

CALIFORNIA LUTHERAN UNIVERSITY PARKING MANAGEMENT PLAN THOUSAND OAKS CAMPUS

I.0 INTRODUCTION

I.1 Purpose: California Lutheran University (CLU) has developed a Parking Management Plan (PMP) to control and manage parking on the Thousand Oaks Campus to ensure the efficient utilization of campus resources and to promote a “Green” campus.

I.2 Applicability: This plan is applicable to all CLU faculty, staff, and students who park on CLU-owned or controlled property or commute to CLU for work, classes, or to attend functions on CLU property.

I.3 Definitions:

I.3.1 Academic Core is defined as the city block located between Regent Avenue and Pioneer Avenue on the South Campus. The streets bordering the Academic Core which will require specified parking permits include:

- Faculty Street on the south
- the west side of Regent Avenue
- both sides of Memorial Parkway, from Luther Avenue to Regent Avenue
- Pioneer Avenue

Luther Avenue and South Campus Drive are outside the Academic Core at this time due to the construction of Trinity Hall. This PMP may be revised in the future to include Luther Avenue and South Campus Drive as part of the Academic Core.

I.3.2 Residential Zone is defined as residential property not owned by CLU that is within or near the CLU campus. The PMP requires all CLU faculty, staff and students to park on University-owned or controlled property. Failure to comply could result in disciplinary action or citation unless the person is a resident of that area. Parking in neighborhoods near CLU or in spaces marked as “Resident Only” is prohibited.

I.4 Timeframe: Parking restrictions are in effect in the Academic Core during these specific times:

- Monday through Friday between 7 a.m. and 7 p.m.
- at other times when designated by university officials
- at all times in areas designated as restricted or reserved

Parking is not allowed in the area defined as the Residential Zone.

I.5 Cognizant Office: California Lutheran University’s Department of Campus Safety and Security is responsible for the issuance of parking permits and parking enforcement in accordance with this PMP. The Department of Safety and Security, located in the Welcome Center, is open the following hours:

- Monday-Friday, 8a.m. – 10 p.m.
- Saturday, 9 a.m. – 5 p.m.
- Sunday, Noon – 4 p.m.

Parking permits may be obtained online or in person at the Welcome Center. Welcome Center hours will vary during semester break and during the summer.

2.0 CLU PARKING PHILOSOPHY

- 2.1 Community Members: California Lutheran University offers no-cost parking to our faculty, staff, and students in assigned parking areas. Permits will be issued that specify the areas in which a vehicle may be parked. It is understood that more permits may be issued than there are spaces available in the assigned lots. Freshman students are advised that freshman residence parking spaces are limited, and they should anticipate parking in the “G” overflow lots on a regular basis. Street parking within the campus Academic Core will serve as parking for non-residential students, faculty and staff only between 7 a.m. and 7 p.m. Monday through Friday.

Parking permits are available from the Welcome Center or by applying on line at www.callutheran.edu/safety_security/vehicle/

- 2.2 Visitors: Visitors must obtain a “Visitors” pass to park in any area other than a “G” lot between 7 a.m. and 7 p.m. Monday through Friday.

3.0 PARKING PERMIT TYPE AND DURATION

- 3.1 Types of Permits: The following types of permits are available:

- Faculty/Staff: (S) Parking in any G or S lot, or street parking within the Academic Core.
- Non-residential Student: (C) Parking in any G lot, street parking, or Academic Core.
- Resident Student: (R) Parking in G lots and R lots
- CLU Homes:(H) Parking in G lots, in driveway of their home, or on the street the residence is located on. Permit will also be issued to residents of privately owned homes on Faculty Street, Luther Avenue, and Pioneer Avenue upon request.
- Exempt:(E) Parking anywhere on campus. Parking in a handicapped space requires a state handicap placard or license plate.

Parking permits will be identified with a permit number, one or more letter designations (S, C, R, H, or E) and the academic year in which the permit is valid.

- 3.2 Temporary parking permits: Temporary parking permits are available for students, faculty and staff who have an annual permit issued but must utilize a rental car or temporary vehicle for a short time. A temporary parking permit may be obtained at the Welcome Center by filling out the Temporary Parking Request form. Temporary permits are valid for a maximum of 30 days. Longer periods of time must be approved by the Director of Campus Safety and Security.
- 3.3 Duration of Permits: Parking permits will be good for one year for students and for two years for faculty and staff. New parking permits will be issued in August of each year or during the year for new students and in August of every other year for faculty and staff. Students, faculty, and staff who arrive mid-year will receive a permit for the duration of the academic year, and will be required to renew their permit in August following their arrival.
- 3.4 Number of Permits Issued: Students living on campus are allowed to bring only one vehicle to campus. A maximum of one permit will be issued to each residential student. Faculty, staff, and non-residential students may be issued one permit for multiple vehicles upon request.

4.0 PARKING AREAS AND ZONES

- 4.1 Parking Area Maps: CLU parking lots are shown on the attached campus map. All parking lots are marked with a sign stating the lot letter (G, R, or S) and lot number. Streets will be marked with signs showing parking restrictions.

Location	Parking Plan
G 1 Administration Lot G 2 Chapel Lane and the chapel parking lot G 3 Gilbert Sports and Fitness Center Lot G 4 Upper Campus Drive Lot (at the soccer/track and field)	All staff, faculty and students with a valid permit. No visitor permits necessary. The G1 lot is a designated overflow parking lot for all permit holders, except for spaces reserved for visitors or marked as reserved.
R Residence Hall Lots	Residential students, live-in residence staff; KCLU staff and three KCLU visitor spaces; visitors with parking passes; CLU staff assigned to work in residence Halls. CLU employees will not have individually reserved spaces. Valid permits are required to park in these lots.
S Lots	Faculty and staff only. Valid permits are required to park in S lots at all times.
Regent Avenue	Faculty and staff, non-residential students, and visitors with parking passes only during specified hours. R permits may park on the east side of Regent Avenue.

Luther Avenue (once residence hall is completed)	Faculty/staff, non-residential students, and visitors with a parking pass only during specific hours on east side of Luther. R permits allowed on west side of Luther at any time. Residential students living in CLU houses located on Luther Avenue may park on the street.
Pioneer Avenue	Faculty and staff, non-residential students, and visitors with parking passes only during specified hours. Residential students living in CLU houses located on Pioneer Street may park on the street. Residential students with R permits may park on the street.
Faculty Street	Faculty and staff, non-residential students, and visitors with parking passes only during specified hours. Residential students living in CLU houses located on Faculty Street may park on the street.
Memorial Parkway	Faculty and staff, non-residential students and visitors with parking pass only.
South Campus Drive	All permits are valid at any time. Visitor parking pass required.

- 4.2 Motorcycles, scooters, electric carts, and mopeds: Motorcycles, scooters, electric carts, and mopeds are only allowed to park in a designated motorcycle stall or in a marked parking stall. Motorcycles and motorized scooters must have a valid parking permit to park on CLU’s campus.
- 4.3 No Parking Areas: Parking is never permitted in zones painted with red curb, in front of driveways, or on street corners. Parking is only permitted in striped parking stalls and on streets without red curb. All California State laws are applicable on CLU’s campus, including laws pertaining to fire hydrants, handicap parking, and fire lanes. Parking is never permitted on sidewalks or in plazas. CLU has implemented a policy of immediately towing any vehicles that are blocking fire hydrants or parked in red zones.

Parking along green painted curb areas or any other areas marked “Temporary Loading/Unloading of Vehicles, No Parking” is prohibited. Any vehicles parking in these areas will be subject to citation and towing.

Yellow or white painted curbs in front of parking spaces may indicate that the spaces are restricted in some manner. All drivers should look for painted markings on the curb, ground or posted signs before parking. Any vehicle parking in these areas and not authorized will be subject to citation and towing.

Blue painted parking spaces are only for visiting vehicles with a valid disabled person's placard or license plate or CLU faculty, staff, or student vehicles with both a valid disabled person's placard or license plate and a CLU "E" parking permit. Vehicles (cars, motorcycles, scooters, or mopeds) without the above placard or license plate cannot park or stop in the handicap spaces, even with a driver at the wheel and the engine running.

5.0 VISITOR AND EVENT PARKING

- 5.1 Short-Term Visitor Parking (Administration Lot): Short-term visitor parking (30minutes or less) is provided adjacent to the CLU Welcome Center for persons visiting Campus Safety and Security, the Hansen Administration Center or the Registrar's Office. Short-term visitor parking is identified by the yellow and purple signage "Welcome Center Parking."
- 5.2 Distinguished Visitor Parking: Distinguished, infrequent, visitors to the campus will receive a V.I.P. pass issued by the President's office, which will enable them to park in spaces marked as Visitor Reserved in the G1 Administration and G3 Gilbert parking lots. This pass should be displayed on the driver's side dashboard. Members of the Board of Regents will be issued "E" parking permits enabling them to park anywhere on campus.
- 5.3 Visitor Parking: Visitor parking is provided in all G lots without a permit and on campus streets between the hours of 7 a.m. and 7 p.m. Monday through Friday with a visitor parking pass. Visitor parking passes may be obtained from the department being visited or from the Welcome Center. Parking passes must be displayed on the driver's side dashboard in clear view. Un-permitted vehicles not displaying a valid CLU visitor's pass on the dashboard will be ticketed.

Visitors may park on campus streets without a permit during all hours except 7 a.m.to 7 p.m. Monday through Friday. Parking in lots designated R1, R2, or S is not allowed at any time without a visitor pass.

Visitors parking on Luther Avenue, Pioneer Avenue and Faculty Street should be aware that visitor parking is not authorized in the parking spaces marked "Resident Parking Only."The University administration has authorized a policy to immediately tow away vehicles parked in "Resident Only" parking spaces upon receipt of a telephone call from the resident requesting that an unauthorized vehicle be towed. Unauthorized vehicles(with no "resident visitor" parking placard) will be cited by Campus Safety and Security even if no request to tow is received from the residence.

- 5.4 Parking Fees: Parking fees may be charged for parking for special events for all vehicles, including those displaying CLU parking permits. Vehicles with V.I.P. passes or an "E" parking permit will not be charged. The parking fee will be collected by an attendant at the entrance to the parking lot and a "special event"

- visitor parking pass will be issued. The special event visitor parking pass must be displayed on the driver's side dashboard in clear view or the vehicle will be ticketed.
- 5.5 Guest Parking: Guests of residential students may park in any G1 lot without a parking permit and on campus streets in front of the residence and R1 and R2 lots with a permit.
- 5.6 Samuelson Chapel Parking: The G2 Chapel Parking lot provides free parking for visitors for events and services held at the chapel. No visitor permit is required to park in this lot.

6.0 STUDENT PARKING PERMITS

- 6.1 Residential Student Parking("R" Permit) – Mount Clef Hall, Pederson Hall, Thompson Hall, Grace Hall, Mogen Hall, Afton Hall, Conejo Hall, Janss Hall, Rasmussen Hall, North Hall, Potenberg Hall, South Hall, West Hall and Trinity Hall.

All residential students living in these Residence Halls will be issued an R parking permit and will be required to park in the "R" Residential Lot. Overflow parking is available in the G1 Administration Lot or G3 Gilbert Lot only and on the east side of Regent Avenue and west side of Luther Avenue. Students with an R parking permit are not permitted to park in the Academic Core between 7 a.m. and 7 p.m. Monday through Friday.

Any students parking on Luther Avenue should note that the yellow "Resident Only" parking sections are reserved for the residents of the houses. The University administration has authorized a policy to immediately tow away vehicles parked in "Resident Only" parking spaces, upon receipt of a telephone call from the resident requesting that an unauthorized vehicle be towed. Unauthorized vehicles (with no "resident visitor" parking placard) will be cited by Campus Safety and Security even if no request to tow is received from the residence. Repeat offenders with Student Parking Permits may be towed.

- 6.2 Kramer Court Residents("R" Permit)

Residents living in Kramer Court will be issued an R permit. Overflow parking is available in any G Lot and east side of Regent Avenue only. Students are not permitted to park in the Academic Core between 7 a.m. and 7 p.m. Monday through Friday. Vehicles displaying an R parking permit are NOT PERMITTED to park in any other permitted lot on campus except "R" lots and "G" lots.

6.3 Students Housed in CLU-Owned Houses**(“H” Permit)**

Students housed in CLU-owned houses will be issued H parking permits and will be required to park primarily in their driveways. Overflow parking is available in any “G” lot or immediately in front of their residence. Vehicles displaying an H parking permit are not permitted to park in the Academic Core between 7 a.m. and 7 p.m. Monday through Friday.

Students parking on campus streets should note that red “Resident Only” parking sections are reserved for the residents of the non-CLU owned houses. The University administration has authorized a policy to immediately tow away vehicles parked in “Resident Only” parking spaces upon request from the private residence. Unauthorized vehicles (with no “resident visitor” parking placard) will be cited by Campus Safety and Security even if no request to tow is received from the residence.

6.4 Undergraduate Non-Residential Student Parking**(“C” Permits)**

Non-Residential students (commuter students) will be issued a “C” parking permit and will be allowed to park in any G lot and on the campus streets within the Academic Core at any time. Vehicles displaying a G parking permit are not permitted to park in R1, R2, or S lots.

Students parking on campus streets should note that red “Resident Only” parking sections are reserved for the residents of the non-CLU owned houses. The University administration has authorized a policy to immediately tow away vehicles parked in “Resident Only” parking spaces upon request from the private residence. Unauthorized vehicles (with no “resident visitor” parking placard) will be cited by Campus Safety and Security even if no request to tow is received from the residence.

6.5 Graduate and ADEP Students**(“C” Permits)**

Graduate and ADEP Students will be issued a “C” parking permit and will be allowed to park in any “G” lot and on campus streets within the Academic Core. Vehicles displaying a C parking permit are NOT PERMITTED to park in R or S lots.

Students parking on campus streets should note that red “Resident Only” parking sections are reserved for the residents of the non-CLU owned houses. The University administration has authorized a policy to immediately tow away vehicles parked in “Resident Only” parking spaces upon request from the private residence. Unauthorized vehicles (with no “resident visitor” parking placard) will be cited by Campus Safety and Security even if no request to tow is received from the residence.

6.6 Students with Motorcycles

Students are only permitted to register one vehicle per semester. Students may bring either a motorcycle or a car/truck to campus, but may not have both a motorcycle and a car/truck on campus at the same time. Motorcycles must be registered with Campus Safety and Security, must display a parking permit, and should park primarily in designated motorcycle parking spaces. Where designated motorcycle spaces are not present in the student's assigned lot, a motorcycle may park in a regular parking space. Two motorcyclists may park in one regular parking space.

6.7 Illegal CLU Residential Off-Campus Parking

CLU students are restricted from parking on any residential street surrounding the Thousand Oaks campus (other than Regent Avenue, Luther Avenue, Pioneer Avenue, Faculty Street, Memorial Parkway, South Campus Drive, and Chapel Lane) or from parking in University Village designated parking spaces. Any vehicle belonging to a CLU student parked in any of the above noted locations may be cited or towed, and the student may face disciplinary action.

7.0 **Faculty and Staff Parking**

7.1 Faculty and staff who have offices located in a residence hall or at the Facilities Department may park in R parking lots.

7.2 Faculty and staff may park in any S or G lot and on any campus street, including the area within the "Academic Core," at any time with a valid parking permit.

8.0 **Disabled Persons Parking**

8.1 Designated handicap spaces on campus are for the use of:

- campus visitors displaying a valid handicap placard/license plate, and
- faculty, staff and students displaying a valid handicap placard/license plate and valid parking permit.

8.2 Permit restrictions are not applicable to CLU faculty, staff and students when their vehicle displays a valid handicap placard/license plate.

8.3 Campus Safety and Security is not authorized to issue handicap placards for temporary handicap parking.

9.0 REPLACEMENT PARKING PERMITS

A lost/stolen or damaged permit report will have to be completed at the Security Office to obtain a replacement permit.

10.0 DISPLAY OF PARKING PERMITS

- 10.1 Parking permits shall be affixed to the lower left corner of the outside of the rear window of the vehicle so that the permit number is clearly visible from the outside of the vehicle. Vehicles are subject to citation if their parking permit is blocked from view. A citation is not subject to appeal if the parking permit is covered, missing, or blocked from view.

Vehicles without a rear window or a convertible will place the permit on the lower outside corner of the driver's side windshield so it can be seen and read from the outside of the vehicle.

- 10.2 Rental vehicles or new vehicles replacing existing vehicles are required to have a parking permit or a temporary parking permit if parked in any area other than a "G" parking lot. There is a three-day grace period for obtaining a parking or temporary parking permit. A citation issued for not displaying a valid parking permit may be voided if proof is shown that the three-day grace period was not exceeded.

11.0 ABANDONED/STORED VEHICLES

- 11.1 Any vehicle which is inoperative for more than 20 calendar days will be deemed abandoned and subject to tow, even if it has a valid CLU parking permit.
- 11.2 Vehicles may be left on campus during the semester and spring break periods in designated areas with the approval of Campus Safety and Security.

12.0 PARKING ENFORCEMENT

The California Lutheran University Department of Campus Safety and Security has been authorized to administer and enforce the CLU Vehicle Code (provided in Attachment A) on campus streets and property. Campus Safety and Security has authority to issue citations for violations of the CLU Vehicle Code. All student fees due must be paid prior to release of grade transcripts. Unpaid citations issued to faculty and staff will be brought to the attention of the appropriate CLU department head and Human Resources for disposition.

CLU parking citations for failure to display a valid parking permit issued to any private resident or visitor to a private residence located on Luther Avenue, Pioneer Avenue, and Faculty Street will be immediately voided when brought to the attention of Campus Safety and Security.

In addition to Campus Safety and Security, the Thousand Oaks Police Department will write citations and tow vehicles from campus that are in violation of state and local traffic laws, especially fire lane and handicap parking violations.