

# Parking Fees and Regulations Handbook

## Introduction

As of fall 2011, EMU will charge a parking fee of \$60 per year to all faculty, staff, and students who park a vehicle on the EMU campus. This applies to all members of the campus community, undergraduate, graduate, ADCP, part- and full-time students and employees.

*Campus guests and retired EMU employees will not be charged the fee but will be required to register their vehicles or display a visitor parking pass.*

Only vehicles that have been registered and are displaying the correct ID tag or sticker will be authorized to park in university parking areas from 7 a.m. to 11 p.m. Monday through Friday.

EMU has historically offered free parking to students, faculty and staff. While the annual fee will be a disappointment to many, EMU's parking fees will remain on the lower end of comparable universities.

This information is available online at [www.emu.edu/parking](http://www.emu.edu/parking). Parking is monitored on campus by physical plant and security staff.

### In this handbook:

- [Annual Fees](#)
- [Parking Lots and Maps](#)
- [Traffic and Parking Violations](#)
- [Vehicle Registration](#)

## Fees

As of fall 2011, EMU will charge a parking fee of \$60 per year to all faculty, staff, and students who park a vehicle on the EMU campus. This applies to all members of the campus community, undergraduate, graduate, ADCP, part- and full-time students and employees.

Only vehicles which have been registered and are displaying the correct ID tag or sticker will be authorized to park in university parking areas from 7 a.m. to 11 p.m. Monday through Friday.

**Retired employees of EMU** who routinely use the premises must register their vehicle as well with physical plant, but will not be charged a parking fee.

**Campus visitors** not on campus for organized sporting events and major activities are asked to register their vehicles and utilize a temporary permit, available at the physical plant office, admissions office, or information office.

EMU has historically offered free parking to students, faculty and staff. While the annual fee will be a disappointment to many, EMU's parking fees will remain on the lower end of comparable universities.

## How to register your vehicle

Vehicle registration is part of registration for EMU classes, so students will have several opportunities to ensure their vehicle is in the parking system.

**Faculty and staff will receive paper registration slips in campus mail.** More information on payment options will be available after the August 17-18 faculty/staff conference.

It's important to register promptly: ticketing will begin seven (7) days after fall 2011 classes begin.

### **Faculty and staff may opt out**

Faculty and staff may opt out of this fee by registering for a "fee free" parking sticker. This parking sticker is valid only in the University Commons, north parking lot. It is NOT valid in ANY other faculty/staff (F/S) designated parking area.

### **Temporary handicapped parking permits**

Temporary handicap parking permits may be issued to students upon confirmation from the Health Center or athletic trainer that confirms a student's warranted need for a handicap space. These permits are to be used only on EMU property and are not acceptable under state law to be used off campus. They are available from the physical plant during regular business hours.

## **Parking Lots and Map**

### **Student parking restrictions**

Resident students are restricted to parking in the resident or unrestricted parking lots, listed below:

- "The Woods" dorm lot – southeast of Cedarwood
- Roselawn lot – south of Roselawn
- Northlawn lot – west of Northlawn
- Hillside Suites lot – north and east of Hillside
- Parkwood lots – west and northeast of Parkwood
- Any unrestricted lot

### **Commuter students and faculty/staff parking restrictions**

Commuter students and faculty and staff are prohibited from parking in resident parking lots. Parking is permitted in the following lots:

- Lot south of Campus Center
- Library parking lot
- Seminary lot
- West of Campus Center to fire lane
- University Commons south and middle lots
- Martin Store lot
- Any unrestricted lot\*

### **Unrestricted parking lots**

- Mt. Clinton gravel lot
- Turf Field lot
- Smith Street west of Northlawn and Roselawn
- Baseball field lot
- University Commons north and west lots
- Discipleship Center lot

### **Faculty/Staff restricted parking lots**

- Science Center lot
- Physical Plant lot

### **Additional restrictions**

There shall be no parking at any time by unauthorized persons:

- in handicap areas
- in parking spots or parking lots reserved for individuals or departments
- in the service areas of all buildings
- in areas marked with “no parking” signs or equivalent pavement markings
- within 15 feet of a fire hydrant
- in areas blocking fire escapes
- in areas that would block driveways, alleys, sidewalks, or would impede the normal flow of traffic on campus
- on sidewalks
- on the grass
- in truck unloading zones north of the Dining Hall, Royals Den, and Campus Center
- designated visitor areas

Parking in undesignated or unrestricted areas does not excuse one from obtaining a registration decal. All vehicles on campus must be registered.

## Traffic and Parking Violations

EMU parking regulations apply to any person parking a motor vehicle on Eastern Mennonite University property. Violators will be subject to fines as presented in this brochure. **Ignorance of a regulation is not grounds for cancellation of a fine.**

A motor vehicle means any motor vehicle requiring state registration and licensing for operation on a public road or highway.

EMU assumes no responsibility for the safety or security of personal motor vehicles or their contents while on campus, nor for the driving practices of individuals. The individual in whose name a motor vehicle is registered shall be totally responsible for that vehicle while it is on campus.

### Campus traffic regulations

Driving on the grass, sidewalks or other areas not designated for vehicle traffic is prohibited.

Motorcycles must comply to standard muffler requirements to eliminate excessive noise. Motorcycles are not to be driven on sidewalks or on the grass. They must follow all regulations expected of car owners and are not to be parked on the sidewalks by the dormitories or in buildings for any reason. Failure to comply may result in removal by impounding the motorcycle at the owner’s expense.

### Failure to register your vehicle

**Failure to register a vehicle results in a \$60 fine.** (If this is your first offense, complete the registration within seven days of receipt of the violation and the fine will be waived. You will still be required to pay the \$60 annual registration fee.)

On your third offense of failing to register your vehicle, your car will be towed and impounded at your expense.

### Other fees and violations

There is a \$100 fine for parking in a handicap zone and parking in a fire lane or within 15 feet of fire hydrant or connection. (Under state statute, you also risk being towed on the first offense for these violations.)

Additional fines of \$25 will be assessed for: wrong parking lot, parking in a loading zone, parking on grass, sidewalk or crosswalk, blocking alley or driveway, double parking, or for parking motorcycles in buildings or out of designated spaces.

Traffic violation fines will be placed on the violators EMU personal account. Submit the [parking citation appeal form \(PDF\)](#) to appeal the fine. The appeals committee will make a decision within 30 days.

## Harrisonburg Police Department

Incidents referred to Harrisonburg Police Department for prosecution:

- Accidents involving a licensed vehicle
- Vandalism or theft involving a vehicle
- Parking in bicycle lanes on Park Road
- Reckless driving
  - Excessive speed on campus streets
  - Driving on pedestrian walkways
  - Driving on lawns or athletic fields

There are no exemptions for tickets issued by Harrisonburg Police Department. EMU reserves the right to remove or to have removed by impounding or immobilizing any vehicle which is parked in violation of EMU regulations. The owners of such vehicles will be required to pay all costs of removing, impounding or storing such vehicles.

**If your vehicle is impounded, you may discover its location by calling the non-emergency police number at 540-434-4436.**

## Vehicle Registration

A parking fee of \$60 per year will be assessed to all faculty, staff and students who park a vehicle on the EMU campus. Registration of the vehicle must occur within one week of bringing that vehicle to campus. This also applies to individuals living in EMU-owned housing or apartments.

### How to register your vehicle

**Students:** Vehicle registration is part of academic registration for EMU classes. Final fall 2011 registration day is scheduled for Monday, Aug. 29.

**Faculty and Staff:** Registration and payroll deduction forms will be available for all faculty and staff during the fall faculty/staff conference August 17-18. The forms are also available within the employee pages of [my.emu](#) after login.

### More info

To register a vehicle you are required to:

- Hold a current vehicle registration card as evidence of ownership and the right to register the vehicle.
- Attach the registration decal to the lower left of the rear windshield on the driver's side. The decal shall be attached so that it is readily visible and readable. Rear-view mirror hangers are available upon request at the physical plant office.

Each vehicle that will be brought on campus must be registered.

The registration decal is valid only for the school year issued and will expire on August 25 of each year. Faculty and staff stickers are issued for a one-year period.