



**CLARK ATLANTA UNIVERSITY**  
**Business and Auxiliary Services**  

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**CAU Parking**

## **PARKING POLICY AND PROCEDURES**

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## MISSION

It is the mission of Clark Atlanta University Parking to provide a professional atmosphere, and adequate parking services for the needs of the faculty/staff, student body and visitors. In addition, parking is an important revenue source for CAU and all opportunities to leverage the parking assets will be used. Official campus signs, maps and markings have been designated to authorize parking areas and spaces to assist with a more organized parking experience.

## GENERAL INFORMATION

1. Clark Atlanta University has a permit parking system that requires all faculty, staff and students to register their vehicles with the parking office to be able to park on the University's property. Faculty, staff, students and visitors may park an unregistered vehicle in visitor's parking deck, provided they pay the hourly/daily required rate.
2. Contractors and authorized persons working on university property may obtain a permit from the parking office. Visitors are eligible for temporary paid parking permits provided they park in the designated parking area during the specified hours (e.g. special events).
3. All applicants for motor vehicle registration must possess a valid driver's license, and a valid 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. Permits for Faculty and staff should be displayed on the rearview mirror. Student permits should be 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 (last day of class as outlined on the academic calendar). Transferable 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 ASSOCIATED 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. **Permits and access rights using the Paw Card may not be shared or loaned to another person in any case.**
6. Every vehicle should be registered the first day of operation on campus, unless the following applies as such: a new employee must register the vehicle within three (3) working days without charges; students must register and display by or before the first day of class.

7. Vice Presidents, Deans, Directors, and Department heads who have personnel that use their private automobiles to make deliveries, transport equipment or large amounts of supplies and materials may apply for an official Service Vehicle permit. The Service vehicle permit allows the use of loading zones while loading and unloading only at the service vehicle spaces. The vehicle must display a University vehicle registration permit.
8. The number of permits issued for each designated parking area is limited. Demand for permits in most zones exceeds supply; please note: the visitor's parking deck has 3 complimentary parking spaces for Student Center deliveries. Same zone renewals have first priority, and then, new registration requests. Individuals requesting change of zone give up the claim to a space in the previous zone.
9. Clark Atlanta University students who are currently enrolled are eligible for parking. Fee payments for parking permits must be made directly on-line. Freshman students may register a car to park on campus.
10. Overnight or extended parking of campers, vans, buses, etc., utilized as living and sleeping quarters within University boundaries, are not permitted unless approved by the University and Parking Office.

**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.

11. Use of accessible parking spaces, yellow curb parking or sidewalk parking is not permitted when using the Official Service Vehicle Permit.
12. 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 date will determine the amount of refund and a check requisition form will be process from CAU Parking. Faculty/staff parkers will need to give advance notice so that the parking office can coordinate with HR to stop the bi-weekly payroll deduction
13. If the designated area for which a person holds a permit is full, the CAU Parking Office must be notified immediately to authorize parking in an alternative zone. Violating parking regulations due to a lack of space in one's assigned area does not exempt the violator from penalties.
14. During athletic and other special events, specific areas of the campus may be designated for special parking for the guests. Written email notification of

relocation for permitted parkers will be communicated email in advance. All motor vehicles must be removed from these spaces/areas by the time stipulated or the vehicle will be subject to booting or impoundment. The notification will provide the alternate campus parking area for those having to relocate.

**NOTE:** Notices will be provided at least one week prior to the event, when possible.

15. If a vehicle is found in violation of the above regulations, the person who the vehicle is registered (having a valid permit) or the person 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. A 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.
16. Anyone found possessing a permit he/she is not entitled to will be in violation of these regulations and the permit may be confiscated.
17. Any permit holder assisting another parker with access to any lots using their PAW Card will lose their parking privileges for the semester.
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.

### **HOURS OF OPERATION**

The CAU Parking Office is open Monday through Friday from 9:00 a.m. to 5:00 p.m. during the Fall and Spring terms. The summer hours are from 9:00 a.m. – 4:00 p.m.

After hours, weekends and holidays the office is closed; however, customers can pay their parking fee at the automated pay station that is located at the transient exit area with credit card or use the QR code displayed at the exit to pay by phone.

### **HOURS OF RESTRICTIONS**

The hours of restriction for each parking lot location must be adhered to Monday-Sunday, 24 hours, excluding official load-in/load-out dates. Unless otherwise posted by signs, pavement markings or gate controls,

## PARKING FEES

Permits for students are sold one week prior to the first day of classes. Permits are sold per semester and end on last day of the term.

Faculty, staff and student, registration and payment are completed on-line only. Each permitted parker must visit the Parking Office, in person, with their Paw Card to receive their parking permit.

Faculty/staff permits go on sale every year. The parking permit year starts in September and ends in August. A valid PAW Card is required to acquire a permit. Registration for parking are available online only. Payment options include credit cards or payroll deduction. Current fees are available on the CAU website under CAU Parking.

### EARLY BIRD PARKING REGISTRATION (FACULTY/STAFF)

We have parking areas that are considered high demand —such as Tanner Turner, Sage-Bacote, Carl Mary Ware, as well as reserved spaces in the Faculty/Staff Parking Deck and President's Lots. To better manage access to these areas, we use an **Early Bird Registration** process. Each year, during the first week of August, an early registration notice is sent to all faculty and staff who purchase a permit in these lots, allowing them the opportunity to reclaim their preferred parking area or reserved space. This Early Bird Registration period is available for **three days only**. After the three-day early bird registration timeframe has expired, **Open Registration** begins and continues until **August 30**. Please note that your previous parking pass will expire **August 30<sup>th</sup>** of each year.

### REGISTERED PERMIT PARKING

Parking areas are identified by pavement markings and/or signs placed at the entrance to the lot, locations throughout the lot, and/or along streets that are designated as parking areas. Any areas on the University property, not specifically identified as a parking space, will be considered no parking/ boot zones. Faculty, staff, students and visitors may park an unregistered vehicle in a visitor's lot. **A registration permit is required to park at any time, for all areas, other than the visitor's parking lot daily parking.**

Contractors and persons not enrolled in school, but working or living on University property, must register for a parking permit for their vehicles. They are responsible for all violations on any vehicle licensed to them or to their immediate family. Unregistered vehicles must park in the visitor's pay parking lots. Hourly and daily rates apply. All major credit cards or company checks are accepted for payment. Parking locations are the Visitors Parking Deck and reserved spaces are only available to full-time employees.

The applicant for a motor vehicle registration must possess a valid driver's license. The vehicle for which registration is sought must have a license plate on the vehicle or in clear sight inside the vehicle. The vehicle must belong to the applicant or to a member of the applicant's immediate family. Proof of ownership and/or a photo ID may be required at the time of registration or in the event of a dispute over ownership. A license plate or a CAU registration permit must be displayed on all vehicles parked on the University controlled property. Vehicles without license plates and/or a CAU registration permit will be subject to booting/impounding.

Evidence of registration shall consist of a current CAU parking permit, issued by the Parking Office, and properly displayed on the vehicles while parked. Permits or notes left on or in the vehicle will not be honored and will not prevent booting of the vehicle. Hanging permits (hang tags) must be hung from the inside rearview mirror with the permit number visible from the outside. The permit should be below the tinted portion of the windshield but out of the driver's line of sight. Motorcycles/mopeds must display the permit on the left front fork of the vehicle.

Registration is valid only for the person originally registering the motor vehicle. Permits may not be resold or transferred to another individual. Persons registering a vehicle in their name for another person's use may have their parking privileges revoked.

## **VISITOR PARKING**

Visitors Parking is located in the CAU Visitors Parking Deck at the corner of Mildred and Atlanta Student Movement, behind the Student Center. Visitors are expected to pay the posted parking rate. However, if the university department they are visiting chooses to cover the parking cost, it is the visitor's responsibility to obtain a parking validation from that department while on campus.

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

## **PARKING FOR DISABLED PERSONS**

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

Procedures for Short-Term and Long Term – Accessible Parking Permit - CAU employees who request to reserve ADA parking spaces must apply with the CAU Office of Disability Services.

Documentation, such as physician's statement and/or an ADA parking permit issued by the state must accompany the application. CAU Disability Services will certify the request which will be forwarded to the Parking Office.

Service Vehicle Spaces- Parking in these areas/spaces are limited to official motor vehicles of the University; or to private vehicles. These vehicles must display an official business permit that is issued from the Office of Business and Auxiliary Services. Service vehicle spaces are reserved at all times.

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.

## **VENDOR/ CONTRACTOR PARKING RULES AND REGULATIONS**

Contractors engaged in University related-work activities may be eligible for limited temporary parking privileges. The facilities project manager is responsible for coordinating such request with the CAU Parking Office and vehicles parked without proper registration will be subject to the penalties as outlined in these regulations. Requests for contractor parking will be decided on a space available basis. Registration is required and appropriate fees will be charged.

1. All contractor vehicles must park within the designated construction limits when such a fence contains the construction project
2. Company vehicles may only park in designated contractor parking spaces when a fenced construction site is not required for the project. The contractor must request this designation. The company name must be displayed on the exterior of the vehicle.
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 must be obtained for each unmarked vehicle that enters and/or parks on the CAU campus. The temporary parking permit is valid for the designated remote contractor parking lot or area only.
5. All vehicles operating on the CAU campus must comply with the rules, regulations and directives of the CAU Parking Office. Copies of these regulations can be obtained at the CAU Parking Office. When a construction vehicle is given a third citation for violating the parking regulations, the Department of Public Safety or CAU Parking Office may tow that vehicle. All major credit cards and company checks are accepted.



## **SPECIAL EVENT PARKING**

Special events on campus—such as home football and basketball games, graduation ceremonies, and homecoming events—can affect campus parking availability. During these times, parking may be reallocated to accommodate visitors. Faculty, staff, and student permit holders may be temporarily relocated. Unless otherwise directed, all visitors and special guests of the University should use the Visitors Parking Deck.

The goal of CAU Parking 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 the Parking Office as soon as possible, as some requests may not be approved for certain lots due to space constraints. Always communicate your parking needs with the department of University Meetings and Events and with the CAU Parking Office.
2. Event parking is located at the Visitors Parking Deck only. Special events posted rates apply. There are special rates for University sponsored events such as admission events. Please contact the CAU Parking Office for more information. A CAU purchase order is required for internal events prior to parking validations being issued.
3. External event parking must be prepaid unless the guests pay on their own upon entry.
4. When requesting parking lots and/or spaces, the event sponsor must also request parking attendants to staff the lot and pay the fee for the use of the lot. Fees are based on a current hourly attendant rate and other charges that are determined by the CAU Parking Office. The event sponsor must coordinate with the CAU Parking Office within a minimum of fourteen (14) days before the event when requesting use of parking attendants. The requester must provide the location, number of participants and vehicles involved, and other pertinent information. Otherwise, the CAU 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 CAU Parking Office.
5. VIP Parking – In some cases, VIP attendees will receive special parking. This requires advanced approval from CAU University Meetings and Events. A list of parkers and a dashboard signs that identifies each vehicle are required.

## **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- availability. Event parking attendants will monitor the lots during these events. Parking attendants provide traffic control during in-load periods and may also assist patrons during out- load.

## **PARKING AND TRAFFIC REGULATIONS DURING EVENTS**

All CAU 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, suspension of parking privilege and actions by CAU Department of Public Safety or impounding/towing of vehicle.

## **ILLEGAL PARKING IMMOBOLIZATION PROCESS AND FINES**

Arrangements for the release of immobilized vehicles must be made with CAU Parking at Clark Atlanta University, phone 404-880-6295. Immobilized vehicles will be released according to the following schedule: 1) *Vehicles immobilized Monday through Thursday* may be claimed between the hours of 9 a.m. and 4 p.m. the day of immobilization and 9 a.m. the following day. Any immobilized vehicle that has not been released by 4pm the day of immobilization will remain immobilized until 9 a.m. the next business day. Please note: there is an overnight fee of **\$25.00** that will be added to the **\$50.00** immobilization fee. Any vehicle not claimed by 9a.m. the following day will be impounded and removed from the premises. 2) *Vehicles immobilized on a Friday or on the day preceding any CAU recognized holiday* may be claimed between the hours of 9 a.m. and 4 p.m. the day of immobilization. Any vehicle not claimed by 4p.m. will be impounded and removed from the premises. In order to secure release of this vehicle, payment **MUST** be money order, certified check or acceptable credit card. Personal checks are not accepted. In addition to the tow fee:

1. Penalty 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 (\$150.00)
  - e. Wheel lock removal fee (\$50.00) or tow fee (\$75.00) (Subject to change).
  - f. Improper parking in a restricted area (\$50.00)
  - g. Giving false or misleading information with regard to vehicle registration and parking violations. (\$100.00 fine)
  - h. Allowing entry or exit to a non-permit motor vehicle without a PAW Card will result in revocation of your parking permit

**Please note if your vehicle remains immobilized overnight, an additional fee will be added.**

2. Penalties and fines are hereby established for violations involving motor vehicles operated or parked on CAU Campus.
3. All fines and fees shall be paid at the CAU Parking Office located at the corner of Atlanta Student Movement and Mildred Street, directly behind the Henderson Student Center. Persons having unpaid fines at the end of each semester/year may have a hold on their student account which prevents class registration 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.

The following procedure will be followed by the CAU Parking personnel for handling payment for boot release at all times:

1. When a vehicle is immobilized, the Parking Office uses the citation form that lists the make, model, year, color, license number, state, tag year, of the vehicle. It also lists the time and date of booting, location of vehicle, and information on how to pay for the release of the vehicle and leave a copy of the notice on the vehicle.
2. Payment is only accepted in the CAU Parking Office by the office personnel. Customer pays for the boot and the personnel accepting the payment will have the owner of the vehicle print and sign his/her name on the form, documents the amount paid for the boot and the method of payment and issues a copy of the citation as a receipt for the client.
3. If a student is not able to pay the full amount for the release of the vehicle, and will not the parking manager can decide to release the vehicle on condition that the student promises to pay. The student must sign a promissory note to pay the fee within the timeframe agreed. The student will also be informed that a hold will be placed on his/her student account and any unpaid balance will be charged to his/her account if the fine is not paid in full before or on the dead line.
4. If payment is not made the next day, before 9 a.m., Monday thru Thursday, the CAU Parking Office will notify Public Safety to have all immobilized vehicles towed at the owner's expense. Immobilized vehicles will not be kept overnight on Friday's and on the days preceding University recognized holidays. They will be towed after 4 p.m. the same day. The hold can only be released once the fine has been paid.

CAU Parking has primary responsibility for parking enforcement in all University parking lots. The following is a summary of enforcement procedures.

Vehicles parked under the following circumstances are subject to booting or towing:

- Vehicles with no valid permit
- Parking in a no parking area
- Permit tampering
- Parking in area not designated as a parking space
- Blocking traffic
- Parking in service vehicle area
- Parking in loading dock.
- Blocking entrances and exits
- Parking in a reserved space
- Non-disabled in a disabled zone
- Parking on sidewalk
- Parking on grass
- Parking in a fire lane
- Transfer a permit or parking privilege to a non-permit holder

### **IMMOBILIZATION RELEASE PROCESS**

1. Immobilized vehicles will be released according to the following schedule:
  - 1.1 Vehicles immobilized Monday through Thursday must be claimed between the hours of 9 a.m. and 7 p.m. the same day and between 8 a.m. and 9 a.m. the following day.
  - 1.2 Vehicles immobilized on a Friday or on the day preceding any CAU recognized holiday may be claimed between the hours of 8 a.m. and 7 p.m. the day of immobilization.
  - 1.3 Any immobilized vehicle that has not been released by 7pm the day of immobilization will remain immobilized until 9 a.m. the next day; however, an overnight fee of \$25 will be added to the \$50.00 immobilization fee. Any vehicle not claimed by 9 a.m. will be removed or towed from the premises.
2. Vehicles removed/towed from the premises must pay for the immobilization fee and get a release form from the CAU Parking Office before they pay for the towing and claim their vehicle from the towing company.
3. If students are not able to pay for the immobilization fee, they can sign a promissory note to have their vehicle released. Students signing a promissory note will have five business days to pay the promissory note. However, as part of the promissory note there will be an \$25.00 fee assessed in addition to the boot fee. Also, if the promissory note is not paid within the five working days, a late fee of \$25 will be added to the promissory note. A hold will also be placed on the student's account until the payment is made in full to the CAU Parking Office.

If any vehicle is cited repeatedly for violations, the Parking Office may impose additional fees as follows:

- Second time offenders will be charged additional \$20 in addition to the fees stated on rule #1.3
- Third time offenders will be charged an additional \$35 in addition to the fees stated on rule #1.3

### **APPEALS PROCESS**

Anyone who feels that their vehicle is immobilized or towed in error or unfairly must complete a written appeal to the CAU Parking Appeals Committee after the fine is paid in full.

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

- Step 1. Student must complete the CAU Parking Violation Appeal Form. Appeals are to be made to the proper authorities by completing the Appeals Form within five (5) days of vehicle immobilization.
- Step 2. Student must pay the immobilization or tow fee in full prior to submitting the appeals form.
- Step 3. The completed form is submitted to the CAU Parking Office which then submits the Parking Appeal Violation Form to the Office of Business and Auxiliary Services.
- Step 4. The Office of Business and Auxiliary Services provides a copy of the Parking Violation Appeal Form to each member of the CAU Parking Appeals Committee via email.
- Step 5. The CAU Parking Appeals Committee has five (5) business days to review the appeal and either deny or approve the parking violation.

After review, if the appeals committee rules in the favor of the appellant the fine will be refunded. (Refund will not exceed \$50.00 & Towing Fees are non-refundable)

Appeal forms are available on the CAU Business and Auxiliary Services webpage under Parking.

## **REFUNDS**

NO REFUNDS WILL BE ISSUED FOR TEMPORARY PERMITS OR SUMMER PERMITS.

NO REFUNDS WILL BE USED FOR MOTORCYCLE/MOPED PERMITS WHEN REGISTERED AS AN ADDITIONAL VEHICLE.

Persons relinquishing their reserved space will be charged one-twelfth (1/12) of the paid annual reserved space fee for each month, or any portion of the month that parking services were used, and refunded the balance of their paid annual fee, minus any other charges including citations and late fees.