

**Concordia University
Campus Traffic and Parking
Policy and Procedures
2020-2021**

Preface

The “Concordia University Campus Traffic and Parking Procedures” manual is published by the Department of Public Safety under the authority of the Concordia University Board of Regents through the Chief Operating Officer.

Questions regarding the formation of this policy should be addressed to the Chief Operating Officer. Questions regarding the implementation and/or enforcement of this policy should be directed to the Director of Public Safety.

This publication is available to all persons at Concordia University. Copies are available from the University Switchboard, the Department of Public Safety office (Addison 140), and http://www.cuchicago.edu/portal/forms_repository/university_policies/Parking_Policy.pdf.

General Conditions

Concordia University is subject to all applicable laws and regulations of the Village of River Forest, County of Cook, State of Illinois, and Federal Government. It is believed that all applicable laws are satisfied in these regulations. Some specific current interpretations, subject to further clarification from time to time, are noted here.

If a motorized vehicle is properly registered in the owner’s state of residence, no further State of Illinois or Village of River Forest or County of Cook license plate or decal purchase is necessary to obtain a Concordia parking permit to park on-campus.

Parking Permits

All parking permits are issued at the Public Safety Office (Addison 140) after registering your vehicle online. Permits can be picked up Monday thru Friday during normal business hours (8am-4pm). If a vehicle is registered after business hours, that parking permit can be picked up the following business day.

Parking permits are only valid for the vehicle registered with Public Safety. Student must contact Public Safety to transfer an existing permit to a new or alternate vehicle. Faculty and staff may have additional permits for more than one vehicle, but only one vehicle should be on campus at any given time. All permits must be displayed in the rear window of the vehicle on the lower left driver’s side.

All students and employees operating motor vehicles while at Concordia University must register such vehicles with the Department of Public Safety (DPS) and obtain a permit. All students and employees are required to make use of campus parking facilities. Parking on village streets is regulated by the Village of River Forest. Parking on village residential streets by

students and/or employees is strongly discouraged. Limited legal parking is available on Division Street and Bonnie Brae Place per the posted Village of River Forest parking signs.

All persons requesting permits of any type will be required to accept an appropriate release / agreement to the university, waiving all rights to claim of liability on the part of the university, should the university be required to tow and/or impound a motorized vehicle in the enforcement of these regulations. All permitted vehicles also agree to payment of all towing and/or storage charges incurred by the university in the enforcement of these regulations, in addition to any DPS penalties. The university reserves the right to use the services of the River Forest Police Department in the enforcement of this policy when necessary. All persons, by receiving a permit, agree to payment of penalties incurred, as stated elsewhere in this procedure.

No permit will be granted to a vehicle that exceeds the normal parking stall size (i.e., 8 feet wide, by 26 feet long). No trailers (including house trailers, popup tent trailers, vehicle trailers, rental trailers) will be granted regular permits nor will they normally be permitted to be parked in university parking lots.

All permits must be attached in the rear window, on the driver's side, of the registered vehicle. The permit decal remains property of Concordia University. All decals must be returned to DPS when a vehicle is sold or a permit is terminated for any reason.

DPS must be notified of any and all changes in vehicle registration information within 7 days.

Online Registration

When registering online, everyone should go to Concordia Connect at the following link:

<https://connect.cuchicago.edu/cp/home/displaylogin>

After logging on click the "Resources" tab and scroll down to the Campus Parking and Transportation section to register your vehicle. After completing the registration it will prompt you to print a temporary permit that you can place on the dash of your car until you are able to obtain your permit. The temporary permits will typically expire within five (5) business days of registering your vehicle online.

Resident Student Parking

As a condition of their housing agreement, students may purchase a resident student parking permit for the fall and/or spring semester, depending upon need. The parking permit for the fall 2020 semester begins August 23, 2020 and ends December 11, 2020. The parking permit for the spring 2020 semester begins January 11, 2021 and ends May 7, 2021. Any permits purchased within 5 weeks after each semester's beginning date shall be deemed to have begun on the semester beginning date. Permits purchased after the 5th week shall be charged a pro-rata amount based on the seventeen-week parking permit period. Permit proration is not available when tickets have been issued. The cost for the full semester overnight fee is \$305/ per vehicle. Refunds will be based on time remaining in the seventeen-week parking permit period

Resident student parking permits allow students to park on campus 24 hours a day, seven days a week. Resident students are allowed to park in the Parking Structure on any level from 6AM to 2AM seven days a week. **From 2AM to 6AM every day of the week, all resident students must be parked on level 2A or higher in the Parking Structure.** Residents are allowed to use Lots 1, 2, 3, & 5 from 6AM to 2AM on Saturdays and Sundays **ONLY**.

Off-Campus Students Overnight Parking

On a space available basis, off-campus students may purchase overnight parking permits. The cost of such permit is the same as the cost to resident students purchasing overnight parking permits. All provisions associated with resident students purchasing overnight parking permits apply to off-campus students overnight parking permits. Concordia reserves the right to deny such parking privileges for any reason, including lack of available parking spaces. In such instances, the student will be refunded the pro-rata portion of the parking permit fee based on the seventeen-week parking permit period.

Commuter Student Parking

Parking permits are required for any student driving a car to campus. A student is defined as a person taking any Concordia University class, regardless of classification (part-time, full-time, non-degree seeking, etc.). A \$77 per semester fee will be assessed for the permit. The parking permit for the fall 2020 semester begins August 23, 2020 and ends December 11, 2020. The parking permit for the spring 2021 semester begins January 11, 2020 and ends May 7, 2021. The parking fee is \$77, regardless of the date within the semester that the permit is purchased. No refunds will be provided for any reason.

Commuter permits are available at the Public Safety Office (Addison 140) after registering your vehicle online. Permits can be picked up Monday thru Friday during normal business hours (8am-4pm). If a vehicle is registered after business hours, that parking permit can be picked up the following business day.

Commuter student permits are good from 6AM to 2AM every day of the week. From 2AM to 6AM, commuter students are not expected to be on campus, so the commuter permit is not valid between those times. From 6AM to 2AM, all commuters are allowed to park in the garage on any level, seven days a week. Commuters are also allowed to use Lots 1, 3, & 5 from 4:30 PM to 2AM, Monday thru Friday, and Lot 2 from 6PM to 2AM, Monday thru Friday. Commuters are allowed to use Lots 1, 2, 3, & 5 from 6AM to 2AM on Saturdays and Sundays.

If a commuter student needs to park on campus between 2AM to 6AM, they must call, or go in person, to the University Switchboard. The commuter will be noted in the Overnight Parking Log and must park on level 2A or higher in the parking structure.

Employee Parking

Parking permits are issued at no cost on an annual basis to all employees of Concordia University (student workers do not receive employee permits). Employee permits are to be used only while the employee is on the campus, or is off-campus in the performance of university-assigned duties. Employees may park in Lot 1 and the Parking Structure between

6AM to 2AM seven days a week. Employees can park in Lot 2 between 6:00 pm and 2:00 am, Monday thru Friday. Employees can park in Lot 3 & 5 between 4:30 pm and 2:00 am, Monday thru Friday. Employees can also use Lots 2, 3, & 5 between 6:00 am and 2:00 am, Saturdays and Sundays.

Generally, employees are not expected to be on-campus between 2AM and 6AM and therefore, employee permits are not valid during this time. Exceptions are made for on duty staff and those Residence Life staff that live on the campus.

If an employee, in the course of performing university related duties, needs to park on campus between 2AM to 6AM, they must call, or go in person, to the University Switchboard. The employee will be noted in the Overnight Parking Log and must park on level 2A or higher in the Parking Structure.

Fleet Parking

All fleet vehicles are stored in Lot 1 and in Lot 6 (behind the Service Building). Fleet vehicles are issued employee type permits and, when issued to an individual, may only be parked in lots allowed for employee parking. Fleet vehicles parked in un-authorized lots will be ticketed and the fine will be charged to the individual who has signed for the vehicle.

When returning fleet vehicles to Physical Plant, they should be parked in Lot 6 or the north end of Lot 1 if full.

Visitor Parking

Visitor parking is available from 6AM – 2AM in Lot 3 (in front of Krauss Hall/Krentz Center) and Lot 5 (parking lot on north side of the Parking Structure). Only those persons who are not employed by the University and are not registered for any current Concordia classes are allowed to park in the designated visitor areas.

Overnight visitors registered through KCC must receive a temporary parking permit from the Koehneke Community Center staff.

A student, employee, or campus organization must sponsor any other overnight visitors. There is no permit issued, but the vehicle must be logged in the Overnight Parking Log at the University Switchboard.

**** All overnight parking is restricted to the Parking Structure, level 2A or higher. ****

Handicap Parking

Reserved parking for people with handicapped decals or license plates is located in Lots 1, 2, 3 and 5 (see map for details). Users must have state-issued decals to use these spaces.

Students and employees who have temporary physical needs for nearby parking may be issued a special permit for their needs. Students need to be evaluated by the university's A.D.A. compliance officer (Mary Wink – Academic Support Coordinator for Student Life &

Intercollegiate Athletics). Employees need to be evaluated by Margaret O'Brien in the Human Resources Office. Generally, anyone who needs special parking consideration for longer than six weeks should seek to obtain a state-issued handicap permit.

Early Childhood Parking

Short-term parking for those persons dropping off or picking up children at the Early Childhood Education Center is available in Lot 2, directly south of the Christopher Center & West Annex. Rear-view mirror hangtags will be distributed by the Early Childhood Education Center that permit parking in this lot for no more than 15-minute intervals.

Loading and Unloading

Temporary parking in a restricted lot is available for the purposes of loading and unloading, provided that:

- The vehicle's emergency lights ("flashers") are engaged and visible.
- The vehicle is parked in a marked parking stall.
- The vehicle's operator is actively engaged in the process of loading or unloading of supplies/equipment. This process may take no longer than 15 minutes.
- The vehicle is moved to an appropriate parking area immediately after loading/unloading is complete.

Fire Lanes/Loading Docks

There is no parking allowed in any fire lane or loading dock area on campus. Any vehicles in these areas are subject to ticketing and towing at any time. Commercial delivery vehicles are the only vehicles allowed to park in the loading docks.

The following areas are used as fire lanes for emergency vehicle access:

- The brick drive on the east side of campus, off Bonnie Brae, on the south side of the Parking Structure.
- Lot 6 and the drive leading south between Eifrig Hall and Physical Plant.

Driving Inside Campus

At times there may be requests to drive on the interior of campus for the purpose of loading or unloading large and/or heavy loads. The following regulations must be followed to operate a vehicle on the interior of campus.

- Permission must be requested, in advance, from the Public Safety Department.
- When the vehicle arrives, the Public Safety Department must be contacted to move any barricades used to prevent access to campus.
- Vehicles may not exceed 5mph (walking speed) or they will be required to exit campus immediately.
- Immediately after loading/unloading is complete the vehicle must exit campus. The Public Safety Department will have to be contacted again to have any barricades removed to allow the vehicle to exit.

Parking Violations

All motorized vehicles must be duly licensed and insured to be and remain permitted. In general, such vehicles must always be operated on campus legally relative to all applicable federal, state, and local laws. Violations of such laws may invoke an RFPD Traffic/Parking Summons. In addition, the university requires compliance with the following requirements. Non-compliance at any time may invoke a Concordia University penalty.

- Parking is permitted only within a previously designated stall (marked by white paint and/or a parking bumper). Parking across or on lines is not permitted. NO other parking locations are permitted, unless temporarily designated by DPS.
- Movement of any motorized vehicle on the campus shall not exceed 10 miles per hour (5mph in the Parking Structure) at any time. Such movement shall be in full compliance within any directional or regulatory signs or pavement markings.
- It is a violation of this policy to knowingly give false or misleading information, either written or oral, regarding vehicle registration or parking. Parking decals may not be altered in any way. Either of these situations may result in the immediate revocation of all parking privileges and a fine, as well as, in the case of students, disciplinary action by the Dean of Students.

DPS personnel are the direct representatives of the university in the enforcement of these regulations. The same respect is due them as an officer of the law on public streets. The university will protect its rights and employees to the fullest extent of the law, should such DPS personnel, in the performance of their assigned duties, not be treated as such by any motorized vehicle operator or owner on campus.

Appeal Process

A parking ticket may be appealed to the Parking Tribunal. The Parking Tribunal membership is one faculty member, one staff member, and one student. Appeals must be completed on-line within five days of the receiving the ticket at <https://connect.cuchicago.edu/cp/home/displaylogin>. An appeal temporarily removes penalties until a ruling is provided by the Parking Tribunal. Penalties for unsuccessful appeals must be paid within five days of the tribunal ruling.

The Parking Tribunal will review all materials associated with an appealed ticket and decide if the appeal is granted, adjusted, or denied. All Parking Tribunal decisions are final.

Violation of any portion of this policy, procedures, and regulations is subject to the imposing of a penalty on the offending individual. A violation will be noted by the issuing of a Traffic/Parking Violation Ticket, which may be issued by attachment to a vehicle, personal delivery by DPS personnel to an individual, or routing through campus mail. Normally one of the first two methods will be used. Violations are subject to ticketing twenty-four hours a day seven days a week. All violations and penalties apply equally to all types of decal classifications.

All DPS fine penalties are due within five days of issuance. All other penalties are effective immediately. If a penalty is appealed, due dates and effective dates are suspended until the Tribunal issues a ruling. If fines are not paid to the Student Business Services Office within five

days (when no appeal is in process), a surcharge of \$10.00 per violation will be added. All fines are added to the offender's accounts receivable, and all restrictions used by the university in the collection of past due accounts will become applicable at this time (including withholding grades, transcripts, credentials, payroll deductions, etc.).

Any vehicle that receives 5 or more parking violations in any one semester (Fall, Spring, or Summer term) will face disciplinary action which can include, but is not limited to, revocation of the individual's and/or vehicle's parking permit for up to one year.

The penalty schedule imposed is as follows:

<u>Regulation #</u>	<u>Violation</u>	<u>Penalty</u>
01	Unregistered Vehicle/No Valid Permit	\$50
02	Vehicle improperly parked (Over the lines, double-parking, etc.)	\$50
03	Student or employee in visitor-only parking	\$50
04	Vehicle in Early Childhood drop-off area (Lot 2) without ECEC hangtag permit	\$50
05	Parking, stopping or standing in fire lanes or in hydrant area; Blocking fire gates; blocking a traffic lane or other stall	\$100 plus tow charge.
06	Blocking loading dock area	\$75 plus cost of service replacement plus 50% overhead charge plus tow charge if necessary.
07	Speed in excess of 10 mph (5mph in Parking Structure)	\$50
08	Failure to stop at STOP sign	\$50
09	False or misleading information/altering permit	\$100*
10	Unsafe operation	\$50
11	Unlawful use of handicapped space	\$250
12	Vehicle below level 2A, 2AM-6AM	\$50

13	Permitted vehicle in unauthorized space	\$50
14	Non-fleet vehicle in fleet parking	\$50
15	Failure to properly display parking permit	\$50
W1	WARNING - Vehicle in Early Childhood drop-off area (Lot 2)	
W2	WARNING - Student or employee in visitor-only parking	
W3	WARNING - Vehicle below level 2A, 2AM-6AM	
W4	WARNING - Unregistered Vehicle/No Valid Permit	
W5	WARNING - Permitted vehicle in unauthorized space	
W6	WARNING – 3 rd Strike	
W7	WARNING – Parked in fire lane	
W8	WARNING – Permit not displayed	

* Providing false or misleading information, or altering a permit, will also result in further disciplinary action which could include, but is not limited to, the revocation of any and all parking permits issued to an individual or vehicle.

Relocation of vehicles

The university reserves the right to require all permit holders to relocate a permitted vehicle for parking lot/grounds maintenance (e.g., cleaning, mowing, painting, tree trimming, snow removal, etc.). The university will attempt to give as much notice as possible through E-mail and through signs posted in campus buildings. Your help in relocating you vehicle on time is extremely critical for the maintenance process to be carried out properly and on schedule.

Towing

The University reserves the right to immobilize, tow, or relocate any vehicle parked in violation of these regulations at the owner's expense*. This may happen with no warning, even if the owner has no previous violations. Vehicles that have three or more unpaid violations and/or have been identified as habitual violators are also subject to tow.

The University generally uses O’Hare Towing for towing service. Their facility can be reached at:

O’Hare Towing
2755 Division Street, Melrose Park, IL, 60160
(708) 223-7669

If you suspect your vehicle has been towed or relocated, you should first contact the Department of Public Safety at (708) 209-3039 to verify the location of your vehicle. Abandoned

or derelict vehicles will be towed, stored, and/or disposed of at the discretion of the University. A vehicle is considered derelict if it is:

- Not properly licensed
- Inoperative or partially dismantled
- Parked on University property (without authorization) for more than 72 hours

The University is not responsible for damage to a vehicle resulting from towing or immobilization.

**Any vehicle that is parked illegally, parked in violation of University policy, or that must be moved for special events or maintenance.*

Safety Tips

As much as we try to make Concordia a safe and secure campus, there is always the potential for criminal activity. Listed below are a few security tips relating to your vehicle:

- Roll up all your windows and LOCK ALL CAR DOORS.
- DO NOT leave any valuable property in your car; if you must, do not leave it in plain view.
- Do not leave an 'extra' set of car keys attached to your car or in your glove compartment.
- Check your car daily to make sure it is still parked where you last left it. Check to see that it has not been vandalized or tampered with in any way.
- Report all suspicious persons and activities to Public Safety via extension 3039.

Overview of Campus Parking

Lot 1 (West side of David Jonathan and Christopher Center):

Employee only parking between 6:00 am and 4:30 pm, M-F
Employee and Commuter parking between 4:30 pm and 2:00 am, M-F
Employee, Commuter, and Resident parking between 6:00 am and 2:00 am, Sat & Sun
NO OVERNIGHT PARKING

Lot 2 (South side of Christopher Center):

Early Childhood pick-up & drop-off only, 6:00 am to 6:00 pm, M-F
Employee and Commuter parking between 6:00 pm and 2:00 am, M-F
Employee, Commuter, and Resident parking between 6:00 am and 2:00 am, Sat & Sun
NO OVERNIGHT PARKING

Lot 3 (South side of Krentz Center/Library):

Visitor parking only between 6:00 am and 4:30 pm, M-F
Employee and Commuter parking between 4:30 pm and 2:00 am, M-F
Employee, Commuter, and Resident parking between 6:00 am and 2:00 am, Sat & Sun

NO OVERNIGHT PARKING

Parking Structure: **Employee, Commuter, and Resident** parking between 6:00 am to 2:00 am
Overnight parking, **Resident Only**, Level 2A thru 5 between 2:00 am and 6:00 am

Lot 5 (Uncovered parking area north of Parking Structure):

Visitor parking only between 6:00 am and 4:30 pm, M-F
Employee and Commuter parking between 4:30 pm and 2:00 am, M-F
Employee, Commuter, and Resident parking between 6:00 am and 2:00 am, Sat & Sun

NO OVERNIGHT PARKING

Lot 6 (North side of service building/Physical Plant):

Fleet vehicle parking only.

Printable Campus Map: <https://www.cuchicago.edu/experience/campus/public-safety/campus-parking/>