

These regulations apply to all members of the Wartburg College community. Campus Security is the office responsible for maintaining and enforcing parking.

I. REGISTRATION

- A. Parking registration is mandatory from the first day of Fall Term through the last day of May Term for all students, faculty, and staff who bring any motor vehicle (automobile, truck, motorcycle, or moped) to campus or park on public streets within a two-block radius from the campus boundary.
- B. Student registrations are valid for one academic year. Faculty and staff registrations have no set expiration. Visitor registrations may not exceed 72 hours without written exception approved by the Director of Campus Security & Safety. Temporary permits are available for those needing to bring a vehicle to campus for a limited time. Temporary permit rules are found in paragraph III. C.
- C. Students must provide Campus Security with their vehicle's make, model, year, color, license plate number, and state of registration. Registration decals may be withheld pending receipt of this information, and students who have not supplied this information will be required to park in D Lot regardless of their actual lot assignment.
- D. Parking assignments are made by seniority. Current students may register for the next academic year in the spring. Campus Security will make an announcement when registration can begin. After initial lot assignments are made, subsequent vacancies will be filled from a standing list initiated the first week of Fall Term.
- E. Once registered, students remain registered for that parking lot through the academic year unless they request to be added to the standing list and are approved to move to another lot.
- F. Students with Residential Life approval to reside off campus and part-time students living off campus must register as a commuting student. Commuter registration allows students to park on city streets surrounding campus, in F Lot, O Lot, and in A Lot. Commuter registration also allows parking in all student lots between 7 a.m. and midnight daily. Overnight parking is allowed only in A Lot and on streets, as allowed by city ordinance.
- G. Resident students are limited to one active registration at any given time. Vehicles may be substituted during the academic year. Regardless of the vehicle, students must park in their assigned lot. When bringing a different vehicle to campus, park in D Lot or the assigned lot pending registration. If a decal or temporary permit, as applicable, has not been received, call Campus Security at 9999 and provide the student's name, license number, and vehicle description. Students who do not have a registered vehicle must park in D Lot pending registration and lot assignment. Commuting students, faculty, and staff may register more than one vehicle concurrently. If student-registered vehicles are changed for other than a temporary period, a decal charge applies.
- H. Parking registrations are not transferable and cannot be placed on any vehicle other than the one originally registered. Decals must be adhered to the outside of the lower left (driver's side) of the rear window. Taping the decal inside the window is not permitted unless the vehicle is a pickup truck with camper top, a convertible, or other

situation approved by the Director of Campus Security & Safety.

- I. EMT/Firefighter — Students employed as emergency medical technicians (EMT) with the Waverly Health Center and members of the Waverly Volunteer Fire Department may apply for a special decal to allow exception parking while on call. There is no fee for this decal.
- J. Special Permit — Students who have time constraints because of off-campus commitments may request a temporary permit to park outside their assigned lot on a temporary basis. There is no charge for this permit. Such a permit may require submission of a class schedule, a letter on letterhead, or an email from the employer explaining the student's work schedule. Permits are issued on a case-by-case basis.
- K. Parking fees are listed in the Campus Security website in the parking page, www.wartburg.edu/security/parking.html. They also are available in the Campus Security office.
- L. Parking at Wartburg College is a privilege. Parking fines exceeding \$500 in one academic year may result in the loss of parking privileges for the remainder of that academic year. Once parking privileges are suspended or revoked, any vehicle subsequently found on campus or in the parking enforcement area will be billed as an unregistered vehicle along with the associated parking violation, and the student will be referred to the Student Conduct Board.
- M. May Term — Students with a valid parking registration for either Fall or Winter Term are not charged for parking during May Term. Students bringing a car to campus for only May Term are charged the prevailing temporary parking rate.

II. ENFORCEMENT

- A. There are three tiers of parking enforcement periods.
 1. When classes are in session (includes weekends unless the weekend is part of a break): Vehicles must be parked in their assigned parking lot from midnight until 3 p.m. on weekdays and during the overnight hours (midnight to 8 a.m.) on weekends. Parking is permitted on the streets and in faculty/staff/visitor parking lots between 3 p.m. and midnight during the week and between dawn and midnight on weekends, or with a temporary pass. Passes are free and have set times and locations annotated.
 2. During breaks (Fall, Thanksgiving, Christmas, Winter and Tour Week): Overnight parking is prohibited in faculty/staff/visitor parking lots, on streets, in loading zones and fire lanes. Overnight parking is allowed in any student parking lot regardless of lot assignment. Student parking is allowed during the daytime hours on the streets and in faculty/staff/visitor parking lots.
 3. Summer months (May (after commencement), June, July, August, September until the first day of Fall Term classes):
 - a. Unrestricted parking allowed from Commencement until the date in August when the first athletic team (normally football) arrives. Registration is not required.
 - b. From the date when the first athletic team arrives until the established first-year move-in, overnight parking allowed in any student parking lot regardless of registration. Parking in a faculty/staff/visitor parking lot or on the streets is prohibited and subject to fines. Daytime parking is unrestricted.

- c. From date of first-year move-in until day classes formally begin. Overnight parking in student parking lots is enforced. Vehicles must be parked in assigned parking lot. If a lot is not assigned, park in D Lot until assigned. Parking registration decals must be displayed (rear window outside, lower left (driver's side).
- B. Wartburg College Campus Security is responsible for parking enforcement. The general enforcement area includes all campus parking lots and city streets inside the campus and those streets within a two-block radius beyond the campus boundary. The boundary is defined as Wartburg Boulevard and Seventh Street NW on the east, Fifth Avenue NW on the north, 12th Street NW on the west, and Bremer Avenue on the south. Upon a complaint by a city resident, a student's vehicle may be ticketed on any city street in the City of Waverly.
- C. Students must park their vehicle in their assigned student parking lot unless allowed in paragraph II. A. above.
- D. Students are responsible for all parking violations involving any vehicle they bring to the college enforcement area, regardless of whether it is registered. Parking fines are the responsibility of the student responsible for the vehicle, regardless of who was using or parking the vehicle.
- E. Vehicles unable to move due to mechanical problems or loss of keys are subject to these parking regulations. However, upon immediate notification to Campus Security that the vehicle is immobile, the student will be given time to move the vehicle without receiving a ticket. Tickets issued before Campus Security is notified of the vehicle's problem may not be withdrawn.
- F. Parking in fire and service lanes is not permitted unless the vehicle is attended or unless an unattended vehicle's parking or hazard lights remain on during a five-minute period for loading or unloading (applies 24 hours a day, 365 days a year, regardless of session). Limited parking in designated fire lanes, sidewalks, and grounds is allowed during move-in and move-out only when specifically monitored by Campus Security.
- G. Designated loading zones are limited to 20-minute parking. If all loading zone parking spaces are occupied, street or lot parking is permitted for loading, but the vehicle's parking or hazard lights must remain on, and parking duration is limited to 20 minutes. **Temporary and unattended parking, regardless of duration, is not permitted in E Lot before 3 p.m. weekdays.**
- H. Fine assessment. Fines may be assessed every 12-hour period the vehicle is in violation. However, fire-lane, service-drive, and loading-zone violations may be assessed as often as necessary to deter violations.

VIOLATION	FINE
Vehicle not registered	\$10
Improper street or lot parking	\$10
Blocking vehicle, drive, sidewalks, dumpsters, or fire lanes	\$20
Exceeding time in loading zone	\$10
Parking in a faculty/visitor lot	\$20
Driving or parking on grass or sidewalk	\$50
Illegal use of handicap areas	\$100
Moving violations	\$20
	(includes exceeding 25 MPH speed limit)

Improper display of decal \$1
 Fabricating, counterfeiting, or altering parking decals or passes \$50 and referral to Student Conduct System

Knowingly providing false information to register vehicle or using stolen parking decal \$50 and referral to Student Conduct System

Using parking decal or pass for which one would not be eligible \$50 and referral to Student Conduct System

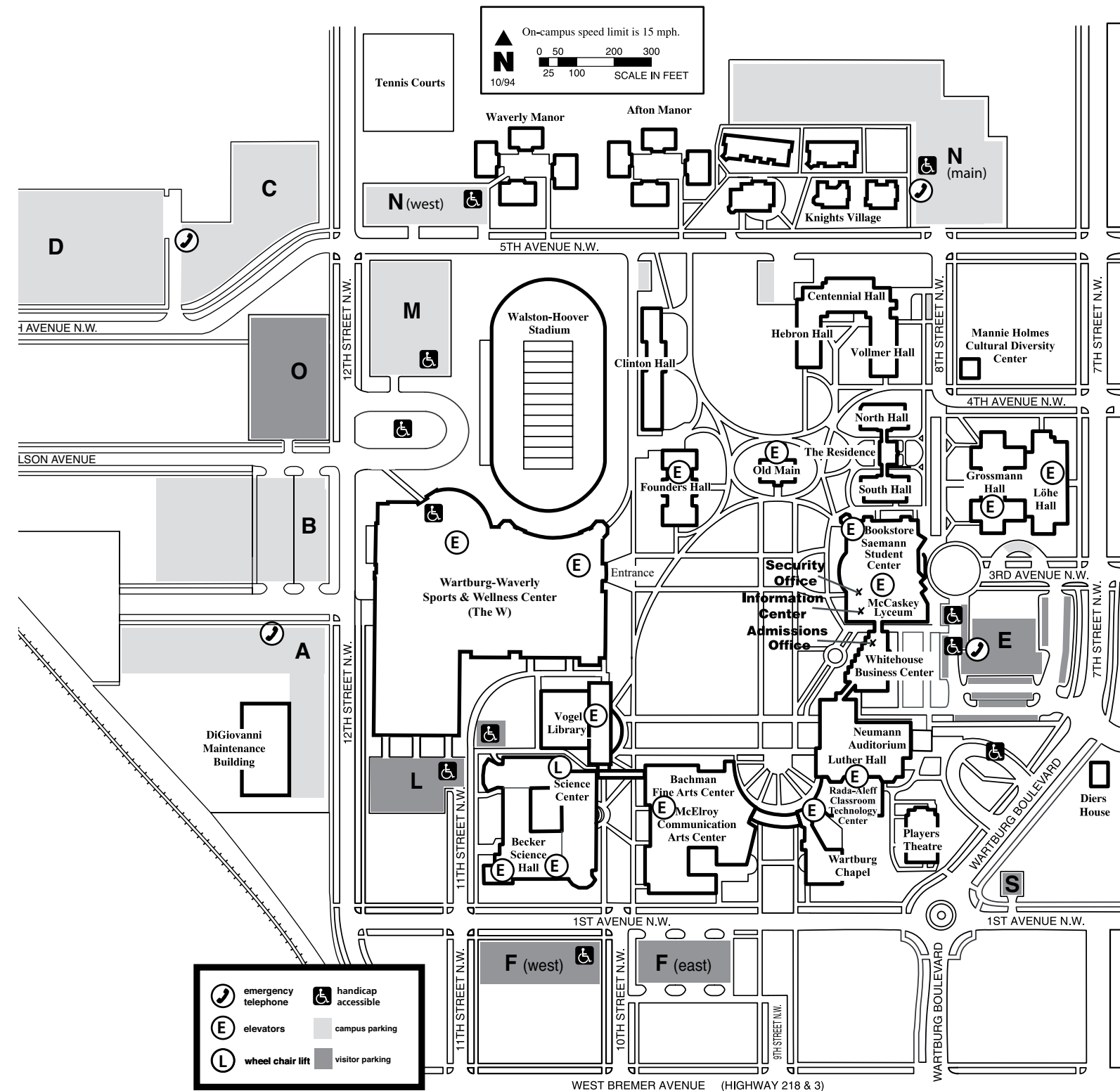
The reckless operation of a motor vehicle, driving under the influence of alcohol or other drugs, failure to comply with the directions of Campus Security, failure to register a vehicle, failure to pay parking fines, or repetitive violations of the college parking regulations may be considered violations of the Student Code. Suspected violators may be referred to the Student Conduct Board for disciplinary action.

- J. Towing and Booting
Vehicles parked in violation of the parking regulations are subject to towing and booting (applying vehicle immobilizers) at the expense of the person responsible for the vehicle.
- K. Appeals
 - a. Appeals must be submitted in writing by email (campus.security@wartburg.edu). Ticket number must be included in the appeal. Student appealing must have a valid vehicle registration at the time of the appeal.
 - b. Appeals must be initiated within seven days from the date on the ticket.
 - c. Subsequent appeals of the same fine may be made to the Parking Appeals Committee (PAC) within seven days of notice of the first appeal decision. The PAC decision is final. The PAC may approve the appeal, alter the fine, or reinstate the original fine.
- L. Payment of Fines
Fines may be paid directly to the Campus Security Office. Fines not paid within seven days of the ticket will be automatically placed on the student's account through the Business Office. Fines already on a student's account are paid through the Business Office.

III. PARKING AREAS

- A. Parking lots are designated by letter and are reserved for vehicles displaying the appropriate lot decal.
- B. Parking lots and parking categories:
 - A Lot** — Faculty, staff, commuter, and visitor parking. Located west of 12th Street between B Lot and the Physical Plant building.
 - B Lot** — Registered student parking only. Located at the corner of 12th Street and Wilson Avenue. Assigned by class seniority.
 - C Lot** — Registered student parking only. Located at the northwest corner of 12th Street and Fifth Avenue. Assigned by class seniority.
 - D Lot** — Registered students and temporary student parking. Located on Fifth Avenue between 13th Street and Hertel Field. D Lot is also the designated parking lot for unregistered vehicles pending registration and for registered visitors.
 - E Lot** — Faculty, staff, and visitor parking only. Located on the east side of campus near Saemann Student Center,

Wartburg College Campus Parking Map



Whitehouse Business Center, Luther Hall, and Neumann Auditorium.

F Lot — Faculty, staff, commuter, and visitor parking only. Located south of the Fine Arts Center and the Science Center.

L Lot — Faculty, staff, and visitor parking only. Located west of Vogel Library and south of the Wartburg-Waverly Sports & Wellness Center.

M Lot — Wartburg-Waverly Sports & Wellness Center members only. Located north of the Sports & Wellness Center public entrance. No students, including commuting students, may use this lot. M Lot is enforced at all times.

N Lot — Registered student parking and limited visitor parking (registration required). Two locations: N Lot West is located north of 5th Avenue and west of the Waverly Manors. N Lot Main is located north of 5th Avenue to the east and north of Knights Village.

O Lot — Overflow lot for M Lot. Sports & Wellness Center members and visitor parking allowed. Located on the southwest intersection of 12th Street NW and 5th Avenue NW. No resident student parking and no overnight parking without a special permit from Campus Security.

S Lot — Faculty, staff, and visitors only. Located north of First Avenue on the southeast corner of campus.

- C. **Temporary Permits.** Temporary permits are available for a period not to exceed three weeks without a specific exception approved by the Director of Campus Security & Safety. If the student already has a vehicle registered for the academic year, there is no charge for a temporary permit in their assigned parking lot. Other temporary parking permits are dated and are ordinarily for D Lot only.
- D. **Commuter Parking.** Commuters may park in F Lot, A Lot, O Lot, and the city streets surrounding campus.
- E. **Motorcycle Parking.** Motorcycles must be registered and parked in designated motorcycle parking only, unless the student is a registered commuting student.

IV. VISITOR PARKING

- A. Students, faculty, and staff are responsible for obtaining a visitor parking pass for the vehicles of their guests. Tickets written on visitor vehicles may be charged to the student host. Visitor parking passes are not permitted for student-used vehicles.
- B. Visitor permits are issued for 24, 48, or 72 hours. Visitor permits are free. To complete the registration for a visitor's vehicle, provide Campus Security with the name of student, visitor's name, description of the visitor's vehicle, and a contact phone number.
- C. Visitor parking spaces include all faculty/staff/visitor parking lots, four designated spaces in N Lot, and the city streets where permitted by city ordinance. No visitor parking is permitted in B or C Lots.

These regulations are designed to provide effective traffic control and to make maximum utilization of parking facilities. Everyone's cooperation will make the campus a safe place to walk and drive with adequate parking for all. Recommendations for improvement to these regulations should be directed to the Director of Campus Security & Safety, Wartburg College, 100 Wartburg Boulevard, P.O. Box 1003, Waverly, Iowa 50677-0903.

CAMPUS SECURITY VEHICLE, PARKING REGULATIONS



For information, contact us at:
319-352-8372
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