

## **PARKING**

Each College employee is required to register his/her vehicle and to have an official "staff" parking permit displayed. These parking permits may be obtained at the front window of the business office. Staff must display their parking permit at all times when on campus.

All non-designated parking spots may be used by students or community members and visitors.

No parking is permitted in fire lanes or other no parking areas, as indicated by red curbs. Parking for the handicapped is so designated and requires a valid handicapped parking sticker, license plate, or hang tag.

Citations will be issued by campus Security officers for all parking violations. Employees who are issued a citation will be allowed a waiver of fines for a first offense. Subsequent offenses will require the payment of issued fines.

Campus visitors, community members, and families of prospective students will be ticketed if parked in a no parking zone (red curbs) or parked in a designated staff parking spot. However the fines can be waived for legitimate reasons by contacting the Director of Security.

If employees or students are planning to park their vehicle overnight on campus, they should notify security of this in advance.

Fines may be appealed to the Director of Security. A second level of appeal is available through request to a new ad hoc parking committee, which would convene as needed. Non-payment of fines may result in disciplinary action by Human Resources.