

3354:1-20-03.3 Parking procedure

- (A) Students, employees, and visitors must observe College parking rules and applicable laws.
- (B) The privilege of maintaining a vehicle on campus may be rescinded at any time if a student, employee or visitor fails to observe this procedure.
- (C) The College is not responsible for losses due to theft or damage to vehicles while parked on property owned, leased, or operated by the College, including without limitation parking at special events occurring off College property.
- (D) Vehicle registration and parking permits.
 - (1) All College facility faculty/staff parking lots are permit parking only. Employee permits can be obtained by opting into the Employee Parking Authorization with a payroll deduction. The opt-in form can be found on my Tri-C Space, within College-Wide Forms through Work Tools tab. Once the employee successfully submits the opt-in form, the College will send an automated email confirmation that outlines the employee permit pick-up process. The College's Campus Enrollment Centers will distribute parking permits to the employee.
 - (2) Visitors' parking spaces are dedicated for those who do not have regular business at the College. Visitors parking is available at the following locations:
 - (a) Metropolitan Campus: Lots 3 and 6.
 - (b) Manufacturing Technologies Center: Lot 8 and off the entrance from Woodland Avenue.
 - (c) Western Campus: Lots C and D.
 - (d) Eastern Campus: Lots B and E.
 - (e) District Office: northwest side of entrance, prior to entering garage. District visitors must check in at the front desk.
 - (f) Jerry Sue Thornton Center: southeast side of main lot. Jerry Sue Thornton Center visitors must check in at the front desk.
 - (g) Corporate College West: northwest side of rear (south) lot.
 - (3) Vendors, contractors, temporary employees and consultants should contact the department for which work is being performed to determine the approved permit classification (annual, semester, part-time) and payment method.

- (a) If the department will be paying for the parking permit, a department representative must complete the necessary registration form and purchase the approved permit through the office of College Hospitality Services and Retail Operations, using the appropriate organizational budget number.
 - (b) If the vendor, contractor, temporary employee, or consultant will be paying for parking, they must complete the necessary registration form and purchase the approved permit through the Office of Hospitality Services and Retail Operations.
- (4) Similar to the Institutional Fee that the College assess students as part of their tuition, the deduction for parking is not for a specific parking space at any of our College Campuses or facilities, but rather to ensure the maintenance, security, seasonal upkeep, and lighting for all College parking lots and garages. The parking permit for an employee does not guarantee a parking space, but affords the employee an opportunity to park in authorized parking areas when parking spaces are available.
- (5) Students are not required to display a parking permit. Students are required to pay the Institutional Fee as outlined below.

(E) Fee structure.

(1) Employees.

- (a) All employees will be charged the prevailing rate through payroll deduction. However, an employee may opt-out if he/she takes public transportation, car pools with an individual with a parking permit, utilizes alternative transportation such as walking or riding a bicycle to work every day, or he/she will never utilizes any College parking facilities during their employment with the College.
 - Faculty Parking Rates
 - (a) Annual: \$9.10 per pay period
 - (b) Semester: 6.82 per pay period
 - Summer term: \$7.70 per pay period
 - (c) Adjunct: \$7.70 per pay period
 - Staff Parking Rates
 - (a) Full Time: \$7.70 per pay period
 - (b) Part-time: \$3.85 per pay period
- (b) All employees are issued one parking permit per payroll deduction not per vehicle owned by the employee.

- (c) A \$25.00 fee will be charged for replacement permits.
 - If permit is lost, and not replaced, individual may be issued a parking citation.

- (d) Employee Opt-Out requirement: in the event an employee chooses to opt-out of the parking deduction, after previously receiving a permit, the permit must be returned to the office of College Hospitality Services and Retail Operations in order for the College to cancel the payroll deduction.
 - Office will confirm with employee when permit is received, and notify Payroll Department to remove the parking deduction.
 - Parking deduction may appear for up to 2 additional pay cycles, following initial employee opt-out submission.

- (e) Employment termination: upon voluntary or involuntary employment termination, employee must return parking permit on final day of employment.
 - Permit may be sent via campus mail to the College Hospitality Services Department, c/o Kian Blackmur at the Jerry Sue Thornton Center.

(2) Students.

- (a) The Institutional Fee is charged to all students registered for classes. This is a tiered fee structure based on credit hours of registration per semester:
 - 1-3 credit hours (\$10.00)
 - 4-11 credit hours (\$50.00)
 - 12+ credit hours (\$70.00)

- (b) The Institutional Fee is designed to provide students with unlimited access to all campuses, recreation facilities, Technology Learning Centers, libraries and campus special events without having to purchase permits.

(F) Special events.

- (1) Any group arranging an event on campus must contact the scheduling office in order to reserve special event parking. This includes all College-wide, departmental, and external events.

- (2) All costs for special event parking will be charged to the hosting department or external organization through the scheduling office. Exceptions must be pre-approved by the Campus Presidents' Office.
- (3) The Campus Presidents' Office may waive parking fees for College-wide open houses, major recruitment events, major athletic events, and major campus events. Other event types must be reviewed by the Chief of Public Safety before fees may be waived.
- (4) Special event parking may be reserved at any time, including weekdays, evenings, and weekends.

(G) Parking enforcement, restrictions and citations; appeals.

- (1) College Campus Police and Security Services enforces the compliance of the College's parking procedures.
- (2) No vehicle is to be left on College property longer than 24 hours. Vehicles are subject to tow at owner's expense thereafter.
- (3) Citations may be paid by mail or in-person at a Campus Enrollment Center, with the ticket present.
- (4) Appeals involving citations must be made in writing within (10) business days of the ticket date. Appeal forms are available at each Campus Police and Security Services office and online at www.my.tri-c.edu.
- (5) Penalties for non-payment of citations may include without limitation:
 - (a) Grades withheld.
 - (b) Vehicle registration and driver's license held by the State of Ohio.
 - (c) Vehicle towed, immobilized (booted), campus parking registration revoked.
 - (d) Prohibition from parking at College locations and events.
 - (e) Late fees.
- (6) A schedule of parking fines associated with each College citation number is incorporated into this parking procedure as Exhibit A.

(H) Most parking lots are equipped with a blue phone connected directly to The Department of Campus Police and Security Services. The Department offers motorist assistance 24-hours a day for the following emergencies:

- (1) Vehicle lock-out.
- (2) Battery assists.
- (3) Travel directions.
- (4) Fuel assists (gas cannot be provided).
- (5) Help with contacting roadside assistance.
- (6) Escort.

(I) Speed limits.

- (1) Parking lots: 10 mph.
- (2) Roadways: East Campus 15 mph. West Campus 20 mph.

(J) The President or President's designee is hereby directed to take all steps necessary and appropriate for effective implementation of this procedure.

Effective date: October 15, 2021

Prior effective date(s): August 7, 2020; July 17, 2018, September 17, 2012, September 9, 2008

Procedure amplifies: 3354:1-20-03