

## **Tiffin University Parking Policy**

### **1. Authority**

1.1 The department of Safety and Security is responsible for the registration and parking of vehicles on property owned or leased in whole or in part by Tiffin University.

1.2 The department will exercise discretion and authority in a manner as to ensure the proper and effective use and control of the available parking areas and facilities, and the benefit and maximum convenience of visitors, students, and employees on the Tiffin University campus. For the purpose of this document “campus” will include all University areas except where specified.

1.3 The department retains the right to authorize or deny the use of or closing of campus parking lots, and may suspend enforcement of parking regulations to allow for special events on campus. Exceptions to regulations, temporary regulations and enforcement suspensions are valid only for when and how specified, and will not be considered precedent for future situations.

1.4 Liability: Tiffin University assumes no liability or responsibility for damage to or theft of any vehicle parked or in operation on the properties leased to or under the control of the University.

1.4.1 Application: The provisions of this Document will apply to all Tiffin University employees, students, vendors, contractors and visitors, as well as the operators of all vehicles, whether public or private, and they will be enforced 24 hours a day, except where noted. It is against policy for any operator to violate any of the provisions of this Document.

1.4.2 The operator of any vehicle will obey the lawful instruction of any law enforcement officer, security officer, and any official traffic signs or control devices appropriately placed and in accordance with the provisions of these regulations. Whenever a particular section does not state that signs are required, such a section will be effective without signs being provided.

1.4.3 Nothing in this Document will be deemed to prohibit authorized vehicles of Tiffin University, or its agents, or of any public utility company from making any such stops as the establishment and maintenance of streets, grounds, water supply, and utility lines required. It is against policy to drive or park a motor vehicle on sidewalk, grass, or shrubbery unless such areas are designated for parking.

1.4.4 Monies: Any monies collected pursuant to this Document will be used to fund the operations and capital responsibilities of parking systems and such other purposes as deemed necessary to carry out the parking program at Tiffin University. The Department of Campus Safety and Security establishes parking fee rates necessary for the funding of operations and capital expenses.

1.4.5 Rules of Evidence: When a vehicle is found to be in violation of this Document i will be considered prima facie evidence that the vehicle was parked:

- a. By the person assigned the parking permit found hanging in that vehicle,
- b. By the person registered with the University for a parking permit hanging in or assigned to that vehicle,
- c. By the person on file as the permit owner. Or,
- d. By the person who is affiliated with the permit, or vehicle to themselves in the parking system.

## **2. Two Wheeled Vehicles**

2.1 Motorcycles / Moped / Scooter Motorcycles, mopeds, or scooters **MUST BE REGISTERED** under your valid TU parking permit. Tiffin University employees, students, and employees of other entities with offices on the campus, or other leased or owned properties, are eligible to request a parking permit.

2.1.1 Permits are purchased from the department of Campus Safety and Security. Anyone who has a valid permit for an automobile may have their motorcycle, moped, or scooter registered to their existing valid permit.

## **3. Parking Permits**

### **3.1 General Terms and Conditions**

3.1.1 Permits are assigned for an annual, semester, and daily period to departments, employees, students, vendors, contractors, and/or visitors.

3.1.2 Permit holders are responsible for any parking fees and fines. Outstanding parking fines or fees will be transferred for collection upon identification of the owner of the vehicle and/or the individual assigned to the parking permit.

3.1.3 Permit registration can be done on StarRez.

### **3.1.4 Authority to Issue:**

- a. The Department of Campus Safety and Security is the sole department authorized to issue any type of parking permit used for parking on the Tiffin University campus.
- b. Any permit assigned by any other individual, department or agency will not be recognized as a valid parking permit and will cause the vehicle to be cited and/ or towed.

3.1.5 Property – Parking permits, or temporary permits remain the property of the department of Campus Safety and Security and may not be assigned, sold, or traded to another person.

#### 3.1.6 Vehicle Registration:

- a. Individuals and departments must provide current vehicle registration information before a permit will be assigned.
- b. Vehicle information includes: registrant, make, model, year, license plate number and state of issue, and local address / local phone number of registrant.
- c. Individuals and departments assigned permits are responsible for maintaining current vehicle information with the department of Campus Safety and Security.
- d. Individuals must register all vehicles that may park on campus to their assigned permits.
- e. Employees and students who bring a vehicle to campus must register that vehicle before any permit, including temporary, will be assigned. In the event the vehicle is not associated with an employee or student outstanding parking fees and parking fines will be billed to the permit or vehicle registrant.
- f. Only one vehicle that is registered to a permit may park on campus at a time. Each vehicle that is registered to the same permit, and found to be parked on campus at the same time will be issued a citation for Unauthorized Permit Display.

3.1.7 Payment of Parking Permit Fees and Parking Fines – Permit fees and parking fines must be paid by one of the following methods:

- a. Payment can be done by cash, check, or online with a credit or debit card.
- b. If the car is registered the fees will automatically be placed on the student's account.
- c. If the student's car isn't registered they can pay fees with cash or check in the Campus Safety and Security Office.
- d. A student will be placed on disciplinary hold if their parking citation(s) are not paid.
- e. Vehicles with more than 6 citations in the year and/or outstanding fines and fees are subject to impoundment and towing and are at the discretion of the department of Campus Safety and Security.

3.1.8 Returns and Refunds – All sales are final and there will be no refunds.

#### 3.1.9 Proper Display of Permit

- a. Parking passes must be hung on the vehicle's rear view mirror with the parking pass number facing out or visibly displayed with the parking pass number facing up on the vehicle's front dashboard.

b. Placards (commonly called Dashboard PDF's) must be displayed on the front dashboard of the vehicle, face up.

3.1.10 Permit Replacement a. Displaying and/or possession of a fraudulent/ forged permit will result in parking fines, towing or immobilization of the vehicle and the loss of parking privileges for up to one year.

3.1.11 Trading or Selling of Permits

a. Parking permits remain the property of the department of Campus Safety and Security and as such, parking permits and/or replacement permits may not be given, sold, or traded to another person.

b. Violation will result in a fine and/or loss of parking privileges for up to one year.

3.1.12 Counterfeiting or Altering of Permits – Counterfeiting or altering permits will result in parking fines, towing or immobilization of the vehicle and/or loss of parking privileges for up to one year.

3.1.13 Presenting False Information – Presenting, attempting to present, or conspiring to present information that an individual would have reason to believe is false, to any employee or agent of the department of Campus Safety and Security for the purpose of obtaining a permanent or temporary parking permit, retaining a parking permit, processing a petition/appeal for the purpose of deceiving any employee or agent may result in a fine and/or loss of parking privileges for up to one year.

## **3.2 Employee Parking Permits**

3.2.1 Employees may request a parking permit at any time during the year. New employees must provide the department of Campus Safety and Security with documents certifying their employment with Tiffin University.

3.2.2 Temporary Employees

a. Individuals employed in temporary positions through Tiffin University or temporary agencies may request a parking permit.

b. Verification of employment, including duration of employment, may be required.

3.2.3 Individuals on campus employed by other agencies, including government or military agencies, are eligible for parking under the guidelines for employees.

#### 3.2.4 Adjunct Faculty

- a. Adjunct faculty members may request a parking permit at any time during the year through the department of Campus Safety and Security with documents certifying their employment with Tiffin University.
- b. Employee permit policies will apply to adjunct faculty.

### **3.3 Student Parking Permits**

#### 3.3.1 Eligibility and Application Procedures

- a. Tiffin University graduate, undergraduate, college credit plus, and transfer students may register for a parking permit. Eligibility will be based on resident or commuter status.
- b. Students who change their status as a result of changing their residence, are responsible for contacting the department of Campus Safety and Security to change their parking permit to the one appropriate for their residency status.
- c. Students who were assigned permits based on a particular status and change that status without notifying the department of Campus Safety and Security may lose their privileges if their new residency does not qualify them for the permit that they currently hold.

#### 3.3.2 Student Permit Payments and Refunds

- a. All Student permits must be paid in full at the time of purchase.
- b. Payment can be done by cash, check, or online with a credit or debit card
- c. Permit refunds will not be issued.

### **3.4 Handicapped Parking**

3.4.1 Any employee or student who, because of a short-term or permanent disability, is required to register his or her state assigned handicap placard with the department of Campus Safety and Security.

3.4.2 Handicapped parking spaces are available throughout campus. All handicapped mark spaces are available for anyone displaying a handicap placard along with registering and being assigned a valid Tiffin University parking permit.

3.4.3 For handicapped spaces located within a pay station or meter location, No fee for the time the vehicle is parked needs to be rendered.

### **3.5 Permits for Camps, Conferences, and Events**

3.5.1 Parking for camps, conferences, and other large events must be coordinated through the department of Campus Safety and Security.

3.5.2 The camp, conference, or event may be required to pay for traffic and parking control if required.

3.5.3 Departments or individuals may not issue parking permits or give consent to park on campus without approval from the department of Campus Safety and Security.

3.5.4 Failure to coordinate parking and traffic needs and obtain authority from the department of Campus Safety and Security may result in fines and restrictions to parking facilities.

## **4. Parking Regulations**

### **4.1 Permit Requirements**

4.1.1 Vehicles must be parked in marked spaces.

4.1.2 After hours (5:00 pm – 8:00 am) and Weekends, a permit registration is not required to park on campus unless otherwise specified. Enforcement still remains for reserved spaces, service spaces, fire lanes, handicapped spaces, restricted areas, loading/unloading zones, and emergency vehicle spots.

4.2 Parking Enforcement – Tiffin University department of Campus Safety and Security enforces parking regulations. Most lots are enforced for required permits year-round.

4.3 Lots/Areas Reserved for Events – All vehicles must be removed from lots/areas when designated as reserved for events before the posted time. Vehicles in violation will be cited and towed at the owner's expense.

4.4 Loading/Unloading Zones – At all times the appropriate permit for the loading/unloading zones must be displayed on the vehicle. Vehicles parked in the loading/unloading zones without the proper permit will be subject to fines and/or towed at the owner's expense.

4.5 Visitor Parking – Faculty, staff, and students associated with Tiffin University are not considered visitors and are not allowed to use the designated Visitor parking. The department of Campus Safety and Security will sell and assign Daily Visitor permits to students for distribution to their guests. Departments and agencies will not be allowed to design, produce or issue parking permits not approved by the department of Campus Safety and Security. The display of unauthorized permits will result in a fine.

4.6 Parking at Campus Houses- Campus houses are property of the University. At all times the appropriate Student Parking Pass must be displayed on the vehicle. Vehicles parked at campus houses will receive a citation if the permit is not displayed.

4.7 Parking at St. Mary's- Parking in the St. Mary's Parking Lot will be in the **WHITE** lined spaces only. The yellow lined spaces are for Church patrons only. At times, the church parking lot will be closed to Tiffin University students. During these times, signs will be posted at the entrances to the St. Mary's parking lot. If the parking lot is closed, students are not allowed to park in the **WHITE** lined spaces.

4.8 Parking at the Marion Center and the Wall Street Pub and Grill- The parking lot on the west side of the Marion Center and the Wall Street Pub and Grill is reserved for patrons **ONLY**. The parking lot across Miami Street from the Wall Street Pub and Grill has several **PUB PATRON PARKING ONLY** spots. Those spots are reserved for visitors to the pub **ONLY**. Vehicles parked in the Marion Center and the Wall Street Pub and Grill will be towed at the owner's expense.

4.9 Eligibility and Exceptions – The department of Campus Safety and Security may designate lots to serve specific groups as necessary to fully utilize parking resources.

4.10 Encroachment – No vehicle shall be parked in a manner that causes it to occupy any portion of two or more parking spaces simultaneously.

4.11 No Parking Area and Improper Uses of Parking Spaces

- a. No parking will be permitted on sidewalks, walkways, landscapes, and travel lanes or over pedestrian crosswalks.
- b. Blocking dumpsters and unauthorized parking at loading docks and service spaces is not permitted.
- c. Parking in a fire lane, fire access area, or obstructing fire and rescue access is not permitted.
- d. Parking spaces on campus may not be used to post the sale of a vehicle, wash vehicles, or store vehicles unless authorized by the department of Campus Safety and Security.

e. Vehicles may only use one parking space at a time. No trailers may be attached to a vehicle while it is parked on campus unless authorized by the department of Campus Safety and Security.

f. Storage units, trailers, jet skis or boats may not be placed in parking spaces without the prior consent of the department of Campus Safety and Security.

g. No space may be blocked, reserved, or closed to access without the consent of the department of Campus Safety and Security.

h. No spaces may be signed or designated for a particular use or user without the consent of the department of Campus Safety and Security.

4.12 Prohibited Use of the department of Campus Safety and Security Facilities without Prior Authorization from the department of Campus Safety and Security

4.12.1 Using campus parking facilities for any purpose other than for what they are intended, for mass distribution or posting of information in the form of flyers, or anything else put on vehicles parked on campus.

4.12.2 Advertising any article, commodity, service or event.

4.12.3 Selling or offering for sale any article, commodity, or service except by those persons, firms or corporations who are official selling agencies of the University.

4.13 Abandoned Vehicles – Any vehicle that has been parked illegally for more than seven calendar days or which is legally parked but determined to be “derelict” will be removed.

4.14 Blocking Vehicles/Disabled Vehicles

4.14.1 Inoperable/disabled vehicles must be reported immediately to Tiffin University Campus Safety and Security (419-934- 0721) and removed within 48 hours of the notification.

4.14.2 Inoperable/disabled vehicles left standing in driveways, driving lanes, tow lanes, blocking vehicles, or other no parking areas are subject to being towed and fined.

4.14.3 It is advised that the owner/driver of the inoperable/disabled vehicle move the car to the nearest unreserved, designated parking space and obtain the proper permit from the department of Campus Safety and Security immediately thereafter.

#### **4.15 Towing Regulations**



4.15.1 Vehicles found in violation of the following may be issued a citation from Tiffin Police Department and possibly towed from campus to a designated storage facility:

- a. Parking in a no parking area, emergency vehicle spot, landscape, or sidewalk.
  - b. Repeat offenders parked illegally. Repeat offenders will be defined as those who have received multiple unpaid citations during a 12 month period.
  - c. Abandoned vehicles.
  - d. Unauthorized parking in a reserved space and/or lot.
  - e. In addition to any fine assessed, the owner of a towed vehicle is responsible for payment of any towing and/or storage fee for such towing.
- 4.16 Suspension of Parking Privileges – Individuals may have their parking privileges suspended for repeated acts of parking violations.

## **5. Appeals**

### **5.1 Submission of Appeals**

5.1.1 Individuals assigned parking violations and/or related fines may petition the penalty within fourteen (14) calendar days of the date of the citation. Only appeals received within fourteen calendar days from the date of the violation will be reviewed.

5.1.2 Appeals must be submitted online at <https://www.permitsales.net/TiffinU/violations>. Only appeals submitted through this portal will be reviewed.

### **5.2 Appeal Ruling**

5.2.1 Appeals will be reviewed by the Director of Campus Safety and Security or designee where the decision will be determined based on information available.

5.2.2 The decision reached by the Director or designee is final.

5.2.3 Appellants will be notified by email of the decision made.

5.2.4 If a citation is upheld, collection procedures will be initiated immediately.

### 5.3 General Guidelines for Appeals Decisions

5.3.1 Appeal decisions are based on the following considerations, however exceptions may be applied. A decision in an appeals case does not constitute precedence in future similar cases:

- a. Information provided by the appellant.
- b. Information provided by the department of Campus Safety and Security including previous violation records.
- c. the department of Campus Safety and Security Rules and Regulations.
- d. Information contained in the parking violation notice.

#### **Citations and Fines**

Citations resulting from parking policy violations can be paid for in the Office of Campus Safety and Security either through cash, check, or by adding the charge to the students' account.

##### **Citation Fines are as follows:**

##### **Failure to Register/Display Permit**

First Offense- Warning

Second Offense- \$30.00

Third Offense- \$50.00

Subsequent Offenses- \$50.00

##### **Unauthorized Permit Displayed**

First Offense- Warning

Second Offense- \$30.00

Third Offense- \$50.00

Subsequent Offenses- \$50.00

##### **Parking in a Handicapped Parking Space/Emergency Vehicle Spots**

First offense- \$250.00

Subsequent Offenses- \$250.00

##### **Outside Lanes/Double Parked**

First Offense- Warning

Second Offense- \$30.00

Subsequent Offenses- \$30.00

##### **Blocking Drive/Delivery Area/ Fire Lane**

First Offense- \$30

##### **Driving/Parked on Grass/Landscape**

First Offense- \$30

Subsequent Offenses- \$30.00

##### **Parked in Crosswalk/Curb Set**

First Offense- \$30

Subsequent Offenses- \$30.00

##### **Failure to Observe Posted Parking Restrictions**

First Offense- Warning

Second Offense- \$30.00

Third Offense- \$50.00

Subsequent Offenses- \$50.00

**Not Parked in Valid Parking Spot**

First Offense- Warning

Second Offense- \$30.00

Third Offense- \$50.00

Subsequent Offenses- \$50.00

**Parked in a Visitor/Guest Marked Parking Spot**

First Offense- \$50

Subsequent Offenses- \$50.00

**Other**

First Offense- Warning

Second Offense- \$30.00

Third Offense- \$50.00

Subsequent Offenses- \$50.00

**Please Note:**

Tiffin University reserves the right to tow **ANY** vehicle for **ANY** of the above listed parking violations/reasons. Any vehicle that is towed from TU property will be done so at the full expense of the registered owner(s). Tiffin University will not be held responsible or liable for any damages, fees, or other unforeseen circumstances that might occur once the vehicle has been towed from TU property.