

	POLICY	Motion No.	FF 1002-2025
	Richland Campus Parking	Effective Date	2/18/2025
		Responsible Department	Finance/ Security and Safety
		Attorney Review / Date	N/A

This policy applies to all employees, students, and visitors using the Richland Campus parking areas and establishes parking guidelines, a process for enforcement, payment, and appeal of parking tickets.

- The College assumes no responsibility for security of vehicles or their contents in the Richland Campus parking areas.
- All employees, students, and visitors use parking facilities at their own risk.
- Vehicles parked in violation of signage or that create a hazard may be ticketed or towed at the owner's expense. Reserved parking spaces are in effect seven days per week, 24 hours a day.
- No person shall park a vehicle attended or unattended overnight without permission from campus security.

Parking tickets shall be paid at the Office of Student Financial Services located at the Richland Campus within fourteen days of issue date. Parking violations will result in a \$15.00 fine unless the violation occurs in a handicapped parking space then the resultant fine will be \$50.00. Tickets not paid within the fourteen days will increase by \$10.00.

An appeal of a parking ticket must be made in writing or email to the head of campus security within fourteen days of receiving the parking ticket. The head of campus security will respond to the appeal via email or letter within fourteen days of receiving the appeal request.

Failure to pay the parking fine will result in a hold being placed on student transcripts.

Effective Date	Motion Number	Document Author	Description of Change
2/18/2025	FF 1002-2025	Finance/Security and Safety	Policy revised for clarification.
12/21/2021	FF 1030-2021	Finance/Security and Safety	Procedural language removed, and clarifications made.
12/17/2013	FF 1025-2013	Finance/Security and Safety	Revision (Added guidelines for overnight parking, permits, ticketing, and towing.
6/25/2013	FF 1008-2013	Finance/Security and Safety	Initial Release