

Section Seven: Parking and Transportation Services

CONTACTS:

General and Special Event Parking issues:

Tracey Morgan

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864-656-2271

G01 Edgar Brown Union

Parking Enforcement for Special Events:

Vanessa Weston

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G01 Edgar Brown Union

Tiger Transit Bus Rentals:

Artavius McClain

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Parking and Transportation Services: 864-656-2270

To request that Parking and Transportation Services relax enforcement of parking rules for a special event, check-in or check-out, complete a Summer Camp Parking Request form online at https://clemson.ca1.qualtrics.com/jfe/form/SV_bxsS9unH2wtvRcN. Emails directly to Parking and Transportation Services will be redirected to the form before recognized.

PARKING REGULATIONS FOR SUMMER 2019

The Office of Parking and Transportation Services will manage and distribute parking permits and maps for summer programs. Program Directors must contact Parking and Transportation Services at least **two weeks in advance of the start** of the summer program. Program Directors will pick up the parking permits and maps at the Parking and Transportation Services office in G01 Edgar Brown Union.

Program Staff Parking for Clemson University Sponsored Programs

Permits for Free Parking will be limited to individuals who are NOT Clemson students, faculty or staff and who are working for a program sponsored by a Clemson University department. If you have summer counselors who are not enrolled as Clemson students and who are working for a Clemson department program, they can obtain the free summer parking permits. All Clemson students will use the parking permits that they purchased for the prior academic year. For a complete listing of parking permit options, please see Section I – Clemson University Affiliated Program Parking Fees in the “Summer 2019 Parking Fees” section below.

Permits for Free Parking useable by individuals aiding a Clemson department sponsored program can be used for non-credit, pre-freshman, or graduated Clemson students, but only if they are not

taking summer courses for credit. Parking and Transportation Services receives daily updates from the Registrar to ascertain whether students are enrolled for credit. If an individual is enrolled for credit, they must obtain a student parking permit.

Program Staff Parking for NON-Clemson University Sponsored Programs

All individuals aiding programs not sponsored by a Clemson University department, are **not eligible** for Free Parking and are subject to paying temporary parking permit rates found in the Section II - Non-affiliated Program Parking Fees of the “Summer 2019 Parking Fees” section below.

Enrolled Student Parking

Students enrolled for credit only during the summer will need to purchase one of two available permits as outlined in Section III – Student Parking Fees of the “Summer 2019 Parking Fees” section below. The section shows the full price for each type of available parking pass and prorated prices for passes purchased within specified time periods. For example, a freshman student will pay \$30 if he/she arrives on campus July 1, or \$16 for arrival after July 16.

If commuter students become resident counselors, they may continue to use their current commuter permit to park in resident areas. All commuter and resident permits are valid for all student parking areas (resident, commuter, and any valid permit spaces).

Purchasing Parking Permits

State money cannot be used to pay for employee or student parking permits. Thus, IDO's cannot be used to pay for student or employee parking passes, by decree of the University auditors. Summer students that need Parking Permits must purchase them individually. Program Directors may facilitate this process by obtaining permit applications from Parking and Transportation Services and mailing them to summer students. The students will then return the applications with personal checks for the correct amount, or they can pay at Parking and Transportation Services when they arrive on campus. If they choose to pay upon arrival, the Program Director should request free parking for a specified check-in day using the online request form. The participants then will either visit Parking and Transportation Services individually or the Program Director may collect their applications and checks and bring them to Parking and Transportation Services to obtain the permits.

Metered Parking Spaces

Multi-space metered spaces have been set up across campus for short term visitor parking with no permit required. If a special guest, parent, or other summer participant visits campus, they may park and pay at a meter space. Be sure to read the regulations at that the meter locations as some meters are for visitors only while others are accessible to Clemson University parking permit holders. If a participant purchases a summer permit, they are subject to the permit holder time limit at the metered locations. All persons, visitors and permit holders, are REQUIRED to pay the parking meter if they park in a metered space from 7 AM – 10 PM seven days a week.

For a map of metered locations across campus and how to use the meters, visit the Metered Parking page on Parking and Transportation Services website <http://www.clemson.edu/campus-life/campus-services/parking/meter/index.html>.

SUMMER 2019 PARKING FEES

Individuals needing to purchase a permit may print the summer programs parking permit application found at <https://www.clemson.edu/campus-life/parking/multimedia/pdf/summer-permit-application.pdf> and mail it to Parking and Transportation Services at least 14 days prior to the program or come to Parking and Transportation Services during business hours (Monday – Friday 7:30 AM – 4:30 PM). The permit will be mailed to the individuals who submit applications by mail to the address provided.

I. Clemson University Affiliated Program Parking Fees

This section applies to athletic or academic programs sponsored by Clemson University in which participants will not receive credit for a course

All staff and participants of the program bringing a vehicle on campus must display a parking permit (2 choices):

1. Staff and participants may receive a free temporary parking permit for the duration of the program to park in designated parking areas. Requests are made through the Summer Camps Parking Request form here https://clemsn.ca1.qualtrics.com/jfe/form/SV_bxsS9unH2wtvRcN

OR

2. The Camp Coordinator may contact Tracey Morgan (traceym@clemson.edu) to request that staff of the program may purchase an employee temporary permit, to park in employee spaces. An approved list of individuals must be received prior to any staff coming into Parking and Transportation Services office to purchase a permit. Any staff member purchasing a permit must complete the Summer Programs Parking Permit Application <https://www.clemson.edu/campus-life/parking/multimedia/pdf/summer-permit-application.pdf>
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Single day permit	\$3 per day
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II. Non-affiliated Program Parking Fees

This section applies to athletic and academic programs not sponsored by Clemson University in which participants will not receive credit for a course

1. Staff and participants may receive a temporary parking permit for the duration of the program to park in designated parking areas at the following rate. Any staff member purchasing a permit must complete the Summer Programs Parking Permit Application <https://www.clemson.edu/campus-life/parking/multimedia/pdf/summer-permit-application.pdf>

Single day permit	\$3 per day
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III. Student Parking Fees

This section applies to academic programs in which participants are enrolled at Clemson and will receive credit for a course Any student purchasing a permit must complete the Summer Programs Parking Permit Application <https://www.clemson.edu/campus-life/parking/multimedia/pdf/summer-permit-application.pdf>.

Participants must purchase a student parking permit (2 choices):

1. Annual student parking permit which expires August 15, 2019. Student parking permits are pro-rated on the 16th of each month. Below is a schedule of those costs based on permit purchase date.

May 16 – June 15	\$45.00
June 16 – July 15	\$30.00
July 16 – August 15	\$16.00

OR

2. Purchase a student temporary parking permit

Single day permit	\$3 per day
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Requesting Parking Permits

Programs needing temporary permits or relaxed enforcement must contact Parking and Transportation Services **at least 14 days prior to the program** to request the permits.

For ALL events, regardless of the number of vehicles, please complete the Summer Camps Parking Request Form found on the Parking and Transportation Services website at Staff and participants may receive a free temporary parking permit for the duration of the program to park in designated parking areas. Requests are made through the Summer Camps Parking Request form here https://clemson.ca1.qualtrics.com/jfe/form/SV_bxsS9unH2wtvRcN

- If the program is sponsored by Clemson University, please complete and submit the Clemson University Affiliates form. Parking permits associated for an affiliated event are provided free of charge.
- If the program is not sponsored by Clemson University, please complete the Non-University Affiliates form. There will be a \$5 per permit per day charge for non-affiliated parking requests. Permits must be paid for using cash, check, or credit card when they are picked up and the charge will be based on the total amount of permits requested.

Requesting Relaxed Parking Enforcement

For relaxed parking enforcement requests, please complete the Summer Camps Parking Request Form found on the Parking and Transportation Services website at https://clemson.ca1.qualtrics.com/jfe/form/SV_bxsS9unH2wtvRcN at least 2 weeks prior to the event with the event details including the location, date, and time space of the event. Relaxed parking enforcement for special events would appropriate when a large number of visitors (200+) come in for less than a day or for drop-off and pick-up of summer program participants. This will avoid tickets being issued for those participants parked in valid parking spaces. Tickets or towing may still occur if a parked car blocks traffic flow or impedes public safety.

Please note, that if any guest or permit holder parks in a metered parking space, they are **REQUIRED TO PAY** the meter, even during relaxed enforcement periods.

Appealing a Citation

If summer event participants are ticketed, the recipient of the citations needs to appeal the citation online on the Parking and Transportation Services website at <http://www.clemson.edu/campus-life/parking/appeal-citation.html> within fifteen (15) calendar days to appeal the citation. Only online appeals are accepted and needs to be completed by the owner/driver of the vehicle. Program staff should NOT collect parking citations from participants for **any reason**. Staff CAN provide a letter of support or corroboration of circumstances to a participant that can be attached to the online appeal the participant submits.

Bus Rental Assistance through Clemson University Parking and Transportation Services

Tiger Transit Bus Rentals

Clemson University Sponsored events may rent Tiger Transit buses through Parking and Transportation Services. There are three 14 passenger Jacob's law compliant vehicles and one 12 passenger ADA accessible Jacob's Law compliant vehicle which are available for rent at a rate of \$35 per hour with a one hour minimum. 24 and 28-passenger buses and 41 passenger buses are also available for rent at a rate of \$75 per hour with a 2 hour minimum. All rentals include the bus, a driver, and unlimited mileage.

You must have a Clemson University account number (chartfield string) with which to charge the event to. To submit a rental request, please complete the online request form found here https://clemson.ca1.qualtrics.com/jfe/form/SV_9yLWTduplaURqsJ.

Bus Rental Assistance by Clemson University Procurement Services

To hire charter buses/shuttles through CU Procurement Services, contact Scott Pigeon in Procurement Services: jpigeon@clemson.edu 656-2090 for help, and submit a buyWay\$ requisition to Procurement Services, as soon as your dates and itinerary are known.