

Vehicles found in violation are subject to any or all of the following sanctions.

1. Warning stickers affixed to vehicle window.
2. Parking boot (fines may be paid with cash, major credit card or debit cards with MASTERCARD or VISA logo.). Boot removal without authorization will result in prosecution or sanctions equaling the cost to repair or replace a boot.
3. Vehicles will be towed if:
 - a. Boots left on vehicles for more than 24 hours.
 - b. Vehicle blocks a driveway, loading dock, handicap-access area or parking space, or creates a hazard.
4. Fraudulent reproduction of a permit is a violation of the law and prohibited by College policy. Violators are subject to loss of parking privileges, fines and/or prosecution.
5. **Boots not paid for by 6 p.m. will be removed the following business day unless the vehicle owner chooses to have the boot removed and pay a \$25 trip charge, in addition to the violation fee.**
6. **Additional \$11 will be added to the violation fee for each 24 hour period the vehicle remains booted.**

Appeal Process

In cases where a vehicle is booted or towed, the owner may elect to appeal the action after the fee is paid. An appeal form must be completed and submitted to the Parking Office within seven (7) days from the date of the action (appeal forms are available in the Parking Office in the deck). All appeals will be handled by the Parking Manager and/or his designee at 10 a.m. on the Thursday following submission of the appeal form.

None of the following are considered acceptable grounds for appeal:

- 1) Lack of knowledge of parking policies.
- 2) Inability to locate an appropriate space at desired location.
- 3) Instruction to park by a Morehouse employee or any other individual other than a parking employee.
- 4) Not seeing posted signs governing the area or violation.
- 5) Vehicle was loaned to another individual.

All appeal decisions are final.

D. After Hours and Weekend Parking

During normal business hours (8:00a.m. – 5:30 p.m.) all permitted parkers are must park in their designated parking area to help ensure adequate parking in all areas. Off-campus students are allowed to park only in the deck during normal business hours. After hours and weekend parking is allowed in areas where permit holders may not be assigned with the exception of G lot (behind Perdue Hall), Otis Moss Suites and all reserved spaces.

Storage of Vehicles on Campus

Storing vehicles on campus is not permitted. All vehicles with permits must be operable and moved with notification. Mal-functioning or inoperable vehicles must be moved within seven days to a location off campus of owner's choice and responsibility. Vehicles not moved within seven (7) days after notification and/or warning will be towed off campus at owner's expense. The College is not responsible for loss, damage, recovery cost, or reclamation of said vehicles. Information concerning the location of towed vehicles can be obtained from Campus Police or the campus parking office.

Overnight Parking

Overnight parking is prohibited without a permit. Students and employees traveling on college-related business or activities may request overnight parking accommodations and must inform the parking management office in advance and provide specific dates of travel.

Special-Event Parking

During special events, parking rates and availability may change. Most special-event parking will be restricted to the parking deck. The rate for special event parking will be determined on a per-event basis. The range is \$5 to \$10, depending on the nature of the event. Typically, a \$5 per-car flat rate will apply for an event that is primarily a Morehouse College student event. The typical flat per-car rate for an event geared toward the general public is \$5.

Parking Office Information

Office Hours: 8:30 a.m. to 5:30 p.m.
Monday through Friday

Telephone: (470) 639-0749

Efax: (470) 639-0192

Electronic Mail: parking@morehouse.edu

Postal Address: Attn: Parking Office
Morehouse College
Unit No. 140077
830 Westview Drive
Atlanta, Georgia 30314-3773

Morehouse College and/or its parking management company are not responsible for any loss, theft, vandalism or damage incurred while parked on Morehouse College property.

MOREHOUSE COLLEGE PARKING POLICIES



Introduction

The Morehouse College parking policies govern parking on campus and other Morehouse-owned properties, so that our faculty, staff, students, and guests may have maximum benefit from parking facilities. Adhering to these policies promotes driver and pedestrian safety and access to campus facilities by emergency vehicles at all times. Parking enforcement begins one week after the beginning of each semester.

General Policy

The Morehouse Parking Policy requires all faculty, staff and students (freshmen may be excluded) to obtain the proper parking permit to park on campus lots or other Morehouse property, including during nights, weekends, holidays and breaks periods. All others are required to park in the parking deck until a proper permit has been obtained. The Campus Parking Office will register vehicles and issue permits. Only one permit will be issued to an employee, student or service contractor (vendor) per year. Parking permits and access control materials are not transferable without prior written authorization from the parking office.

- The use of the campus lot (s) is only for registered vehicles with valid permits displayed.

General Policy Continued

- All permitted vehicles are required to display permit at all times when on campus and must be parked in spaces dictated by the type of permit granted.
- It is the responsibility of all vehicle operators to have knowledge of these policies and any updates of these policies.
- Parking policies are subject to change during the academic year. Any changes will be posted on the Morehouse College website.
- The speed limit is 5 MPH for all Morehouse College lots, properties and the deck.
- **Excessive misuse or repeated violations of policies may result in revocation of parking privileges.**
- During college business hours all guests and visitors are required to park in the deck .

A. Permits/ Access Control Material

- Permits will be color-coded to reflect the vehicle owner's classification and authorized parking location(s).
- Permits for faculty and staff are valid as long as they are employed with the College.
- Contractors (vendors) permits are typically valid for the academic or fiscal year.
- Student permits can be purchased by payment plan, for the semester or for the entire academic school year.
- Morehouse students attending summer school, and students or individuals involved in a summer program are required to purchase a summer parking permit.
- Parkers on payroll deduction must surrender their access material and permit before deductions will stop.

Applicants will need the following to complete their parking registration:

- Employment identification or verification, or current student identification
- Driver's license and proof of insurance

Anti-Passback System

The access-control system uses a passback control feature that requires access-control material to be used at an entrance reader before it can be used at an exit reader and vice versa. If a passback situation has been determined, the individual is expected to pay the lost ticket rate. Violation of the passback control system could result in revocation of parking privileges for the permit owner.

Reserved Parking

Anyone parking in a reserved parking space (including spaces marked "Reserved for Deans" and/or "Department Chairs") must have a reserved parking permit. A reserved permit is required even if permission from a reserved permit holder to park in their reserved space in their absence has been granted. Individuals with reserved parking status are required to park in their designated space.

Motorcycle Parking

Motorcycles must be registered with a motorcycle permit, and must be parked in an area (s) designated motorcycle parking **only**. Individuals purchasing a vehicle parking permit may not be required to purchase a separate motorcycle permit. There is **no** motorcycle parking in the deck.

Lost, Stolen or Damaged Permits and/or Access Material

Immediately report lost or stolen permits and/or access materials to the parking office. A police report must be filed with Campus Police. The replacement fee for lost, stolen or damaged permits, and/or access material is \$20. Permits and access cards will be replaced at no cost only if the damage is a result of normal use.

B. Payment Methods

- Permits and/or access cards may be paid for in the following manner:
 - Students - cash, student account, credit or debit card or check.
 - Faculty/Staff - payroll deduction, cash or check, debit or credit cards.
- Fines can **only** be paid using in the following methods: major credit card, or debit cards with MASTERCARD or VISA logo. Fines or boot fees paid after hours are payable only in cash with receipt for payment provided.
- **Uttering of a bad check for payment is against the law and is subject to prosecution. (\$50 fee)**

Refunds

Refunds can be obtained only on prepaid parking. All refunds will be prorated based on the remaining weeks or months in the semester. The discontinuation of payroll deduction is allowed if all parking access material is returned. **Individuals terminating employment without returning parking access material(s) will receive a deduction from their final check equivalent to one month of parking fees.**

C. Parking Violations and Fees

The Morehouse College Campus Police Department and Campus Parking Office have responsibility for regulating and enforcing policies. All fines are the responsibility of the vehicle owner and/or permit registrant, regardless of status, classification or affiliation to Morehouse College. **Identification is required when paying a parking fine. PARKING FINES ARE NOT NEGOTIABLE**

Fees for Violations

1. \$ 52 - Unauthorized parking in reserved parking spaces
2. \$105 - Unauthorized parking in handicapped spaces
3. \$52 - Blocking other vehicles or loading docks
4. \$ 52 - Double parking
5. \$ 52 - Parking on yellow curbs or designated "NO PARKING" areas
6. \$157 - Possession of fraudulent/stolen parking materials
7. \$26 - Parking in a lot not designated by permit
8. \$37 - Parking in crosswalk or crosshatched area
9. \$26 - No permit or permit not displayed
10. \$52 - Parking in restricted areas
11. \$105 - Parking in or blocking handicap access ramps, curbs and striped areas
11. \$26 - Motorcycle parked in car space or space not designated for motorcycles
12. \$ 52 - Occupying two spaces
13. \$ 52 - Tampering with parking gates
14. \$200+ cost of repair (including trip fee) - Breaking and/or damaging the gate arm
15. \$26 - Failure to pay using access card (per occurrence)
16. \$78- Failure to pay parking fees (tailgating)
17. \$209 - Lifting gate arm
18. \$11 - Unauthorized parking in visitor space
19. \$75 - Parking in a EV charging space without authorization
20. \$26- Unauthorized use of parking materials
21. \$200—Unauthorized removal of a boot + repair or replacement cost of the boot.

