

Rowan University Parking Rules and Regulations

Rules and Regulations

Parking and traffic rules and regulations are in effect at all times unless otherwise noted.

All students, faculty and staff, contract workers, visitors, and guests who park a vehicle in an unmetered lot or garage on campus must have a properly displayed and valid parking permit or parking pass.

Temporary or visitor permits are available from the Welcome Gates or the Parking Services Office in Bole Annex. Persons needing a temporary permit after business hours may obtain one from the Public Safety Communications Office in Bole Annex.

Annual parking permits are obtained using an online process at www.thepermitstore.com/

Note: A parking permit or pass does not guarantee you a parking space.

All vehicles must be parked properly within a designated lined space.

Freshman students living on campus are not permitted to purchase a permit or park on campus unless they are employed off-campus. Contact Parking Services for verification procedures.

Permit and Lot designations include "Employee," "Commuter Student," "Resident Student," and "Recreation Center." For parking permit purposes, adjunct faculty, graduate assistants, and residence hall directors are considered "employees."

- A. Employee lots are reserved for employees with employee permits. They include Lots A-1, B-1, E, G, H, M, P, U, T, S, and Z-1. Employees may park in student lots if the adjacent employee lot is full.
- B. Commuter lots are reserved for commuter students with commuter permits. They include Lots A, C, D, M-1, R, & Y. **There is no parking allowed in Commuter lots from 2:00 am to 6:00 am.**
- C. Resident lots are reserved for resident students with resident permits. They include lots at the Triad, Edgewood Park, and Chestnut, B, J, X (Mansion Park), and Parking Garage (Available to Townhouse Residents Only).
- D. Recreation Center members not otherwise affiliated with the University may park in Lot M from 6:00 a.m. to 7:00 a.m., and Lots B or C at other times.
- E. Evening students with a valid permit may use Employee Lots H, P and Z-1 between 4:30 p.m. to 12:00 midnight, Monday through Friday.

Excessive or Unresolved Parking Tickets: Any vehicle receiving three or more citations within an academic year is subject to being towed or immobilized. Additionally, students may be referred to the Dean of Students for disciplinary action. Any vehicle parked in such a manner as to interfere with or obstruct university operations may be towed from the campus without warning.

Note: The person to whom a vehicle is registered may be held responsible for any parking or traffic penalties or any liability or damage in which the vehicle is involved.

Transferability Rules: The Parking Services Office issues one parking permit per parking patron. The permit is transferable to any vehicle owned or controlled by the permit holder. You may have up to three vehicles registered at one time. All vehicles displaying the permit must be registered with the parking system. Permits may not be transferred, lent or sold by a permit holder under any other circumstances.

Displaying the Parking Permit: The permit must be displayed in the bottom *left corner* of the driver's side rear window. If not available, place in the back window in the bottom left corner. The permit must be permanently adhered to the window.

Lost or Stolen Parking Permits: Employees, students, or others reporting a lost or stolen permit are responsible for the replacement cost.

Special Needs: Persons with special parking needs should notify the Parking Services Office for assistance.

Accidents, dangerous conditions, or other parking problems should be reported to the Public Safety Department at 856-256-4911.

Handicapped Parking spaces are reserved for handicapped persons displaying a legal, state-issued handicapped permit. These permits must be obtained through the New Jersey Motor Vehicle Commission (or equivalent agency from other states). Temporary handicapped permits may be obtained through your local police department with appropriate medical certification. Persons parking in a designed handicapped parking space on University grounds must also have a valid Rowan University parking permit or temporary pass.

Overnight Parking is for Resident Students is limited to the following lots: Triad, Mansion Park, Edgewood Park, Chestnut, and Lots B, J, and the parking garage. Non-resident students may park overnight in the parking garage if they purchase a garage parking permit (on a space-available basis).

Motorcycles are considered the same as an automobile. If you are registering a motorcycle, please contact the parking services staff to determine the proper permit display method for this type of vehicle.

Temporary Parking Permits: Parking patrons who have forgotten their permit may obtain a temporary permit from the Welcome Gates, the Parking Services Office in Bole Annex or the Public Safety Communications Center in Bole Annex after business hours.

Solicitation Prohibited: No leafleting or solicitation is permitted in the parking lots of Rowan University.

Abandoned Vehicles: All vehicles parking on campus must be in working condition, display a valid state license plate and, where required, a valid inspection sticker.

Reserved Parking: Reserved parking is available for a fee to senior managerial staff at the level of Dean / Associate Vice President / Associate Provost, or above.

Processing of Violations:

All students, faculty and staff, contract workers, visitors, and guests are responsible for all fines due to illegal parking. Tickets can be appealed by following the procedures noted below. Fines may be paid online at www.scapay.com or mailed to The Permit Store, PO Box 2358, Santa Barbara, CA 93120-2358. All checks must be made out to “The Permit Store” and must include the citation number and/or license plate number when mailing payment.

All unresolved fines must be paid within 20 days of receiving the ticket.

Failure to resolve unpaid parking tickets may include the following actions:

- Denial of University services
- Your vehicle being placed on a tow list
- Your parking privileges will be revoked
- Future parking permits will be denied until all outstanding violations are resolved
- Your information may be turned over to a collection or state agency for collection efforts

Note: Payment arrangements may be made in lieu of suspension or revocation of parking services.

Fees and Violations:

Permit Fees:

Category	AY 09-10	AY 10-11	AY 11-12	AY 12-13
Commuter student	\$ 60 / year	\$ 80 / year	\$ 100 / year	\$ 120 / year
Resident / Overnight student	\$ 80 / year	\$ 120 / year	\$ 160 / year	\$ 200 / year
Garage	\$ 40 / semester	\$ 80 / semester	\$ 120 / semester	\$ 160 / semester
Vendor/contract employees /Service	\$ 20 / year	\$ 40 / year	\$60 / year	\$ 80 / year
Senior-Level Managers (Deans, AVPs, and above)	\$100 / year	\$ 150 / year	\$ 200 /year	\$ 250 / year
Recreation Center Members	\$20/ year	\$20/year	\$20/year	\$20/year

Violations:

Violation	Violation Fee
Parking in Handicapped space without proper permit	\$ 250.00
Displaying a stolen or counterfeit parking permit	\$ 250.00 <i>Will also result in referral to the appropriate disciplinary committee and/or criminal charges, towing, or immobilization.</i>
Administrative Violations, including: <ul style="list-style-type: none"> • Failure to obey parking instructions as given by a Public Safety / Parking Officer • Parking in other than a designated space • Parking in other than a designated lot • Failure to obey regulatory signs • Failure to properly display a valid permit • Parking on sidewalks or landscaped areas • Blocking, moving, or parking within Rowan University barricades 	\$ 40 (with valid Rowan University parking permit displayed) \$ 60 (without valid Rowan University parking permit properly displayed)
Moving Violations, including: <ul style="list-style-type: none"> • Failure to obey traffic instructions as given by a Public Safety / Parking Officer • Driving on sidewalks or landscaped areas • Failure to obey 15 mph speed limit • Reckless or careless driving 	\$ 40 (with valid Rowan University parking permit displayed) \$ 60 (without valid Rowan University parking permit properly displayed)

Appeals:

Appeal Process for Rowan University Citations (Administrative Citations)

If you feel a citation was issued in error, you may appeal the administrative citation in writing at www.scapay.com within ten (10) days. Parking Services does not accept appeals later than ten (10) days. Any appeal not done at www.scapay.com will not be accepted. There are no “in-person” appeals.

The supervisor in the parking services office will review written appeals then forward the appeal to the Parking Appeals Committee for further review. The Parking Appeals Committee consists of a student, faculty and staff member. The Parking Appeals Committee will notify you via email of their decision. If you disagree with the decision of an appeal, you have five (5) days to request that your appeal be reviewed again by the Parking Appeals Committee by emailing parkingservices@rowan.edu. The Parking Appeals Committee is the final authority for resolving appealed tickets.

Appeal Process for Municipal Citations

Municipal citations (summons) must be addressed at the municipal court listed on the summons.

Disclaimer

Rowan University nor any of its officers, directors, employees, or student workers assumes any liability for damage to, or theft of, property or motor vehicles or personal injury on campus.

Rowan University reserves the right to modify or change these rules and regulations under existing guidelines as deemed necessary.

Legal Authority

These administrative rules and regulations are necessary and proper for the administration and operation of the University and have been adopted and promulgated in accordance with a resolution of the Board of Trustees of Rowan University #8 adopted on April 28, 2004 pursuant to N.J.S.A. 18A:3B-6b; N.J.S.A. 18A: 64-3, N.J.S.A. 18A: 64-6(m); N.J.S.A. 18A: 64-7 and N.J.S.A. 18A: 64-18c.

Student Ticket Writers, Security Guards, Security Officers, Police Officers, and supervisory and administrative staff members of the public safety department are authorized by the Board of Trustees to write administrative tickets on behalf of Rowan University and enforce these rules and regulations.

Pursuant to 18A:6-4.7 University Police Officers are additionally authorized to issue municipal tickets (summons) for violations of the Motor Vehicle and Traffic Laws of the State of New Jersey (N.J.S.A. Title 39).