

Columbus State University Parking Code



COLUMBUS STATE

UNIVERSITY



Registration Procedures for Faculty, Staff, and Students

A. General Information: All faculty, staff, currently enrolled students, and service providers who intend to park on either the Columbus State University main campus or its RiverPark campus are required to register with Parking Services. Failure to register a vehicle could result in a citation. Students taking only online classes and who visit either campus must have their vehicle registered upon arrival, display a current CSU parking permit, or follow the procedures found in Visitor Registration below. Vehicle information must be updated when vehicles or license plates change.

B. All Individuals

- 1. Where to Register:** Faculty, staff, and students may register their vehicle for a parking permit online at parking.columbusstate.edu or at the Parking Services Office (Illges Hall 122). Employees wishing to pay via payroll deduction should not register online. All parking permits must be picked up at the Parking Services Office regardless of payment method.
- 2. Fees:** Permits for students are \$45 per academic year. Permits for faculty, staff, Enterprise Development partners, and vendors' personal vehicles are \$90 per academic year. Part-time and temporary faculty and staff may qualify to have the parking permit charge waived. Please see the Parking Services Office for more information. Reserved spaces are \$180 per academic year and are only available to those who previously had reserved parking spaces. Cunningham Conference Center office tenants' parking fees are included in the office space lease. Parking permit charges are included in Recreation Center membership fees for community members and alumni. There is a limit of one hangtag per person. If a hangtag is lost, a replacement fee of \$20 applies for each subsequent replacement. This replacement fee applies to all parties, regardless of the original hangtag's cost. Refunds are not available once a permit is purchased.
- 3. Displaying Permit:** Parking hangtags should be suspended from the rearview mirror any time the vehicle is parked on campus. The hangtag must face outward from the vehicle and be totally unobstructed. If no mirror is available, the hangtag should be placed face-up on the driver-side dashboard. A special decal will be issued for motorcycles.
- 4. Violations:** The person on record for a registered vehicle and parking permit is responsible for all parking violations involving that vehicle.
 - a.** Unregistered vehicles are subject to a citation. Courtesy warning citations will be issued the first five class days of each semester.

- b. Failure to use special permits in accordance with this Parking Code may result in citations, impoundment, and revocation of permits.
- c. Vehicles may also be cited for violations of State Law and restricted parking such as ADA spaces, parking within 15ft of a fire hydrant, parking in a traffic lane, faculty/staff, and reserved parking.

C. Student Registration: Passes for both commuter and residential students are \$45 per academic year. Student assistants, graduate assistants, and interns are NOT considered faculty/staff and will pay the student parking rate. Family members of faculty/staff who are enrolled in classes on either Columbus State University campus must register their vehicles as students. For disability parking, please refer to the section below on Registration for Persons with Accessibility Requirements. Please note that a temporary permit for students with Accessibility Needs allows for parking in faculty/staff areas only and NOT the blue ADA parking spaces. Students cannot renew a permit for a new academic year until all outstanding fines and any unpaid annual registration fees are paid.

D. Employee Registration: CSU employees must register their vehicles immediately following the first contract date of the year or within one business day following orientation for new faculty/staff. Faculty/staff and contract employees cannot renew a permit for a new academic year until all outstanding fines and any unpaid annual registration fees are paid.

Registration and Parking for Visitors

A. General Information: Visitor passes are short term and are typically only valid one day unless notated otherwise. Please note that all visitors must provide vehicle information including make, model, vehicle color, and license plate number and state in order to receive a parking permit.

B. Where to Register

1. **Welcome Center:** Visitors can register their vehicle at the Welcome Center during regular business hours: Monday through Friday, 8am-5pm. License plate and vehicle information will be required to register.
2. **Parking Services Office:** Visitors can register their vehicle at the Parking Services Office (Illges Hall 122) during regular business hours: Monday through Friday, 8am-5pm. License plate and vehicle information will be required to register. After business hours, visitors may register via e-mail at parking@columbusstate.edu. Please include the make, model, and vehicle color along with license plate information (tag number and state) in the e-mail.
3. **Online:** Visitors may navigate to columbusstate.aimsparking.com to register their vehicle for a temporary, one-day parking permit. The vehicle's information including make, model, vehicle color, and plate

number and state will be required in order to register online.

4. Request by University Employees: Departments requesting visitor, vendor, intern, or volunteer parking permits should contact Parking Services via e-mail at parking@columbusstate.edu or by telephone at 706-507-8203. Whenever possible, requests should be made at least two business days in advance and must include the vehicle's description and tag information, including license plate number and state.

5. Retired Faculty/Staff, Trustees, Alumni Board: University Advancement in conjunction with Parking Services provides a Visitor parking permit upon request to these individuals. Please visit the Parking Services Office on the first floor of Illges Hall for more information.

6. Contractors and Vendors: Companies and individuals should coordinate directly with the respective CSU academic or staff department who will then request support, including visitor permits and assigned parking locations, from Parking Services.

C. Displaying Tags/Permits: Permanent visitor permits should be suspended from the rearview mirror any time the vehicle is parked on campus. The hangtag must face outward from the vehicle and be totally unobstructed. If no mirror is available, the hangtag should be placed face-up on the driver-side dashboard. Paper passes should be placed on the dashboard, permit side up, and should not be obstructed by other objects on the dashboard (including a sunscreen).

D. Visitor Parking:

1. Visitors are allowed to park in any area designated as Visitor Parking or one of the many white-lined spaces around campus.
2. Visitors are NOT allowed to park in any area that is designated as no parking, reserved, restricted, red-lined spaces, fire lanes, or bus parking only, in any loading zone for longer than the allowed loading time, or in any other areas not designated for visitors or open parking.
3. Visitors with ADA needs should have a state-issued Disability Parking permit in order to park in an ADA designated parking space. A visitor parking permit and vehicle registration with Parking Services are still required.

E. What to do with Citations: If a citation is received, the visitor should follow the instructions printed on the citation. If possible, visitors should bring the citation to Parking Services on the same day the citation was issued. If this is not possible, please either e-mail (parking@columbusstate.edu) or call Parking Services at 706-507-8203 for instructions.

Registration Procedures for Persons with Accessibility Requirements

A. General Information: By state law, the person to whom the state-issued Disability License Plate or Disability Placard must be an occupant of the vehicle which displays the Disability License or Disability Placard. Columbus State University complies with the American with Disabilities Act (ADA) by providing designated parking spaces for persons with ADA Accessibility requirements.

Under the Official Code of Georgia section §40-6-226, it is illegal to utilize a State-issued Disability Parking Permit for fraudulent purposes. Violators' vehicles will be cited and towed, and violators could be subject to fines as provided by Georgia Law.

Persons with disabilities are allowed to park in student or faculty/staff spaces if ADA accessible spaces are filled. Parking in service vehicle spaces, reserved spaces, visitor spaces, or in any areas that are restricted by CSU signage or state law is not allowed. Registration with Parking Services and display of the appropriate CSU parking permit/hangtag are both still required to use ADA Accessibility spaces on CSU's campuses. This applies to visitors, faculty, staff, students, and anyone wishing to park on campus.

B. Registration for Temporary Accessibility Needs

- 1. How to Register:** A temporary faculty/staff pass may be issued to students with temporary parking needs due to injury or other health issues covered by the ADA, including situations for which a person does not qualify for a state-issued disability parking permit. "Temporary" for the purposes of this Parking Code means any condition that is expected to improve or resolve such that the individual may utilize regularly designated parking at some point during the academic year. Documentation, at a minimum, should be on the physician's letterhead and signed by that physician, and should clearly state the disability and duration of the mobility concerns.
- 2. Where to Park:** Please note that a temporary faculty/staff pass issued for disabilities only allows for parking in faculty/staff spaces. Parking in service vehicle spaces, visitor spaces, reserved spaces, or in any areas that are restricted by CSU signage or state law is not allowed.
- 3. Display:** The temporary faculty/staff pass must be displayed in clear view on the dashboard, free from obstruction and face up with the expiration date clearly visible.

C. Registration for Permanent Accessibility Needs or a State-Issued Disability Placard/License Plate: For more information about registering

for a state-issued disability license plate or placard, permanent or temporary, please schedule an appointment with the Center for Accommodation and Access or call your local Department of Motor Vehicles. All disability parking placards and license plates are issued by the state where the vehicle is registered and not Columbus State University.

D. Failure to Register: Unregistered vehicles belonging to students or employees that display a disabled veteran license plate, disability license plate, or state-issued temporary disability placard, permanent disability placard or special permanent placard may receive a warning citation to register their vehicle with Parking Services during the first 5 days of class. Further violations may be subject to fines and immobilization until the vehicle is registered with Parking Services.

Compliance Statement

Students, faculty, staff, and visitors must abide by the Parking Code at all times when on the Main or RiverPark campus of Columbus State University. All faculty, staff, students, and third party employees and vendors are required to display current CSU parking hangtags while parked on either campus. Faculty, staff, students, and third party employees and vendors are responsible for their vehicles while the vehicles are located on university property. This includes any citations or boot/tow fees incurred while parking on university property.

Regulations

The Parking Code is in effect at all times. Additionally, University Police has the authority to enforce Georgia's Motor Vehicle Code at all times. See, O.C.G.A., Title 40, §§40-1-1 ff.

- A.** Parking is at the risk of the driver. The University does not carry insurance for damage or loss to vehicles or contents. We recommend that individuals:
 1. Avoid leaving valuable items in vehicles.
 2. Call University Police (706-568-2022) to report damaged or stolen property.
 3. Pay attention to warning signs and park away from athletic fields and unlit areas.

B. Permissible Parking/Operations on Campus:

1. Bicycles: Bicycles are not allowed in buildings and must be chained to a bike rack and not chained to stairs or handrails on campus. Parking is prohibited from obstructing walkways, railings, doorways or ramps intended for use by pedestrians or persons with disabilities.

- 2. Non-motorized vehicles** (i.e. skateboards, not bicycles) are prohibited on university streets, sidewalks, buildings, and lawn areas and should only be operated during daylight hours. Non-motorized vehicles are allowed in parking lots away from parked vehicles.
- 3. Motorcycles:** A motorcycle is defined as a motorized vehicle with an engine size of 50 cc. or greater. The certificate of origin must state, "Manufactured for lawful highway use." A special decal will be issued for motorcycles. Motorcycles must park in a regular parking space and in the same manner as an automobile or in a designated motorcycle parking area. Two motorcycles may park in one vehicle parking space. Motorcycles are prohibited from driving on sidewalks.
- 4. CSU Motorized Carts:** Parking is prohibited on landscaped and lawn areas and in front of electrical transformers and other equipment that could require immediate access.
- 5. Vehicles designed for living or sleeping:** Overnight or extended parking of campers, vans, buses, etc. utilized as living and sleeping quarters within the university's boundaries is not permitted.
- 6. Loading/Unloading:** Special parking permissions may be granted by Parking Services for short periods for loading and unloading. The maximum length of this time is 15 minutes. Service spaces are limited to use by university service vehicles, personal vehicles with valid permits, and contractors/vendors on official business.
- 7. University Service and Police/Emergency Vehicles:** Police and/or service vehicles may stop or park irrespective of the parking regulations while performing necessary official business. Service vehicles may not be left unattended blocking a fire hydrant, traffic flow, or access for persons with disabilities.

C. Parking is prohibited:

- 1.** Vehicle parking or standing is prohibited on campus in areas not specifically designated for parking. Parking areas within the university's campuses are marked. Any area not lined as a space or designated with a parking sign is a NO PARKING area. The absence of a "No Parking" sign or curb marking does not mean that parking is permissible.
- 2.** Double parking or obstructing drives, walkways, doors, refuse containers, emergency responders, bus loading/unloading zones, or vehicles.
- 3.** Parking in a fire lane or within 15 feet of a fire hydrant.
- 4.** On sidewalks, ramps, and other conveyances that serve pedestrian traffic or serve as a means of egress from a building.

D. Inoperable Vehicles: If a vehicle becomes inoperable in an area other than an authorized parking area, the operator should notify Parking Services at 706-507-8203 as soon as possible along with the approximate length of time before the vehicle will be moved. Parking Services does not provide roadside assistance services. The owner is liable for all parking citations issued before Parking Services is notified. The time limit for vehicles inoperable or in visible need of repair on campus is 48 hours. After 48 hours, the vehicle will be towed from campus at the owner's expense.

Temporary Vehicles

Hangtags shall be properly displayed in any temporary vehicles. Should the student, faculty, or staff employee fail to transfer the parking hangtag, they should please call Parking Services at 706-507-8203 before or upon arrival to campus in order to receive a temporary parking pass. After business hours, please call 706-507-8203 and leave a voicemail with the vehicle's information for Parking Services, or e-mail parking@columbusstate.edu. Individuals must include an ID number (909) and all vehicle information including make, model, color, and tag number. Citations for unregistered vehicles parked in their correct zone after-hours will be excused if a message is left or e-mail is received by Parking Services prior to the issuance of the citation.

Parking Area Color Coding and Designations

The following surface color scheme, and/or appropriate signs, shall designate parking on campus. In the event of a discrepancy between a sign and a parking space line color, the sign shall take precedence.

Green - Faculty/Staff Parking.

White - Open parking for all currently registered vehicles unless designated otherwise. This excludes the Main Campus Parking Garage; the main campus garage is exclusively for registered student vehicles.

Blue - Accessibility Parking. Individuals without special accessibility placards or plates are subject to citation and impoundment.

Visitors - Visitor parking. Faculty, staff, students, and third party employees and vendors may not park in designated visitor spaces at any time.

Electric Vehicle Charging Spaces - These publically available spaces are reserved for electric vehicles (EV) only. EVs must be in active session connected to the charger to use the spaces. Any non-electric vehicles or EVs not in active session are subject to citation. EV spaces are located in the center section of the first floor of the parking deck, Lot 14 in front of University Hall, and at the Cunningham Conference Center.

Violations/Ticketing

Vehicles not parked in accordance with the current Parking Code are subject to written citations, vehicle immobilization, and/or towing. Anyone accumulating four or more outstanding parking citations will be subject to having their vehicle immobilized or towed.

Violation Categories	Fine
ADA Parking Violation: unauthorized parking in a handicap space or falsely using an official, state-issued handicap placard or license plate	\$ 100.00
Alterations: altering or copying any Parking Services permanent or temporary permit	\$ 20.00
Boot Fee	\$ 50.00
Expired Parking (10 minute limit)	\$ 20.00
Expired Permit	\$ 20.00
Faculty/Staff Designated Parking Area: Students, student assistants, interns, and graduate assistants are prohibited from parking in faculty/staff areas. These areas are marked with green lines and/or signs.	\$ 20.00
Failure to Observe Restricted Parking: parking at a fire hydrant or in a fire lane; blocking a dumpster, roadway, loading dock/zone, or bus parking/loading area	\$ 20.00
Fraud: counterfeiting a permit with intent to defraud; obtaining a permit by fraudulent means; displaying a permit that was not assigned to the driver by Parking Services; obtaining a permit/hangtag for an unauthorized person; false registration of a vehicle	\$ 20.00
Improper Parking: parking against the flow of traffic	\$ 20.00
MC Parking Garage (Students Only)	\$ 20.00
No Marked Space: All valid parking spaces on campus are marked with lines on either side or one line and a curb on either side. Absence of a "No Parking" sign or marking does not permit parking.	
No Visible Permit	\$ 20.00
Obstructing Access: parking on a sidewalk, lawn area, driveway, or athletic field	\$ 20.00
Parking Outside of Lines: double parking, parking on or outside of drawn space lines	\$ 20.00
Reserved Space: those spaces designated as reserved for a specific person or title	\$ 50.00

RP Parking Garage (Floors 3-5 Only): The 2nd floor of the parking garage on the corner of 10th and Front Ave is reserved to WC Bradley permit holders only. \$ 20.00

Unauthorized Parking: Parking in any area designated for service vehicles, catering, Follet, printing services, buses only, motorcycle space, tenants of the Cunningham Center, zip cars, etc. \$ 20.00

Unregistered Vehicle \$ 20.00

Visitor Parking Only: Currently enrolled students, faculty, and staff are prohibited from parking in spaces designated for visitors, even if only for a short time. \$ 20.00

Towing /Immobilization Policy

Motor vehicles in violation of this Parking Code or Georgia's Motor Vehicle Code may be immobilized or towed at the owner's expense. Anyone accumulating four or more outstanding parking citations will be subject to having their vehicle immobilized or towed. All fines must be paid prior to the release of the vehicle. The immobilization fee is \$50.00. The vehicle operator/owner is responsible for all towing and storage fees.

Appeals Process

Individuals who wish to appeal a parking ticket received at Columbus State University should complete the appeal form found online through the Parking Services Web Portal found at parking.columbusstate.edu. Appeals must be filed within 30 calendar days of the ticket date for consideration. Please note that a hold/charge is placed on your account when the ticket is issued. To have the hold/charge removed from your account, you should pay the ticket or receive a favorable response to an appeal.

The Parking Appeals Committee will meet once per month as determined by the Chair to consider any pending appeals received before 5pm on the last business day before the scheduled meeting. Any appeals received after this deadline will not be considered until the following month. The committee reserves the right to meet more frequently as needed. The decision of the Parking Appeals Committee is final.

The Parking Appeals Committee will be chaired by the Chief Justice of the Student Government Association and consist of 1) the Student Government Association Justices, 2) a Faculty Senate representative, 3) a Staff Council representative, and 4) the Parking Coordinator as an ex officio member. As such, the Parking Coordinator will maintain the database, set the Parking Appeals Committee agenda, and be responsible for all administrative duties

such as placing holds on students' accounts, notifying Human Resources, and the creation and delivery of outcome letters to appellants and others, as needed.

Appeals based on the following are NOT acceptable and may be dismissed:

- Lack of knowledge of the Parking Code
- Inability to find a permitted parking space
- Operation of the vehicle by another person
- Failure of enforcement officers to ticket for similar offenses
- Inability to pay ticket fines
- Inclement weather
- Tardiness to class, meeting, or other campus appointment
- Someone other than a Parking Services employee providing instruction to park
- Lacking a valid parking permit by a student or employee
- Unauthorized parking in handicap spaces/hatches, grass/landscape, sidewalk or any other unmarked area
- Only parked in an unauthorized area for a short amount of time
- Failure to observe posted signage
- Displaying someone else's permit
- Fire lane and fire hydrant citations



Parking Services

Illges Hall 122

706.507.8203

For the most up to date Parking Code,
please visit our website listed below.

parking@columbusstate.edu
parking.columbusstate.edu