



COVENANT
COLLEGE

Parking Regulations
2014-2015

Table of Contents

Page

3	Introduction
3	Registration
3	Online vehicle registration
4	Student parking
4	Registration Fees
5	Parking for Particular Permits
6	Motorcycles
6	Snow and Ice
6-8	Regulations
	➤ Fire Lanes
	➤ Loading and Unloading
	➤ Handicapped Parking
	➤ Visitor Lot Parking
	➤ Major Vehicles Repair
	➤ Violations and Fines
	➤ Immobilization/Towing
8	Appealing a Ticket
9	Paying a Ticket
9	Where and when to Park
10-11	Violations and Fines
11	Increased fines/Repeat Offender Policy
12	Campus Map

Introduction

The Covenant College parking regulations are intended to assist in providing a safe and organized campus for everyone. The Office of Safety and Security distributes the parking regulations and makes announcements concerning the registration process at the beginning of the year by posting them on the college website, and through email. The Office of Safety and Security also informs Resident Life staff of existing policies. Please note that the Office of Safety and Security works in conjunction with Student Development, and the following parking regulations are reviewed and approved yearly by the Vice President for Student Development and Dean of Students.

Please be aware:

- Parking lots on campus are private property; therefore, the College does not take responsibility for vehicles parked on campus. Vehicle owners park at Covenant College at their own risk.
- The college community is responsible for knowing and abiding by these rules, whether or not an individual member of this community owns a vehicle.
- Harassment of those issuing tickets will not be tolerated. Any reports of harassment will be investigated by the Director of Safety and Security, and may result in disciplinary action from the College.
- Questions, suggestions, and/or complaints can be addressed by the Office of Safety and Security staff.

Registration

All members of the Covenant College community who will be parking or driving on campus for any length of time must register their vehicle with the Safety and Security Office; this includes alumni or other community members taking a class. A valid Covenant parking permit or visitor pass is required for each vehicle in order to park on college property. Parking permits are specific to each vehicle, which means that every vehicle should have its own permit. Switching permits from vehicle to vehicle is not permitted. Registration fees are valid through the fall and spring semesters of the same academic year. The registration fee is a one-time per academic year charge, but can be pro-rated per semester (if only taking classes for a semester). All new students arriving for the spring semester will receive this pro-rated amount. **All registrations are non-refundable.** Failure to register a car will result in a fine and possible referral to student development.

Online vehicle registration

Beginning July 1st of each year, vehicle registration will open online at the following web address: www.permitsales.net/covenantcollege/purchase. All registration and payment must be completed online through the above link. Beginning with the 2013-2014 academic year the Safety and Security Department will no longer be accepting direct payment for vehicle registration. Our parking permit system, Rydin Permit Express, will process, assign your permit number, and then mail it to Covenant College. Sometime during the first week of each new academic year the Safety and Security Department will be set up in the lobby of Carter Hall for you to receive your permit to place in your vehicle.

The initial registration period will end on the first Friday of August each year. This is to insure that all permits will be received and distributed within the first week of the new academic year. Uninterrupted registration will resume online after the Safety and Security Department has distributed the permits the first week. If for any reason the initial registration period is missed, a temporary permit must be issued to avoid a citation for No Valid Permit. The temporary permit will only be valid until your permit is received in the mail. Safety and Security will make allowance for a two week grace period at the beginning of each academic year. It is during this grace period that all students, faculty, and staff must either receive their assigned permit, or obtain a temporary permit before citations are issued. Please contact the Safety and Security Department with any questions 706-419-1229.

Student parking on campus is divided into 5 levels:

1. **Main Campus (MC)** - Parking for juniors and seniors.
2. **Scotland Yard (SY)** - Parking for sophomores, and upper classmen by choice.
3. **South Campus Lot (SC)** - Parking for freshmen, residents of the apartments, and available to others by choice.
4. **Student Apartments (SA)** - Reserved for residents of the apartments only.
5. **Off-Campus (OC)** - Reserved for students with an Off-Campus permit only. May park in any of the spaces designated as "Off-Campus" parking, the Lookout Lot, designated spaces in the Ashe gym parking lot, or the Grace Presbyterian Church parking lot. The church parking lot is available M-F 7:00am-5:30pm only; no night or weekend parking is allowed.

Note: The purchase of a permit for Main Campus or Scotland Yard **does not guarantee** a spot in these areas, but **only** provides access to these upper level lots if a parking space is available. In the event that a parking space is unavailable then you must park your vehicle in a lower level student parking area such as Scotland Yard or South Campus.

Registration Fees:

Main Campus Registration (Level 1)	\$100.00	
Off campus permit (only valid with Main campus registration)	(Check with the safety office)	
Scotland Yard Registration (Level 2)	\$75.00	
South Campus Registration (Level 3)	\$50.00	
Motorcycle Registration	\$30.00	
Adult Studies	\$50.00	
Faculty/Staff Registration – per vehicle	Free of charge	
Contractor Registration	Free of charge	
Retired Covenant Professors	Free of charge	
Replacement sticker	Free of charge	
Temporary vehicle permits	Free of charge	Valid up to two weeks (may only be issued twice to a vehicle).
<u>Unless otherwise stated all registrations are valid thru July 31</u>		

The registered owner is responsible for his/her vehicle.

- If you sell your vehicle, please be sure to remove your registration sticker and inform the Office of Safety and Security, especially if you sell it to someone else in the college community.
- If the Office of Safety and Security is left uninformed, tickets will be charged to the last registered owner of the vehicle, even if the car has been sold.

- If you register the vehicle with Covenant, you will be charged for any tickets incurred, even if the vehicle belongs to someone else, such as a parent.

5. Parking for Particular Permits

(a) South Campus- Freshmen parking

All freshmen women and men must park in the South Campus parking lot across from the Student Apartments. Upperclassmen may park in the South Campus area if the upper level lots are full.

- This is in effect from 7:00 am - 5:00 pm Monday through Friday.
- Motorcycles are exempt and may register for motorcycle parking, which is on the main campus.

(b) Scotland Yard- Sophomore parking

All sophomore women and men must park in the New Scotland Yard parking lot by the Scotland Yard Soccer Field or in the South Campus parking lot if no spaces are available in Scotland Yard.

- This is in effect from 7:00 AM – 5:00 PM Monday through Friday.
- Motorcycles are exempt and may register for motorcycle parking, which is on the main campus.

(c) Main Campus- All juniors, seniors, and Adult study students (except student apartment residents).

Parking for Main Campus is labeled on the map on the last page of the regulations. If no spaces are available then lower level lots must be utilized.

- This is in effect from 7:00 am – 5:00 pm Monday through Friday
- Motorcycles are exempt and may register for motorcycle parking, which is on the main campus.

(d) Student Apartments - Residents of the student apartments must park in the Student Apartment lot or in the South Campus lot.

- Students living in apartments must purchase this permit type
- Only available to residents of the apartments
- Overflow for this area is the South Campus parking lot

(e) Parking for Faculty/Staff

- Faculty/Staff may park in the North Lot, Sanderson Lot, Ashe/Barnes Lot, and the Mills Lot.
- The reserved spaces in the Mills Lot are for Dining Services Employees and Off-Campus students only, and may not be used by Faculty/Staff.

(f) Parking for MAT, MEd students

- MAT and MEd students may utilize the Main Campus student lots
- Faculty/Staff lots may be used for parking, but only after 4:30pm

(g) Parking for Commuter Students (students living off campus)

- May utilize designated Off-Campus spaces or lots (portions of Mills Lot, Ashe Gym lot, all of the Lookout Lot, and the Grace Presbyterian Church parking lot).
- If designated spaces/lots are not available parking must coincide with the permit type purchased (i.e. South Campus, Scotland Yard, Main Campus).

- Parking in the Grace Presbyterian Church parking lot is designated M-F 7:00am-5:30pm. In addition, parking overnight or on the weekend is strictly prohibited.

Motorcycles

As motorized vehicles, motorcycles are subject to all the regulations that apply to cars. Special parking spaces have been provided in Sanderson lot and North lot. Motorcycles may not park in any building, under building overhangs or on sidewalks. **Dirt bikes and ATV's are not allowed on campus unless they are able to be registered (i.e. a state issued tag). Furthermore, riding dirt bikes or ATV's on the cross-country trails is prohibited and will not be tolerated as this is a safety hazard to hikers and runners utilizing them.**

Snow and Ice

We require that you do not drive on campus roadways during snow or ice storms. Campus roads are closed for your safety and to allow time to clear the ice. In extreme weather conditions, local law enforcement will sometimes order that no one use public roads, and will enforce this. If school is delayed or closed due to snow or ice, students should still park in parking lots that correspond to the parking permit **(if there is a potential for snow or ice overnight do not park in faculty/staff lots).**

6. Regulations

- Campus speed limit is 10 miles per hour.
- Do not pass a golf cart or other vehicle on Jupiter Road when cresting the hill behind the gym, and Andreas Hall. This is a blind hill and could result in a serious accident.
- Drivers of all vehicles must yield the right of way to pedestrians.
- Sidewalks are for pedestrian use only and not for use by motorized vehicles except when the Safety and Security Office has given direct permission.
- Vehicles driving or parked on the grass for any reason are subject to a \$50 fine (parking in the grass because no parking spaces were available will not be accepted).
- Driving 4x4 vehicles on the power line trail, or any other area not designated as a campus roadway/parking area is prohibited.
- It is the responsibility of each member of the college community to register any new vehicle on campus.
- The registered owner of a vehicle is responsible for how and where it is parked or driven on campus, even when the vehicle is loaned to another individual.
- It is the owner's responsibility to ensure that the sticker is clearly visible at all times and located in the appropriate place **(front windshield, passenger side, bottom corner)**. Failure to place the sticker in the correct location may result in a "no valid parking permit" or "failure to display permit" citation.
- Vehicles parked in a handicap space must display a college handicap permit, or a state issued handicap permit/license plate. You cannot park in a "state issued handicap permit" space with just a Covenant College handicap permit.
- Parking tickets may be emailed to owner, placed on the vehicle or delivered by inter-office mail.
- All vehicles parked in the lots must be in operating order.
- All vehicles must have a valid state license plate, and newly purchased vehicles must display a valid new vehicle tag from the dealership where it was purchased.
- Only street legal vehicles are allowed on campus, excluding vehicles owned by Covenant College.
- No more than one ticket will be given for the same offense within an eighteen hour period unless the ticketed vehicle is moved, is returned to the same spot, the driver knew of the ticket and failed to move the vehicle, or the ticket is removed from the vehicle.

- Drivers are responsible for moving their vehicle as soon as possible after being notified of a citation. *Although a citation for the same violation may not be issued within 18 hours, leaving a vehicle parked in a violation zone after receiving a citation is not an acceptable practice.*
- Regulations are enforced on a fiscal year basis (July 1-June 30), with immobilization/towing taking the place of ticketing during the summer. Please see summer section under “where and when to park”.
- Ticketing will be enforced at all times but may depend on availability of staff, weather, etc.

Fire Lanes

The Georgia State Fire Marshal has mandated that all campus roadways, as well as areas in front and behind campus buildings, are considered fire lanes. Sidewalks may be utilized as fire lanes and restricting access will be fined accordingly. To comply with the Fire Marshal’s orders for the safety of the campus community, parking in the fire lanes will not be permitted at any time. Furthermore, parking in fire lanes on the weekend is prohibited and will not be tolerated (***may not be used to park on weekends and/or get meals in the Great Hall***).

Tickets will not be voided on the basis that the car was only parked there a short time. If you need to leave your car standing in a fire lane for loading or any other reason, you must have someone stay with your car or leave the car running, so it is not unattended. **Leaving the hazard lights on is not acceptable.**

Loading and Unloading

When loading:

- Luggage and packages must be brought outside to the curb **before** the car is brought up to the building.

When unloading:

- The car should be brought up to the building, luggage deposited on the sidewalk, and then the car should be parked back in a lot **before** taking the luggage up to the room.

When loading or unloading in a fire lane, please refer to the above fire lane regulations.

Loading and unloading in front of Founders is prohibited unless the Office of Safety and Security issues an announcement allowing vehicles on campus sidewalks. Such an announcement will be made via email and all of the above fire lane regulations will still apply.

Handicapped Parking

Handicap permits are available free of charge in the Safety and Security Office, although a note from the college’s Health Services Director is required. The Handicap spots behind Carter Hall and the spaces marked in the North lot are reserved for state-issued handicap permits only. In addition to these handicap spaces Maclellan Hall, Andreas Hall, and Ashe/ Barnes Gym have handicap parking located in the following locations: Sanderson Lot, Andreas Lot, Ashe/Barnes Gym Lot, and behind Maclellan Hall.

Visitor Parking

- The Probasco visitor lot has been set aside for guests of the college. Parking in this lot does not include students, faculty and staff, or extended community members. This lot is reserved for our guests 24 hours a day, 7 days a week. Please contact the Campus Visit Coordinator in Probasco to pre-arrange appropriate parking if you have a guest on campus.
- The Ashe parking lot has been set aside for Faculty/Staff and guests using Covenant College’s facilities. **Students are only allowed to park in the designated spaces if the proper permit is displayed.** Guests must obtain a parking pass from the Office of Safety and Security, located in the basement of Carter Hall. The space designated as “loading/unloading”

has been set aside for the athletic department to utilize while loading/unloading sports equipment, and is not to be used to park for extended periods of time.

- The parking spaces in front of Jackson Hall labeled “Visitor” are reserved for visitors with visitor passes only. Please obtain a parking pass from the campus visit coordinator, located in Probasco.

Major Vehicle Repairs

- Extended or major repairs to your vehicle should be completed off campus.
- Auto parts lying in the lots are unsightly, can create a hazard for other vehicles and will be confiscated.

Immobilization/ Towing

Compliance with all college rules and regulations is part of everyone’s responsibility. Covenant College reserves the right to immobilize a vehicle at the discretion of the Office of Safety and Security. Immobilization/towing may occur for the following reasons:

- If a non-registered vehicle receives two or more non-voided tickets.
- If parked in the way of college business.
- If the registered owner has received 4 or more *non-voided* tickets in one fiscal year that are not currently under appeal.
- If undergoing a major repair in a parking lot.
- If no valid license plate is displayed.
- If parked illegally during the summer (after last day of finals- beginning of school)

Any vehicle that exceeds the associated amount of tickets will receive a boot every time thereafter for parking illegally. The ticket(s) and boot fee must be paid in full before the boot is removed. Additional warnings will not be given for those who meet the above conditions before being immobilized. If your vehicle is immobilized, an immobilization sticker will be placed on the driver side window that provides contact information for resolving the situation. A \$75.00 fee must be paid by cash or check before the boot is removed from a vehicle. This fee must be paid in the Office of Safety and Security, and will not be charged to Banner accounts. Once your vehicle has been immobilized, you will be given 10 business days to pay the immobilization fee of \$75.00 (cash or check only). If this fee is not paid within 10 business days, your vehicle may be subject to tow. If towed, you will be charged the immobilization fee of \$75.00 plus all towing and storage fees incurred.

If your vehicle is immobilized or towed you may contact the Office of Safety and Security, 706-419-1229, for assistance. If after regular business hours, the wheel lock may not be removed until the following business day.

7. Appealing a Ticket

An appeal may be submitted online at www.scots.covenant.edu under the heading “ScotsParking”. The completed form must be submitted within ten calendar days of the citation date. Appeals submitted after ten days, or not submitted on the electronic form will not be considered. Please do not email safety and security requesting an appeal of a citation. If the citation received seems to be incorrect you should pursue an appeal; do not assume that the citation will be voided. The Office of Safety and Security **will not** void tickets – all appeals must be submitted online in order to be considered (*please do not email safety and security requesting an appeal*). Multiple citations written for the same offense will not be voided based

solely on the fact that the owner forgot to move the car. If a citation is appealed, you forfeit the benefit of paying half price for the ticket. If you pay a citation you cannot then appeal it.

The Parking Appeals Committee meets regularly to consider appeals. A person submitting an appeal may appear in person at the committee meeting to present their case in addition to the submitted appeal, but will not be required to do so. The Parking Appeals Committee is made up of staff, faculty, and student representatives. The committee will strive to return a decision via email within 30-days. The Appeals Committee's decision is final, and appeals will not be given a second hearing so a person can present their case. The appeals committee only meets during the school year. If any appeals are submitted after the committee has adjourned for the year, the Office of Safety and Security will make a decision on the appeal.

8. Paying a Ticket

- Tickets are to be paid online using a debit or credit card at: www.permitsales.net/covenantcollege/violations
- All outstanding ticket fines must be paid in order to receive grades, graduate or register for the next semester.
- Collection letters will be sent out periodically by email, as well as mailed to the address listed on the driver's account if citations are not paid.

9. Where and when to Park

- Faculty, staff, and student spaces are enforced from 7:00 am to 5:00 pm, Monday through Friday.
- Faculty, staff, and student spaces are available to everyone during nights and weekends. All other areas and regulations are enforced 24 hours a day/7 days a week (i.e. fire lanes and the Probasco Visitor Lot).
- Students must park in student lots even when driving a vehicle with a Faculty/Staff sticker. Failure to comply may result in a ticket.
- Except for the handicap and 10-minute spaces, all areas behind Carter Hall are restricted to college service vehicles and delivery vehicles only.
- Regulations are enforced during breaks and special events 24 hours a day/7 days a week. During school breaks and special events the Office of Safety and Security may require you to park your vehicle in one of the parking lots located on the back of campus (along Jupiter Road). Specific instructions will be emailed prior to the event or breaks. Disregarding these instructions will result in citations. The Day of Prayer and Assessment Day are considered normal work days, and regulations will be enforced.
- Any student who lives off campus and has a valid permit may register for Off-Campus parking (see registration fee schedule for pricing). There are signs in the Mills Lot, and the Ashe/Barnes Gym Lot designating which spaces are Off-Campus and only vehicles with Off-Campus permits may park in these designated spaces. Furthermore, the Grace Presbyterian Church parking lot adjacent our campus is available to students with Off-Campus permits M-F 7:00am-5:30pm only, with no exception. If off-campus parking is not available, students must park in the student lot that corresponds with their initial permit. Off campus spaces are enforced 7:00 AM to 5:00 PM Monday-Friday.
- During the summer (between the last day of finals and the beginning of the new academic year), students are allowed to park in student lots but not in any other spaces. Due to limited

manpower, there is a no tolerance policy for students who violate these rules. This means there may not be a warning or a ticket before a vehicle is immobilized.

- Parking in the Probasco visitor lot and Carter Circle (a designated fire lane) on Saturday and Sunday during meal times in the Great Hall will not be tolerated, and citations will be issued. Appeals will not be granted due to the North Lot being full (even during weekdays), or there was not enough time to park in another lot.

Violations and Fines

No Valid Parking Permit Any community member that has a vehicle on campus for any length of time must register it. Free temporary tags are available for vehicles temporarily on campus.	\$200.00
Parked in Fire Lane All campus roadways and sidewalks as well as areas in front of, and behind campus buildings are considered fire lanes (i.e. Carter Circle and Mac Circle).	\$100.00
Not parked in assigned lot Vehicles should park in the spaces/lots that correspond with their parking permits.	\$50.00
Parked in Visitor Lots/Spaces Only visitors to the college are allowed to use these areas. Students that do not purchase a permit are not permitted to use these for their vehicle.	\$50.00
Blocking/Restricting Access Blocking another vehicle or access to a road (gravel or paved); partially obstructing access to a road (gravel or paved) or being double parked in lined spaces. All Service areas are included.	\$50.00
Driving/Parking on Grass or Sidewalks Sidewalks are the only exception when the Safety and Security Office has made such an announcement.	\$50.00
Reckless Driving/Speeding Drivers may not disregard the safety of person or property. Covenant College has sole discretion on what may be considered reckless driving.	\$50.00
Parked in a Handicap Space You must possess a state issued handicap tag or one issued by the Safety and Security Office to use these spaces. The handicap spaces behind Carter Hall and the spaces marked in the North lot are reserved for state-issued handicap permits only. A defense to this will not include “there is no sign on the post.” If the lines are the normal handicap blue then it is a handicap space regardless of a sign or not.	\$50.00

Parked in Event Parking Parking instructions will be posted at the time of the event.	\$30.00
Parked in a designated No Parking Zone	\$30.00
Failure to display permit	\$30.00
Not Parked in a Space Spaces not specifically marked for parking. Example: Parking outside of the normal lined parking spaces in Jackson lot.	\$25.00
Parked Overtime in a 10-minute space Limit your time to ten minutes in these spaces.	\$25.00
Other: This fine is generally reserved for use by the Safety and Security office staff only (Director or Coordinator). Tickets may be written for but not restricted to the following reasons: students driving/parking a Faculty/Staff vehicle in a Faculty/Staff lot, and etc.	\$20.00

If a ticket is paid within five (5) business days of the issue date a 50% discount will be given. If a ticket is appealed, you forfeit the benefit of paying half price for the ticket. If you pay for the ticket, you cannot then appeal it.

If you receive a ticket for not being registered and you register within two (2) business days of the ticket, your first ticket will be voided. Subsequent sanctions for further tickets will apply.

Increased Fine Amounts

All citations issued will have a due date 60 days from the date issued. If citations are not paid within 30 days you will receive an email about the overdue fine. If citations are not paid within 60 days a 25% penalty will be added to the fine amount.

Repeat Offender Policy

Repeat offenders will receive increased fine amounts, and also forfeit the ability to pay the discount rate. The repeat offender rate will begin after five citations have been issued during the academic year. The fine amounts will increase by 50% after the fifth citation has been issued (i.e. the sixth citation is a normal \$30 fine but will increase to \$45). The fine amount will then begin doubling every five citations (i.e. when the 11th citation is issued the increased amount of \$45 will increase to \$90). These amounts will apply to everyone.

All fines are expected to be paid no matter the final amount for the year. If you receive multiple citations throughout the year and do not pay them before the 60 day due date you are responsible for the overall amount, including the 25% penalty and any increased fine amounts that may be present.

Note: The chart above does not reflect increased fine amounts

We are here to help and will try to assist you within the stated regulations. If you have a parking concern or problem, please stop by the Office of Safety and Security, located in the basement of Carter Hall.



COVENANT COLLEGE

PARKING MAP

- | | | |
|--|--|--|
| 1. ANDREAS LOT
<i>Main Campus Parking</i> | 7. MACLELLAN LOWER LOT
<i>Main Campus Parking</i> | 13. SANDERSON LOT
<i>Faculty/Staff Parking</i> |
| 2. ART LOT
<i>Main Campus Parking</i> | 8. MACLELLAN UPPER LOT
<i>Main Campus Parking</i> | 14. SCOTLAND YARD LOT
<i>Sophomore Parking</i> |
| 3. ASHE LOT
<i>Faculty/Staff Parking</i> | 9. MILLS LOT
<i>Faculty/Staff/Off-Campus Parking</i> | 15. SOUTH CAMPUS LOT
<i>Freshman/Student Apartment Parking</i> |
| 4. HALFPIPE LOT
<i>Main Campus Parking</i> | 10. NEW BLOODFIELD LOT
<i>Main Campus Parking</i> | 16. STUDENT APARTMENT LOT
<i>Apartment Residents Only</i> |
| 5. JACKSON LOT
<i>Main Campus Parking</i> | 11. NORTH LOT
<i>Faculty/Staff Parking</i> | |
| 6. LOOKOUT LOT
<i>Off-Campus Parking</i> | 12. PROBASCO LOT
<i>Visitor Parking</i> | |

