

# VEHICLE REGISTRATION and PARKING

Vehicle registration and parking restrictions are designed to identify vehicle ownership and to provide for orderly placement of vehicles. Butler University (herein referred to as "University") reserves the right to restrict where

Vehicle Registration and Parking Regulations are based on a legal commitment with the City of Indianapolis and the Butler-Tarkington Neighborhood Association. Additional authority to regulate parking on campus is in compliance with Indiana Code 21-17-5-7. The University provides parking in designated locations on campus.

# II. Procedure

# A. Vehicle Registration & Permits

Any registered student, faculty member, staff member, or member of an affiliated group with office

- 1) must register their vehicle and obtain a current year parking permit to park anywhere on campus or an authorized city street.
- 2) is prohibited from parking on the streets within the Butler Tarkington neighborhood (seeNeighborhood Parking Section below for more details)

University-owned or leased vehicles for shared department/division use are exempt from any fee to register a vehicle. University employees who are issued a University vehicle, owned or leased, for personal and business use are required to purchase a parking permit.

 $For more information on vehicle \ registration, please \ call \ the \ Department \ of \ Public \ Safety \ Office \$ Parking Services at 317-940-9243.

- 1. Fees—A fee is charged for each permit issued. A separate permit is required for each registered vehicle.  $Permits\ are\ non-transferable.\ Refunds\ may\ be\ is sued\ with\ the\ return\ of\ the\ permit\ sticker\ and\ are$ prorated according to the refund schedule determined by the Associate Director. Replacement permits may only be issued at a reduced cost if the old permit is returned to Parking Services. Annual permits expire August 20th of each calendar year. Fall Semester permits expire on December 31
- 2. Registration—Registration emails will be sent to all faculty/staff and students during the summer before the fall semester. A registration form must be filled out completely before it will be processed. If a registered vehicle is issued a different state license plate during the school year, the owner must notify Parking Services of the new plate information so that the owner's vehicle file information can be updated. Open registration may also be conducted in the Parking Services office. All outstanding parking fines must be paid before a vehicle can be registered.
- 3. Payment—Online registration is permitted for a limited time. Students will be billed for their permit through the Office of Student Accounts. Faculty and staff may utilize payroll deduction if registering online or pay upon receipt if registering at Parking Services
- 4. Placement—The permit must be placed on the outside lower left corner of the vehicle's rear window. Permits cannot be taped to the inside of the rear window. In the case of a convertible or a truck with a camper shell, the permit may be placed on the lower corner of the passenger side windshield. No other
- 5. Temporary Passes—Temporary parking passes are required whenever a student, faculty or staff member, or member of an affiliated group with office space on campus will be parking a vehicle on University property for a period of time less than one week. Passes may be obtained at the Office of Parking Services  $during\ posted\ hours\ or\ from\ the\ University\ Police\ Department\ communications\ office\ located\ at\ 525\ W.$ Hampton Drive, seven days a week, 24 hours a day. Temporary passes generally can only be issued for a period no longer than one week. However, passes may be issued for a longer period with justification and approval of the Associate Director of Parking and Transportation or his/her representative. There is an additional cost for this. No other division or college is permitted to issue a temporary parking pass without approval from the Chief of Police. Requests for temporary parking passes must be submitted in writing to Parking Services. When feasible, all campus visitors should be directed to park in the parking garage
- 6. Parking Garage-Possession of an "A", "B", "C" or "T" permit will allow the vehicle to be parked in in the parking garage free of the hourly fee by using your Butler ID for access. "B" parking permit may park on the 6th floor (only) of the parking garage free of the hourly fee with their Butler ID and may leave their vehicles there overnight. No other permits are valid for parking in the garage overnight. A garage only permit.
- 7. ADA Parking and Special Needs-ADA designated spaces are reserved for persons with vehicles displaying the correct authorization to park there and are designated tow-away zones. This restriction is

campus-wide announcement regarding restrictions.

SIG SP, S6, and 27. Vehicles may be towed at the owner's expense without notice and there may not always be a During athletic or other special events, parking in the Hinkle Fieldhouse lots may be restricted. These lot numbers

paying the iee and obtaining the release form.

OWNEY OF A VEILCE LIAL RAS BEEN TOWER WILL REED TO CONTACT THE UNIVERSITY FOLICE DEPARTMENT IOT INTOTTING ON If the violator is not affiliated with the University, all fines must be paid prior to the release of the vehicle. The

Parking Services.

conditions have been met: 1) The operator registers the vehicle with the Department of Public Safety Office of Itsted herein. Vehicles towed by the University Police of Parking Services will be released after the following prohibit towing of a vehicle at the discretion of the University Police Department for additional violations not designated space; being parked in a fire lane, next to a fire hydrant, or blocking a dumpster. This section does not space with an expired meter; being parked in a U permit designated space; being parked in a "police vehicle" II SU "ADA" parking space; being parked in a "faculty-in-residence" parking space; being parked in a metered A vehicle may be towed, without notice and at the owner's expense, for any of the following: being illegally parked

G. Vehicle towing

Dean of Students for conduct action.

revoke parking privileges with notice. Students with excessive violations may also be referred to the Office of the University campus. The Chief of Public Safety, or his designee, have the authority to register a vehicle and/or Repeat violations on any vehicle may result in tow, impoundment, and/or loss of parking privileges on the Butler

H. Excessive violations

are not allowed on University property and may be towed at the owner's expense. Non-University owned or controlled golf carts, ATVs, or other motorized vehicles, either gas, propane, or electric properties and the statement of the properties of the pro

and Transportation may register the vehicle, with notice.

property. If the vehicle is towed, it must be registered before it will be released., The Associate Director of Parking  $\label{prop:condition} \mbox{Any vehicle not registered as required under this policy is subject to being ticketed and/or towed from campus \mbox{$\rm Any vehicle} \mbox{$\rm Any$ 

### F. Unregistered vehicles

on the status of the appeal. Appeals will not be accepted if submitted later than 10 days after the issuance of person making the appeal to contact the office for the results. Call Parking Services at 317-940-9243 to check 3. Appeal Status -Allow for 10 working days for the processing of the appeal. It is the responsibility of the

are invalid grounds for appeal.  $display\ parking\ permit,\ failure\ to\ obtain\ a\ temporary\ permit,\ not\ seeing\ the\ signs\ or\ inability\ to\ pay\ the\ fines$ 

the regulations, forgetfulness, parking for only a short period, having the wrong permit for the area, failure to  $\textbf{S. Invalid Grounds for Appeal} - \text{Violating the neighborhood legal agreements}, \text{ a lost ticket, lack of knowledge of the property of th$ 

form must be filled out completely. Appeals that are missing information will be denied. 1. Appeal forms -Appeal must be submitted online at www.formstack.com/butler-parking\_ticket\_appeal.) The

may be submitted to the Chief of Public Safety.

to the Department of Public Safety Office of Parking Services. If the first appeal is not granted, a second appeal There is a two-step appeal process if a ticket is thought to be issued due to an error. Tickets may first be appealed

#### E. Ticket Appeals

to the Office of Human Resources.

Faculty/staff members violating this provision will have their parking privileges revoked and will be reported The second permit is not to be issued to a family member, friend, or spouse attending Butler University. 1. Second Permit—A second vehicle permit can be purchased for use for faculty and staff who own two vehicles.

senior administrative group for approval if changes are warranted. costs and parking fines. The University parking committee will forward their recommendations to the University the Chief of Public Safety will determine if changes are warranted by conducting a review of vehicle registration The fine listed on a ticket takes precedence to any published fine. The University parking committee designated by

Fines are levied for violation of parking regulations. The amount of the fine is subject to change without notice. D. Vehicle Registration Costs and Parking Fines

enforced 24 hours a day, seven days a week and a violation of this policy could result in a ticket being issued.

State issued ADA placards are valid for parking in ADA designated spaces on campus, however, faculty, staff, students or affiliates must also have a valid permit affixed to their vehicle as required by the Vehicle Registration and Parking Policy Section II, (A). To obtain a temporary University issued ADA permit, the person who registered the vehicle must present written documentation showing the operator is entitled to be issued an ADA permit to the Parking Services office.

A vehicle displaying a University ADA parking permit shall park in an ADA parking space. If there are no ADA parking spaces available, the permit will allow the driver to park in any space in lots designated as A, B, or C. There is no cost for the permit. Parking in a metered space still requires payment.

# B. Parking Regulations

Parking regulations are in effect through the entire calendar year. All persons parking a vehicle on University controlled property and surrounding streets are required to adhere to all regulations.

- 1. Signage-Parking areas are identified by signs and stall markers.
- 2. Enforcment Date and Time All areas are enforced 24 hours a day, unless otherwise noted on the postedsign for the designated area. Parking Regulations are in effect all year, including breaks and summer.
- 3. Special Events—Parking restrictions are lifted for non-affiliates during special events at Clowes Memorial Hall and Hinkle Fieldhouse that are open to the general public. The University reserves the right to restrict parking during other special events. Yellow curbs, ADA, reserved areas, and designated tow-away zones are enforced during special events.

# C. Designated Areas

Parking areas on campus have been designated in the following categories and vehicles shall park in the

signated lot(s)	corresponding with the issued permit:		
Permit A:	Faculty, staff, emeritus and	Permit PG:	Parking Garage only
	affiliate parking	Permit R:	<b>Butler-Tarkington resident</b>
Permit AV:	Apartment Village parking	Permit I:	Student, long-term parking
Permit B:	Student resident parking	Permit T:	<b>Butler Terrace, South Campus</b>
Permit C:	Student commuter parking		Apartments, and University
	(non-resident)		Terrace parking
Permit E:	Evening Student Commuter	Permit U:	University-owned or affiliated
Permit FIR:	Faculty-in-residence parking		vehicles only
Permit M:	Motorcycle or scooter parking		

1. Neighborhood Parking-In 1989, the City of Indianapolis enacted legal commitments that require Butler University to enforce parking restrictions on neighborhood streets. Student, faculty/staff, and affiliate vehicles are prohibited from parking on the streets in the Butler Tarkington neighborhood. The neighborhood's boundaries are 38th Street (south), Meridian Street (east), and the Central Canal on the West and North.

Vehicles parking along the south side of West 44th Street require a permit from the City of Indianapolis,  $Department of Code \ Enforcement (http://www.indy.gov/eGov/City/DCE/Pages/home.aspx). \ This permit is the permit is the permit of Code \ Enforcement (http://www.indy.gov/eGov/City/DCE/Pages/home.aspx). \ This permit is the permit is the$ free and may be obtained at 1200 Madison Avenue, Indianapolis, IN 46225. This department can be reached at 317-327-8700. You will need to provide proof of your residential address. A photo ID is also required

- 2. Neighborhood Parking Sticker Any faculty, staff, or student residing in the Butler-Tarking tonNeighborhood is permitted to be issued a Butler University R permit identifying them as a resident of the neighborhood. The permit can be obtained at the Department of Public Safety Office of Parking Services during business hours. In order to obtain a permit, the resident must show a copy of his/her lease or a current utility bill statement. There is no cost for the permit. This permit does not allow for parking on University controlled property and is only valid for parking in the designated zone that the residence is
- $\textbf{3. Faculty-} \textbf{in-Residence} \textbf{Faculty-} \textbf{in-residence} \ \textbf{designated} \ \textbf{spaces} \ \textbf{are} \ \textbf{reserved} \ \textbf{for specific faculty} \ \textbf{who} \ \textbf{residence} \textbf{faculty-} \textbf{in-residence} \ \textbf{designated} \ \textbf{spaces} \ \textbf{are} \ \textbf{reserved} \ \textbf{for specific faculty} \ \textbf{who} \ \textbf{residence} \textbf{faculty-} \textbf{in-residence} \ \textbf{designated} \ \textbf{spaces} \ \textbf{are} \ \textbf{reserved} \ \textbf{for specific faculty} \ \textbf{who} \ \textbf{residence} \textbf{faculty-} \textbf{in-residence} \ \textbf{designated} \ \textbf{spaces} \ \textbf{are} \ \textbf{reserved} \ \textbf{for specific faculty} \ \textbf{who} \ \textbf{residence} \textbf{faculty-} \textbf{in-residence} \ \textbf{designated} \ \textbf{spaces} \ \textbf{are} \ \textbf{reserved} \ \textbf{for specific faculty} \ \textbf{who} \ \textbf{residence} \textbf{faculty-} \ \textbf{in-residence} \ \textbf{for specific faculty} \ \textbf{spaces} \ \textbf{spaces}$ in the residence halls. These are designated tow-away zones. This restriction is enforced 24 hours a day, seven days a week. Faculty-in-Residence permits include privileges to park in "A" designated area
- 4. U Permit—These spaces are designated for facilities management and authorized contractors and are designated tow-away zones. This restriction is enforced 24 hours a day, seven days a week
- 5. Hinkle Fieldhouse The parking area of Hinkle Fieldhouse, except where otherwise designated, is an area of Hinkle Fieldhouse area of Hinkle Fieldhouse. The parking area of Hinkle Fieldhouse area of Hinkle Fieldhouse. The parking area of Hinkle Fieldhouse area of Hinkle Fieldhouse. The parking area of Hinkle Fieldhouse area of Hinkle Fieldhouse. The parking area of Hinkle Fieldhouse area of Hinkle Fieldhouse. The parking area of Hinkle Fieldhouse area of Hinkle Fieldhouse. The parking area of Hinkle Fieldhouse area of Hinkle Fieldhouse. The parking area of Hinkle Fieldhouse area of Hinkle Fieldhouse area of Hinkle Fieldhouse area of Hinkle Fieldhouse. The parking area of Hinkle Fieldhouse area of Hinoverflow parking area. Registration requirements are enforced in this area. There is no overnight parking on this lot or adjacent lots. Overnight parking begins at 11:00 p.m. On game days and other special events, parking in lot numbers 25, 26, and 27 may be restricted.
- 6. Parking Meters—Metered parking areas are designated open parking and are designated tow-away zones. This restriction is enforced 24 hours a day, seven days a week. Permit requirements are in effect in metered

# South Campus Map Counseling Center Visitors Only **During Counseling** Center Hours 42nd Street 31 Indoor Hitting Facility **†**N Davey Track Athletic Field 35) BUTLER है है है **TERRACE** MAP Holcom Pond 33 B Parking 6th floor only MAP KEY A Permit $(\mathbf{c})$ **B** Permit C Permit 34 **AV Permit** T2 T Permit I Permit PG Permit Multiple Permit\* Visitor Parking Admission and Financial Aid **Visitor Parking** Butler Students and Employees Prohibited by Legal Commitment City Permit Required on south side of 44th Street. (#) Parking Lot Numbers Code Blue Phone Parking Meters ADA Parking \*Multiple Permit includes A, B, C, AV & T Permits. Overnight parking is available in the I lot (lot 33) for AV, B & T student permits. Students, staff and faculty are required to have a Visit www.butler.edu/parking, for the most up-to-date parking information. valid Butler decal to park in the Hinkle Lot. No overnight parking is permitted in the lot. This map does not represent an official document of University real estate holdings. Subject to change without notice. Posted parking signage supersedes information STUDENTS, EMPLOYEES AND AFFILIATES: on this map. South Campus » require a current year permit to park a vehicle on campus at all times. call-out box at top of page » are not permitted to park on the streets of the Butler Tarkington Neighborhood.