



PARKING TERMS & CONDITIONS

2017-18

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ARTICLE I General Information

A. Introduction

In order to maintain a safe and operationally efficient High Point University (HPU) campus, parking must be managed appropriately. To standardize control, parking regulations have been published by the University Transportation and Parking Office through the office of the Director of Security & Transportation (hereinafter referred to as "Director") and have been approved by University administration. The Transportation and Parking Office reserves the right to modify HPU's traffic regulations, parking lots, and/or spaces as necessary without notice.

B. Definitions

1. **AVI:** Automated Vehicle Identification; a radio frequency identification (RFID) system used to pre-vet a motor vehicle campus entry.

2. **Student:** Person enrolled in any class or program at High Point University. This includes Graduate students and persons who are not enrolled for a summer session, but attended HPU during the previous semester and/or are enrolled to attend during the fall semester.
3. **Staff:** Non-faculty employees of HPU and select leaders of HPU Auxiliary partners.
4. **Faculty:** Persons assigned teaching responsibilities including Adjuncts, as well as Academic Deans, Assistant Vice Presidents, Vice Presidents and the President.
5. **Vendor/Contractor:** Persons who are contracted to work on campus, who are not operating a clearly, company-identified vehicle, and who do not qualify as “Auxiliary partners.”
6. **Guest/Visitors:** Persons who are not students, faculty, staff members, auxiliary partners or vendor/contractors but have legitimate purpose to park on campus. HPU registered vehicles or vehicles required to be HPU registered shall never be considered a guest or visitor.
7. **Motor Vehicle:** Any motor driven or drawn by mechanical power and manufactured primarily for use on public highways and includes mopeds.
 - a. Bicycles are vehicles that do not use a motor or mechanical means for power.
 - b. Low-speed vehicle: A privately-owned, four-wheeled electric or gas-powered vehicle whose top speed is less than 25 miles per hour. A low-speed vehicle shall be equipped with headlamps, tail lamps, parking brakes, rearview mirror(s), windshields, speedometer, seat belts, and a vehicle identification number. A low-speed vehicle shall be registered in accordance with N.C.G.S. 20-50 and insured in accordance with N.C.G.S. 20-309.
 - (1) Low speed vehicles are considered a concurrently registered vehicle in accordance with Article IV, A.
8. **Parking space:** Is the paved area designated by painted parallel lines on either side, or a line on one side and a curb on the other.
9. **Auxiliary Partners (A.P.):** Resident contractors (i.e. daily contractors; e.g. Aramark, Budd, 1924 Prime, Student Health, Bookstore) that are required to park in specified lots:
 - a. Aldridge Village shall park in the southern-most spaces south of the Village Grille (closest to the church).
 - b. North College Administration shall park in the front of the building.
 - c. North College Terrace shall park in spaces closest to the building’s SE corner (near dumpsters).
 - d. Silver Line Diner shall park in spaces along University Parkway closest to the fence line.
 - e. Main campus shall park in Lot B.

- f. Wanek Center “late night” (off-duty after 2am) A.P. may park in the north end of lot Norcross and shall enter on Panther Drive at Farriss Ave.

C. Liability

High Point University assumes no responsibility for damage to a vehicle, or the contents therein, while parked or while being operated on campus.

D. Geographic Applicability

HPU Parking Terms and Conditions shall apply to all persons residing, parking and/or operating motor vehicles on High Point University property and contiguous city streets.

E. Enforcement Periods

Parking regulations, except where specifically excluded herein, are enforced 24 hours a day / 7 days a week, 365 (366 leap year) days a year.

1. Exclusion: *30/60 Minute, RESERVED, FACULTY, VISITOR, Student Health Services and ADMISSIONS* lots/spaces are enforceable **Mon-Fri, 7am-5pm**.
2. Exclusion: During the period beginning the Monday after Commencement through the Wednesday prior to Freshman Move-In, Staff and Auxiliary Partners may park in any undesignated space, except as noted below.
 - a. Parking in the undesignated student spaces east of the Women’s Complex and north of the library is prohibited year-round.

F. Permissible Locations

Parking is permitted in marked/defined parking spaces only. Parking on any grass, or natural area is prohibited, except where permitted by sign and access. The absence of “No Parking” signs or painted curbs does not indicate parking is permitted.

G. Responsibility

Students, faculty and staff are responsible for their visitors and will be held financially responsible for HPU parking/traffic citations issued to family members or friends who use their registered vehicles.

H. Disabled Vehicles: Duty to Report

Any person experiencing mechanical difficulty with a vehicle that is disabled or malfunctioning must notify campus security at the time of the malfunction. The driver may be required to furnish proof (written or otherwise) to security that the vehicle is actually disabled. Drivers are required to remain with any vehicle that becomes disabled in the roadway or travel lane until Security can assess the impact on

traffic flow. Such vehicles may be subject to immediate relocation (towing) at owners expense. **Notes affixed to a disabled or malfunctioning vehicle without security verification are not an affirmative defense for improper parking.**

I. Campus Access

The University's main campus is opened to the public between the hours of 6am-8pm, seven days a week. During these hours vehicles may enter campus and park without an HPU permit, in any non-illuminated, *ADMISS/IONS* space or any undesignated/unmarked space. Persons/vehicles entering between the hours of 8pm-6am seven days a week must present a valid HPU AVI-registered vehicle, or an HPU Passport to enter campus, or must be an invited guest via HPU visitor management system (iVisitor) and must display an HPU visitor parking permit if parked between 8pm and 6am.

ARTICLE II Motor Vehicle Registration Required

A. Mandatory Registration

All students, faculty, staff, vendors and contractors are required to register their vehicles with Security at either the Wanek Center security desk (24hours a day/7 days a week) or the North College Administration building (Mon-Fri, 8am -5pm). Contractors/Vendors driving clearly well marked company vehicles are not required to register their vehicles. Other required registration is described below.

B. Guest/Visitor Parking Permits

Overnight guests must obtain a three-day guest parking permit (no charge) from any welcome center or via iVisitor. Please see Article I.B.6 for the definition of a "guest/visitor." Visitor permits are not required for day-time guests that are parked in undesignated, VISITOR, 30 Minute spaces or during large special events. Visitors should be registered online at my.highpoint.edu.

C. Temporary Parking Permits

A fourteen-day temporary parking permit may be issued at no charge to anyone who is required to register his/her vehicle. Temporary permits shall be displayed on the dashboard of the vehicle with the permit number facing the windshield. A Temporary parking permit may only be issued twice for the same vehicle or to the same person within 90 days of the first issuance. Extenuating circumstances shall be evaluated on a case-by-case basis.

D. Service & Delivery Permits

A Service & Delivery hang-tag is available from the Parking office (North College Administration) to those with a need to park privately owned vehicles near buildings while conducting University business. They are valid for one hour increments from M-F, 7am-5pm, with no time duration restrictions outside said hours. Application for said permit may be made by emailing parking@highpoint.edu

E. Special Parking Permit

A Special, temporary hang-tag is available from the Parking office to those who have unique circumstances. Parking privileges, location and duration shall be determined on a case-by-case basis. Application for said permit may be made by emailing parking@highpoint.edu

F. HPU Decal Placement

1. Two HPU decals shall be displayed on all four-wheeled vehicles. The larger of the two decals is to be adhered to the rear exterior of the assigned vehicle **using the supplied adhesive**. Decal must be applied so the decal is clearly visible when standing 10 feet directly behind the center of the vehicle. **Vehicle should be cool to the touch in the location the decal is going to be applied**. The smaller decal is to be adhered to the inside front windshield, near top center, and parallel to the ground so that it is clearly visible when standing 10 feet directly in front of the vehicle.
2. Motorcycles and all two-wheeled vehicles that are required to be state registered shall display the small decal on left front fork. Any variation of application must be approved in writing by the Director.
3. Application of said decal(s) is confirmation that registrant has agreed to abide by all HPU parking terms and conditions

G. Bicycle Decals

Bicycles and any other cycle-type vehicles **are required** to be registered with the University Security. A cycle decal is complementary and does not expire.

H. Vehicle Registration Procedures

1. Vehicle registration or re-registration for students, faculty and staff is available online at my.highpoint.edu or www.highpoint.edu/parking. Vendors/Contractors* must register their vehicles in person at the security office located at the North College Administration Building. After- hours visitors may register their vehicles in person when entering campus at any welcome center.

*Exception: Auxiliary partners will furnish vehicle information to their respective supervisor who will register their employees.

2. Once vehicle data is submitted, registration is completed by obtaining the parking decal at the Wanek Center security desk or the North College Administration building. **A valid HPU Passport and original state-issued vehicle registration must be presented to receive decals.**

3. Decals are valid for as long as the student is currently enrolled or employee, auxiliary partner, contractor or vendor is currently employed by, or contracted with, HPU. Decals will be electronically expired, thus null and void following disenrollment or employment/contract separation.

- I. **Handicapped Authorization:** Campus handicapped spaces must be regulated in accordance with guidelines prescribed by the State of North Carolina. Displaying/utilizing an unauthorized handicap hang-tag/plaque shall result in a \$100 fine and may result in a judicial hearing. Violators are subject to both a campus HPU parking citation and a \$250 city citation.
- J. **Registration Decals Are Non-Transferable:** Use of the decal(s) on any vehicle other than the one to which it was assigned carries both a monetary penalty and a misconduct referral to Student Life (if a student is the violator) and may result in loss of campus driving/parking privileges. The parking decal(s) must be displayed on and attached to the vehicle to which it was assigned, in accordance with Article II.F.
- K. **False Registration:** Any and all parties involved in false registration may be subject to monetary fines, Student Life judicial review (if party is an enrolled student) and the loss of parking privileges. Any alteration or attempt to alter a decal or permit, or the use of any permit or decal issued to another, or to deceive an enforcement officer by obstructing or hiding said decal, is a violation of registration regulations and may constitute an honor code violation.

ARTICLE III Parking Spaces/Areas

- A. **Parked Vehicle:** A parked vehicle is defined as one that is stationary, unattended/unoccupied by the driver/operator, whether the vehicle is running or not.
- B. **Reserved:** Parking spaces with the designation "RESERVED" are for faculty and staff, and are enforced Monday through Friday, 7am to 5pm.

- C. **Admissions & Visitor:** Parking spaces designated as *Admissions* or *Visitor* are for guest who are not required to have their vehicle HPU registered per I.B.6, e.g., future students/family, prospective business partners and official University guests.
- D. **Student Health:** Spaces in the lot between Wilson and Millis residence halls marked Student Health Services are for students who are being seen in the clinic from Mon-Fri from 7a to 5p. Vehicles must be relocated immediately following their student health visit.
- E. **Faculty:** Spaces marked *FACULTY* are for faculty only; enforced Monday through Friday, 7am to 5pm.
- F. **30/60 Minute:** Spaces marked as *30* or *60 MINUTE* are for temporary parking by anyone (unless designated *STUDENT ONLY*.) However, if vehicle is required to be HPU registered and is not, it is subject to an *Unregistered* parking citation.
- G. **Service and Delivery:** Spaces marked for “Service and Delivery Only” are **reserved 24 hours a day**, seven days a week for University service and delivery vehicles and select personally operated vehicles. Additionally, S & D spaces are restricted to one hour increments Mon-Fri, between 7am-5pm.
- H. **Temporarily Restricted/Coned-off:** Any space(s) that have been blocked or cordoned-off by Security.
- I. **Security/Transportation:** For police, HPU security and transportation vehicles only. Reserved 24/7.
- J. **Loading/Unloading Zone:** Must be in the act of being loaded or unloaded. Any vehicle unattended for more than five minutes shall be considered “parked”. (see III.A)
- K. **Unmarked/Undesignated:** Available for students and visitors (not required to be registered) only. Faculty, Staff and auxiliary partners may not park in undesignated spaces.
- L. **Handicap:** Includes any designated space that has a handicap painted marking, hashed line, and/or a sign. Blocking curb cuts shall be considered a handicap citation fine. Only, vehicles properly displaying a handicap permit or handicap license plate shall be permitted to use such spaces. Permits must be state issued to the individual using the space.
- M. **Bicycle:** Bicycles shall only be parked in approved bicycle racks or within dorm rooms (not blocking egress). Bicycles not properly parked on campus are subject to be impounded and any damage incurred when being impounded to locking devices or the bicycle shall be not be the responsibility of HPU.

ARTICLE IV Decal Fees

The first vehicle decal is complimentary/included for all students, staff, faculty, and aux partners. Below are the charges for subsequent decals:

- A. **Undergraduate Students:** Each subsequent, concurrently registered decal set will incur a \$500 charge. Decal charges may be waived if the student provides proof that the prior decal is no longer in use. Acceptable proof includes old decals (returned in any condition), bill of sale or proof of destruction. Undergraduate students are permitted to register two vehicles.
- B. **Graduate Students:** Each subsequent, concurrently registered decal set will incur a \$ 500 charge. Decal charges may be waived if the student provides proof that the prior decal is no longer in use. Acceptable proof includes old decals (returned in any condition), bill of sale or proof of destruction. Graduate students are permitted to register two vehicles.
- C. **Faculty:** Each subsequent decal is complimentary. Faculty are permitted to register two vehicles.
- D. **Staff:** Each subsequent decal is complimentary. Staff are permitted to register two vehicles.
- E. **Auxiliary Partners:** Auxiliary partners are permitted to register one vehicle.

ARTICLE V Violations/Fines

A parking space is not guaranteed near where one works, resides or attends class. A lack of a convenient, permissible parking space, or being late for an appointment or class, is not a tenable cause to park improperly.

The display of hazard lights does not exempt one from proper parking.

- A. If a HPU parking/traffic citation is marked "Warning," no remittance is required; however, the citation will be registered into the database.
- B. \$50 Offenses:
 - 1. Failure to register a vehicle
 - 2. Unauthorized parking or driving on any grassy area, sidewalk or patio, parking on a curb or other restricted/unmarked area
 - 3. Parking in any space designated as "RESERVED" by a non-staff or non-faculty member outside of permitted hours/days
 - 4. Parking or leaving any motor vehicle in any travel portion of a street or parking lot.
 - 5. Parking on or obstructing a walkway or driveway
 - 6. Parking on the wrong side of the street.
 - 7. Unauthorized parking in any designated space, e.g. RESERVED, VISITOR, ADMISSIONS, etc
 - 8. Exceeding time-limited parking space
 - 9. Improper display/affixed decal(s)

10. Unauthorized or improper display of a visitor's permit or a temporary permit
 11. Parking in a fire lane or within 15 feet of a fire hydrant
 12. Parking in a space or spaces that have been blocked or cordoned-off by Security
 13. Parking in a Service and Delivery or Loading/Unloading zone
 14. Parking tire(s) outside white line of space. (It is not an allowable defense to claim a vehicle in a contiguous space caused this violation)
 15. Encroachment or parking in a manner that causes the vehicle to occupy any portion of two or more parking spaces simultaneously
 16. Failure to remove vehicle from lot as required (following a posting of not less than 24 hours to do so)
 17. Improperly parked bicycle
 18. Miscellaneous violations
- C. \$100 Offenses:
1. Handicapped space, hashed space, and/or blocking a curb cut.
- D. \$100 Offense and referral to conduct court.
1. Unauthorized use of Handicapped placard, tag or plate.
- E. Moving Violations/HPU parking/traffic citations: Moving violations are defined as any act of reckless or negligent driving including driving in excess of the posted speed limit, driving in the wrong direction on a one-way street, failure to yield, failure to stop for stop signs, failure to stop at a security checkpoint, failure to bear right at circles, failure to wear a DOT approved helmet when operating a motorcycle or moped, operating a motor vehicle on a sidewalk, overcrowded vehicle and failure to follow the direction of an officer or sign.
1. First offense: \$100
 2. Second offense: \$150
 3. Third offense: \$250 and revocation of campus driving/parking privileges for remainder of academic year.
- F. A vehicle that remains in violation for 24 hours shall constitute a separate violation and is subject to additional HPU parking/traffic citations and/or vehicle relocation or towing.
- G. A vehicle that remains in a **30 or 60 minute, Faculty, Service and Delivery, or Reserved** parking space is subject to an additional HPU parking/traffic citation **every hour** said vehicle remains in violation of time limit **up to four citations within a 24 hour period.**

Article VI Vehicle Immobilization Process of Enforcement and Recovery (VIPER)

- A. Vehicles that have five or more unpaid HPU parking/traffic citations are subject to vehicle immobilization (VIPER), i.e. vehicle will have a mechanical clamp attached to left front tire to prevent relocation.
- B. Once VIPER is applied, all *outstanding* fines must be paid to the Cashier's office (cash, certified funds or student accounts) prior to removal. Registration may be required, if previously unregistered, to have the vehicle released. In the event that the Cashier's office is closed, those HPU parking/traffic citations not posted to the student account may be paid online via credit card.
- C. A vehicle that has been subject to VIPER shall be towed three business days from the date and time the VIPER was applied. Towing and impound fees shall be the responsibility of the vehicle owner/operator.

Article VII Towing

- A. Towing may be authorized by the Director or his/her designee when, in their sole discretion, it is determined:
 1. A traffic hazard exists, or
 2. Said vehicle is blocking another vehicle from movement, or
 3. Vehicle location is impeding construction or repair attempts, or
 4. Three calendar days following a VIPER application.
 5. Failing to remove a vehicle from a designated lot by the posted deadline when said posting occurs at least 24 hours in advance of the deadline.
- B. There shall be an additional \$50 charge for a towing fee beyond the violation fee(s).

Article VIII Fine Payment

- A. Methods of Fine Payment: (Passports may not be used to pay parking fines)
 - a. Students: Automatic transfers from student accounts occur several times per semester, thus no student action is required
 - b. All Others:
 1. Cashier's Office in Roberts Hall during normal office hours: Cash, Check, Credit Cards (except Visa)
 2. By credit or debit cards online at www.highpoint.edu/parking
 3. By check made payable to HPU and mailed to One University Parkway, HP 27268 (please write ticket number in Memo section of check)

Article IX Appeals

HPU parking/traffic citations may only be appealed online; not by phone, email or in person.

- A. HPU parking/traffic citations may be appealed via an online process at www.highpoint.edu/parking. Appeals must be submitted **within seven days** of the receipt of a HPU parking/traffic citation. The appeal should include a detailed description of why the HPU parking/traffic citation should be considered improper or invalid. Appeals submitted beyond seven days of the time and date of the HPU parking/traffic citation will not be accepted.
- B. The Transportation and Parking Office will review the written appeal and may:
 - a. Grant the appeal and forgive the violation
 - b. Reduce the fine
 - c. Deny the appeal
- C. If the appeal is denied by the Transportation and Parking Office, the appellant may appeal to the Board of Appeals within seven days of notice of denial. Said board shall consist of one student, one security member and one staff or faculty member. The Board of Traffic Appeals shall meet monthly or as needed. The decision of the Board of Traffic Appeals is final. The Board may:
 - 1. Reverse the decision of the Transportation and Parking Office, and forgive the violation
 - 2. Reduce the fine
 - 3. Deny the appeal

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