CMU Vehicle & Parking Information

Parking Policies

**Online Parking Permit Application**
You must [login to myCMU](#) to register for a parking permit. Complete all required fields in the form. Bring your driver's license and your current proof of liability insurance coverage to Campus Safety to obtain your parking permit.

**Online Appeal Application**
Without exception, all parking citation appeals must be filed within (10) calendar days of the citation date.

Parking Procedures

The general procedures for parking and/or operation of a motor vehicle at Central Methodist University were developed in an effort to provide equitable assignment of privileges and to maximize use of all areas in the best interest of the entire population of the university - employees, students, and visitors.

Operating a vehicle at CMU is a privilege, not a right. Visitors, students, faculty, and staff are expected to be familiar with and to abide by these procedures. The responsibility for obtaining knowledge of all parking policies and procedures rests on the individual and is not the responsibility of the university. Any amendments to these procedures will be posted online as soon as possible.

Missouri laws governing the use/operation of motor vehicles are applicable on the CMU campus. It should be noted that CMU assumes no responsibility for the care and/or protection of any vehicle or its contents while the vehicle is being operated or parked on university property. However, effort will be made by the Central Methodist University Campus Safety office to protect all vehicles, property of students, and the university.

CMU is not responsible for bodily injury resulting from the operation of a motor vehicle, rollerblading/skateboarding, bicycling, or walking while on university property.

Parking Authority & Control

CMU Safety is the parking authority for all university property. The Director of Plant Operations. Campus Safety and Office of Student Development are responsible for establishing procedures for the use of any parking area on university property or for any university property that could be used for parking, even if it is not specifically designated for parking. These areas include but are not limited to athletic fields, driveways, loading areas, and lawns. However, as a general rule, it should be noted that vehicles are prohibited from parking on lawns and/or grassy
areas. Street parking is regulated by the Fayette City Police. Tickets and concerns are handled at the City Office, 117 South Main St., 660-248-5246.

The university reserves the right to remove any abandoned motor vehicle, any vehicle with no license plates or any vehicle parked in such a way as to constitute a hazard to vehicles, to pedestrian traffic or to the movement and operation of emergency equipment. The owner will be responsible for any charges related to removing, impounding or storing of any towed vehicle.

Operating or parking a motor vehicle may be prohibited under emergency and/or other law enforcement operational necessities. It is prohibited for any person to violate police instructions related to this section. In such circumstances, a citation will be issued for violators.

Permits are required beginning the first day of classes during the fall and spring semesters, allow five days for processing your application. Permits are not required during the Summer Session.

Areas around (including Classic parking lot) Linn Memorial United Methodist Church (main campus) and the First Christian Church (at Spring and Church St.) are exempt from displaying a parking permit on Sundays or scheduled events.

Areas at Davis field, Estes Baseball field, ISCC and Rec Center during a game or scheduled event are excluded from needing a permit to park. Students are encouraged to park in other lots during games and event to allow for people attending the games and event to park.

**Definitions**

- **University property** is interpreted to include all properties under the control and jurisdiction of the Board of Regents of CMU.  
  *Campus area* refers to all university owned or controlled property, whether on the main campus or off-campus.
- **Motor vehicle** is interpreted to include automobiles, buses, trucks, motorcycles, motorbikes, motor scooters, and mopeds.
- **Other vehicles** include any mechanism or device that can be used for the transportation of passengers or cargo. This definition includes but is not limited to bicycles, skateboards, roller-skates, and in-line skates.
- **Visitors** are defined as anyone who is not enrolled in classes or works for the university and who is not otherwise affiliated with the university in any way.
- **Parking permit** is defined as any hang-tag, decal, or emblem authorized or issued by the CMU Safety to allow the user to park within the CMU Parking System.
- **Parking zone** refers to a series of parking areas in which a particular permit is valid.
- **Parking space** is defined by two (2) yellow or white parallel stripes or one (1) Yellow or white stripe and a curb, building, grassy area, (2) grass sides obviously designating a space to be utilized for parking, etc.
General Procedures

**Barricades** - Disregarding an official traffic control device is strictly prohibited. This includes driving around, moving or running over cones, barricades or other traffic control devices.

**Bicycles** - All people who operate a bicycle on university property, regularly or occasionally, are required to register the bicycle with CMU Safety and are required to display the current parking permit. Missouri law affords bicycle riders on roadways the same rights as motorists. Accordingly, cyclists are subject to all the duties applicable to drivers of a motor vehicle. Cyclists are reminded that sidewalks are for the primary use of pedestrians, so caution and courtesy should be exercised when riding on same.

**Obtaining a Bicycle Parking Permit**

Bicycle parking permits at CMU are free. To obtain a bicycle parking permit you must have the following information and go to CMU Safety: name, address, telephone number, email, brand and model of bicycle, color, frame style (male or female), wheel size and any other identifying features.

*Any bicycle left on university property during the summer will be considered abandoned, unless prior arrangements have been made with CMU Safety or OSD. Bicycles left on campus will be confiscated and replacement locks or storage fees will be the responsibility of the owner. After 90 days, the confiscated bicycles may be sold.*

**Citation/Violation Appeals**

Violations are issued by campus safety officers. They are only issuing the violation and do not handle the appeals.

Starting the Fall or 20Any vehicle with a CMU parking permit that receives a citation

Faculty, staff, and students have the right to appeal any parking violation issued on university property - except for the below reasons. The Office of Student Development handles all appeals filed through the proper procedure and has the right to deny, approve, or adjust any parking appeal.

**Appeals based on any of the following will not be accepted:**

1. Duration of time parked in violation
2. Time of day or night the citation was issued
3. Parking lot being full
4. Punctuality (running late)
5. Lack of familiarity with existing parking regulations
An appeal form may be filled out online or in person at the OSD or CMU Safety within ten (10) calendar days after a citation has been issued. Appeals submitted after the tenth day will not be accepted. All appeals are running through Student Development Appeal board.

Motor Vehicle Parking Permits

All administration, faculty members, staff, students (full and part-time) and visitors who operate a vehicle/motorcycle on university property, whether regularly or occasionally, are required to register their vehicle with CMU Safety. In addition, a current year parking permit is required to be displayed on same. All parking permits must be clearly legible and properly displayed lower left-hand corner of the front windshield of the vehicle at all times while on university property.

- *Instructions for properly affixing permits can be found with the permit itself*

Parking permits are the property of CMU and must be returned upon request.

A parking permit is no guarantee of a parking space near the place where one works, resides, or attends class. Accordingly, inability to locate a parking space does not justify curb parking, parking in grassy areas, parking on sidewalks or in other manners violating sections of these procedures.

**Obtaining a Parking Permit** - Vehicle parking permits at CMU are currently $35; however, that is subject to change in the future. Parking permits are available at CMU Safety, located in Plant operations Building [behind Stedman In Puckett parking lot].

**Parking permits expire at the end of Spring semester and the end of Fall semester. Accordingly, parking enforcement is subject to begin one week after the start of classes.**

**Visitor / Temporary Parking Permits** - A visitor parking permit will be issued to any visitor of the university by showing a valid driver’s license at the Campus Safety office. In addition, if your regular vehicle is inoperable, you should obtain a temporary parking permit from CMU Safety

Classification and Displaying of Parking Permits

**B Senior Administrator** - Must have a hang tag marked with B and parks in Reserved spaces marked with Bs. Located Brannock and ISCC lots. B parking permit must be clearly legible and properly displayed in the lower left corner (passenger side) of the front windshield of the vehicle at all times while on university property.

**R Resident Student, C Commuter Student** - C and R Resident Students and Commuter Students Behind Holt Hall, lot at Church and Elm Street (behind Classic Hall), lot at Elm and N Main Streets (across the street from HP), behind McMurry Hall, behind Burford Hall, the Woodward Hall lot, Phillips Recreation Center lot, Soccer field/Outdoor Athletic Facility lot, Reynolds lot, Estes and Cox Sports Complex lot, Mulberry Street lot.
Note: Only "R" tags are permitted in the Lucky St Lot and only "C" tags are permitted in the ISCC/Field House Lot. Overnight parking is not permitted in the ISCC/Field House Lot. C & D parking permit must be clearly legible and properly displayed in the lower left corner (passenger side) of the front windshield of the vehicle at all times while on university property.

**F/S Faculty and Staff** - All campus parking spaces except for Visitor, “B” and Reserved-For spaces. Areas reserved for F/S-Only are located behind Stedman Hall, in front of The Little Theatre, the outer spaces of the Lucky Street Lot, and all of the apartment house lot at the Corner of N Mulberry and Reynolds streets. These fill on a first come, first served basis. F/S parking permit must be clearly legible and properly displayed in the lower left corner (passenger side) of the front windshield of the vehicle at all times while on university property.

**X Davis Field** - No charge option to park only at the Davis Field/Hairston Track parking lot. Available for students, faculty, and staff. X parking permit must be clearly legible and displayed in the lower left corner (passenger side) of the front windshield of the vehicle at all times while on university property.

**Visitor Parking Permits** - This permit is only for visitors as defined above. Visitor Parking Permits to CMU are available at no charge and may be obtained at the Campus Safety. Visitors may park in any designated parking lots on campus except for handicapped spaces, fire lanes, and red zones. The Visitor Parking Permit must be clearly legible and properly displayed on the dashboard of the vehicle or the rear-view mirror of the vehicle at all times while on university property.

**Temporary Parking Permits** - This permit is for faculty, staff, and students driving a different vehicle (than the vehicle currently permitted with the university) to campus. Temporary permits are only issued to those persons who currently have a valid parking permit. Temporary permits are available for a period of up to three weeks. Temporary permits can be obtained at Campus Safety. Temporary parking permits must be clearly legible and properly displayed on the dashboard of the vehicle at all times while on university property.

**Contractor Permits** - This permit is only for Contractors. Contractor Parking Permits to CMU are available at no charge and may be obtained at the Campus Safety. Contractors may park in any designated parking lots on campus except for handicapped spaces, fire lanes, and red zones. The Contractor Parking Permit must be clearly legible and properly displayed on the dashboard of the vehicle or the rear-view mirror of the vehicle at all times while on university property.

**Disabled Placard or Plates** - State of Missouri Handicap plates and placards are available through your Department of Motor vehicles office. Legally issued and valid handicap placards or license plates are required for vehicles to legally park in campus handicapped spaces. CMU Campus Safety cannot issue temporary handicapped permits.

**Lost or Stolen Parking Permit** - In the event that a parking permit is lost or stolen, it should be reported immediately to the Campus Safety. Failure to report a lost or stolen parking permit will result in responsibility for all fines assessed against the permit until the time the permit lost or stolen is reported to Campus Safety.
Displaying a lost or stolen permit, a falsely made/altered permit or using a permit which had been issued to another person will result in a heightened fine and/or loss of parking privileges on university property.

Falsification of Parking Permit Information - Falsification of information on a vehicle, motorcycle, or bicycle registration will result in a fine and/or loss of parking privileges on university property and/or a combination of both fine and parking privilege revocation.

Excessive violations (BOOT) Any vehicle the obtains 3 or more citation is subject to being booted. At 4 or more citations Campus safety will install an embolizing boot to the vehicle and affix a notice to the driver’s side window. An email will also be sent to the owner informing them of the booting. To get the boot removed the owner of the vehicle will need to settle all outstanding citation/s with the business office. The business office will contact campus safety informing the arrangements have been made and letting campus safety know it’s OK to remove the boot.

Tampering with or removing the boot could result in loss of parking privileges on university property.

Open Parking - After 5:00pm, vehicles may park in any lot. However, they are required to have a valid parking permit. Parking around the Christian Church on Sundays to include Classic parking lot or during a scheduled event at the church are exempt of having a parking permit. Vehicles must be parked in a defined space and are not allowed to park in handicapped spaces (unless they have appropriate state issued handicap placard or plates), fire lanes, red zones, visitor parking spaces and/or other clearly prohibited spaces (IE: in space designated as reserves or for 15-minute parking, etc.). Vehicles that park in a lot after 5:00pm must move by 6:00am the next day or be held accountable for any citation(s) issued to the vehicle.

Parking Privileges - Parking privileges may be temporarily suspended at any time to accommodate special events or other needs of the university. Parking privileges may be suspended due to excessive fines and/or unwillingness to follow parking procedures. Responsibility for finding an authorized parking space within the zones designated by the permit rests solely with the motor vehicle operator.

All vehicles must park within a defined parking space (as defined above). Parking wholly within the marked parking space is required at all times. Those vehicles parked beyond the boundary will be considered not parked completely in the space and will be subject to parking violations.

Any vehicle parked parallel on a roadway must face the direction of authorized traffic movement. The fact that other vehicles are parked improperly will not constitute an excuse for improper parking of any vehicle.

Parking in NOT allowed on any grass areas at any time. This includes move in and move out times.
Parking a vehicle in any place that will create a traffic hazard or obstruct access is prohibited and may result in the vehicle being cited or towed.

Parking is NOT allowed along the Davie field or in the empty lot across from back gate of Davis field.

Areas around (including Classic parking lot) Linn Memorial United Methodist Church (main campus) and the First Christian Church (at Spring and Church St.) are exempt from displaying a parking permit on Sundays or scheduled events.

**Miscellaneous Provisions**

**Parking Violation and Responsibility of Parking Permit Owner** - Students receiving a parking violation may pay the violation at Business office, located in Brannock Hall. The fact that a citation is not issued when a vehicle is illegally parked does not mean or imply that the procedure is no longer in effect. The person in whose name the parking permit is issued will be held responsible for that vehicle and the violations issued to it.

**Excessive violations BOOT**

Any vehicle the obtains 4 or more citation is subject to being booted. At 4 or more citations Campus safety will install a embolizing boot to the vehicle and affix a notice to the driver’s side window. An email will also be sent to the owner informing them of the booting. To get the boot removed the owner of the vehicle will need to settle all outstanding citation with the business office. The business office will contact campus safety informing the arrangements have been made and letting safety know it’s OK to remove the boot.

Tampering with or removing the boot could result in loss of parking privileges on university property.

**Pedestrians** - Pedestrians have the right-of-way at marked crosswalks, in intersections, and on sidewalks extending across a service drive, building entrance, or driveway. Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on the street. No pedestrian shall stand on the traveled portion of any street, alley, or driveway in such a manner as to obstruct or prevent the free flow of traffic.

**Recreational Vehicles** - Recreational vehicles are prohibited from overnight parking or camping on campus without prior authorization and permit issued by the Campus Safety. RVs may only be parked in areas designated by the Campus Safety.

**Rollerblade or skateboards** - Rollerblades and skateboards are allowed on university property. Rollerblades and skateboards will not be permitted on or in buildings, on rails, steps, retaining or landscape walls, benches, handrails, etc. Rollerblade and skateboard personnel must yield the right of way to pedestrian and vehicular traffic at all times.
**Sidewalks** - The use of campus sidewalks by motor vehicles other than authorized emergency/facilities management vehicles for driving or parking is strictly prohibited. Motorcycles, motor scooters, and mopeds (gas or electric) are not to be operated or parked on sidewalks for any reason. Electric mobility devices used by disabled or handicapped persons are exempt from this procedure. Parking or operating a motorcycle on a sidewalk is cause for a citation/fine and immediate revocation of the campus parking permit privileges.

**Speed limit** - The speed limit for all vehicles in a parking lot is 10 MPH, and a 15 MPH speed limit will be enforced for vehicles traveling on any street on university property.

**Golf Carts or Cushmans** - Privately-owned golf carts, Cushmans, or other slow-moving vehicles are not permitted on university property.

**Stalled or disabled motor vehicles** - The owner/operator of a vehicle which becomes stalled or disabled on any part of the university parking system must notify the Campus Safety immediately. Otherwise, the owner/operator will be held accountable for any citation(s) issued to the vehicle or for any impoundment or towing-related fees.

**Trailers** - Trailers, whether towed by a vehicle or parked independently, are prohibited from parking on university property without prior permit and permission from the Campus Safety or Director of Plant Operations. Trailers may be required to park in designated areas only.

Any questions or concerns about these procedures can be directed to Campus Safety located in Plant Operation or by email at campussafety@centralmethodist.edu

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**Fine Schedule**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
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<td>(current tag owners)</td>
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<tr>
<td>Parked in wrong lot</td>
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<tr>
<td>Parked in reserved space</td>
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<tr>
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<tr>
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<td>Parked in fire lane</td>
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<tr>
<td>Parked in Handicap Space</td>
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<td>Boot Fee</td>
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