

Parking Policies for Students

All Queens University of Charlotte students are expected to follow the policies and guidelines set forth in this document.

All students **must register** their vehicle by the beginning of each academic year via this link: parking.queens.edu . After registering the vehicle, a decal for a designated parking area will be provided and parking will only be allowed in the designated parking area which corresponds to the parking permit. The decal is to be placed on the rear windshield, on the driver's side. **Registration is only valid for each academic year.**

Parking permits may not be transferred to another vehicle without permission from Campus Police.

Policies for Designated Parking Areas

A parking map is located at: **Campus Parking Map**

Upper Classman Resident Students – All students living in residential housing will park in the Byrum Parking Deck whenever your vehicle is on campus, **no exceptions.**

Commuting Students – On top of the primary permit purchased, one additional permit may be purchased through the parking portal for a small one-time fee, which will be reflected in the portal; however, only one vehicle will be allowed on campus at one time. Also, the secondary permit will NOT be issued until the primary permit has been paid for and picked up. The secondary vehicle must be licensed to either the student, spouse or parent. Commuter students will have access to all surface parking, including the Withers House Lot (Wellesley), Harris House Lot (Radcliffe), Gambrell Fine Arts Lot, Clock Tower Lot, and all on street parking (Selwyn, Wellesley and Radcliffe only) right side of the street, immediately adjacent to Queens' property from 6 am until midnight. Commuters are not allowed to be on campus past 11:59 pm at all times, *including weekends.* **Parking in Queens Hall Circle is always prohibited.**

Street Parking – As stated above, regarding Commuter parking, Queens University has jurisdiction over the parking spaces on Selwyn, Radcliffe and Wellesley from 6 am until Midnight and those spaces always require a parking pass during the day. The City of Charlotte takes over jurisdiction from Midnight to 6 am and they have a no parking policy in place.

Motorcycle/Moped/Scooters – Motorcycles, Mopeds or Scooters must be registered just like an automobile, a permit purchased and displayed and obey all existing parking rules. Campus Police reserves the right to determine if the two-wheeled vehicle meets our criteria for a decal. The student must be licensed to drive their vehicle, and the vehicle must be registered with the appropriate state DMV. Please note that First Year Students are not allowed to bring any vehicle on campus unless they have an approved exception. Whether the vehicle is electric, or gas powered, they are not allowed to be housed in any Resident Halls or any other enclosed space, as that is a fire hazard. Any gas-powered vehicle must be housed in the parking garage; and electric ones are to be housed in Bicycle racks.

If after multiple passes of the lots a commuter cannot find a space - Call Campus Police at 704-337-2306 for immediate assistance

Student vehicles found in any location not allowed by their parking permit will be ticketed, **No exceptions.**

*****Please utilize courtesy and respect of others when parking in any space, but put forth extra effort when parking in spaces marked (C) for Compact cars*****

Student Visitors Parking

- Queens students who are having an overnight guest are required to have their guest register their vehicles with Campus Police and pick up a temporary pass. The student is required to accompany their guest to Campus Police for this registration.
- Per Campus regulations, students may only have a visitor remain overnight for 2 consecutive nights
- All visitors must park in the area designated for their visit, as stated on the temporary pass they are given - **NO EXCEPTIONS**

- In conjunction with the Queens Honor Code, all students are responsible for their guest's behavior and that includes parking related matters. If a student's guest is in repeated violation of the Queens Parking Policy, then the student can be held responsible by way of losing their own parking privileges for the rest of the academic year and potentially having their guest trespassed from our campus.
- Student Organizations cannot reserve parking spaces in Queens Circle or the Withers Lot on their own. They must have their faculty/staff advisor reach out to the reserved parking department for assistance with parking for their guests. For any other basic guest parking they can contact Joe Liotta at parking@queens.edu

General Parking Guidelines

1. Traffic regulations are subject to enforcement 24 hours a day, 365 days a year. Always assume that parking is enforced, even if classes are not in session.
2. **A vehicle is not registered until the appropriate decal or permit is displayed correctly on the vehicle.** All decals are to be placed on the rear/back window of the vehicle in the lower left (driver's side) of the window. A University decal or permit (hangtag or dashboard permit) is required to park in lots, decks or associated side streets and it is up to the permit holder to know where the decal/permit allows them to park.
3. Vehicles without a valid parking permit or parked in the wrong designated lot will receive a parking ticket for each day of non-registration or for being parked in the wrong lot.
4. **Please report all lost or stolen decals to Campus Police immediately.**
5. Campus Police reserves the right to limit permit issuance to prevent overcrowding in any parking area. It is important that those desiring parking privileges obtain permits without delay.
6. **Permit holders are responsible for knowing and obeying all parking rules and regulations.**
7. Permit holders always have sole responsibility for their registered vehicles and any violations associated with that vehicle. Part of that responsibility is knowing that it may take more than one pass through lots that are accessible with their decal to locate a space. Lack of space is not a valid excuse for illegal parking. ***If after multiple passes of the lots you are designated to park in, you cannot find a space - Call Campus Police at 704-337-2306 for immediate assistance***
8. Check your vehicle daily. A vehicle illegally or improperly parked may receive a new ticket each day it is illegally parked.
9. If your license plate changes or if you obtain another vehicle, contact Campus Police to update your vehicle information and to obtain a new parking decal.
10. Should you require a short term/temporary parking pass, our Campus Police office is staffed 24 hours a day and can be reached after normal business hours at 704-337-2306.
11. Queens University of Charlotte assumes no responsibility for the care or protection of any vehicle or its contents while operated and/or parked on campus. Remove your keys and valuables and lock the vehicle when it is left unattended. Valuables if not removed should be secured in the trunk. Report all thefts immediately to Campus Police.
12. Disabled vehicles must be reported to Campus Police immediately, either in person or by phone. Arrangements will need to be made to remove the vehicle as soon as possible.
13. Any vehicle parked illegally may be ticketed and booted/towed at the owner's expense.
14. ***Parking in campus fire lanes is prohibited.*** This prohibition will always be strictly enforced. Vehicles found in violation are subject to ticketing and/or towing at owner expense.
15. You must contact Campus Police to request a 15-minute grace period when loading and unloading heavy items, and you must have your flashers on as an indication of your imminent return. Exceeding your allotted time could result in ticketing.
16. Drivers of all vehicles shall obey the lawful instruction of any campus police officer and/or any official traffic sign on campus.
17. The speed limit is 15 MPH on University property, unless otherwise posted. Vehicles must always be operated in a safe manner and yield the right-of-way to pedestrians.
18. Parking on sidewalks or grass is always prohibited. Vendors must contact Campus Police for exceptions.

Citations, Booting/Towing

The University reserves the right to remove any vehicle that is illegally parked, non-registered or parked in such a way as to constitute a hazard, impedes vehicular or pedestrian traffic, blocks the operation of emergency equipment, or interferes with services. Owners are required to pay all costs involved with the removal, impounding, and storing of such vehicles. Queens University of Charlotte is not responsible for damages to, loss of or theft from towed vehicles. If you think your vehicle has been towed, please contact Campus Police.

1) Any vehicle receiving THREE (3) parking CITATIONS for *non-registration* will be BOOTED at the time of the 4th occurrence. To have the Boot removed, all of the following must occur: ALL fines owed paid in full including the \$100.00 fine for the Booting itself, and the vehicle will have to be registered and the appropriate permit purchased. Any damage to the Boot can incur charges up to \$500.00 and potential loss of parking privileges.

2) Any vehicle receiving FIVE (5) citations for ANY VIOLATIONS will be BOOTED at the time of the 6th occurrence. To have the Boot removed, the vehicle owner must come to Campus Police and meet with either the Head of Parking, or the Chief of Police. The owner will be expected to pay all fines owed, including the \$100.00 Boot Fine and discuss what consequences will follow, up to and including the loss of parking privileges for the remainder of the academic year and possibly the following year.

If a vehicle is towed for any reason relating to the parking policy, it must be cleared by Campus Police (by coming to the office and paying all outstanding fines) before the vehicle can be released and the car owner will be responsible for paying the Towing Company their towing cost as well as any daily storage fines.

There will be no parking in or on:

- No parking zones / loading zones
- Fire lanes
- Sidewalks or walkways
- Any 24-hour restricted lot or space
- Grass or grounds
- "Handicap Parking" spaces if the vehicle does not display a valid handicap license plate/placard or a Queens University of Charlotte temporary handicap permit
- Dumpster areas
- Any area not designated as a parking space**

****NOTE: It is impossible to post NO PARKING signs in every campus location that is not intended for parking. If a space is not a marked parking space, it shall be considered a NO PARKING space.** Vehicles parked on campus in violation of University parking regulations are subject to towing at the owner's expense.

Parking Fines

| <u>Violation</u> | <u>Fine</u> |
|---------------------------------------|-------------|
| No Valid Decal of any kind | \$ 50.00 |
| Parking in Lot not permitted by Decal | \$ 50.00 |
| Parking in a Fire Lane | \$100.00 |
| Parking in a Reserved Space | \$100.00 |
| Parking Improperly | \$ 50.00 |

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|-------------------------------------|----------|
| Parking in a No Parking Zone | \$ 50.00 |
| Obstructing Traffic | \$ 50.00 |
| Parking on a Sidewalk | \$ 50.00 |
| Parking on the Grass | \$ 50.00 |
| Permit Improperly Displayed | \$ 50.00 |
| Using a Stolen Decal | \$200.00 |
| Having a Counterfeit/Altered Decal | \$200.00 |
| Parking in a Handicap space | \$250.00 |
| Having a boot placed on the vehicle | \$100.00 |

Campus Police reserves the right to revoke parking privileges for multiple violations or unpaid fines.

Parking and Traffic Violation Payment Process

As we no longer accept cash or checks, violations can be paid online at: **Parking Portal**

PAYMENT OPTIONS:

You have 10 days from the date the ticket is issued to pay the indicated fine, ONLINE, with a credit/debit card. After that time, if the ticket has not been paid, the full amount will be placed directly onto your student account.

Please be aware that unpaid fines can result in the inability to register for a new semester as well as the withholding of grades and/or transcripts.

Appeals

Persons wishing to appeal a parking ticket must access the online parking appeal form at: **Parking Portal** within **Ten (10) days of receiving the ticket**. Please note, appeals are granted only in rare and exceptional circumstances and the response time may be up to one week.

Oversized Vehicles

Vehicles that are too large to fit into the parking decks or navigate the lots must be discussed with Public Safety and Campus Police to determine appropriate parking space placement. Contact the Parking and Transportation Coordinator for specific parking instructions.