

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 are not transferable; if you change vehicles for any reason, contact the parking department for assistance.

Policies for Designated Parking Areas

A parking map is located on the website: [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**. This includes nights, weekends, holidays, and summer.

- **Charging Areas for Residential Electric Vehicles**
 - While we do not have dedicated charging stations, there is an option available to our residential students, inside the Bryum Deck, for those who have a Level 1 charger. On the 2nd, 3rd and 4th floors, there are power outlets which are located on the wall next to the stairwell doors at each end of the deck. The parking space that is closest to the stairwell doors on each floor will be designated with signage as available for charging purposes but will not be exclusively restricted to that use. Students are encouraged to relocate their vehicle to an alternate parking space when the charging is complete to make room for others to do the same.
- **Over-sized Residential Vehicles**
 - There are a limited number of parking spaces available, on the first floor only, of the Byrum Deck for oversized vehicles and those spaces are designated by signage. No student driving a regular vehicle should be parked in the over-sized spaces and if they do, they are subject to being ticketed.

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 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 a.m. until 8 p.m. Commuters are not allowed to be on campus after 11:59 p.m., *including weekends*. **Parking in Queens Hall Circle is always prohibited.**

- **Commuter Athletes Traveling with teams**
 - Whenever a Commuter student needs to drive to campus and leave their vehicle on campus overnight in order to travel with their team, they must:
 - **Park in the Soccer lot only**
 - Come to Campus Police *prior to departure* to sign out an Athlete Travel Hangtag, which allows them to be on campus overnight. This hangtag must then be returned to Campus Police when the team returns or there is a \$25.00 fee that will be placed on the Students Account. There is an officer on duty 24 hrs a day to assist the student.

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 8 pm and those spaces always require a parking pass during this time frame. The City of Charlotte takes over jurisdiction from 8 pm 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; 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 parking is unavailable after multiple attempts, please contact Campus Security 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; and there is an officer on duty 24 hrs a day to assist you.

- Per Campus regulations, students may only have a visitor remain overnight for 2 consecutive nights. Please speak to your RA for guidance on how often you may have overnight guests each semester.
- 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 trespass 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 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 who desire parking privileges obtain their 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 parking is unavailable after multiple attempts, please contact Campus Security 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 if 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 and appeals will not be granted.
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 COMBINATION OF 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	\$25.00
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

We do not accept any forms of payment in person; violations must 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.