1.0 INTRODUCTION

1.1 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.

1.2 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.

1.3 Definitions:
   1.3.1 Academic Core is defined as the streets bordering the academic classroom core which require specified parking permits or a visitor permit. This area includes:
      • All of Faculty Street
      • All of Regent Avenue
      • All of Memorial Parkway from Luther Avenue to Mt. Clef Blvd
      • All of Pioneer Avenue
      • All of Luther Avenue
      • All of Chapel Lane and the Chapel parking circle
      • All of South Campus Drive
      • The Administration Parking lot at the southwest corner of Olsen Road and Mountclef Blvd is not part of the Academic Core but does not allow R permitted vehicles during 9 am to 5 pm, Monday through Friday when classes are in session

   Parking areas north of Olsen Road are not part of the Academic Core.

   1.3.2 Residential Zone is defined as non-CLU owned property or home that is within or near the CLU campus. This Parking Management Plan 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 along street curbs marked as “Homeowner Parking Only” is prohibited.

1.4 Timeframe: Parking restrictions are in effect in the Academic Core during these specific times:
   • Monday through Friday between 9 a.m. and 7 p.m., except holidays or semester breaks when classes are not in session.
   • at other times when designated by university officials
   • at all times in areas designated as restricted or reserved
Posted restrictions regarding R permitted vehicles parking in the Administration/Alumni Hall General Parking lot at the southwest corner of Olsen Road and Mt. Clef Blvd are in effect from 9 am to 5 pm, Monday through Friday.

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

- Monday-Thursday, 8 a.m. – 10 p.m. (during academic year)
- Friday, 8 a.m. – 5 p.m. (during academic year)
- Saturday, 9 a.m. – 5 p.m.
- Sundays and Holidays - Closed

Parking permits are obtained online or in person at the Welcome Center.

2.0 **CLU PARKING PHILOSOPHY**

2.1 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 9 a.m. and 7 p.m. Monday through Friday.

New and renewal parking permits are available from the Campus Safety Office. Renewal of a permit may be applied for on line at:

[https://clu.thepermitstore.com](https://clu.thepermitstore.com)

A delay in obtaining a parking permit on-line is not justification for voiding a citation issued for not having a current parking permit. It is recommended renewal be done no later than 5 days prior to the permit expiration date (September 30th).

2.2 **Visitors:** Visitors must obtain a “Visitors” pass to park in any area other than a “G” lot between 9 a.m. and 7 p.m. Monday through Friday or for parking at anytime in a resident hall lot (“R” Permit Only sign) or faculty/staff lot (“S” Permit Only sign)

The parking lot directly north of Admissions which is marked for Admission Visitors and the parking spaces marked for ELS Use Only located in the Grace
Hall parking lot, do not require a parking permit. Vehicles may park in these area only while visiting these offices.

3.0 PARKING PERMIT: APPLICATION, TYPE, AND DURATION

3.1 Application for a Permit: All permits are applied for on-line through the CLU Parking Management Program and picked up at the Campus Safety Office located on the Thousand Oaks Campus.

3.2 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.
- Commuter Student: (C) Parking in any G lot, street parking, or Academic Core.
- Resident Student: (R) Parking in any G lot on North Campus or R lot, unless there is a posted time restriction.
- Exempt: (E) Parking anywhere on campus except area marked no parking. Parking in a handicapped space requires a state handicap placard or license plate.
- Faculty/Staff: (G) Work in an office south of Olsen Road but may park north of Olsen Road (incentive program).

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

3.3 Temporary parking permits: Temporary parking permits are available for visitors or 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 Campus Safety Office.

3.4 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.

Permits expire on September 30th of the last year showing on the permit. For example, a permit showing the year 13-14 would expire September 30, 2014.

3.5 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 more than one permit if they use more than one vehicle to commute to the Campus.
Only one type of parking permit may be issued at a time (C, R, S, H, E) per vehicle. No vehicle may have two different types of permits at the same time and may not display two different types of permits on the vehicle. Attempting to obtain two different types of permits for the same vehicle is considered a serious violation of the CLU Vehicle Code and may result in suspension of campus parking privileges. Each vehicle must have its own permit and permits may not be transferred between vehicles.

4.0 PARKING AREAS AND ZONES

4.1 Parking Area Maps: 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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Parking Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G 1 Administration Lot (some time restrictions for R permitted vehicles)</td>
<td>Open to all staff, faculty and students with a valid permit unless posted with a time restriction. Visitors parking in these lots do not require a permit. Spaces reserved for visitors or marked as reserved may not be used by staff, faculty, or staff. (R,S,C,E permits)</td>
</tr>
<tr>
<td>G 2 Chapel Circle (excludes Chapel Lane north of the football field)</td>
<td>Open to faculty and staff, commuter students, and visitors without permit (S, C, E permits). R permitted vehicles not permitted from 9 AM to 7 PM, Monday through Friday when classes are in session.</td>
</tr>
<tr>
<td>G 3 Gilbert Sports and Fitness Center Lot</td>
<td>Open to all staff, faculty and students with a valid permit unless posted with a time restriction. Visitors parking in these lots do not require a permit. Spaces reserved for visitors or marked as reserved may not be used by staff, faculty, or staff. (R,S,C,E permits)</td>
</tr>
<tr>
<td>G 4 Upper Campus Drive Lot (at the north side of the facilities building/soccer/track and field)</td>
<td>Open to all staff, faculty and students with a valid permit unless posted with a time restriction. Visitors parking in these lots do not require a permit. Spaces reserved for visitors or marked as reserved may not be used by staff, faculty, or staff. (R,S,C,E permits)</td>
</tr>
<tr>
<td>R Residence Hall Lots</td>
<td>Open to residential students with an R permit, live-in residence staff; KCLU staff and three KCLU visitor spaces; visitors with parking passes; CLU staff assigned to work in residence Halls. Valid permits are required to park in these lots at all times. (R, E permits)</td>
</tr>
<tr>
<td>S Lots</td>
<td>Faculty and staff only. Valid permits are required to park in S lots at all times. (S, E permits)</td>
</tr>
<tr>
<td>Regent Avenue</td>
<td>Faculty and staff, commuter students, and visitors with parking passes only during posted hours. (S, E, C permits)</td>
</tr>
<tr>
<td>Luther Avenue</td>
<td>Faculty/staff, commuter students, and visitors with a parking pass only during posted hours. (S, E, C permits)</td>
</tr>
<tr>
<td>Pioneer Avenue</td>
<td>Faculty and staff, commuter students, and visitors with parking passes only during posted hours. (S, E, C permits)</td>
</tr>
</tbody>
</table>
posted hours. (S, E, C permits)

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Street</td>
<td>Faculty and staff, commuter students, and visitors with parking passes only during posted hours. (S, E, C permits)</td>
</tr>
<tr>
<td>Memorial Parkway</td>
<td>Faculty and staff, commuter students and visitors with parking pass only during posted hours. S, E, C permits)</td>
</tr>
<tr>
<td>South Campus Drive</td>
<td>Faculty/staff, commuter students, and visitors with a parking pass only during posted hours. (S, H, C, E permits)</td>
</tr>
<tr>
<td>Chapel Lane</td>
<td>Faculty and staff, commuter students, and visitors with parking passes only during posted hours. (S, E, C permits)</td>
</tr>
</tbody>
</table>

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:**

CLU uses the following color codes for restricted parking spaces.

**Red:** Parking is never permitted in zones painted with a red curb, in front of driveways, or on street corners. Parking is only permitted in striped parking stalls and on streets without a 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.

**Green:** These spaces/areas are reserved for special parking as designated by appropriate signs or painted curb/pavement. Usage is reserved for visitors, carpools, or timed parking. Except for these uses, vehicles parking in these areas will be subject to citation and towing.

**Yellow:** These spaces are reserved for marked CLU service vehicles or marked vendor service vehicles or vehicles loading and unloading as designated by appropriate signs or painted curb/pavement. Except for these uses, vehicles parking in these areas will be subject to citation and towing.

**White:** These spaces are reserved for loading/unloading of passengers, not to exceed 20 minutes and are designated by appropriate signs or painted curb/pavement. Any vehicle parking in these areas and not authorized will be subject to citation and towing.
Blue: These 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 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 (30 minutes or less) is provided adjacent to the CLU Welcome Center for persons visiting Campus Safety, the Hansen Administration Center or the Registrar’s Office. Short-term visitor parking is identified by the yellow and purple signage “Welcome Center Parking” and the green curb/pavement.

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 and spaces designated specifically for visitors without a permit and on campus streets between the hours of 9 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 9 a.m. to 7 p.m. Monday through Friday. Parking in lots designated R 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 “Homeowner Parking Only.” The University administration has authorized a policy to immediately tow away vehicles parked in “Homeowner Parking Only” spaces upon receipt of a telephone call from the resident requesting that an unauthorized vehicle be towed. Unauthorized vehicles (with no “homeowner visitor” parking placard) will be cited by Campus Safety even if no request to tow is received from the resident.

CLU faculty, staff, and students are not allowed to park in designated “Visitor Parking” spots from 9 a.m. to 7 p.m., Monday through Friday, excluding holidays.
Parking in these spots by vehicles with a CLU parking permit (R,S,C,H,E) will result in a parking citation being issued.

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 Samuelson Chapel Parking: The G2 Chapel Circle parking lot provides parking for visitors for events and services held at the chapel. No visitor permit is required to park in this lot. Students with an “R” permit are not allowed to park in this area from 9 a.m. to 7 p.m. Monday through Friday, except holidays and semester breaks when classes are not in session.

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 to park in the “R” Residential Lot. Overflow parking is available in the G3 Gilbert Lot and G4 Facilities/North Field Lot. Students with an R parking permit are not permitted to park in the Academic Core between 9 a.m. and 7 p.m. or the G1 Administration lot between 9 am and 5 pm, Monday through Friday, excluding holidays or semester breaks when classes are not in session. See definition of the Academic Core, Section 1.3.1 on page 1.

Yellow painted street curb marked as “Homeowner Parking Only” is reserved for the residents of non-CLU owned homes. The University administration has authorized a policy to immediately tow away vehicles parked in “Homeowner Parking Only” parking spaces, upon receipt of a telephone call from the resident requesting that an unauthorized vehicle be towed. Unauthorized vehicles (with no “homeowner visitor” parking placard) will be cited by Campus Safety even if no request to tow is received from the residence. Repeat offenders may be towed.

6.2 Kramer Court Residents (“R” Permit)

Students living in Kramer Court will be issued an R permit and are not permitted to park on Regent Avenue when restrictions are in place regarding parking in the
Academic Core from 9 AM to 7 PM, Monday through Friday. Parking is available in the R lot on the west side of Thompson/Pederson Halls.

6.3 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 C parking permit are not permitted to park in R or S lots.

Students parking on campus streets should note the yellow painted curb marked as “Homeowner Parking Only” that is reserved for the residents of the non-CLU owned houses. The University administration has authorized a policy to immediately tow away vehicles parked in “Homeowner Parking Only” parking spaces upon request from the private residence. Unauthorized vehicles (with no “homeowner visitor” parking placard) will be cited by Campus Safety even if no request to tow is received from the residence.

6.4 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 at any time. Vehicles displaying a C parking permit are NOT PERMITTED to park in R or S lots.

Students parking on campus streets should note the yellow painted curb marked as “Homeowner Parking Only” that is reserved for the residents of the non-CLU owned houses. The University administration has authorized a policy to immediately tow away vehicles parked in “Homeowner Parking Only” parking spaces upon request from the private residence. Unauthorized vehicles (with no “homeowner visitor” parking placard) will be cited by Campus Safety even if no request to tow is received from the residence.

6.5 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, 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.

6.6 Illegal CLU Residential Off-Campus Parking

CLU students are restricted from parking on any residential street surrounding the Thousand Oaks campus 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 by Campus Safety 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 who are required to use their own vehicle to travel around campus on official business may be issued an “E” permit.

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.

7.3 Faculty and staff are not allowed to park in a parking place designated for “Visitors” at any time.

7.4 If a faculty, staff, or student needs to park in a restricted area in order to load or unload their vehicle, they need to contact Campus Safety to make arrangements ahead of time to avoid a citation. Campus Safety will make every effort to accommodate a request.

7.5 Faculty and staff who have a G permit and are cited for parking south of Olsen Road during the parking incentive program from September to May, may lose their permit and be removed from the incentive program.

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 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 Campus Safety Office to obtain a replacement permit.
If a permit is lost before being attached to the vehicle for which it was issued, a $15.00 fee may be assessed. If a permit is found to have been removed from a vehicle to which it had been issued, either by natural causes or stolen, the driver of the vehicle has 24 hour from the time it is found to be missing, to apply for and obtain a new permit.

If a permit is still required in order for the vehicle to be parked on campus and the driver does not apply for a new permit within 24 hours of finding the permit missing, any citation that was issued for not having the permit will be denied.

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 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.

A citation will be issued to any vehicle where the parking permit is not displayed in the designated area on the vehicle window. A citation is not subject to appeal if the parking permit is covered or blocked from view in any manner where it is not visible to Campus Safety. Citations places in the wrong location on the vehicle may be appealed and the citation may be dismissed if the driver shows the permit has been moved to the correct location.

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 no later than one day after the vehicle arrives on campus. There is a one-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 one-day grace period was not exceeded.

10.3 Misuse of, fraudulent obtaining of, or unauthorized reproduction of a CLU parking permit is prohibited and may result in immediate loss of CLU parking privileges.

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.

12.0 PARKING ENFORCEMENT

The California Lutheran University Department of Campus Safety has been authorized to administer and enforce the CLU Vehicle Code on campus streets and property and to issue citations for violations of the CLU Vehicle Code. Campus Safety may also conduct a search through the California Department of Motor Vehicles (DMV) to obtain registered owner information (excluding home address) in order to determine if the vehicle is owned by a faculty, staff, or student in order to apply any unpaid parking citations to that vehicle. The cost of this DMV check may be passed on to the registered owner as part of a parking citation.

Parking citations not paid or appealed within 10 days of the issuance of the citation are subject to an administrative fee in addition to the citation fee. Appeals need to be received within 10 days in order to be accepted for review. Section 4000(E) of the CLU Vehicle Code lists reasons for which a citation will not be dismissed.

Unpaid student parking ticket will result in a hold placed on the student’s account. All student fees due must be paid prior to release of grade transcripts.

Unpaid citations issued to faculty and staff will be handled as follows:

- First violation: a courtesy notice of an unpaid parking ticket will be emailed by Campus Safety to the registered owner of the vehicle if the ticket is not paid within 10 days.
- Second same type violation: a courtesy notice will be emailed to the owner of the vehicle, to the Director of Human Resources, and to the registered owner’s immediate supervisor. The notice will advise the registered owner that failure to comply with the CLU Vehicle Code could result in loss of parking privileges on campus and inability to re-register their vehicle on campus.
- Third same type violation: the registered owner will be emailed and send a registered letter advising their CLU parking permit is revoked and their vehicle is subject to tow at owners expense if found on CLU property unless the parking citations are not paid within 10 days. A copy of this letter will be provided to the Director of Human Resources and the registered owner’s department head.

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

In addition to Campus Safety, 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. CLU will not initiate towing of any vehicle located on non-CLU owner property or streets. Any towing will be with the approval of the City of Thousand Oaks Police Department.

13.0 APPEALING A CITATION

The appeal process for contesting a CLU parking citation is contained within the CLU Vehicle Code, revised February 2014.