MOTOR VEHICLE REGISTRATION

It is the desire and intention of the University to provide, on a campus wide basis, an adequate amount of parking corresponding with the needs of the faculty/staff and student body, but limited by constraints of land and finances. The location of parking areas and spaces are designated by official campus signs and markings.

A. GENERAL INFORMATION

1. Clark Atlanta University has a permit parking system that requires faculty, staff and students to register their vehicles with the parking office to park on the University’s property. Faculty, staff, students and auxiliary personnel may park an unregistered vehicle in parking deck, provided they pay the required fee.

2. Contractors and persons working on University property must obtain a permit from the parking office. Visitors are eligible for temporary parking permits provided they park in the designated parking area during the specified hours.

3. All applicants for motor vehicle registration must possess a valid driver’s license, and CAU identification. The vehicle for which registration is sought must have a valid license plate and belong to the applicant or their immediate family. Proof of ownership may be required at the time of registration.

4. Evidence of registration shall consist of a current Clark Atlanta University parking permit properly displayed on the vehicle while parked. Faculty and staff permits are displayed on the rearview mirror. Student permits are displayed on the front windshield right bottom corner, (passenger side). Annual permits end on the date specified on the contract or at the end of each semester. Transferrable permits must be hung from the inside rearview mirror with the permit number visible from the outside.

5. THE PERSON REGISTERING THE VEHICLE IS RESPONSIBLE FOR ALL PARKING VIOLATIONS WITH THAT VEHICLE. If the vehicle is loaned to another person, proper observance of these regulations shall remain the responsibility of the registrant except in the case of a moving violation for which the operator is responsible.

6. Every vehicle must be registered the first day of operation on campus, unless the following applies as such: a new employee must register the vehicle within five (5) working days without charges.

7. Vice Presidents, Deans, Directors, and Department heads who have personnel who use their private automobiles for making deliveries, transporting equipment or large amounts of supplies and materials may apply to the Parking Office for an official Service Vehicle permit which allows the use of loading zones while loading and unloading only service vehicle spaces. The vehicle must display a University vehicle registration permit.
8. The parking office and cashier’s booth are located in the parking deck on the first floor near the Mildred Street entrance. The parking office will be open from 8:00 a.m. – 6:00 p.m. The parking booth will be staffed from 8:00 a.m. to 8:00 p.m., Monday thru Friday.

The summer hour for the parking office is from 9:00 a.m. – 5:00 p.m. and the Cashier’s booth is open from 8:00 a.m. – 6:00 p.m.

**NOTE:** Flagrant abuse of the Official Business Parking Permit will result in the cancellation of the permit. The permit is not intended to authorize routine, long-term parking in spaces that have been designated for short-term limited use.

9. Use of handicap spaces, yellow curb parking or sidewalk parking is not permitted when using the Official Service Vehicle Permit.

10. Permits returned to the parking office before the semester’s end will receive a pro-rated refund for the paid registration fee. The permit return will determine the amount of refund and a check requisition form will be written.

11. The number of permits issued for each designated parking area will be limited to ensure the availability of a parking space within that area for those issued a permit. If demand for permits exceeds supply in a given area the Parking Office will prioritize the issuance of the permits based on needs known at that time.

14. If the area for which a person has a permit is full, the Parking Office must be notified that there are no spaces in the assigned zone to authorize the person to park in another area.

15. During athletic games and other special events, specific areas of the campus may be designated for special parking for the guest of the president and other special visitors. Notification of the reservation of such areas will be made in advance by posted signs and/or written notice. Motor vehicles must be removed from these spaces/areas by the time stipulated or the vehicle will be subject to impoundment. An alternate campus parking area will be available for those having to move their car.

**NOTE:** Notices will be posted at least three days prior to event, when possible.

16. If a vehicle is found violating any of the above regulations, the person in whose name the vehicle is registered (having a valid permit) or the person in whose name the vehicle license plate was purchased or obtained will be held responsible for any violations pertaining to the vehicle regardless of who is operating it. If a vehicle has a valid permit, the person in whose name it is registered is responsible for removing the permit when it is sold or otherwise transferred. Change in ownership verification must be presented for the seller to be excused from parking violations given to a vehicle that is still officially under the seller's name. This verification may be in the form of a copy of the title transfer document.
17. Anyone found possessing a permit he/she is not entitled to will be in violation of these regulations and the permit may be confiscated.

18. Lack of a parking space in the lot to which an individual is entitled does not justify parking illegally or parking in a lot to which one is not entitled.

19. Clark Atlanta University and Laz Parking/Georgia, Inc. are not responsible for theft, damage, loss of vehicle(s) or items contained within vehicles while parked on Clark Atlanta University property. Damage or theft to any vehicle is the sole responsibility of the vehicle’s owner.

B. FEES

1. Annual vehicle registration fees for faculty and staff are:

<table>
<thead>
<tr>
<th>Parking Location</th>
<th>Annual Permit Fee</th>
<th>Reserved Space Fee (Additional fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>101- Parking Deck</td>
<td>$345.00</td>
<td>$75.00 per year</td>
</tr>
<tr>
<td>102- President’s Lot</td>
<td>$345.00</td>
<td>$75.00 per year</td>
</tr>
<tr>
<td>103- Sage-Bacote)</td>
<td>$265.00</td>
<td>$75.00 per year</td>
</tr>
<tr>
<td>104- V.W. Henderson</td>
<td>$265.00</td>
<td>$75.00 per year</td>
</tr>
<tr>
<td>105- Knowles</td>
<td>$265.00</td>
<td></td>
</tr>
<tr>
<td>106- Carl &amp; Mary Ware</td>
<td>$265.00</td>
<td>$75.00 per year</td>
</tr>
<tr>
<td>107- Oglethorpe</td>
<td>$265.00</td>
<td></td>
</tr>
<tr>
<td>108- Stadium</td>
<td>$265.00</td>
<td></td>
</tr>
<tr>
<td>109- Tanner-Turner</td>
<td>$265.00</td>
<td>$75.00 per year</td>
</tr>
<tr>
<td>All Access Pass (Service Vehicles Only)</td>
<td>$75.00 per year</td>
<td></td>
</tr>
</tbody>
</table>

2. Annual vehicle registration fees for students:

<table>
<thead>
<tr>
<th>Parking Location</th>
<th>Annual</th>
<th>Per Semester</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Deck</td>
<td>$225.00</td>
<td>$112.50</td>
<td>$75.00</td>
</tr>
<tr>
<td>Beckwith</td>
<td>$145.00</td>
<td>$72.50</td>
<td>$75.00</td>
</tr>
<tr>
<td>Residential Apartments</td>
<td>$145.00</td>
<td>$72.50</td>
<td>$75.00</td>
</tr>
<tr>
<td>Bumstead/Ware</td>
<td>$145.00</td>
<td>$72.50</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Towing and storage fees are the responsibility of the owner/driver of the vehicle, not Clark Atlanta University.

C. HOURS OF RESTRICTIONS
Unless otherwise posted by signs, pavement markings, or gate controls; space designation and time limits must be adhered to at all times. Signage, markings, and the general parking map define University controlled parking areas.

D. SPECIAL PARKING

1. **Accessible Parking**- Parking in an accessible space is limited to those motor vehicles displaying an official handicap state issued license plate, a disabled veteran license plate, or a valid registration decal and handicapped decal issued by the State of Georgia. All vehicles utilizing university accessible spaces must also display valid university permits.

2. **Service Vehicle Spaces**- Parking in these areas/spaces are limited to official motor vehicles of the University; or to private vehicles, which must be display an official business permit issued by the Office of Auxiliary Services. Service vehicle spaces are reserved at all times.

3. **Car / Van Pool Parking**- Parking in these areas are limited to those vehicles displaying valid Car/Van Pool parking decals. Rules, regulations, and procedures are available in the parking office.

**Procedures for Short-Term and Long –Term Disability Parking Permit**

CAU employees who request reserve handicap parking spaces must apply at the Human Resources Department. Documentation, such as physician’s statement and/or a handicap parking permit issued by the state must accompany the application. Human Resources will certify the request which will be forwarded to the Parking Office.

CAU students must apply for certification at the CAU office of Student Relations and Assistance. The Vice President for Enrollment Services and Student Affairs will certify applications and verify documentation.

E. **VISITOR’S PARKING**

Visitor’s parking is located at the Parking Deck on Fair Street, across from the Student Center. The fee is $1.00 for the first hour and $1.00 for each additional half-hour (30 minutes), with the maximum of $5.00 for a full day during normal business hours. Payment must be made at the Cashier’s booth during regular business hours.

"Visitor" parking spaces are restricted to such use only. Individuals who anticipate regular or frequent visits to the campus should obtain an appropriate permit from the Parking Office.

The Evening and Weekend parking rate is $3.00 per day, except during special events. You must purchase a token at the token machine to exit during this time
NOTE: No student, faculty, or staff member shall park in a space designated as "Visitor".

Visitors and University-related persons attending special events are expected to abide by the Parking Regulations. The Clark Atlanta University Parking Services Office will continue to enforce the rules with respect to visitors and guests who have parked illegally.

F. CONSTRUCTORS PARKING RULES AND REGULATIONS

1. All contractor vehicles must park within the designated construction limits when such a fence contains the construction project.

2. Company vehicles with company names visible on the exterior of the vehicle may only park in designated contractor parking spaces when a fenced construction site is not required in the project. The contractor must request this designation.

3. All personal vehicles must be parked within the designated contractor area. The contractor may need to provide shuttle services for employees who park at remote designated contractor parking lot or area.

4. A temporary parking permit, good only for the designated remote contractor parking lot or area, must be obtained for each unmarked vehicle that enters and/or parks on the University campus.

5. All vehicles operating on the University campus must comply with the rules, regulations and directives of the Clark Atlanta University Parking Office. Copies of these regulations can be obtained at the Parking Office.

G. GENERAL INFORMATION FOR EVENT PARKING

The goal of Clark Atlanta University Parking Services is to provide the best possible service with the greatest amount of flexibility and convenience to the CAU community.

1. Event coordinators should review their transportation needs as an initial part of the event planning process. We recommend that all planners schedule any upcoming events with our office as soon as possible as some requests may not be approved for certain lots due to space constraints.

2. Event parking is located at the Parking Deck only and special events posted rates apply.

3. To request parking lots and/or spaces, the event sponsor must, in addition to paying the lot use fee, request parking attendants to staff the lot. The charge for this service is based on a current hourly attendant rate and other charges that are determined by the Parking Office. Event Coordinator of any event requiring use of parking attendants must make arrangements with the Parking Office a minimum of 14 days before the event. At that
time location, number of participants and vehicles involved, and other pertinent information is to be provided. Otherwise, the Parking Office may not be able to meet the request for services. The lot remains a first-come, first-served area unless additional arrangements are made with The Parking Office.

a. **Community and Athletic Events**

Patrons attending certain community and on-campus events, such as football games and other special events, may be required to pay a fee to park. This fee varies by event and is charged on a per-car or per-space basis. These fees are collected upon entry to the parking lots by parking attendants, and are based on first-come, first-served, space-available basis. Event parking attendants will monitor the lots during these events. They provide traffic control during in-load periods and may also assist patrons during out-load.

b. **Parking and Traffic Regulations during Events**

All Clark Atlanta University parking and traffic regulations apply during events. Parking is not permitted in fire lanes, no parking zones, accessible spaces (without permits), or other areas not posted for parking. Residence halls and housing areas are also monitored by parking attendants and are not open to public parking. Other special areas may be closed to public parking at the request of, and at an additional cost to, the sponsoring venue of the event. Failure to comply with parking regulations and/or verbal directions by parking attendants when campus events are in progress may result in issuance of parking citations, actions by Clark Atlanta University Department of Public Safety or impounding/towing of vehicle.

For special event parking, a request must be made in writing and sent (preferably by email) to: Lazpark@cau.edu or (404) 880-6295.

**H. PENALITIES**

1. A penalty listed below and disciplinary action, if warranted, will be given for the following violations:

   a. Transferring or allowing the transfer of a parking permit to a person for which it was not intended. ($50.00 fine)
   b. Alteration of or tampering with boots. ($100.00 fine)
   c. Alteration of any type of parking permit. ($100.00 fine)
   d. Utilizing a Wheelchair/Disabled space without proper permits ($150)
   e. Immobilization removal fee ($50) or tow fee ($100) (Subject to change).
f. Improper parking in a restricted area ($50)
g. Giving false or misleading information with regard to vehicle registration and parking violations. ($100.00 fine)

2. Penalties and fines are hereby established for violations involving motor Vehicles operated or parked within the campus boundaries.

3. All fines and fees shall be paid at the Parking office located at the corner of Fair Street and Mildred Street, directly behind the Henderson Student Center. Persons having unpaid fines at the end of each semester/year may not be permitted to register their vehicle for the following semester/year. In the event of failure to pay fines and fees assessed under the section, the University may arrange for collection in the following manner:

   a. Students having unpaid fines and fees will have registration holds placed on their record and not be allowed to register for classes until the delinquency has been cleared with the Students Accounts Office.

I. IMPOUNDMENT, REMOVAL, OR IMMOBILIZATION OF VEHICLES

1. Clark Atlanta University's Campus Police Officers and Parking staff may remove, impound, or immobilize, at the owner's expense, vehicles from institutionally controlled property under the following circumstances:

   a. When the vehicle is in a designated tow zone;
   b. When the vehicle is illegally parked, unattended, and constitutes a safety hazard or obstruction of traffic;
   c. When the vehicle is left unattended on a street or in a parking area continuously for more than three (3) days under circumstances which tend to indicate that it has been abandoned. The vehicle will be towed to a private wrecker company;
   d. When the vehicle remains in a space or area after time stipulated to vacate the space or area (by posted sign or written notice) due to a special campus event;
   e. When the vehicle is parked in a posted fire lane, accessible parking space, marked “reserved” space, or other areas reserved for special use;
   f. When the vehicle is parked on lawn, sidewalk or grass area;
   g. When the vehicle remains in a parking lot after the posted time stipulated to vacate the lot;
   h. When authorized by Georgia Code 40-6-206 or Georgia Code 32-6-2.

2. Clark Atlanta University's Campus Police Officers may remove, impound, or immobilize at no expense to the owner, vehicles from institutionally controlled property under the following circumstances:
a. When the vehicle is unattended and legally parked but constitutes a safety hazard or obstruction of traffic;

b. When a vehicle must be removed in the interest of safety of persons or property because of fire, flood, snow, or emergency reasons.

3. The University assumes no liability for damages to vehicles operated or parked on University controlled property or to vehicles during impoundment or immobilization.

4. Fines are hereby established for violations involving motor vehicles parked within Universities boundaries.

5. All fines shall be paid at the Parking Office, located at the corner of Fair Street and Mildred Street, directly behind Clark Atlanta University’s Henderson Student Center.

6. Inquiries regarding impounded vehicles should be directed to the Parking Office at (404) 880-6295.

J. RECLAIMING OF IMMOBILIZED OR IMPOUNDED VEHICLES

Procedures for reclaiming immobilized vehicles:

Report to the Parking Office, Monday- Friday, 9 a.m. – 5 p.m. The fine is $50.00, methods of payments credit cards (Visa or MasterCard), cash, PAW Card or Money order.

K. APPEALS

Appeals are to be made to the proper authorities by completing the Appeals Form within five (5) days of vehicle immobilization. Forms are available in the Parking Office.

Note: IF AN APPEAL IS NOT MADE WITHIN FIVE (5) DAYS, THE RIGHT TO APPEAL IS FORFEITED.

You can submit your appeal to the Parking Office or Clark Atlanta University, P. O. Box 1621, 223 James P. Brawley Drive, Atlanta, Ga. 30314.