

Eastman Campus of Middle Georgia College Parking Rules & Regulations

A. General Statement

The following articles are enacted as the parking regulations of Middle Georgia College. These regulations are enacted under the provisions of the laws of the State of Georgia and the regulations of the University System of Georgia to enact such regulations.

All faculty, staff, and students who operate and/or park a vehicle on campus must register the vehicle with the Campus Police Department. All decals/permits must be current and properly displayed. Students must register within the first five regular class days of each semester. Faculty/staff members must register upon employment. Student assistants and those on the College work study program are not permitted to register their vehicles as employees of the college. The enforcement of parking regulations is not an impediment to campus life; rather it is aimed toward the elimination of confusion and hazards. Everyone driving on campus is expected to comply with the spirit as well as the letter of these regulations.

B. Purpose

These rules and regulations are established in the interest of the entire Campus community to reduce traffic congestion on campus, providing faculty, staff, and students reasonable and safe access to the buildings in which they carry out their major functions.

Parking Rules and Regulations

1. Vehicles on Eastman campus can be registered by contacting Jeremy Bynes in room 1147 between the hours of 8:30 am through 5:00 pm Monday through Thursday or by going to Cochran Campus Police Department, located in Alderman Community Hall, 24 hours a day seven days a week. Applicants for a vehicle registration should be prepared to provide their name, Student ID number, year, make, model, color and tag number for the vehicle being registered. All information must be accurate and correct.
2. Vehicle registration is not complete until the decal is permanently affixed to the vehicle on the driver's side lower corner of the rear window so that it is visible to a person standing behind the automobile.
3. The person to whom the decal is issued is responsible for all parking violations by that vehicle.
4. Registration fees for students are \$10.00 per semester including summer. Registration is included in the student fees which are paid at the beginning of the semester. Students should present their receipt at the time of vehicle registration. Vehicle registration fees are nonrefundable.
5. No more than one current motor vehicle registration decal can be displayed on a single motor vehicle.
6. Motor vehicles cannot be registered for a new semester until all outstanding fines are paid. Students will not be permitted to register for classes, have transcripts sent to another school, or receive their diploma until all fines are paid.
7. There shall be a presumption that any vehicle on campus which is owned by a family member of a student or employee is being operated by the student or employee.
8. Motorcycles are not allowed to park at bicycle racks.
9. Motorcycles are not allowed to by-pass any closed Faculty/Staff lot gated entrances and are prohibited from passing through the gated restricted areas.
10. Motorcycles must park in a parking space the same as a vehicle. Two (2) motorcycles may park in one (1) vehicle parking space in the appropriate zone.
11. Overnight or extended parking of campers, vans, buses, etc., utilized as living and sleeping quarters within the college boundaries, is not permitted unless approved by the Chief of Police.
12. Vehicles cannot pull through or back into a parking space, with the exception of Food Services. In addition, parking against the flow of traffic on the street is prohibited.

13. If a vehicle becomes inoperable in other than an authorized area, the operator should notify Facility Maintenance of the situation as soon as possible and the approximate length of time before the vehicle is liable for all parking tickets issued before Facility Maintenance is notified. Time limit for inoperable vehicles on campus is 24 hours. After 24 hours, vehicle will be removed from campus at owner's expense.

14. Special parking permissions can be granted for short periods of time for loading and unloading by calling the Director of Plant Operations or the administrator on duty.

15. Police and/or service vehicles may stop, stand, or park irrespective of the parking regulations while performing necessary official business. Service vehicles may not, however, be left unattended blocking a fire hydrant.

16. All Faculty, staff or students from neighboring colleges taking classes here and parking their vehicles on campus must register their vehicle and obtain a parking decal regardless of whether the classes taken are hosted from another college and should renew them if they should expire before their quarter or semester ends. **All vehicles must be registered and have a current MGC decal on them.**

Temporary Parking Permits

When an individual must operate an unregistered vehicle on campus e.g. borrowed cars, rental, etc. a 14 day permit (limit 3 per semester) can be obtained at the receptionists desk or at the Campus Police department in Cochran 24hours a day 7 days a week. A fee of \$5.00 per temporary decal will be charged after 3 (per semester) have been issued. 14-day permits will be placed in the lower left hand corner inside of your back window so as to be visible from the outside of the vehicle. 14-day permits will become void if altered in any way, and the offender is subject to a \$100.00 fine.

Temporary Students

Students that are here less than two weeks (AMT 300 class or any special community event in the City of Eastman room or other venue on campus) that will require a temporary permit good for up to 14 days with expiration date clearly marked on the permit. Depending on the size of the group the director of Plant Operations can waive the parking permit regulation and section off a portion of the parking lot, allowing parking in that area without permits for the duration of event.

Decal Transfer

1. The decal issued to one vehicle CANNOT be transferred to another vehicle. If you plan to discontinue operation of a registered vehicle on campus, BRING in the old decal to the campus police or Jeremy Bynes and a replacement decal will be issued for the "new" vehicle at no charge. There will however be a charge for replacement decals if the old decal is not turned in. An additional fee of \$10.00 will be charged to register a second vehicle.

2. Decal owners are responsible for any and all tickets issued to their vehicle before the old decal is declared void by the Campus Police. In addition, the campus Police or Jeremy Bynes must be notified of any license plate (tag) change within three (3) class days.

Designated Parking Areas

Georgia Aviation Campus has minimal designated parking areas and they consist of 5 visitors spots and 1 spot reserved for Terry Coleman, 2 spots for state vehicles and 1 spot for student of the year. Anyone parking in these spots without prior consent will be subject to parking violation fines.

Visitors

Visitors may park only in designated visitor zones. Visitors should obtain a visitor pass from the Receptionist in Eastman or Campus Police in Cochran. Passes are available at no charge. If a visitor is issued a citation, all fines will be waived upon notification of the Campus Police. The back of the citation should be signed and sent to our office.

Note: A visitor is defined as anyone who is not a student or faculty/staff member and is not on campus more than three days in one week.

Fines

The following fines have been established for parking violations:

Unregistered motor vehicle	25.00
Expired Decal	20.00
Improper display of decal	10.00
Parking out of zone/region	15.00
Improper parking (against traffic flow, rear bumper not adjacent to traffic Lane	10.00
Parking in a visitor space	20.00
Parking in unauthorized space/zone	10.00
Parking in Handicap without permit	50.00
Parking in loading/unloading zone	10.00
Parking on sidewalk/grass	10.00
Obstructing traffic	10.00

Fines may be paid to the receptionist in Eastman or at the Business Office in Georgia Hall or the MGC Police Department in Cochran located in Alderman Community Hall between the hours of 8:00am-5:00pm, Monday-Thursday and 8:00am-3:00pm on Friday. Tickets may be appealed within three business days of the date on the citation on the [mgc.edu](http://www.mgc.edu) website under parking regulations.

Appeal Process

Persons receiving a parking citation have the right to an appeal for all violations **except** parking in a Faculty/Staff parking space, parking in a Handicap parking space and the towing fee for impounding a vehicle. Appeal on-line at: <http://www.mgc.edu/administrative/police/appeal.cfm> within **three (3) working days** of receipt of the ticket. The Student Traffic Appeals Committee will review the appeal to determine if the appeal is valid. If the appeal is denied the ticket must be paid within three (3) working days to the receptionist in Eastman or the MGC Police Department or the Business Office in Georgia Hall in Cochran.