Westminster College assumes no responsibility for the care of, loss of, or damage to, any vehicle or its contents at any time it is impounded, immobilized, operated on, parked on, or removed from college property, even if the damage arises from the negligence of the College or its agents.

All motor vehicles parking in Westminster Campus core campus parking lots must display a parking permit as outlined below:

- Week days between 8:00 AM and 4:30 PM must display a current parking permit.
- Vehicles parked overnight anytime during the hours of 12:00 AM to 6:00 AM must display an overnight parking permit which is also valid for day use.
- Vehicles may park in any parking lot without a permit from 4:30 PM to 12:00 AM and from 6:00 AM to 8:00 AM.
- During weekdays from 8:00 AM to 4:30 PM general visitors can park in the Foster lot at one of the Visitor 30 minute spaces except those reserved for Admission’s visitors.
- Visitors needing to park on campus for more than 30 minutes may contact the department they are visiting or Parking Services at 801-832-2526 for a temporary parking permit.
- A parking permit for the Garfield school lot, 1838 S 1500 E, is available for no charge. This permit will not allow for parking on campus M-F 0800-1630.

Parking Fees

All faculty, staff, students, and other organizations conducting business on campus will be required to purchase a parking permit. The core campus parking fees are outlined below:

The permits are valid from September 1, to August 31 each year.

- Day time parking permits will cost $150.00 per year
- Overnight parking permits will cost $200.00 per year.
- Spring semester parking permits will cost $110.00 and will expire August 31
- Spring overnight parking permits will cost $145.00 and will expire August 31
- Permit replacement fee is $10.00

Westminster on the Draw (WOTD) fees and expiration dates are:

- Fall semester: August 1-December 31 $180
- Spring semester: January 1-May 31 $180
- June Only $60
- Summer semester: June 1-July 31 $120

A valid WOTD permit allows parking on the core campus.
Vehicle registration (passenger vehicles)

Students, faculty and staff of Westminster College must register their motor vehicles and obtain a parking permit to be allowed to park in the parking lots on the core campus. The registration and payment of parking fees will be completed on line from the Westminster College Parking Services web page.

https://www.westminstercollege.edu/parking_permit/index.cfm

When the registration is completed you will be able to print a temporary parking permit that will be valid for two weeks. Paying for and receiving a parking permit does not guarantee that you will find a parking spot on campus.

Once you have completed the registration process a permanent parking permit will be mailed to the address that you enter when registering for a permit. If you are living on campus, please enter your dormitory/apartment location, not the college address.

Faculty and staff should enter their office location or the name of the school they teach in.

Permit Display

Display your permit from your rear view mirror with the permit number facing forward. If it will not hang from the mirror, place it in on your dashboard so the permit number is visible from the front of the vehicle. Temporary or visitor permits placed on the dashboard must have the permit number and/or expiration date visible from the front of the vehicle. If you still encounter a problem displaying your permit, contact Parking Services at 801-832-2525.

Please remove your permit from the mirror before driving.

Permit Replacement

Parking permits are the sole responsibility of the purchaser. Permit holders should take proper precautions in securing their permits while on campus or away from campus. Should a permit need to be replaced the following will apply:

1. **Stolen permits:** Stolen permits must be reported to Westminster College Campus Patrol. No fee will be charged if the loss is reported, a police report complaint number or the Campus Patrols lost/stolen report is completed.

2. **Lost Permits:** Permit replacement fees ($10) may be paid by check, cash, or credit card. The fee must be paid at the Cashier’s Office in Bamberger Hall, Rm 103.
Motorcycles and Scooters

Motorcycles and scooters must be registered at the cashier’s window in Bamberger Hall. There is no fee for registering a motorcycle or scooter.

Motorized vehicles must be parked in a lot or structure. They are not allowed at bicycle racks. There are designated areas where a motorcycle or scooter can be parked. If a person parks a motorcycle or scooter in a regular parking space, at a bike rack or on a sidewalk, a ticket will be issued. Motorcycles or scooters cannot be parked in striped areas by ADA parking spaces or entryways. They may only be parked in striped areas marked as motorcycle parking.

Bicycle Registration

You can register your bike at the cashier’s office. When registering your bike have the following information available. Once registered you will receive a Salt Lake County and Cities bicycle license tag to be placed on your bike. Your bike will then be registered at the Salt Lake County Offices

1. Make of bike
2. Model of bike
3. Serial number of the bike. *The serial number is usually located on the bottom of the pedal housing.*
4. Color of the bike

Secure your bikes in a bicycle rack with a U lock which will help reduce the possibility of bike thefts. Bike racks are located in the following areas:

1. The front areas of Stock Hall, Behnken Hall, and Olwell Hall.
2. In front of the Giovale Library along the planter wall.
3. Between Hogle Hall and Walker.
4. In front of Walker
5. On the northwest corner of Giovale Library
6. On the north side of Gore by the entrance
7. East side of the Bassis Center
8. On the patio area of Carleson Hall by the Start Center
9. Between Foster and Carleson Hall
10. On the east and west sides of the Meldrum Science Center
11. In front of Shaw on the north east corner
12. On the east side of the Health and Wellness Center
13. At Westminster on the Draw
There is also a Restricted-Access Bicycle Cage

Located on the main level of the Parking Structure, the bicycle cage has parking for over 50 bikes. You must be a Westminster student, faculty, or staff to receive access to the cage. You will need your bike's make, model, and serial number or SL County registration number to complete the access request form below.

There is also a secured bike parking cage at Westminster on the Draw.

To request access to the bike cages please go to:

https://www.westminstercollege.edu/apps/forms/index.cfm?form=460

Once you have registered your Westminster ID card will be programmed for access. It may take up to 3 days to program your card.

There are also bike racks located outside of the residence halls. Please see the Residence Handbook for more information about resident bicycle parking.

The College is not responsible for the damage to or theft of a bicycle or bicycle parts from any area on campus, including the restricted access storage areas.

Please use a heavy duty U-bolt type lock to secure your bike regardless of where you park.

You are not permitted to chain your bikes to any object on campus other than the bike racks that have been provided.

Parking Signs

Parking signs have been kept to a minimum to preserve the beauty of the campus. It is impossible to mark with signs all areas of the campus where parking is prohibited. Parking is prohibited in fire lanes, roadways, driveways, landscaped islands, sodded areas, sidewalks, walkways, and other areas not specifically set aside for parking. Vehicles parked in violation of the terms or conditions of any sign, pavement marking or traffic control device will be issued a citation.
Parking Rules

Westminster College has different locations in which students, faculty and staff, and visitors are allowed to park. They are listed below:

1. **Foster parking lot**
The Foster parking lot is located on the north east corner area of the campus. This lot has designated accessible parking, reserved Admissions Department visitor parking, 30 minute free parking for visitors, and open parking for students, faculty and staff. **There is no parking past midnight in this parking lot.**

2. **Jewett parking lot**
The Jewett parking lot is entered from 1700 South and 1250 East and is located between Foster Hall and the Jewett Center. This lot has designated accessible parking, parking for the ride share car, for high efficiency vehicles, carpool vehicles, and open parking for students, faculty and staff. **There is no parking past midnight in this parking lot.**

3. **Parking structure**
The parking structure is located on the west side of the Jewett Center and can be entered from 1700 South, and the lower level can be entered from 1200 East. There are three parking levels in this structure. The middle level of the parking structure has reserved parking for accessible parking, parking for motorcycles and scooters, a secured cage area for bicycle parking and open parking for students, faculty and staff. The other two levels are open for students, faculty, staff and visitors.

4. **Dumke Field lot**
The Dumke Field lot is located beneath the soccer field. It is accessible from 1700 South and 1200 East. This lot has designated accessible parking, parking for motorcycles and scooters, and open parking for students, faculty, staff and visitors.

5. **Nunemaker lot**
The Nunemaker lot is located on the southwest corner of the campus. This lot is accessible from 1200 East and from 1300 East by following Residential Road to the southwest corner of campus. This lot has designated accessible parking, reserved parking for Campus Patrol, a reserved 20 minute space for loading and unloading vehicles, a reserved parking stall for Student Life personnel, parking for motorcycles and scooters, and open parking for students, faculty, and staff.

6. **Hogle parking lot**
This lot is located on the east side of Hogle Hall. It is accessible from 1300 East. This lot has reserved parking for accessible parking, Student Life, and the Distinguished Resident apartment.

7. **Residential Road**
There are two 20 minute parking spaces reserved for loading and unloading vehicles across from the Dolores Dore Eccles’ Ceramic Center.
8. Garfield School Lot

Faculty, staff and students are allowed to park in the Garfield school lot at no cost. A special permit is required that will not be valid for parking in the core campus parking lots or at Westminster on the Draw.

Westminster on the Draw (WOTD):

The College leases parking spaces for WOTD residents from the property owner who sets the rates. Residents are only permitted to park in the reserved spaces behind the parking gates located on level 4A. There are no reserved spaces behind the gates. Your Westminster ID card will be programmed to allow you to enter and exit the parking area.

Residents who park in any of the other spaces in the parking structure, other than the retail spots while shopping there, are subject to citations issued by the property owner, their agent or the College.

If there is a greater demand for parking than the number of allotted spaces behind the parking gates, parking spots will be assigned outside of the gates if available from the property owner. Only students assigned to a space outside the gates may park there. Anyone parking in a space not assigned to him/her will be subject to citations or having their vehicle impounded.

Faculty, staff or students attending classes or events on the academic level of WOTD must display a valid Westminster College parking permit or be subject to citations, booting or impounding by the property owner or their agent.

Parking enforcement

Parking enforcement for permit violations will be enforced on weekdays from 8:00 AM to 4:30 PM. Any vehicle parked on the core campus during this period without a valid permit will be subject to a citation, booting or impounding. Permits are not required on weekends. Vehicles parked anytime between 12:00 AM and 6:00 AM will require an overnight permit. All other parking rules are enforced 24/7.

The person to whom a permit is issued is responsible for any parking citations issued to any vehicle displaying that permit.

1. Reserved parking for admissions.

These reserved parking spaces are for prospective students and parents visiting the Admissions office located in Converse Hall. The visitors will be issued a permit from admissions to place on the dashboard of their vehicle while visiting their department. All other vehicles will be issued a citation for parking in these reserved parking spaces.
2. Accessible Parking Spaces

These parking spaces are reserved for vehicles with accessible parking permits/plates issued by a government subdivision. Any vehicle parked in the accessible parking spaces without the government issued permit/plate will be issued a citation. Any vehicle parked in a stripped area adjacent to an accessible parking space will be issued a citation or impounded.

3. Visitor Parking

There are a limited number of general visitor parking spaces in the Foster parking lot that is accessible from 1300 E. These are designated for short-term parking (30 minutes or less). Persons visiting the College for extended periods or attending conferences or workshops should obtain a parking permit from the event sponsor and park in a regular parking space on campus.

Permit regulations are not enforced during campus events such as athletic events, concerts, or theater events. Visitors to these events may park in any general parking space that is not marked as reserved.

5. Special load and unload areas

There are two load/unload areas on Residential Road across from the Dolores Dore Eccles Ceramic Center and one in the Nunemaker parking lot. There is one space west of the HWAC building for faculty/staff unloading. Vehicles may park in these parking areas for 20 minutes while they are loaded or unloaded. Vehicles violating the 20 minute time limit will be subject to a citation, booting or impounding. A valid parking permit is required to park here.

6. Fire Lanes

All vehicles parked in a fire lane will be issued a citation and/or impounded regardless of how long they are parked there.

7. Parking in areas that are not designated for parking

Any vehicle including motorcycles and scooters parked in a location that is not designated as a parking area i.e. roadways, sidewalks, walkways, outside of designated parking spaces. Motorcycles or scooters parked in regular vehicle spaces will receive a citation.

8. Parking on campus without a parking permit

Parking enforcement for permit violations will be enforced on week days from 8:00 AM to 4:30 PM. Any vehicle parked on the core campus during this period without a valid core campus permit will be subject to a citation, booting or impounding. Permits are not required on weekends. Vehicles parked anytime between 12:00 AM and 6:00 AM will require an overnight permit. All other parking rules are enforced 24/7.

Any vehicle displaying an expired permit will be subject to a citation, booting or impounding.
9. Lost or stolen permits

If a stolen permit is found in a vehicle belonging to someone other than the owner of the permit then:
  a. The vehicle will be booted for return of the permit.
  b. A ticket for a fraudulent permit will be issued. (Salt Lake City Police Department may be notified)
  c. The ticket must be paid and the permit recovered before the vehicle can be released.
  d. A student in possession of a stolen permit will be referred to the Dean of Students.

10. Counterfeit Permits:

When a vehicle displays a counterfeit permit
  a. A ticket will be issued for an altered/fake permit
  b. The vehicle may be booted to verify ownership.
  c. If the vehicle with the counterfeit permit is owned by a student, he/she will be referred to the Dean of Students.

Fine Schedule

$15.00 fine for all parking violations except those listed below:

1. Accessible parking violations $50.00
2. Fire lane violations $50.00
3. Boot fees $35.00
4. Using lost or stolen permits $50.00
5. Counterfeit permits $50.00

Any unpaid tickets after 30 days will be assessed an additional $35.00 late fee.
Any person with two or more unpaid tickets is subject to having their vehicle booted or impounded. The fine amount is printed on the ticket. Fines for a fire lane or ADA parking violation are $50. All other fines are $15. Unpaid fines after 30 days are increased to $50. A boot fee is $35 dollars to have the boot removed, in addition all unpaid tickets must be paid before the boot is removed.
Fines do not have to be circled nor are tickets issued in lieu of a warning. All tickets issued require a fine to be paid.

Payment of fine will be made at the cashier’s window in Bamberger Hall. The cashier is not able to accept Visa credit or debit cards. VISA cards may be used to pay fines at the HWAC lobby desk. All other credit cards will be accepted.

Parking Permit Refunds

INSTITUTIONAL REFUND POLICY
Institutional refunds are determined on the date that add/drop or withdrawal forms are completed and processed in the Registrar’s Office. Refer to the appropriate class schedule for the specific refund schedule for each semester. All institutional charges (tuition, fees, and room and board) are refunded based on the refund schedule.
No refunds will be issued for full-year permits purchased at the start of the fall semester unless the student has petitioned the Review Committee and the Committee has authorized a refund or partial refund of parking fees.

7/2016