

Columbus State University

2020-2021

Parking Code



COLUMBUS STATE

UNIVERSITY



Registration Procedures for Faculty, Staff, and Students

A. General Information: All faculty, staff, currently enrolled students, and service providers who intend to park on either the Columbus State University main campus or its RiverPark campus are required to register their vehicle(s) with Parking Services. Failure to register a vehicle could result in a citation and/or vehicle immobilization or towing. Students taking only online classes and who visit either campus must have their vehicle registered upon arrival by requesting a temporary student permit online or by contacting the Parking Services Office. Vehicle information must be updated when vehicles or license plates change.

B. All Individuals

- 1. Where to Register:** Faculty, staff, and students may register their vehicle for a parking permit online at columbusstate.aimsparking.com or at the Parking Services Office (Illges Hall 122). Employees wishing to pay via payroll deduction should not register online.
- 2. Fees:** Permits for students are \$45 per academic year. Permits for faculty, staff, Enterprise Development partners, and vendors' unmarked vehicles are \$90 per academic year. Part-time and temporary faculty and staff may qualify to have the parking permit charge waived. Please see the Parking Services Office for more information. Reserved spaces are \$180 per academic year and are only available to those who previously had reserved parking spaces. Cunningham Conference Center's office tenants' parking fees are included in the office space lease. Parking permit charges are included in Recreation Center membership fees for community members and alumni. Refunds are not available once a permit is purchased.
- 3. Displaying a Permit:** Parking Services has now implemented a new permit system that will ensure accurate calculations of lot occupancy and permit utilization. Drivers are no longer issued parking hang tags. A vehicle's license plate is now its parking permit, therefore backing into or pulling thru parking spaces is no longer allowed. The vehicle's license plate must be fully visible from the driving lane at all times. Vehicles are permitted to pull thru or back into a space if there is a front-mounted license plate at front bumper height that matches the vehicle's rear license plate. Some states, such as New York, Texas, and California, already require front and back license plates. For more information on obtaining a front-mounted license plate, please visit the Parking Services website.
- 4. Registering Multiple Vehicles:** Individuals with multiple vehicles may have up to three vehicles registered per permit. Parking permits allow the individual to use one parking space total on either campus. Adding

additional vehicles to a permit authorizes the vehicle to be on either campus but does not authorize the use of more than one parking space. Sharing parking permits is prohibited. Should a permit-holder park more than one vehicle on either campus at the same time, both vehicles are subject to ticketing and/or immobilization for using more than the allotted one space per permit.

- 5. Violations:** The person on record for a registered vehicle and parking permit is responsible for all parking violations involving that vehicle.
 - a. Unregistered vehicles are subject to a citation. Courtesy warning citations will be issued the first five class days of each semester.
 - b. Failure to use special permits in accordance with this Parking Code may result in citations, immobilization, and revocation of permits.
 - c. Vehicles may also be cited for violations of State Law and restricted parking such as blue accessibility spaces, parking within 15ft of a fire hydrant, parking in a traffic lane, faculty/staff, and reserved parking. For a full list of violations, see the Violations/Ticketing section of this code.
- C. Student Registration:** Passes for both commuter and residential students are \$45 per academic year. Student assistants, graduate assistants, and interns are NOT considered faculty/staff and will pay the student parking rate. Family members of faculty/staff who are enrolled in classes on either Columbus State University campus must register their vehicles as students. For accessibility parking, please refer to the section below on Registration for Persons with Accessibility Requirements. Please note that a temporary permit for students with Accessibility Needs allows for parking in faculty/staff areas only and NOT the blue accessibility parking spaces. Students cannot renew a permit for a new academic year until all outstanding fines and any unpaid annual registration fees are paid.
- D. Employee Registration:** CSU employees must register their vehicles immediately following the first contract date of the year or within one business day following orientation for new faculty/staff. Faculty/staff and contract employees cannot renew a permit for a new academic year until all outstanding fines and any unpaid annual registration fees are paid.

Registration and Parking for Visitors

Visitor passes are required for all visitors that are visiting campus.

- A. General Information:** Visitor passes are short term and are valid one day unless noted otherwise. Please note that all visitors must provide vehicle information including make, model, vehicle color, and license plate number, and state in order to receive a parking permit.
- B. Where to Register**

- 1. Welcome Center:** Visitors can register their vehicle at the Welcome Center during regular business hours: Monday through Friday, 8am – 5pm. License plate and vehicle information will be required to register.
 - 2. Parking Services Office:** Visitors can register their vehicle at the Parking Services Office (Illges Hall 122) during regular business hours: Monday through Friday, 8 am-5 pm. License plate and vehicle information will be required to register. Visitors may also register via e-mail at parking@columbusstate.edu. Please include the make, model, and vehicle color along with license plate information (tag number and state) in the email.
 - 3. Online:** Visitors may navigate to columbusstate.aimsparking.com to register their vehicle for a temporary, one-day parking permit. The vehicle's information including make, model, vehicle color, and plate number and state will be required in order to register online.
 - 4. Request by University Employees:** Departments requesting visitor, vendor, intern, or volunteer parking permits should contact Parking Services via e-mail at parking@columbusstate.edu or by telephone at 706-507-8203. Requests should be made at least two business days in advance and must include the visitor's name and vehicle's information including make, model, vehicle color, and plate number and state.
 - 5. Retired Faculty/Staff, Trustees, Alumni Board:** University Advancement in conjunction with Parking Services provides a Visitor parking permit upon request to these individuals. Please visit the Parking Services Office on the first floor of Illges Hall for more information.
 - 6. Contractors and Vendors:** Companies and individuals should coordinate directly with the respective CSU academic or staff department who will then request support, including visitor or vendor permits and assigned parking locations, from Parking Services.
- C. Displaying a Permit:** Parking Services has now implemented a new permit system that will ensure accurate calculations of lot occupancy and permit utilization. Drivers are no longer issued parking hang tags. A vehicle's license plate is now its parking permit, therefore backing into or pulling thru parking spaces is no longer allowed. The vehicle's license plate must be fully visible from the driving lane at all times. Vehicles are permitted to pull thru or back into a space if there is a front-mounted license plate at the front bumper's height that matches the vehicle's rear license plate. Some states, such as New York, Texas, and California, already require front and back license plates. For more information on obtaining a front-mounted license plate, please visit the Parking Services website.
- D. Registering Multiple Vehicles:** Individuals with multiple vehicles may have up to three vehicles registered per permit. Parking permits allow the

individual to use one parking space total on either campus. Adding additional vehicles to a permit authorizes the vehicle to be on either campus but does not authorize the use of more than one parking space. Sharing parking permits is prohibited. Should a permit-holder park more than one vehicle on either campus at the same time, both vehicles are subject to ticketing and/or immobilization for using more than the allotted one space per permit.

E. Visitor Parking:

1. Visitors are allowed to park in any area designated as Visitor Parking or one of the many white-lined spaces around campus.
2. Visitors are NOT allowed to park in any area that is designated as no parking, reserved, restricted, red-lined spaces, fire lanes, or bus parking only, in any loading zone for longer than the allowed loading time, or in any other areas not designated for visitors or open parking.
3. Visitors with accessibility needs should have a state-issued Disability Parking permit in order to park in a designated accessible parking space. A visitor parking permit and vehicle registration with Parking Services are still required.

E. What to do with Citations: If a citation is received, the visitor should follow the instructions printed on the citation. If possible, visitors should contact Parking Services on the same day the citation was issued.

Registration Procedures for Persons with Accessibility Requirements

A. General Information: By state law, the person to whom the state-issued Disability License Plate or Disability Placard must be an occupant of the vehicle which displays the Disability License Plate or Disability Placard. Columbus State University complies with the American with Disabilities Act (ADA) by providing designated parking spaces for persons with ADA Accessibility requirements.

Under the 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, and violators could be subject to fines as provided by Georgia Law.

Persons with accessibility needs are allowed to park in student or faculty/staff spaces if the designated accessible spaces are filled. Parking in service vehicle spaces, reserved spaces, visitor spaces, or in any areas that are restricted by CSU signage or state law is not allowed. Registration with Parking Services and a valid CSU parking permit are both still required to use the designated accessible spaces on CSU's campuses. This

applies to visitors, faculty, staff, students, and anyone wishing to park on either campus.

B. Registration for Temporary Accessibility Needs

- 1. How to Register:** A temporary faculty/staff pass may be issued to students with temporary parking needs due to injury or other health issues covered by the ADA, including situations for which a person does not qualify for a state-issued disability parking permit. “Temporary” for the purposes of this Parking Code means any condition that is expected to improve or resolve such that the individual may utilize regularly designated parking at some point during the academic year. Documentation, at a minimum, should be on the physician’s letterhead and signed and dated by that physician, and should clearly state the disability and duration of the mobility concerns.
- 2. Where to Park:** Please note that a temporary faculty/staff pass issued for temporary accessibility needs allows for parking in faculty/staff spaces only. This temporary parking permit does not allow for parking in any blue, accessible space, as those spaces require a state-issued permit. Parking in service vehicle spaces, visitor spaces, reserved spaces, or in any areas that are restricted by CSU signage or state law is not allowed.

C. Registration for Permanent Accessibility Needs or a State-Issued

Disability Placard/License Plate: For more information about registering for a state-issued disability license plate or placard, permanent or temporary, please schedule an appointment with the Center for Accommodation and Access or call your local Department of Motor Vehicles. All disability parking placards and license plates are issued by the state where the vehicle is registered and not Columbus State University.

- D. Failure to Register:** Unregistered vehicles that display a disabled veteran license plate, disability license plate, or state-issued temporary disability placard, permanent disability placard or special permanent placard may receive a warning citation to register their vehicle with Parking Services during the first 5 days of the semester. Further violations may be subject to fines and immobilization until the vehicle is registered with Parking Services.

Compliance Statement

Students, faculty, staff, visitors, and third party employees and vendors must abide by the Parking Code at all times when on the Main or RiverPark campus of Columbus State University. All faculty, staff, students and third party employees and vendors are required to have a current CSU parking permit while parked on either campus. Faculty, staff, students, visitors, and third party employees and vendors are responsible for their vehicles while the

vehicles are located on university property. This includes any citations or boot/tow fees incurred while parking on university property.

Regulations

The Parking Code is in effect at all times. Additionally, University Police have the authority to enforce Georgia's Motor Vehicle Code at all times. See, O.C.G.A., Title 40, §§40-1-1 ff.

- A.** Parking is at the risk of the driver. The University does not carry insurance for damage or loss to vehicles or contents. We recommend that individuals:
1. Avoid leaving valuable items in vehicles.
 2. Call University Police (706-507-8911) to report damaged or stolen property.
 3. Pay attention to warning signs and park away from athletic fields and unlit areas.
- B. Permissible Parking/Operations on Campus:**
1. **Bicycles:** Bicycles are not allowed in buildings and must be chained to a bike rack and not chained to stairs or handrails on campus. Parking is prohibited from obstructing walkways, railings, doorways, or ramps intended for use by pedestrians or persons with accessibility needs.
 2. **Non-motorized vehicles** (i.e. skateboards) are prohibited on university streets, sidewalks, buildings, and lawn areas and should only be operated during daylight hours. Non-motorized vehicles are allowed in parking lots away from parked vehicles.
 3. **Motorcycles and Mopeds:** Parking permits are still required for motorcycles and mopeds. Motorcycles and mopeds must park in a regular parking space and in the same manner as an automobile or in a designated motorcycle parking area. Two motorcycles or mopeds may park in one vehicle parking space. Motorcycles and mopeds are prohibited from driving or parking on sidewalks.
 4. **CSU Motorized Carts:** Parking is prohibited on landscaped and lawn areas and in front of electrical transformers and other equipment that could require immediate access.
 5. **Vehicles designed for living or sleeping:** Overnight or extended parking of campers, vans, buses, etc. utilized as living and sleeping quarters within the university's boundaries is not permitted.
 6. **Loading/Unloading:** Special parking permissions may be granted by Parking Services for short periods for loading and unloading. The maximum length of this time is 15 minutes. Service spaces are limited to use by university service vehicles and contractors/vendors on official business and are not valid spaces for loading/unloading.

7. University Service and Police/Emergency Vehicles: 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, traffic flow, or access for persons with accessibility needs.

C. Parking is prohibited:

1. Vehicle parking or standing is prohibited on campus in areas not specifically designated for parking. Parking areas within the university's campuses are marked. Any area not lined as space or designated with a parking sign is a NO PARKING area. The absence of a "No Parking" sign or curb marking does not mean that parking is permissible.
2. Double parking or obstructing drives, walkways, doors, refuse containers, emergency responders, bus loading/unloading zones, or vehicles.
3. Parking or standing in a fire lane or within 15 feet of a fire hydrant.
4. On sidewalks, landscape areas, ramps, and other conveyances that serve pedestrian traffic or serve as a means of egress from a building.
5. On streets, driveways, and parking lot access points, unless in a designated parking spot.
6. In any location, or in any manner, that would impede emergency responders.

D. Inoperable Vehicles: If a vehicle becomes inoperable, 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 visible need of repair on campus is 48 hours. After 48 hours, the vehicle will be towed from campus at the owner's expense.

No Pull-Thru / No Back-In

A vehicle's license plate is now its parking permit, therefore backing into or pulling thru parking spaces is no longer allowed. The vehicle's license plate must be fully visible from the driving lane at all times. Vehicles are permitted to pull thru or back into a space if there is a front-mounted license plate at the front bumper's height that matches the vehicle's rear license plate. Some states, such as New York, Texas, and California, already require front and back license plates. For more information on obtaining a front-mounted license plate, please visit the Parking Services website.

Temporary Vehicles

Parking permits are required for any temporary vehicles. Vehicles can be added as a temporary replacement on a permit holder's account by logging into the Parking Web Portal. For assistance during business hours, please contact the Parking Services Office. After business hours, please email parking@columbusstate.edu. Individuals must include an ID number (909), the length of time they will have the vehicle, and all vehicle information including make, model, color, and tag number. Citations for unregistered vehicles parked in their correct zone after-hours will be excused if an email is received by Parking Services *prior* to the issuance of the citation.

Parking Area Color Coding and Designations

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

Green - Faculty/Staff Parking.

White - Open parking for all currently registered vehicles unless designated otherwise. This excludes the Main Campus Parking Garage; the main campus garage is exclusively for permitted student vehicles.

Blue - Accessibility Parking. Individuals without special accessibility placards or plates are subject to citation, immobilization, and/or towing.

Visitors - Visitor parking. Faculty, staff, students and third party employees and vendors may not park in designated visitor spaces at any time.

Electric Vehicle Charging Spaces - These publically available spaces are reserved for electric vehicles (EV) only. EVs must be in an active session connected to the charger to use the spaces. Any non-electric vehicles or EVs not in an active session are subject to citation. EV spaces are located in the center section of the first floor of the parking deck, Lot 14 in front of Campus Mail, and at the Cunningham Conference Center. A valid parking permit and registration with Parking Services are still required.

Violations/Ticketing

Vehicles not parked in accordance with the current Parking Code are subject to written citations, vehicle immobilization, and/or towing. Anyone accumulating four or more outstanding parking citations will be subject to having their vehicle immobilized or towed.

Violation Categories	Fine
Accessibility Parking Violation: unauthorized parking or standing in an accessibility space or falsely using an official, state-issued disability placard or license plate	\$ 100.00
Boot Fee	\$ 50.00
Expired Parking (varying time limits)	\$ 20.00

Expired Permit	\$ 20.00
Faculty/Staff Designated Parking Area: Students, student assistants, interns, and graduate assistants are prohibited from parking or standing in faculty/staff areas. These areas are marked with green lines and/or signs.	\$ 20.00
Failure to Observe Restricted Parking: parking or standing at a fire hydrant or in a fire lane; blocking a dumpster, roadway, loading dock/zone, or bus parking/loading area	Up To \$ 50.00
Fraud: knowingly falsifying information on a parking permit application	\$ 20.00
Improper Parking: parking against the flow of traffic	\$ 20.00
MC Parking Garage (Students Only)	\$ 20.00
No Marked Space: All valid parking spaces on campus are marked with lines on either side or one line and a curb on either side. The absence of a "No Parking" sign or marking does not permit parking.	
No Pull-Thru / No Back In: license plates must be fully visible from the driving lane	\$ 10.00
No Valid Permit: All vehicles that park on either CSU campus, even temporary replacement vehicles must be registered with Parking Services and have a valid parking permit.	\$ 20.00
Obstructing Access: parking on a sidewalk, lawn area, driveway, or athletic field	\$ 20.00
Parking Outside of Lines: double parking, parking on or outside of drawn space lines	\$ 20.00
Reserved Space: those spaces designated as reserved	\$ 50.00
Shared Permit: A parking permit allows an individual to use one parking space on either campus. Multiple vehicles parked at the same time with only one permit are subject to ticketing.	\$ 20.00
RP Parking Garage (Floors 3-5 Only): The 2nd floor of the parking garage on the corner of 10th and Front Ave is reserved for WC Bradley permit holders only. Vehicles with CSU permits will be cited on the 2nd floor of this garage.	\$ 20.00
Unauthorized Parking: Parking or standing in any area designated for service vehicles, Aramark, Follet, Printing	\$ 20.00

Services, buses only, motorcycle spaces, tenants of the Cunningham Center, etc.

Visitor Parking Only: Currently enrolled students, faculty, and staff are prohibited from parking or standing in spaces designated for visitors, even if only for a short time.

\$ 20.00

Payment Plans

A payment plan is an agreement between you and the Parking Services Office under which an individual agrees to pay the amount they owe over time instead of paying the full amount all at once. A payment plan for parking tickets also allows individuals to avoid other enforcement actions such as having their vehicle booted or towed. By agreeing to a payment plan, an individual agrees to the specified Payment Schedule and understands that missing a scheduled payment could result in any holds for unpaid tickets returning to their account. It is also understood that by missing a payment, any outstanding tickets will be counted toward immobilization and/or towing procedures. If an individual cannot make a scheduled payment date, they will need to contact the Parking Services Office to make other arrangements *before* the due date. Missing a due date without contacting the Parking Services Office in advance will result in the current payment plan's cancellation and a loss of the ability to arrange any future payment plans. Scheduled payments can be made at the Parking Services Office or online through the Parking Web Portal at columbusstate.aimsparking.com.

Towing/Immobilization Policy

Motor vehicles in violation of this Parking Code or of Georgia's Motor Vehicle Code may be immobilized or towed at the owner's expense. Anyone accumulating four or more outstanding parking citations will be subject to having their vehicle immobilized or towed. All fines must be paid prior to the release of the vehicle. The immobilization fee is \$50.00. The vehicle operator/owner is responsible for all towing and storage fees. Tampering with an immobilization device will result in additional fines and possible referral to Student Affairs and/or criminal prosecution. If a wrecker has been called to tow a vehicle and the owner returns to the vehicle during the process of towing, the owner/operator must settle with the wrecker service at that time or the vehicle will be impounded.

Appeals Process

Individuals who wish to appeal a parking ticket received at Columbus State University should complete the appeal form found online through the Parking Web Portal at parking.columbusstate.edu. Appeals must be filed within 30

calendar days of the ticket date for consideration. Please note that a hold/charge is placed on the individual's account when the ticket is issued. To have the hold/charge permanently removed from the account, the individual should pay the ticket OR receive a favorable response to an appeal. *Once a ticket is paid, it cannot be appealed.*

The Parking Appeals Committee will meet once per month as determined by the Chair to consider any pending appeals received before 5 pm on the last business day before the scheduled meeting. Any appeals received after this deadline will not be considered until the following month. The committee reserves the right to meet more frequently as needed. *The decision of the Parking Appeals Committee is final.*

The Parking Appeals Committee will be chaired by the Chief Justice of the Student Government Association and consist of 1) the Student Government Association Justices, 2) a Faculty Senate representative, 3) a Staff Council representative, and 4) the Parking Coordinator as an *ex officio* member. As such, the Parking Coordinator will maintain the database, set the Parking Appeals Committee agenda, and be responsible for all administrative duties such as placing holds on students' accounts, notifying Human Resources, and the creation and delivery of outcome letters to appellants and others, as needed.

The following are not valid reasons for an appeal and may be dismissed:

- Lack of knowledge of the Parking Code
- Inability to find a permitted parking space
- Operation of the vehicle by another person
- Failure of enforcement officers to ticket for similar offenses
- Inability to pay ticket fines or permit costs
- Inclement weather
- Tardiness to class, meeting, or other appointments
- Someone other than a Parking Services employee providing instruction to park
- Lacking a valid parking permit by a student or employee
- Unauthorized parking in accessibility spaces/hatches, grass/landscape, sidewalk or any other unmarked area
- Only parked in an unauthorized area for a short amount of time
- Failure to observe posted signage
- Displaying someone else's permit
- Fire lane and fire hydrant citations



Parking Services

Illges Hall 122

706.507.8203

For the most up to date Parking Code, please visit our website listed below.

parking@columbusstate.edu

parking.columbusstate.edu