

## INTRODUCTION

Information contained in this pamphlet is intended as a guide for vehicle operations and parking on the campus and property controlled by Clayton State University. Parking regulations are enforced under the authority of the Official Code of Georgia, Section 20-3-21. Parking regulations are subject to being changed, modified, etc. Current parking regulations will be maintained in the Parking Services Office for review by students, staff, faculty or others. Clayton State University is authorized and reserves the right to regulate the use of all parking facilities for the exclusive use of designated groups and/or individuals participating in University-sponsored events. It is the responsibility of each individual **who** operates a motor vehicle on the Clayton State University campus to know, understand and comply with all Parking Regulations. Clayton State University does not assume any responsibility for vehicles operated and/or parked on campus. Vehicles operated and/or parked on the Clayton State University campus will be at the risk of the owner/operator.

### A. AUTHORITY

The Department of Public Safety, Parking Service is responsible for coordinating the enforcement of all Parking Regulations and State Traffic Laws on the Clayton State University campus and modifying/altering traffic and/or parking patterns on campus as required.

### B. VEHICLE REGISTRATION

1. Drivers operating vehicles on Clayton State University property must have a valid driver's license and proper vehicle insurance as required by law.
2. All motorized vehicles operated anytime on campus by students, employees, and concessionaires must be properly registered and properly display a Clayton State University parking permit. Motorcycles are included in the registration requirement and should have a parking permit displayed if practical. However, if not practical to display based on design of the motorcycle, permit should be maintained by owner/operator. Also, if designated motorcycle parking space(s) on campus is unavailable, owner/operator must park in an appropriate parking space for his/her University status, e.g. student or faculty/staff.
3. Each **student's** motor vehicle must **be** registered by the second week of classes, starting the initial semester it is to be operated on campus. If purchased at a later time, it must be registered with the **Parking Services Office** by the next business day.
4. Each employee's motor vehicle must be registered with the Parking Services Office within one week of employment date or, if a motor vehicle is on campus at a later time, it must be registered by the next business day.
5. Vehicles may be registered by the owner and/or authorized operator of the vehicle.
6. The Parking Services Office must be notified the next business day of any change in ownership or license tag number of any vehicle registered for operation on campus.
7. Anyone registering a motor vehicle may be required to furnish all or part of the following information before a permit being issued:
  - a. Vehicle make, model, year,
  - b. Vehicle color,
  - c. License plate number,
  - d. Home address, telephone number
  - e. Owner's name and address (if different from operator)

### C. PERMITS (DECALS)

#### PARKING PERMITS ISSUANCE

1. Permits issued to faculty, students, or staffs are only valid for use by the authorized recipient, and registered vehicle operator.
2. Permits are valid as follows:
  - a. Student permit – active Clayton State University student (to include satellite campuses and on-line students).
  - b. Faculty/Staff - staff and faculty actively employed. (NOTE: Upon completion of employment, faculty and staff are required to return their parking permits to the Parking Services Office.

- c. If an applicant qualifies for both a faculty/staff and a student parking **permit, only one decal type will be issued. The applicant may choose which type he/she wishes to receive or must relinquish an active permit in exchange for another permit type.**
3. All faculty/staff and student permits issued, unless otherwise indicated, are valid for the academic year, fall semester through summer semester.
  4. Visitors' permits can **be issued to individuals who do not qualify for a University parking permit.**
  5. Parking for special visitors, must be arranged through the Parking Services Office in advance.

### D. PARKING PERMIT DISPLAY

1. **All parking** permits will be displayed by placing the parking permit in the rear window of the vehicle on the lower left side OR in the lower driver's side windshield where it is clearly visible from the exterior of the vehicle.
2. Temporary visitor permits will be displayed on the driver's side dashboard, fully visible through the windshield.
3. Permits cannot be altered or modified in any way from the original permit.
4. Permits that become damaged must be returned to the Parking Services Office.

### E. REPLACEMENT PARKING PERMITS

1. Parking permits that are lost/stolen must be immediately reported to the Parking Services Office **of the** Department of Public Safety.
2. Student or faculty/staff parking permits that are lost/stolen will be reissued upon the payment of \$10.00.

### F. PARKING REGULATIONS

1. All vehicles will be parked within the lines of an authorized parking space. Spaces specifically designated are:
  - a. Faculty/Staff parking only – only Faculty/Staff with a current Clayton State faculty/staff permit may be allowed to park in these spaces.
  - b. Student Parking only – only students with a current Clayton State student parking permit may be allowed to park in these designated spaces.
  - c. Accessible Parking for Persons with Disabilities---Only persons with appropriately designated license plates, state-issued disability hang tags, or CSU issued placards may park in spaces reserved for persons with disabilities.  
**Exceptions:** Special events or circumstances may require these spaces to be temporarily assigned for other use.
2. Vehicles must properly display a current parking permit, clearly visible from the exterior of the vehicle.
3. Parking on lawns, landscape areas, sidewalks, or other areas not specifically designated by signs or curb markings, as parking areas is a violation. The absence of a "No Parking" sign does not denote parking is permitted.
4. Vehicles will not be stopped or parked on campus in a manner that obstructs, impedes, or otherwise creates a hazard to pedestrian/vehicle traffic.
5. Visitor spaces are provided for persons not affiliated with the University. Additionally, temporary visitor parking passes can be obtained by contacting the Public Safety Office. Faculty, staff, and students may not utilize parking spaces designated as visitor parking.
6. Vehicles parked in **timed** parking spaces cannot exceed the posted time limit.
7. Vehicles cannot be moved from one space to another to circumvent timed parking restrictions.
8. Vehicles cannot be left unattended in loading areas for more than 10 minutes. Parking in loading areas is only authorized for service personnel; loading/unloading authorized by the Parking Services Office and/or authorized vendors. Parking Services should be contacted prior to utilizing loading zones.
9. All curbs are designated as fire lanes unless clearly marked for parking. Vehicles are not authorized to stop; stand or park on any curbs that are not designated as authorized parking spaces.

10. No motor vehicle may exceed the speed limit of 20 MPH on the campus except on North Lee Street.
11. Vehicles are required to stop for pedestrian traffic.
12. Recreational vehicles, motor homes, campers, trailers, etc., are not authorized to utilize more than one parking space on campus without expressed permission of the Department of Public Safety.
13. All vehicle operators are required to obey the directions of Plant Operations Personnel, Police Officers, parking patrol or any other CSU personnel who is directing traffic, controlling access to parking and/or roadways at all times.
14. Vehicles may not be left on campus overnight without the prior authorization from the Department of Public Safety Office. and/or Parking Services Office. Operators must notify the Department of Public Safety in the event a vehicle is left on campus that has become inoperable.
15. The registered owner/operator of a vehicle is responsible for all fines, late fees and administrative costs, or the filing of appropriate appeals for the violations.
16. Vehicles parked in handicapped spaces not displaying a valid handicap permit will be in violation and subject to being removed by wrecker at the owner's expense and/or issuance of State Uniform Traffic citation.
17. All parking rules and regulations regarding faulty/staff and student parking areas apply 24/7, Monday through Friday. However, on Saturday and Sunday, there is open parking in all lots.

### G. TRAFFIC LAWS

All Georgia traffic laws are in effect on the Clayton State University campus. Georgia Traffic Citations can be issued for these violations and may be contested through Clayton County State Court or City of Morrow Municipal Court. Clayton State University Parking citations may be issued in lieu of State Uniform Traffic citations and appealed to the Parking Appeals Committee.

### H. REVOCATION/SUSPENSION OF PARKING PRIVILEGES

1. Operation of a vehicle on the Clayton State University campus is a privilege and may be revoked at any time without a refund of the parking fee.
2. Individuals are subject to having their campus parking privileges restricted, revoked and/or suspended without the refund of the parking permit fees for the following reasons:
  - a. Failure to answer a written notice regarding a parking citation;
  - b. Driving while under the influence of alcohol/drugs;
  - c. Failure to demonstrate a responsible attitude toward campus, city and state regulations and laws;
  - d. Failure to pay traffic fines/fees **in a timely manner**;
  - e. Receiving seven (7) citations in ninety days. Parking privileges will be restricted, suspended and/or revoked for ten (10) weeks from the date of the seventh citation;
  - f. Receiving fifteen (15) citations in one academic year. Parking privileges will be restricted, suspended and/or revoked for one year from the date of the fifteenth (15th) citation.
3. Notification of restricted, suspended and/or revoked parking privileges will be made by letter from the Parking Services Office to the current address on file with the Registrar's Office. Confirmation of receipt of the letter is not necessary to initiate suspension.
4. Any person whose parking privileges have been restricted, suspended and/or revoked must return their parking permit to the Parking Services Office for the period required. Failure to surrender a parking permit to the Parking Services Office will result in a "hold" being placed on the individual's academic record until the permit is surrendered.
5. **A vehicle belonging to or registered to someone whose campus parking privileges have been restricted, suspended and/or revoked that is parked on campus is subject to being towed from the campus at the owner's expense.**

### I. VEHICLE IMMOBILIZATION AND TOWING

1. Vehicles are subject to immobilization for the following reasons:

- a. Vehicle is parked in a reserve parking space without displaying the appropriate permit;
  - b. Vehicle is illegally parked;
  - c. Vehicle has accumulated five (5) or more unpaid parking citations;
  - d. Vehicle is not properly registered with the Parking Services Office
2. An administrative fee of \$50.00 will be assessed in addition to existing fines. Release of an immobilizer may be arranged by contacting the Department of Public Safety at 678.466.4050. Removal of an immobilizer without the authority of the Department of Public Safety may result in criminal prosecution.

**J. VEHICLE TOWING**

1. Vehicles may be towed at the owner's expense from campus for the following reasons;
  - a. Vehicle creates a nuisance or causes inconvenience to another person;
  - b. Vehicle is parked in a manner that obstructs, hinders or otherwise creates a hazard, real or potential;
  - c. Vehicle is parked in a tow zone or reserved space or in a loading/unloading area or loading/unloading dock;
  - d. Vehicle is in violation of any parking rules/regulation or state law.
  - e. Vehicle is abandoned on campus.
  - f. Vehicle is listed as belonging to an individual whose parking privileges have been restricted, suspended and/or revoked;
  - g. Vehicle is not properly registered with the Parking Service Office.

**K. PARKING FINES & PAYMENTS**

1. Fines, penalties, and other sanctions will be enforced as follows:
  - a. For a vehicle registered with the Parking Services Office, fines and sanctions will be assessed against the individual in whose name the vehicle is registered.
  - b. For vehicles not registered, assessments will be made against the operator, if it is determined that the operator at the time of the violation is associated with Clayton State University and has registered the vehicle with the Parking Services Office.
  - c. If a vehicle is not registered with the college and the operator is not associated with the college, fines will be assessed against the vehicle's owner as listed in the state vehicle registration records.
2. Parking fines may be paid at the Public Safety Office customer service window, located on the second floor of Edgewater Hall. Acceptable forms of payment are Laker Card, credit/debit cards, personal checks and cash. If coins are included, they must not exceed \$2.00 in total amount, or be rolled in acceptable wrappers and separated by denomination, (e.g. pennies, nickels, dimes and quarters).
3. Parking fines **must** be paid within 10 days from the date the citation was issued. Fines not paid within the 10-day time period will be assessed a late fee of \$ 5.00.
4. Failure to pay parking citation fines and parking fees may result in a student being prohibited from registering for classes or obtaining records.
5. Clayton State University Parking fines are assessed as follows; (NOTE: Fines are subject to change without prior notice. Check with the Parking Services Office for accurate, up-to-date information.)
  - a. Disability parking violation:
 

1 <sup>st</sup> offense	\$50.00
2 <sup>nd</sup> offense	\$75.00
3 <sup>rd</sup> offense	\$100.00
  - b. Restricted Parking (Dental Hygiene parking, time parking, motorcycle, loading zones or other hazards):
 

1 <sup>st</sup> offense	\$20.00
2 <sup>nd</sup> offense	\$30.00
3 <sup>rd</sup> offense	\$40.00
  - c. All other parking violations:
 

1 <sup>st</sup> offense	\$20.00
2 <sup>nd</sup> offense	\$30.00
3 <sup>rd</sup> offense	\$40.00

- d. Administrative citations issued in lieu of state traffic and criminal misdemeanor citations--\$50.00.

**L. PARKING CITATION APPEAL PROCESS**




1. Appeals are accepted in written form and must be received by the Parking Services Office within ten (10) business days from the date the citation was issued. Appeals **rights** are forfeited if not received within **this** time frame.
2. All appealed citations will be forwarded to the Parking Appeals Committee for review.
3. After a decision is made, recipient will be notified in writing as to the status of the appeal.
4. Citations that are **successfully appealed** will be removed from the recipient's record, and **those that are unsuccessful** will be due and payable within ten (10) business days from the date of notice.
5. Failure to pay citations that are unsuccessfully **appealed** within the allotted 10-day period will result in the recipient's records being placed on hold.



**Parking Rules and Regulations  
(678) 466-4050**





**Legend:**  
 Curb Cuts  
 ADA Parking  
 Automatic Doors  
 A-L Parking lots

Individuals requiring disability related accommodations for participation in any event or to obtain print materials in an alternate format, please contact the Disability Resource Center at (678)466-5445

**Class Schedule Room Codes and Faculty Office Locations**  
 A-Faculty Hall(offices)  
 B-Lecture Hall (classes)  
 C-Natural & Behavioral Sciences (classes & labs)  
 G-Arts & Sciences (classes & offices)  
 T-Clayton Hall & College of Business (classes & faculty offices)

- 1-Faculty Hall
- 2-Lecture Hall
- 3-Natural & Behavioral Sciences
- 4-Edgewater Hall
- 5-Athletics Center
- 6-Facilities Management
- 7-Arts & Sciences
- 8-Library
- 10-Clayton Hall
- 11-Harry S. Downs Center for Continuing Education and College of Health
- 12-Spivey Hall
- 13-Music Education
- 14-James M. Baker University Center
- 15-Student Activities Ctr.
- 16-College of Business
- 17-Arbor Hall
- 18-Woodlands Hall
- 21-Security Station & Welcome Center
- 22-Laker Hall
- 23-Amphitheater
- 24-Laboratory Annex Bldg
- 100-5000-Clayton Station
- 25-Future Science Building

**Clayton State University**