



# 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 limited parking space effectively and efficiently

## 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 individuals 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 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 as representatives 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

Permit parking holders who live on campus may park overnight and on the weekends. Residents are encouraged to make sure that they are not leaving valuables in their car overnight to minimize the risk of break-ins and theft. For all other members of the campus community, the College does not allow for overnight parking. On a case by case basis, overnight parking may be permitted on campus. If anyone needs to leave their vehicle past building closing hours (e.g. car has broken down), 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 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.

If you must temporarily drive a different vehicle than the one you list when applying for your permit, you must either email [msecurity@cornish.edu](mailto:msecurity@cornish.edu) at least 24 hours in advance of parking, or call 206-726-5038 if you are unable to give advance notice.

## 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 (FNW) Permit for Lenora and Prow parking lots:

This permit is free to employees and students. It is valid from 4 p.m. to 7 a.m., Monday through Friday, all hours Saturday and Sunday, along with College recognized holidays. FNW passes can only be used for the **Lenora and Prow parking lots**. 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. Permits must be

visibly displayed on the front passenger side window in the top corner. There is a \$5.00 replacement fee for a lost permit.

### Monthly Purchased Permits

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. After 4pm Lenora and Prow stalls open up to Free Evening and Weekend use, as such if you leave your assigned stall after 4pm you may lose your stall but you may park in any open stall in the Lenora or Prow lots ([Parking lot map](#)). Applications open two weeks before the start of the Fall term for Fall permits and the last few weeks of Fall term for Spring permits. If a parking permit is not picked up at the end of 5 business days, it will be forfeited and the lot and spot will be re-entered into the lottery for another employee or student. These permits are issued on a lottery based drawing as they become available.

The College sells the following types of permits in limited quantities:

#### Monthly Permits

Lot	Stalls	Available To:
Prow Lot (A)	Stalls 5-6	Employees/Cornish Contractor
Lenora Lot (B)	Stalls 5-12	Employees
Student Lot (D)	Stalls 1-3 & 6-18	Students, <b>No Free Night and Weekend pass</b>
Student Lot (D)	Stalls 4-5	Operations
Lui Garage	Stalls 1-19	Employees/Cornish Contractor

### Monthly Cornish Employee Permits

Parking permits are issued by a lottery and are limited in quantity. Only full time employees or Core Faculty may get a Monthly permit. Permits must be visibly displayed on the front passenger side window in the top corner. To request a parking permit, either visit the Cashier’s office during open hours or fill out the form found in the all school email sent out each term and updated on the website. If using a different car for a limited time, please email Campus Safety & Security in advance or call if you are unable to give notice more than 24 hours in advance.

Full-time employees will pay for their parking permits via monthly payroll deduction. Payroll will be notified by the end of the business day on the 21st of permits authorized for that month. Any permits issued between the 22nd and the end of the month will be communicated to Payroll on the following pay cycle, which will include that prior month's prorated amount, in addition to the current month's amount (if applicable).

### 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 are a limited number of monthly parking passes available for Students. Students must 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. Exceptions to the full time credit load requirement can be requested by emailing the Director of Operations. Please include details as to why you may need to have a monthly pass.

Students will have their student account charged for their parking permit on a monthly basis, so they can use the same variety of payment methods available to them for their tuition payments (in person, Cashnet, or via phone call). Parking permit charges are due by the end of each month.

Permits must be visibly displayed on the front passenger side window in the top corner. If using a different car for a limited time please email Campus Safety & Security in advance or call if within 24 hours. Students who live on campus may park overnight.

Full-Time Students

- \$75 per month

## 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 Cornish Commons over the summer may purchase a monthly pass during the summer.

## Cornish Contractor (Nellie's Cafe and Security Employees) 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 \$100/Month, 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 posted business hours.

## Guest/Business Parking

These passes are very limited. If a department needs a visitor permit, they should reach out to a CourseDog Parking Administrator (listed below) who can assist in making this reservation. These free passes will be reserved and issued by the hour. Access privileges are controlled through Campus Safety & Security. Additionally, if there are any unclaimed monthly stalls, they may be booked for temporary guest/business parking.

These passes can only be used for the following individuals/purposes:

- Vendors
- Deliveries
- Guests artists
- Guests of the College
- Prospective students
- Employees, when explicitly asked to use personal vehicle for Cornish business

Any parking needed between 4pm-7am must be communicated to Security in order to authorize guest parking.

### CourseDog Parking Admins

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

### Guest/Business Parking

Lot	Stalls
Prow Lot (A)	Stalls 7-9
Lenora Lot (B)	Stalls 1-4
Student Lot (D)	Unassigned stalls

### Cancellation or Late Start of a Monthly 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 the **Prow or Lenora lots only**, 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
MCC Prow Lot (A)	Monthly	1000 Lenora NW Corner off of Denny Way
MCC Lenora Lot (B)	Monthly	1000 Lenora NE Corner off of Lenora
Student Lot (D)	Monthly	2015 Boren Ave Access from alley
Lui Garage	Monthly	906 Virginia Ave (Fob required for access)

### Non Cornish lots:

These are lots which are either open to the public or have a negotiated rate for the Cornish community. These lots are managed by a third party with their own policies.

<b>Name</b>	<b>Parking Type</b>	<b>Address</b>
Amazon re:Invent Garage	Hourly (Free after 4pm & Weekends)	2121 8th Ave, Seattle, WA 98121
KIARA Garage	Hourly only	111 Terry Ave N Seattle, WA 98101
Mercer Street Garage	Hourly/Monthly (negotiated rate for Monthly)	650 3rd Avenue N., Seattle, WA, 98109

### **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 any questions.

### **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 personnel 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 will double after 30 days.

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 after 90 days.

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. *Failure to have a valid permit on display at the time of the infraction is **not** grounds for an appeal.* A petition form can be secured from Campus Safety & Security at either Kerry Hall or MCC. The form must be completed in its entirety to be valid and the ticket is not automatically voided by submitting the petition.

The Director of Campus Safety & Security or their 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.

#### [Parking Citation Appeal Form](#)



### Enforcement of Penalties

All outstanding parking violation penalties must be satisfactorily settled before a parking permit may be issued or renewed for a monthly permit 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.

Cornish College of the Arts has partnered with LANG Towing of Seattle. Unauthorized or improperly parked vehicles will be impounded 24 hours a day at owner's risk and expense.

Company Name: LANG TOWING INC

Phone Number: 206-322-3383

Location Address 1: 1528 NW Leary Way  
Seattle, WA 98106

Location Address 2: 271 S Portland St  
Seattle, WA 98108

### **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 moved for (3) consecutive days, and the owner of which cannot be immediately identified or contacted, will be towed at the owner's expense. This does not apply to the student parking lot with vehicles that have monthly parking permits.

### **Parking Fine Listing**

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

<b>Violation</b>	<b>Paid &lt; 30 days</b>	<b>Paid &gt; 30 days</b>
Parking without a current or properly displayed parking permit	\$50.00	\$100.00
Unauthorized use of ADA parking space	\$125.00	\$250.00
Unauthorized 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	\$50.00	\$100.00