

# SEWANEE

THE UNIVERSITY OF THE SOUTH

## University Parking Policy 2017-18

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## Purpose

The University Parking Policy establishes expectations that promote the safety and welfare of the campus community. Taken together with University encouragement of walking, biking, and lessening the community's carbon footprint, the Policy helps make Sewanee a better place to live and work.

## Scope and Application

The University creates and defines parking areas in and around University facilities, Domain access points, and on University property. Leaseholders are responsible for parking areas on their specific leaseholds.

## Definitions

<b>Zone parking</b>	Designated according to either place of employment or location of student residence (Lots A–J, P). Zone P is reserved for employees and visitors only.
<b>Leasehold</b>	Official designation for property owned by the University but leased to specific individuals or entities.
<b>Service parking</b>	Areas reserved for official University service vehicles.
<b>Loading zones</b>	Areas reserved for the sole purpose for loading and unloading.
<b>Visitor parking</b>	Areas reserved for campus visitors, namely any non-student or non-employee usually identified as a vehicle without a parking sticker.
<b>Customer parking</b>	Designated parking near University businesses, like Stirling's Coffee House and the University Bookstore, reserved for visitors and employees who are Customers.
<b>Time-limited parking</b>	Parking spaces reserved for visitors and employees only (NOT students) to park for a specific length of time, as posted.
<b>Vehicle</b>	For the purposes of this policy, vehicle includes any motorized mode of transportation, including motorcycles and motorized scooters.

## General Policy

1. Students with vehicles on campus must register their vehicles annually.
2. The University designates **Zone P** exclusively for employees and visitors, namely:
  - a. Parking behind Fulford
  - b. Parking in the lot across the street from the Fowler Center
  - c. Parking in front of the University Bookstore
  - d. Parking in front of the Print Services
  - e. Employee parking is designated as blue-lined spaces
3. No-parking zones include (but are not limited to) areas marked with:
  - a. yellow lines
  - b. no-parking signs
  - c. visitor parking areas
4. Parking is not regularly allowed on University Ave. between the Sewanee Inn and Elliott and Hunter Halls, as well as in any space not clearly marked as a legal parking space.
5. For certain events and functions, non-student parking will be available in designated areas of University Ave. These areas will be marked by in-road signage. These exceptions are only made immediately prior to, during, and immediately after the event.
6. Parking is prohibited within 20 feet of any crosswalk or intersection.
7. Parking in spaces with posted time limits is prohibited beyond the stated duration and is for visitors and employees only, not for students.
8. Parking in spaces indicating use only by certain individuals is prohibited to others.
9. Non-parallel-parked cars must be head-in so that members of the Sewanee Police Department can easily see license plates and University parking stickers.

10. Parallel-parked cars must be parked in the direction of traffic, and right-hand wheels of such vehicles must be within 18 inches of the curb.
11. Only vehicles displaying a disability tag from the state of registration, or a temporary disability permit issued by the Sewanee Police Department, may park in a designated disability space.
12. Only marked University vehicles and authorized service vehicles may park in front of garbage bins, on the grass, or in service spaces.
13. When a vehicle is inoperable, the driver must contact the Sewanee Police Department. Without a notice to the department, illegally parked vehicles will be ticketed, even if inoperable.
14. Citations not successfully appealed are collected through student accounts or payroll deduction, as applicable.
15. Citations of vehicles with parking stickers are issued to the owner of the vehicle. Citations are non-transferable.
16. The parking regulations are valid throughout the calendar year unless otherwise indicated by the Sewanee Police Department.

### **Student Policies**

1. No-parking zones (24-hours a day/7 days a week/52 weeks a year) for students include (but are not limited to) areas marked with:
  - a. time-limited (on main campus)
  - b. customer only parking (includes Stirling's and bookstore lots)
  - c. visitor parking and blue-lined spaces intended for employees
  - d. Zone P (Fulford, Texas, and the bookstore parking lots)
  - e. Parking along University Ave. from Elliott and Hunter Halls to the Sewanee Elementary School.
  - f. Parking parallel along Tennessee Ave. from Tuckaway and Elliott Halls to the Cross, except in designated spaces in front of Quintard Hall.
2. Student parking is organized according to where the student lives. Upon registration, students are assigned and sent through the SPO a parking sticker designating their parking zone.
3. Students must park in their designated area according to that specific parking sticker and must also adhere to the general parking regulations from Monday through Friday, 7:30 a.m.–5 p.m.
  - a. After business hours, Monday–Friday, from 7:30 a.m.–5 p.m. students are permitted to park in the following (according to designated markings like disabled, time-limited, and employee spaces):
    - i. the Stirling's parking area
    - ii. the Georgia Ave. spaces
    - iii. the duPont library parking area
  - b. Students may, however, park in the following athletic field lots except between 2 and 4 a.m. and when the lots are reserved for events: the paved lot on Florida Avenue adjoining Harris Stadium, the gravel lot on Brakefield Road across from the football practice field, the lot at Puett Field on Tennessee Avenue, the lots on Green's View Road adjoining the Bruton-Guerry Tennis Center, and the upper lot near Trezevant Hall. Where a lot is paved, parking must occur in lined spaces. The blocking of a roadway or private driveway will normally result in towing of the vehicle, at the owner's expense.
4. Students with electric vehicles must make special arrangements for parking and charging through the Dean of Students Office.

### **Parking for Students Living in University Rental Properties or Off-campus**

1. College and School of Theology students living in off-campus locations and in University rental housing are given an area specific parking sticker, and the designation is based on their off-campus location and/or graduate program.
2. Students are required to park in compliance with other students with similar color code parking assignments and restrictions.

## Parking Zones

Students assigned to the following residential facilities are permitted to park in the following areas.

Zone	Residence Hall areas (see below for descriptions)
A	Emery (PKE), Hodgson, Phillips, University apartments (near Phillips)
B	French House, Wheat House (TKP)
C	Releford (ADT), Benedict, DTD, German House, Paschall House (Italian), KA, McCrory House, Miss. Ave. Town houses
D	Chi Psi, Courts, DKE, Gamma, Humphreys, Georgia Ave. Town Houses, Wiggins
E	ATO, Chaplain's House (Interfaith), Cannon, Hoffman, Johnson, Phi, Russian, SAE, Smith, SN, Spanish, St. Luke's, Bates House (Theta Pi), Women's Center.
F	Ayres, Richardson House (Civic Engagement), Fiji, Armentrout House (Green), Lambda Chi Alpha, McCrady, Ayres Multicultural Ctr.
G	Gorgas, Quintard, Off Campus Student Parking
H	Trezevant
I	Cleveland, Elliott, Hunter, Tuckaway
J	Students in the School of Theology or undergraduates living off campus or in University rental properties or special status students.
P	Reserved for employees and visitors only. Only vehicles displaying a purple staff parking sticker may park in blue-lined spaces.

### Zone Specific Details

#### Zone A

*Zone A is dedicated for residents of Hodgson, Phillips, Emery, and University apartments (near Phillips).* These three halls share the parking beside Hodgson-Emery and the parking in front of Phillips. All parking in this area, except in the rear of the small red brick apartments, is asphalt and has lined parking spaces. There are no legal spaces other than the lined spaces on the asphalt. Parking on the gravel in the rear of the small red brick apartments is restricted to residents of those apartments.

#### Zone B

*Zone B is dedicated for residents of the French House and Wheat House.* French House residents may park in the gravel lot behind the house. Vehicles are not permitted to block the circle drive. Wheat House residents may park in the lot behind the house.

#### Zone C

*Zone C is dedicated for residents of Releford House, Benedict, Delta Tau Delta, German House, Paschall House, KA, McCrory House, and the Mississippi Avenue Town Houses.* Residents may park in the lots near their respective houses or in the parking area behind Benedict. All of the spaces in the large lot behind Benedict are lined spaces on asphalt. (The gravel parking behind the Delt house is limited to Delt residents.) Also, parking directly behind the Hospitality Shop is reserved for Hospitality Shop patrons. Students are not permitted to park in those spaces.

#### Zone D

*Zone D is dedicated for residents of Chi Psi, Courts, DKE, Gamma, Humphreys, Georgia Ave. Town Houses, and Wiggins Hall.* Parking is available in the Courts and Humphreys parking lots and in the lots behind Benedict Hall and along Hall Street. Parking at Wiggins Hall is located on the southeast side of the building in a paved lot.

Parking off the asphalt in any area is always prohibited. Parking on the lake side of Courts next to the water's edge is also prohibited.

### **Zone E**

*Zone E is dedicated for residents of ATO, Cannon, Chaplain's House, Hoffman, Johnson, Phi, Russian, SAE, Smith, SN, Spanish, St. Luke's, Theta Pi, and the Women's Center.*

Limited parking is available along South Carolina Ave. and in the small lot near Cannon for residents of Smith and Cannon. Most students from Smith and Cannon with vehicles will need to park in the lot behind Benedict or in the lot behind Gorgas/Quintard. Other residents may park in the legally marked areas in close proximity to their respective halls or in the parking area behind Benedict. Chaplain's House residents may park FOUR vehicles only in their side parking area. Parking is also available in the Russian House and Women's Center lots.

### **Zone F**

*Zone F is dedicated for residents of Ayres, Civic Engagement, Armentrout House, Lambda Chi Alpha, McCrady, and Ayres Multicultural Center.*

Parking is available in the large parking lot on Alabama Ave. Residents of specific halls or houses may also park in the legally marked areas in close proximity to their respective halls, for example the Multicultural Center has dedicated spaces in front of their facility. Parking in front of the UH 105-208 (formerly Barnwell Apartments) is reserved for the residents of those apartments. Students are not permitted to park in these spaces.

### **Zone G**

*Zone G is dedicated for residents of Gorgas, Quintard Halls, and students living off campus.*

Parking for these two halls is found along the southeast-side of Tennessee Ave., in spaces along Tennessee Ave. and immediately in front of the halls, and in the small lot (known by students as "heaven") between Gorgas and Cravens Hall in white lined spaces. The large lot behind Gorgas and Quintard is also available to residents. Parking is prohibited near the Chapel of the Apostles and behind Hamilton Hall.

### **Zone H**

*Zone H is dedicated for the residents of Trezevant Hall.*

Parking at Trezevant is in the paved parking lot in front of the hall and the gravel lot immediately behind the hall. Parking along Parson's Drive and in the gravel lot across the street in front of the hall (the IM field parking) is prohibited.

### **Zone I**

*Zone I is dedicated for residents of Cleveland, Elliott, Hunter, and Tuckaway Halls.*

Parking is located in the white-lined spaces near each building and along Tennessee Ave. All legal parking spaces behind Cleveland, Tuckaway and Elliott are marked spaces. If the space is not marked, it is not a legal parking space. In that area and elsewhere, parking is prohibited on any part of the yellow line. Overflow parking for this area is also available in the large lot behind Gorgas. Important note: Private drives are not to be blocked, and parking off the asphalt in the rear of the hall is prohibited.

### **Zone J**

*Zone J is dedicated for students in the School of Theology.*

Parking for School of Theology students is found in the large lot behind Gorgas and Quintard near the Tennessee Williams Center. Parking is prohibited near the Chapel of the Apostles and behind Hamilton Hall.

## **Zone P**

*Zone P is dedicated for employees and visitors. Visitor spaces are clearly marked.*

Parking for employees is designated by blue-lined spaces and visitors is generally found in the lot behind Fulford Hall, in the lots around the Fowler Center, beside Hamilton Hall, on Georgia Ave., behind duPont Library, in front of the University Bookstore and Print Services, and along University Ave. in front of the Lease and Human Resource offices.

## **Special Notes**

### *Residence Hall Loading Zones*

Students may park in residence hall time-limited spaces; however, 15-minute parking restrictions apply 24-hours a day.

### *Fraternity House Parking*

Fraternity houses, owned by respective house corporations, with dedicated parking areas on their property are controlled by the respective fraternities. Permission to park in those areas is granted by those organizations.

### *Sorority Houses Notes*

Non-residents of a sorority house may not park at their sorority house between 7:30 a.m. and 5 p.m., Monday through Friday. Parking on the grass around theme and sorority houses is prohibited.

## **Consequences**

1. For a first violation, owners receive a regular fine of between \$10 to \$25, depending on the offense.
2. For a second violation, regardless of kind, owners receive the regular fine plus \$50.
3. For third and subsequent violations, owners receive the regular fine plus \$100.
4. Each semester, at the beginning of the semester, drivers begin with a clean slate for the purposes of cumulative violations.
5. At the discretion of the Sewanee Police Department, towing may be required, and the owner is fined the cost of towing.

## **Responsibilities**

1. Students and employees who own or operate a vehicle are responsible for being familiar with parking policies. The University reserves the right to make adjustments to the policy, as needed, and when such adjustments are made we will notify the appropriate students or employees.
2. The Sewanee police chief and department enforce the University's parking policy.
3. Owner/driver of a vehicle is responsible for annually registering their vehicle and students must update registration information when they change their residence and/or vehicles, and when students return from abroad.
4. Facilities Management is responsible for the creation and management of parking areas.
5. This policy is updated by Facilities Management, the Dean of Students office, and the Sewanee Police Department annually, reviewed by the Office for Risk Management, and approved by the Provost's office.

## **Appeals**

1. Appeals of fines will be heard by the Traffic Appeals Committee, composed of faculty, staff, police, and students.
2. Appeals are submitted electronically ([here](#)) and submissions must be received within 48 hours of the citation to be considered.
3. Appeals must include the date, time, and specific location of the infraction.

## Procedures

1. Before the beginning of the Advent semester, vehicle owners must annually register or renew their vehicle's registration information. Upon receipt of registration information, individuals will receive a parking sticker.
2. Employees and students must place an appropriate parking sticker on their vehicle's left rear bumper. A vehicle is not considered registered until the sticker has been placed on the left rear bumper of the vehicle.
3. Parking designations and parking stickers are determined by primary residence for students or work location for employees.
4. Appeals of parking citations are submitted ([here](#)). Submissions must be received within 48 hours of the citation and must include the date, time, and specific location of the infraction.
5. Disabled parking permission or temporary disability parking permission is granted only by the Sewanee Police Department, and medical documentation is required.
6. Students changing residences or vehicles, or students returning to campus from living elsewhere must promptly register their vehicle and receive an updated assigned registration sticker.

## Parking Stickers

Parking stickers are assigned to specific individuals and their specific vehicles. Each sticker has a unique identifier, namely a bar code and a unique code, as, for example, A16-20045. The A represents the appropriate zone and the 16 represents the academic year. The last five digits represent a unique identifier for each vehicle and its owner. The purple sticker is an employee sticker and the white sticker is for students.



**Draft:** August 9, 2017

**Effective Date/Approved Date:** August 9, 2017.