



SAINT AUGUSTINE'S  
UNIVERSITY  
*Transform. Excel. Lead.*

## Saint Augustine's University Parking Rules & Regulations

Welcome to Saint Augustine's University. Saint Augustine's University is a residential pedestrian campus with limited parking available. To accommodate the limited parking spaces on campus, a permit is required. All faculty, staff and students who park on campus are required to register their vehicles with the University Police Department, pay a registration fee and display a valid permit on their vehicle. Faculty, staff, and visitor hangtags must always be placed on the rearview mirror facing outward while the vehicle is parked on University property. Student decals will be stickers. The sticker must be adhered to the inside driver side windshield facing outward while the vehicle is parked on University property. All questions should be directed to:

SAUCPD  
550 Prezell Circle  
Baker Hall  
Raleigh, NC 27610  
Ph: 919.516.4911  
sauparking9684@st-aug.edu

### Purpose

The Saint Augustine's University Campus Police Department (SAUCPD) is committed to the safety and well-being of all members of the University community. The SAUCPD has the responsibility to provide a well-maintained and safe parking facility for employees, students and visitors. Parking permits will assist the SAUCPD in the regulation of what vehicles park and frequent the University for safety and security purposes. The implementation of parking permit procedures will proceed as follows:

**All faculty, staff and students (full-time or part-time) will be required to purchase a parking permit to park on campus. Permits will be required for all vehicles to include motorcycles.**

**NO EXCEPTIONS.**

**Parking Rules & Regulations will be enforced by the SAUCPD throughout the year. If you suspect your car has been towed from a SAU Lot, please contact SAUCPD at 919.516.4911.**

### Purchase Your Campus Parking Permit

The present parking system is comprised of several surfaced lots and one unsurfaced lot. Saint Augustine's University (SAU) students, faculty and staff can purchase a parking permit to park in specified areas designated on campus.

Saint Augustine's Academic School Year Permits will be available for purchase starting in the month of July. SAUCPD will refrain from ticketing and towing during the first two weeks while decals are being sold for anyone parked on campus without a permit, **except illegally parked in a reserved space.**

### **How to Purchase Your Parking Permit?**

**Faculty and staff** may purchase by payroll deduction, cash, or credit/debit card.  
**SAU Students** may purchase decals by cash or credit/debit card.

All cash payments must be paid in SAU Business office and receipt brought to SAU Campus Police office prior to receiving your decal.

### **Faculty & Staff Registration and Payment Options**

Complete a vehicle registration form via the online parking portal  
[https://saintaugustinesuniversity.formstack.com/forms/parking\\_permit\\_application](https://saintaugustinesuniversity.formstack.com/forms/parking_permit_application)

Please be prepared with the following valid documents at the time of vehicle registration.

- Valid Driver's License
- Proof of Registration
- Faculty/Staff ID
- Complete payroll deduction form, debit/credit card, or cash receipt

Once you have registered your vehicle online, you will receive an emailed receipt. Please allow 24 hours (1 business day) for decal pickup. You will pick up your decal from the SAU Parking manager located in Baker Hall Monday – Friday between the hours of 9am-5pm (unless otherwise posted).

### **Residential & Non-Residential Student (includes Early College) Registration and Payment Options**

Complete a vehicle registration form via the online parking portal  
[https://saintaugustinesuniversity.formstack.com/forms/parking\\_permit\\_application](https://saintaugustinesuniversity.formstack.com/forms/parking_permit_application)

Please provide the following valid documents at the time of decal pick-up:

- Valid Driver's License
- Proof of Registration
- Student ID
- Debit/credit card, or cash receipt

Once you have registered your vehicle online, you will receive an emailed receipt. Please allow 24 hours (1 business day) for decal pickup. You will pick up your decal from the SAU Parking manager located in Baker Hall Monday – Friday between the hours of 9am-5pm (unless otherwise posted).

### **Contractors / Temporary Employee Registration and Payment Options**

Complete a vehicle registration form via the online parking portal  
[https://saintaugustinesuniversity.formstack.com/forms/parking\\_permit\\_application](https://saintaugustinesuniversity.formstack.com/forms/parking_permit_application)

Please provide the following valid documents at the time of decal pick-up:

- Valid Driver's License
- Proof of Registration
- Contractor ID or Student ID
- Debit/credit card, or cash receipt (payable in the Cashier's Office-G3)

Once you have registered your vehicle online, you will receive an emailed receipt. Please allow 24 hours (1 business day) for decal pickup. You will pick up your decal from the SAU Parking manager located in Baker Hall Monday – Friday between the hours of 9am-5pm (unless otherwise posted).

**Visitor, Alumnae/Alumni/Parents/Family**

Visitors are individuals not enrolled or employed by the University. Visitors are expected to comply with the University’s parking and traffic rules and are held responsible for citations issued for incorrect or improper parking. Obtaining a visitor pass from the front booth is required by Campus Police to park in the University designated visitor parking lot. Lot #6 is the designated lot for visitor parking (unless otherwise posted).

**Current Decal Prices**

<b>Type of Decal</b>	<b>Cost</b>	<b>Payable</b>
Faculty/Staff Reserve	\$240.00 (4 installments of 60.00)	Payroll deduction, cash, check or credit card
Faculty/Staff General	\$180.00 (4 installments of \$45.00)	Payroll deduction, cash, check or credit card
Contractor	\$200.00 (\$100.00 per semester)	Cash or credit card
Residential	\$100.00 (yearly)	Cash or credit card
Non-Residential	\$120.00 (yearly)	Cash or credit card
Wake County Public Schools	\$120.00 (\$60.00 per semester)	Cash or credit card
Temporary Employee	\$20.00 per month	Cash or credit card
Additional Decal (Faculty & Staff ONLY)	\$25.00	Cash or credit card
Replacement Decal	\$25.00	Cash or credit card

**NO PARKING PERMIT REFUNDS WILL BE GRANTED. ALL PURCHASES ARE FINAL**

**Spacing Permit Options**

**Reserved Parking**

Reserved parking spaces are strictly enforced from the hours of 6 a.m. - 7 p.m., Monday through Friday including holidays. A reserved-space permit holder is entitled to exclusive use of the designated space during this time. Reserved permit holders may not allow others to park in their space or a space not registered to the individual. Reserved decal holders should only park in their exclusive designated space. *Faculty or staff members who currently park or wish to park in reserve parking should make immediate contact with the SAUCPD.*

**The following lots are considered reserved and only used by faculty/staff with a reserve decal**

- Chapel Lot (Lot RP2) - Assigned by the Office of the President
- Penick Lot (Lot RP4)
- MLK Lot (Lot RP5)
- Cheshire Lot (Lot RP13)
- Robinson Library Lot (RP14)
- Mosee (Lot RP3)
- ROTC (Lot #RP24)
- Alumni House (Lot #RP19)
- JJ Sansom Jr Drive (Lot RP7) – marked reserved spaces

- James Boyer Drive (Lot RP8) - marked reserved spaces

**Faculty & Staff may park in any of the following designated lots with a decal**

- JJ Sansom General (Lot #P7)
- George Pup Williams (Emery Gym/State Street & Track Areas (Lot #P9, P10, P12)
- James Boyer Drive (Lot #P8)
- Sarah Hunter Lane (Gould Hall) (Lot #20)

**Students (Residential) may park in any of the following designated lots only with a decal**

- Sarah Hunter Drive (Weston/Latham) (Lot #P3)
- Falkcrest Ct (Lot #P11)
- George Pup Williams (Emery Gym/State Street & Track Areas (Lot #P9, P10, P12)

**Non-Residential Students & Contractors may park in any of the following designated lots only:**

- George Pup Williams (Emery Gym/State Street & Track Areas (Lot#P9, P10, P12)
- Falkcrest Ct (Lot #P11)
- Sarah Hunter Lane Weston/Latham/ Gould Hall (Lot #P3, P20)

**Early College**

- JJ Sansom Jr Dr (Lot #6)

**Visitor Parking (Unless otherwise instructed)**

- JJ Sansom Jr Dr (Lot #P6)

**Replacement Permits**

**Permits are NON TRANSFERABLE!** When a replacement permit is needed you must contact the SAUCPD and complete an official report indicating the status of your permit. There is a replacement fee of \$25.00 for all lost, stolen or damaged permits. This fee is non-refundable. The lost, stolen or damaged permit will be cancelled at the issuance of the replacement permit.

**Possession of Lost, Stolen, Altered Permits**

Possession of a lost, stolen, altered, or illegally purchased permit is a violation and will result in the loss of parking privileges. This violation will also result in a fine of \$50.00 for anyone found in violation and will be referred to the Dean of Students Office for disciplinary actions. Criminal charges may also be brought against the violator if warranted. Any persons found filing a false police report will be fined a \$50.00 fee and may be subject to criminal prosecution.

**Counterfeiting, Theft, Deceit & Unauthorized Transfer**

It is unlawful for any person to produce any facsimile or reproduction of a permit, sticker, decal or other device indicating eligibility to park on campus. It is unlawful to steal or obtain a permit by fraud, deceit or trickery, willful misrepresentation of facts, purchase of gift from another. It is unlawful for any person in lawful possession of parking permit to alter, give, sell, transfer, or attempt to transfer a permit to

another person or to place on a vehicle other than that for which it is registered. Violation of the provision is a misdemeanor.

### **Handicap Parking**

Handicap parking is provided in many locations across campus. Vehicles displaying a handicap placard or tag may park in any handicap space. For any vehicle that is parked in a handicap space on campus, the handicap placard/tag must be issued to the driver of the vehicle — with exception for instances in which the driver is providing an escort for the placard holder. Any student who has a state issued handicap placard or tag registered in their name, must provide a copy of the placard and the handicap registration card to Campus Police when obtaining a Saint Augustine's University parking permit. Two separate permits are needed by faculty, staff and students using a handicap parking space: a license plate or hangtag issued by a state Division of Motor Vehicles displays the International Symbol of Access, and a parking permit issued by the SAUCPD. Handicap placard must be registered with SAU Parking Services. **If a driver is found in violation of G.S. (20.27.6(e)(2)) he/she will be issued a state citation.**

### **Towing Rules**

#### **A vehicle will be towed at owners' expenses:**

- When parked on campus without a permit
- When parked in a reserved parking space designate for another vehicle
- When parked illegally in any emergency spaces or blocking emergency roads
- When the vehicle has received three or more unpaid parking violations and or \$150 in parking fines
- When a vehicle has been parked illegally for more than seven (7) days or is determined to be “derelict” under N.C. General Statute 20.137.7. The Director of Public Safety & Security/Chief of Police is authorized to dispose of such vehicles as prescribed by N.C General Statute 20.137.6 to 20.127-14.

### **Liability**

Saint Augustine's University, the Saint Augustine's University Board of Trustees or the Saint Augustine's University Campus Police Department does not assume responsibility to the damage or theft of any vehicle parked on campus. Neither can parties mentioned above be held accountable for unlawful removal of any contents contained within the vehicle.

### **Conferences, Seminar and Workshop Parking**

Parking for guests attending a program, conference or special event is available on campus in the Commuter and Visitor Parking Lot. The department scheduling these events, MUST contact the SAUCPD for permits and further instructions, ten (10) business days before the event. Please contact SAUCPD at 919.516.4911.

#### **How to Avoid Parking Tickets and/or Towing Fees**

- **READ the SAUCPD Parking Rules and Regulations thoroughly.**
- **Understand parking rules are enforced throughout the year.**

- **Failure to comply with any parking regulation will subject the offender to the sanctions and penalties set forth governed in the SAUCPD Parking Rules & Regulation Policy.**
- **Saint Augustine's University employees and students are not eligible for visitor parking permits.**
- **Vehicles must have a valid SAU Parking decal & a valid Handicapped placard to park in handicapped-accessible spaces.**
- **Do not park on grass, sidewalks, curbs, fire lanes or areas not designated for parking.**
- **If in doubt "DO NOT DO IT"**
- **If you are parked in a reserved or handicap space without the proper permit, your vehicle is subject to ticketing and towing.**
- **Parking regulations remain in force all hours.**
- **If you need to unload your vehicle during any time moving in and out of the residence halls, even for a few minutes, contact SAUCPD at 919.516.5202 or 4911 for permission.**
- **All vehicles parked on campus in any space without a parking permit will be towed at owner's expense.**
- **Parking rules and regulations are always enforced all year. Reserved spaces are restricted between the hours of 6 a.m. - 7 p.m.**
- **You will be fully prosecuted by the law for reproduction alteration, unauthorized possession or resale of a SAU parking permit.**

### **Moving Violations**

University Police may issue either a university citation or a state uniform citation for moving violations occurring on campus. Moving violations include but are not limited to:

- Stop Sign Violation
- One Way Violation
- Exceeding Safe Speed
- Careless and Reckless Driving
- Illegal Left Turn
- Unsafe Movement

### **Repeated Offenses**

If the conduct of any student or employee establishes a continuing pattern of violations or disregard of parking regulations, the president may temporarily suspend them from enrollment or employment, pending a hearing.

### **Football Parking**

All reserve parking for football game days will be managed through the SAUCPD. During football events, traffic may be restricted. For Saturday home football games, traffic may be redirected. The SAUCPD, Raleigh Police Department (RPD) or Wake County Sheriff's Office (WCOS) will assist the Athletic Department with access to the campus from the outer perimeter (city streets).

To better accommodate patrons and permit holders, certain lots will be reserved/have spaces reserved for permit holders who are reporting for work without paying the event fee.

Certain lots are reserved for Falcon Club parking. Employees and students are required to move their vehicles from the lots listed below by 7 p.m. on the Friday night before any Saturday home game (Saint Augustine's University or Shaw University). Failure to move from the following lots will result in towing:

- George Pup Williams Drive (Lot #P12) (Delany Lot #P9)

Certain campus events such as Homecoming and other events may require faculty, staff and students to remove their vehicles from an area and in some cases from campus entirely. For these special events, students residing on campus must move their vehicles per notice. Scheduling of other events on game day which may require parking arrangements, should be coordinated through Athletics. Otherwise, the parking request must be submitted to SAUCPD at least ten (10) business days in advance.

### **Ticket Appeals**

Faculty, staff, students, and visitors have the right to appeal a campus parking citation issued for violation of the university's parking and traffic regulations. Appeals must be submitted within seven business days of the violation. Appeal forms are available at the:

SAUCPD  
550 Prezell Circle  
Baker Hall  
Raleigh, NC 27610  
919.516.4911

The appeal form, ticket and a self-addressed stamped envelope must be submitted to the SAUCPD to begin the appeal process.

The Citation Appeal Board is comprised of faculty, staff, and students. Once the appeal has been reviewed by the Board and a decision made, notice is sent to the appellant informing them of the decision by mail. If you fail to comply with the appeal guidelines, your appeal will not be honored. All decisions of the Citation Appeal Board are final.