

## Registration

Faculty, staff, and students of Westminster College must register their motor vehicles and bicycles. Parking permits will be issued to each one. Motor vehicles and Bicycles are registered at the Cashier's window in room 105 in Bamberger between the hours of 8 a.m. and 5 p.m., Monday through Friday. Vehicle Registration, Driver's License and a Validated College I.D. Card must be supplied when registering the vehicle. **Please note that vehicle registration is for identification purposes only and does not guarantee a parking space on campus.**

## Parking Permit

All motor vehicles must display a current Westminster College parking permit affixed with the permit's own adhesive backing to the inside lower left or upper left corner of the rear window. Motorcycles must display the permits where they can be easily seen.

## Transfer Of Permit

Transferring of the permit from one vehicle to another, or from one person to another, is prohibited. When a vehicle changes ownership, the permit must be removed. If not removed, the permit and use of vehicle on campus remains the responsibility of the original owner, unless the Campus Patrol office is notified of the change.

## Motorcycle Parking

Motorcycles must also conform to vehicle parking regulations. Parking or driving on walkways is specifically prohibited.

## Bicycles

Bicycles may not be stored, parked, or secured in any residence hall public areas, buildings, or hand rails. Bicycles may park only in areas specifically designated for bicycles. All bicycles should be adequately secured when not in use.

## Handicapped Accessible Parking

Vehicles parked, even temporarily, in a handicapped space or at a curb painted blue must have a state-issued handicapped license plate or placard. Vehicles parked in these spaces without such a permit will be ticketed. Misuse of these spaces constitutes a violation of Utah state law and violators could be subject to a citation from the Salt Lake City Police Department, which will be forwarded to the city Prosecutor's office.

## **Visitor Parking**

There are spaces on campus that are clearly designated for visitors. These are not intended for full- or part-time faculty, staff, or registered students. If you park in these spaces, you may be ticketed, your vehicle's wheel booted or your vehicle may be towed. Additional information about visitor parking including parking for events can be obtained by contacting the director of campus patrol.

## **Roadway Parking**

Parking is not permitted on roadways except under the supervision of patrol officers or during unusual conditions as declared by the administration

## **Parking Signs**

Parking signs have been kept to a minimum to preserve the beauty of the campus. It is impossible to mark with signs all areas of the campus where parking is prohibited. Parking is prohibited in fire lanes, roadways, driveways, landscaped islands, sodded areas, walks and walkways, and other areas not specifically set aside for parking.

## **Proper Parking**

Campus parking maps are available from the Cashier's office in Bamberger. The maps clearly designate where faculty, staff, students and visitors may park.

In parking areas which have marked spaces, a vehicle must park in one space only, leaving clear access to adjacent spaces and without blocking driving lanes or creating a hazard for other drivers. Do not attempt to create your own parking space.

The Foster/Carleson lot is closed between midnight and 6 a.m. Any vehicles left in this lot after midnight will be towed at the owner's expense.

## **Driving Speed**

The speed limit on campus is 10 mph, unless otherwise posted

## **Parking Enforcement**

Vehicles that are not parked in designated spaces will receive a parking ticket or a wheel boot. Vehicles parked in driveways, fire lanes or any place that would inhibit the access of emergency vehicles may be towed at the owner's expense.

If you parked illegally but didn't find a ticket on your vehicle, do not assume that you didn't get a ticket. It is possible that someone might have removed a ticket from your vehicle and placed it on their vehicle. You will still be responsible for any ticket issued to your vehicle.

Vehicles failing to properly display a parking permit will be ticketed. Repeat violations may result in the loss of campus parking privileges and/or the vehicle may be booted or towed at owner's expense.

## **ALL LOTS ARE PATROLLED AND TICKETS ARE WRITTEN 24 HOURS A DAY.**

Notify Campus Patrol if your vehicle has become disabled and cannot be moved immediately. A grace period of 48 hours will be given for removal of the vehicle.

All accidents occurring on the campus must be immediately reported to Campus Patrol.

## **Towing**

To provide for emergency vehicle and pedestrian safety, the college reserves the right to tow away cars. Any vehicles parked in no parking zones, blocking "dumpsters" or in any place that inhibits traffic flow (including access for emergency and service vehicles) will be towed immediately. A vehicle may also be towed for parking in an area other than those to which the vehicle has been assigned. Vehicles owned by chronic violators, vehicles owned by individuals denied on-campus parking privileges, and all vehicles not displaying a valid parking permit are subject to being towed. Information on a vehicle which has been towed may be obtained by calling the Campus Patrol office, extension 2525. The violator will be required to pay all towing expenses prior to the release of the vehicle. If the vehicle is moved before the tow truck arrives, the violator/owner will be held responsible for all towing expenses.

## **Fines and Appeals**

**Parking Violations Fine:** The fine for a parking violation is \$15.

**Booting Vehicles:** The fine to have a boot removed from an illegally parked vehicle is \$35.

**Students:** Unpaid tickets will result in a hold being placed on academic records. Students with holds may not register for classes. Parking violation fines not paid within 10 days of the date of the violation will be charged to the student's account at the Financial Services Office.

### **Faculty and Staff:**

Unpaid tickets may result in a payroll deduction.

**Payments:** Fines for violation of Westminster College parking regulations may be satisfied by paying the full amount owed according to the fine increase schedule, in person or by mail. Be sure to send in the correct amount; partial payment will not satisfy the debt.

You can pay in person at the Cashier's window in room 105 in Bamberger between the hours of 8 a.m. and 5 p.m., Monday through Friday.

You can mail payment to:

Make checks payable to:

**Westminster College**

Send payment to:

**Business Office**

**1840 South 1300 East**

**Salt Lake City, UT 84105**

Do not send cash in the mail. The ticket must be included with the payment. Retain all receipts as proof of payment.

**Note:** Additional charges may be assessed to cover late fees, court costs, or collection costs.

**Appeals:** Appeals will not be granted when based on a lack of knowledge of the regulations, forgetfulness, failure to follow posted signs, inability to find a legally marked parking space, and parking in reserved or handicapped designated parking spaces without the proper permit or because you or others have parked in a similar fashion previously.

The college parking handbook, including rules, regulations and guidelines, is on the college website:

[www.westminstercollege.edu](http://www.westminstercollege.edu)

Appeals for tickets must be made online. Appeal forms are available online on the college website:

[www.westminstercollege.edu](http://www.westminstercollege.edu)

**Incomplete forms will not be considered.**

Persons not satisfied with the decision made by the Director of Campus Patrol may write an appeal to the Parking Review Board:

Westminster College  
Bamberger Hall, Room 105  
1840 South 1300 East  
Salt Lake City, UT 84105

**Note:** Failure to appeal within 15 working days shall be deemed a waiver of the right to do so.

## **Rights & Responsibilities**

**Owner's Responsibilities:** A vehicle on campus in violation of these regulations shall be the responsibility of the person in whose name it is registered. Faculty, staff, student body and their guests are advised that the college does not guarantee protection of vehicles parked in college lots; nor does it provide reimbursement for damage or theft while parked in college lots. Owners are encouraged to remove all valuable items from their vehicles while parked on campus.

**College Rights:** The college reserves the right to restrict parking and to lose temporarily any parking areas for special purposes. The college reserves the right to remove, at the owner's expense, unlawfully parked or inoperative vehicles left for extended periods of time, this includes vehicles parked on campus during the summer semester. Vehicles without current license plates or a current Westminster College parking permit will be considered abandoned and may be impounded. **The college reserves the right to impound, at the owner's expense, any vehicle that is parked in a dangerous manner, is obstructing traffic, interfering with college functions or damaging college property.**