

CAMPUS  
COMMUNICATION

DATE: July 15, 2010

TO: All Drake Faculty, Staff, Contract Employees, and Students

FROM: Victoria F. Payseur,  
Vice President for Business and Finance

RE: Registration of Vehicles 2010-11

All University faculty, staff, contract employees and students who wish to park their vehicles in a University-owned parking lot (other than the Olmsted pay lot) for the 2010-11 school year will need to register their vehicles and purchase a parking hang tag. Parking permits and parking lots are designated as either daily commuter or overnight parking. Be sure to purchase the appropriately designated permit and read the signage designation posted on the entrance to each parking lot. The type of permit will determine where you are allowed to park on campus.

**Parking Committee Changes for 2010-11:**

The University Parking Committee is pleased to announce that students, faculty and staff can now register their vehicles and purchase hang tags online via [blueView](#) (see Where to Buy Permits below).

In addition, the Committee has added the Appeals Process section to the Parking Regulations.

The Parking Regulations can be found online by going to the Parking Tool Channel in [blueView](#) or by clicking [Parking](#).

**Overnight Parking Permits:**

Only students living in Drake residence halls and the Drake West Village will be allowed to purchase overnight permits. Overnight parking permits will be sold on a "first-come-first-served" basis and will only be issued for the actual number of overnight-designated parking spots (approximately 1,100 spots for 2010-11).

**Daily Commuter Parking Permits:**

All non-residence hall students and employees should purchase the daily commuter permit. Given the number of students, employees and visitors on the campus each day, there are simply not enough parking spaces on campus to ensure a convenient parking spot for every daily commuter permit sold.

**Where to Buy Permits:**

Effective immediately, students, faculty and staff can now register their vehicles and purchase hang tags **online via [blueView](#)**. Commuter students purchasing online will be mailed their hang tags to the address on the vehicle registration up to 2 weeks prior to the start of the term. Students living in the residence halls have the option of purchasing their hang tags online as well, but their hang tags will not be mailed and must be picked up in Student Life on or after August 18<sup>th</sup>, 2010. Hang

tags purchased online by faculty and staff will be mailed to their Drake address. Hang tags purchased online after August 6<sup>th</sup>, 2010 can be picked up in the Cashier's Office, 115 Old Main, during regular business hours. Purchasing the annual or yearly hang tag will be available July 12<sup>th</sup>, 2010. The purchase of the fall only hang tag will be available online on or after July 22<sup>nd</sup>, 2010.

The link to purchase your parking hang tag can be found on any of the following tabs within [blueView](#): Campus Life, Student Services, Employee and the Parent Tab. Students who wish a parent or guardian to register the student's vehicle and purchase the hang tag online will need to grant the parent or guardian access in blueView to their student information.

Students, faculty, and staff may also purchase hang tags at the **Cashier's Office**, Room 115 Old Main, during normal business hours. *(For 2010-11, parking hang tags will no longer be available in the D-Shoppe or the University Book Store.)*

If you have questions regarding this process, contact the Cashier's Office at 515-271-3805. The Parking Policy can be found online by going to the Parking Tool Channel in [blueView](#) or the [www.drake.edu](http://www.drake.edu) website, Click on A-Z (upper right hand navigation) and [Policy Library](#).

**Parking Reminders:**

Throughout the year, some lots will have special parking restrictions for construction and special events. Notification of these special parking restrictions will be posted at the lot and/or information will be disseminated by email. Drivers should be reminded to "comply with all parking regulations" and temporary lot postings.

Beginning Monday, August 23, 2010, campus parking citations will be issued for vehicles parked in university-owned lots without the proper campus hang tag permit.

Owners of vehicles parked in Drake-owned lots without the hang tag will be subject to a **\$25** fine and possible towing at owner's expense.

For a copy of this memo and updated parking regulations go online to the Parking Tool Channel in [blueView](#) or by clicking [Parking](#).

<u>Parking Hang Tag Type</u>	<u>Period</u>	<u>Fee</u>
Daily Commuter	Annual	\$160.00
Residence Hall/Overnight	Annual	\$250.00
Daily Commuter	Fall Only	\$100.00
Daily Commuter	Spring Only	\$100.00
Residence Hall	Overnight Fall	\$165.00
Residence Hall	Overnight Spring	\$165.00

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**NEW DRAKE UNIVERSITY PARKING REGULATIONS  
REVISED JUNE 2010**

*Issued by the University's (Faculty-Staff-Student) Parking Committee*

**REGISTRATION AND DISPLAY OF VEHICLE REGISTRATION PERMIT/(HANG TAG)**

1. All faculty, staff, contract employees and students are eligible to park in designated lots owned and maintained by the University (with the exception of the Olmsted Visitor Parking Lot) upon proper registration of their vehicles and proper display of a valid Drake registration hang tag. The Olmsted Lot will continue to provide convenient parking readily accessible to several campus buildings for visitors, faculty, staff, contract employees, and students. Group parking arrangements in the Olmsted Lot need to be coordinated 30 days in advance with the Drake Campus Security Department 271-2222.

2. All motorized vehicles, including motorcycles and mopeds, must be registered prior to the fall and spring term respectively. (See section "Parking permit definitions and fee structure 2010-11) This includes vehicles wishing to park only occasionally in Drake lots (e.g., during weekend or evening classes). Vehicles larger than a pick-up or van can not be registered (e.g., semis, RVs).

3. Students, faculty and staff can now register their vehicles and purchase hang tags online via [blueView](#). Commuter students purchasing online will be mailed their hangs tags to the address on the vehicle registration up to 2 weeks prior to the start of the term. Students living in the residence halls have the option of purchasing their hang tags online as well, but their hang tags will not be mailed and must be picked up in Student Life on or after August 18<sup>th</sup>, 2010. Hang tags purchased online by faculty and staff will be mailed to their Drake address. Hang tags purchased online after August 6<sup>th</sup>, 2010 can be picked up in the Cashier's Office, 115 Old Main, during regular business hours. Purchasing the annual or yearly hang tag will be available July 12<sup>th</sup>, 2010. The purchase of the fall only hang tag will be available online on or after July 22<sup>nd</sup>, 2010.

The link to purchase your parking hang tag can be found on any of the following tabs within [blueView](#): Campus Life, Student Services, Employee and the Parent Tab. Students who wish a parent or guardian to register the student's vehicle and purchase the hang tag online will need to grant the parent or guardian access in [blueView](#) to their student information.

Parking hang tags may also be purchased in person at the Cashier's Office, Room 115 Old Main, during normal business hours.

If you have questions regarding this process, contact the Cashier's Office at 515-271-3805. The Parking Policy can be found by going to the Parking Tool Channel in [blueView](#) or by clicking [Parking](#).

4. The applicant is responsible for control of the registration permit/hang-tag once issued and will not be allowed to pass them on to a second party. Violation of this provision will subject applicant to automatic revocation of any campus parking privilege and will cause his/her parking registration to be canceled for the remainder of the registration year. Falsification of information on a registration form will result in revocation of the parking permit for the remainder of the year. The registrant of a motor vehicle is responsible for all violations, including those received while the registered vehicle is in the possession of another person.

5. Only Drake faculty, staff, contract employees and students are eligible to purchase the mirror hang tag. The hang tag must be displayed prominently on the interior rear-view mirror of any vehicle being parked on campus. Each hang tag registers a maximum of two vehicles. Owners should check with Security regarding placement of the parking permit for motorcycles and mopeds. Faculty, staff, contract employees and students with a hang tag who trade or buy a new motor vehicle during the registration year will be allowed to retain their permit but must notify the Security Office of appropriate vehicle changes. **Lost hang tag(s) will not be replaced.**

6. Failure to register or to properly display a current Drake registration permit on any motor vehicle parked in a University owned parking facility by any person eligible to register a vehicle will make a violator liable for a fine of \$25.00. Violator's vehicles are subject to being towed, without notification, with towing and storage costs at owner's expense.

7. The University reserves the right to tow, without notification, or revoke the privilege of operating a vehicle on campus in the case of excessive violations. Five violations per school year are considered to be excessive.

## **PARKING REGULATIONS**

All eligible persons may drive motor vehicles in University parking facilities as long as the vehicles are driven and parked with proper regard for the safety and rights of others. All vehicles in lots must be parked in a space properly designated for parking. Where lots are marked, proper parking requires the vehicle to be within the lines designating a parking space. Vehicles may not be parked in such a way as to block or partially block aisles, driveways, exits or entrances to parking facilities, pedestrian drop off zones, or to otherwise restrict the free flow of traffic. Vehicles may not be parked across sidewalks, on lawns, in front of dumpsters, or in any other place not properly designated for parking. Vehicles operated by any person who is eligible to register a car may not be parked in any parking space designated for "visitors."

Vehicles may not be parked in places designated as "No Parking" or "Restricted Parking" such as loading zones, handicapped zones, fire lanes, or areas where the hours are restricted. Every posted sign must be complied with twenty-four hours a day, seven days a week. University-owned streets, service drives and circles are not designated parking areas. Violations will result in a ticket or tow.

Violators of parking regulations as contained herein or as conveyed by any posted sign will be subject to a fine of \$25.00 for each offense. Cars are also subject to towing, without notification, with towing and storage costs at owner's expense.

Cars will be removed from any lot upon proper direction for any emergency purpose such as snow removal, maintenance of the lot, or as directed by the Security Supervisor. Instructions to remove cars may be issued by posting signs, an email or Drake web site announcement, or may be communicated verbally. Failure to comply will result in a fine of \$25.00 and the vehicle may be towed, without notification, with towing and storage at owner's expense. Any vehicle obviously abandoned on Drake University property will be towed.

Motorcycles and mopeds will only be permitted to operate where other vehicles are allowed. Registered motorcycles and mopeds may park in lots and areas designated and reserved for their use about campus. Vehicles may not park in parking spaces specifically designated for motorcycles.

## **PAYMENT OF FINES**

Failure to pay a fine within 30 days from the date the ticket is issued will result in an additional "late" fine of \$15.00. After 30 days, unpaid fines will be treated as any other past due obligation to the University and may result in withholding of transcripts and denial of permission to subsequently register for any classes.

Parking permits will not be issued to students, faculty, contract employees or staff who have unpaid fines.

## **APPEALS PROCESS**

Any faculty, staff, contract employee, or student may appeal any ticket. Students, faculty or staff who wish to submit an appeal of parking violations must complete and submit the Drake University Parking Citation Appeal Form to the Security Department within 14 days of citation issuance in accordance with Parking Policy procedures and guidelines. The Parking Policy is located on the Drake University web site as well as in the Student Handbook. The Parking Appeals Committee meets

twice a month. Once a decision has been made regarding the appeal, an email will be sent to the student/faculty/staff stating the results of the appeal. Once an appeal has been denied, no further appeals may be requested by students, faculty or staff.

Copies of this document may be obtained at the Security Office or in the Olmsted Center or on the Business and Finance web site: by going to the Parking Tool Channel in [blueView](#) or by clicking [Parking](#).

### **SPECIAL PROVISIONS**

For special occasions such as the Drake Relays, football games, or any other University event where unusual parking problems are expected, the University parking lots may be used for parking on a fee basis. Parking lots or portions thereof may be reserved for parking by on or **off**-campus groups or individuals without payment of fee if approved by the Security Chief of Drake University.

**Parking facilities at Drake University are limited.** Purchase of a commuter permit does not guarantee that a parking spot in a University parking lot will always be available. The inability to locate an open parking spot is not an excuse for violation of these parking regulations. Drake University assumes no responsibility or liability for any property loss or damage for any vehicle parking on Drake owned property. Residence hall area directors must apply for special reserved-spot permits.

The cost to purchase a parking permit is an individual employee/student expense. University budgets may never be used to purchase parking permits or lot dots for use by employees or students.

Drake University provides for handicapped parking. Permits to use such designated parking areas will be issued by the Iowa Department of Transportation. Parking in spaces designated for handicapped parking without the appropriate State handicapped permit will result in a fine of \$100.00 for each offense. Handicapped spaces may be monitored by both Drake and the City of Des Moines.

THE UNIVERSITY RESERVES THE RIGHT TO REASSIGN DESIGNATED LOTS DURING THE ACADEMIC YEAR IF NECESSARY IN RESPONSE TO CHANGES IN USAGE AND DEMAND. THE UNIVERSITY RESERVES THE RIGHT TO MODIFY PARKING REGULATIONS AS NEEDED TO ENSURE FAIRNESS AND SAFETY.

### **Parking Permit Definitions and Fee Structure 2010-11**

**NOTE:** Daily commuter permit holders are prohibited from parking in overnight designated student parking lots. Student overnight permit holders are prohibited from parking in designated daily commuter permit parking lots.

See parking lot signs and/or review campus map for parking lot designations. Violators using improper lots will be ticketed and/or towed.

#### **Commuter Daily Permit – Annual - \$160.00**

Permit allows for daily parking in campus commuter lots on a first-come-first-served basis. Parking overnight, 2 AM – 6 AM, is prohibited. This permit expires 5/31/11.

#### **Commuter Daily Permit – Fall 10 Semester only - \$100.00**

Permits allows for daily parking in campus commuter lots on a first-come-first-served basis. Parking overnight, 2 AM – 6 AM is prohibited  
Fall 10 Semester permit expires 12/31/10.

**Commuter Daily Permit–Spring 11 Semester only - \$100.00**

Permits allows for daily parking in campus commuter lots on a first-come-first-served basis. Parking overnight, 2 AM – 6 AM is prohibited.  
Spring 10 Semester permit is valid for period 1/1/2011 - 5/31/11.

**Student Residence Hall Overnight Permit–Annual \$250.00**

Permit allows students living in residence halls on campus to park overnight. Only 1100 permits will be issued, thus guaranteeing a campus parking space on a “first-come-first-served” basis in any overnight designated parking lot.  
Permit will expire 5/31/11.

**Student Residence Hall Overnight Permit–Fall 10 Semester Only - \$165.**

Same regulations as Student overnight annual permit, however the permit expires 12/31/10.

**Student Residence Hall Overnight Permit – Spring 11 Semester Only - \$165.**

Same regulations as Student overnight annual permit, however the permit begins January 1, 2011 and expires 5/31/11.

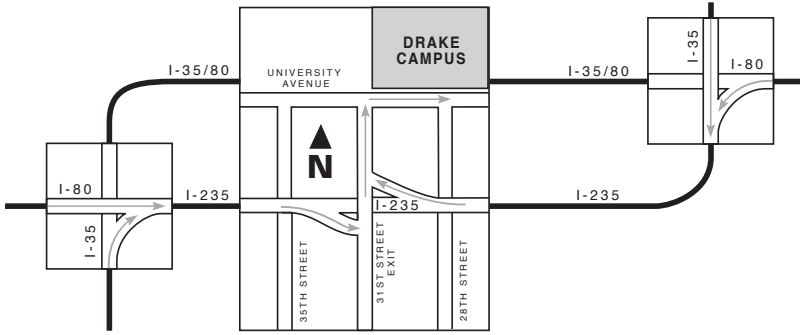
## DRIVING DIRECTIONS TO DRAKE UNIVERSITY

### From the East and North

At the northeast edge of Des Moines, I-80 and I-35 join and go west around the city while I-235 goes through Des Moines. Take I-235 west for about six miles to the 31st Street exit, which is past the downtown area. You will see a sign that says "Exit 6, Drake University." Exit I-235 at the 31st Street exit and turn right (north). Travel approximately six blocks on 31st Street to the stoplight at University Avenue. At University Avenue, turn right and go three blocks and you will see the Admission parking on the right (south) side of University. Reserved parking for admission visitors is located on the north side of the lot. Cole Hall, Office of Admission is located across the street.

### From the West and South

At the southwest edge of Des Moines, I-80 and I-35 join and go east around the city while I-235 goes through Des Moines. Take I-235 east to the 31st Street exit in Des Moines. Be sure you have passed the 63rd Street exit. Exit at 31st Street and turn left (north). Travel approximately six blocks on 31st Street to the stoplight at University Avenue. At University Avenue, turn right and go three blocks and you will see the Admission parking lot on the right (south) side of University. Reserved parking for admission visitors is located on the north side of the lot. Cole Hall, Office of Admission is located across the street.



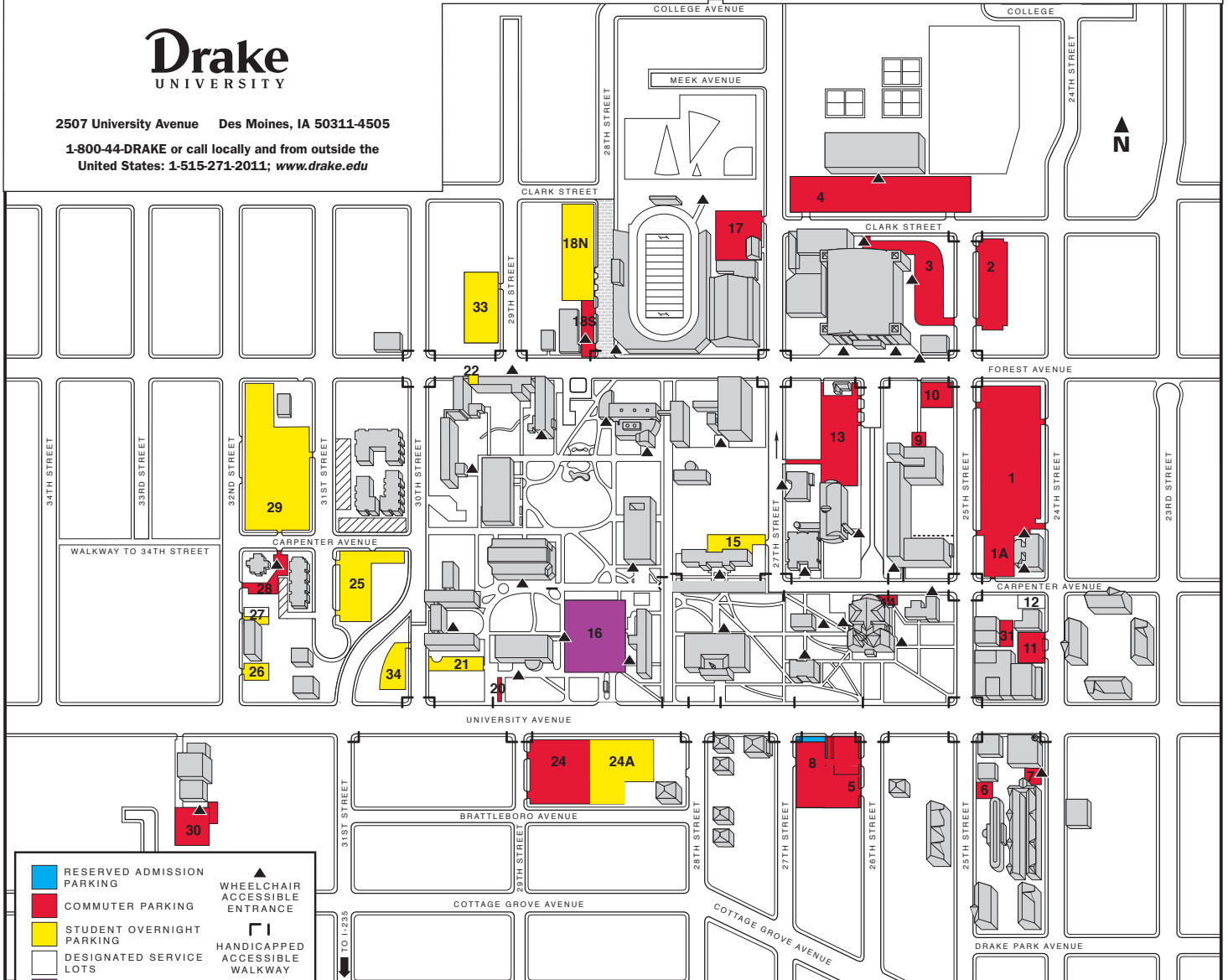
## PARKING LOTS

25th & Forest	10	1	Fine Arts
Admission	8	1A	Dial Center
Aliber Hall	24	2	Knapp Center East
Aliber Hall West	20	3	Knapp Center
City of Des Moines/DMPD	12	4	Tennis Center
Crawford Hall	22	5	Old Main
Dial Center	1A	6	Legal Clinic West
Facilities	17	7	Legal Clinic East
Fine Arts	1	8	Admission
Fine Arts North	9	9	Fine Arts North
Health Center	28	10	25th & Forest
Jewett Hall	15	11	Kinne Center
Kinne Center	11	12	City of Des Moines/DMPD
Kirk Hall South	21	13	Wifvat Plaza
Kirk Hall West	34	14	Sheslow (30 Minute)
Knapp Center	3	15	Jewett Hall
Knapp Center East	2	16	Olmsted Visitor Pay Parking
Legal Clinic East	7	17	Facilities
Legal Clinic West	6	18N	West Stadium
Morehouse Hall	24A	18S	Studio Arts
Old Main	5	20	Aliber Hall West
Olmsted Visitor Pay Parking	16	21	Kirk Hall South
Quads	33	22	Crawford Hall
Ross Hall North	27	24	Aliber Hall
Ross Hall South	26	24A	Morehouse Hall
School of Education	30	25	West Campus-A
Security Dept.	31	26	Ross Hall South
Sheslow (30 Minute)	14	27	Ross Hall North
Studio Arts	18S	28	Health Center
Tennis Center	4	29	West Campus-B
West Campus-A	25	30	School of Education
West Campus-B	29	31	Security Dept.
West Stadium	18N	33	Quads
Wifvat Plaza	13	34	Kirk Hall West

**Drake**  
UNIVERSITY

2507 University Avenue Des Moines, IA 50311-4505

1-800-44-DRAKE or call locally and from outside the United States: 1-515-271-2011; [www.drake.edu](http://www.drake.edu)



Drake University's campus is a smoke-free environment.

NO SMOKING IN DRAKE PARKING LOTS PURSUANT TO STATE LAW