To: All Students, Faculty, Staff, and Visitors of Oberlin College:

Welcome to our campus. We ask your cooperation as we provide parking for those who abide by these parking regulations.

Oberlin College, as a residential community, is a walking campus. Residence halls and college Village Housing apartments are within a 10-minute walk and a few blocks from the central campus and academic buildings. We ask you to support our management of available parking spaces by registering vehicles, properly displaying parking permits, and parking within marked spaces in areas designated for the permit issued. Not being able to park close to a desired location does not excuse parking illegally. Please familiarize yourself with our parking regulations. If you have questions or concerns, or have received a parking citation without understanding the reason, please address your question promptly with our department before you receive a number of citations (and the resultant fines and costs) and/or your status reaches the point of revocation of privileges.

Recognizing the role of vehicle use as part of Oberlin’s dedication to supporting environmental sustainability, we encourage all members of our community to assess their need for a vehicle on campus and to participate in alternative transportation methods. These include using bicycles and the services of the Oberlin Bike Coop; using the Safety and Security Student Shuttle Service, which operates on campus from 9 p.m. to 2 a.m. during the academic year; ride-sharing and regional transit; and City Wheels and other alternatives suggested on the Oberlin College website, www.oberlin.edu, under “transportation alternatives.”

Sincerely,
Marjorie Burton, Director

GENERAL
The Office of Safety and Security is responsible for administering and enforcing parking regulations. Oberlin College assumes no responsibility for a vehicle or its contents while parked on or operated on the grounds of the college. The regulations are applicable to all students, faculty, staff, and visitors of the college.

REGISTRATION OF VEHICLES
Faculty, staff, and students who park their vehicles on college property must register their vehicles with the Office of Safety and Security immediately upon arrival to campus.

Anyone registering a vehicle and accepting the appropriate permit is deemed to have knowledge of the Oberlin College parking regulations and is responsible for compliance.

Students will be charged a parking fee of $150 per academic year that must be paid at the time of registration. The fee is not prorated as the year progresses; it remains the same no matter when a student arrives with a vehicle. Students may register a vehicle that is titled to a parent or guardian and must present ownership documentation and proof of insurance at the time of registration. A student may not utilize the permit of any faculty or staff member, including his/her immediate family, but rather register the vehicle designated primarily for student use for a student permit.

DISPLAY OF PERMITS
The vehicles of all faculty, staff, and students must display parking permits while parked on campus. Permits are issued when a vehicle has been registered with the Office of Safety and Security.

Parking permit stickers must be affixed to the interior rear-view mirror with the permit type and number facing the windshield while the vehicle is parked on campus. Permit stickers on motorcycles should be displayed in a conspicuous location. Temporary permits must be placed in the windshield facing out.

The person to whom a parking permit is issued is responsible for parking violation notices issued to the vehicle for which the permit was registered, unless the permit was previously reported lost or stolen. If the vehicle does not display a valid permit and the operator is not known, the ticket will be the responsibility of the vehicle owner.

LOST OR STOLEN PERMITS
Theft or loss of a permit should be reported immediately to the Office of Safety and Security. A lost or damaged permit will be replaced at a $10 fee. The fee will be refunded if the original permit or portion indicating the permit number is recovered and returned to Safety and Security. A stolen permit may be replaced without charge if the theft offense was reported.
FACULTY/STAFF PARKING PERMITS AND PARKING ASSIGNMENTS
Faculty and staff permits shall be issued as follows (parking spaces are generally striped in white lines to designate faculty/staff parking):

- “G” permit for general parking in the following lots:
  - Stevenson Lot (north nine rows as marked)
  - Field House Lot (Philips)
  - Hales Lot
  - Willard Court Lot (northern two rows)
  - Service Building (south, west lots) Grey Gables Lot (west half of lot)
  - Woodland Street Lot (east row of the north section only, and entire south section)
  - South Conservatory Lot (No overnight or student parking)
  - Mudd Lot
  - Lewis Center Lot
  - Art Department Lot
  - Hollywood Lot (east row)

- Restricted Lot permits by assignment:
  - “B” permit for Bosworth*
  - “F” permit for Finney Lot
  - “K” permit for Kettering Lot
  - “R” permit for Rice Lot

Faculty and staff assigned to “Restricted” lots may park in their assigned lot or in any lot designated “General” parking. Faculty and staff assigned to “General” lots may only park in those lots so designated. Assignment to a “Restricted” lot does not guarantee availability of a space in that lot, nor entitle the holder of a permit to park illegally in the assigned lot or any other lot.

- If a staff person, in the course of employment, uses a personal vehicle regularly in multiple areas of campus, a special permit may be requested for multiple parking lots. Written authorization for a special service permit may be required from the appropriate department head.

- Reserved spaces in lots are for the exclusive use of the persons assigned to those spaces. Faculty/staff lots are restricted for faculty/staff permits only from Monday through Friday, 7 a.m. to 7 p.m. during the academic year, August 15 through June 4, inclusive. The Oberlin Inn lot is restricted for the use of Oberlin Inn patrons and resident and business patrons of the Oberlin Inn block.

College lots are to be utilized by persons actively using their vehicles in the course of business, employment, or residency with the college. Vehicles may not be stored at any time in any Oberlin College lot.

STUDENT PARKING PERMITS AND PARKING ASSIGNMENTS
Students shall be issued assigned parking by class standing as of fall semester 2009 of the parking season as follows:

- Student Permits (Prefix-X) for general parking 24 hours a day in the following lots and areas of lots (Parking spaces are generally striped in yellow lines to designate student parking):
  - First-year students (1X permits) may park ONLY in the following lots/areas:
    - Hollywood Lot (corner of West Lorain and Hollywood Street) in the west two rows
    - Professional Services Building Lot (247 West Lorain)
  - Second-year students (2X permits) may park ONLY in the following lots/areas:
    - Union Street Lot, all rows in the eastern end (not designated UX)
    - Field House Lot (Philips Lot) northern most double row designated for student use
  - Third, fourth and fifth-year students (X Permits) may park ONLY in the following lots and areas:
    - Woodland Street Lot (north section only; center and west rows as marked)
    - Grey Gables Lot (east half of lot)
    - Grey Gables Extension (as marked)
    - Philips Lot (center back to back rows)
  - Third, fourth and fifth-year students assigned to Union Street, Firelands Apartments, 137 Elm, and Tank Coop.
    - Union Street Lot (“UX” section)
    - Firelands Lot (“FX” issued permits only)
    - Willard Court Lot (southern two rows only for Tank and Firelands overflow)
    - 137 Elm (four spaces, then overflow to Grey Gables and Woodland Lots)

For small lots affiliated with specific residence halls (i.e. Johnson House, Old Barrows, Allencroft), each respective hall council will meet with residents to determine use of their spaces by upperclass persons and provide the list of authorized registered permits to Safety and Security.

Students may not park in any other lot or space designated other than for student permits assigned during the hours of 7 a.m. to 7 p.m., Monday through Friday. Students may park in faculty/staff lots after 7 p.m. and on weekends, but must remove their vehicles from the lots prior to the 7 a.m. weekday deadline or be responsible for fines and enforcement applicable.

* Note: Permits are issued to park on a first come, first serve basis for available spaces. When spaces are filled, student must move to other student designated spaces on campus.
Students who reside in college Village Housing must register their vehicles, display their permits, and park in their designated driveway (not on lawns) and/or park in general student lot assigned for their class standings.

**TEMPORARY PERMITS**
A temporary permit must be obtained for a car that does not have a valid permit displayed. Persons eligible for temporary permits include visitors, alumni, and new faculty and staff who have not yet received a permanent permit, and are generally issued for no longer than a five-day time period. Students are not eligible for temporary permits unless approved by the director of safety and security.

Temporary permits, as well as requests for individuals or groups conducting special events on campus, should be directed to the Office of Safety and Security at least five days in advance.

All vendors and contractors are required to obtain and display a parking permit while on campus. Part-time and temporary food service workers for Stevenson Hall should register and park in the Field House lot (Philips lot) for the 2009 through 2011 academic years.

**VISITOR PARKING**
Visitors should contact the Office of Safety and Security for assistance and parking information. They are required to obtain and display a valid permit when parking on college property.

Parking spaces duly signed and designated for “Visitors” shall be for the exclusive use of college guests. As a rule, visitors to the campus will not be held liable for payment of any fines associated with citations issued for violations of the regulations. Visitors should sign their names and addresses on the reverse side of a given citation and return it immediately to the Office of Safety and Security.

Visitors who repeatedly violate the regulations, as evidenced by five or more citations within a given academic year, may be barred from use of the College’s parking facilities. Students who live off-campus or in Village Housing are NOT considered to be visitors to campus for the purpose of visitor parking on campus.

**VIOLATIONS / PROHIBITIONS**
Violations of the regulations shall be communicated to the vehicle owner operator by issuance of a parking violation citation by the Office of Safety and Security. Fines for any citation are due and payable upon issuance of the citation. Payment of a fine is to be made at the Office of Safety and Security. Failure to pay fines within 10 days of the issuance of the citation (weekends included) shall result in an additional penalty of $5 per citation. The total fine will be billed to the violator.

**TOWING / IMMOBILIZATION / REVOCATION**
Oberlin College reserves the right to tow, immobilize, issue citations, and revoke parking privileges for any violations of these regulations.

Parking privileges will be revoked immediately for anyone with six or more paid or unpaid parking violations in one academic year, not including those successfully appealed.

**A. Vehicles will be towed immediately for the following violations:**
1. Parking in a fire lane ($250 fine and towing/storage costs.)
2. Unauthorized use of a handicap space ($250 fine and towing/storage costs.)
3. Parking in the following No Parking Zones which block access to:
   - Driveways
   - Service Entrances
   - Dumpsters
   - Other vehicles
   - Handicap ramps
4. Parked so as to create a hazard to public safety.
5. Impeding the access of an emergency vehicle.
6. Five or more unpaid citations in one year, not including those successfully appealed.
7. Revoked parking privileges.
8. Immobilized for 48 hours.

**B. Vehicles will be immobilized for the following violations in addition to all of the above:**
1. Displaying an altered or counterfeit permit.
2. Three or more unpaid citations in one year, not including those successfully appealed.
3. Repeated failure to abide by the regulations.

**C. Vehicles will be cited immediately for the following violations enumerated in sections A. and B. or when the vehicle is:**
1. Not registered (i.e. when a valid permit has not been issued.)
2. Parked in a lot to which the owner/operator has not been assigned.
3. Parked in a reserved space that the owner/operator is not authorized to use.
4. Parked on grass (Grounds Department will also assess the cost of damage.)
5. Parked inappropriately (i.e. parked on or over a line designating a parking space.)
6. Parked on a sidewalk
7. Parked in a space not specifically designated for parking.
8. Parked with an improperly displayed permit.
9. Parked without a permit displayed.
The fact that a person may park in violation of these parking regulations and not be issued a citation does not mean that the policy is no longer in effect. The Office of Safety and Security may decide to immobilize a vehicle rather than tow it.

Immobilization is the attachment of a device that inhibits the movement of a vehicle. To have the immobilizer removed, owners/operators must pay a service charge of $75 within 48 hours of immobilization. If the fee is not paid within 48 hours, the vehicle will be towed. All charges, including the violation, immobilization, and towing/storage fees must be paid before the vehicle is released.

Oberlin College is not responsible for damages incurred in applying the immobilizer, and assumes no liability for damages to vehicles attempted to be driven while immobilized. Any damage to or loss of the immobilizer will be assessed in addition to the immobilization fee. Cost of the vehicle immobilizer will be assessed the permit holder or vehicle owner.

Any motor vehicle abandoned on college property is subject to removal and impoundment at the expense of the owner or operator. Vehicles that are not currently licensed, not in obvious operating condition, or are out of service for 30 days or more will be considered abandoned and subject to ticketing and removal. All expenses incurred will be the responsibility of the owner.

Oberlin College assumes no liability for any damage incurred during or after towing or immobilization.

PARKING APPEALS
Appeal of any issued violation notice must be undertaken within 10 days of issuance of the citation. The individual may file a written appeal.

In order to have a written appeal reviewed, an individual must comply with the following procedures:
1. Within 10 days of issuance of the violation notice, appear at the Office of Safety and Security and pay the fine.
2. Complete a written Parking Appeal form (available at the Office of Safety and Security web site or office) explaining in full the basis of the appeal. Attach the violation notice to the appeal form.

The decision will be communicated to the applicant in writing within 10 days. If the appeal is upheld, any fine moneys paid in connection with the citation will be refunded.

Citations already billed (after 10 days of issuance) to student or faculty/staff accounts or directly billed to owner/operator will not be accepted for appeal.

Questions? Contact Safety and Security at 440-775-8444.

SAFETY TIPS
- Having your keys ready when approaching your vehicle will reduce the time needed to enter.
- If you see someone following you as you walk toward your car, walk towards other people or to an open business.
- When you approach your parked vehicle, visually check the area around the vehicle for any suspicious persons or activity. If you observe anything suspicious, walk to where there are other people and/or use an emergency phone to call Safety and Security.
- Always look into your car before entering it.
- Remove valuables from plain sight. Lock them in the trunk, or take them with you.
- Always park in visible, well-lit areas.
- Avoid parking next to a larger pick-up truck or van. They can be easy to hide behind.
- When leaving your keys at service stations or parking facilities, never leave your room/home keys attached to your car keys.
- The student shuttle is a student provided service available between the hours of 9 a.m. and 2 a.m. during weeks that classes are in session. The student shuttle serves on-campus stop-to-stop locations and parking lots to on-campus locations by calling 440-775 RIDE(7433).
- Walking safety escorts are available from dusk to dawn to students, faculty, staff, and visitors by contacting the non-emergency number, 440-775-8444.
- Emergency blue light phones and residential door entry phone emergency buttons may be used to contact the Office of Safety and Security for escort services, or for assistance through an officer response.

CITY OF OBERLIN PARKING RESTRICTIONS
Oberlin police may patrol and cite on campus any violation of state handicapped parking laws. Oberlin police and fire actively enforce fire lane violations on campus. The below violations may incur fines of up to $200, and the vehicle may be towed.

Residential Districts
From November 1 to April 1—Parking on residential streets is prohibited during the hours of 2 a.m to 6 a.m.

From April 1 to November 1—Vehicles may not be parked on residential streets for more than 48 hours.

Business District
Vehicles may not be parked in the central business district for more than two hours.

Off Street Parking, Incorporated Lots
Off Street Parking (the lot behind downtown businesses) is for their patrons only. Parking of college business and student vehicles is prohibited, and vehicles may be towed at the owner’s expense.