

## **Parking Management Policy**

### **INTRODUCTION**

Cornish College of the Arts has established the following regulations to govern parking on its property. These regulations are applicable to all individuals seeking permission to park or operate a motor vehicle or bicycle on College property.

The College must consistently implement this Parking Management Policy. Cornish College of the Arts assumes no liability for loss or damage to a vehicle or its contents while parked on College property.

### **Objectives of Parking Regulations**

The objectives of these regulations are:

1. To ensure compliance with all local, state, and campus regulations
2. To assure access at all times for emergency equipment
3. To facilitate the work of the College by assuring access to its vehicles and by assigning the limited parking space for the most efficient use

### **Permission to Park on Cornish Property**

As Cornish is located in a downtown area with limited available parking, it is necessary that the College restrict the use of its parking lots to people having direct business with the College.

All individuals wishing to park in College lots must have *valid driver's license, current vehicle registration, proof of insurance, and a properly displayed and valid permit*. Any vehicle parked on College property without a valid permit is subject to receiving a citation, monetary fine, and/or vehicle impoundment at the vehicle owner's expense.

### **Authority to Manage Parking Services**

Campus Safety and Security is duly appointed the representative of the College and has the authority to enforce all parking regulations on College property. Campus Safety and Security is given powers of citation and impoundments and shall execute the powers of enforcement as granted by this policy and the Administration of the College.

### **Revisions of These Regulations**

The College Administration reserves the right to revise these regulations, including the fee, fine and penalty schedules at any time.

## **Overnight Parking**

The College discourages overnight parking. On a case by case basis, overnight parking may be permitted on campus. If anyone desires to leave their vehicle past building closing hours, they need to notify Campus Safety and Security.

## **PARKING PERMITS**

### **Authorization for Issuance of Permits**

The Cashier's office is authorized to issue a very limited number of permits to park on College property. *All outstanding parking violation penalties must be satisfactorily settled before a parking permit may be issued or renewed.*

### **Transferable permits**

Permits are non-transferable unless both vehicles have been registered.

### **Disabled permits**

You must have a valid state-issued disabled license plate or rear view mirror ADA tag to park in an ADA spot on College property. You must also purchase and properly display a Cornish parking permit. Any vehicle parked in an ADA spot without the proper license or tag and valid Cornish parking permit is subject to a citation, monetary fine, and/or immediate towing.

### **License plate and address changes**

Any license plate and/or address changes must be reported to the Cashier's office within ten days of the change.

### **Replacement policy**

A lost/stolen/misplaced purchased Parking Permit may be replaced by paying a replacement fee of \$25.00.

### **Free Evening, Weekend and Holiday**

This permit is free to employees and students. It is valid from 4 p.m. to 10 p.m., Monday through Friday, all hours Saturday and Sunday, along with College recognized holidays. The permits can be obtained at the Cashier's Office on the 3rd Floor at MCC, 1000 Lenora. The permit is good on a semester basis and may be obtained anytime throughout the year. It must be clearly visible and properly displayed on the vehicle dashboard. There is a \$5.00 replacement fee for a lost permit.

### **Guest Pass**

Through at least the Fall 2020 semester, these passes will not be offered.

### **Purchased**

All employees or students wishing to park on College or related properties between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays, must purchase a parking pass. The College sells the following types of permits in limited quantities:

- Cornish employee permits by the Semester
- Vendor permits by the month
- Hourly/Day passes for employees and students

### **Cornish Employee Permits by the Semester**

A very limited number of designated employees, who are regularly expected to work on campus approximately (5) days during a regular work week, are eligible for a Semester parking permit at the Cashier's office during available hours. This pass must be clearly visible and properly displayed on the vehicle dashboard. These designated employees will pay for their parking permits via monthly payroll deduction.

### **Outside Contractor (Nellie's and Security) Purchased Monthly Permits**

A very limited number of outside contractors, who are regularly expected to work on campus Approximately (5) days during a regular work week, are eligible to purchase a monthly permit for vehicles parked on College property between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. This pass must be clearly visible and properly displayed on the vehicle dashboard. These designated outside contractors must purchase and pay in full for each Monthly permit at the Cashier's office during available hours.

### **Hourly/Day Passes**

These passes are available for employees and students who wish to park in designated areas on an occasional basis Monday-Friday between 8:00 a.m. and 4:00 p.m. Cornish employees and students can purchase these passes through the Coursedog reservation system (<https://cornish-events.coursedog.com/>). Employees will be charged \$2.00 per hour for each hour of use and will pay via monthly payroll deduction. Student will be charged \$1.25 per hour of use and will pay via monthly billing via Student Accounts. This pass must be properly displayed on the vehicle dashboard, showing the date of reservation and stall reserved in the specific parking lot.

## PARKING MANAGEMENT

### Lot Assignment:

#### Employees

Specific lots are assigned for the use of employees between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday except holidays. These lots are:

<u>Name</u>	<u>Permit Type</u>	<u>Addresses</u>	<u>Common Reference</u>
Kerry Garage	Day and Semester	710 E Roy	Kerry Hall
Lot A	Hourly/Day <b>Only</b>	1000 Lenora St	The "Prow"
Lot B	Hourly/Day <b>Only</b>	1000 Lenora St	Denny/Lenora
Lot D	Hourly/Day <b>Only</b>	2015 Boren	Raisbeck Hall
LUI Garage	Semester	906 Virginia Ave	LUI Garage

#### Students

Specific lots are assigned for the use of employees between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday except holidays. These lots are:

<u>Name</u>	<u>Permit Type</u>	<u>Addresses</u>	<u>Common Reference</u>
Kerry Garage	Hourly/Day <b>Only</b>	710 E Roy	Kerry Hall
Loyal INN	Hourly/Day <b>Only</b>	2301 8 <sup>th</sup> Ave	Loyal INN

NOTE: Students and employees with a valid F.E.W.H pass may park in these lots, with the exception of the LUI Garage, from 4 p.m. to 10 p.m., Monday through Friday, all hours Saturday and Sunday, along with College recognized holidays

#### Designated Parking

Certain spaces designated for College vehicles and/or specific individuals of the College. These parking spaces come with a commitment of 12 months of continuous parking. Please contact the Vice President of Operations for further details.

#### 30 Minute Load/Unload Spaces

For any Load/Unload parking needs please contact the Vice President of Operations

#### Scooters and Motorcycles

For the purpose of these regulations, motorcycles, motorized bicycles and scooters are considered to be motor vehicles and are subject to the same parking rules and regulations as all other motor vehicles noted in this document.

## **ENFORCEMENT OF PARKING REGULATIONS**

In fairness to those employees who follow the regulations outlined in this policy, the College must consistently implement the following parking policy.

### **Procedure/Policy**

Campus Safety and Security is responsible for monitoring use of the College parking lots and delegated to issue citations to vehicles not correctly displaying a valid Cornish parking permit. This procedure is in effect at all times.

### **Violation: Payment**

Violations must be paid at the Cashier's Office during available hours or mailed to Cashier's Office, Cornish College of the Arts, 1000 Lenora Seattle, WA 98121.

Unpaid fines for student vehicles will be charged to the student's Student Account Record.

Unpaid fines for employees or outside contractors will be reported to the immediate Supervisor and to Human Resources.

Unpaid fines for any and all parties may be sent to collections.

### **Registered owner responsibilities for illegal parking**

The owner listed on the vehicle registration shall be held responsible for all infractions resulting from policy noncompliance.

### **Mitigation and suspension of penalties**

Appeals are only accepted if a vehicle owner has a valid Cornish parking permit and a procedural error resulted in the issuance of an infraction. If a vehicle owner feels that a procedural error resulted in the issuance of an infraction, they can petition the violation within (5) calendar days of ticket issuance. A petition form can be secured from the Campus Safety & Security Office at either Kerry Hall or MCC. The form must be completed entirely.

**Note: the ticket is not automatically voided by submitting the petition.**

The Director of Security or designee will review this appeal within (5) business days of receipt of the appeal and will notify the appellant of the decision via email. The appellant will have (5) business days to pay the ticket at the original penalty cost or the increased penalty will be assessed.

**Note: Failure to have a valid permit on display at the time of infraction is not grounds for an appeal.**

### **Enforcement of penalties**

All outstanding parking violation penalties must be satisfactorily settled before a parking permit may be issued or renewed for a semester and/or day pass. Any parking fine which is unpaid for a period of time in excess of the time specified for payment will constitute a delinquent and unpaid debt due to the College. This may be processed for collection in accordance with College procedures. Any vehicle with one or more outstanding parking violations are subject to impound upon any subsequent parking violations.

### **Impoundment of vehicles**

Any vehicle parked on College property that is not in adherence with the campus parking management policy may be subject to impoundment at any time. The College, and agents authorized to act in its behalf, shall not be liable for loss or damage of any kind resulting from such impoundment.

### **Impoundment for failure to pay fines**

Citation Notices shall clearly indicate that failure to respond by either payment of fines or a written appeal will subject the vehicle to impoundment if it is found parked on College property.

### **Impoundment without prior notice**

A vehicle may be impounded without reasonable attempt having been made to notify the owner of the possibility of this action only in the following circumstances:

The vehicle has no current or properly displayed parking permit and is found during enforcement hours.

The vehicle is found parked in a designated disabled parking space without a valid state ADA permit and/or College parking permit. The vehicle is found parked blocking a driveway, entrance, or exit, or the alley at MCC or in a reserved space. The vehicle is deemed a safety concern to campus property and/or others.

### **Abandoned vehicles**

Any motor vehicle that has not been driven for (3) consecutive days, and the owner of which cannot be immediately identified or contacted, will be towed at the owner's expense.

## **PARKING FINES LISTING**

The fines or penalties which may be assessed for violations of these regulations are those detailed below:

### **Parking without a current or properly displayed parking permit**

\$25.00 if paid within 10 days

\$50.00 if not paid within 10 days

### **Unauthorized use of ADA parking space**

\$125.00 if paid within 10 days

\$250.00 if not paid within 10 days

### **Parking in a driveway, entrance/exit or the alley at MCC or in a reserved space or in another manner which presents a safety hazard**

\$25.00 if paid within 10 days

\$50.00 if not paid within 10 days

## **Parking Permit Charges – August 31, 2020 through December 22, 2020**

### **Full Time Employees**

- Employees making more than \$70,000 per year will pay \$150 per month for parking
- Employees making between \$40,000 and \$69,999 will pay \$100 per month for parking
- Employees making less than \$40,000 per year will pay \$75 per month for parking

### **Hourly/Day Permits**

- \$2.00 per hour for employees
- \$1.25 per hour for students

### **Vendor Monthly permits**

- \$100.00 to be paid for each month with a minimum of (4) months in one payment.