Parking registration is required for all members of the Oberlin community.

**STUDENT PARKING PERMITS** (more information: page 6)

**FRIDAY**
Permits purchased before this date = $150
Permits purchased after this date = $200
Once enforcement begins: fine for no permit = $250
Lot assignments will be given upon permit purchase.

**FACULTY / STAFF PARKING PERMITS** (more information: page 3)

08.01
Online registration begins and can be accessed through the Safety and Security website. Printed applications will also be accepted. Current Faculty/Staff permits are valid for three(3) year cycle.

**FINES** (more information on back cover)

<table>
<thead>
<tr>
<th>Violation Description</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Violation</td>
<td>$20</td>
</tr>
<tr>
<td>2nd Violation</td>
<td>$40</td>
</tr>
<tr>
<td>3rd Violation</td>
<td>$60</td>
</tr>
<tr>
<td>4th Violation</td>
<td>$80</td>
</tr>
<tr>
<td>Unauthorized Parking in a Reserved Space</td>
<td>$250</td>
</tr>
<tr>
<td>Fire Lane or Handicapped Space Violations</td>
<td>$250</td>
</tr>
</tbody>
</table>

* Towing costs $90 and $12 per day for storage

Oberlin College’s parking policy is a zero-tolerance policy. Register and understand where your permit allows you to park, and you will avoid fines imposed as a result of parking violations.
TO ALL STUDENTS, FACULTY, STAFF, AND VISITORS OF OBERLIN COLLEGE:

Welcome to Oberlin. We ask your cooperation as we provide parking for the campus community.

Oberlin College, as an academic and residential community, is strictly a walking and biking 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 your vehicle, properly displaying the parking permit sticker, and parking within marked spaces in areas designated only for the permit issued. Not being able to park close to a desired location does not excuse a violation of published parking regulations.

Parking regulations are a response to agreements by the city and college in support of managing parking, acknowledgement of the college commitment to environmental sustainability and reducing emissions that adversely affect the environment, and best managing the locations of existing college lots. By necessity, there will be zero tolerance of violations of parking regulations. Fines for parking violations raise progressively upon each additional violation, and vehicles found in violation of parking regulations a third time will be towed at the owner’s expense.

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 an additional citation (and progressive fines or cost of towing/storage) and before your status reaches the point of revocation of parking privileges. If you are a dependent student, share this information with parents if they manage and make payment on your student account. If you are a faculty or staff member, please understand that parking regulation enforcement is equally applied to students, faculty, and staff.

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 methods include using bicycles and the services of the Oberlin Bike Co-op; 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; Enterprize CarShare and other alternatives suggested on the Oberlin College Environmental Policy, which may be found at the following web site: www.oberlin.edu/sustainability/about/policy.html

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 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 $200 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 regardless of 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 use 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.

Parking permit stickers remain the property of Oberlin College and must be surrendered upon request of the college. Parking permit stickers may not be borrowed, loaned, transferred, reproduced, or altered by the permit holder or used in any way other than permitted in these parking regulations.

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 cost of $10. 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 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 (except those spaces and areas designated for other specific use) in the following lots:
  - Stevenson Lot
  - South Conservatory Lot (no overnight or student parking)
  - Field House Lot (Philips) (no overnight parking)
  - Mudd Lot
  - Hales Lot
  - Lewis Center Lot
  - Willard Court Lot (northern two rows)
  - Art Department Lot
  - Service Building (south, west lots)
  - Grey Gables Lot (west half of lot)
  - Hollywood Lot (east row)
  - Woodland Street Lot (east row of the north section only, and entire south section)
  - Professional Services Building Lot

• Restricted Lot permits by assignment:
  - “B” permit for Bosworth Lot*
  - “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.

• If a permit holder has a special or one-time need for which his/her permit does not allow, it is the responsibility of the permit holder to arrange in advance with the Office of Safety and Security to be accommodated. Failure to do so will not be accepted as reason to excuse any enforcement action taken.

RESTRICTIONS / RESERVED SPACES / SPECIAL USE DESIGNATIONS

• Reserved spaces in lots are for the exclusive use of the persons assigned to those spaces through the Office of Safety and Security. Permission to use those spaces may not be given nor transferred without the express permission of the director of Safety and Security or designee. Those persons assigned a reserved space are notified in writing they are assigned to a reserved space.

• LEEDS Designated Parking Spaces. Reserved parking for low-emitting and fuel-efficient vehicles is designated by signage near the Kohl Building, the Allen Memorial Art Museum, and the Kahn Hall for low-emitting and fuel efficient vehicles. They are
defined as vehicles that are classified as Zero Emission Vehicles (ZEV) by the California Air Resources Board or have achieved a minimum green score of 40 from the Council for an Energy Efficient Economy (ACEEE). A complete list of vehicles that meet these qualifications annually can be found at www.greenercars.org/news.htm. Faculty, staff, or students whose vehicles meet the definition may request a “green sticker” in addition to their registration permit and park in a LEEDS designated parking space.

Persons not meeting requirements are not permitted to park their vehicles in the parking spaces designated for visitor, reserved, or other specifically designated spaces and are subject to fines and towing at the owner’s expense.

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 16 through June 3, inclusive. The Oberlin Inn lot is restricted for the use of Oberlin Inn patrons and resident and business patrons of the Oberlin Inn block.

The Off Street Merchants, Inc., lots (behind downtown businesses), the Green Arts District lots, as well as other parking lots near the college are owned by or designated for private or commercial use and those who park there exclusively for college business may be subject to police or private property enforcement, including towing and storage at the vehicle owner’s expense.

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 and are subject to towing and storage at the owner’s expense.

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

Student Permits (Prefix-X) for general parking 24 hours a day in the following lots and areas of lots (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) in the west row only

Second-year students (2X permits), Third, fourth and fifth-year students (X Permits) may park ONLY in the following lots and areas:

- Union Street Lot, all rows in the eastern section (not designated UX)
- Woodland Street Lot (north section only; center and west rows as marked)
- Grey Gables Lot (east half of lot)
- Grey Gables Extension (as marked)
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" permits only)
- Willard Court Lot (southern two rows only for Tank and Firelands overflow)
- 137 Elm ("VX permits only; four spaces, then overflow to Grey Gables and Woodland lots)

There is no student parking at any time in the Philips (Field House) Lot.

For small lots affiliated with specific residence halls (i.e. Johnson House, Old Barrows, Allencroft, Heritage House), each respective hall council will meet with residents during the first week of fall classes to determine use of their spaces by junior or senior students and provide the list of authorized registered permits to Safety and Security.

Students residing in Village Housing are required to register their vehicles, purchase, and display a campus permit (VX permits only.) Most Village Housing Units, other than Firelands, Union Street, or 137 Elm) allow only two vehicles per driveway. Any vehicles beyond the second vehicle must move to an available space in an “X” permit lot on campus. Students in Village Housing may not “sublet” their driveways to others.

Students may not park in any other designated lot or space, 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 7 a.m. on weekdays or be responsible for applicable fines and enforcement.

- Note: Permits are issued to park on a first-come, first-served basis for available spaces. When spaces are filled, vehicles must park in other student-designated spaces for their permit type on campus.

Students who reside in Village Housing must register their vehicles, display their permits, and park in their designated driveway (not on lawns). Generally, only two vehicles are permitted in the driveway at any given time. All other vehicles must park in a 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, temporary permits are generally issued for no longer than a five days. Students are not eligible for temporary permits unless approved by the director of Safety and Security.

Temporary permits, as well as parking 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) or other assigned lot according to permit.

Temporary permits may be obtained for a single or short-term use by faculty, staff, or students who have a special circumstance (such as a delivery or presentation) by contacting the Office of Safety and Security in advance of their need. Failure to obtain a permit will not be accepted as a valid reason after enforcement has occurred.

**HANDICAPPED SPACES**
Handicapped spaces on campus are governed by state law and are enforced by both campus officers and city police. The striped lane adjacent to the parking space is considered to be part of the parking space. In addition to a $250 fine, vehicles may be towed and stored at the owner's expense for a handicapped space violation. Safety and Security may not, by state law, issue handicapped permits for these spaces, but can share information on how to obtain a State handicapped permit.

**FIRE LANES**
Fire lanes on campus are in place to help support life safety and to allow the City Fire Department access during response to reported emergencies. In addition to a $250 fine, vehicles may be towed and stored at the owner's expense for fire lane violations. Generally, if you are not in a marked space within a lot, you may be in violation of a fire lane designation, and you should move into an authorized parking space in a lot designated for your permit.

**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 marked and designated for “Visitors” are 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 three 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 visitors to campus and should not use visitor spaces.

**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. Citations are placed on the vehicle windshield by the officer witnessing the violation at the time the violation is written. Claims that a citation was not received will not be accepted as an excuse for non-payment of citations.
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 5 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. Non-payment of a fine or a subsequent violation prior to payment of a fine does not excuse the vehicle owner from progressive fines or enforcement outlined within the Parking Regulations.

**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 four or more paid or unpaid parking citations in one academic year, not to include those successfully appealed.

**A. Vehicles will be towed immediately for the following violations:**

1. Parking in a fire lane
2. Unauthorized use of a handicap space, including parked on painted lines designating the handicapped space van lane
3. Parked in a reserved space that the owner/operator is not authorized to use
4. Parking in the following No Parking Zones which block access to: • Driveways • Service Entrances • Dumpsters • Other Vehicles • ramps for Disabled
5. Parked so as to create a hazard to public safety
6. Impeding the access of a delivery vehicle or an emergency vehicle
7. Upon issuance of three or more paid or unpaid citations in one year, not including those successfully appealed
8. Revoked parking privileges
9. Immobilized for 24 hours
10. Vehicles abandoned or stored on college property without written permission of the Office of Safety and Security

**B. Vehicles will be immobilized for the following violations in addition to all of the above:**

1. Displaying an altered or counterfeit permit
2. To temporarily hold a vehicle until arrival of towing company, once contact has been initiated to tow a vehicle by a Safety and Security officer (no separate immobilization fee)
3. Repeated failure to respond to communications (including citations) related to abiding by Parking Regulations, (May include referral to Judicial Coordinator or Human Resources).
C. Vehicles will be cited immediately for the 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 on grass (Grounds Department will also assess the cost of damage)
4. Parked improperly (i.e. parked on or over a line designating a parking space)
5. Parked on a sidewalk
6. Parked in a space not specifically designated for parking
7. Parked with an improperly displayed permit
8. Parked without permit displayed
9. Parked in an area designated for no parking during an announced snow emergency (plus additional tow fee for removal of vehicle for lot maintenance)

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.

In some cases the Safety and Security Office may find it necessary to immobilize a vehicle for those conditions listed in conjunction with immobilization, or if towing is not available. 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 $100 within 24 hours of immobilization. If the fee is not paid within 24 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 five (5) days of issuance of the citation. The individual must file a written appeal.

In order to have a written appeal reviewed, an individual must comply with the following procedures:

1. Within five 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 and its website) 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 ten (10) working days. If the appeal is upheld, any fines paid in connection with the citation will be refunded.

3. Any violation cited during an appeals process is still considered a subsequent violation and the vehicle involved is subject to progressive fines and towing enforcement. The permit holder or owner is responsible for fines, and towing/storage costs affiliated with the enforcement.

Citations outside of the 5-day appeal period, or citations already billed to student or faculty/staff accounts or directly billed to owner/operator will not be accepted for appeal.

Communications are made to students via their OCMR mailboxes, including response to parking appeals and revocation letters. It is the responsibility of the student to check their OCMR for communications relating to parking.

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.
- When leaving your keys at service stations or parking facilities, never leave your room/home keys attached to your car keys.
- 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.
COMMITMENT TO ENVIRONMENTALLY WISE ALTERNATIVES TO VEHICLES ON CAMPUS
The Office of Safety and Security supports the college’s commitment to alternative modes of transportation such as carpooling; the use of LEEDS certified vehicles (www.greenercars.org/); the Oberlin Bike Coop, and other alternatives suggested by the Oberlin College Office of Environmental Sustainability.

We encourage using the following services of the Office of Safety and Security:

• A student-provided shuttle service is available between the hours of 9 p.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 and is available 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.

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 progressive 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 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 same designated parking space in the central business district for more than two hours.

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

** (from back cover) On Third and Fourth violations, vehicle is towed at owner’s expense; on Fourth violation parking privileges are revoked.

Payment of fees and violations may be made at the Office of Safety and Security, 159 West Lorain Street, Oberlin, OH 44074, 24 hours a day, or may be sent via campus mail. Payment can only be accepted in the form of cash or personal check; Safety and Security retains the right to decline payment in the form of small coins. Payment of accounts already billed can only be settled through payment with the Office of Student Accounts, Carnegie Building Room 122. While we understand parking is an issue where the recipient of enforcement action may become upset, we ask that you understand that officers and office staff are fulfilling their work requirements. Verbal abuse of Safety and Security Staff may be referred for disciplinary action; escalation of any situation may involve the response of the Oberlin Police Department and/or result in criminal charges.
### PARKING FEES AND FINES, as of 2014

<table>
<thead>
<tr>
<th>REGISTRATION FEES</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Vehicle Registration</td>
<td>$200</td>
</tr>
<tr>
<td>(Maximum of one vehicle; permit valid for current academic year)</td>
<td></td>
</tr>
<tr>
<td>Faculty / Staff Registration</td>
<td>No cost for first two vehicles registered; $25 for each additional vehicle</td>
</tr>
<tr>
<td>(Vehicles must be registered anew every 3rd year beginning in Aug. 2013)</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to Register / Unregistered Vehicles Found on Campus</td>
<td>$250 plus $200 for student parking registration</td>
</tr>
<tr>
<td>(those belonging to students living off campus, but parked on campus)</td>
<td></td>
</tr>
<tr>
<td>Unauthorized Parking in a Reserved or Designated Space / Violation of Fire Lane Restriction / Violation of Handicapped Space (including handicapped van lane)</td>
<td>$250 plus towing and storage costs</td>
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<tr>
<td>Display of Altered or Counterfeit Permit</td>
<td>$250 plus revocation of parking privileges</td>
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</tbody>
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<table>
<thead>
<tr>
<th>FEES</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Fee</td>
<td>$5</td>
</tr>
<tr>
<td>(Added to the cost of your violation if not paid within 3 days, weekends included)</td>
<td></td>
</tr>
<tr>
<td>Immobilization Fee</td>
<td>$100</td>
</tr>
<tr>
<td>(If utilized in lieu of towing the vehicle)</td>
<td></td>
</tr>
<tr>
<td>Removal of vehicle for lot maintenance during announced Snow Emergency</td>
<td>$20 fine and $65 fee for removal of vehicle</td>
</tr>
</tbody>
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Office of Safety and Security
159 West Lorain Street
Oberlin, OH 44074
[P] 440.775.8911 Emergency
[P] 440.775.8444 Non-Emergency
[P] 440.775.8877 Offices
[W] www.oberlin.edu