

# VP and Dean Parking Information 2018/19

The Department of Public Safety has implemented significant changes to campus parking administration this year. Please read this information carefully and send any questions to [parking@creighton.edu](mailto:parking@creighton.edu).

All vehicles parked on property that is owned or leased by Creighton University must display a current University parking permit. Displaying a permit allows you to leave a vehicle in a parking stall, as space is available, but does not guarantee the availability of a stall. A parking map can be found on the Public Safety website. VP and Dean parking spaces are designated with signs, but if no designated slots are available, you may also park in any other faculty/staff lot. In addition to several surface parking lots, faculty/staff parking is available on the top decks of the 20th Street Garage and 24th Street Garage, as well as the bottom levels of the 24<sup>th</sup> Street Garage and the 30th Street Garage. University ID cards and parking permits are required for all garages.

## Parking Permit Fees for 2018/2019

The annual parking permit fee for vice presidents, vice provosts and deans is \$780. **The 2018/19 permits are valid from September 1, 2018, through August 31, 2019.**

## Decals

The University has transitioned to a repositionable decal, which must be affixed to the **interior of the front windshield on the passenger side in the lower corner**. The entire decal must be clearly visible from the outside—**not positioned behind tinting or obscured by snow/ice**.

The repositionable decal allows you to move your decal to another vehicle for a variety of reasons:

- You get a new vehicle during the year
- You're driving a temporary loaner vehicle while your vehicle is being repaired
- You carpool with someone else and take turns driving to campus

Reduced-cost secondary permits are no longer necessary or available. You may only have **one vehicle on campus with one permit**. Parking a second vehicle on campus requires a second permit. Silver VP or Dean permits are for vice president, vice provost or dean use only; family members who are also Creighton faculty, staff or students must purchase a permit for their vehicles from the appropriate category. **The person who purchases the permit is responsible for any citations issued to that permit**, regardless of whose vehicle was displaying the permit. If you register a vehicle, but fail to display the permit, the vehicle will be cited. If your decal is lost or stolen, you will need to purchase a new permit at the price applicable on the date of purchase.

A special decal is available for convertibles or motorcycles. This decal is not repositionable and must be affixed to the **exterior of the front windshield on the passenger side in the lower corner**. Motorcycles parked near bicycle racks do not require a permit; however, motorcycles that use a parking stall must display a decal.

Information about short-term parking passes for special circumstances can be found on the Public Safety website or by e-mailing [parking@creighton.edu](mailto:parking@creighton.edu).

## Regulations

Parking rules and regulations are enforced **24/7/365**, regardless of whether classes are in session.

During normal business hours, students may only park in student parking lots. Students are not allowed to park in faculty/staff parking lots during student breaks or holidays when the University is still open. However, in the interest of safety, students **with valid permits** may park in faculty/staff lots from **4 p.m. to 6 a.m., Monday through Friday**, and **any time on weekends**.

## Special Attention Areas

- Do not park or leave your vehicle unattended in any of the following areas **at any time**:
  - Stalls reserved for the President / Vice Presidents, Provost / Vice Provosts, Deans, Jesuits or Visitors
  - Deglman Circle (Drop off and pick up only; vehicle must be attended at all times)
  - East Lane by the Harper Center (Drop off and pick up only; vehicle must be attended at all times)
  - Visitor parking by the Harper Center or the Lied Education Center for the Arts (Lot 5 and Lot 35)
- Do not park in handicapped stalls without a state-issued handicapped permit or license plate
  - Note that a vehicle with state-issued handicapped permit or license plate must also display a University permit to park in a designated handicapped stall on University property
- Do not park in or block fire lanes, fire hydrants, gate arms, or any garage doors
- Do not park on the grass or landscaping

## Sanctions

Sanctions for violating University parking rules and regulations include, but are not limited to fines, holds on University registration and records, vehicle immobilization or towing at the owner's/operator's expense, disciplinary actions, and revocation of campus parking privileges. A vehicle that is immobilized due to excessive citations will be assessed a \$50 fee to have the boot removed, in addition to any unpaid citations. A vehicle that displays a fraudulent or fabricated decal or pass will be assessed a \$400 fee and the supervisor of any employee involved will be notified. An employee who places an old citation on the windshield in an attempt to avoid receipt of another citation will be assessed a \$30 fee, in addition to the new citation.

## Appeals

Parking citations may only be appealed using the on-line form on the Public Safety website. Appeals must be received within 7 days of the date the citation was issued. In-person appeals will no longer be accepted. The appeal must present substantial evidence that the parking violation was not committed, or the occurrence was due to circumstances beyond the appellant's control. The appeal process is not a venue for general criticisms, complaints or policy debates. The following reasons for appeal will not be considered:

- Frivolous or abusive appeals, including the use of profanity
- Late to class or appointment
- Inability to pay the amount of the fine
- Lack of available parking
- Other vehicles were parked improperly or illegally
- The vehicle was only parked illegally for a short period of time
- Public Safety did not previously ticket for similar offenses
- Appellant purchased a parking permit, but did not display it in the vehicle
- Appellant did not purchase a parking permit

## Protect Your Property

Unlocked doors or valuable property left in plain sight invite crime. Eliminate the opportunity for a crime to occur. Lock your car and don't leave the keys in your car. Store valuables in your trunk or take them with you. Report suspicious individuals to Public Safety at 402-280-2911 or using a blue light emergency phone.

## Questions

If you have questions about campus parking, advice from other University offices may not be current or accurate, so please call the Department of Public Safety at 402-280-2104. We are located at 2222 Burt Street and are open 24/7/365. We will be happy to assist you.