SAINT AUGUSTINE'S UNIVERSITY
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Saint Augustine's University Parking Rules & Regulations

Welcome

Welcome to Saint Augustine's University. Saint Augustine's University is a residential pedestrian campus with limited available parking. To accommodate the limited spacing parking on campus a permit is required. All faculty, staff and students who park on campus are required to register their vehicles with the University Police Department, pay a registration fee and display a valid permit on their vehicle. Faculty, staff, student, and visitor hangtags must always be placed on the rearview mirror facing outward while the vehicle is parked on university property. All questions should be directed to:

SAUCPD
1315 Oakwood Avenue
Baker Hall
Raleigh, NC 27610
Ph: 919.516.4911
SAUparking@st-aug.edu

Purpose

The Saint Augustine's University Campus Police Department (SAUCPD) is committed to the safety and well-being of all members of the University community. The SAUCPD has the responsibility to provide a well-maintained and safe parking facility for employees, students and visitors. Parking permits will assist the SAUCPD in the regulation of what vehicles park and frequent the University for safety and security purposes. The implementation of parking permit procedures will proceed as follows:

All faculty, staff and students (full-time or part-time) will be required to purchase a parking permit to park on campus. Permits will be required for all vehicles to include motorcycles. NO EXCEPTIONS.

Parking Rules & Regulations will be enforced by the SAUCPD beginning throughout the year. If you suspect your car has been towed from a SAU Lot, contact SAUCPD at 919.516.4911.

Purchase Your Campus Parking Permit

The present parking system is comprised of several surfaced lots and one unsurfaced lot. Saint Augustine's University (SAU) students, faculty and staff can purchase a parking permit to park in specified areas designated on campus.

2021 – 202 Saint Augustine's Academic School Year Permits will be available for purchase starting in the month of July. SAUCPD will be issuing warning tickets during the first two weeks while decals are being sold for anyone parked on campus without a permit or illegally parked in a reserved space.

SAUCPD will begin full implementation of decal enforcement on the Monday July 19, 2021 for Faculty, Staff, and Temporary Employees and Monday August 23, 2021 for residential and commuter students.

How to Purchase Your Parking Permit?

Faculty and staff may purchase by payroll deduction, cash, or credit/debit card.
SAU Students may purchase decals by cash or credit/debit card.

All cash payments must be paid in SAU Business office and receipt brought to SAU Campus Police office prior to receiving your decal.

Faculty & Staff Registration and Payment Options

Complete a vehicle registration form and bring a printed copy of the form with you to the SAUCPD. If you are unable to complete the form prior to arriving, the vehicle registration application will be available upon request. Please provide the following valid documents at the time of decal pick-up:

- Valid Driver's License
- Proof of Registration
- Faculty/Staff ID
- Complete payroll deduction form, debit/credit card, or cash receipt

Residential & Non Residential Student Registration and Payment Options

Complete a vehicle registration form and bring a printed copy of the form with you to the SAUCPD. If you are unable to complete the form prior to arriving, the vehicle registration application will be available upon request. Please provide the following valid documents at the time of decal pick-up:

- Valid Driver's License
- Proof of Registration
- Student ID
- Debit/credit card, or cash receipt

Non-SAU Students / Contractors / Temporary Employee Registration and Payment Options

Complete a vehicle registration form and bring a printed copy of the form with you to the SAUCPD. If you are unable to complete the form prior to arriving, the vehicle registration application will be available upon request. Please provide the following valid documents at the time of decal pick-up:

- Valid Driver's License
- Proof of Registration
- Contractor ID or Student ID
- Debit/credit card, or cash receipt (payable in the Cashier's Office-G3)

Current Decal Prices

Type of Decal	Cost	Payable
Faculty/Staff Reserve	$240.00 (4 installments of $60.00)	Payroll deduction, cash, check or credit card
Faculty/Staff General	$180.00 (4 installments of $45.00)	Payroll deduction, cash, check or credit card
Contractor	$200.00 ($100.00 per semester)	Cash or credit card
Residential	$100.00 (yearly)	Cash or credit card
Non-Residential	$120.00 (yearly)	Cash or credit card
Wake County Public Schools	$120.00 ($60.00 per semester)	Cash or credit card
Temporary Employee	$10.00 per month	Cash or credit card

Additional Decal (Faculty/Staff – Only)	$25.00	Cash or credit card
Replacement Decal	$25.00	Cash or credit card

NO PARKING PERMIT REFUNDS WILL BE GRANTED. ALL PURCHASES ARE FINAL.

Spacing Permit Options

Reserved Parking

Reserved parking spaces are enforced and restricted from the hours of 6 a.m. – 7 p.m., Monday through Friday including holidays. A reserved-space permit holder is entitled to exclusive use of the designated space during this time. Reserved permit holders may not allow others to park in their space or a space not registered to the individual. Reserved decal holders are only allowed to park in their exclusive designated space. ***Faculty or staff members who are currently or wish to park in reserve parking should make immediate contact with the SAUCPD.***

The following lots are considered reserved:

- Chapel Lot (Lot #2) – Assigned by the Office of the President
- Penick Lot (Lot #4)
- MLK Lot (Lot #5)
- Cheshire Lot (Lot #13)
- Robinson Library Lot (#14)
- Mosee (Lot #16)
- ROTC (Lot #24)
- Alumni House

Faculty & Staff Parking may park in any of the following designated lots:

- Atkinson (Lot #8)
- Perry (Lot #18 & #19)
- Emery Gym/State Street & Track Areas (Lot #09)

Students (SAU/Early College) may park in any of the following designated lots only:

- Weston/Latham Halls Lot (Lot #03)
- Boyer Hall Lot (Lot #07)
- Delany Lot (#10)
- Falkcrest Court (#11)
- Williams Athletic Complex Lot (#14)

Replacement Permits

When a replacement permit is needed you must contact the SAUCPD and complete an official report indicting the status of your permit. There is a replacement fee of $25.00 for all lost, stolen or damaged permits. This fee is non-refundable. The current permit will then be cancelled.

Possession of Lost, Stolen, Altered Permits

Possession of a lost, stolen, altered or illegally purchased permit is a violation and will result in the loss of parking privileges. This violation will also result in a fine of $50.00 for anyone and students found in violation will be referred to the Dean of Students Office for disciplinary actions. Criminal charges may also be brought against the violator if warranted. Any persons found filing a false police report will be fined a $50.00 fee and may be subject to criminal prosecution.

Counterfeiting, Theft, Deceit & Unauthorized Transfer

It is unlawful for any person to produce any facsimile or reproduction of a permit, sticker, decal or other device indicating eligibility to park on campus. It is unlawful to steal or obtain a permit by fraud, deceit or trickery, willful misrepresentation of facts, purchase of gift from another. It is unlawful for any person in lawful possession of parking permit to alter, give, sell, transfer or attempt to transfer a permit to another person or to place on a vehicle other than that for which it is registered. Violation of the provision is a misdemeanor.

Handicap Parking

For any vehicle parked in a handicap space on SAU Campus, the handicap placard must be issued to the driver of the vehicle – with the exception for instances in which the driver is providing an escort for the placard holder. If a driver is found in violation of G.S. (20.27.6(e)(2)) he/she will be issued a state citation. Two separate permits are needed by faculty, staff or students using a handicap parking space: a license plate or hangtag issued by a state Division of Motor Vehicles displays the International Symbol of Access, and a parking permit issued by the SAUCPD. Handicap placard must be registered with SAU Parking Services. SAUCPD will check to ensure the handicap placard matches the user.

Towing Rules

A vehicle will be towed at owner's expenses:

- When parked on campus without a permit
- When parked in a reserved parking space designated for another vehicle
- When parked illegally in any emergency spaces or blocking emergency roads
- When the vehicle has received three or more unpaid parking violations and or $150 in parking fines
- When a vehicle has been parked illegally for more than seven (7) days or is determined to be "derelict" under N.C. General Statute 20.137.7. The Director of Public Safety & Security/Chief of Police is authorized to dispose of such vehicles as prescribed by N.C. General Statute 20.137.6 to 20.137-14.

Liability

Saint Augustine's University, the Saint Augustine's University Board of Trustees or the Saint Augustine's University Campus Police Department does not assume responsibility to the damage or theft of any

vehicle parked on campus. Neither can parties mentioned above be held accountable for unlawful removal of any contents contained within the vehicle.

Conferences, Seminar and Workshop Parking

Parking for guests attending a program, conference or special event is available on campus in the Commuter and Visitor Parking Lot. For large groups of individuals driving personal vehicles or buses requiring parking spaces on campus Monday – Friday, the department scheduling this event should contact the SAUCPD for permits or further instructions ten (10) business days before the event. Please contact SAUCPD at 919.516.4911.

How to Avoid Parking Tickets and/or Towing Fees

- Understand parking rules are enforced throughout the year
- Failure to comply with any parking regulation will subject the offender to the sanctions and penalties set forth governed in the SAUCPD Parking Rules & Regulation Policy.
- Saint Augustine's University employees and students are not eligible for visitor parking permits
- Vehicles must have a valid SAU Parking decal & a valid Handicapped placard to park in handicapped-accessible spaces.
- Do not park on grass, sidewalks, curbs, fire lanes or areas not designated for parking.
- If in doubt **"DO NOT DO IT"**

Ticket Appeals

Faculty, staff, students and visitors have the right to appeal a campus parking citation issued for violation of the university's parking and traffic regulations. Appeals must be submitted within five business days of the violation. Appeal forms are available at the:

SAUCPD
1315 Oakwood Avenue
Baker Hall
Raleigh, NC 27610
919.516.4911

The appeal form, ticket and a self-addressed stamped envelope must be submitted to the SAUCPD to begin the appeal process.

The Citation Appeal Board is comprised of faculty, staff and students. Once the appeal has been heard and a decision made, notice is sent to the appellant informing them of the decision by mail. If you fail to comply with the appeal guidelines, your appeal will not be honored. All decisions of the Citation Appeal Board are final.

Moving Violations

University Police may issue either a university citation or a state uniform citation for moving violations occurring on campus. Moving violations include but are not limited to:

- Stop Sign Violation
- One Way Violation
- Exceeding Safe Speed
- Careless and Reckless Driving
- Illegal Left Turn
- Unsafe Movement

Repeated Offenses

If the conduct of any student or employee establishes a continuing pattern of violations or disregard of parking regulations, the president may temporarily suspend them from enrollment or employment, pending a hearing.

Football Parking

All reserve parking for football game days will be handled through the SAUCPD. During football events, traffic may be restricted. For Saturday home football games, traffic may be redirected. The SAUCPD, Raleigh Police Department (RPD) or Wake County Sheriff's Office (WCSO) will assist the Athletic Department with access to the campus from the outer perimeter (city streets).

To better accommodate patrons and permit holders, certain lots will be reserved/have spaces reserved for permit holders who are report for work without paying the event fee.

Certain lots are reserved for Falcon Club parking. Employees and students are required to move their vehicles from the lots listed below by 7 p.m. on the Friday night before any Saturday home game (Saint Augustine's University or Shaw University). Failure to move from the following lots will result in towing:

- Stadium Lot (Lot #08)
- Emery Gym/State Street & Track Areas (Lot #09)

Certain campus events such as Homecoming and other events may require faculty, staff and students to remove their vehicles from an area and in some cases from campus entirely. For these special events, students residing on campus must move their vehicles per notice. Scheduling of other events on game day which may require parking, arrangements must be made with Athletics. If there is not a game the parking request must be submitted to SAUCPD at least ten (10) business days in advance.

Warnings

- If you are parked in a reserved or handicap space without the proper permit, your vehicle is subject to ticketing and towing.
- Parking regulations remain in force all hours
- If you need to unload your vehicle during any time moving in and out of the residence halls, even for a few minutes, contact SAUCPD at 919.516.5202 or 4911 for permission
- All vehicles parked on campus in any space without a parking permit will be towed at owner's expense.
- Parking rules and regulations are always enforced all year. Reserved spaces are restricted between the hours of 6 a.m. – 7 p.m.

- You will fully be prosecuted of the law for reproduction alteration, unauthorized possession or resale of a SAU parking permit.