



## 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 Parking and Transportation Services.
- 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. Employees may pay via monthly payroll deduction or via credit card. Both options are available when registering on-line. Students are automatically charged a parking permit fee.
- 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 [chapman.nupark.com/portal](http://chapman.nupark.com/portal). Parking permits will be mailed beginning July 5, 2018. There is no option to pick-up in person, all permits will be mailed.
- 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. The link to waive the mandatory permit is [web.chapman.edu/parkingwaiver](http://web.chapman.edu/parkingwaiver).

- 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. There is 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 [chapman.nupark.com/portal](http://chapman.nupark.com/portal) at the beginning of each fall semester. Your permit will be mailed to you.
- 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 [web.chapman.edu/parkingwaiver](http://web.chapman.edu/parkingwaiver). **The deadline to waive (in each semester/term) is 5:00 p.m. Monday the beginning of the 4<sup>th</sup> 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. 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. A Stolen Permit Report will need to be filed with Public Safety if your permit is stolen. Replacement permits will not be available. Your license plate will be used as a virtual permit to validate parking privileges. Only one vehicle registered on your account may park on campus at the same time. Multiple vehicles would be subject to citation. All vehicles are required to be registered. A vehicle displaying a stolen permit is subject to citation, Conduct Referral and immediate tow at owner's expense.

## 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, left front fork of the motorcycle 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 is 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 uncovered.
- 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 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 holder, 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) 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/portal](http://chapman.nupark.com/portal). All vehicles displaying disabled placards/plates must also have a valid (annual/short-term) University parking permit; virtual or physical.
- E. Motorcycles shall have an annual parking permit affixed to the front left fork or the lower left corner of the windshield.
- F. 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 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 have the right of way at all times.
- 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 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.
- 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 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.



**2018/2019 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)	2018/2019 Annual Permits Valid 8/1/18 – 8/9/19 in the Following Locations
<b>Student – Commuter Permit</b>	\$278 – Full-time \$139 – Part-time (determined by unit load)	Barrera Structure, Lastinger Structure, West Campus Structure, Becket Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Dance Studio Lot and Top Level of Jim Miller. Rinker Health Science Campus.
<b>Student – Resident Permit</b> On-campus Housing Residents	\$278	Davis/Harris Lot, Jim Miller Structure, Pralle Underground Garage, and Sandhu Hall Garage. Knott Studios, West Campus Structure and West Palm Industrial Lots AFTER 4PM weekdays/all day weekends.
<b>Student – Panther Village Reserved Space</b>	\$278 (94 total spaces available)	Panther Village, Barrera Structure, Lastinger Structure, West Campus Structure, Knott Studios Lot, West Palm Industrial Lot, Dance Studio Lot, and Top Level of Jim Miller. Rinker Health Science Campus. If opt to only park at Panther Village, you can waive the parking fee and ride the shuttle to and from campus. You will not receive a parking permit but must register your vehicle in the system. If you waive the Panther Village Permit and do need to drive to campus, you must purchase a short-term visitor permit and park in a Chapman University visitor lot. Violators are subject to citation/referral to Student Conduct.
<b>Student – Chapman Grand Resident</b>	\$278	Chapman Grand, Barrera Structure, Lastinger Structure, West Campus Structure, Knott Studios Lot, West Palm Industrial Lot, Dance Studio Lot, and Top Level of Jim Miller. Rinker Health Science Campus. If opt to only park at Chapman Grand, you can waive the parking fee and ride the shuttle to and from campus. You will not receive a parking permit but must register your vehicle in the system. If you waive the Panther Village Permit and do need to drive to campus, you must purchase a short-term visitor permit and park in a Chapman University visitor lot. Violators are subject to citation/referral to Student Conduct.
<b>30+Year Employees</b>	No charge (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>	\$278	Barrera Structure, Hashinger Lot, Lastinger Structure, West Campus Structure, Becket Lot, Dance Studio Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Faculty Reserved Spaces in Barrera and Hashinger Lot, Top Level of Jim Miller and Knott Studio Lots. Rinker Health Science Campus.
<b>Adjunct Faculty</b>	\$53	Barrera Structure, Hashinger Lot, Lastinger Structure, West Campus Structure, Becket Lot, Dance Studio Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Faculty Reserved Spaces in Barrera and Hashinger Lot, Top Level of Jim Miller and Knott Studio Lots. Rinker Health Science Campus.
<b>Staff</b>	\$278 – Full-time \$139 – Part-time (PT=<20 hrs./wk)	Barrera Structure, Lastinger Structure, West Campus Structure, Becket Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Dance Studio Lot, Elliott Alumni House, Chapman Offices in houses, 544 N. Cypress, Top Level of Jim Miller. Rinker Health Science Campus.
<b>Presbyterian Lot/West Campus Structure Permit</b> Available to Faculty and Staff on a first-come, first-serve basis	\$90 (200 permits available on a first-come, first-serve basis)	Presbyterian Lot or West Campus Structure Monday – Friday, 7AM – 4PM. After 4PM weekdays, all day weekends and summer during unrestricted dates, permit is also valid in regular faculty/staff parking locations.
<b>Handicap Placards</b> (Valid permit required in addition to valid placard. Must be registered with Parking Services)	Issued through the CA DMV.	Must have a valid permit in addition to state issued disability placard/plates. May park in ANY disabled designated parking space in ANY LOT or any space in any Unrestricted parking lot/structure depending on permit type.
<b>Carpool Placard</b> (Must register with HR to be eligible)	\$90 per carpool participant (minimum purchase of 2 permits per group)	Spaces are located in Barrera Structure, Lastinger Structure, and the Knott Studios Lot. On non-carpool days, when classes are in session, permits are ONLY valid in the Presbyterian Lot, West Campus Structure or the Rinker Garage at 14725 Alton.
<b>Visitor Parking</b>	\$2 for 2-hours \$3 for 4-hours \$5 for 12-hours	Knott Studios Lot, West Campus Structure, or West Palm Lot. 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 required at all times.
<b>Restricted Lots</b>		The Memorial Lot and Conference Center Lot are restricted at all times. Special permits are required.

\*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. **Carpool Spaces Policy Panther Plus Carpool Program Parking Policy**  
There must be a minimum of two Chapman University staff members, faculty members, or commuter students who are **committed to carpooling at least three days a week, Monday – Thursday**, for one full academic year.

**Faculty/Staff Carpool Members**

- Each participant will be required to purchase a Presbyterian Lot/West Campus Structure Permit. A minimum of two permits must be purchased but the carpool group is not restricted to just two members. Members can determine cost sharing amongst themselves. Only members who purchase a permit will be issued a hangtag with parking privileges on non-carpool days.
- To obtain a carpool hang-tag and/or annual parking permit, participants must register their vehicles online at [chapman.nupark.com/portal](http://chapman.nupark.com/portal) and purchase the Presbyterian Lot/West Campus Structure Permit.
- Once the online purchase has been complete, participants must submit their permit purchase receipt and Carpool Application to Human Resources for approval. Once approved, Human Resources will forward the Carpool Application to Parking Services for processing. Applications are available at <https://mywindow.chapman.edu/depts/hr/Documents/Rideshare%20Incentives/carpool-permit-application.pdf>. The Primary Contact will be issued the Carpool Hangtag in addition to the Presbyterian/West Campus Hangtag. Permits will be mailed so please confirm address when registering vehicles online.
- Enrollment in the program is available August – March each Academic Year, but no refund is given for fees paid prior to enrollment in the program unless annual permit fee was paid in full at time of purchase.

**Commuter Student Carpool Members**

- Each participant will have their student fees adjusted to pay only the Presbyterian Lot/West Campus Permit rate once the Carpool Application is submitted and approved by Human Resources. Student Business Services will be notified to adjust the rate for those members enrolled in the program. A minimum of two commuter students must participate in the group, but the carpool group is not restricted to just two members. Members can determine cost sharing amongst themselves if there are additional members. Only members who purchase a permit will be issued a hangtag with parking privileges on non-carpool days and have their fees adjusted. Additional members can waive the fee if not driving to campus.
- To obtain a carpool hang-tag and/or annual parking permit, participants must register their vehicles online at [chapman.nupark.com/portal](http://chapman.nupark.com/portal). Permits cannot be issued unless vehicles have been registered.
- Once the registration is complete, participants can then submit a completed Carpool Application to Human Resources for approval. Once approved, Human Resources will forward the Carpool Application to Parking Services for processing. Applications are available at <https://mywindow.chapman.edu/depts/hr/Documents/Rideshare%20Incentives/carpool-permit-application.pdf>. The Primary Contact will be issued the Carpool Hangtag and a Presbyterian/West Campus Structure hangtag and the other paying members will just be issued Presbyterian Lot/West Campus Structure Hangtags. Permits will be mailed so please confirm address when registering vehicles online.
- Enrollment is available the first 3-weeks of each semester/trimester. Parking fee credit will be given for semesters/trimesters enrolled in the program.

**Parking Privileges and Regulations**

- Carpool Hangtag **must** be displayed in the vehicle parked in a carpool space.
  - Carpool Hangtag is **only** valid in a carpool space on days when members ride together.
- Parking is available in Carpool Preferred Reserved Spaces in the Barrera Structure, Knott Studios Lot or Lastinger Structure.
  - These spaces are available on a first-come, first-served basis. If the Carpool Preferred Reserved spaces are occupied, the carpool group may park in any non-reserved space in the Barrera Structure, Knott Studios Lot, Lastinger Structure, Rinker 9401/9501 Lot or the West Palm Industrial Complex Lot.

- On non-carpool days, each participant with a valid permit will be required to park in any non-reserved space in the Presbyterian Lot or West Campus Structure. At the Rinker Campus on non-carpool days, the permits will be valid in the 14725 Alton Parkway Garage or the 9702 Lot when this lot comes on-line in fall 2018.
  - Any misuse of the hang-tag or parking in the carpool spaces on a drive-alone day, will result in loss of carpool privileges, and the carpool participants will also be required to pay the difference for a standard parking pass. Vehicles are also subject to citation when parked in violation of this policy. Audits will be done utilizing License Plate Recognition (LPR) Technology to ensure compliance.
- iv. **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.
- v. **Visitors** may park in the Becket 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 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. 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 any unreserved space in 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. 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 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 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](mailto: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 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 <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 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.
    - h. Permit should be printed at original size on non-colored paper.
    - i. Visitor parking available at Becket Lot (BE), 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 Parking Services. 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.
- 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**

- 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 on line at: [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: [parking@chapman.edu](mailto:parking@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>

