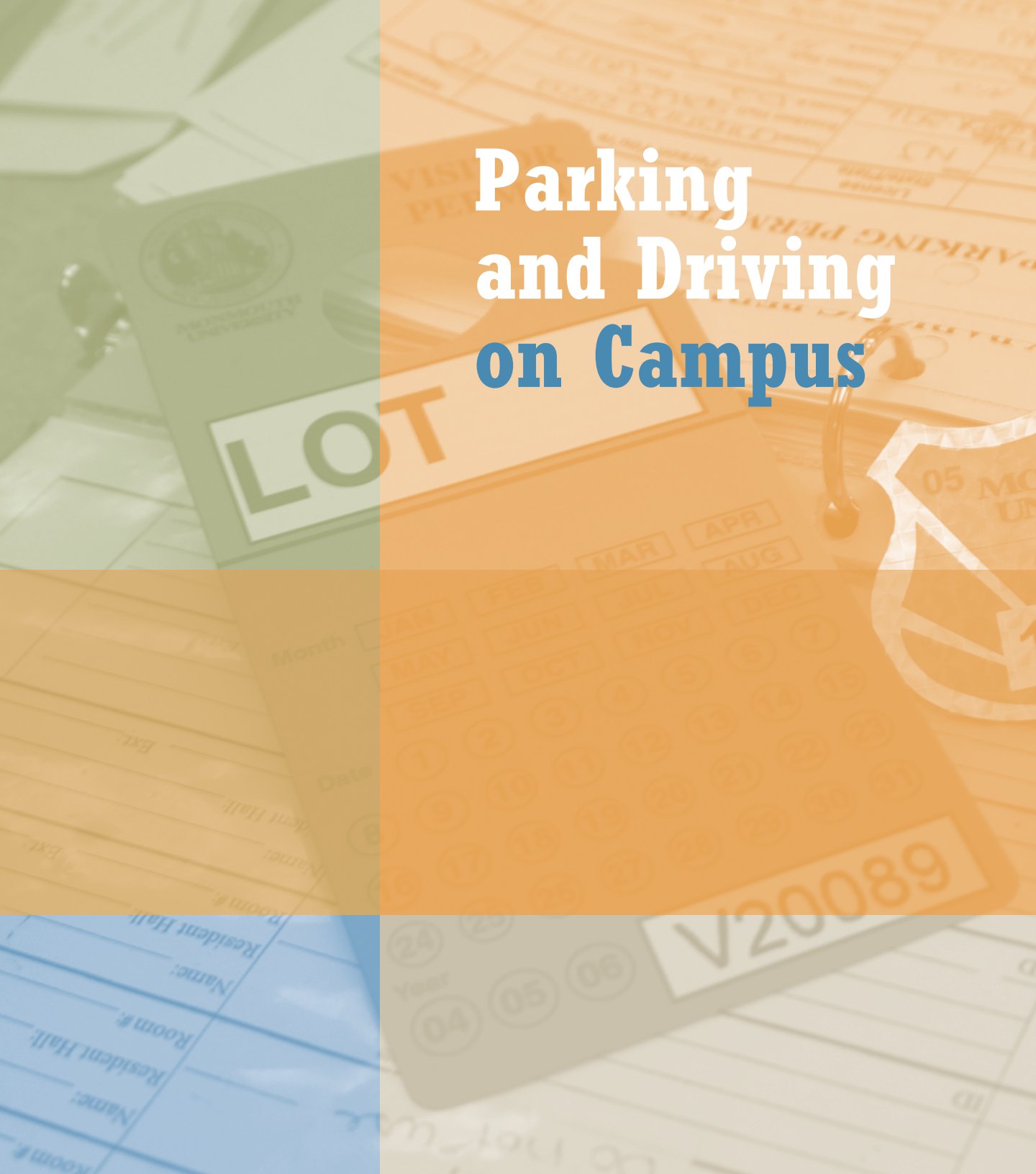


# Parking and Driving on Campus



**Decals and Permits**

**Motor Vehicle Registration**

**Fines**

**Parking**

**Regulations**

**Enforcement**

**Parking Lot Assign**

**Disabled Vehicles**

**Ticket Fines**

**Motor Vehicle Registration**

**Enforcement**

**Decals and Permits**

**Parking Regulations**



# PARKING AND DRIVING ON CAMPUS

## GENERAL INFORMATION

Motor vehicle rules and regulations are necessary to establish safe and orderly driving conditions and to maximize available parking. The cooperation of each member of the University community is necessary to uphold this policy.

## POLICY CHANGES AND AUTHORIZATION

The University reserves the right to make changes and/or provisions to regulations at any time, without prior notice.

## AUTHORITY AND ENFORCEMENT

The Monmouth University Police Department must ensure that members of the University community comply with University parking and traffic regulations and New Jersey motor vehicle laws. University police officers and safety officers enforce the driving and parking rules and regulations by issuing warnings and citations, or by requesting that vehicles be towed.

## LIABILITY

The University assumes no liability or responsibility for damages or losses to any vehicle driven or parked in University parking areas or facilities. Please keep your vehicle locked to protect its contents.

## Local Streets

To maintain good community relations with our neighbors, students and employees should not park their vehicles on local streets when attending classes or functions, or when engaging in University business. Municipal, borough, and city citations are issued to violators of local ordinances.

## Family/Business Vehicles

Violation expenses charged to any family or business vehicle not registered with the University are the responsibility of the family member associated with the University.

## MOTOR VEHICLE REGISTRATION

1. All vehicles operated or authorized to park in University parking lots must be registered with the Monmouth University Police Department.
2. The registration year is September 1 through August 31.
3. All University bills must be paid to register a vehicle. Individuals who are on the revoked list are not eligible to obtain a decal.
4. Employees and non-resident students may register up to two vehicles; however, only one vehicle may be parked on campus at a time. Resident students may register only one vehicle.

- Students may register their vehicles online at this web address: <https://webadvisor.monmouth.edu> or in person at Police Headquarters, Monday to Friday, 8 a.m. to 4 p.m. Employees may register their vehicles at [www.monmouth.edu/muevr](http://www.monmouth.edu/muevr).
- Students and employees will be issued decals that must be displayed on the vehicle. A motor vehicle is not considered properly registered unless the appropriate form has been completed and filed with the police department and the assigned decal is properly affixed to the vehicle.
- Vehicles registered after September 1 will be assessed a \$50 late charge.

## DECALS AND PERMITS

### DISPLAY OF DECALS

- All registered vehicles must display a valid decal or parking permit. In order to avoid confusion, expired decals should be removed before new decals are affixed.
- The decal must be properly affixed and displayed on the vehicle on the inside of the rearmost driver's side window. The decal must be displayed so that it is visible. Non-resident students will be issued a second decal to be adhered to the back of the rearview mirror. On motorcycles, decals must be mounted on the left-side of fork.
- The decal must be affixed as directed; other means of affixing the decal, such as adhesive tape, plastic holders, or glue, are not acceptable. Failure to properly display the decal may result in a fine and/or towing. Resident students will be charged a replacement fee for decals lost as a result of improper display.
- Parking decals are not transferable to another party.
- If a new non-resident decal is necessary, it will be replaced free of charge.
- Lost or stolen decals should be reported immediately.

## DECALS

**Employees** Employee decals will be issued to all full- and part-time employees. Parking is permitted in Lots 4, 6, 7, 9, 15, 16, 17, 18, 19, 20, 21, 23, and 24 as assigned.

**Non-resident Students** Non-resident decals will be issued to all students who do not live in a residence hall. Non-resident parking is permitted in Lots 6, 10, 13, 14, 18, 23, and 25 only. Non-resident students cannot park their vehicles in the North Campus/residence hall area (Lots 1, 2, 3, 4, 5, 8, and University Road), the South Campus visitor area, or residential parking areas 11 and 12 (see Parking Lot Assignments). Overnight parking in the non-resident lots is not permitted without prior authorization from the University Police.

**NOTE:** *Violators will be subject to fines, and their vehicles may be ticketed and/or towed at personal expense.*

**Library Parking** Non-resident students, employees, and visitors utilizing the library facilities may park in Lot 6. Additionally, the library parking lot, Lot 20, will be available after 7:30 p.m. daily, to accommodate additional patrons.

**NOTE:** *All non-resident students and employees must have a valid parking decal. Visitors to the library must first report to Monmouth University Police Headquarters to obtain a*



*visitor's hang tag. Resident students and any other individuals not utilizing the library facilities are prohibited from parking in these spaces.*



**North End Resident Students** Residential decals will be issued on a first-come, first-served basis to registered students who reside in University residence halls. Parking is permitted in Lots 1, 2, 3, 5, 8, and on University Road. However, after north end parking has been distributed to capacity, resident students will be assigned parking according to availability. If we are able to provide parking, we will notify you by e-mail that a decal is available for you. Please understand that if you fail to come to Police Headquarters to retrieve your assigned decal within five business days, you will forfeit your parking privileges for the remainder of the academic year. North end resident student vehicles cannot park on the South Campus (see Parking Lot Assignments).

**NOTE:** *Violators will be subject to fines, and their vehicles may be ticketed and/or towed at personal expense.*

**Garden Apartment Residents** Parking is permitted in Lot 11 and by special permit only.

**Great Lawn Apartment Residents** Parking is permitted in Lot 12 and by special permit only.

**Resident Assistants** Parking is permitted in assigned areas.

## SPECIAL PARKING PERMITS

**Handicapped Permit** In compliance with the New Jersey Motor Vehicle Commission laws and regulations, applications for a temporary handicapped permit and a set of instructions for its completion can be picked up at the University Police Headquarters, twenty-four hours a day, seven days a week. Handicapped placards will be issued Monday through Friday, 9 a.m. to 4 p.m.

**Visitor One-Day Permit** Authorizes parking for guests or visitors for one day and is available at Police Headquarters, the Greeter's Booth off Cedar Avenue, and from the traffic attendants off Larchwood and Norwood Avenues.

**Temporary Permit** This permit is issued to students and employees. This permit must be obtained from Police Headquarters when using a vehicle other than one that has been properly registered with the University police and displays the proper decal. Please note that those whose vehicles are not registered with the University will not be issued a temporary permit.

## DISABLED VEHICLES

Disabled motor vehicles must be parked in designated areas for a specific time period or until the vehicle can be repaired, and must be registered with the University. A motor vehicle is not considered properly registered unless the appropriate form has been completed and filed with the police department, and the assigned decal is properly affixed to the vehicle. This also includes temporary and one-day permits.

**NOTE:** *It is the responsibility of the individual who performs any motor vehicle repair work to dispose of all waste and scrap material in compliance with established regulations. State law prohibits the disposal of any oil or petroleum products into the sewer system. Individuals should check with Facilities Management Administration at 732-571-3425 for disposal procedures.*

## TRAFFIC REGULATIONS

1. Drivers are required to comply with all traffic signs and markings.
2. Drivers must always yield to pedestrians.
3. Motor vehicles must always be operated with caution. Drivers are required to observe a 15 mph speed limit.
4. The operation of a motor vehicle is prohibited on lawns, walkways, athletic fields, or internal roadways.
5. Only University service vehicles are permitted to drive on internal roadways.
6. Both driving lessons and practice driving are prohibited on campus.

## FINES FOR IMPROPER USE OF DECALS

1. Alterations and/or the transfer of parking permits or decals is prohibited.
2. A fine and disciplinary action will be assessed for:
  - a. Misrepresentation in obtaining a parking decal.
  - b. Obtaining a decal through improper procedures.
  - c. Fraudulent or illegal use of a decal.

## 2011-2012 TICKET FINES

Violation	Fine
Parking in a No-Parking Zone	\$15
Parking in a Restricted Lot	\$15
Obstructing Traffic	\$25
Disregarding a Police Officer's Direction	\$25
Parking Outside of White Lines	\$15
Driving on the Sidewalk, Grass, and Areas Not Intended for Vehicular Traffic	\$15
Failure to Obtain and/or Properly Display a Valid Parking Decal	\$75
Parking in a Handicapped Space	\$250
Parking or Operating a Vehicle on Campus While on the Revoked List	\$100
Speeding 1st Offense	\$50
2nd Offense	\$100
Careless Driving 1st Offense	\$50
2nd Offense	\$100
Other	\$15

## PARKING REGULATIONS

### GENERAL PARKING RESTRICTIONS

1. No vehicle may be parked in any location on campus that is not designated for parking.
2. Vehicles must be parked head-on between the lines of an authorized space.
3. University service vehicles and contractors may park in restricted areas only for the purpose of meeting normal daily service requirements, provided that the normal flow of other vehicles and pedestrian traffic is not impeded.
4. Parking restrictions, with the exception of prohibited areas and handicapped parking, are lifted starting at 4 p.m., Friday, until 4 p.m., Sunday. During those times, vehicles may be parked on the North Campus in the residence hall lots.

### PROHIBITED PARKING AREAS

1. Parking is prohibited in fire zones.
2. Parking is prohibited in any area designated by yellow lines and/or posted signs.
3. The University reserves the right to temporarily close any campus parking area for University purposes. In such instances, advance notice shall be given when possible.

### TOW-AWAY REGULATIONS

The Monmouth University Police Department is authorized to direct non-University personnel to tow the following vehicles to an off-campus location:

1. Any vehicle parked or operated in violation of the parking and traffic regulations or any vehicle that presents a menace to the safe and proper order of on-campus traffic and/or parking regulations.
2. Any vehicle that has not been registered with the Monmouth University Police Department.
3. Any vehicle that has four or more outstanding traffic violations.

**NOTE:** Before regaining possession of a towed vehicle, the owner of the vehicle shall be responsible for paying the costs of the removal and storage of the towed vehicle (39:4-56.6).



## ENFORCEMENT AND APPEALS

The Monmouth University Police Department is responsible for the enforcement of traffic and parking regulations. The police department is authorized to issue warnings and citations. Students and employees are required to stop and identify themselves to a police officer if so requested. Students and employees are also required to obey the parking instructions of police officers and safety officers.

**University Citations** University citations must be paid at the Cashier's Office, Wilson Hall.

**Municipal Citations** Municipal citations issued by the University police are answerable in the appropriate municipal court and cannot be appealed through the Monmouth University Police Department. Local street parking restrictions are enforced by municipal police officers, and all summonses issued by municipal police should be returned to the appropriate municipal court.

**Appeals** To appeal a University citation, you must fill out the Appeal Form, which can be found at <http://www.monmouth.edu/citationappeal>. Appeals may be submitted via the Internet or in writing.

**The appeal must be submitted within five days following the issue date of the citation.** The appellant will receive a determination via e-mail. If an appeal is denied, payment of the fine must be made at the Cashier's Office within five business days from the date the e-mail denying the appeal is sent. If the fine is not paid within that period, a late fee of \$25 will be assessed.

*Help the University Police Prevent Crime: On campus, dial 3472 or dial 911.*

*From your cell phone dial 732-571-3472 and put us on speed dial.*

Forgetfulness, parking for only a short period, not seeing the signs, and parking in a handicapped parking space without the proper authorization

are unacceptable grounds for an appeal. Any appeal submitted on these grounds will automatically be denied.

**Unpaid Fines** If parking and/or traffic fines are not paid within the established time period, a non-negotiable late fee of \$25 will be assessed. University officials will be notified to take whatever action is appropriate.

### Suspension of Campus Driving and Parking Privileges

If an individual receives four or more summonses and fails to pay those summonses, that individual's University driving and parking privileges will be suspended, registration will be blocked, and transcripts will be held. In order for these privileges to be restored and the registration block removed, all fines must be paid in full. Payment plans are NOT accepted.



## MONMOUTH UNIVERSITY POLICE DEPARTMENT

Cedar & Norwood Avenues  
West Long Branch, NJ 07764  
732-571-3472  
[www.monmouth.edu/mupd](http://www.monmouth.edu/mupd)

# PARKING LOT ASSIGNMENTS *parking*

- Lot 1:** Resident students
- Lot 2:** Resident students, and visitors in designated areas
- Lot 3:** Resident students
- Lot 4:** Faculty, staff, and employees with Lot 4 authorization
- Lot 5:** Resident students
- Lot 6:** Non-resident students, employees with Lot 6 authorization, and library patrons
- University Road:** Resident students and employees in posted spaces
- Lot 7:** Police department personnel and visitors
- Lot 8:** Resident students
- Lot 9:** University administrators with Lot 9 authorization and visitors after 7:30 p.m.
- Lot 10:** Non-resident students only; no resident student vehicles permitted
- Lot 11:** Resident students residing in the Garden Apartments, visitors, and those with a special permit
- Lot 12:** Resident students residing in the Great Lawn Apartments and those with a special permit
- Lot 13:** Non-resident students (no resident student vehicles permitted)
- Lot 14:** Non-resident students (no resident student vehicles permitted) and visitors
- Lot 15:** Faculty, staff, and administrators with Lot 15 authorization
- Lot 16:** Faculty, staff, and administrators with Lot 16 authorization
- Lot 17:** Physical Education/Athletic Department personnel with Lot 17 authorization
- Lot 18:** Non-resident students (no resident student vehicles permitted), employees with Lot 18 authorization, and visitors
- Lot 19:** Facilities Management personnel
- Lot 20:** Library personnel with Lot 20 authorization and library patrons after 7:30 p.m.
- Lot 21:** Facilities Management personnel
- Lot 23:** Employees with Lot 23 authorization and all students *except* resident students (no resident student vehicles permitted without proper authorization)
- Lot 24:** Administrative Services personnel
- Lot 25:** Non-resident students (no resident student vehicles permitted)
- Lot 26:** Tennis court use







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# MONMOUTH UNIVERSITY

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WHERE LEADERS LOOK *forward*

West Long Branch, New Jersey 07764-1898

[www.monmouth.edu](http://www.monmouth.edu)