

PARKING AVAILABILITY

Approximately 2,400 individual parking spaces are available on the 157-acre Western Oregon University campus for the convenience of faculty, staff, students and guests. 20 paved lots, strategically located, are always open. Metered spaces for guests and short-term parking are marked in each major lot.

PARKING PRIVILEGES

Use of parking lots is extended to all employees and students of Western Oregon University. Authority to establish regulations governing the use of motor vehicles on WOU's campus is derived from Oregon Revised Statute (ORS) 352.360, action by the Western Oregon University Board of Trustees. Enforcement of these regulations is necessary to minimize congestion, maintain and enhance safety and security, and maximize the use of existing parking facilities. Permits are required except in metered spaces. Permits are available for purchase from the Cashiers Office in the Lieuallen Administration Building.

GENERAL PARKING REGULATIONS

All members of the university community are responsible to read and know the regulations for driving and parking on campus. Any questions regarding these regulations should be addressed to Parking Services at 503-838-8267 or parking@wou.edu.

Parking on campus

- All vehicles parked in campus lots must display a current WOU parking permit.
- Lack of a parking space, or an overabundance of parking spaces, is not a valid excuse for violating any WOU parking regulation.
- Vehicles must be parked within indicated parking spaces.
- Parking in angled spaces is head-in-only.
- Permit, meter and correct lot requirements are enforced Monday to Friday, 24 hours a day starting at 6 a.m. on Monday through 6 p.m. on Friday, twelve months out of the year. All other parking regulations are enforced 24 hours a day, seven days a week.
- Permit, meter and correct lot requirements are suspended during the following holidays: New Year's Day; Martin Luther King Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and the day after; and Christmas Day when classes are suspended.
- If a driver leaves the scene while being issued a citation, it will be recorded and the registered owner will be responsible for the fine.

Disabled parking

Parking spaces for persons with disabilities meets or exceeds the state requirements of ORS 447.233 for disabled parking availability.

- **Emeritus permit.** Retired faculty or staff with at least 10 years of service may apply to receive one free parking permit. Any additional permits must be purchased. No current employee or student may use an emeritus permit.
- **Board member permit.** Any board members who are current staff, faculty or students are not eligible to receive a board member permit.

Decal permit fees

	Decal	Hangtag	MC
Full year permit (Oct. 1 to Sept. 30)	\$87	\$99	\$46
Winter/summer permit	\$72	\$84	\$43
Spring/summer permit	\$57	\$69	\$40
Summer permit	\$47	\$59	\$37
Secondary	\$10	N/A	\$10
Replacement	\$10	\$22	\$10

Miscellaneous paper permit fees:

Term permit (12 weeks)	\$47
Monthly permit (31 days)	\$30
Weekly permit (five days)	\$10
Daily permit	\$2

Bike locker rental

Term permit	\$20
Annual	\$60
Deposit (refundable)	\$25

Loaner vehicle permit

If you have a primary decal permit, you may park an alternate vehicle on campus for up to 15 days per year at no extra cost. The loaner vehicle permit may be obtained at the Cashiers Office, Public Safety or the Residential Service Center. After 15 days, the permit owner will be notified via email. At this time a secondary vehicle permit or a day permit must be purchased to park on campus. All days used over the allotted 15 days will be charged to your account. *Note: Hang tag permits are not eligible for a free loaner vehicle permit. A \$2 daily charge will be assessed.*

Visitor/conference permits

- **Guest permits.** These are available at the Cashiers Office and most campus departments. They are provided at no charge to one-day visitors only. After the first day, one day permits may be purchased at the Cashiers' Office. (Persons who are staff, faculty or students or are here on official business are not considered guests.) Departments are responsible for ensuring their guests have parking permits. A guest can only be issued one permit within a 15-day timeframe.

Violation of these statutes will result in a fine as specified in ORS 811.625. Persons with disable placards, permits or license plates are required to purchase or have on their vehicles a valid WOU parking permit.

Driving on campus

- The speed limit in all campus parking lots is 10 miles per hour.
- Observe speed limits, barricades, bicycle lanes, crosswalks, traffic signs and disabled spaces.
- Driving or parking vehicles, bicycles, motorcycles, mopeds, scooters or other motorized vehicles on sidewalks and lawns is prohibited (service vehicles exempted).

Other regulations

- Metered spaces are for drivers who do not possess a valid campus permit. Unless there is valid time on the meter, permitted and "E" plate vehicles may not park in metered spaces. Vehicles at meters are checked and subject to citation every two hours from 6 a.m. Monday through 6 p.m. Friday.
- WOU assumes no liability for personal injury or for the care and/or protection of any vehicle or its contents while the vehicle is operated or parked on campus.
- Bike lockers are available for rent on either a term or yearly basis. They are located behind HSS, APSC, Admin and Education.
- Bicycles (with the exception of Public Safety officer bikes) are not permitted in buildings at any time.
- Persons whose vehicles have broken down on campus must notify Public Safety immediately to avoid citation. Officers will attempt to aid those individuals.
- Major mechanical repairs to vehicles on campus are prohibited.
- Vehicles abandoned or inoperable on campus for more than 72 hours may be towed at owner's expense. Unlicensed vehicles and those with expired vehicle registrations will be considered abandoned and subject to removal at the owner's expense.

OBTAINING A PERMIT

A variety of permits are available to suit the various parking needs of faculty, staff, students and guests. Permits are serialized and must be used on the vehicle that a driver registers at the time of purchase. There are several types of permits that may be purchased.

Decal permits:

Permits are available for purchase online. Decal permits have an adhesive backing and must be permanently placed on the outside of the vehicle on the left rear bumper or left rear window to be valid and

- **Parent permits.** Permits are available at Public Safety at no charge. They are valid for 10 days per term and are only issued to parents.
- **Conference/workshop permits.** Departments or organizations holding or sponsoring workshops, seminars, meetings or events are responsible for parking permits for participants seven days a week. Group parking rates and permits are available at the Cashiers Office and are to be arranged in advance.

RELATED PARKING INFORMATION

- **Vehicle assists.** Campus officers may assist drivers with battery jumps, unlocks, flat tires and gas can loans if the vehicle is parked on campus property with a valid permit. Drivers must sign a release of any liability to WOU and its employees. Identification must be provided and the driver present at the scene.
- **Vehicle messages.** If a motorist wishes to inform an officer or attendant about a vehicle or arrangements regarding parking, he/she must contact Parking Services or Campus Public Safety with the information to avoid citation. Officers are not at liberty to respond to notes left on vehicles to avoid citation.
- **Recreational vehicles (RVs).** City of Monmouth ordinance prohibits RVs and trailers from parking overnight for the purpose of staying or dwelling in the vehicle while parked on campus. Temporary arrangements will be made in a designated area for day use only.
- **Appeals.** Persons wishing to appeal a citation may have it reviewed administratively or request to appear in person before the Parking Review Committee (fall through spring terms only). Full payment must occur prior to appealing the citation. All appeals must be received at Parking Services within 10 business days of the citation. Appeal forms may be obtained at the Cashiers Office, Public Safety or online. (Appeals will not be reviewed after 10 business days.)
- **Parking Review Committee.** The Parking Review Committee is comprised of faculty, staff and students. They are an advisory group to Parking Services and review citation appeals, and meet only fall through spring terms. Parking recommendations may be submitted to: Parking Review Committee, Parking Services, Western Oregon University, 345 Monmouth Ave. N., Monmouth, OR 97361.
- **Multiple citations.** When a vehicle has been issued a citation and the driver is aware of it and does not take steps to correct the violation immediately, a second citation may be issued.

avoid citation. Hangtag permits must be hung on the rearview mirror facing the front windshield and clearly visible from the outside. Do not tape to the inside of the windshield. Please remove the hangtag from the mirror when driving. Decal permits are available to faculty, staff and students as follows:

- **Faculty/staff.** These permits allow individuals who work on campus to park in all lots except lots J*, J loop and N.
- **Student resident.** These permits are issued to individuals living on campus. They are valid 24 hours a day in lots G, J*, J loop and P only. (Note: After 4:30 p.m. daily and on weekends, you may park in other lots on campus while surrounding buildings are open for business.) All other lots are prohibited. (Lot N is reserved for Family Housing residents only. Family Housing residents may park in lots R and M while the buildings are open. Reserved numbered spaces in lot J are reserved for Alderview residents only. All of these areas require a special parking permit be displayed.) Alderview residents must have a primary permit for each vehicle. Secondary permits are not allowed for Alderview residents.
- **Student commuter.** These permits allow individuals who commute to campus to park in all lots except lots J*, J loop, and N.

**West section of Lot J, beyond tree line, is open to all valid permit holders.*

- **Secondary vehicle permit.** If you periodically drive an alternate vehicle, you may purchase a secondary permit with proof of original vehicle registration. **Both vehicles must be registered to you or your parents.** If the permitted vehicle is registered to another student/staff/faculty or their family your account will automatically be charged the amount of the full year permit at the time the permit was purchased. If both vehicles are on campus at the same time, original full-year permits are required on each vehicle. You may be cited for misuse of a permit if you do not have a registered full-year permit on file. All permits must be returned if the owner requests a refund. Individuals with a hangtag permit are not allowed to purchase a secondary permit (unless it is for a motorcycle).
- **Motorcycle/scooter permits.** Special permits are available for purchase when parking in special motorcycle stalls, however a regular full-year permit must be purchased if using a regular vehicle space. If you purchase a Motorcycle Permit as your primary permit, you may not purchase an Additional Vehicle Permit for a vehicle (i.e., car, truck), but you may purchase one for an additional motorcycle.
- **Replacement permits.** A replacement decal permit is required to be purchased for a new vehicle (if the old one is sold), if your permit is lost or stolen, or vehicle is damaged, requiring a new permit. Decal permits are not interchangeable between vehicles. The replacement permit must be returned if the owner requests a refund.

2018-19 Parking Services



WESTERN OREGON UNIVERSITY

Permit Enforcement 24 Hours
Monday 6 a.m. to Friday 6 p.m.

Parking Services
503-838-8267

Campus Public Safety
503-838-8481

wou.edu/admin/safety/parking-services

TOGETHER WE
SUCCEED

- **Unpaid fines.** Failure to pay fines will result in fines being placed on accounts receivable (subject to interest on account balance) and notification to Oregon Department of Motor Vehicles, Oregon Department of Revenue and collection agencies when applicable. A \$10 fee is added if the fine is not paid within 10 business days of the issue date of the citation.
- **Towing/booting.** Vehicles may be booted or towed at the owner's expense for unpaid citations; stolen or misused permit; arrest for criminal trespass or in violation of ORS criminal incident; if an emergency exists; blocking vehicle or pedestrian traffic; and/or abandoned vehicle.
- **Overnight parking.** Because of limited parking spaces on campus and to manage the parking needs of the entire parking community, overnight parking is allowed in exterior lots only. No overnight parking is allowed in lots A, F, H, I, Q at any time without authorization from Parking Services. Citations may be issued.
- **Compact vehicle parking.** Vehicles parked in spaces marked "COMPACT" must not exceed 5 feet 6 inches in height and 15 feet 6 inches in length.
- **Temporary disability permits.** Permits for mobility-type injury or illness may be issued upon request from Parking Services. If requested for more than a week, a note from your physician is required.
- **Permit removal.** If you need to remove a decal permit from your vehicle for any reason, apply heat to the permit using a hair dryer or similar device and begin peeling from one corner. It should remove easily, however it may not be legally placed on another vehicle. Return the permit to Parking Services if applying for a replacement permit or prorated permit refund.
- **Permit refunds.** Permit refunds for decal full-year permits are provided on a prorated basis through winter term only, with the return of all permits.

Term, month, secondary and replacement permits are not refundable.

Penalties and fines

Penalty	Fine*
No permit (7 a.m. to 5 p.m.) (Monday-Friday)	\$35
No permit (5 p.m. to 7 a.m.) (Monday-Friday)	\$20
Reserved space/loading/15- or 30-minute zones	\$35
Fire lanes and driveways	\$50
Misuse or altered permit	\$45
Expired meter	\$25
Parking on grass/sidewalks	\$35
Failure to comply with street/lot signs (stop, yield)	\$40
Not a designated stall	\$20
Wrong lot	\$15
Permit not properly displayed/affixed to vehicle	\$15
Vehicle impoundment/boot	\$75
Disabled space (ORS 811.615)	\$165
Blocking disabled space/area	\$55
Other	\$25

*If not paid within 10 business days, an additional \$10 processing fee will be charged.

PAYROLL DEDUCTION

Faculty and staff may take advantage of the Payroll Deduction Plan. To use this plan, you must apply for your permit no later than Oct. 2. You may select a one-time deduction or make payments over three months. A secondary permit may be purchased using payroll deduction one time only.

WOU is an accredited, affirmative action, equal opportunity institution of higher education. "Request for Accommodation" forms should be submitted in advance to Parking Services, 503-838-8267.



Western Oregon UNIVERSITY

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Monmouth, Oregon 97361 • Founded 1856

Free guest parking passes

If you're just visiting us for the day - or even a couple of hours - pick up a free guest pass from the building you're visiting. Campus Public Safety is open 24 hours a day, seven days a week. If a guest parking pass is needed before, during or after hours stop by Campus Public Safety to obtain one. Contact parking services at 503-838-8267 or email parking@wou.edu. For more information on parking options, go online to: wou.edu/safety.

- * West section of Lot J, behind tree line, is **OPEN** to all valid permit holders.
- ** Numbered spaces in Lots J & N are reserved for Family Housing and require a special permit. Loading and time zones **DO NOT** require permits.

