

Clayton State University Parking Rules and Regulations

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** (cars, trucks, motorcycles, scooters, etc.) operated on campus by students, employees, and visitors must be properly registered and display a Clayton State University parking permit.
3. Owners and/or authorized operators of the vehicle may register the vehicle with Parking Services located on the 2nd floor of Edgewater Hall (rm. 207)
4. Owners and/or authorized operators are responsible for reporting any changes in ownership or license plate/tag information to Parking Services.
5. Anyone registering a motor vehicle will be required to provide the following information before a permit is issued:
 - a. Operator's name (if different from owner)
 - b. Home address and telephone number
 - c. Make, model, and year of the vehicle
 - d. License plate (tag) number

C. ISSUANCE & DISPLAY OF PARKING PERMITS

CAMPUS PARKING MAP: <https://www.clayton.edu/about/campus-and-instructional-sites>

Permits issued to faculty, students, or staffs are only valid for use by the authorized recipient, and registered vehicle operator.

1. If an applicant qualifies for both permits (student and faculty/staff), only one permit will be issued. The applicant may choose which parking permit he/she wishes to receive or must relinquish an active permit in exchange for another permit type.
2. **Permits are categorized as follows:**
 - a. **STUDENTS** - an active Clayton State University student (to include satellite campuses and online students).
 - Students must register their motor vehicle with Parking Services at Edgewater Hall by the second week of classes, starting the initial semester on campus. Students who purchase a vehicle after this time must register their vehicle by the next business day.
 - Online students must have a parking permit to park on campus. Students can purchase a parking permit for \$10.00 (per semester) at Parking Services in Edgewater Hall.
 - Parking permits must be displayed 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.
 - b. **FACULTY & STAFF** - staff and faculty actively employed by CSU.
(NOTE: Upon completion of employment, faculty and staff are required to return parking permits to the Parking Services Office)
 - Faculty and staff must register for a [perpetual parking permit](#) with Parking Services online within one week of employment date. Perpetual parking permits are payroll deducted and automatically renews each fall semester.
 - Perpetual parking permits (hangtags) should be placed on the rearview mirror and clearly visible from the exterior of the vehicle.
 - c. **RESIDENT STUDENTS** – an active student assigned to one of CSU Housing facilities (Laker Hall and Laker Village)
 - Resident students must register their motor vehicle with Parking Services at Edgewater Hall by the second week of classes, starting the initial semester on campus. Students who purchase a vehicle after this time must register their vehicle by the next business day.
 - These permits allow students to park their vehicle overnight in the residential parking lots.
 - Parking permits must be displayed 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.
 - d. **CONTRACTOR/VENDOR** – individuals who work on campus but are not directly employed by CSU
 - Contractors and vendors who will be parking on campus for a **short-term** basis (30-days) are required to register their motor vehicle with

Parking Services at Edgewater Hall to obtain a temporary permit. Temporary permits are free. Temporary permits will not exceed 30 days.

- Temporary permits will be displayed on the driver's side dashboard, fully visible through the windshield.
 - Contractors and vendors who will be parking on campus on a **long-term** basis (more than 30 days) are required to register their motor vehicle with Parking Services at Edgewater Hall to purchase a parking permit. Parking permits are \$20.00.
 - Parking permits (hangtags) should be placed on the rearview mirror and clearly visible from the exterior of the vehicle.
- e. **VISITORS** – individuals **who do not qualify** for a University parking permit
- Visitor permits are only valid for the designated visitor parking spaces
 - Visitor permits will be placed on the driver's side dashboard, fully visible through the windshield
 - It is mandatory to have a parking permit displayed on every vehicle that is parked in every part of Clayton State University property
 - Parking for special visitors must be arranged in advance through the Parking Services Office.
- f. **EVENT PARKING** – Events, conferences, and workshops are an integral part of the campus environment and need advance planning with Parking Services.
- Due to limited parking availability, a notification to Parking Services must be made at least two weeks prior to the event.
 - Parking Services will provide an event permit to the host; the host will be responsible for making copies and distributing to the guest.
 - Permits are not required for events held after 5p.m. in Parking Lots – A, J, K, L., and I
- g. **RETIREEES**- Clayton State University retirees will receive a parking permit as part of the retirement package.
- The permit will allow retirees to park in Faculty/Staff parking
 - Parking permits must be displayed 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.

D. REPLACEMENT PARKING PERMITS

1. Parking permits that are lost, stolen, or damaged must be immediately reported to the Parking Services Office of the Department of Public Safety.
2. Student parking permits that are lost/stolen can purchase a replacement payment of \$10.00.
3. Faculty and Staff parking permits that are lost or stolen can be purchase at the same cost as the initial permit.
4. If an additional permit is requested, the cost will remain the same as the initial permit cost.

E. Parking Regulations

1. All vehicles must 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 are allowed to park in these spaces.
 - b. **Student Parking only** – only students with a current Clayton State student parking permit are allowed to park in these designated spaces.
 - c. **Accessible Parking for Persons with Disabilities** --Only persons with appropriately designated license plates, state-issued disability hangtags, 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.
 - d. **Restricted Parking (University parking lot)** –only **authorized** vehicles with current Clayton State permit or visitors permit are allowed to park in this
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 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. 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.
7. No motor vehicle may exceed the **speed limit of 20 MPH on the campus** except on North Lee Street.
8. Vehicles are required to stop for pedestrian traffic.

9. 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.
10. Vehicles parked in timed parking spaces cannot exceed the posted time limit.
11. Vehicles cannot be moved from one space to another to circumvent timed parking restrictions.
12. 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.
13. **Vehicles may not be left on campus overnight without the prior authorization from the Department of Public Safety Office.** Motorist must complete an overnight form and submit it in advance to the Department of Public Safety. ***In addition, motorist must also notify the Department of Public Safety in the event a vehicle is left on campus that has become inoperable.***
14. The registered owner/operator of a vehicle is responsible for all fines, late fees and administrative cost, or the filing of appropriate appeals for the violations.
15. Vehicles parked in handicapped spaces not displaying a valid handicap permit or license plate will be in violation and subject to being removed by wrecker at the owner's expense and/or issuance of State Uniform Traffic citation.
16. All parking rules and regulations regarding faculty/staff and student parking areas apply 24/7

F. TRAFFIC LAWS

All Georgia traffic laws are in effect on the Clayton State University campus. Georgia Traffic Citation can be issued for these violations and may be contested through, *Clayton County State Court, Lake City Municipal Court, or City of Morrow Municipal Court.*

F. VEHICLE IMMOBILIZATION AND TOWING

1. Vehicles are subject to **immobilization** for the following reason:
 - a. Vehicle is parked in reserved 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
 - **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) 466-4053. Removal of an immobilizer without the authority of the Department of Public Safety may result in criminal prosecution.**
2. Vehicles may be **towed** at the owner's expense from campus for the following reason:
 - 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

G. 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 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 regulations, and city and state laws
 - d. Failure to pay traffic fines/fees in a timely manner
 - e. Receiving seven (7) citations in a 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.**

H. PARKING FINES & PAYMENTS

1. Fines and payments must be paid to the Department of Public Safety. Fines can be paid [online](#) or at the customer window of Public Safety located on the 2nd floor of Edgewater

Hall. Citations must be paid or appealed within 10 days from the date the citation was issued. Citations not paid or appealed within the 10-day period will be assessed a late fee of \$5.00.

2. Students' failure to pay citation fines/parking fees will result in a student be prohibited from registering for classes, official academic records being released, or clearance for graduation.
3. 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:**
 - 1st offense \$50.00
 - 2nd offense \$75.00
 - 3rd offense \$100.00
 - b. **Restricted Parking Violation (UC Parking Lot):**
 - 1st offense \$200.00
 - c. **All Other Parking Violations:**
 - 1st offense \$30.00
 - 2nd offense \$40.00
 - 3rd offense \$50.00
 - d. **Administrative Violations: (Citations issued in lieu of city/state misdemeanor offenses)**
 - 1st offense \$50.00
 - 2nd offense \$75.00
 - 3rd offense \$100.00

I. APPEAL PROCESS

1. Appeals are accepted in written forms and must be received by the Parking Services Office within ten (10) business days from the date the citation was issued. *This form should be completed with all supportive documents relating to the date attached.*
2. The right to appeal will be **forfeited** if appeal is not submitted within the 10-day period.
3. Appeals will be considered and decisions rendered by the Appeals Committee. **The Committee does not accept the following reasons for appeal:**
 - a. **Lack of knowledge of these rules and regulations**
 - b. **Inability to locate an available authorized parking space**
 - c. **Late for class or appointment**
4. The committee's decision is final.
5. After a decision is made recipient will be notified in writing as to the status of the appeal.
6. 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.
7. Failure to pay citations that are denied by the committee within the allotted 10-days will result in the recipient's records being placed on hold and \$5.00 late fee.