Parking Areas and Regulations

The College of Wooster’s Motor Vehicle Regulations are outlined in detail on the reverse side of this map. Questions should be directed to Security and Protective Services (SPS), 602 East Wayne Ave., 330/263-2590 (Campus extension 2590).

**PARKING LOTS**

Parking areas on campus are designated and posted as STAFF, VISITOR, or STUDENT. The numerical listings below are keyed to the map and define the classification of vehicle authorized to park in each lot. ALL VEHICLES must display a valid parking permit.

**STAFF/VISITOR PARKING**

- **STAFF**: Lot 3, 16, 17, 19, 22, 27, 29, 32, 33, 34, 38
- **VISITOR**: Designated spaces in Lot 1, 2, 15, 18, 21, 31, 35, 37, 42

**STUDENT PARKING**

- **NORTH**: Lot 7, 8, 9, 11, 12, 13, 14, 42
- **SOUTH**: Lot 20, 23, 24, 25, 26, 28, 36, 38, 40, 41

Additional Parking at The Family Learning and Development Center

One Block South on Pearl Avenue (formerly Pearl Avenue Elementary School)

IMPORTANT

The College of Wooster
MOTOR VEHICLE REGULATIONS

INTRODUCTION

The College of Wooster Security & Protective Services (SPS) Office is responsible for the administration and enforcement of all motor vehicle regulations on the campus. This pamphlet will acquaint you with these regulations. The motor vehicle regulations have been developed to maximize efficient use of existing parking areas and to create a safe and orderly environment so that all members of this community and visitors to the campus may enjoy their stay. SPS personnel must enforce Federal and State laws, city ordinances, and College regulations; therefore, your cooperation is imperative and appreciated.

It is expected that No Vehicle will be parked on College of Wooster property without a valid parking permit. We have established a 24-hour visitor permit system to assist in making this work. Individuals must come to the SPS Office to get a permit before parking a vehicle on College property.

If you encounter any problems arising from a traffic situation or have questions concerning parking, parking citations or parking permits, please contact the SPS Office, Monday through Friday, 8 a.m. to 4 p.m. The SPS Office is located at 602 East Wayne Ave. The phone number is 330-263-2590 (campus extension 2590).

The College of Wooster
Department of Security & Protective Services

DEFINITION OF TERMS

M Motor Vehicle includes automobiles, trucks, motorcycles, motor scooters, motor bikes, mopeds, and/or any other motor powered vehicle designed for land operation.

Student refers to all persons enrolled in a course(s) for credit.

Staff designates any member of the College community (other than students) who is employed by the College. The term does not include subcontracted employees (not directly employed).

Visitor designates any person, other than staff or student, who parks or drives a vehicle on campus. This group (visitors) includes participants in any summer programs.

Im mobilizer describes the device placed on a vehicle's tire to prevent the vehicle from being moved. VEHICLE REGISTRATION REQUIREMENTS

STUDENT: Any student registered at the College who wishes to drive or park a vehicle on College property must register his/her vehicle with the SPS Office and display a valid parking permit. A student may register only one vehicle. He/she must be the owner or primary operator of that vehicle and may not register the vehicle of another student. Permits (including Temporary Permits) are limited to the number of parking spaces available on campus. Permits are sold on a first-come, first-served basis. At the end of each spring semester, returning students are offered the opportunity to purchase permits for the following academic year.

At the time of registration, a student must be prepared to show proof of registered ownership (copy or original of valid state registration papers) and a College of Wooster Identification Card. Registration forms and parking permits for visitors are available at the SPS Office at 602 East Wayne Ave., 24 hours a day, seven days a week. Students may purchase days, weeks, or months (M-F, rain or shine). Registration fees are as follows:

Any Annual Permit . . . . . . . . . . $175 per year
One-Semester Permit . . . . . . . . . . $100
Replacement Permit . . . . . . . . . . $ 10

Visitor Permit
Three consecutive days or less . Free
One week . . . . . . . . . . . . . . . . . . . . . . . . . . . $ 5

Registration fees can be paid by CBN card or billed to student accounts with a signature.

STAFF: All members of the staff or faculty must register any vehicle that they plan to park or drive on campus property. The SPS Office offers the required service to all employees of the College. Each employee must register only two vehicles. If a non-registered vehicle is driven to campus, a temporary permit must be obtained from the SPS Office.

VISITOR: Any visitor who wishes to drive or park a vehicle on campus must register his/her vehicle with the SPS Office. Registered visitors may park for up to three consecutive days without charge. After three days, there is a $1 per week charge for visitors. Visitors must be listed for four or such weekly visitor permits during an academic year. Registration forms and permits are available in the SPS Office on a 24-hour basis.

PARKING PERMITS

Parking permits are not transferable from one vehicle/individual to another.

Parking permits must be displayed in lower left hand corner (driver's side) in the rear window of the vehicle, whenever parked on College property, with the permit number visible to the rear of the vehicle.

Individual permit holders may park on a space-available basis in any parking area to which their classification (student, staff, visitor) entitles them. The map on the reverse side shows these areas.

Parking permits should be removed from a vehicle before the vehicle is sold or traded-in.

If you are unable to purchase your desired lot area (North/South), it is recommended that you purchase a permit and add your name to the waiting list to exchange your permit for the desired lot if/when a permit becomes available. If your residence changes after purchasing a permit, you may exchange your permit provided that permits are still available.

The waiting list is also on a first-come first-served basis. You must have already purchased a permit for the current year/semester in order to be placed on the list. Frequent violations of the Parking Rules and Regulations will result in denial/removal from the waiting list.

PERMIT REPLACEMENT

A lost, damaged, or destroyed permit may be replaced at the SPS Office for a $10 fee. Damaged permits should be returned immediately when applying for a replacement. Lost or stolen permits should be reported to SPS immediately.

BICYCLES

Bicycles may not be stored or parked in any residence hall public area which has not been explicitly designated for bicycle storage. All bicycles should be adequately secured when left unattended. For the purpose of theft protection, individuals bringing bicycles to campus are strongly encouraged to take advantage of the registration service offered by the College SPS Office or the Wooster City Police Department. The SPS Office may remove abandoned bicycles for three (3) months, after which time they will be donated or disposed of.

REGULATIONS

The College assumes no responsibility or liability for any vehicle or its contents while it is operated or parked on the campus. Every member of the campus community driving or parking a motor vehicle on or around the campus is responsible for knowing and observing the State of Ohio and College of Wooster motor vehicle regulations. College regulations are as follows:

1. No Parking Zones are indicated by signs, yellow curbs, or white and yellow lines. Emergency Vehicles Lane, marked by yellow curbs, yellow lines and/or lettering, are No Parking Zones. These include but are not limited to: parking lot drives, Holden Drive, Babcock Circle, Lowry Center, Grogan Halls, Freiflander Theater Circle, PIE Drive, and portions of Lowry Center Front Circle. Parking is also prohibited in all small house driveways.
2. Parking or driving on the lawns or sidewalks is prohibited except for College service and emergency vehicles.
3. Loading or unloading of items into or from vehicles parked in designated loading/unloading zones must be limited to no more than 15 minutes, and the vehicle's emergency flashers must be operating during this time. Vehicles parked in excess of 15 minutes and/or not having their flashers working will be subject to enforcement actions.
4. Handicapped parking areas and crosswalks may not be used for loading or unloading purposes at any time.
5. Most street parking in the area of the campus is governed by the Wooster Police Department regulations. However, University Street is controlled and governed by the College. Students are prohibited from parking both on the east and west segments of University Street.
6. Pedestrians always have the right of way.
7. Residential Students are not permitted to drive to class. However, commuter students and those living in off-campus, non-College owned housing may drive to campus and park their vehicles in student areas. A valid parking permit is required.
8. All motor vehicles operated on campus should be driven and parked responsibly.
9. Without exception, all members of the campus community must park in the areas designated for their classification (student, staff, and visitor) as indicated on the signs for each lot.

ENFORCEMENT OF MOTOR VEHICLE REGULATIONS

Any individual who violates the motor vehicle regulations must be cited. In addition to being fined, violators may have their vehicle immobilized and/or towed, may have parking privileges denied, and may be subject to judicial process and/or remu-

REGULATIONS

A student whose vehicle is chronically in violation of parking regulations or is used in an act of vandalism, or any student attempting to defraud the College by counterfeiting or illegally obtaining a permit may also be referred to the College judicial system for discipline action. No refunds will be given for permits that have been revoked.

TOWING/IMMOBILIZATION

Any vehicle that inhibits traffic flow (including access for emergency and service vehicles), is parked in a no parking zone, and/or blocks a “dummyper” may be towed immediately. A vehicle may also be towed or immobilized for parking in areas other than those to which the vehicle has been assigned or for parking on lawns. In addition, towing and immobilization may be used for vehicles owned by chronic violators, for vehicles owned by individuals denied campus parking privileges, and for all vehicles not displaying a valid parking permit. Vehicles may be towed or immobilized for other reasons deemed necessary by SPS. Information on a vehicle that has been towed may be obtained by calling the SPS Office, Extension 2590. The violator will be required to pay all towing expenses prior to the release of the vehicle. Owners of vehicles that have been immobilized must come to the SPS office for removal. NEVER ATTEMPT TO MOVE AN IMMOBILIZED VEHICLE. Attempting to move an immobilized vehicle will result in damage. All outstanding fines must be paid, in addition to the $25 removal fee prior to the immobilizer being removed.

PARKING APPEALS

Because The College of Wooster is concerned with the individual rights of its community members, an appeals process has been established for parking complaints. If an individual wishes to file an appeal for a parking violation, he/she should report to the SPS Office, located at 602 East Wayne Ave., during the normal business hour. The appeals form must be filed within five (5) working days of the citation being issued. The appeal form is available at the SPS Office or the Wooster City Police Department. The SPS Office will retain unclaimed or abandoned bicycles for 45 days after they have been donated or disposed of.

Any appeals submitted after the 5 working days of issuance of the citation will be subject to fines. Any unpaid fines should expect to be cited. In addition to being fined, violators may have their vehicle immobilized and/or towed, may have parking privileges denied, and may be subject to judicial process and/or remu-