



## Department of Public Safety

Siena Heights University

(517) 264-7800

[www.SienaHeights.edu/CampusSafety](http://www.SienaHeights.edu/CampusSafety)

1247 E. Siena Heights Dr. Adrian, MI 49221



# PARKING RULES AND REGULATIONS

## General Provisions

The Department of Public Safety is responsible for the enforcement of the Siena Heights University parking rules and regulations.

Siena Heights University may exclude or remove from the campus any vehicle that is: used as an instrument in a crime, mechanically unfit, a threat to the safety of the public, being operated by a person under the influence of intoxicants or drugs, suspected of being stolen or abandoned, has no authorized permit properly displayed, is persistently in violation of University parking and/or traffic regulations, or is deemed necessary by Siena Heights University Public Safety in order to maintain the law, order and operations on the campus.

For vehicles removed at the discretion of Siena Heights University Public Safety, the owner will be responsible for any charges associated with the removal and retrieval. The University is not liable for any damages that may occur while vehicles are towed or removed from campus.

Redemption of revoked parking privileges is subject to a review by the Director of Public Safety, or designee, prior to reissuance.

Nonpayment of parking violation fees will result in additional violations and fees assessed, up to loss of parking privileges and/or removal of vehicle.

Siena Heights University parking rules and regulations are subject to change without notification at the discretion of the University.

## Parking Guidelines

Parking on the Siena Heights University Adrian campus is a privilege, not a right, and is available to persons driving, and parking on campus solely under the rules and regulation of the University Parking Policies.

Students, faculty and staff members are expected to be familiar with and abide by University parking and traffic regulations. It is also the responsibility of the campus member to inform their guests and visitors of the rules and regulations.

Students, faculty and staff members who park vehicles on the Adrian campus must properly display the appropriate approved parking permit.

Violators of the parking rules and regulations are subject to warnings, penalties and appropriate disciplinary and/or administrative action. Violations may be subject to fines, tows and related charges, wheel locks and/or loss of parking privileges.

Siena Heights University assumes no responsibility for the care and/or protection of any vehicle, or its contents at any time it is operated or parked on campus. The University does not have any liability for damage or theft that may occur while parked on University property.

The Department of Public Safety reserves the right to waive certain parking rules and regulations for specific events or emergencies on campus.

Parking is on a first come basis, the University does not guarantee parking availability.

### **Parking Permits**

Parking permit applications are available on line at [www.sienaheights.edu/parking.or](http://www.sienaheights.edu/parking.or) at the Welcome Center located in the lobby of Ledwidge Hall.

Permit types: the color of the parking permit designates which lot to park in

- **Student Permits:**
  - **Resident Student (grey):** 24 hour parking in the Overnight Student Sections of the West and South Fieldhouse Parking Lot
  - **Commuter (blue):** Parking in the West and South Fieldhouse Parking Lot and the Stadium Parking Lot
  - **Campus Village Resident (purple):** 24 hour parking in the Campus Village Parking Lot or the Overnight Student Sections of the West & South Fieldhouse Parking Lots
- **Faculty/Staff (yellow):**
  - Daytime parking only in the East Fieldhouse Parking Lot and the Stadium Parking Lot
- **Visitor (hang tag):**
  - Short term parking in the East Fieldhouse Parking Lot and the Stadium Parking Lot

## Permit fees:

- **Students:** (residents, commuters, campus village apt.)
  - \$200 for a year (best value)
    - **Aug 1 to July 31**
  - \$100 per parking period
    - **Fall = Aug 1-Dec 31**
    - **Winter = Jan 1 –April 30**
    - **Summer = May 1 –July 31**
  - \*depending upon the academic calendar overlap grace periods may apply
  - Secondary vehicles for commuter students are \$5 each
    - \*Commuter students may petition to register more than two vehicles via email at [parking@sienaheights.edu](mailto:parking@sienaheights.edu)
    - \*Resident and Campus Village Student may petition to register a second vehicle via email at [parking@sienaheights.edu](mailto:parking@sienaheights.edu)
  - Replacement permits for all student permit types are free (Available at the Welcome Center)
  - Temporary permits for rentals/short term vehicles are available upon request
  
- **Faculty/Staff:** first permit is free
  - Secondary vehicles are \$5 each
    - \*Faculty/Staff may petition to register more than two vehicles via email at [parking@sienaheights.edu](mailto:parking@sienaheights.edu)
  - Replacement permits for faculty/staff are free (Available at the Welcome Center)
  - Graduate Assistants are eligible for faculty/staff parking
    - \*Graduate Assistants may petition to register a second vehicle via email at [parking@sienaheights.edu](mailto:parking@sienaheights.edu)
  - Temporary permits for rentals/short term vehicles are available upon request
  
- **Visitor/Guest: free**
  - Short term parking for visitors and guests is available in the East Fieldhouse Parking Lot and the Stadium Parking Lot (no overnight)
  - Extended parking (more than one business day) free permits are available online at [www.sienaheights.edu/parking](http://www.sienaheights.edu/parking), or at the Welcome Center located in the lobby of Ledwidge Hall (must know plate information to register)
  - Overnight parking for resident hall guests is available in the Overnight Student parking area, guest must obtain a temporary parking permit when checking in as a residence hall guest at the Welcome Center located in the lobby of Ledwidge Hall
  - Campus Village Complex has dedicated parking spaces for Campus Village resident guests

- Overnight parking for University sponsored overnight travel is located in the back of the South Fieldhouse Parking Lot; notification to Siena Heights University Department of Public Safety is required
- Admissions guests: free parking in the West Field House Lot off Siena Heights Dr.
- Dual enrolled High School (COPS) students may register one vehicle for extended parking (no overnight)

### **Payment options:**

- Credit/debit card: online at [www.sienaheights.edu/parking](http://www.sienaheights.edu/parking)  
\*Applicable service charges may apply
- Cash/check: in person at the Welcome Center located in the lobby of Ledwidge Hall  
\*Make checks out to Siena Heights University
- Refunds are subject to the University Drop/Add & Withdrawal Policy to request a refund email [parking@sienaheights.edu](mailto:parking@sienaheights.edu) include name, SHU ID#, vehicle license plate, permit number, and the reason for requesting a refund.

### **Parking Violations:**

- Failure to register/display approved permit
  - All faculty, staff, and students must display appropriate approved permit
- Parking in a prohibited area
  - Fire lane
  - Sidewalks
  - Driveways/service drives
  - Loading zone
  - Blocking dumpsters
  - Reserved areas
  - Unlined areas
  - Trinity gardens
  - Areas not designated for parking
  - Grassy areas
  - Athletic field or surrounding area
  - Adrian Dominican parking lots

- Overnight parking in undesignated areas
  - Vehicles parking in posted motorcycle only parking
  - Motorcycles parking anywhere other than motorcycle parking
  - Parking in “Service vehicle only parking” without proper service vehicle designation Improper permit
- Improper Permit
    - Parking in a parking lot not designated for displayed permit
  - Handicapped space
    - Parking in a marked handicap space without a proper state issued handicap placard or plate
  - Visitor/guest space
    - Faculty/staff and students are not to park in guest, visitor or admissions parking spaces
  - No parking/tow away zone
  - Improper parking in lined areas
    - Double parking
    - Wheels of vehicle crossing over the yellow lines which define the parking space –it is the responsibility of the driver to know where the yellow lines are located even if visibility is impaired
    - Vehicle is impaired or not mechanically fit, is not properly plated/registered, or is illegal to operate in the State of Michigan
  - Display of unauthorized, counterfeit or fraudulent permits/temporary passes/citations
    - Permits are not to be transferred from vehicle to vehicle
    - Permits are not to be duplicated
    - Use of permit past expiration date is prohibited
    - Altering or defacing of permit is prohibited
    - Providing false or inaccurate information on permit application

- Failure to display permit visibly
  - Placing permit where not readily visible
  - Failure to clear off snow or ice within a reasonable amount of time which obstructs the clear visibility of permit

### **Parking Violation Consequences:**

- Each violation may result in a \$20 fine.
  - After the third citation, subsequent violations may result in the violating vehicle being removed from campus.
  - If citations are not paid within 10 calendar days, a \$20 late fee is assessed
  - Citations may be paid in person at the Welcome Center in Ledwidge Hall or mailed in the original citation form envelope.
- \*The Department of Public Safety reserves the right to remove from campus any vehicle, at the owner's expense, that is in violation of parking rules if it is required for the operations of the university or poses a safety hazard, regardless of prior violations.

### **Violation/Citation Appeals:**

- Appeals for any citation must be submitted via email within 10 days of the issuance of the citation.
- Appeal decisions are based upon issuance errors. Lack of knowledge of the Parking Rules and Regulations is not a valid basis for appeals.
- To file an appeal email: [parking@sienaheights.edu](mailto:parking@sienaheights.edu)
- In the email include:
  - Name
  - SHU ID#
  - Citation Number
  - Vehicle License Plate
  - Reason for appeal

### **Mechanical problems:**

- Vehicles parked illegally or overnight due to mechanical problems must be reported to Public Safety (517)264-7800.

### **Towed Vehicle Information:**

- Vehicles may be removed from campus at the discretion of the Department of Public Safety in accordance with established policies and procedures.
- Siena Heights University's preferred service provider is:
  - **Poe's Towing**, (517) 263-3700, 1069 South Main Street, Adrian, MI 49221
- All expenses associated with the removal and storage of vehicle from Siena Heights University is the responsibility of the owner of the vehicle.
- Siena Heights University is not responsible for any damage or costs associated with the removal of a vehicle.
- The Department of Public Safety has no obligation to inform vehicle owners when their vehicle is removed from campus.
- To check if your vehicle was removed from campus contact the Department of Public Safety. Please be able to provide your vehicle's license plate information.