

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 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. Fees, fines and penalty schedules may be revised annually during the College's budget building process and become effective the first business day after Summer semester.

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 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 1 a.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

These passes are very limited and are reserved through EMS. To determine your eligibility and instructions for access, please contact the Director of Operations and Security at extension 5824. Those afforded this privilege may have their access revoked if excessive or inappropriate use is found.

Purchased

All employees wishing to park on College property between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays, must purchase a parking pass. This permit is valid at all times and days. The College sells the following types of permits in limited quantities:

- Cornish employee permits by the Semester
- Vendor permits by the month
- Day passes for employees

Cornish Employee Permits by the Semester

Employees may sign up for a Semester parking permit at the Cashier's office between 9 a.m. and 4 p.m. Monday through Friday. Employees pay for their parking permits via monthly payroll deduction.

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

All outside contractor 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. Outside contractors must purchase and pay in full for each Monthly permit at the 3rd Floor, Cashier's Office at MCC, Monday-Friday, 9:00 a.m. to 4:00 p.m.

Day Passes

These passes are available for employees and vendors who wish to park on an occasional basis Monday-Friday between 8:00 a.m. and 4:00 p.m. Cornish employees can purchase these passes through the EMS system (ems.cornish.edu) and vendors can purchase these passes at the 3rd Floor, Cashier's Office at MCC, Monday-Friday, 9:00 a.m. to 4:00 p.m.

This pass must be properly displayed on the vehicle dashboard, showing the date of reservation and stall reserved in Lot A/Prow or Kerry Garage.

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	Guest, Day and Semester	710 E Roy	Kerry Hall
Lot A	Guest and Day Only	1000 Lenora St	The "Prow"
Lot B	Semester	1000 Lenora St	Denny/Boren
Lot D	Semester	1001 Lenora St	Notion Building
Lot E	Semester	2015 Boren	Raisbeck Hall

NOTE: Students and employees with a valid F.E.W.H may park in these lots from 4 p.m. to 1 a.m., Monday through Friday, all hours Saturday and Sunday, along with College recognized holidays

Reserved Parking

Certain spaces are reserved for College vehicles and/or specific officers of the College. These parking spaces come with a commitment of 12 months of continuous parking. Please contact the Director of Operations and Security for further details.

30 Minute Load/Unload Spaces

Load/unload parking is one ½ hour or less in duration and is meant for those loading or unloading into Main Campus Center (MCC). This space is located adjacent to the 3rd floor Prow entrance. A Load/unload parking pass may be obtained from the 3rd floor Cashier's Office from 9am to 4pm Monday through Friday.

Scooters and Motorcycles

For the purpose of these regulations, motorcycles, motorized bicycles and scooters are considered to be motor vehicles and are subject to parking rules and regulations. Motorcycles, motorized bicycles and scooters must be parked in designated areas on the Prow. No parking permit is required

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 located on the 3rd floor of MCC at 1000 Lenora, Monday through Friday, between 9:00 a.m. and 4:00 p.m. 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 Operations and 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 28, 2017 through August 19, 2018

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

Day Permits

- \$12.00 per day for employees and vendors

Vendor Monthly permits

- \$100.00 to be paid prior to start of each month in one payment.