



Fontbonne

UNIVERSITY

Public Safety Department

PARKING REGULATIONS

2015-2016

To reach Public Safety dial 314-719-HELP (4357) or 314-889-4596

Pager: 314-318-HELP (4357)

Need help on campus? Dial HELP (4357)

- Jump-start dead battery
- Report suspicious people or activities
- Borrow a snow shovel or loan you a gas can
- Unlock your vehicle
- Help you call a wrecker or mechanic
- Lost & Found
- Escort service
- Low tire? Use our air compressor
- Visitor Registration

GENERAL PARKING INFORMATION

Unless otherwise noted, these regulations apply to the main Fontbonne campus in Clayton. Parking regulations pertaining to an off-site location will be disseminated by the site director. Permit requirements referenced in this document apply to both the Clayton and Brentwood campuses.

The Fontbonne University parking areas are for use by students, faculty, staff, registered visitors and other individuals conducting business for or authorized by the University. Fontbonne University assumes no liability for loss or damage to any vehicle or its contents while parked or operated on University property.

All parking regulations are strictly enforced 24 hours a day. It is assumed that individuals parking on campus are familiar with and agree to adhere to all parking regulations. The Fontbonne University Public Safety Department has been charged with the duty of enforcing parking regulations. Parking citations will be issued for all observed violations.

During peak periods, parking on campus is difficult. If you choose to park off campus on Wydown Blvd. or other close locations, please observe the City of Clayton's parking regulations. The police enforce these regulations rigorously.

The campus speed limit is 15 m.p.h.

All vehicles operated and parked on Fontbonne University property are required to be State licensed and in operating condition. They must be registered with Fontbonne and display either a current

Fontbonne parking tag or a valid visitor's pass. A parking permit is not required for vehicles parked off campus.

Visitors conducting business with Fontbonne University from 8 a.m. to 4:30 p.m., Monday through Friday, are required to register in the Information Office, Room 101 in Ryan Hall. After normal working hours, visitors should register in the Public Safety Building across from St. Joseph's Hall. Visitors seeing students are required to register in the Public Safety Building. A parking "GUEST" pass will be issued to each visitor during the registration process. It is your responsibility to insure that your visitors are properly registered and aware of our parking regulations. Your guest may not use your hang tag.

PARKING PERMITS

Parking permits are required to be displayed on vehicles operated and parked on both the Clayton and Brentwood campuses. This applies to all faculty, staff and students working, attending class, or using the facilities available on either campus. Food Service, Bookstore and other contract employees assigned to either campus are also required to obtain a parking hang tag for their vehicle. Parking hang tags are sold in the Business Office.

Permits are sold for your personal use. Your permit may not be given away, resold or used by other people. Misused tags will be forfeited. Citations will also be issued for the misuse of tags. Violators will lose their campus parking privileges for 12 months and may face criminal charges. These penalties apply to both the person purchasing the tag and the person using the tag.

Students living in the residence halls are required to purchase a resident permit. This authorizes overnight parking. Residents may not have more than one registered vehicle on campus at any given time.

Commuter students on campus after 12 a.m., Sunday through Thursday or after 2 a.m. on Friday and Saturday should register for the evening with Public Safety.

Students attending classes at an off-campus site who are either required or choose to come to the main campus must purchase a parking permit or a daily parking pass if they wish to park on campus. The cost for an annual or term parking permit is discounted for off-site students. Brentwood students are not considered off-site students.

Your parking tag is required to be hung on the rear view mirror of your vehicle. The tag number and security seal must be facing towards the front of the vehicle. It is your responsibility to insure the complete tag is visible. If your tag is blocked by tinting or otherwise not clearly visible, your vehicle is subject to ticketing. If you need help displaying your tag, contact the Director of Public Safety before you receive a parking ticket.

Permits may be purchased by the school year or term:

	<u>Annual</u>	<u>Term</u>
Full-time faculty and staf	\$130	\$80
Part-time faculty and staff	\$85	\$60
Commuter students:more than 6 ours	\$150	\$90
Commuter students: 6 or less hours	\$100	\$70
Off -campus site students	\$55	\$35
Resident students	\$160	\$95
Summer term tags		\$30

Parking permits may not be returned for a refund.

The fee for replacing an annual tag (lost, stolen, etc.) is \$30. A term tag replacement is \$25. Daily, weekly, monthly and summer tags are not replaced.

If you purchased a term or annual permit and your tag is not available, a short term tag may be purchased. These tags are sold in the Business Office. A one day tag is \$2, a three day tag is \$4, a seven day tag is \$7 and a monthly tag is \$25. The one and three day tags may also be purchased after hours at the Public Safety Office. These permits are sold for your personal use. They may not be given away, resold or used by other people.

If you have not purchased a term or annual tag, you may also purchase a short term tag which permits you to park on campus. A one day tag is \$5, a three day tag is \$10, a seven day tag is \$15 and a monthly tag is \$40. The one and three day tags may also be purchased after hours at the Public Safety Office.

Faculty, staff, students and contract employees may not use "GUEST" hang tags. A \$50 fine will be assessed for misuse of a "GUEST" hang tag.

The purpose of a parking hang tag is to identify vehicles that have been authorized to park on University property. The tag is used to help identify unauthorized parkers and does not guarantee the availability of a parking space.

PARKING AREAS

Parking lots on campus are open to all Fontbonne parkers unless restricted by signage. The parking of a vehicle is prohibited in any portion of a parking area that does not have a "lined" parking space. Improperly parked vehicles are subject to ticketing, booting and towing.

The Horseshoe is reserved for employee parking Monday through Friday from 8 A.M. to 5 P.M. Students may park in the Horseshoe after 5 p.m. in spaces not reserved by signs. The visitor spaces in the Horseshoe are reserved strictly for visitors from 8 a.m. to 10 p.m., Monday through Friday.

A reserved area for parking motorcycles and scooters has been provided on the south side of the Fine Arts Building. A connection for locking your motorcycle/scooter using your own cable and lock has been provided. Motorcycles and scooters parked on campus are restricted to this area during the fall and spring terms. Vehicles parked in this area are not required to display a Fontbonne parking permit. Motorcycles / scooters parked on campus overnight must be registered with Public Safety.

You may choose to park at our off-site lot and ride the shuttle bus to Fontbonne. Fontbonne leases parking from WU. The lot is located at 6501 Clayton Rd. This is the old CBC high school. The lot is open on school days from 8 a.m. to 7 p.m., Monday through Friday. A free shuttle bus runs from this lot to the main campus every 10 to 15 minutes. The last shuttle will leave Fontbonne 10 minutes prior to the closing time of the lot. The shuttle service will stop earlier in the evening if the parking area empties prior to 7 pm. A parking permit is required for parking at this location.

VIOLATIONS

Fines will be assessed for violating provisions of these regulations as outlined below:

Parking Without Authorized Tag:	\$50	Fire Lane:	\$25
Unauthorized Overnight Parking:	\$25	Tag Misuse:	\$125
Careless/Imprudent Operation:	\$50	Visitor's Space:	\$25
Improperly Displayed Tag:	\$25	15-Minute Zone:	\$50
Moving/Violating Traffic Cone:	\$50	No Parking Area:	\$25
Unauthorized Parking Area:	\$25	Reserved Area:	\$50
Occupying 2 Spaces:	\$25	Faculty/Staff Zone:	\$25
Handicapped Zone:	\$50	Wheel Locking Fee:	\$50

Parking fines will be reduced by \$10 if paid within 2 working days from the date of the ticket. The wheel lock fee may not be reduced. **Tickets paid at the reduced rate may not be appealed.**

Using an altered or forged permit is a crime. Violators will be ticketed, lose their campus parking privileges for 12 months and are subject to criminal prosecution.

If you are a student, all unpaid fines will be applied to your account. No grades or transcripts will be issued until outstanding fines are paid. Registration for the next term cannot be completed until fines are paid.

Individuals not having a student account with Fontbonne must pay outstanding fines within 7 days from the date the ticket is issued. Individuals not paying assessed fines within this grace period will lose their privilege to park on campus. Vehicles owned or operated by these individuals will be placed on the wheel lock list. A charge of \$50 plus the amount of the outstanding fines must be paid before a locked vehicle is released. Employees are encouraged to apply for payroll deduction in the Business Office to pay for outstanding parking fines before being placed on the wheel lock list.

An individual receiving 4 or more tickets in a 30-day period or 8 tickets within one academic term will be classified as a habitual violator. With each subsequent parking violation, vehicles owned or operated by habitual violators will be wheel locked until the assessed fine is paid.

All fines should be paid at the Business Office, Room 215 Ryan Hall, between 8:30 a.m. and 4:30 p.m., Monday through Friday. If you wish to pay by mail, please include your name, telephone number and the parking ticket number with your payment. Your payment should be mailed to: *Fontbonne University, Business Office, 6800 Wydown Blvd., St. Louis, Missouri, 63105-3098.*

PARKING TICKET APPEALS

Parking tickets may be appealed. Appeal forms are available from the Department of Public Safety or the Mailroom. You may also appeal on-line at www.fontbonne.edu in the Public Safety section. Appeals must be filed with the Public Safety Department within 7 working days from the date of the ticket. A \$5 service fee is charged for appeals submitted after 7 days. Appeals will not be considered after 30 days from the date a ticket is written. Fines will not be payroll deducted or applied to an account until the initial appeal process has been completed. Forgetting to display your permit, not knowing the parking regulations, running late and the lack of a parking space are not considered acceptable reasons to appeal a parking ticket.

A second appeal may be made to the Parking Appeal Board if you feel your first appeal was not fairly considered. Appeals to the Board must be submitted in writing only on the Board appeal form. Second appeals must be received within 21 days from the date of the ticket that you are appealing. Forms for this appeal may be obtained from the Public Safety director's office, Room 101-B in Ryan Hall.

VEHICLE TOWING

Individuals violating our parking regulations are subject to having their vehicles immobilized by the use of a wheel lock. This is done in lieu of towing vehicles from our property. However, vehicles are subject to immediate towing if they are parked or left unattended in a location that impedes traffic, blocks an unloading zone, fire lane or otherwise creates a safety hazard.

Vehicles not properly licensed, not in operating condition or that have been or appear to have been abandoned are subject to towing. If your vehicle becomes disabled, please notify the Department of Public Safety.

An immobilized vehicle is subject to towing after 48 hours if it remains unclaimed or if outstanding fines remain unpaid. Vehicles are towed at the expense of the owner. Fontbonne is not responsible for damage to towed vehicles or to vehicles that have been immobilized using a wheel lock. Contact the Department of Public Safety at extension (719-) HELP (4357) for information regarding towed vehicles.

