ROCKHURST UNIVERSITY PARKING REGULATIONS

All Rockhurst University parking lots are posted “permit parking only”, and offer only a limited number of parking spaces for use by those who display a current parking permit (hang tag). Handicapped stalls are available in different parking lots around campus. A Rockhurst Community Member will need to have a Rockhurst Parking Permit as well as an official handicapped plate or placard. A visitor to campus must have a handicapped plate or placard displayed on their vehicle. They may also obtain a temporary parking permit; however this is not a requirement for the visitor to park in a handicapped spot. There are some designated parking areas on campus where only the vehicles designated to park there may do so. They are Jesuit Vehicle Parking in the Hopkins Lot, Presidents Parking Spot also in the Hopkins Lot, Presidents Office Parking, and Admissions Office Parking in the De Lubac Lot and Official Security Department Vehicle Parking in the DeAcosta Lot and Reserved Parking-For Admissions Office Vehicles in the Teilard de Chardin Lot. There are also 5 motorcycle/moped designated spaces between Sedgwick and Van Ackeren just west of the bicycle rack. Motorcycles/mopeds will receive a regular hang tag but because it cannot be displayed on the vehicle, parking control will check the license tag no. of the conveyance to make sure it has a current permit issued to it. These designated areas are all appropriately marked. Permit enforcement will be for the academic year only and will not be enforced in the summer time. All non permit parking violations shall be enforced year round (including summer), i.e., parking on a yellow curb, parking blocking a driving lane or driveway etc.

A. STUDENT PARKING INFORMATION

I – Student parking is divided into two areas:

a. The first is general parking and will allow parking in any lot, including the new North Parking Garage when complete and open.

b. The second is for Townhouse Village Parking (within the THV Fence). A THV Permit will also authorize parking in the general parking areas.

c. No vehicle with a Rockhurst Parking Hang Tag of any type will be permitted to park in any visitor parking on campus. A vehicle identified as belonging to a student, faculty or staff member that does not have a current parking permit and is found parked in a visitor parking stall will be ticketed.

d. Handicapped parking can be used by any member of the campus community who is also a user of on campus parking, (student, faculty or staff ). Members of the campus community must display a proper university hang tag as well as an authorized handicapped license plate or placard. In the case of a campus visitor only a proper handicapped license plate or placard must be displayed

e. The student fee for a parking hang tag will be $125.00 per semester, $250.00 per year. If a student wishes to purchase an additional hang tag, another $125.00 for each tag will be required per semester.
f. A student may wish to purchase one hang tag and use it on any vehicle. If a student uses this TRANSFER method, each vehicle that is available to him/her must be shown on the registration form. Displaying a hang tag on a vehicle that is not registered on that hang tag constitutes an illegal display of the hang tag and can result in a ticket being issued.

g. The hang tag must be displayed by hanging it from the rear view mirror of the vehicle anytime the vehicle is parked on campus. The hang tag is not properly displayed if it is located anywhere in the vehicle, other than the rearview mirror.

II – Paying for a permit (hang tag)- STUDENT

a. A student parking fee will be automatically included on a student’s bill, along with other tuition and fee charges. Should a student decide not to purchase a permit there will be a box on the student bill that must be checked to have the parking fee taken off of the bill during mail in registration. After mail in registration a student can either e-mail the Student Accounts Office at studentaccounts@rockhurst.edu, call Student Accounts at 816-501-4175, or visit ROCKSTOP in Massman Hall, Room 109 in order to request that the parking fee be removed from their account. THERE WILL BE NO REFUNDS ON PERMITS AFTER THE FIRST FRIDAY OF THE FIRST FULL WEEK OF CLASS FOR THE SEMESTER. If a student withdraws before the end of the first full week of class, then the student should bring their drop slip and parking permit to ROCKSTOP in Massman 109 to have the parking fee removed from their account.

b. Hang tags (permits) can be picked up by students during registration. They will need to register their vehicle by clicking the link at the bottom of this page. MAKE SURE YOU HAVE REGISTERED EVERY VEHICLE THAT YOU WANT TO BE REGISTERED UNDER YOUR PERMIT (HANG TAG) NUMBER. If you receive a new license tag during the period of time your vehicle is registered for a Rockhurst Parking Permit, make the change to your registration with the new License Plate Number, and make sure the new number is entered into the parking system. Contact Sgt. Lisa Heinrich ext. 4401 or Ms. Melody Scheiner at ext. 4659 for help.

c. The printed confirmation page will no longer be necessary; your vehicle information will be verified at the Dispatch Office of the Security Department located in the Rockhurst Community Center, 5401 Troost, (main entrance to the campus) when you come to pick up your permit(s). SHOULD YOU LOSE YOUR PARKING PERMIT A REPLACEMENT WILL COST ANOTHER $125.00.

d. All students will be required to have a hang tag (permit) when using a Rockhurst Parking Stall, regardless of the number of credit hours enrolled in. REMEMBER in order to park on a university parking lot a vehicle must be registered and will be properly displaying a current hang tag (permit) from the vehicles rearview mirror anytime a vehicle is on campus.

e. IMPORTANT REMINDER: OBTAINING A TEMPORARY PERMIT. Should a student leave his/her permit at home, he/she will need to contact the Dispatch Office at the Security Department for a temporary permit. Verification of the student’s permit status will be made before a temporary permit is issued. DON’T ASSUME THAT PARKING CONTROL WILL KNOW YOU HAVE A PERMIT. YOU WILL RECEIVE A TICKET FOR NOT DISPLAYING A CURRENT PERMIT.
f. If friends or family members come to campus to visit, obtain a temporary permit from the Security Dispatch Office. Visitors will need to place the temporary permit in their vehicle, hanging it from the rearview mirror whenever parked on a Rockhurst Parking Lot.

**B. FACULTY/STAFF PARKING**

I - Faculty and staff parking is considered general parking and is available in all Rockhurst University Parking Lots, (except for the Townhouse Village), or those specifically designated areas as outlined in the Introduction to these Parking Regulations. There are no specifically designated parking areas for faculty and staff, the permit issued to them will be of a different color and will indicate Faculty/Staff on the hang tag.

a. Faculty/Staff permits will be valid for one year, from August to August. Adjunct faculty will be issued parking permits (student general permit) on a semester by semester basis.

b. No vehicle with a Rockhurst Parking Hang Tag of any type will be permitted to park in any designated visitor parking on campus.

c. Handicapped parking can be used by any parking patron (student, faculty/staff) with a proper university hang tag and an authorized handicapped license plate or placard. In the case of a visitor a proper handicapped license plate or placard will be properly displayed.

II – Paying for a hang tag (permit) – FAC/STAFF

a. The faculty/staff fee for a parking hang tag will be $250.00 per year. Faculty/staff pay by the year, not by the semester. Adjunct faculty will only be required to pay $50.00 per semester.

b. If a faculty/staff member wishes to purchase an additional hang tag it will cost an additional $250.00 per year. If an adjunct faculty member wishes to buy a second permit it will cost an additional $50.00 per semester.

c. **ONE HANG TAG FOR MULTIPLE VEHICLES.** A faculty/staff member, including adjunct faculty may wish to purchase only one hang tag and use it on more than one vehicle. If a faculty/staff member wishes to use the TRANSFER METHOD, each vehicle that is available to him/her must be shown on the registration form. Displaying a hang tag on a vehicle that is not registered to that hang tag constitutes an illegal display of the hang tag and can result in a ticket being issued for that violation. Just having the additional vehicle listed on the vehicle registration form is not sufficient; IT MUST BE PROPERLY DISPLAYED IN THE VEHICLE THAT IS BEING PARKED ON CAMPUS AT ANY TIME. IF IT IS NOT A TICKET WILL BE ISSUED FOR FAILURE TO DISPLAY A CURRENT PERMIT.

d. The hang tag must be displayed by hanging it from the rear view mirror of the vehicle, EVERYTIME the vehicle is parked on campus. Be sure the hang tag is properly displayed before exiting your vehicle.
e. Rockhurst has established a Parking and Transportation Reimbursement Plan which will allow employees to have the parking fee deducted from their paycheck on a pre-tax basis, similar to the Flexible Spending Accounts for dependent care and medical expenses. Pre-tax plan payroll deductions will be $12.50 per pay period for 20 pay periods, from September to May. For adjunct faculty the deduction will be for $50.00 and will be taken from the first pay check received for the semester. If a faculty/staff member, including adjunct faculty wishes to participate in the plan they must present their signed payment form authorizing payroll deduction and their registration form to the Security Office which will allow them to receive a hang tag (permit). A link to this form is displayed at the end of this vehicle registration information.

f. Employees who do not wish to participate in the pre-tax plan will be able to purchase their hang tag with cash or check in the Finance & Human Resources Office, Conway 102. A payment receipt will be issued, which must be taken to the Security Office and presented to the dispatcher, who will verify vehicle registration information and issue a hang tag permit to you.

g. As in the past, faculty and staff will be able to register their vehicle/s online prior to the Fall Semester in early August by clicking the link at the bottom of these regulations. After reading these regulations, click on the sentence at the very bottom of them to indicate your agreement with them. You will then be able to register your vehicle/s. A printed confirmation page will no longer be necessary in order to pick up a permit. Should you lose your hang tag the cost of a replacement will be $250.00 for faculty/staff and $50.00 for adjunct faculty.

h. All faculty and staff who park in a Rockhurst Parking Lot will be required to have a hang tag (permit) in their vehicle (hanging from their vehicles rear view mirror), regardless of whether they are full, part time or adjunct.

i. Should a faculty/staff member leave his/her permit at home, they need to go to the Security Department Dispatch Office in the Community Center at 5401 Troost and get a temporary permit. Verification of the permit status by security will be made before issuing a temporary permit. If there are visitors coming to your department, contact the security department secretary who will advise you on how to make up a temporary permit for these visitors and guests. This will be a paper permit that must be displayed on the dashboard of the visitor’s car. These permits can be made up and sent to the visitors prior to their visit. Other arrangements can be made with the security department secretary at ext. 4659 for pick up of these temporary permits or for the use of a standard university temporary parking permit.

C. ENFORCEMENT

Rockhurst University provides a limited number of permit parking only spaces to the members of the campus community. Each parking area on campus is posted for permit parking only. Both angled and parallel parking on Rockhurst Rd. is non-permit parking because it is on the city street. A vehicle displaying a current university parking permit (hang tag) from the rear view mirror, allows that vehicle to park on a campus lot. The color of the permit coincides with the written designation of Student General, Student THV or faculty and staff for the current permit period. POSSESSION AND PROPER DISPLAY OF A PARKING PERMIT DOES NOT GUARANTEE THAT A PARKING SPACE WILL BE AVAILABLE FOR AN AUTHORIZED VEHICLES USE. With the revenue generated by the parking fees, current parking lots will be maintained and the university will be able to provide additional parking in the future.
a. In order to make sure that as many parking spots are as available as possible to those displaying current permits, enforcement of existing parking regulations is essential. Rockhurst has a parking violation system in place that allows for the writing of violation tickets for indicated violations, such as:

- No Valid Permit
- Improperly displayed Permit
- Parked in handicapped stall (City parking violation can also be written)
- Parked in a no parking zone
- Parked in a reserved or designated space
- Parking in 2 spaces
- Blocking a driveway
- Parked facing the wrong way
- Parked in wrong color permit area,
- Other (these would be violations in accord with the parking ordinances of Kansas City, Mo.)

b. The fine for a Rockhurst Parking Violation Ticket is $25.00. The fine must be paid to the Rockhurst Security Department within 10 working days from the DATE IT WAS ISSUED.

c. An appeal can be filed within 10 working days of the date of the ticket. No appeal will be considered after this cut-off date. Individuals can file an appeal at the Security Department (Community Center Building 5401 Troost). Appeal forms can be obtained at the Dispatch Office in the Security Building.

d. Failure to pay the fine or file an appeal within 10 working days will result in an additional $5.00 fine per week being added to your original fine of $25.00.

e. SPECIAL NOTE ON UNPAID PARKING TICKETS: Should a vehicle receive three (3) tickets and those tickets go unpaid, for any violation, a wheel immobilizer “BOOT” will be placed on one wheel of the vehicle-this will prevent the vehicle from moving. In order to get the “BOOT” removed a person will have to come to the Security Department, pay a $75.00 wheel immobilizer removal fee, all back fines, including the accrual of $5.00 per unpaid week. Only after payment of these fines will the “BOOT” be removed.

f. Parking violation fees are considered legal obligations to the University. Failure to pay a parking fine for any violation can result with the fee being placed on a student’s account. All parking fines must be paid for eligibility to receive a diploma, if graduating, and/or for release of transcripts. g. Rockhurst is private property. As such any vehicle that is parked on our property, unauthorized, i.e., no permit, failure to pay fines, no valid license plates, abandoned etc., could be subject to ticketing and towing by the Kansas City, Mo. Police Department; after the university signs a complaint to that effect.

REMEMBER: If several vehicles are registered on one hang tag (permit), make sure the hang tag is properly displayed in the vehicle being parked on campus.
D. PARKING PERMITS (HANG TAGS)

Rockhurst University uses the hang tag style parking permit. This allows for the registration of several vehicles on one permit by simply moving the permit from one vehicle to another. Motorcycles and mopeds will be issued a permit (hang tag). It need not be displayed because it would be easy to steal. However, parking control personnel will check license information to make sure the cycle is registered and does have a permit issued to it.

a. Rockhurst University Parking Permits (hang tags) are divided as follows:

☐ Student General Parking
☐ Student THV Parking
☐ Faculty/Staff Parking

b. The student hang tags for General Parking and Townhouse Village Parking will change by semester. An expiration date appears at the bottom of each permit. Fall Semester hang tags will expire on Dec. 31 of each year. Spring Semester hang tags will expire on May 31 of each year. Each permit will bear an individual number that identifies one or a group of registered vehicles to that number. Each number has a letter prefix indicating Fall or Spring Semester for students and AO-All Other for faculty and staff. The student hang tags indicate either Student General or Student THV, with the expiration date. Different colors are another indicator of students (general/THV) and the semester they are good for, or faculty/staff for the year that they are good for.

c. The faculty/staff hang tags for general parking access are good for one year. The authorized dates will be from August of one year to August of the next year.

d. Each hang tag has a Holographic Foil strip on it. This provides a high level of security making the hang tags extremely counterfeit resistant. This foil strip is made exclusively for the company that we purchase our permits from and cannot be purchased from any other source or by any other buyer.

INDICATE YOUR AGREEMENT WITH THESE PARKING REGULATIONS, REGISTER YOUR VEHICLE/S AND APPLY FOR A PERMIT.