

## **PARKING**

### **Purpose**

The Office of Public Safety is responsible by the Dean of Students to administer the parking management program. Parking policies are in effect year around. During semester break **only**, students wishing to leave vehicles on campus must contact the Office of Public Safety with vehicle information; otherwise the vehicle can be removed.

### **Permit Eligibility**

Registration: Current vehicle registration is required to purchase a parking permit. The annual parking permit is for the current academic year including summer sessions. New students attending summer sessions I and II will need to purchase a summer session parking permit or purchase a daily parking pass on the days they attend classes. The process to obtain a parking permit for the students: (1) Presents current vehicle registration; (2) completes parking permit form; (3) receives parking permit.

Note before a student can register for a parking permit all previous parking violations must be paid in full. If a vehicle is not registered it will be give a parking citation. After the third parking citation the vehicle will be booted (see below), after the second boot the vehicle will be subject to being towed.

Type of Permits: The parking permit allows parking only in designated lots for that permit- signs identified the type of permit for a specific parking lot. There are four types of parking permits: A-type permit for staff/faculty members; C-type permit for commuter students, (C-type permit holders can park the NDE lot after 4 pm, and Ralston Hall and Madison Art Center lots after 5 pm); R-type permit for resident students; and daily parking passes purchased from parking machines allows parking in C-type lots.

Permit Placement: It is the permit holder's responsibility to properly display the permit at all times while parked on campus. Permits are to be displayed either by hanging on the rearview mirror or placement on dashboard of the driver's side of vehicle. Daily parking permits must be clearly displayed on the front dashboard. Failure to properly display permit or daily parking pass will result in a parking citation.

Visitor Parking: Visitor parking is limited to 2 hours; otherwise a daily parking pass must be purchased from the daily parking pass machines and displayed.

### **Fees and Refunds**

Parking Fees and Refunds: Parking permits may be purchased at Public Safety. The annual parking fee is \$160 for residents and \$120 for commuters and it includes summer terms I and II. The spring semester only fee is \$80 for residents and \$60 for commuters. The summer terms only fee is \$40. To receive a full refund the permit and receipt must be presented at the Business Office within 5 business days of purchase.

Parking Citations: The Office of Public Safety enforces parking regulations and issues parking citations 24/7. The citation contains instructions on assessment, payment and penalties for non-payment of fines, along with information about the appeal process. Go to [www.ndnu.edu/campus-life/public-safety/park-permits-enforce.aspx](http://www.ndnu.edu/campus-life/public-safety/park-permits-enforce.aspx) for more information.

Disabled Access Parking: Reserved parking spaces for persons with disabilities are designated with the international disabled access symbol. Only individuals with a properly displayed California disabled parking placard and NDNU parking permit (see Permit Placement) are allowed to park in a disabled parking space. If student, staff or faculty has a temporary disability, they will need to contact the Department of Motor Vehicles to obtain a temporary California Disabled Parking placard.

Special Events Parking: The Office of Public Safety encourages the NDNU community to be aware of special parking arrangements for guest parking, conferences and special events. For clarification or further information regarding the special events parking policy, please contact the Office of Public Safety (650) 508-3502 or email [parking@ndnu.edu](mailto:parking@ndnu.edu).

### **Miscellaneous Parking Policies**

Forgotten/ Lost Parking Permit: If a permit is forgotten a daily parking pass must be purchased and displayed. If a permit is lost a replacement permit must be purchased from the Public Safety Office at a cost of \$10.

Booting/ Towing: Based on past incidents or the nature of the infraction, certain vehicles may have a restrictive device, commonly known as a “boot” placed on them. The “boot” will only be removed when a cash payment and/ or payment plan is received by the Business Office. A vehicle with a history of overdue fines or six violations can be towed with the cost of towing being the responsibility of the vehicle’s owner/ operator. If the vehicle is towed the owner can contact Public Safety for the name and the phone number of the towing company.

Liability: The University assumes no responsibility or liability for any damages caused by fire, theft, casualty, towing or any other cause whatsoever with respect to any car or its contents while parked on campus. It is the vehicle owner’s responsibility to file fire, theft, casualty or accident reports with the Belmont Police Department, insurance company and the Office of Public Safety.

Voided Citations: Citations issued in error by the University may be voided at the discretion of either the Chief of Public Safety or the Dean of Students (or designee).