

**3354:1-20-03.3 Parking procedure.**

- (A) Students, employees, and visitors must observe College parking rules and applicable laws.
- (B) The privilege of maintaining a vehicle on campus may be rescinded at any time if a student, employee or visitor fails to observe this procedure.
- (C) The College is not responsible for losses due to theft or damage to vehicles while parked on property owned, leased, or operated by the College, including without limitation parking at special events occurring off College property.
- (D) Vehicle registration and parking permits.
  - (1) All faculty/staff parking lots on campus are permit parking only and all employee vehicles on campus must be registered annually. Registration can be done through My Tri-C Space. Employee permits can be obtained through the office of Campus Services and Retail Operations.
  - (2) Visitors' parking spaces are dedicated for those who do not have regular business at the College. Visitors' pay stations are available at the rate of \$1.00 per 2 hour time block. Multiple time blocks may be purchased. Visitors parking is available at the following locations:
    - (a) Metropolitan Campus: Lots 3 and 6.
    - (b) Unified Technologies Center: Lot 8 and off the entrance from Woodland Avenue.
    - (c) Western Campus: Lots C and D.
    - (d) Eastern Campus: Lots B and E.
    - (e) District Office: east side of main lot. District visitors must check in at the front desk.

- (3) Vendors, contractors, temporary employees and consultants should contact the department for which work is being performed to determine the approved permit type (annual, semester) and payment method.
    - (a) If the department will be paying for the parking permit, a department representative must complete the necessary registration form and purchase the approved permit type at through the Office of Campus Services and Retail Operations, using the appropriate organizational budget number.
    - (b) If the vendor, contractor, temporary employee, or consultant will be paying for parking, they must complete the necessary registration form and purchase the approved permit type through the Office of Campus Services and Retail Operations.
  - (4) The College requires employees to register their vehicles so that Campus Police and Security Services may notify the owner of any issues while parked on College property. Failure to register an employee vehicle will be subject to but not limited to immobilization device.
  - (5) Release of immobilization device (boot) will be at the discretion of the towing company.
  - (6) The registration of a vehicle on campus does not guarantee a parking space, but affords the registrant an opportunity to park in authorized parking areas when parking space is available.
  - (7) Students registered for the current term should register their vehicles but do not need to display a parking permit. Students are required to pay the Campus Security and Maintenance Fee as outlined below.
- (E) Fee structure.
- (1) Employees.

- (a) All employees will be charged the prevailing rate through payroll deduction. However, an employee may opt-out if he/she takes public transportation, walks to work or car pools.
- (2) Students.
  - (a) The Campus Security and Maintenance Fee is charged to all students registered for classes. This is a tiered fee structure based on credit hours of registration per semester:
    - 1-3 credit hours (no fee)
    - 4-11 credit hours (\$40.00)
    - 12+ credit hours (\$60.00)
  - (b) The Campus Security and Maintenance Fee is designed to provide students with unlimited access to all campuses, recreation facilities, Technology Learning Centers, libraries and campus special events without having to purchase permits.
- (F) Special events.
  - (1) Any group arranging an event on campus must contact the scheduling office in order to reserve special event parking. This includes all College-wide, departmental, and external events.
  - (2) All costs for special event parking will be charged to the hosting department or external organization through the scheduling office. Exceptions must be pre-approved by the Campus Presidents' Office.
  - (3) The Campus Presidents' Office may waive parking fees for College-wide open houses, major recruitment events, major athletic events, and major campus events. Other event types must be reviewed by the Chief of Public Safety before fees may be waived.
  - (4) Special event parking may be reserved at any time, including weekdays, evenings, and weekends.

- (5) If a department chooses not to reserve a specific lot on campus for a smaller event, special event permits are available for purchase through the office of Campus Services and Retail Operations. It is the responsibility of the hosting department to obtain and mail the permits and to instruct the guests that their car may be subject to a citation if the hangtag is not properly displayed.
- (G) Parking restrictions and citations; appeals.
- (1) No vehicle is to be left on College property longer than 24 hours. Vehicles are subject to tow at owner's expense thereafter.
  - (2) Citations may be paid by mail or in-person at the Enrollment Center at the site where the ticket was issued.
  - (3) Appeals involving citations must be made in writing within (10) business days of the ticket date. Appeal forms are available at each Campus Police and Security Services office and online at [www.my.tri-c.edu](http://www.my.tri-c.edu).
  - (4) Penalties for non-payment of citations may include without limitation:
    - (a) Grades withheld.
    - (b) Vehicle registration and drivers license held by the State of Ohio.
    - (c) Vehicle towed, immobilized (booted), campus parking registration revoked.
    - (d) Prohibition from parking at College locations and events.
    - (e) Late fees.
  - (5) A schedule of parking fines associated with each College citation number is incorporated into this parking procedure as Exhibit A.

- (H) Most parking lots are equipped with a blue phone connected directly to The Department of Campus Police and Security Services. The Department offers motorist assistance 24-hours a day for the following emergencies:
  - (1) Vehicle lock-out.
  - (2) Battery assists.
  - (3) Travel directions.
  - (4) Fuel assists (gas cannot be provided).
  - (5) Help with contacting roadside assistance.
  - (6) Escort.
- (I) Speed limits.
  - (1) Parking lots: 10 mph.
  - (2) Roadways: East Campus 15 mph. West Campus 20 mph.
- (J) The President or President's designee is hereby directed to take all steps necessary and appropriate for effective implementation of this procedure.

Effective date: September 17, 2012  
Prior effective date: September 9, 2008  
Procedure amplifies: 3354:1-20-03

Replaces: 3354:1-20-03.3

Effective: 12/15/2005

CERTIFIED ELECTRONICALLY

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Certification

03/17/2015

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Date

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