

Parking Policies

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.

Parking Registration

All vehicles operated and parked on Fontbonne University property are required to be registered and display either a current parking tag or a valid visitor's pass. A parking tag 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 hang tags are required to be displayed on all vehicles operated and parked on campus by members of the Fontbonne community. This includes all faculty, staff, and students working, attending class, or using the facilities on campus. Food Service, Bookstore, and other contract employees assigned to the Fontbonne campus are also required to obtain a parking hang tag for their vehicle. Parking hang tags are sold in the Business Office, Room 215 in Ryan Hall. Hang tags are sold for your personal use. Your tags 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 and violators will lose their campus parking privileges for 12 months. Students living in the residence halls are required to purchase a resident tag. This authorizes overnight parking. Residents may not have more than one registered vehicle on campus at any given time. Freshman Resident Students will only be allowed to park on the SOUTH parking lot. Freshman resident students will have a PURPLE Parking tag. Drop off parking for freshman residents will be near the security building in front of St Joes Hall. 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 tag is discounted for off-site students. Your parking tag is designed to hang on the rear view mirror of your vehicle. The tag number 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. Tags may be purchased by the school year or term:

Full-time faculty and staff	\$150 \$100
Part-time faculty and staff	\$100

Commuter students: (more than 6 credit hours)	\$150 \$90
Commuter students: 6 or less hours	\$100 \$70
Resident students	\$180 \$105
Summer term tags	\$40

Parking hang tags may not be returned for a refund and Fontbonne does not replace lost or stolen tags. If you wish to park on campus and you do not have a regular parking tag or your tag is not available, a daily parking tag may be purchased. Daily parking passes are sold in the Business Office. A one day tag is \$2 and 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. 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. Reserved spaces are marked by signs. The visitor spaces in the Horseshoe are reserved strictly for visitors from 8 a.m. to 10 p.m., Monday through Friday.

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:	\$50
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 hang tag 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 assessed 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 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 **INSERT LINK** Appeals must be filed with the Public Safety Department within 7 working days from the date of the ticket you are appealing. Appeals not received within this time period will not be considered. Fines will not be payroll deducted or applied to an account until the initial appeal process has been completed. Forgetting to hang your tag, 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 (314) 599-2947 for information regarding towed vehicles. If you have visitors on campus to see you, please have your guests register at the Public Safety Office across from St. Joseph's Hall. Visitors will be issued a guest pass for their vehicles. Unregistered vehicles are subject to ticketing, booting, and towing. If no one is available at the Public Safety Office please call (314) 889-4596.

Information given on official University forms must be correct and complete. Providing false or misleading information may result in disciplinary action or cancellation of registration.

Anyone who removes, alters, destroys or reveals the contents of records or files of a student, faculty or administrative member of Fontbonne University without authorization may be subject to prosecution under civil law and dismissal from the University.

Changes in a student's name or address must be recorded in the registrar's office. Failure to receive information from the University will not be an acceptable excuse if a student has failed to notify the registrar of such changes.