

Auburn University at Montgomery Policies and Procedures

Title: Campus Parking Policy

Responsible Office: Financial and Administrative Services

I. PURPOSE

To establish a policy requiring vehicle registration for those vehicles parking on campus.

II. POLICY

1. All vehicles parking on campus (with the exception of those parking in metered spots) are required to be registered with campus police or park in a metered spot.
2. All registered vehicles must display one of the following permits:
 - a. Annual parking permit decal in lower corner of driver side back windshield
 - b. Faculty/Staff Reserved hang tag displayed in front window
 - c. Wellness Center Member hang tag displayed in front window
 - d. Annual vendor permit hang tag displayed in front window
 - e. Temporary parking permit placard placed in driver side corner of front windshield
3. Cost for registering vehicles will be as follows:
 - a. Non-resident students-\$30.00 per academic year; will grant access to general permit parking areas.
 - b. Resident students- Included in housing costs; will grant access to residential permit parking areas
 - c. Faculty and staff- None; will grant access to general permit parking areas
 - d. Faculty and staff reserved zone- \$75.00 per academic year; will grant access to Faculty/Staff reserved parking areas
 - e. Wellness Center- None; will grant access to Wellness Center parking lot
 - f. Annual Vendor/Guest Pass- None; will grant access to general permit parking areas
4. All guests parking on campus must do one of the following:
 - a. Park in a metered spot and pay for appropriate time
 - b. Obtain a guest pass from campus police at no charge
 - c. Obtain an annual vendor pass from campus police at no charge
 - d. Display placard distributed by conference services (conference attendees)
5. Parking policy will be monitored for registration between the hours of 7:00am-6:00pm Monday through Friday.

6. Parking at the baseball fields, intermural fields, and at running trail and track will not be monitored for registration.

III. EFFECTIVE DATE

August 17, 2015

IV. APPLICABILITY

This policy is available and applicable to faculty, staff, students, vendors and guests of the University.

V. RESPONSIBILITY

The Office of Financial and Administrative Services, in coordination with campus police, and the Office of the Cashier, has the responsibility for implementing and updating this policy as necessary. Any changes to this policy must come via recommendation by the campus parking committee.

VI. DEFINITIONS

General Permit Parking: White lined spots located in each of the parking lots on campus. Any registered vehicles are permitted to park in these spots.

Residential Permit Parking: White lined spots within lots designated for residential parking.

Faculty/Staff Reserved Parking: Orange lined spots found in most of the lots on campus. Only vehicles showing a "faculty / staff reserved" permit will be allowed to park in these spots.

VII. PROCEDURES

1. Registration

- a. All students and staff will register their vehicles through a designated online system. Payment can be submitted at the time of registration or charged to a student account.
- b. Registration is done on an annual basis based on academic year. Rates will be pro-rated from time of purchase.
- c. Vendors and guests may register at campus police.
- d. Two vehicles may be registered per registration fee for general permit and residential permit parking. Vehicles must be in the name of employee/student, family member of employee/student or member of employee/student household. Faculty/Staff reserved parking only allows for one vehicle per registration fee.
- e. Those who register online can print out their receipt to pick up their parking tag at campus police.

2. Enforcement
 - a. Parking will be enforced by Campus Police.
 - b. Violators may appeal fines to the Director of Police Operations
3. Communication
 - a. Policy will be communicated to employees via email messages prior to implementation. New employees will be notified by Human Resources during the onboarding process.
 - b. Policy will be communicated to existing students via email messages and MyAUM prior to implementation. New students will be notified during Orientation.
 - c. Appropriate signage will be displayed in each campus parking lot notifying people of registration requirement.

VIII. SANCTIONS

Vehicles failing to display proper registration will be assessed a fine of \$25.00.

IX. EXCLUSIONS

Parking policy will be relaxed during special events on campus including athletic events, recruitment related events, and other days as directed by Director of Police Operations.

X. INTERPRETATION

Any questions about this policy or suggestions for modifications or additions should be submitted to the Director of Police Operations or the Chief Campus Services Officer.

APPROVAL TO PROCEED: *q. J. Verone* DATE: *4/2/2015*

APPENDICES

Parking Proposal submitted to Senior Staff, December 2014

AUM Parking Proposal
Submitted to Senior Staff December 2014
by AUM Parking Committee

The AUM Parking Committee held numerous meetings to review and revise our current parking system. After lengthy discussions we would like to propose a new parking and registration process for AUM.

Parking Committee Objectives:

1. Create system that will allow campus police to identify the majority of vehicles parked on campus, enhancing safety.
2. Increase the number of parking spaces on campus accessible to students.
3. Generate revenue that can be utilized for maintaining current parking lots, adding additional lots and improving safety measures (i.e. add additional lighting / cameras).

Current Parking Program:

- Parking registration for “general parking” is recommended, but not mandatory.
- Faculty & staff have the option to purchase a permit that allows them to park in “priority parking” spots. The charge for this is \$25 per year.
- Resident students receive complimentary parking pass that designates them as a “resident student”.
- Passes are distributed at the start of Fall semester

We Recommend:

- That all vehicles parking on campus be registered and have identifiable parking permit displayed.
- Assessing students who park on campus a fee of \$30 per year.
- Increasing Faculty/Staff reserved parking fee to \$75 per year. Faculty and staff who do not wish to park in the reserved parking WILL NOT be charged to register their vehicle(s).
- Increasing the number of general parking spaces by approximately 36, and the total number of faculty/staff reserved spots by approximately 14.
- Adding approximately 24-metered spots for short-term visitor parking.

Implementation:

Faculty and Staff: Faculty and staff will register their vehicles, annually, prior to the start of the Fall semester. Faculty and staff that come to AUM at other times in the year will register their vehicle as part of their onboarding process. There will be no charge for faculty and staff to register their vehicle(s).

Students: Students will register as a part of their semester registration giving them parking privileges for the remainder of the academic calendar year. Parking can only be purchased for full year, but will be prorated based on purchase date. (Example: If you purchase in Fall, you will pay for full year even if you only take classes in Fall. If you begin taking classes in Spring semester, you will be charged for Spring/Summer).

Resident Students: Residents will follow the same registration process, but their fee is included in their room rate. Resident parking permits are only valid in designated residence hall lots.

Visitors: 2-hour metered parking will be added to the following locations in an effort to provide short-term parking. Signs will be displayed directing visitors to the Police Department if they need a temporary parking pass for longer periods of time (complimentary):

- North Side of Athletic Complex- 5 meters along curb
- Taylor Center near Admissions- 8 meters along curb (Admissions will retain their 2 spots for campus tours)
- Along the circle drive curb between Clement Hall and the Athletics complex - 11 meters (parallel parking) along curb

Meter rates will be .50 per hour, which is consistent with downtown Montgomery parking rates.

The Nursing Care Center will have two spots identified in Moore Hall lot for clients to park at no charge.

Conference Attendees: Conferences being held on campus will work with conference services and the police department to determine the best lot to direct their attendees to, pending conference date and time. Campus police will make parking assignments. After that lot is assigned, conference services will email the conference members a placard to print and display in their vehicles.

Vendors/Long Term Guest: Third party vendors/frequent guests coming to campus will need to register their vehicles with AUM Police. A temporary pass will be assigned to each vendor/guest vehicle. Annual vendor/guest passes will be available for vendors/guests that visit campus frequently. No fees will be charged.

Wellness Center Members: Patrons of the Wellness Center, who are not associated with campus as a student, staff member, or faculty, will be assigned a complimentary parking hang-tag as part of their membership. To better serve patrons we will remove faculty/staff parking from the front of the building and add 15 new faculty/staff spots to the rear of the building. There will be signs added to prevent any over night parking in the Wellness Center lot. All non-faculty/staff Wellness Center parking is limited to 2-hours.

Hours of Parking Policy Enforcement: 7am - 6pm Monday - Friday. The 12-hour time span is meant to control parking during peak hours and not become burdensome during slower hours. Officers would be alerted to the schedule for special events and would relax enforcement in the area of the events, when necessary.

Communication: Appropriate signage would be created to post strategically around campus communicating to visitors the need to register their vehicles.

Off-Campus Property / Employees: Vehicles parked in the Center for Life Long Learning parking lot will not be required to be registered. Any faculty/staff members who work off campus but wish to park on campus for any reason during enforcement hours must register their vehicles.

Summary of Approximate Spot Allocation:

34 faculty/staff spots will be removed from the Moore Hall lot and reallocated to general parking.

27 faculty/staff spots will be added behind Moore Hall.

24 faculty/staff spots will be added behind the library tower and administration building

5 faculty/staff spots will be removed from curb along the north side of the Athletics complex and reallocated to metered parking.

11 general parking spots along the circle drive curb between Clement Hall and the Athletics complex will be reallocated to metered parking.

13 faculty/staff spots in front of the Wellness center will be reallocated to general wellness center patron parking.

15 faculty/staff spots will be added to the rear of the Wellness Center.

8 one-hour parking changed to metered parking

In total we estimate that we are gaining 14 faculty/staff spots, 36 general spots, and 24 metered spots.

The Registration Process:

In order to efficiently and effectively register all cars, receive payment and track permits and tickets, we propose purchasing a software program that allows students, faculty and staff to register online via Banner. The estimated cost of the software program is \$70,000 for first year and approximately \$12,000 annually.

Students parking fees can be added to their student bill.

Parking Fines & Ticketing:

Tickets will continue to be issued by police officers and security monitors. The current and proposed fine schedule for parking illegally on campus is listed below.

VIOLATION	CURRENT FINE	PROPOSED FINE
Parking in accessible space	\$150.00	\$150.00
Parking adjacent to fire hydrant	\$25.00	\$50.00
Parking in reserved parking lot or reserved space	\$25.00	\$50.00
Double parking	\$10.00	\$35.00
Parking in loading zone	\$25.00	\$50.00
Expired Meter	N/A	\$10.00
Parking by yellow curb	\$10.00	\$35.00
Improper parking	\$10.00	\$35.00
Parking in driveway	\$10.00	\$35.00

The Appeals Process:

The first appeal would be the Chief of Police. If the individual is not satisfied with the ruling, members of the parking committee would hear the appeal and make the final decision.
