



COLUMBUS
STATE

UNIVERSITY

2017-2018 Parking Code

Parking Services
Illges Hall Basement
706-507-8203
parking@columbusstate.edu

Parking Policy

- The following information may be helpful with CSU campus parking. You also may want to consult our campus maps. If you have questions regarding any of these policies, call Parking Services at 706-507-8203.
- Valid CSU Parking Decal must be displayed at all times on campus.
- Faculty, staff and students are responsible for their vehicles (including parking citations) while the vehicles are located on university property.
- Handicapped parking permits are issued by the state and displayed per state statute.
- Temporary permits will be placed on the dash in front of the driver or hung from the rear view mirror.
- Parking is also prohibited on university roads, driveways, walkways and grassed areas.

Registration

- Anyone intending to park on campus must visit Parking Services located in the basement of Illges Hall to register their vehicle. The person registering the vehicle is responsible for all violations issued to the decal and vehicle.
- Each academic year, all students must register their vehicles by going to Parking Services in Illges basement. Passes for students are \$45 per year. Passes for full time faculty and staff are \$90 per year. Part time faculty and staff will not have to pay for a pass, but must register their vehicle with Parking Services. If hangtag is lost, person must pay another fee.
- Decals must be displayed in windshield anytime vehicle is on campus. The hangtag must face outward.
NOTE: Student Assistants/ Graduate Assistants/ Interns are NOT considered faculty/staff and must pay the student parking rate.
- Employees must register their vehicle immediately upon hire. There are no refunds for decals.

Violations/Ticketing

Vehicles not parked in appropriate spaces are subject to written violations, boots, and-or towing.

Vehicles parked illegally are subject to be booted or towed at driver-owner expense. Anyone accumulating four or more outstanding parking citations will be subject to having their vehicle towed. All fines must be paid prior to the release of the vehicle. The driver-owner is responsible for all towing and storage fees.

Fines shall be as follows:

- Counterfeiting a hangtag with intent to defraud, obtaining a hangtag by fraudulent means (displaying someone else's hangtag).....\$20.00
- Altering any Parking Services permanent or temporary permit\$20.00
- Obtaining a hangtag/decal for an unauthorized person.....\$20.00
- Falsely registering a vehicle.....\$20.00
- Unauthorized parking in a handicap space or falsely using an official State-issued handicap hangtag (subject to impoundment).....\$100.00

- Restricted Parking includes: Parking at a fire hydrant/fire lane, blocking a dumpster, roadway, service vehicle space, loading dock, Electric Vehicle Space, reserved space, or any other designated/signed tow-away zone (subject to impoundment).....\$20.00
- Faculty/Staff designated area.....\$20.00
- Non-registered vehicle\$20.00
- Failure to display a valid hangtag\$20.00
- Displaying expired hangtag \$20.00
- Parking on a sidewalk, lawn area, driveway, athletic field (subject to impoundment).....\$20.00
- Parking against the flow of traffic.....\$20.00
- Hangtag improperly displayed/obstructed from view\$20.00
- Double parking.....\$20.00
- Parking on or outside of white line or out of space\$20.00

Appeals Process

Individuals who wish to appeal a parking ticket received at Columbus State University should: (1) Complete the on-line appeal form attaching a copy of the ticket. (2) Once a completed on-line form is received, the appeal will be forwarded to the Chief Justice for the Student Government Association for consideration. Here is the link to the appeal form:

https://cm.maxient.com/reportingform.php?ColumbusStateUniv&layout_id=14

NOTE: Appeals must be filed within thirty (30) days of the ticket for consideration. You should not pay the ticket prior to the appeal. However, please note that there may be a hold/charge on your account while the appeal is being considered. If the appeal is approved, the hold/charge will be removed from your account.

The following citations and/or explanations cannot be appealed:

- Fire lane/Red curb violation
- Fire hydrant violation
- Persons with disabilities parking space violations
- Unable to find a space
- Lack of knowledge of the regulations (e.g., new to campus or have not reviewed the regulations).
- Other vehicles were parked improperly.
- Only parking illegally for a short period time
- Late to class or appointment
- Inability to pay the amount of the fine.
- Displaying someone else’s hangtag

Bicycles and Non-motorized Vehicles

Bicycles are not allowed in buildings and must be chained to a bike rack and not chained to stairs or handrails on campus.

Non-motorized vehicles (skateboards, etc., not bicycles) are:

- Prohibited on university streets, sidewalks, buildings and lawn areas.
- Only to be operated during daylight hours.
- Allowed in parking lots away from parked vehicles.

Visitors/ Vendors/ Interns/ Volunteers

Departments should contact Parking Services Monday Through Friday 8:00 a.m. to 5:00 p.m. before arrival to campus to register for a Visitor, Vendor, Intern, or Volunteer Parking Pass. Requests can also be made via email to parking@columbusstate.edu. Passes can also be requested online at columbusstate.edu/parking. When registering a Visitor, Vendor, Intern, or Volunteer vehicle, visitors must provide make, model, tag number, color of vehicle, and purpose of visit. Once approved, Parking Services will issue a temporary or long term pass with instructions.

Visitor passes are short term and are only available one day. Visitors, Vendors, or Volunteers are allowed to park in any faculty/ staff or student parking. Visitors, Vendors, or Volunteers are not allowed to park in any area designated a tow away zone or reserved spaces. If a citation is received, visitors, vendors, and volunteers should follow the instructions on the citation.

Departments requesting a Visitor, Vendor, Intern, or Volunteer pass can contact Parking Services Monday Through Friday 9:00 a.m. to 5:00 p.m. via email at parking@columbusstate.edu or via phone at 706-507-8203. Passes can also be obtained by submitting a form that can be found on columbusstate.edu/parking. Whenever possible, the request should be made at least 2 business days in advance and should include vehicle description and tag number. Passes can be sent to the requestor through campus mail, sent through email, or picked up at Parking Services.

Persons with Disabilities

Under Official Code of Georgia section 40-6-226, it is illegal to utilize a State-issued Disability Parking Permit for fraudulent purposes. Violators' vehicles will be cited and towed. Persons with disabilities are allowed to park in student or faculty/staff spaces if ADA accessible spaces are filled. Parking in service vehicle spaces, reserved spaces, or in any areas that are restricted by CSU signage or state law is not allowed. While parked on campus, the "H/C" decal must be attached either to a student hangtag or faculty/staff decal. The current CSU hangtag with "H/C" decal will be displayed in front of any State-issued Disability Parking Permit.

Permanent disabilities An "H/C" decal is required from Parking Services that must be affixed to the driver's CSU hangtag or decal. A hangtag may be issued for persons with temporary disabilities. The driver must present to Parking Services a doctor's statement that communicates the need for accommodation and the duration of the request. The statement must be on letterhead with original signature. The hangtag must be displayed in clear view. Non-registered vehicles that display a disabled license plate or state issued Disability Parking Permit may receive a warning citation to remind the occupant to register with Parking Services. Further violations will be subject to fines and impoundment.

Temporary Parking Permits

Hangtag shall be properly displayed in any temporary vehicle. Should the student, faculty, or staff employee fail to transfer the hangtag, they should please call Parking Services at 706-507-

8203 before or upon arrival to campus and advise the vehicle will be on campus without a hangtag. After business hours, please call 706-507-8203 and leave voicemail with vehicle information for Parking Services, or email parking@columbusstate.edu. Individuals must include ID number (909) and all vehicle information including make, model, and tag number. Citations for non-registered vehicles parked in their correct zone after-hours will be excused if a message is left or email is received by Parking Services prior to the issuance of the citation.

Parking Regulations

Students, Faculty, Staff, and Visitors must abide by the parking regulations at all times when on main campus or Riverpark campus. All faculty/staff and students are required to display current CSU Faculty/Staff hangtags while parked on campus.

CSU Definitions

- **Motorcycle.** A motorized two-wheel vehicle with an engine size of 50 cc. or greater. Certificate of origin must state: "Manufactured for lawful highway use". A special decal will be issued for motorcycles.
- **Scooter - motorized two-wheel vehicle with an engine size of less than 50 cc. Motorized Cart.** A cart-type vehicle that is powered by an electric or internal-combustion engine that is generally used to transport people. These include, but are not limited to, golf carts, utility terrain vehicles (UTVs), low-speed vehicles (LSVs), and utility carts.
- **Bicycles.** A non-motorized two or three-wheel vehicle.

Regulations

- The Parking Code is in effect at all times.
- Motorcycles must park in a regular parking space and in the same manner as an automobile. Two (2) motorcycles may park in one (1) vehicle parking space in the appropriate zone. Motorcycles are prohibited from driving on sidewalks.
- Scooters are only allowed to park in bicycle racks on campus.
- Overnight or extended parking of campers, vans, buses, etc. utilized as living and sleeping quarters within the university's boundaries is not permitted.
- If a vehicle becomes inoperable in an area other than an authorized parking area, the operator should notify Parking Services at 706-507-8203 as soon as possible along with the approximate length of time before the vehicle will be moved. Parking Services does not provide roadside assistance services. The owner is liable for all parking citations issued before Parking Services is notified. The time limit for vehicles inoperable or in a visible need of repair on campus is 48 hours. After 48 hours, the vehicle will be towed from campus at the owner's expense.
- Special parking permissions may be granted by Parking Services for short periods of time for loading and unloading. The maximum length of this time is 15 minutes.
- Police and/or service vehicles may stop or park irrespective of the parking regulations while performing necessary official business. Service vehicles may not be left unattended blocking a fire hydrant or traffic flow or access for persons with disabilities.
- Service spaces are limited to use by the university service vehicles, personal vehicles with valid permits, and contractors/vendors on official business.
- Parking is at the risk of the driver. The University does not carry insurance for damage or loss to vehicles or contents. It is recommended that individuals:

- Avoid leaving valuable items in vehicles.
- Call University Police (706-568-2022) to report damaged or stolen property.
- Pay attention to warning signs and park away from athletic fields.

CSU motorized carts:

- Parking is permitted in:
 - Parking lots in accordance with the other sections of this code.
 - Cart spaces that have been constructed for this purpose.
- Parking is prohibited:
 - On landscaped and lawn areas.
 - In front of electrical transformers and other equipment that could require immediate access.
 - On sidewalks, ramps, and other conveyances that serve pedestrian traffic or serve as a means of egress from a building.
 - On streets, driveways, and parking lot access points, unless in designated parking spots.
 - In any location, or in any manner, that would impede emergency responders.
 - In any location that would impede the normal operations of the campus.

Bicycles:

- Parking is only permitted in campus bicycle racks.
- Parking is prohibited from obstructing walkways, railings, doorways or ramps intended for use by pedestrians or persons with disabilities.

PARKING AREA COLOR CODING AND DESIGNATIONS

The following curb/surface color scheme, and/or appropriate signs, shall designate parking on campus. In the event of a discrepancy between a sign and a curb color, the sign shall take precedence.

- Yellow - No parking zone anytime. Violators are subject to citation and impoundment.
- Green - Faculty/staff parking.
- White – Open Parking to any registered vehicle (excludes Residential Students).
- Blue - Accessibility (Disabilities) parking. Enforced 24/7. Individuals without special accessibility decals or accessibility hangtags are subject to citation and impoundment.
- Visitors - Visitor parking. Enforced 24/7. Faculty, staff, and students may neither park their personal nor service vehicles in designated visitor spaces at any time. Violators are subject to citation and impoundment.

Faculty/Staff parking is in effect from 8:00 a.m. to 5:00 p.m., Monday through Friday unless otherwise designated by signage on class days and during final examination periods.

Faculty/Staff parking becomes open parking for students between the hours of 5:00 p.m. to 8:00 a.m.; with the exception of parking reserved 24/7, such as reserved for Deans or those areas marked by signage.

Electric Vehicle Charging Spaces

These publically available spaces are reserved for electric vehicles (EV) only. EVs must be in active session connected to the charger to use the spaces. Any non-electric vehicles or EVs not

in active session are subject to citation and impoundment. EV spaces are located in center section of the 1st floor of the parking deck.

Questions?
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