



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 valid 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. Any unpaid fines would be assessed against the registered owner of the vehicle.
- 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. Registering for an annual parking permit (regardless of type) 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 Parking and Transportation Services.
- B. Employees and students shall renew their parking permit and vehicle 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 prior to parking on campus. Permits must be renewed annually at the beginning of the fall semester.
- C. The parking permit is issued once a school year.
- 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 to a valid permit are subject to citation.
- F. Parking Permit registration must be completed on-line at chapman.nupark.com/portal. All permits are virtual and tied to the license plate. No physical parking permit will be issued.
- G. An annual parking permit is mandatory for all faculty, staff, administrators and students. Anyone driving to campus or living on campus with a vehicle is required to obtain a parking permit and park in university owned or operated parking areas.
- H. Anyone found parking on city streets (including those driving over and parking with an Area A permit), in public parking lots/structure (including the public library) or the Metrolink lot/structure (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.

V. DISPLAY OF VALID PARKING PERMIT

- A. Every vehicle parked in university owned or operated parking areas must have a valid parking permit; either virtual or physical. Physical permits must be displayed on the dash or hanging from the 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. Parking privileges for permit holders are tied to the license plate, so all vehicles must be parked **head-in only** unless the vehicle has a front license plate. Car covers may not be used to cover license plates. If used, the license plate must remain visible from the drive aisle.
- C. **Whenever a vehicle is driven to campus other than the primary one attached to the Vehicle Record, you must add the vehicle to your on-line account and link it to a valid virtual permit to avoid receiving a citation. The license plate will be used to confirm parking privileges. The license plate must be visible from the drive aisle.** Only one vehicle per permit, 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 (vehicle not registered in system to your parking permit) will result in a parking citation.
- D. 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 Parking Management System. You must register your placard in your Registration Account at chapman.nupark.com/V2/portal when registering for your parking permit. If placard information changes during the valid period of the permit, Parking Services must be contacted to manually update the information on your account. All vehicles displaying disabled placards/plates must also have a valid (annual/short-term) University parking permit; virtual or physical.
- F. Contractors/vendors are required to register with Public Safety or Parking Services and obtain a parking permit before parking on campus. Parking without a valid virtual permit or physical 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 tow.

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. Every vehicle shall be parked head-in unless vehicle has a front license plate. A registered license plate must be visible to the enforcement vehicle from the drive aisle and may not be obstructed by a cover.
- D. Pedestrians always have the right of way .
- E. All state and local laws are enforced on property owned and/or operated by Chapman University.
- F. All traffic accidents shall be reported as quickly as possible to the Department of Public Safety.
- G. All posted traffic signs are to be obeyed.
- H. All parking regulations are enforced 24 hours-per-day, 365 days-per-year.
- I. 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.
- J. There is no overnight parking permitted in any commuter/faculty/staff parking areas. All vehicles must vacate these locations by 2 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 at any time and Resident students may not store vehicles on campus over summer.
- K. 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.
- L. Vehicle maintenance and repairs are not permitted to be performed in campus parking lots or structures with the exception of licensed businesses performing windshield replacement, tire changing or jumpstarts. Individuals conducting repairs of 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.
- M. Faculty, staff and students are not classified as visitors to the campus and are not eligible to park in Visitor Designated Stalls during times of restriction.

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.



2021/2022 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.

Please note that Permits designated (Orange or Rinker) are valid at both campuses per lot/structure designations listed below.

Status/Permit Type	2021/2022 Annual Virtual Permits Valid 8/1/21 – 8/19/22 in the Following Locations
Student – Commuter Permit (Orange or Rinker)	Barrera Structure, Lastinger Structure, West Campus Structure Level 3 & Level 4 (7AM-7PM <u>only</u>), Cypress Lot, Dance Studio Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, and Jim Miller Structure (top 2 levels <u>only</u>). Rinker Health Science Campus.
Student – Resident Permit Main Campus Housing Residents	Davis/Harris Lot, Jim Miller Structure, Pralle Underground Garage, and Sandhu Hall Garage. Knott Studios and West Palm Industrial Lots <u>after</u> 4PM weekdays/all day weekends.
Student – The K	West Campus Structure in K designated spaces <u>only</u>. Lastinger weekdays between 4PM – 11PM <u>only</u> .
Student – Panther Village	Panther Village Lot and Commuter Parking Areas Limited Shuttle Service Available
Student – Chapman Grand	Chapman Grand Structure and Commuter Parking Areas Limited Shuttle Service Available
Faculty (Orange or Rinker)	Barrera Structure, Lastinger Structure, West Campus Structure Levels 3 and Level 4 (7AM-7PM <u>only</u>), Becket Lot, Cypress Lot, Dance Studio Lot, Hashinger Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Jim Miller Structure (top 2 levels <u>only</u>). There are faculty reserved spaces located in Barrera, Knott Studios and Hashinger. Rinker Health Science Campus.
Adjunct Faculty/Lecturer (Orange or Rinker)	Barrera Structure, Lastinger Structure, West Campus Structure Levels 3 (7AM-7PM <u>only</u>) and Level 4, Becket Lot, Cypress Lot, Dance Studio Lot, Hashinger Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, and Jim Miller Structure (top 2 levels <u>only</u>). There are faculty reserved spaces located in Barrera, Knott Studios and Hashinger. Rinker Health Science Campus.
Staff (Orange or Rinker)	Barrera Structure, Cypress Lot, Lastinger Structure, West Campus Structure Levels 3 (7AM-7PM <u>only</u>) and Level 4, Becket Lot, Dance Studio Lot, Elliott Alumni House, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Chapman Offices in houses, 544 N. Cypress, Jim Miller Structure (top 2 levels <u>only</u>). Rinker Health Science Campus.
Handicap Placard Holders	Must have a valid state issued disability placard/plates and a valid university parking permit. May park in any disabled designated parking space in any lot or any unreserved space in a non-restricted lot.
Restricted Lots	The Memorial, Hashinger and Conference Center Lots are restricted. Special permits are required. Refer to sign at the entrance.

***Color coding corresponds with valid parking 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 register the placard on their Parking Permit Registration Account at chapman.nupark.com/portal when registering for a parking permit. If placard information changes during the valid period of the permit, Parking Services must be contacted to manually update the information on the account. The placard must be issued to the person using it for parking privileges. The placard must be registered on 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. **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.
- iv. **Visitors** may park in the Barrera Structure (25 designated spaces Level 1), Becket Lot, Cypress Lot, Knott Studios Lot, Lastinger Structure (50 designated visitor spaces Level B1 SW corner), Palm Lot, Rinker Campus, or the West Palm Industrial Lot in any unreserved space. Visitors parking in the Cypress Lot, Palm Lot or West Palm Industrial Lot will need to purchase a permit from the machine located in the Barrera Structure or the Knott Studios Lot prior to parking if not issued a permit by a department on campus. 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. Monday – Thursday after 4PM and all-day Friday - Sunday visitors with valid parking permits may also park in unreserved space in the Barrera or 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. 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 two hours, \$3 for four hours, and \$5 for twelve hours. Visitors have the option to pay-by-plate or pay and display. If the pay and display option is selected the permit must be displayed on the driver's side dash of the vehicle to be valid. Parking machines accept credit cards only.
 - i. Departments have the option of ordering electronic visitor or hangtag permits for their guests.
 1. The visitor hangtags can be ordered by e-mailing Parking and Transportation Services at parking@chapman.edu. Please include department name, number of permits requested and budget number (department/program). Budget number is used for tracking purposes only.

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 in designated spaces only prior to 4pm weekdays or any unreserved space 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 at any time.
 2. The link to the Electronic Permit Request System is on the Parking Services website at <https://webfarm.chapman.edu/parkingpermits/>. 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, except Senior Staff Guests with permits for Memorial or Hashinger, 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.
 - g. Permit is not valid for faculty, staff or student use at any time.
 - h. Permit should be printed at original size on non-colored paper.
 - i. Visitor parking available at Barrera Structure (BA) (25 Spaces Level 1), Becket Lot (BE), Conference Lot (CC), Cypress Lot (CY), Hashinger Lot (HA) Sr Staff Guests Only in Reserved Spaces, Jim Miller Structure (JM) top level only, Knott Studios Lot (KS), Lastinger Structure (LA) (50 spaces Level B1 SW Corner), Memorial Hall Lot (MH) Sr Staff Guests only Reserved Spaces, Palm Lot (PA), Rinker Campus (RI), West Campus Structure (WC)(Level B1 or 4 only), or the West Palm Industrial Lot (WP).
 - j. The original permit is on file in Parking Services. Alteration or unauthorized duplication will result in a parking citation for V.C. 509- misuse of a permit.
 - k. Parking on city streets is restricted and may result in a parking citation from the City of Orange.
3. A virtual parking permit is available with **every ticket purchase for events taking place on campus after 4pm Monday – Thursday or all-day Friday – Sunday**. To activate parking privileges, guests must register their license plates on-line at <https://chapman.nupark.com/events>.
- a. Once you access the website, the visitor can search for the event title. If the event is not listed, a permit must be purchased from one of the parking kiosks.
 - b. Then the guest will click the registration link and add vehicle information.
 - c. Once completed, the vehicle is valid to park the duration of the event. Enforcement staff scan license plates to validate parking privileges.
- v. 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, signage at the entrance to a lot/structure, signage posted at parking spaces, or markings painted on the ground to determine if your permit type is valid to park in that location
 - vi. 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 Barrera Structure, Conference Lot, Hashinger Lot, Spaces on Cypress Street by The K (2 hour), and the West Palm Industrial Lot for any permit holder. There is also a designated 30-minute loading and unloading space in the Memorial Lot for faculty permit holders only. Vehicles parked beyond the posted limit are subject to citation as are those with improper permit or no valid permit on file.
 - vii. Vehicles must be parked head-in only unless the vehicle has both a front and rear license plate.
 - viii. Vehicles shall not be parked in fire lanes (whether painted red, indicated by posted signage or designated as 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.
 - ix. Vehicles shall not use University Drive for loading, unloading, parking or turning around. The only vehicles allowed access on University Drive are Chapman University Shuttles servicing Chapman Grand, Panther Village and the Parking Lots or emergency response vehicles. All other vehicles are subject to citation for being in a restricted area/fire lane. Signage is posted at the entrance. The east side curb on Glassell St. north of Schmid Gate has been designated by the City of Orange as a Passenger Loading and Unloading Zone. Please obey posted signage.
 - x. 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 drive to campus must park in university owned or operated parking areas in the appropriately designated lots. It is unacceptable for members of the campus community to park in the neighborhood or public lots including the Orange Public Library or the Metrolink lot. If you bring a vehicle to campus you must register for an annual parking permit or purchase and display a valid short term university parking permit and park in a visitor designated parking lot. Driving to campus and parking in Area A with a valid Area A permit 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

- A. Parking violations for the following will incur a **\$40.00 fine**:
- VC 200-No valid permit visible/displayed
 - VC 201-Parking permit expired
 - VC 202-Vehicle not registered to park
 - VC 203-No valid physical or virtual parking permit
 - 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 316- Permit not valid this lot/space

 - VC 401-Parked blocking loading zone/dock
 - VC 511-Parked Violating CU Parking Policy
 - VC 603-Improper permit
 - 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 314-Non-EV Vehicle parked in EV 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 or by mailing exact fine amount by check or money order to:
 - Chapman University, C/O Citation Processing Center, PO Box 10479, Newport Beach, CA 92658-0479.

B. Administrative Review:

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 online at: www.CitationProcessingCenter.com.

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 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. The Parking Services Office is located at 348 N. Olive, Orange, CA 92866. The Parking Office is open Monday – Friday, 9:00 a.m. – 4:00 p.m. The telephone numbers are (714) 997-6560 or (714) 997-6543.

E-mail: parking@chapman.edu

Website: www.chapman.edu/parking

For parking space availability information, get the Chapman University App:



<https://apps.apple.com/us/app/chapman-university/id1142302793>

<https://play.google.com/store/apps/details?id=com.oohlala.chapmanu>

For shuttle tracking information, get the Shuttle App: [Passio Go!](#)