

### **Parking Regulations:**

The University seeks a balance between the need for parking and the maintenance of the open space. We strive for a balance that will lend itself to a pedestrian campus and meet all of the community's needs. This policy seeks to help the University achieve this end.

Parking and operating a motor vehicle on the campus of Salve Regina University is a privilege, not a right and constitutes acceptance by the individual of the responsibility to assure that his or her vehicle is neither parked or operated in violation of any University regulation or motor vehicle and traffic regulations of the City of Newport and the State of Rhode Island.

The University assumes no responsibility for the loss or theft of, damage to, or property missing from vehicles parked or operated on the Salve Regina University campus.

**All faculty, staff, students, and visitors operating or parking a vehicle on campus are responsible for familiarizing themselves with and understanding these regulations and to have their vehicle registered with the Office of Safety and Security.**

### **Freshman Residents**

Freshman resident students are not permitted to have automobiles on campus or within the city of Newport during the entire academic year (September-May). Violating this policy will result in ticketing and towing. The privilege of having a vehicle on campus during their sophomore year may be revoked, and students may be referred to the Office of the Dean of Students for student conduct review should the intent of this policy be violated by a freshman resident student.

Freshman must complete two semesters at any institute of higher education before a vehicle is authorized. It is never based on the number of college credits a freshman has when entering their freshman year.

Freshman Resident Violations:

- 1st violation: \$250 fine and loss of sophomore privilege for 60 days.
- 2nd violation: \$250 fine, tow, and loss of sophomore privilege for the first semester.
- 3 or more violations: \$250 fine, tow, loss of privilege for entire sophomore year and referral to the Office of the Dean of Students for student conduct review.

Freshman resident students who have not received a Salve Regina parking ticket but have been identified by other means as having a motor vehicle on campus or within the City of Newport will also be held responsible for violating this policy.

**One Car/One Space Policy (Resident Policy):** Upper-class resident students are each assigned parking in an authorized parking area on campus. Resident student vehicles may not be used for any reason for on-campus transportation Monday-Thursday 7 a.m. to 7 p.m. and Friday 7 a.m. to 5 p.m. This includes all campus parking lots (other than the one your vehicle is assigned) and Newport city streets adjacent to the University (see below for additional information).

Only the Office of Safety and Security may authorize an exception to this policy. If an exception is granted, the student is responsible to get the name and badge number of the officer granting permission.

**Resident and Commuter Students:** The City of Newport restricts parking on the following streets between the hours of midnight and 6 a.m.

- Ward Avenue
- Lawrence Avenue (between Webster and Leroy)
- Narragansett Avenue
- Webster Street
- Victoria Avenue
- Wetmore Avenue

Students parked at these locations are subject to policy violations issued by Salve Regina Safety and Security in addition to parking tickets by the Newport Police.

#### **Registration of Motor Vehicles:**

All resident students must register their vehicles. All applicants for a campus vehicle permit must present a valid University I.D. Card, driver's license, state registration certificate, and proof of insurance.

A fee of one hundred-twenty five dollars (\$125) per school year will be assessed for undergraduate parking permits and a fee of sixty two dollars (\$62) per school year for graduate students.

For the loss of any parking permits there will be an additional charge of one hundred-twenty five dollars (\$125).

Issuance of a vehicle permit does not guarantee a parking space on campus; it is a privilege to operate or park a vehicle on University property. **Parking in all lots requires a valid parking permit.** Permits for students, faculty, and staff expire as stated on the decal.

A fee of twenty-five dollars (\$25) will be assessed for the reissuance or transfer of a permit from one car to another. Issued permits must be affixed on the inside of the front window (lower left corner). New Jersey registered vehicles will affix the permit to the driver's side passenger window. Vehicles with tinted windshields will not be issued a permit. Permits are not transferable. The Office of Safety and Security must be notified within two (2) business days of any change of vehicle, state registration plate or other information pertinent to motor vehicle registration. Improper use or display of a permit will be treated as a violation under these regulations.

**Fraudulent presentation of documentation to obtain a parking permit will result in suspension of privileges for all parties involved.**

### **Motorcycles and Mopeds:**

All owners/operators of motorcycles, motor scooters and motor driven cycles will be subject to the same parking and traffic regulations as other motor vehicles and must be registered with the Office of Safety and Security via the on-line registration system. Registration decals shall be affixed to the vehicle's rear bumper or fender. Every motorcycle, motor scooter and motor driven cycle, shall obtain a parking decal from the Office of Safety & Security.

A fee of one hundred - twenty five dollars (\$125) per school year will be assessed for motorcycles and seventy five dollars (\$75) per school year will be assessed for motor scooters and motor driven cycle decals. An additional fee will be assessed for lost or stolen decals.

***Freshman residents are not permitted to possess, register or operate motorcycles, motor scooters and motor driven cycles on campus.***

All motorcycles with engines 50cc's or more, may utilize a standard, lined parking space. Motor scooters and motor driven cycles with engines less than 50cc's, may NOT park in a standard, lined space on campus and must park in a designated scooter parking area.

No motorcycle, motor scooter or motor driven cycle shall park within ten feet (10') of any doorway or means of egress of any campus building, nor shall any motor driven vehicle park or drive upon any walkway or sidewalk meant for the use of pedestrian traffic, nor shall any vehicle park or drive upon any grass, mulch or non-paved area, unless otherwise specified in this policy. All motor driven cycles are prohibited from the interior of any campus building or interior storage areas.

**Designated parking-** Mopeds and other motorized vehicles with fewer than four (4) wheels shall be parked in designated areas:

- a. Resident student scooter parking will be adjacent to the residence hall outdoor bicycle storage racks, regardless of grass or pavement.
- b. Resident Students at Residence Halls without an outdoor bicycle storage rack, shall park scooters in designated parking areas:

#### **Designated Resident Scooter Parking Areas:**

Fairlawn/Young: Outdoor bicycle area

Founders: Adjacent to bicycle rack at rear of building

Graystone: Adjacent to bicycle rack under tree

Hunt/Reefe/Moore: Stone island under tree outside Moore Hall

Nethercliffe: Pavement adjacent to front doors, along curbing

Ochre Lodge & Annex: Adjacent to outdoor bicycle rack under tree

Stoneacre: Adjacent to outdoor bicycle rack area near dumpster

Wallace: Adjacent to outdoor bicycle rack area under tree

Watts Sherman: Lower lot marked scooter parking area

Narragansett I II III: Adjacent to bicycle rack at Narragansett I only

Designated Commuter Scooter Parking Areas:

Rodgers Rec Lot: Adjacent to outdoor bicycle racks near bus parking (away from doors)

McKillop: Front lot, signed scooter parking area

Antone Center: South lot near kiln area

Wakehurst: Adjacent to outdoor bicycle rack area-rear entrance

O'Hare: Adjacent to bicycle rack

**IMPORTANT INFORMATION FOR SCOOTER OPERATORS**

- a. Motorcycle/Motor Scooter Equipment Required – as defined by RIGL 31-10.1-6
  - Eye Protection Required – for every operator as defined by RIGL 31-10.1-4
  - Any passenger on a motorcycle, motor scooter and motor driven cycle must be provided with separate rear seat, a separate foot-rest, and an appropriate handlebar or grip for his/her use.
  - No person shall operate a motorcycle, motor scooter and motor driven cycle unless any passenger on it wears a helmet and is able to rest his/her feet upon a foot-rest.
  
- b. Registration Requirements (RI residents) – as defined by RIGL 31-3-2.2(a)

Every motorcycle, motorized bicycle, and motorized tricycle owned by a resident of this state shall be subject to the registration provisions of chapters 3 - 9 of this title whether the motorcycle, motorized bicycle, or motorized tricycle is operated or drawn upon a highway within this state or upon private property.
  
- c. Registration Requirements (out of state residents) – as defined by RIGL 31-3-2.1

Out-of-State residents owning motor scooters or motorized bicycles, whose state of residence does not require the registration of those vehicles, **shall register the vehicles in the State of Rhode Island** and upon payment of the registration fee and proof of financial responsibility shall be issued stickers to be placed on the vehicle evidencing registration.

**Enforcement:**

Campus Security personnel are authorized and directed to enforce all motor vehicle, traffic, and parking regulations contained herein and promulgated by the Office of Safety and Security. Failure to comply with the directions of Security personnel acting in the performance of their duties is a serious violation of University regulations. A University Security Officer may require an owner, operator or passenger of a motor vehicle to produce proper identification. Refusal to identify oneself is a serious violation of University regulations.

**Authorized Parking Areas:**

All parking lots and city street spaces require a University permit.

FACULTY/STAFF – Permit Required

- Shepard Avenue: East of Ochre Point Avenue
- Marian Hall: South side – Front
- Angelus Hall: Front and rear of building
- Ochre Court: North side of building
- Leroy Avenue: East of Ochre Point Avenue
- Antone Center: South side of building
- McKillop Library: West side of building
- Young Building: West side of building
- Wakehurst Center: North side of building
- Rodgers Center: All parking spaces
- Miley Hall: East side of building
- 162 Webster: Private driveway

RESIDENT STUDENTS – Permit Required

**ALL RESIDENT STUDENTS ARE REQUIRED TO OBTAIN A SRU PERMIT**

- Founders Hall: North and south sides of building - residents only
- Moore Hall: North and south sides of buildings - residents only
- Hunt/Reefe Halls: North and west sides of building - upper-class residents only
- Nethercliff: East and west sides of building - Nethercliff, Ochre Lodge, & Ochre Lodge Annex - residents only
- Ochre Lodge: East and north sides of building - Nethercliff, Ochre Lodge, & Ochre Lodge Annex - residents only
- Ochre Lodge Annex: Ochre Lodge & Nethercliff – residents only
- Nethercliff Carriage House: Street Parking - residents only
- Watts Sherman: North and west sides of building - residents only (Leroy Avenue Tennis Courts for overflow)
- Narragansett Hall: North side of building - residents only (North Hall/Rodgers Recreation Center overflow)
- Narragansett I & II: Private driveway - residents only
- Wallace Hall: North side of building - residents only
- Hedges: North side of building - residents only
- Young Building: South side of building - residents only
- 26 Lawrence: Private driveway
- 134 Webster: North Hall/Rodgers Recreation Center - no parking on Webster Street
- Carnlough Cottage: East side of building - residents only
- Stoneacre: North side of building - residents only
- Fairlawn Apartments: East side of Young building - residents only
- French Cottage: Private driveway
- 204 Ruggles Ave: Private driveway
- 87 Victoria Ave: Private driveway
- Graystone Apts: East and north sides of building - residents only
- 74 Victoria Ave: Private driveway
- 80 Victoria Ave: Lot in rear of building

**Resident Students:**

If at any time you are not able to find a space in your assigned building parking lot, telephone Safety and Security for instructions as to where to park.

**NOTE FOR RESIDENT STUDENTS:**

All Faculty/Staff parking may be utilized Monday-Friday 7 p.m. to 7 a.m. and on weekends. The only exception is the Grounds parking on Ward Avenue - no student parking at any time.

Resident students may not park in other resident student lots.

Resident student automobiles may not be used for on campus transportation for any reason Monday-Thursday 7:00am-7:00pm and Friday 7:00 am-5:00pm. This includes all campus parking lots (other than the one your vehicle is assigned) and Newport city streets adjacent to the University.

COMMUTER STUDENTS – Permit Required (Commuter students are NOT permitted to use resident lots)

- South Hall: South side
- North Hall: North side
- Library/Munroe: East side of buildings (adjacent to Ochre Point Avenue)
- Leroy Avenue: East of Ochre Point Avenue - after 5 p.m. only
- Leroy Avenue: West of Ochre Point Avenue • Webster Street: East of Ochre Point Avenue
- Lawrence Avenue: From Leroy Avenue to Shepard Avenue
- Lawrence Avenue: From Webster Street to Leroy Avenue (east side only)
- Ochre Point Avenue: From Leroy Avenue to Shepard Avenue
- Shepard Avenue: Between Ochre Point Avenue to Lawrence Avenue
- Rodgers Recreation: All lots
- Ochre Court: North side of building - after 5 p.m. only
- Wakehurst: North and west side against wall
- Antone Academic: South side of building (alongside Brother Reynolds Field)
- Angelus Hall: Only after 5 p.m.
- Pell Center: North side of building

***NOTE: Commuter athletes with valid parking permits will park at Rodgers Recreation Center and walk to practice sites on campus. Commuter students are not permitted to use resident lots.***

**Commuter Students:**

All Faculty/Staff parking may be utilized Monday-Friday 7 p.m. to 7 a.m. and on weekends. The only exception is the Grounds parking on Ward Avenue - no student parking at any time

**Traffic Regulations**

All laws of the State of Rhode Island governing the operation of a motor vehicle are deemed to be regulations of the University as well (e.g. it is forbidden to operate a vehicle while under the influence of an intoxicant, to operate in a reckless manner, to drive so as to endanger, etc.).

- Driving or parking on lawns, walkways, or any areas not designated for vehicular traffic is prohibited. Fines and repair costs will be assessed.
- Pedestrians shall enjoy the right-of-way at all times.
- The operator of a motor vehicle must obey all campus traffic and directional signs and the direction of Security personnel.

### **Snow Emergencies**

The Director of Safety and Security, in coordination with the Superintendent of Grounds, is authorized to restrict parking on campus during a declared snow emergency so that snow removal operations are not impaired. The restrictions issued by the Director of Safety and Security are deemed part of these regulations.

### **Violations**

Listed below are some of the more common violations:

- Failure to have Salve Regina University permit
- Parking in a Restricted Area
- Fire Lane Violation (cannot be appealed)
- Handicap Violation (cannot be appealed)
- Violation of Street Parking Policy (Resident Students)
- Violation of Parking Lot Policy (Resident/Commuter Students)

### **Penalties and Fines**

Registering, operating or parking a motor vehicle on the campus of Salve Regina University is a privilege that may be revoked if you receive five (5) or more parking tickets during an academic year. The student who registers the motor vehicle is ultimately responsible regardless of who was operating the vehicle at the time of the infraction. If your privilege to operate or park a motor vehicle on campus has been revoked it must be promptly removed from Salve Regina property. Your motor vehicle license plate information will be placed on a tow log and at that point may be towed. The motor vehicle plate information will remain on the tow log for the entire academic year. This also precludes the student who has lost privileges from using a different motor vehicle to park on campus.

### **Towing**

All illegally parked vehicles are subject to towing or booting. If a vehicle is towed, the cost of towing plus the violation will be levied. The University is not responsible for damage to a vehicle during towing or storage. A vehicle parked on University owned or controlled property may be towed at owner's expense, even if the vehicle is legally parked at the time when:

- There is repeated disregard of parking regulations.
- The vehicle is blocking free flow of traffic on University property, creating a possible hazard.
- The vehicle is parked in a zone such as a handicap, fire lane, tow away, official use only assigned parking, etc.

- You receive five (5) or more parking tickets during the academic year.

Towed vehicles are not subject to appeal. Towing charges are not reimbursable for any reason. Repeat violators will be referred to the Dean of Students for student conduct review.

### **Appeals**

Commuters and upperclassmen (sophomores, juniors and seniors) charged with a violation have the right to request an appeal of the violation. Tickets issued to freshmen resident students are not subject to appeal. Fire lane and handicap violations are not subject to appeal.

Appeal forms are available at the Office of Safety and Security. The form must be submitted to the Office of Safety and Security within seven calendar days of the violation. Any appeal filed after the seven days will not be heard. Appeal forms must be submitted by the owner of the permit. Once appeal forms have been submitted, they may not be changed.

A University Parking Appeals Board will meet once a month to hear all requests. The party requesting the appeal must be present at the hearing. Failure to appear as scheduled will result in the violation being sustained. It is the student's responsibility to notify security prior to the hearing if they are unable to attend or will be late for any reason. After reviewing the facts and listening to any testimony, the Parking Appeals Board will render a written decision within seven calendar days.

The finding of the University Parking Appeals Board shall be final. The University Parking Appeals Board will be made up of three members of the University community. University staff and student representatives must be present at each Parking Appeals Board.

Appeals after the last regular appeal board for the academic year will be heard by one of the staff members assigned to the Parking Appeals Board.

### **Guest Parking and Student Responsibility**

If you are having guests visit and they plan on parking on Salve Regina University property, you must obtain a Salve Regina University Guest Parking Permit. Please bring your Salve Regina ID Card and your guest to the Office of Safety and Security (Tobin Hall). Your guest will need identification, their automobile registration and proof of insurance.

You are responsible for the parking of your guest. If your guest receives a parking ticket, the Salve Regina University student is held responsible.

Fraudulent presentation of documentation to obtain a Guest Parking Permit will result in suspension of privileges for all parties involved.