

## **CHAPMAN UNIVERSITY PARKING POLICY**

### **I. INTRODUCTION**

Chapman University extends the privilege of operating motor vehicles on the campus to all duly registered employees, students and visitors. All motor driven conveyances, whether automobiles, motorcycles, motor scooters or motor bikes, regardless of size, shape or number of wheels are herein defined as vehicles. All privately owned vehicles (as opposed to University-owned vehicles) while in operation or parked within the confines of Chapman University are restricted to the use of regularly designated parking lots and driveways. Chapman University reserves the right to withdraw motor vehicle privileges from any University employee or student at any time for cause.

### **II. DRIVER'S LICENSE REQUIRED CVC 12500 (a)**

The State of California requires that any person driving a motor vehicle must have a driver's license and the license must be for the type and class of vehicle being driven. Persons driving cars must have a class "C" license and persons driving motorcycles must have a M1 motorcycle license. Thus, Chapman University requires all persons requesting a parking registration (permit) to be a licensed driver.

### **III. RESPONSIBILITIES**

- A. The person in control of a vehicle registered on campus shall at all times be responsible for any and all parking penalties, fines, and liability of damage claims arising in connection with the possession or operation of the motor vehicle on campus.
- B. For vehicles not registered with the Department of Public Safety and Parking Services, but located on campus with or without permission, the registered owner as listed with the State Department of Motor Vehicles shall be responsible for any and all parking penalties, fines and liability of damage claims arising in connection with the possession or operation of the motor vehicle on campus.
- C. Chapman University, including its Department of Public Safety and Parking Services, and the University's officers, agents and employees assume no legal responsibility either written or verbally implied for the care or protection of any vehicle or its contents at any time, including the time it is on any property owned and/or operated by Chapman University or the time during which it has been impounded.
- D. Receiving an annual parking permit (regardless of type) or temporary parking permit does not guarantee a reserved parking space for an individual. It does, however, give you the privilege to park and/or drive on property owned and/or operated by Chapman University.
- E. It is the responsibility of all students and employees to obtain, read, and abide by the policies listed herein and to monitor the Parking Services website and Chapman e-mail weekly for parking lot closure and event parking information.
- F. Parking Services retains the right to modify the Parking Plan where necessary.

### **IV. REGISTRATION PROCEDURES AND REQUIREMENTS**

- A. Students and employees of Chapman University who own, maintain or are in charge of motor vehicles on any property owned and/or operated by Chapman University shall ensure their vehicles are registered with the Department of Public Safety and Parking Services at all times.
- B. Employees and students shall renew their registration at the beginning of the fall semester, at time of hire, or date of matriculation. Whenever a previously registered vehicle is replaced; it is the owner's responsibility to register the newly acquired vehicle within 24 hours. Permits and waivers must be renewed annually at the beginning of the fall semester.
- C. The parking permit is issued once a school year. Refer to the Parking Plan below for fees. Commuter students, Faculty and Staff have the option purchase a low-cost Villa Park Orchard (VPO) permit via a registration process. Registration for VPO permits opens on; June 5, 2017 at 9 AM. Employees may pay via monthly payroll deduction or at the Cashier's Office. Students are automatically charged a parking permit fee. Students successfully registering for a VPO Permit will have their fees adjusted at the Business Office.
- D. A vehicle shall be registered in the name of the student or employee who is the legal owner, registered owner or primary operator.
- E. Any change of license numbers and/or vehicles must be updated on-line prior to the vehicle being parked on campus. Vehicles not properly registered are subject to citation.
- F. Parking registration must be completed on-line at [www.chapman.edu/vr](http://www.chapman.edu/vr). Parking permits will be mailed beginning July 10, 2017 to those selecting the mail option. Parking permits (except Panther Village) will be available to pick up in person at the Department of Public Safety and Parking Services beginning August 1, 2017

through August 27, 2017, Tuesdays – Thursdays, 9AM – 4PM. After August 27, 2017, permits will be available for pick-up 24 hours-a-day, seven days-a-week.

- G. An annual parking permit is mandatory for all faculty, staff, administrators and students. Those who do not drive or who use alternate means of transportation may obtain a waiver only during the first three weeks of each semester. The fall parking permit fee can only be waived during the first three weeks of the fall semester. The spring parking permit fee can be waived up until the third week of the spring semester.
- H. Faculty and staff employees who have reached or will reach the 30 years of regular service within the upcoming parking permit year and drive to campus are eligible for a complimentary 30-year permit. Eligibility is determined by Human Resources. A 30-year faculty member, with a valid 30-year permit, may park in any lot or space designated for faculty use. A 30-year staff member, with a valid 30-year permit, may park in any lot designated for staff use. The permits are annual permits and must be renewed each fall semester. 40-year faculty or staff will also be issued a complimentary hangtag with the 40-year designation on it. This allows access to one reserved 40-year space in the Hashinger Lot on a first-come, first-served basis. Eligibility is also determined by Human Resources. All 30-year faculty and staff members must register for a permit on-line at [www.chapman.edu/vr](http://www.chapman.edu/vr) at the beginning of each fall semester. You will register for whatever type permit best meets your status (faculty or staff). A 30-year permit will not be an option to select as eligibility must be confirmed by Human Resources.
- I. Parking fees may be waived during the first three weeks of each semester or term. A waiver **must be requested on-line at the beginning of every fall semester/first term** if you will not be bringing a vehicle to campus. The website to request a waiver is [www.chapman.edu/vr](http://www.chapman.edu/vr). Only new/transfer students, faculty or staff, entering in the spring/summer semester/term qualify to waive the parking fee in the second semester/term. **The deadline to waive (in each semester/term) is 5:00 p.m. Sunday the end of the third week of classes. You must contact Public Safety prior to the waiver deadline to verify it was submitted properly.** Because there are occasions where a person who signed a waiver may have to drive they are allowed to buy a temporary day use permit from a dispenser in one of the visitor parking areas up to three times per semester. Anyone with a waiver found parking on city streets (including those driving over and parking with an Area A permit), in public parking lots (including the public library) or the Metrolink lot (in spaces not designated for Chapman use) may be subject to the following: Students in violation of this policy will be subject to sanctions through the student conduct system. Faculty violators will be reported to the Chancellor and Administrator/Staff violators will be referred to Human Resources. Because parking permits are mandatory for all university constituents, faculty and administrators/staff who will not be bringing vehicles to campus are also required to waive the parking permit even though the fee is not automatically deducted from the paycheck. If you do not drive a vehicle to campus or use alternative means of transportation (i.e. carpool) you may waive the mandatory parking permit.
- J. Replacement cost for a lost or stolen permit or transponder is \$25.00. A Lost/Stolen Report will need to be filed with Public Safety before a new permit is issued. Payment must be made to the Cashier or Business Office prior to a new permit being issued. Proof of payment is required. Filing a false police report or anyone found using a reported lost or stolen permit will be subject to vehicle impound and university sanctions. **If a vehicle is sold, an attempt should be made to remove the old sticker or transponder and bring it to the Public Safety Office. If the original permit or transponder is returned, a replacement one will be provided at no cost. If the permit and/or transponder is not removed and returned to Public Safety, the replacement cost for a new permit or transponder will be \$25.00.** All vehicles are required to be registered in the Vehicle Registration System before a replacement permit can be issued.

## V. DISPLAY OF VALID PARKING PERMIT

- A. Every vehicle parked in university owned or operated parking areas must have a valid parking permit affixed via the permit's adhesive to the driver's side lower left corner of the windshield or hanging from the rear view mirror. Visitor/Contractor one-day permits must be displayed on the dash or rear-view mirror. Chapman University has a mandatory parking permit policy for all university constituents. This policy, mandated by the City of Orange, is designed to promote on-campus parking to lessen the impact on the residents living in close proximity to the university.
- B. **Whenever a vehicle is driven to campus other than the primary one with the permit adhered to the window, you can obtain a complimentary temporary day pass from Public Safety that can be valid up to 2 weeks. If you were issued a hangtag type permit, you will need to move that permit to whichever vehicle you are driving to campus for the day.** Any vehicle displaying a temporary day pass must be registered in the Vehicle Registration System. Only one vehicle per permit number, may be parked in university owned or operated parking areas at one time. More than one vehicle on campus at a time or failure to register the vehicle will result in a parking citation and/or disciplinary action. Parking without a valid parking permit will result in a parking citation.
- C. Those with disability placards/plates will be required to show proof of issuance from the state. Placard numbers must be on file with vehicle registration information in the Public Safety and Parking Services office. You must register your placard at [www.chapman.edu/vr](http://www.chapman.edu/vr). All vehicles displaying disabled placards/plates must also display a valid (annual/short-term) University parking decal/permit.
- D. Motorcycles shall have an annual parking permit affixed to the front left fork or the lower left corner of the windshield.

- E. Contractors/vendors are required to register with Public Safety and obtain a parking permit before parking on campus. Parking without a valid permit displayed from the rear-view mirror or dash of the vehicle (depending on type of permit), will result in a parking citation and/or tow. Parking in restricted lots, spaces or zones will also result in a parking citation and/or.

## **VI. OPERATION AND PARKING OF MOTOR VEHICLES**

- A. The speed limit in all parking lots and driveways is 10 miles per hour and 5 miles per hour in the parking structures. Regardless of the posted speed limit, a vehicle operator shall not drive at speeds that are excessive or imprudent for existing road, pedestrian, and weather or traffic conditions.
- B. Every vehicle shall be parked within a designated parking stall as painted in parking lots/structures.
- C. Pedestrians have the right of way at all times.
- D. All state and local laws are enforced on property owned and/or operated by Chapman University.
- E. All traffic accidents shall be reported as quickly as possible to the Department of Public Safety.
- F. All posted traffic signs are to be obeyed.
- G. All parking regulations are enforced 24 hours-per-day, 365 days-per-year.
- H. No vehicles are to be driven and/or parked in such a manner that obstructs the free movement of emergency vehicles on campus. If a vehicle is so parked, it is subject to immediate tow at the owner's expense.
- I. There is no overnight parking permitted in any commuter/faculty/staff parking area. All vehicles must vacate these locations by 3 AM. Vehicles left overnight are subject to citation and/or tow at owner's expense. Exceptions to this policy must be approved by Parking Services. Commuter students may not store vehicles on campus ever and Resident students may not store vehicles on campus over summer.
- J. Public Safety and Parking Services reserves the right to restrict access to parking lots, structures or spaces as needed. Parking in a temporarily restricted lot, structure or space may result in a parking citation and/or tow at owner's expense. It is the responsibility of the vehicle operator to abide by posted signage, to monitor Chapman E-mail for parking notices and to check the Parking Services website for updates.
- K. Vehicle maintenance and repairs are not permitted in campus parking lots or structures with the exception of licensed businesses performing windshield replacement, tire changing or jumpstarts. Individuals conducting repairs on personal vehicles on the premises may be referred for disciplinary action. Additionally, individuals improperly disposing of hazardous materials (oil, power steering fluid, antifreeze, batteries, etc.) will be reported to the Department of Environmental Protection.

## **VII. DRIVING WHILE INTOXICATED**

- A. Driving while intoxicated on private property is a crime in the state of California. California Vehicle Code 23152 (a) & (b) states: "It is unlawful for any person who is under the influence of an alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug, to drive a vehicle." and "It is unlawful for any person who has 0.08 percent or more, by weight, of alcohol in his or her blood to drive a vehicle."
- B. It is a major safety hazard to you, as well as the University community, to drive a vehicle while intoxicated and will be treated as such. If, in the opinion of the Public Safety or Parking and Transportation officer, a person appears to be driving on campus while intoxicated, the Orange Police Department will be called to assist. A person may be arrested for driving while intoxicated and/or may receive punitive action from the University.

## 2017/2018 PARKING PLAN

Chapman University's city mandated parking plan requires all Chapman University Faculty, Staff, and Students to park on University owned or controlled property when attending classes, events or working at the University.  
Permits are required 24 hours-per-day, 365 days-per-year.

Status/Permit Type	Pricing – Annual Fee (Billed monthly for Fac/staff and by semester for students)	2017/2018 Annual Permits Valid 8/1/17 – 8/10/18 in the Following Locations
<b>Student – Commuter Permit</b>	<b>\$370 – Full-time \$185 – Part-time</b> (determined by unit load)	Barrera Structure, Lastinger Structure, West Campus Structure, Becket Lot, Cypress Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Dance Studio Lot, Rinker Health Science Campus.
<b>Student – Resident Permit</b> On-campus Housing Residents and Panther Village Residents with no assigned space at Panther Village	<b>\$370 \$185 for PV Overflow Residents</b>	Davis/Harris Lot, Jim Miller Structure, Pralle Underground Garage, Sandhu Hall Garage, designated spaces on Cypress Street bordering the Villa Park Packing Plant Fence. (Panther Village Residents must take shuttle to and from Panther Village or utilize Saferide if shuttle not operating) Knott Studios and West Palm Industrial Lots after 4PM weekdays/all day weekends.
<b>Student – Panther Village Reserved Space</b> (Spaces are assigned by Residence Life after move-in. Must already be registered for and have a valid Resident Permit to be eligible.)	<b>\$370</b> (94 total spaces available)	<b>Panther Village Reserved Numbered Space.</b> Must take shuttle to and from campus or utilize Saferide if shuttle not operating. PV Residents not assigned a space will be issued Resident Permits and can park in same areas as other housing residents. Knott Studios and West Palm Industrial Lots after 4PM weekdays/all day weekends.
<b>30+Year Employees</b>	<b>No charge</b> (Eligibility determined by HR)	30+year faculty parking available in same locations as faculty permit holders. 30+year staff parking available in same locations as staff permits. One space designated 40-Year Faculty/Staff in the Hashinger Lot available first-come, first-served to 40-Year faculty/staff, special placard required.
<b>Faculty</b>	<b>\$370</b>	Barrera Structure, Hashinger Lot, Lastinger Structure, West Campus Structure, Becket Lot, Cypress Lot, Dance Studio Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Faculty Reserved Spaces in Barrera and Knott Studio Lots. Rinker Health Science Campus.
<b>Adjunct Faculty</b>	<b>\$70</b>	Barrera Structure, Hashinger Lot, Lastinger Structure, West Campus Structure, Becket Lot, Cypress Lot, Dance Studio Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Faculty Reserved Spaces in Barrera and Knott Studio Lots. Rinker Health Science Campus.
<b>Staff</b>	<b>\$370– Full-time \$185 – Part-time</b> (PT=<20 hrs./wk)	Barrera Structure, Lastinger Structure, West Campus Structure, Becket Lot, Cypress Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Dance Studio Lot, Elliott Alumni House, Chapman Offices on Glassell Street, 544 N. Cypress, Rinker Health Science Campus.
<b>Presbyterian Lot/West Campus Structure Permit</b> Available to Faculty and Staff on a first-come, first-serve basis	<b>\$120</b> (350 permits available on a first-come, first-serve basis)	<b>Presbyterian Lot or West Campus Structure Monday – Friday, 7AM – 6PM.</b> After 4PM weekdays, all day weekends and summer during unrestricted dates, permit is also valid in regular faculty/staff parking locations.
<b>VPO Lot</b> Available via registration to Commuter Students, Faculty and Staff Only	<b>\$70</b> (110 permits available via registration process which opens 6/5/17 at 9 AM)	<b>VPO Lot (NW corner of Cypress Street and Palm Avenue)</b> <b>Week days and interterm VPO permits only valid in VPO Lot.</b> VPO permits are <u>only</u> valid in commuter parking areas <b>all day weekends and summer during unrestricted dates.</b>
<b>Handicap Placards</b> (Valid permit required in addition to valid placard. <b>Must be registered with Parking Services</b> )	<b>Issued through the CA DMV.</b>	Must have a valid permit in addition to state issued disability placard/plates. May park in <b>any disabled designated parking space</b> in <b>any lot</b> or any space in any Unrestricted parking lot/structure depending on permit type. See permit type lot designations above.
<b>Carpool Placard</b> (Must register with HR to be eligible)	<b>\$185 per carpool participant</b> (minimum purchase of 2 permits per group)	Spaces located in <b>Barrera Structure, Lastinger Structure, Knott Studios Lot, Palm Lot, Rinker Health Science Campus and West Palm Lot.</b> <b>For main campus, on non-carpool days during the fall and spring semesters, permits are valid only in the West Campus Structure. Permit is valid in Barrera and Lastinger during the summer on non-carpool days.</b>
<b>Visitor Parking</b>	\$2 for 2-hours, \$3 for 4-hours, \$5 for 12-hours	<b>Cypress Lot, Knott Studios Lot, Palm Lot, West Campus Structure, Or West Palm Lot.</b> Monday – Thursday after 4PM and all day Friday – Sunday, Visitor parking is also available in any unreserved space in the Lastinger and Barrera Structures. Valid permit must be visible on dash or rearview mirror of the vehicle.
<b>Restricted Lots</b>		<b>The Memorial Lot and Conference Center Lot are restricted at all times. Special permits are required.</b>

\*Color coding corresponds with permit color and lot designations listed on the parking map.

**VIII. PARKING AREAS AND ZONES at or near the entrance of every lot on campus is a sign designating lot assignments. Parking is restricted, permits are issued for specific lots and all vehicles parked in unauthorized areas/spaces will receive a citation. Please refer to the above parking plan for specific parking lot assignments.**

- i. **Disabled spaces** require the vehicle driver to display a valid disability placard in addition to a valid university permit. Faculty, Staff and Students with valid disability placards must submit a copy of the state registration card to Parking Services either in person or by scanning a copy of the card to [transportation@chapman.edu](mailto:transportation@chapman.edu). The placard must be issued to the person using it for parking privileges. The placard must be registered in the permit holders Vehicle Registration Record. Those with valid university permits and disability placards can park in any disabled space on campus or any regular space in an unrestricted lot/structure. Vehicles parked with valid disability placards in non-disabled spaces in restricted lots are subject to citation. For assistance with transportation to and from your vehicle, please contact Public Safety.
- ii. **Reserved spaces** are restricted at all times. Parking in a reserved space will incur an \$80 citation.
- iii. **VPO Lot** is restricted to those constituents who successfully participate in the VPO permit registration process. Access is restricted to VPO permit holders at all times. VPO permit holders are restricted to the VPO Lot Monday – Friday, September through May of each academic year. On Saturdays, Sundays, and unrestricted parking during the summer, VPO permits are valid in any lot designated for commuter or staff permits. All non-VPO Permit holders must park in locations designated in the 2017/2018 Parking Plan.
- iv. **Carpool Spaces Policy**
  - i. There must be a minimum of 2 people who are full-time Chapman University staff, faculty, or commuter students who are committed to carpooling at least 3 days per week for one full academic year.
  - ii. Each participant will be required to purchase a parking permit at the part-time employee rate of \$185.00. If a participant wishes to waive the cost of their permit, they may do so; however, carpool groups will then split the cost amongst each other. A minimum of two permits must be purchased.
  - iii. The carpool program is limited to the first 25 qualifying groups and is available for enrollment at the beginning of each fall semester. The enrollment deadline is 5 PM on Friday of the third week of each fall semester. **Participants must register with Human Resources prior to going to Public Safety.**
  - iv. Participants must register their vehicle on-line at [www.chapman.edu/vr](http://www.chapman.edu/vr) and present an approved carpool application at the Public Safety Office to obtain a carpool hangtag and annual parking permit.
  - v. Issued 1 permit per paid individual for display in the vehicle. All vehicles using a carpool permit must also have a valid annual permit affixed to the left front windshield of the vehicle. If an alternate vehicle is driven to campus, a complimentary temporary hangtag permit must be obtained from Public Safety to display with the valid Carpool Hangtag. All vehicles driven to campus must be registered in the VR System.
  - vi. Issued 1 Carpool Hangtag per carpool group for display in the vehicle.
  - vii. Hangtag to be used only on the days you carpool.
  - viii. Hangtag will be registered under all VR records of carpool group participants with valid permits.
  - ix. Issued 1 transponder per carpool group to access Lastinger/Barrera structure.
  - x. Park in Carpool Preferred Reserved Spaces in the Lastinger Structure, Barrera Structure, Dodge Lot, Palm Lot, and West Palm Industrial Complex Lot.
  - xi. These spaces are authorized to be used only on the days you carpool.
  - xii. These spaces are available on a first-come-first-serve basis.
  - xiii. If the Carpool Preferred Reserved Spaces are occupied, the carpool group may park in any non-reserved space in the Lastinger Structure, Barrera Structure, Knott Studios Lot, Palm Lot, and the West Palm Industrial Complex Lot.
  - xiv. On non-carpool days, each participant with a valid permit will be required to park in any non-reserved space in the West Campus Structure.
  - xv. Each faculty or staff participant will be required to complete a Payroll Deduction Form for their pass or pay in full at the Cashier's Office. Student carpool participants will have the parking fee adjusted on their student accounts once the carpool application has been approved by HR.

- xvi. Any misuse of the hangtag, transponder or parking in the carpool spaces on a drive-alone day will result in loss of carpool privileges, and carpool participants will also be required to pay the difference for a standard parking pass. Vehicles are also subject to citation when parked in a Carpool space in Barrera Structure, Knott Studios Lot, Lastinger Structure, Palm Lot or West Palm Lot on non-carpool days.
  - xvii. Carpool participants are held responsible for the transponder. If it is lost, the replacement cost is \$25.
  - xviii. Participants in the Panther Plus Carpool Program are ***not*** eligible to participate in the Rideshare Incentives quarterly drawings.
- v. **EV Charging Station Spaces** are located in the Barrera Structure, Becket Lot, Jim Miller Structure, Knott Studios Lot, Lastinger Structure, West Campus Structure, West Palm Industrial Lot and the Rinker Campus. A valid university permit of any type is required for use of these spaces and they are time restricted. The spaces have a three-hour charging limit to allow maximum usage by all university constituents. Vehicles charging or parked beyond the 3-hour posted limit are subject to citation. Additionally, vehicles parked in an EV space without actively charging are subject to citation. Vehicles must be parked in EV spaces to access the charging station. Vehicles parked in non-EV designated spaces and charging are subject to citation.
- vi. **Visitors** may park in the Cypress Lot, Knott Studios Lot, Palm Lot, Rinker Campus, West Campus Structure or the West Palm Industrial Lot in any unreserved space. Visitors parking in the Palm Lot or West Palm Industrial Lot will need to purchase a permit from the machine located in the Knott Studios Lot or West Campus Structure prior to parking. Visitors to the Rinker Campus may purchase a permit from the dispenser located by the emergency phone in the parking lot between 9401 and 9501. The machine accepts credit cards only for payment. Monday – Thursday after 4PM and all day Friday - Sunday visitors with valid parking permits may also park in the Barrera and Lastinger Structures. Guests with valid disability placards may park in the structures any time of the day with the purchase of a temporary guest permit. Access is granted via intercoms located at the structure entrances. All visitors must purchase a short-term parking permit from one of the parking dispensers located in those lots/structures. The cost of a permit is \$2 for 2 hours, \$3 for four hours, and \$5 for twelve hours and the permit must be displayed on the driver's side dash of the vehicle to be valid. Parking machines will accept coins, \$1 bills, \$5 bills and credit cards. **Exact change is required**; the machines do not give change.
- i. Departments have the option of purchasing visitor permits for their guests. The cost is \$2 per visitor permit/per day. Departments can request blue visitor hangtag permits or electronic permits.
    - 1. The visitor hangtags can be ordered by e-mailing Parking and Transportation Services at [transportation@chapman.edu](mailto:transportation@chapman.edu). Please include department name, number of permits requested and budget number (department/program). Hangtag Instructions are:
      - a. Hang permit from rear view mirror facing front of vehicle.
      - b. For safety, remove permit before driving (CVC26708)
      - c. To prevent theft, lock car when parked.
      - d. Permit **MUST** be completed in ink to be valid. Permit is valid for a maximum of one day. Exceptions must be approved by Parking Services.
      - e. Any alterations will invalidate permit.
      - f. Valid **ONLY** in the lot(s) indicated or spaces(s) designated visitor.
      - g. Not valid in **ANY** reserved space.
      - h. Visitor parking in Barrera and Lastinger is available **ONLY** after 4 p.m. Monday – Thursday, and all day Friday – Sunday.
      - i. V.C. 509- Misuse of decal/use of another's decal **Violation will incur a \$60 fine.**
      - j. Permit is not valid for faculty, staff or student use.
    - 2. The link to the Electronic Permit Request System is on the Parking Services website at [www.chapman.edu/parking](http://www.chapman.edu/parking). Electronic Permit Instructions are:
      - a. This permit must be displayed on the dash of the vehicle text side up, while parked on university property, in order to be valid. Failure to properly display the pass will result in a parking citation.
      - b. The permit is only valid in the lot(s) indicated and on the date(s) and time(s) indicated.
      - c. The permit is **NOT** valid in **ANY RESERVED SPACE**. Parking in a reserved space will result in a citation. Minimum fine \$80.
      - d. Parking in a disabled space without displaying a valid state issued placard will result in a citation and/or tow.
      - e. Parking in a fire lane or area not designated for parking will result in a citation and/or tow.

- f. All vehicles parked on university owned or operated parking areas are subject to Chapman University's Parking Policy.  
[http://www.chapman.edu/campus-services/parking-services/\\_files/CU\\_Parking\\_Policy\\_2015\\_2016.pdf](http://www.chapman.edu/campus-services/parking-services/_files/CU_Parking_Policy_2015_2016.pdf).
  - g. Permit is not valid for faculty, staff or student use.
  - h. Permit should be printed at original size on non-colored paper.
  - i. Visitor parking available at the Cypress (CY), Knott Studios Lot (KS), Palm Lot (PA), Rinker Campus (RI), West Campus Structure (WC), or the West Palm Industrial Lot (WP). Visitor parking is also available at the Barrera (BA) and Lastinger (LA) Structures after 4PM Monday – Thursday and all day Friday – Sunday. Valid permit required at all times.
  - j. The original permit is on file in Public Safety. Not valid if altered or duplicated. Altered or duplicated permits will result in a parking citation for V.C. 509- misuse of decal.
  - k. Parking on city streets is restricted and may result in a parking citation from the City of Orange.
- ii. If a reserved space is requested for a VIP guest, the cost is \$5 per space/per day for Parking Services to post signage to reserve the space. To request a reserved space, please send an e-mail to [Transportation@chapman.edu](mailto:Transportation@chapman.edu) with date, event title, name of guest space is reserved for (or name you would like posted at the space), lot requested and budget number (department and project codes). Requests are subject to approval by Parking Services. Fees are billed at the end of each month.
- B. Certain designated parking spaces and lots are reserved for key personnel and departments. Only those persons and departments shall park in those spaces set aside for them. Please refer to the Parking Plan and signage at the entrance to a lot/structure to determine if your permit type is valid to park in that location
  - C. Parking is prohibited in loading dock areas. University faculty/staff and students are not permitted to park in the 30-minute loading/unloading area east of Argyros Forum or any other loading dock on campus. Those areas are restricted to vendor/contractor loading and unloading only. There are 30-minute loading and unloading spaces designated in the Conference Lot and the Student Health Lot for any permit holder and Memorial Lot for faculty permit holders. Vehicles parked beyond the 30-minute posted limit are subject to citation as are those with improper permit or no permit at all.
  - D. Vehicles must be parked head-in only unless the vehicle has both a front and rear license plate.
  - E. Vehicles shall not be parked in fire lanes (whether painted red or designated such on the campus map) and shall not obstruct fire department connections, fire protection control valves or equipment. Vehicles are not to be parked in areas that would obstruct egress from building exits, disabled access ramps or in the direct path of discharge from a building exit. Vehicles parked in a fire lane are subject to citation and immediate tow.
  - F. Vehicles shall not use University Drive for loading, unloading, parking or turning around. The only vehicle access allowed on University Drive is the Parking Lot and Panther Village Shuttles. All other vehicles are subject to citation for being in a restricted area. Signage is posted at the entrance.
  - G. The City of Orange enforces parking on city streets, but only along the curb line furthest from the campus. The City of Orange requires that all vehicles parked on the residential streets surrounding the university display a neighborhood-Area A parking permit issued by the City. University faculty, staff and students are not permitted to park on the residential streets while doing business with the university. It is important that the university maintain good relations with our neighbors. The University requires that all faculty, staff and students who bring a vehicle to work or school must park on university premises in the appropriately designated lots. It is unacceptable for members of the campus community to park in the neighborhood, public lots including the Orange Public Library or the Metrolink lot. If you bring a vehicle to campus you must purchase and display a valid university parking permit and park in a visitor designated parking lots. Driving to campus and parking in Area A with a valid Area A permit in order to attend classes, events, work or teach at the university is a violation of our Parking Policy. Those found doing so are subject to referral to Student Conduct or Human Resources for violating a university policy as are those found parked on city streets outside the restricted zone or in public lots.

## **IX. PENALTIES AND FINES**

All citations are processed by the Chapman University citation-processing center. All fines shall be paid to Chapman University Parking Administration, P.O. Box 25120, Santa Ana, CA 92799-5120.

- A. Parking violations for the following will incur a \$40.00 fine:
- VC 200-Permit not visible
  - VC 201-Parking registration expired
  - VC 202-Vehicle not registered to park
  - VC 300-Parked in a no parking zone (posted or painted)
  - VC 301-Tenant Parking Only
  - VC 302-Parked in area not designated for parking (sidewalks, grass areas, etc.)
  - VC 303-Motorcycle Parking Only
  - VC 305-Not parked within stall lines
  - VC 306-Vehicle backed-in with no front license plate
  - VC 309-Vehicle inoperative for more than 15 days or has not moved from a commuter parking lot in 15 days is subject to tow
  - VC 310-Visitor parking only
  - VC 311-Parked exceeding posted time
  - VC 312- Permit not valid this lot/space
  - VC 400-Parked blocking trash bins
  - VC 401-Parked blocking loading zone/dock
  - VC 603-Improper decal
  - VC 604-Illegally parked in a restricted lot
  - VC 606-Permit not properly displayed
  - VC 607-Vehicle parked overnight in a restricted lot/structure
- B. Violations of the following will incur a \$60.00 fine:
- VC 308-Parked blocking the flow of traffic
  - VC 312-Parked in an EV Space without charging
  - VC 313-Charging from a non-EV designated space
  - VC 400-Parked blocking Shuttle Stop
  - VC 405-Parked blocking a fire lane/zone
  - VC 509-Use/misuse of another's decal
- C. Violations of the following will incur an \$80.00 fine:
- VC 605-Parked in a Reserved Space/Lot
- D. Violations of the following will incur a \$350.00 fine:
- VC 22507.8-A&B-Unlawfully parked in a disabled space
  - VC 22507.8 C-Parked in disabled crosshatch loading space
- E. Violations of the following will result in referral to the Chancellor's Office, Human Resources or Student Conduct; whichever office is applicable:
- VC 500-Excessive speed (over 10 MPH or excessive or imprudent for existing road, weather or traffic conditions). Will result in referral to Student Conduct/the Chancellor's Office or Human Resources.
  - VC 501-Exhibition with a vehicle (losing traction and/or squealing of the tires)
  - VC 502-Driving while intoxicated (subject to arrest)
  - VC 503-Misuse of vehicle (driving a vehicle in a quad area, sidewalk or grass area). This includes motorcycles, mopeds, and scooters.
  - VC 505-Reckless driving (driving a vehicle in a manner that endangers life or property. Two or more moving violations constitutes reckless driving)
  - VC 506-Driving on the wrong side of the lot or driveway
  - VC 507-Driving against a one way sign
  - VC 508-Failure to stop at a stop sign
  - VC 510-Failure to stop for a Public Safety or Parking and Transportation Services Officer
  - VC 511-Parked Violating CU Parking Policy

## **X. CITATIONS**

- A. Citations for violations are ordinarily issued directly by an employee of the Department of Public Safety or Parking Services to the driver of a vehicle. Parking and/or registration citations are attached to the vehicle. NOTE: The City of Orange Police and Fire Departments reserve the right to issue citations and tow vehicles for violations of state and local laws.
- i. Persons who have received five (5) or more citations issued by the University may have their on-campus driving privileges revoked and could also have their vehicle towed from the campus at the owner's expense.
  - ii. Failure to respond to a citation by payment or appeal to the Parking Administration will result in a charge amounting to the prescribed violation fine plus penalty fees and may result in the withholding of your vehicle registration by the Department of Motor Vehicles until such fees are paid. This applies to vehicles registered in any state.
  - iii. Payment cannot be made in person. Payment must be made within 21 days of issuance at [www.CitationProcessingCenter.com](http://www.CitationProcessingCenter.com) or by mailing exact fine amount in check or money order to:
    - Chapman University, C/O Citation Processing Center, PO Box 10479, Newport Beach, CA 92658-0479.



B. Administrative Review:

- i. Citations issued for parking violations may be appealed. Anyone wishing to contest a violation must do so within 21 days of the date of issuance of the citation. The review process begins by submitting a letter of appeal to [www.CitationProcessingCenter.com](http://www.CitationProcessingCenter.com). Include the citation and return address. The address to mail payments or appeal letters to is:
  - Chapman University, C/O Citation Processing Center, PO Box 10479, Newport Beach, CA 92658-0479.

## XI. REMOVAL OF VEHICLES

The Chief of Public Safety or the Assistant Director of Parking and Transportation Services may cause the removal of any vehicle inoperative for 15 days or more, any vehicle left parked in a lot for 15 days or more without leaving the lot (storing on campus), any vehicle **abandoned or left on property owned and/or operated by Chapman University when the academic year ends**, upon revocation of privileges, when a vehicle is found blocking the free movement of emergency vehicles; or causing a safety hazard to people, traffic or property. Any vehicle with five (5) or more citations may be removed from the property. When lot closure notification has been posted and/or e-mailed to all university constituents, vehicles left parked in a lot that is subject to closure may be towed. The costs of any removal and storage will be charged to the person whose name the vehicle is registered.

## XII. THE DEPARTMENT OF PUBLIC SAFETY AND PARKING SERVICES

The function of the Department of Public Safety and Parking Services is to protect life and property, to help maintain a desired academic environment on the campus, to enforce vehicle rules and to perform other related duties. The Department of Public Safety and Parking Services is located at 418 N. Glassell Street, Orange, CA 92866. The department is open 24 hours a day, 7 days a week, including summers and holidays. The telephone number is (714) 997-6763.

E-mail: [transportation@chapman.edu](mailto:transportation@chapman.edu)

Website: [www.chapman.edu/parking](http://www.chapman.edu/parking)



For parking space availability information, get the Parking App:

[https://itunes.apple.com/us/app/chapman-parking/id468267844?mt=8,](https://itunes.apple.com/us/app/chapman-parking/id468267844?mt=8)

[https://play.google.com/store/apps/details?id=com.breait&feature=search\\_result](https://play.google.com/store/apps/details?id=com.breait&feature=search_result)



For shuttle tracking information, get the Shuttle App: <http://chapman.transloc.com/info/mobile>