your Hiram College email address when placing your order. You will need your student ID number to order your permit. Permits are available online 24 hours a day, seven days a week.

### Registration Cost:

Residential Permit .....	\$65.95 per year
*Commuter/PGS/CCP Permit .....	\$15.95 per year
Overnight Guest Pass .....	\$3 per day
Townhouse Permit .....	free
Summer Permit .....	\$10
Replacement Permit.....	\$10

## Temporary Permits

After you successfully register online and your permit is approved, you will need to **print and display the temporary permit on the dashboard of your vehicle** until you receive your permanent one. If you do not have access to a computer/printer, you can pick up your temporary permit at the Campus Safety Office.

**The temporary permit is only valid for ten calendar days** from the start date or purchase date and it must be discarded once your permanent permit is received. Vehicles with expired temporary permits will be ticketed.

## Permanent Permits

**Residential/Townhouse student has completed vehicle registration is online, you will receive an email with the subject line: *Parking Permit is ready for pick up at Campus Safety.*** The permit can be picked up during regular business hours 9 a.m. to 4 p.m. bring your Hiram ID with you. **It is expected that the student picks up the permit within 24 hours of receiving the email.**

*All other permits – commuter, Professional and Graduate Studies and College Credit Plus – will be delivered to the mailing address provided within seven to 10 business days.*

Parking locations:

- Stadium Lot
- Gelbke Lot
- Terrier Drive East - angled-in parking
- Overlook Lot - small lot on Terrier Drive to the east of Booth/Centennial
- **South Quad Lot with sign only**
- Winrock - spaces facing the softball field
- Tennis Court Lot
- **305 Parking Lot MONDAY thru FRIDAY 7AM – 3 PM**
- *Bancroft Lot - commuters only from 7 a.m.-7 p.m. dail*

## Displaying the Permit

Permits must be properly affixed to **the lower left-hand corner** of the driver-side windshield.



Vehicles parked without permits on campus parking lots are subject to tickets and fines. A lost or stolen permit must be reported to the Campus Safety Office. Permit owners are responsible for violations charged to their permit at all times. ***Permits may not be taped or laminated.***

Vehicles parked on college property must display a current/valid license plate that is clearly visible. Vehicles without a current license plate will be considered abandoned and immediately towed.

## Townhouse Residents

Only townhouse residents who have a Townhouse Parking Permit may park in the Townhouse Lot. First, each tenant will be assigned a specific, numbered space by Residential Education. After receiving this official parking space assignment, the tenant can then apply for the permit through [The Permit Store](#). There is NO CHARGE for the permit. No non-Townhouse Residents are authorized to park at the Townhouses at any time, for any reason.

**You must park in the Townhouse Lot and only in your designated parking space. Any tenant who parks in other lots will be ticketed EXCEPT 305 Parking Lot MONDAY thru FRIDAY 7AM – 3 PM.**

### **Transfer a Parking Space**

If you are a Townhouse resident who doesn't bring a vehicle on campus and would rather transfer the permit to another party, then you must obtain a transfer form from the Campus Safety Office. Both parties, the transferor and the transferee, must apply together, in person, at Campus Safety Office. Bring your Hiram ID with you.

## **Townhouse Visitors**

If a townhouse visitor is bringing a car, a formal visitor pass needs to be obtained from Campus Safety. The passes are available from 8:30 a.m. - 5 p.m. in the Campus Safety Office in Kennedy Center. The visitor may park in the space assigned to the resident or one of the visitor spaces. **Visitors without a pass will be ticketed by Campus Safety.**

In some cases, it may not be possible to sign out a Visitors Parking Pass from Campus Safety Office. The 90-minute spaces are always available between the tennis courts and East Hall. Visitors may also park on upper campus on the street near Hinsdale, Booth-Centennial, the Quad and The Hill. Those who park on the street will need to observe the Hiram Village parking ordinances.

Residential students or Commuter students with permits are not allowed to park in the Townhouse Parking Lot or Townhouse Visitor Parking Lot. They must park at the Gelbke Lot or Winrock Lot.

## Faculty/Staff

Faculty/Staff may obtain a parking permit at the Campus Safety Office during business hours. If you park in a campus lot, your hanging tag must be properly displayed to avoid receiving a parking violation. The serial number should be facing the windshield so it can be read from outside of the vehicle. If you are unable to hang in the mirror, please display the tag on the driver's side of the dashboard.

Faculty/staff parking locations:

- South Quad - staff only lot
- Rear Centennial - Booth Apartment and Student Life staff only
- Coleman Center - front lot
- Miller Lot - Student Life and Physical Plant staff only
- Health Center Lot - Health Center and Chapel staff only, Weekend College students on class weekends
- Gelbke Lot
- Dining Hall Lot
- Stadium Lot - designated space for Entrepreneurship faculty/staff

**Faculty/Staff who remove their hanging tag to park in visitor lots, will be ticketed.**

## Visitors

During the business day, visitors may park in the following areas:

- Kennedy Center Lot
- Teachout-Price - spaces next to loading dock reserved for Admission guests only
- 305 Coleman Lot
- Coleman Center - front lot
- Health Center Lot - Health Center and Chapel visitors only
- Koritansky Hall Lot - guests by special permit only
- Tennis Court Lot - with permit
- Gelbke Lot - with permit

Overnight guests, please see below.

## Overnight Guests

Students who have overnight guests must park in student lots after obtaining a guest parking permit. The permit is available at the Campus Safety Office (8:30 a.m. to 5 p.m.) and at the Welcome Center (5 p.m. to close).

Daily permit: \$3

Overnight guest parking locations:

- Stadium Lot
- Gelbke Lot
- Terrier Drive East - angled-in parking
- Overlook Lot - small lot on Terrier Drive to the east of Booth/Centennial
- Quad South Lot
- Tennis Court Lot
- Winrock - spaces facing the softball field

Designated areas for faculty, staff and visitors are not permitted for overnight student guests. These locations include the Townhouse Visitor Spaces, Kennedy Center Lot, Coleman Center Lot and the 90-minute spaces. Guest parking passes cannot be issued to current students. Guest permits are only valid during the date(s) indicated on the pass.

## Alternate Vehicle

Students with a valid permit bringing an additional or temporary vehicle on campus must pick up a temporary permit at the Campus Safety Office during normal business hours. A free temporary ID may be issued based on the current information. The vehicle make, model and license plate number are required to complete the application. Temporary permits are only valid for the date(s) listed. Campus Safety will not issue any temporary permits without a completed form.

## Motorcycle and Alternative Vehicle

Students who wish to register a motorcycle or any alternative motorized vehicle should contact Campus Safety at 330.569.5188 during regular business hours. Such requests will be reviewed on a case-by-case basis.

## Restricted Areas

Residential/Townhouse/commuter/PGS/CCP students are not considered "visitors" and are not permitted to park in any visitor lots including 90-minute parking spaces, Admission Visitor lots, Townhouse Visitor Lot, Coleman Sports Center lots, Kennedy Center Visitor Lot, etc.

Student athlete/Coleman Center student workers, student coaches, residential students, Townhouse tenants, College Credit Plus students, Weekend College students or commuters are not permitted to park in areas designated for **faculty/staff and visitors in the front of Coleman Center.**

## Parking Lot Closures

The College reserves the right to temporarily close any parking lot or parking spaces at any time. Every effort will be made to provide sufficient notice to the community via email or posting on [home.hiram.edu](http://home.hiram.edu) of a parking lot closure; however, in some instances immediate closures may be required. Vehicles remaining in closed lots are subject to towing.

All individual parking violation notifications are sent to your College email account. Campus-wide parking notices will be posted on [home.hiram.edu](http://home.hiram.edu) and College mass email.

## Fines and Penalties for Vehicle Violations

- Tickets may be paid through [The Permit Store](#) or in the Campus Safety Office
- Parking fines are \$15 and must be paid within 14 calendar days of the issue date (including the date the ticket was issued).
- If a ticket is not paid or appealed with 14 days, an additional \$25 fine will be added to the total cost of the citation.

The online payment method is through major credit cards. Methods of payment in the Campus Safety Office include cash. Unpaid tickets will be placed on your student account at the end of each semester.

Unresolved tickets received on or before December 1 will be billed to the associated student account at the end of the Fall Semester. Unresolved tickets received after December 1 will be billed to the associated student account at the end of the spring semester. Students who withdraw from Hiram College will be responsible for payment of any and all unresolved parking citations.

Hiram College reserves the right to issue citations to vehicles in violation of parking policies; these citations, including parking permit number, vehicle description and license plate number, will stay on record until the ticket is resolved.

For currently and properly registered vehicles, an email notification will be sent to your College email account when a ticket has been issued to your vehicle. Tickets are issued no more than every 24 hours for the same violation in the same space. If more than one ticket is issued for the same violation in the same space within a 24-hour period, the vehicle owner should appeal the second ticket and it will be voided.

A vehicle may be re-ticketed for the same violation if the issue has not been corrected by the next calendar day. Students accumulating five or more parking violations will be subject to the College judicial process. Possible sanctions imposed by Citizenship Education include loss of parking privileges, restitution or educational sanctions. Any sanctions imposed by Citizenship Education are in addition to the parking fines owed.

Hiram College reserves the right to run license plates through the BMV in order to locate the owner or associated student for any unregistered vehicles which may have open citations on campus. Once a vehicle is determined to be associated or affiliated with a specific student, that student can be held responsible for any open citations associated with that vehicle/plate going back up to three calendar years.

## Citation Appeals

Appeals must be submitted online through [The Permit Store](#). First, you should wait 24 hours for the ticket to be processed. Notification of the receipt of the appeal and decisions are sent out via email. Appeals must be received within 14 days of the original citation. Appeals received after 14 days are rejected. All decisions on appeals are final. More than one appeal per student per academic year will not be granted.

In the event an appeal is declined, the fine amount will be placed back "online" at which time the appellant will have 14 calendar days to pay before a \$25 fine is added.

The following are not valid reasons for appealing a parking violation:

- having the wrong permit for the space used
- failure to read parking signs
- failure to display a parking permit
- failure to obtain a temporary permit
- parking in restricted areas
- parking in the visitor lots
- parking in faculty/staff lots
- parking outside white lines

## Towing

Hiram College reserves the right to tow a vehicle if it impedes college activity; hinders access to roadways, walkways or buildings; causes a safety concern; or is parked in an area or in a manner that can damage campus grounds. Campus Safety may also tow at the owner's expense if an individual's vehicle becomes disabled (inoperable) on campus. All vehicles must be parked within painted lines.

Hiram College parking lots are not a storage facility; therefore, vehicles are to be removed during the summer unless a valid summer parking permit is displayed. Vehicles not registered for summer will be considered abandoned and will be towed.

Vehicles can also be towed in the event that a student's parking privileges have been revoked or when parked in a tow-away zone. Any vehicle towed from campus property will be towed at the owner's expense. Should your car be towed, please contact the Office of Campus Safety?

If a vehicle needs to be moved, the Campus Safety Office will make reasonable attempts to notify the vehicle's owner, if the owner is known, to move the vehicle before towing. Such attempts will include valid telephone numbers and the College email. An exception to the prior notification courtesy is in any space that has a posted tow-away zone sign or any vehicle which has been banned from campus by either Campus Safety or Citizenship Education.



## Coverage

Hiram College is not responsible for fire, theft, loss or damage of any kind to any vehicles and/or their contents while on college property.

Hiram College does not assume any liability for any damage or losses occurring by or to motor vehicles on its property.

Additionally, Hiram College will not assume responsibility or cost of Village issued parking tickets/towing for any reason.

## Parking on Village Streets

Hiram Village Ordinance No. 470 does not permit vehicles to be parked upon any public street or highway within the village between the hours of 2 a.m. and 6 a.m. Monday through Friday. Vehicles are permitted to park Friday evening through Sunday evening and during legal holidays as listed in Section 1.14 of the Revised Code. Failure to comply with this regulation could result in a Village issued parking ticket and/or towing by the Village. Payment of Village issued tickets can be done through a drop box at the Kennedy Center entrance or at the police department. Please note that there is an increase in the Village parking fee for tickets unpaid within 24 hours.

**Please Note:** Campus Safety cannot accept payment of nor grant any appeals to Village tickets. You must contact the Hiram Village Police Department or Municipal Office by calling 330.569.3236

## Loading/Unloading

Loading/unloading zones have been designated near each residence hall. Utilizing staff/visitor spaces will result in an automatic ticket. Loading/unloading zones require flashers to be left on and have a time limit of 15 minutes, unless otherwise posted. If all unload zones are full, students should wait for one to become available.

During opening or closing times, students loading or unloading their vehicle in a fire lane must keep their vehicle attended at all times. **The fire lane between Miller and Whitcomb cannot be blocked at any time, for any reason, for any length of time.** The Campus Safety staff or the Residential Education staff will make reasonable efforts to inform students of procedure regarding loading/unloading during opening and closing times. Loading/unloading in a fire lane is at your own risk, and may result in a Village issued ticket/towing for any length of time. Loading/unloading vehicles impeding emergency response are subject to ticketing and/or towing or could be damaged by responding personnel.

## Medical Accommodation

Students seeking a "special permit" for medical accommodation purposes must contact the Director of Disability, Counseling and Health Services at the Health Center and fill out the necessary paperwork. The Director of Disability, Counseling and Health Services will notify the Campus Safety Office of any accommodation and length thereof. These permits are valid only during the time span indicated by the Director and are not valid in disability, guest/visitor or reserved spaces. If a longer accommodation is needed, the student should request an extension from the Director.

## Disability Parking Spaces

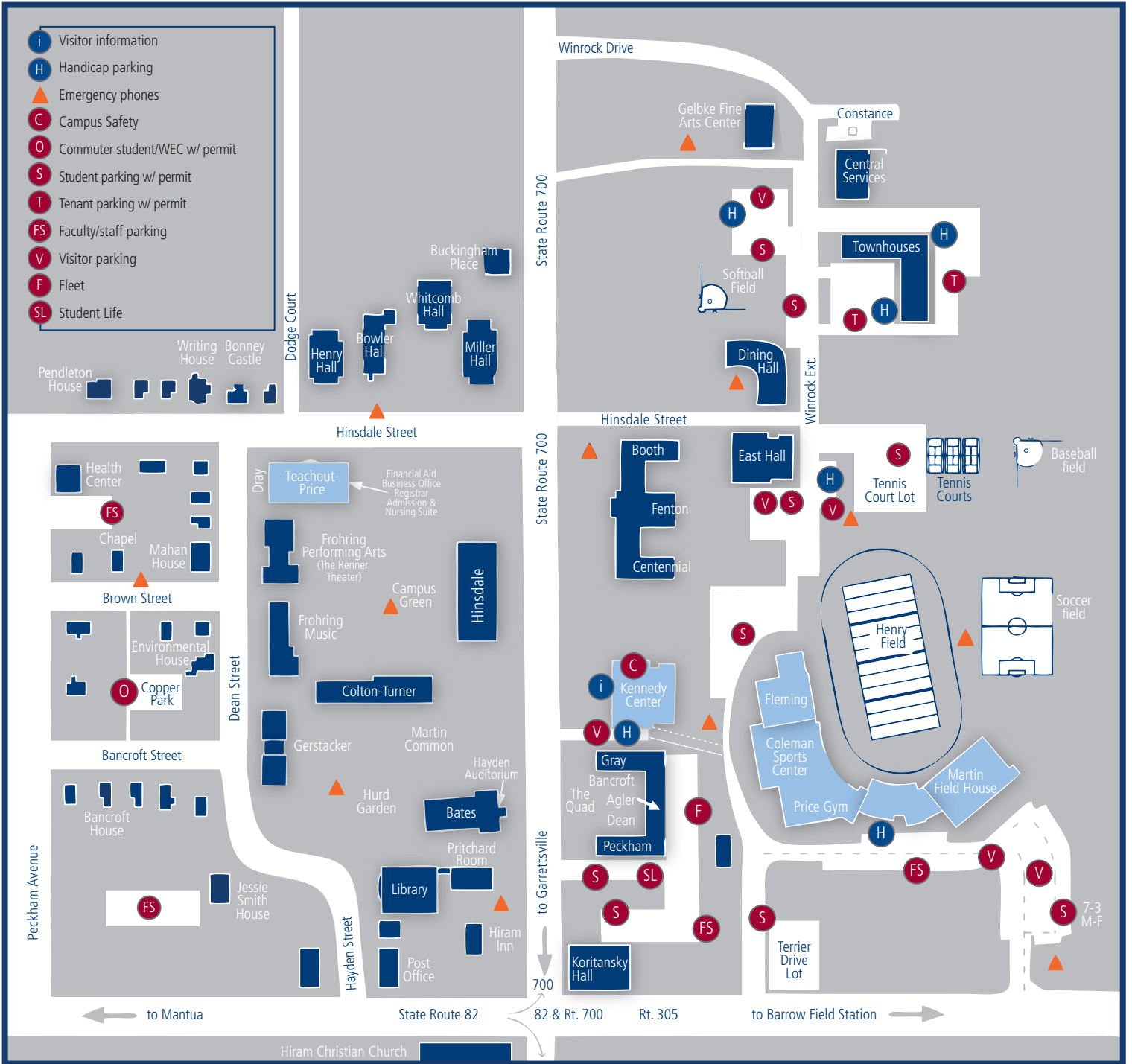
Anyone using a disability parking space must have the required state-issued disability license plate or placard in accordance with Ohio Revised Code 4511.69. A copy of the registration receipt issued by the Bureau of Motor Vehicles indicating that the disability placard is registered to you shall be provided to the Campus Safety Office and/or Director of Disability, Counseling and Health Services when purchasing a parking permit.

## Miscellaneous

Parking or driving any vehicle on any area of College property not designated for vehicular traffic is prohibited. In particular, driving/parking is prohibited on the grassy area adjacent to the residence halls, practice fields, walkways, the Quad courtyard and the athletic track. There are two one-way drives at the College. They include: Quad rear drive (enter by way of KC Lot, exit by Quad South Lot), and Miller Lot (Enter by Whitcomb, exit by Miller).

*you are here!* →

# HIRAM COLLEGE



## NOTES

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