



PARKING MANAGEMENT POLICY

INTRODUCTION

Cornish College of the Arts has established the following regulations to govern parking on its property. These regulations apply to all individuals seeking permission to park or operate a motor vehicle or bicycle on College property.

The College must consistently implement this Parking Management Policy. Cornish College of the Arts assumes no liability for loss or damage to a vehicle or its contents while parked on College property.

Objectives of Parking Regulations

The objectives of these regulations are:

1. To ensure compliance with all local, state, and campus regulations
2. To assure access at all times for emergency equipment
3. To facilitate the work of the College by assuring access to its vehicles and by assigning the limited parking space for the most efficient use

Permission to Park on Cornish Property

As Cornish is located in a downtown area with limited available parking, it is necessary that the College restrict the use of its parking lots to people having direct business with the College.

All individuals wishing to park in College lots must have a valid driver's license, current vehicle registration, proof of insurance, and a properly displayed on the lower left side of their dashboard and valid permit. In addition vehicles must be street legal. Any vehicle parked on College property without a valid permit is subject to receiving a citation, monetary fine, and/or vehicle impoundment at the vehicle owner's expense.

Authority to Manage Parking Services

Campus Safety and Security is duly appointed the representative of the College and has the authority to enforce all parking regulations on College property. Campus Safety and Security is given powers of citation and impoundments and shall execute the powers of enforcement as granted by this policy and the Administration of the College.

Revisions of These Regulations

The College Administration reserves the right to revise these regulations, including the fee, fine, and penalty schedules at any time.

Overnight Parking

The College discourages overnight parking. On a case by case basis, overnight parking may be permitted on campus. If anyone desires to leave their vehicle past building closing hours, they must notify Campus Safety and Security.

Scooters and Motorcycles

For the purpose of these regulations, motorcycles, motorized bicycles, and scooters are considered to be motor vehicles and are subject to the same parking rules and regulations as all other motor vehicles noted in this document. Motorcycles, motorized bicycles and scooters must be parked in designated areas only but no parking permit is required.

PARKING PERMITS

Authorization for Issuance of Permits

The Cashier's office is authorized to issue a very limited number of permits to park on College property. All outstanding parking violation penalties must be satisfactorily settled before a parking permit may be issued or renewed.

Transferable permits

Permits are non-transferable unless both vehicles are registered with Cornish.

ADA permits

You must have a valid state-issued disabled license plate or rearview mirror ADA tag to park in an ADA spot on College property. You must also purchase and display a Cornish parking permit. Any vehicle parked in an ADA spot without the proper license or tag and valid Cornish parking permit is subject to a citation, monetary fine, or immediate towing.

License plate and address changes

Any license plate or address changes must be reported to the Cashier's office within ten days of the change.

Replacement policy

A lost/stolen/misplaced purchased Parking Permit may be replaced by paying a replacement fee of \$25.00.

Free Evening, Weekend, and Holiday

This permit is free to employees and students. It is valid from 4 p.m. to 10 p.m., Monday through Friday, all hours Saturday and Sunday, along with College recognized holidays. The permits can

be obtained at the Cashier's Office on the 3rd Floor at MCC, 1000 Lenora. The permit is good on a semester basis and may be obtained anytime throughout the year. It must be clearly visible and properly displayed on the vehicle dashboard. There is a \$5.00 replacement fee for a lost permit.

Purchased

All employees or students wishing to park on College or related properties between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday, except holidays, must purchase a parking pass. Monthly permits may be bought starting two weeks before the start of the Fall term, Spring term, and Summer Term. These are on a first come basis. The College sells the following types of permits in limited quantities:

- Cornish student and employee permits by the Semester
 - Lot D 11 Stalls (8-18)
 - Lui Garage 19 Stalls
 - Kerry Garage as needed
- Third party permits by the month
 - Kerry Hall Garage 20 Stalls
- Hourly/Day passes for employees and students
 - Lot A (Prow) 2 ADA Stalls & 13 Stalls
 - Lot B 12 stalls
 - Lot D 2 ADA Stalls & 7 Stalls
 - Kerry Hall Garage 10 Stalls

Monthly Cornish Employee Permits

Parking permits are offered on a first-come-first-served basis & are limited in quantity. Permits must be conspicuously displayed on your dashboard whenever parked on campus. parking permit at the Cashier's office during available hours. This pass must be clearly visible and correctly displayed on the vehicle dashboard. These designated employees will pay for their parking permits via monthly payroll deduction. Payroll will be notified by EoD on the 21st of any permits active that month. Any permits issued between the 22nd & the end of that month will be communicated to Payroll on the following pay cycle, which will include that prior month's prorated amount + the then current month's amount.

Parking Permit Charges – Employee permits are paid for via pre-tax payroll deduction.

Full-Time Employees

- Employees making more than \$70,000 per year will pay \$150 per month for parking
- Employees making between \$40,000 and \$69,999 will pay \$100 per month for parking
- Employees making less than \$40,000 per year will pay \$75 per month for parking

Monthly Student Permit

There is a limited number of semester parking passes available for Students. Students must ordinarily be enrolled with a full time credit load in order to qualify for this pass option, exceptions will be granted on a case-by-case basis. Student permits are pre-paid for at the time of issuance at

the cashier window or via their online student account. These designated students will pay for their parking permits either at the cashier window or via their online student account. Payment for miscellaneous charges, such as parking permits, are due by the end of the month that the charge is incurred.

Full-Time Students

- \$75 per month

Exceptions to the full time requirement can be requested by emailing the Director of Operations. Please include details as to why you may need to have a monthly pass.

Summer Monthly Pass

Employees who are working on campus over the summer may purchase a monthly pass for the summer months. Students attending classes or staying in the dorms over the summer may purchase a monthly pass for the summer months.

Outside Contractor (Nellie's and Security) Purchased Monthly Permits

A very limited number of outside contractors who are regularly expected to work on campus approximately (5) days during a regular workweek are eligible to purchase a monthly permit for vehicles parked on College property between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. This pass must be clearly visible and properly displayed on the vehicle dashboard. These designated outside contractors must purchase and pay in full for each Monthly permit at the Cashier's office during available hours.

Hourly/Day Passes

These passes are available for employees and students who wish to park in designated areas on an occasional basis Monday-Friday between 7:00 a.m. and 4:00 p.m. Cornish employees and students can purchase these passes through the Coursedog reservation system (<https://cornish-events.coursedog.com/>). Employees will be charged \$2.00 per hour for each hour of use and will pay via monthly payroll deduction. Students will be charged \$1.25 per hour of use and will pay via monthly billing via Student Accounts. This pass must be properly displayed on the vehicle dashboard, showing the date of reservation and stall reserved in the specific parking lot. If a reserved stall cannot be accessed, the driver must contact Campus Safety and Security, who will direct them to an available stall.

Guest Permits

These passes are very limited. If a department needs a special visitor permit, they should reach out to a Coursedog Parking Administrator to reserve this access. These free passes will be reserved and issued by the hour. Access privileges are controlled through the Office of Safety & Security Office. Below is lists the authorized staff able to book guest passes. These passes can only be used for the following: for vendors, deliveries, guests artists, guests of the college and prospective students.

Cornish Business Parking

Cornish will provide free parking for vehicles when necessary to be used for Cornish business, subject to approval by Operations. Examples of Cornish Business Parking are vendors, high profile visitors, guest artists, employee hiring, prospective students, etcetera. Such parking must be booked by Corusedog Parking Admins. This may not be used to circumvent paying for commuter vehicle parking. Parking bookings are reviewed monthly to ensure they are in compliance with the policy.

Please keep in mind that the College owns a fleet of vehicles that should be used for Cornish business when possible. Note that the transportation of students or prospective students is not permitted in personal vehicles.

Coursedog Parking Admins

- Academic Department Coordinators
- Admission Office Coordinator
- Campus Security
- Director of Operations
- Executive Assistant to the Provost/President
- Executive Assistant to CFO/Operations
- Human Resource Staff
- Student Accounts Staff
- Dean of Student Affairs
- Director of IT

Non-Cornish community Monthly parking at Kerry Garage

Non-Cornish community monthly parking rental is available for individuals seeking long-term parking solutions (20 max in Kerry Garage only). A monthly fee (\$230) will be charged, and parking spots will be assigned on a first-come, first-served basis. The parking spot is for the exclusive use of the individual who has rented it, and failure to comply with parking regulations may result in fines or revocation of parking privileges. The agreement can be terminated with written notice, and the policy does not guarantee a specific parking spot or location, nor does it guarantee availability during peak times or special events. The individual renting the parking spot is responsible for the security of their vehicle and its contents, and the policy is subject to change at any time.

Cancellation or late start of a Semester permit: In order to cancel your parking permit, the permit must be returned to the Cashier. The Cashier will see that your charges for monthly parking permits are prorated based on the date of issuance or cancellation. Cancellations prior to the start of the covered month result in a full refund for that month. Refunds may not be granted for temporary closures due to maintenance or force majeure events.

Lot Assignment:

Cornish lots hours for daily booking are 7:00 a.m. to 4:00p.m. Monday through Friday except holidays. Students and employees with a valid Free Night & Weekend pass may park in these lots, except for the LUI Garage, from 4 p.m. to midnight., Monday through Friday, all hours Saturday and Sunday, along with College recognized holidays. These lots are:

Name	Permit Type	Address
Kerry Garage	Day/Semester	716 Boylston Ave E (Cornish ID Card needed for access)
MCC lot A (aka Prow)	Day	1000 Lenora NW Corner off of Denny Way
MCC Lot B	Day/Semester	1000 Lenora NE Corner off of Lenora
Raisbeck Hall Lot D	Day/Semester	2015 Boren Ave Access from alley
Lui Garage	Semester	906 Virginia Ave (Fob required for access)

NOTE: Students and employees with a valid Free Night & Weekend. pass may park in these lots, except for the LUI Garage, from 4 p.m. to Midnight, Monday through Friday, all hours Saturday and Sunday, along with College recognized holidays.

Designated Parking

Certain spaces are restricted designated for College vehicles or specific individuals of the College. These stalls have signs noting their use. Please contact the Director of Operations for further details.

Load/Unload Zones: For any Load/Unload needs only

- MCC Lot A closest stall to the door
- MCC alleyway
- MCC Terry Ave by side entrance to the Cafe and one by the Fabrication Shop windows
- Kerry Hall East side on Harvard Ave E
- Playhouse in front of but not blocking the Green gates that lead to the courtyard off of 2nd Ave N

ENFORCEMENT OF PARKING REGULATIONS

In fairness to those employees who follow the regulations outlined in this policy, the College must consistently implement the following parking policy.

Procedure/Policy

Campus Safety and Security are responsible for monitoring the use of the College parking lots and are delegated to issue citations to vehicles not correctly displaying a valid Cornish parking permit. This procedure is in effect at all times.

Violation:

Violations must be paid at the Cashier's Office during available hours or mailed to Cashier's Office, Cornish College of the Arts, 1000 Lenora Seattle, WA 98121.

Unpaid fines for student vehicles will be charged to the student's Student Account Record.

Unpaid fines for any and all parties may be sent to collections.

Registered owner responsibilities for illegal parking. The owner listed on the vehicle registration shall be held responsible for all infractions resulting from policy noncompliance.

Mitigation and suspension of penalties

Appeals are only accepted if a vehicle owner has a valid Cornish parking permit and a procedural error resulted in the issuance of an infraction. If a vehicle owner feels that a procedural error resulted in the issuance of an infraction, they can petition the violation within (5) calendar days of ticket issuance. A petition form can be secured from the Campus Safety & Security Office at either Kerry Hall or MCC. The form must be completed entirely.

Note: the ticket is not automatically voided by submitting the petition.

The Director of Security or designee will review this appeal within (5) business days of receipt of the appeal and will notify the appellant of the decision via email. The appellant will have (5) business days to pay the ticket at the original penalty cost, or the increased penalty will be assessed.

Note: Failure to have a valid permit on display at the time of the infraction is not grounds for an appeal.

Enforcement of penalties

All outstanding parking violation penalties must be satisfactorily settled before a parking permit may be issued or renewed for a semester and/or day pass. Any parking fine which is unpaid for a period of time in excess of the time specified for payment will constitute a

delinquent and unpaid debt due to the College. This may be processed for collection in accordance with College procedures. Any vehicle with one or more outstanding parking violations is subject to impound upon any subsequent parking violations.

Impoundment of vehicles

Any vehicle parked on College property that is not in adherence with the campus parking management policy may be subject to impoundment at any time. The College and agents authorized to act on its behalf shall not be liable for loss or damage of any kind resulting from such impoundment.

Impoundment for failure to pay fines

Citation Notices shall clearly indicate that failure to respond by either payment of fines or a written appeal will subject the vehicle to impoundment if it is found parked on College property.

Impoundment without prior notice

A vehicle may be impounded without reasonable attempt having been made to notify the owner of the possibility of this action only in the following circumstances:
The vehicle has no current or properly displayed parking permit and is found during enforcement hours.

The vehicle is found parked in a designated disabled parking space without a valid state ADA permit or College parking permit. The vehicle is found parked blocking a driveway, entrance, or exit, or the alley at MCC or in a reserved space. The vehicle is deemed a safety concern to campus property and/or others.

Abandoned vehicles

Any motor vehicle that has not been driven for (3) consecutive days, and the owner of which cannot be immediately identified or contacted, will be towed at the owner's expense.

Parking fine listing

The fines or penalties which may be assessed for violations of these regulations are those detailed below:

Parking without a current or properly displayed parking permit

\$25.00 if paid within ten days

\$50.00 if not paid within ten days

Unauthorized use of ADA parking space

\$125.00 if paid within ten days

\$250.00 if not paid within ten days

Parking in a driveway, entrance/exit, or the alley at MCC or in a reserved space or in another manner that presents a safety hazard

\$25.00 if paid within ten days

\$50.00 if not paid within ten days