



Student Parking Regulations

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CAMPUS SAFETY CAN BE REACHED 24 HOURS A DAY, 7 DAYS A WEEK:

(330) 471-8111 or campus extension 8111



Student Parking Regulations

Who Needs to Register a Vehicle?

Malone University Parking Policy requires ALL undergrad students who will park or operate a vehicle on campus to REGISTER your vehicles online. You must register online even if you have registered your vehicle by filling out a parking registration card during a previous academic year. There is not a separate parking fee for registering vehicles.

Registration of your vehicle is an acknowledgement by the registrant that Malone has established specific parking policies and constitutes an agreement by the registrant to abide by all Malone University parking policies.

Driving and parking on the Malone University campus is a privilege given to all students so long as the vehicle regulations and policies are honored. Violation of parking regulations will result in fines. Excessive violation of parking regulations will result in the loss of student parking privileges on Malone property.

How Do I Register a Vehicle?

Both COMMUTERS and RESIDENTS are required to register by following these simple steps:

- Go to Malone Xpress/Campus Life/Vehicle Registration
- Fill in your vehicle description including an accurate LICENSE PLATE NUMBER
- Register as many family vehicles as needed. Update current info and add vehicles as needed.

Undergraduate students do not need a parking permit to park on campus, but you must register. You must provide complete vehicle information in order for Malone Xpress to accept your registration information. If you receive an error message, please verify that all information fields have been filled in.

Any student vehicles parked on the Malone University campus that have not been registered or have provided inaccurate license plate information will be considered UNREGISTERED and are subject to receive a \$50.00 fine.



Student Parking Regulations

Where should students park?

Student parking is available in the following locations:

- ALL Residence Halls
- Brehme Centennial Center
- Cattell Library/Osborne Hall
- Johnson Center
- Northeast Lot (east end of track)
- Randall Campus Center
- Yale Ave./ Canton Jewish Community Center

These are the ONLY areas where student vehicles are permitted to park 24 hours a day. Use of all of the parking locations listed above will require registration of your vehicle on Malone Xpress.

Student parking spaces are any UNMARKED parking spaces on campus, also referred to as General Parking. Parking spaces intended for faculty/staff, visitors, handicap or loading/unloading will be designated as such.

NOTE: Registration on Malone Xpress allows a registrant to park in any student parking area on campus; however, Malone University does not guarantee availability of a legal parking space. The responsibility of finding a legal parking space rests with the student by allowing for proper time to locate a space that may or may not be as close to a residence hall or classroom as desired. Lack of finding a space in a desired location is not considered a valid excuse for violation of Malone University parking policies.



Student Parking Regulations

What areas are NOT available for student parking?

Students are NOT permitted to park in the following areas:

- FIRE LANES
- HANDICAP PARKING
- VISITOR PARKING
- FACULTY/STAFF SPACES (weekdays)
- RESIDENT DIRECTOR SPACES
- DOCTOR/NURSE SPACES
- LOADING/UNLOADING SPACES
- MOTOR POOL OR SERVICE VEHICLE SPACES
- NO PARKING ZONES

HANDICAP parking may be used only with permission from the Director of Campus Safety upon students providing a WRITTEN excuse from a physician. This type of permission will be granted for limited time periods only. All other use of HANDICAP parking requires a handicap permit or license plate issued by the State of Ohio. NOTE: The fine is **\$250.00** for unauthorized use of a HANDICAP space.

Parking in FACULTY/STAFF spaces is permitted only on weekends. On weekdays, FACULTY/STAFF parking may be used between 6:00 p.m. to 6:00 a.m. however, please be aware that failure to remove a vehicle from FACULTY/STAFF parking by 6:00 a.m. weekdays will result in a \$25.00 fine. The FACULTY/STAFF spaces located near the Strand Building are for Physical Plant ONLY and are never available for student use.

You are not a visitor on the Malone campus, you are a student. VISITOR parking is never available for student use. The VISITOR areas on campus are specifically for visitors to departments such as the Admissions Center.



Student Parking Regulations

Other Student Parking Areas

JOHNSON CENTER:

Parking is available in the MAIN parking lot, east of the building. VISITOR and other labeled parking areas at the Johnson Center are NOT available for use. Parking at the Canton Christian Home is also prohibited. Violators are subject to a \$25.00 fine.

CANTON JEWISH COMMUNITY CENTER:

Parking is available on the west side of the CJCC lot. You must register your vehicle on Malone Xpress to use this parking area. Access to the CJCC lot is from Yale Avenue ONLY. The CJCC lot should not be used as a thoroughfare to Harvard Avenue.

YALE AVENUE:

All parking on Yale Avenue is subject to the parking laws of the City of Canton. Parking on the west side of the street is prohibited. Parking on the east side beyond the posted areas is also prohibited and may result in fines or towing by the City of Canton.

Temporary Parking Pass/Temporary Handicap Pass

Resident students: If you have a guest (friend or relative) who will be parking a vehicle on campus for any length of time between the hours of 8:00 a.m. to 5:00 p.m. – please obtain a temporary parking pass for their use. We ask that your guests use student/general parking areas and avoid the visitor spaces that are intended for use by visitors to Founders Hall or the Admissions Center.

Temporary parking passes are also issued for short-term use of handicap parking. A doctor must provide a WRITTEN excuse for this type of temporary pass to be issued and permission must be granted by the Director of Campus Safety.

Vehicle Safety Regulations

- Pedestrians always have the right-of-way.
- The speed limit campus wide is 15 M.P.H.
- Driving the wrong way through one-way sections of campus is prohibited.
- Driving on sidewalks or lawns is not permitted.
- Removal of barricades or safety cones to obtain access to restricted areas is not permitted.
- Students are prohibited from any unsafe activities including bumper skiing, donuts and riding on the hood, roof or trunk of a vehicle.

NOTE: All regulations listed above are in effect 24 hours a day, 7 days a week, throughout the year. For the safety of all, students are required to obey the instructions of any Campus Safety officer who observes any of the above actions.

Important Information

- All stop signs and directional signs posted at the entrances and exits or within a parking area are enforced.
- Every attempt is made to maintain parking signs, however, vehicle operators are expected to park appropriately even in the absence of signs.
- All motor vehicle accidents that occur on campus must be reported to Campus Safety immediately at 330-471-8111.

Student Parking Regulations

- All resident students should obtain a temporary parking pass for any guest who may be on campus between 8:00 a.m. to 5:00 p.m. weekdays. This will allow your guest to utilize student/general parking during their visit.
- **NOTE: Due to limited parking facilities near academic buildings, it is suggested that student vehicles not be used for general transportation between campus buildings. Please take this into consideration and allow ample time to secure parking before your class time begins. Lack of a space is not considered a valid excuse for violation of parking policies.**
- Please remember to keep your vehicle registration current by recording any permanent changes in vehicle or license plate number on Malone Xpress.
- **Malone University assumes no responsibility for the care and protection of any vehicle or its contents at any time while it is operated or parked on Malone property.**
- Each year, many students have property taken from unlocked vehicles, ALWAYS KEEP YOUR VEHICLE LOCKED AND ANY VALUABLES STORED OUT OF SIGHT!
- Only minor vehicle repairs such as fixing flats or changing batteries may be done on campus. The Campus Safety office may be able to jump-start vehicles with a dead battery, however, other types of vehicle maintenance is the student's responsibility and cannot be provided by Malone University.
- Abandoned or permanently disabled vehicles left more than 30 days must be removed from campus or will be towed at owner's expense. Temporarily disabled vehicles should be reported to Campus Safety.

Student Parking Regulations

Violation of Parking Policy

- Parking privileges will be revoked from any student who repeatedly violates parking regulations. The student will be notified of this action and will be given 48 hours to remove their vehicle from campus. If the vehicle remains on campus after 48 hours, it will be considered an unauthorized vehicle and will be towed by the Canton City Police in accordance with City Ordinance 355.03 & 355.04 concerning vehicles on private property.
- Possession of an altered/lost/stolen temporary or faculty/staff permit that was not issued to you by the Physical Plant will result in a \$50.00 fine and loss of parking privileges.
- Any student who brings a vehicle on campus and fails to register that vehicle is subject to fines and/or disciplinary action by Student Development.
- Campus Safety reserves the right to trace the license plate number of any unregistered vehicle parked on Malone University property through permission of the Ohio Bureau of Motor Vehicles. When student identification is established after tracing the license plate of an unregistered vehicle, any parking violation fines incurred by the vehicle will be added to the student's account.
- **The Physical Plant office and Director of Campus Safety should be your only source of information regarding parking policies contained within these Student Parking Regulations. Physical Plant and Campus Safety are not responsible for any incorrect information given by any unauthorized sources.**
- If you have questions about Malone University parking regulations please contact Campus Safety at **330-471-8111**.
- Every attempt has been made to provide complete information to the Malone community. Any parking situations not covered by the written Student Parking Regulations shall be defined by the Physical Plant Director and the Director of Campus Safety.
- **NOTE: Malone University Student Parking Regulations are subject to change. Any amendments will be appropriately communicated to all members of the Malone community.**

Student Parking Regulations

Parking Fine Policy & Citation Disputes

- ALL parking fines you receive will be added to your student tuition account.
- If you wish to dispute a Campus Parking Citation, you must complete an online DISPUTE FORM and submit it within 48 hours of receiving the citation. All citation dispute issues will be handled by DISPUTE FORM only. No verbal fine adjustments will be given.
- You can submit an online dispute form at:
<http://www.malone.edu/offices-and-services/campus-safety/>
- If you are not able to access the online form a paper copy can be obtained and completed at the Physical Plant office located in the Strand Building.
- A \$50.00 fine will be added to any citation amount if the vehicle listed on the citation was not registered on Malone Xpress at the date and time the citation was written.
- **NOTE: if you do not attempt to dispute a citation within 48 hours – your fines will stand as written.**
- Do not ignore Campus Parking Citations. If you receive a citation, it is your responsibility to read all instructions located on the back of the citation and follow through with the instructions as needed.

Please be aware that disputes are generally considered inappropriate when submitted for the following reasons (not all inclusive):

- Parked in a fire lane or other restricted space for only a few minutes.
- Parked in a fire lane with emergency flashers operating.
- Inclement weather.
- Late for class, work, meeting.
- Preferred lot is full.
- Another student, faculty or staff member indicated incorrectly that parking is permitted at a particular location.
- Unaware of allowable parking lots or allowable parking methods.
- Previous observation of inappropriately parked vehicles in the same lot or method.

Student Parking Regulations

Parking Fines

The fines amounts for Malone University parking violations are as follows:

- Faculty/Staff or Visitor - **\$25.00**
- Handicap - **\$250.00**
- Fire Lane - **\$50.00**
- Lawns/Sidewalks - **\$25.00**
- Reckless Operation/Speeding - **\$25.00**
- Wrong Way on One-way Road - **\$25.00**
- All other NO PARKING spaces or zones - **\$25.00**
- Theft or use of a Faculty/Staff permit by a student - **\$50.00**
- UNREGISTERED VEHICLE - **\$50.00 ***

*All student vehicles must be registered to park on campus. A \$50.00 fine will be added for any vehicle not registered at the date and time a citation is written.

TO REGISTER VEHICLES ONLINE: Log on to Malone Xpress/Campus Life/Vehicle Registration.