



Message from Campus Police

The Campus Police Department is responsible for operational and enforcement aspects of the universities parking and traffic matters.

We encourage you to read this document to become familiar with the policies and guidelines.

Queens University of Charlotte students, faculty and staff are expected to adhere to the policies and guideline set forth in this document.

Contact us at 704-337-2306 with any questions or concerns.

These policies and guidelines are designed to:

- a) ensure our spaces are used efficiently;
- b) provide a positive experience for our students and visitors;
- c) minimize the traffic impact on neighborhood streets; and
- d) give faculty and staff options on parking location and price to suit their personal needs.

Parking Policies

All Queens University of Charlotte students, faculty and staff are expected to follow the policies and guidelines set forth in this document.

All faculty, staff and students must register their vehicle at the beginning of each academic year using the link: [Parking Registration](#). Registration is valid for each academic year.

All faculty, staff and students registering a vehicle will receive a parking permit for a designated parking area.

All students, faculty and staff must park in the designated parking area which corresponds to their parking permit. All visitors must park in the area designated for their particular visit.

Parking permits may not be transferred to another vehicle without permission from Campus Police. Decals will be issued and must be placed on the outside of the rear window on the drivers' side of the vehicle being parked on campus.

No weapons or concealed weapons are permitted at any time in vehicles parked on university property.

Policies for Designated Parking Areas

A parking map can be located at: <http://www.queens.edu/About-Queens/Visiting-Queens/Parking.html>

Student Parking

Students may register ONE vehicle. If a permit holder changes vehicles during the academic year, they will need to return their sticker to register the new vehicle and receive a replacement sticker (\$10 charge).

Freshmen Resident Students – As necessary (determined annually by the VP of Enrollment Management and VP of Administration) all freshmen living in residential housing may elect to enter a lottery for parking spaces in the South Parking Deck. The size of the lottery will be based on space availability. Those freshmen, residential students selected via the lottery will be able to pay a \$100 per semester fee to park in the South Parking Deck. There will also be a limited amount of free spaces for residential freshmen in the North Resident Hall Auxiliary Lot. The North Resident Hall Auxiliary Lot is a “walking lot”, meaning everyone parking in the lot is expected to walk to and from their vehicles. The lottery will determine eligibility for parking in both lots. Please register your vehicle and should a lottery be necessary, you will be notified, otherwise Freshmen parking is in the South Deck at no additional charge.

All Other Resident Students – All students living in residential housing will park in the South Parking Deck.

North Residents – Students living in North Resident Hall will have access to the onsite parking, at the North Resident Hall Auxiliary Lot and the South Parking Deck.

Commuting Students – Commuter students will have access to all (non-reserved) surface parking, including the Withers House Lot (Wellesley), Harris House Lot (Radcliffe), Fine Arts Center Lot, and Clock Tower Lots and all on street parking (Selwyn, Wellesley and Radcliffe only) right side of the street, immediately adjacent to Queens’ property. Parking in Burwell Circle is prohibited.

Student vehicles found in any location not allowed by their parking permit will be ticketed, no exceptions.

Faculty/Staff Parking

Faculty and staff will have the option to purchase parking privileges defined as Remote, Standard, General Deck Parking and Reserved. On street parking is not permitted for faculty and staff.

Adjunct faculty will have access to the Soccer Lot at half the fee; however, if a different location is selected, the full fee will be charged.

Handicapped parking spaces are available in each of the lot types described below.

All spaces will be sold on a first come, first served basis with the exception of Reserved Parking. Once a parking lot type is selected, parking in another location is prohibited and the violator will be subject to ticketing.

Remote Parking – North Residence Hall Auxiliary Lot

These spaces will be available on a first come, first served basis after the allotment for Freshmen and North Resident students. The North lot is designated as a walking lot. Shuttle service is not provided.

- There is no charge for this parking area

Standard Parking – Spaces located in the following lots are designated as Standard Parking available to faculty and staff when working at these locations:

Soccer Lot – For employees working on the Main Campus

Fifth Street Orthopedic Hospital Deck (4th floor or higher) – with privileges to park in Standard Parking on the Main Campus.

Sports Complex General Parking Lot (as indicated by signs) or Auxiliary Lot – with privileges to park in Standard Parking on the Main Campus.

- The parking fee rate will be \$13.75/month (\$165/year.)

Deck Parking – General, unreserved deck spaces in Parking Deck A are available to faculty and staff. Parking is available on the second level and above. (Note, in order to access the Parking Deck, individuals must have their Queens ID programmed by Campus Police).

- The parking fee rate will be \$17.92/month (\$215/year)

Reserved Parking – A limited number of **reserved** spaces will be available via an annual lottery to faculty and staff who want the convenience of such an option in the following locations:

Parking Lot	Faculty/Staff Reserved Spaces Available	Annual Parking Fee Rate
Library Circle (Clock Tower)	15	\$400
Harris Welcome Center	9	\$400
Withers House Lot	7	\$400
Fine Arts Center (including spaces behind Tillet and Trexler)	17	\$400
Parking Deck A – first floor	62	\$350

With the exception of Parking Deck A, there is no faculty or staff parking in these lots except for the reserved spaces. These spaces will be sold and assigned by lottery. (Reserved spaces not assigned will become Standard Parking or General Deck Parking). Each faculty or staff member who elects to purchase a reserved space will have a numbered space assigned to their vehicle that corresponds to the decal number. Once all reserved spaces are filled, a list will be maintained for other interested faculty or staff and chosen by lottery when spaces become available.

NOTE: All reserved faculty and staff spaces will be reserved from 7:00 am to 5:30 pm unless otherwise announced by the AVP for Public Safety and Campus Police to accommodate parking needs for special large scale events. Normally, these occur after-hours when these spaces are typically vacant.

Visitor and Other General Parking Guidelines

Visitor Parking

Daily visitor parking will be available on public streets adjacent to the University. Students, faculty and staff must park in the parking area designated by their registration. Visitor spaces are closed to students and employees 24 hours a day. Vehicles that park frequently in Visitor parking are tracked and cited; if you believe you have received a citation in error, please contact the Public Safety office.

Special Guest Parking

Two options are available for special guests on campus. A reserved space may be requested or a PDF Dashboard Sign may be issued by the Campus Information Coordinator. Either option will serve our guests well, but each is very different. Please refer to the following information to distinguish the differences:

1. A 'PDF' or 'Dashboard Sign' is an electronic sign emailed to the person requesting "parking" for a guest when a "Reserved Space" cannot be offered in one of the specified spaces located in Burwell Circle, Withers, Dana Fine Arts Lot and the Clock Tower Circle.

2. 'PDF's' are to be placed inside and on the dashboard of the guest's vehicle. The guest will then be allowed access to any of our lots and street parking (EXCEPT BURWELL CIRCLE).

3. At no time is a guest to remove the 'PDF' from his vehicle and place it in any stationary or small moveable sign post in order to park in a Reserved Space. If this occurs, they will be ticketed.

4. Please send your request for a PDF directly to the Campus Information Coordinator. The sign will be sent to you electronically for you to forward to your guest. It will be your responsibility to instruct your guest of these directives.

5. Please include in your request how long your guest will be on the campus. This information is placed on the Parking Calendar and Campus Police is notified of your impending guests' arrival.

6. A 'Reserved Sign' is used in Burwell Circle, Withers Lot, Dana Fine Arts Lot, and the Clock Tower Circle. Paper signs are designed to be placed in the stationary sign posts and the small moveable sign posts.

7. Times are not always listed on signs.

8. People requesting these signs are known as 'Designees' of each department.

9. As stated in this Parking Policy, all requests are to be submitted to the Campus Information Coordinator at least 24 hours in advance of the guest's arrival to ensure a space.

Note: It is the Vice Presidents' and Deans' responsibility to update their list of 'Designees' for requesting Guest Parking so that requests may be handled in accordance with this Parking Policy.

Special Guest Parking – School-Specific (up to 4 guests)

For single day guests or speakers, the Dean of each college or school may reserve up to four (4) spaces (each) in any surface lot (with no more than eight (8) reserved in any one lot). Designated sign posts will be provided in each lot that will allow conversion of a "Standard" parking space into a reserved space. Reserved spaces will be secured before 7:00 am the day of arrival and are limited to five (5) hours. The securing and placement of signs for late day reservations, those beginning at 4:00 pm or later, are the responsibility of the requestor. The signs must be picked up and placed in the appropriate space no earlier than 2:00 pm the day of the reservation. Signs will be available for pick-up from the desk of the Campus Information Coordinator in Burwell Hall. For additional instructions, please call ext. 2772.

Admissions Reserved Visitor Parking

The Undergraduate Admissions Office has six (6) spaces designated as reserved visitor parking in the Harris House Lot. Hayworth College has four (4) spaces designated as reserved visitor parking in the Withers Lot. Admissions staff will be responsible for the management of these spaces. If additional

reserved visitor spaces are needed, a request must be submitted to the Campus Information Coordinator via email at least 24 hours in advance.

Burwell Circle Parking

Burwell Circle is reserved for special guests for whom parking has been pre-arranged. Parking arrangements will be coordinated through the Campus Information Coordinator at ext. 2772.

Reservations must be for official University purposes or events. The maximum time will be five (5) hours during normal business hours. Some exceptions apply and are considered on a case by case basis. Examples of special requests for reserved spaces in Burwell Circle include, but are not limited to:

- Board of Trustees and Committee Meetings
- CAS, Hayworth, McColl, Cato, Knight and Blair/Presbyterian Boards of Advisors
- Alumni Boards
- CEO Forum
- ELC Board

Event Parking Policy

The purpose of this policy is to outline the process to schedule events and determine the level of impact an event will have on University resources, such as parking availability and staffing. All departments must notify the Event Logistics Department at ext. 2555 when planning events.

The event planning process is outlined on the MyQueens portal. Once your event request is submitted, the Director of Event Logistics will initiate a review and assemble the Event and Parking Review Committee {EPRC} to determine approval or denial of the request.

All attempts must be made to schedule events on low-impact days such as scheduled breaks, Fridays or during the weekend.

Events will be classified into three categories /tiers which will determine the level of support needed to successfully manage and minimize the impact.

General Parking Guidelines

- Traffic regulations are subject to enforcement 24 hours a day, 365 days a year. Always assume that parking is enforced, even if classes are not in session.
- Vehicles without a valid parking permit, or parked in the wrong designated lot will receive a parking ticket for each day of non-registration or for being parked in the wrong lot.
- **A vehicle is not registered until the appropriate sticker or permit is displayed correctly on the vehicle.** All permits are to be placed on the rear window of the vehicle in the upper left (driver's side) of the window.
- Please report all lost or stolen decals to Campus Police immediately.
- Campus Police reserves the right to limit permit issuance to prevent overcrowding in any parking area. It is important that those desiring parking privileges obtain permits without delay.
- Permit holders are responsible for their registered vehicles. It is their responsibility to know and obey all parking rules and regulations. The responsibility of finding an authorized parking space rests with the vehicle operator. The person registered, as the purchaser of the decal shall be responsible for violations incurred by the vehicle. Parking lots are enforced by color and permit holders must park in the appropriate colored lot.
- Check your vehicle daily. A vehicle illegally or improperly parked may receive a new ticket for each day it is illegally parked.

- If your license plate changes or if you obtain another vehicle, go to MyQueens and register in the Parking and Transportation Information section.
- Queens University of Charlotte assumes no responsibility for the care or protection of any vehicle or its contents while operated and/or parked on campus. Remove your keys and valuables and lock the vehicle when it is left unattended. Valuables if not removed should be secured in the trunk. Report all thefts immediately to Campus Police.
- A parking permit does not guarantee the holder a parking space in a particular lot, only an opportunity to park in any of the designated permit lots on campus. Lack of space is not a valid excuse for illegal parking. You may have to search more than one lot to find an open space in your permit designation. Disabled vehicles must be reported to Campus Police either in person or by phone, and arrangements made to remove the vehicle as soon as possible. Any vehicle parked illegally may be towed at the owner's expense.
- It is never too late at night to get a parking permit. Campus Police is staffed 24 hours a day.
- Parking permits are non-refundable.
- Parking in campus fire lanes is prohibited. This prohibition will be strictly enforced at all times and vehicles found in violation are subject to ticketing and/or towing at owner expense. A 15-minute grace period is allowed when loading and unloading heavy items but you must have your flashers on as an indication of your imminent return and be parked on the side of the street closest to the Residential Hall only. Parking in a fire lane without flashers on and closest to the Residential Hall is grounds for immediate ticketing, towing or booting.
- Drivers of all vehicles shall obey the lawful instruction of any campus police or security officer and/or any official traffic sign on campus.
- The speed limit on campus is 15 MPH on any roadway or parking lot on University property, unless otherwise posted. Vehicles must at all times be operated in a safe manner and yield the right-of-way to pedestrians.

Citations, Towing or Booting

The university reserves the right to remove any vehicle that is illegally parked, non-registered or parked in such a way as to constitute a hazard, impedes vehicular or pedestrian traffic, blocks the operation of emergency equipment, or interferes with services. Owners are required to pay all costs involved with the removal, impounding, and storing of such vehicles. Queens University of Charlotte is not responsible for damages to, loss of or theft from towed vehicles. If you think your vehicle has been towed, please contact Campus Police.

Any vehicle receiving THREE (3) parking CITATIONS for *non-registration* will be TOWED or BOOTED at the owner's expense.

Vehicles towed for unpaid citations must be cleared by Campus Police (by coming to the office and paying all outstanding fines) before the vehicle can be released.

There will be no parking in or on:

- No parking zones
- Loading zones
- Fire lanes
- Sidewalks or walkways
- Any 24-hour restricted lot or space
- Grass or grounds

- "Handicap Parking" spaces if the vehicle does not display a North Carolina handicap license plate or a Queens University of Charlotte temporary handicap permit
- Dumpster areas
- Any area not designated as a parking space
- **NOTE: It is impossible to post NO PARKING signs in every campus location that is not intended for parking. If a space is not a marked parking space, it shall be considered a NO PARKING space.** Vehicles parked on campus in violation of university parking regulations are subject to towing at the owner's expense.

Parking and Traffic Violation Payment Process

Fines for parking and/or traffic violations should be paid online at <https://www2.queens.edu/parking/> or in person at the Campus Police Department. Please make checks payable to Queens University of Charlotte. Any person failing to pay an imposed fine will be subject to the following:

- Revocation of campus parking privileges
- Faculty and Staff:
 - Having unpaid fines deducted from their pay
- Students:
 - Having unpaid fines billed to their college accounts
 - The withholding of grades and/or transcripts

The fact that a person may park or observe others parked in violation of the regulations without receiving a citation is not a valid excuse for illegal parking. Contact the Campus Police 24 hours a day with any parking related questions.

Appeals

Persons wishing to appeal a parking ticket must advise the Parking Administration Office within ten (10) days of receiving the ticket. Appeals are accepted online only under MyQueens at the following link: <https://www2.queens.edu/parking/>. Please note, appeals are granted only in rare and exceptional circumstances.

If a student fails to respond to tickets within the required period it will result in fines being charged directly to the student's account. Faculty and staff who fail to pay fines will be charged through payroll deduction. All unpaid parking fines older than 30 days will be automatically paid by payroll deduction. Furthermore, leaving Queens' employment with any unpaid parking fines will be deducted from the final paycheck. Visitors who fail to pay fines will receive debt collection notification. Campus Police reserves the right to revoke parking privileges for multiple violations or unpaid fines.

Oversized Vehicles

Vehicles that are too large to fit into the parking decks or navigate the lots must be discussed with Public Safety and Campus Police to determine appropriate parking space placement.