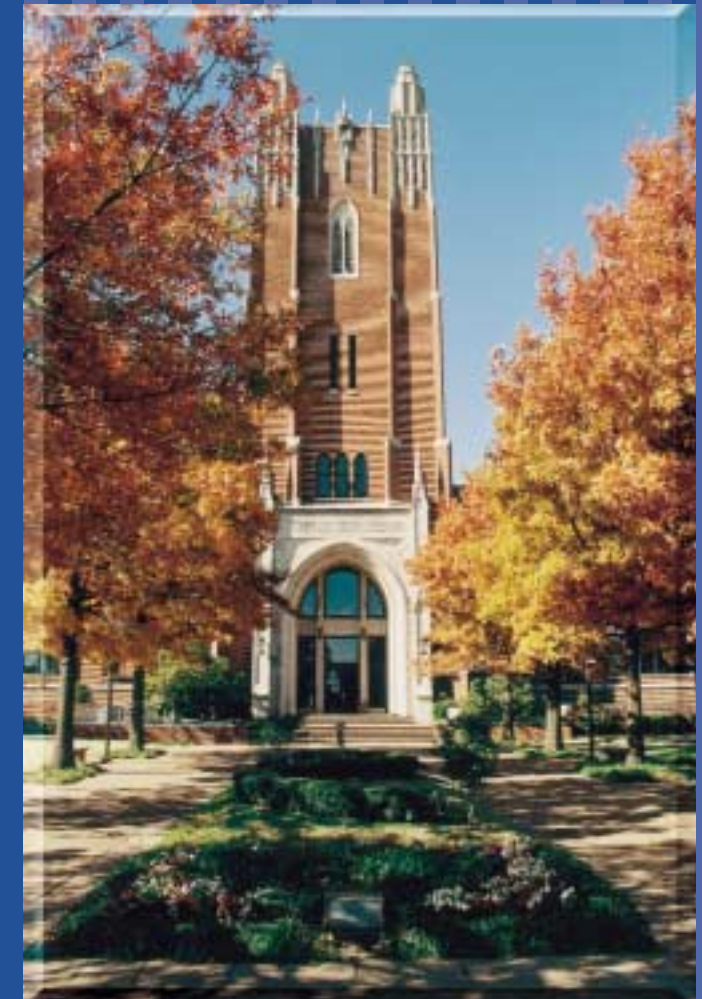




OKLAHOMA CITY UNIVERSITY



- 1. Clara E. Jones Administration Building
- 2. Kirkpatrick Fine Arts Center (School of Music)
- 3. Margaret E. Petree Recital Hall
- 4. Norick Art Center
- 5. Walker Center for Arts & Sciences (School of Arts and Sciences)
- 6. Dulaney-Browne Library
- 7. International Student Office
- 8. Henry J. Freede Wellness and Activity Center
- 9. Dawson-Loeffler Science & Mathematics Center
- 10. Physical Plant
- 11. C.Q. Smith Student-Faculty Center
- 12. Frederickson Fieldhouse
- 13. Panhellenic Quadrangle
- 14. Kerr-Magana Tennis Courts
- 15. Cokesbury Court Apartments
- 16. Theater Storage
- 17. Lambda Chi Alpha
- 18. Kappa Alpha Order
- 19. Kappa Sigma
- 20. Harris Hall
- 21. Draper Hall
- 22. Smith Hall
- 23. Banning Hall
- 24. Sarkeys Law Center (School of Law)
- 25. Walker Hall
- 26. Gold Star Memorial Building
- 27. Bishop W. Angie Smith Chapel
- 28. Eternal Challenge Sculpture
- 29. B.C. Clark Memorial Clock Tower

- 30. Noble Center for Competitive Enterprise (Meinders School of Business)
- 31. Pioneer Preacher Statue
- 32. Wilson House (President's home)
- 33. Children's Center for the Arts
- 34. Farmer International House
- 35. Soccer Field
- 36. Sutton Baseball/Tennis Center
- 37. Kramer School of Nursing (School of Nursing)
- 38. Sutton Baseball Field
- 39. J.R. Homsey Baseball Complex
- 40. Oklahoma United Methodist Conference Office
- 41. Ropes Course
- 42. Eternal Challenge Sculpture
- 43. University Manor Apartments

- Banning Hall (23)
- Children's Center for the Arts (33)
- B.C. Clark Memorial Clock Tower (29)
- Cokesbury Court Apartments (15)
- Dance Annex (42)
- Dawson-Loeffler Science & Mathematics Center (9)
- Draper Hall (21)
- Dulaney-Browne Library (6)
- Eternal Challenge Sculpture (28)
- Farmer International House (34)
- Frederickson Fieldhouse (12)
- Henry J. Freede Wellness and Activity Center (8)
- Gold Star Memorial Building (26)
- Harris Hall (20)
- J.R. Homsey Baseball Complex (39)
- International Student Office (7)
- Clara E. Jones Administration Building (1)
- Kappa Alpha Order (18)
- Kappa Sigma (19)
- Kerr-Magana Tennis Courts (14)
- Kirkpatrick Fine Arts Center (2)
- Kramer School of Nursing (37)
- Lambda Chi Alpha (17)
- Noble Center for Competitive Enterprise (30)

- Norick Art Center (4)
- Oklahoma United Methodist Conference Office (40)
- Panhellenic Quadrangle (13)
- Margaret E. Petree Recital Hall (3)
- Pioneer Preacher Statue (31)
- Physical Plant (10)
- Ropes Course (41)
- Sarkeys Law Center (24)
- Smith Hall (22)
- Bishop W. Angie Smith Chapel (27)
- C.Q. Smith Student-Faculty Center (11)
- Soccer Field (35)
- Sutton Baseball Field (38)
- Sutton Baseball/Tennis Center (36)
- Theater Storage (16)
- University Manor Apartments (43)
- Walker Center for Arts & Sciences (5)
- Walker Hall (25)
- Wilson House (President's home) (32)



- Commuter/Faculty/Staff
- Commuter/Faculty/Staff/Residence
- Faculty/Staff (Only)
- All Dorm Residents
- Walker Hall Residents
- Cokesbury Court Apartment Residents
- University Manor Apartment Residents
- Visitor/Admissions Guest
- ★ Emergency Phones



OKLAHOMA CITY UNIVERSITY

Parking, Traffic, and other Security Regulations

Oklahoma City University
Security Department
Administration Building
2501 N. Blackwelder, Room 144

405/521-5000

I. Scope

These regulations are applicable to all members of the University community – faculty, staff, students, visitors, vendors, and contractors.

II. Definitions

These definitions apply throughout this document:

Apartment Resident is any OCU student living in University Manor or Cokesbury Court apartments.

Commuter is any OCU student who does not reside on campus. (Cokesbury Court is not owned by OCU and cannot be considered “on campus.” OCU simply has an agreement with the management group.)

Resident is any OCU student living in a University residence hall.

Visitor is any person unaffiliated with OCU as an employee, student, vendor, or contractor.

III. General Information

These rules and regulations have been approved and adopted by the administration of Oklahoma City University. They may be revised, altered, or amended when conditions warrant. The text of all substantive changes will be e-mailed to all faculty, staff, and students or published in the student newspaper, *The Campus*.

The University reserves the right to change the allocation of parking spaces at any time to meet overall University community needs, including, but not limited to, visitor parking for University special events. OCU is not required to announce temporary changes in allocation or enforcement of these regulations. The Security department will make a reasonable effort to notify beforehand any user group that may be affected by temporary changes in allocation or availability.

IV. Traffic Regulations

A. Oklahoma State Statutes and City of Oklahoma City municipal ordinances governing registration, licensure, and/or operation of motor vehicles are applicable on campus.

B. The speed limit on University streets and parking lots is 10 miles per hour unless posted otherwise.

C. Pedestrians have the right-of-way at all times.

D. Except for University vehicles, motor vehicles (including mopeds with engine engaged) may be driven only on roadways, and must observe applicable statutes/ordinances. Only certain University-owned vehicles may be driven on sidewalks.

E. All on-campus accidents must be reported to the OCU Security department at once and before the vehicles are moved.

F. Bicycles

- When ridden on streets or in areas intended for use by motor vehicles, bicycles shall observe the “rules of the road” applicable to those vehicles.
- Bicycles may be ridden on campus sidewalks, but must always be under control, operated at a safe speed, and yield the right-of-way to pedestrians.
- Bicycles may not be ridden inside any University building.
- When parked outdoors, bicycles must be in bicycle racks. Bicycles found unsecured may be secured for safekeeping. Bicycles parked other than in bicycle racks may be issued a parking citation and are subject to impoundment.

G. In-Line Roller Skates, Roller Skates, and Skateboards

- In-line roller skates, roller skates, and skateboards may only be used on campus sidewalks by students, but must always be under control of the user, operated in a safe manner compatible with the flow of pedestrian traffic, and yield the right-of-way to pedestrians.
- “Stunting” of any kind is strictly prohibited.
- In-line roller skates, roller skates, and skateboards may not be used inside any University building.

H. Emergency vehicles are exempt from University traffic regulations.

V. General Parking Regulations

A. Only parking permits issued or authorized by the Security department are valid and will be honored. Such substitutes as signs or decals made or issued by others, hand written notes left on the exterior of a vehicle, etc. will not be honored. Clergy passes will be honored.

B. All parking spaces are allocated to a specific user group and parking permits are available for each category of user.

- Parking is on a first-come, first-served basis.
- The issuance of a parking permit merely constitutes authorization to park if space is available.
- The responsibility for finding a legal parking space rests with the vehicle operator.
- Lack of space in a particular lot is not a valid excuse for violating parking regulations, and will not be considered as a valid basis for appeal.
- The operator must park only in those spaces or areas allocated and designated for the permit type displayed on his/her vehicle.

C. Motor vehicles must be parked within the boundaries of the single parking space used. The fact that other motor vehicles may have parked improperly does not constitute an excuse for parking any part of your motor vehicle outside the space boundaries.

D. Double-parking or parking in any position that prevents other vehicles from entering or exiting their legal parking spaces is prohibited.

E. Vehicles parking on a street must be parked the same direction as the flow of traffic in the adjacent lane.

F. Motorcycles must use those spaces designated specifically for motorcycles, and may not use spaces intended for full size vehicles. Motorcycles must also be within the boundaries of the single parking space used.

G. The owner of record or the individual registering a vehicle with the University is responsible for University parking citations written against that vehicle regardless of the identity of the driver at the time of the violation. If a university employee, student, or other individual affiliated with OCU is identified with a vehicle cited for parking violations, that person will be held accountable for the citations and **NOT** any visitor who may be operating or parking the vehicle on campus.

H. Parking on campus is prohibited in areas other than those established for parking and marked by signs or other devices controlling their use.

- Any vehicle parking in a yellow zone, driveway, travel lane, or any area not specifically marked as a legal parking space will be subject to citation and may be impounded.
- Spaces identified by a sign or pavement marking bearing the international pictographic symbol for a wheelchair are reserved for use only by vehicles displaying a state-issued physical disability permit in conjunction with an appropriate purchased University permit. The state-issued physical disability permit must be issued to either the driver or a passenger of the vehicle.
- Spaces identified by signage for use by visitors or Admissions guests are reserved for their use between 8 a.m. and 5 p.m., Monday through Friday. Persons affiliated with the University as employees, students, office occupants, or tenants shall not park any vehicle, registered with the University or not, in a visitor/Admissions guest parking space during those hours.

I. All vehicles parking on campus should be secured against theft or burglary. Doors should be locked and windows rolled up.

J. All parking permit restrictions are applicable during exam weeks, enrollment periods, and unscheduled class cancellations.

K. A standard color-code is used on curbing, edge-striping, and other parking space identification to indicate certain restrictions as follows:

- Yellow** means No Parking Any Time.
- White** means parking is reserved for 15-minute service or loading use.
- Blue** means parking is reserved for use by physically disabled permit holders.
- Red** means Fire Lane: No Parking Any Time.

L. Motor vehicle maintenance, such as washing with a hose, changing oil, or repair work involving removal of major parts of the vehicles, is not permitted on campus.

M. Vehicles with flat tires or other evidence of non-use, left parked in the same space for more than one (1) week, will be considered derelict or abandoned and are subject to being ticketing and/or impoundment.

N. Persons who park near the athletic fields do so at their own risk. The University is not liable for damage caused to vehicles by stray balls.

VI. Parking Permits

A. No motor vehicle may be parked on campus without a valid parking permit or other authorization from the Security department, except between the hours of 5 p.m. Fridays and 7 a.m. Mondays.

B. No vehicle is considered “legal” for parking purposes until the permit/decals has been properly and visibly displayed in/on the vehicle.

- Permanent permits shall be hung from the rear-view mirror with the permit number visible from the front of the vehicle.
- Temporary permits shall be affixed to the lower left-hand corner of the driver’s side front glass by means of the adhesive on the permit or as otherwise indicated by the Security department.
- Motorcycle permits shall be affixed to the left-hand fork.

C. Permits are available at the Security department office, room 145, Clara Jones Administration Building, from 8 a.m. to 5 p.m., Monday through Friday, except during University holidays. Permanent regular permits may also be obtained at the information desk in the lobby of the Administration Building from 5 p.m. to 8 a.m., Monday through Friday, and at all hours on weekends.

- Anyone desiring a University parking permit must complete an application/registration form, which will be reviewed for legibility and completeness before processing.
- Residents of University Manor and Cokesbury will need a copy of their lease and vehicle registration papers.
- Any person who gives false information on the application/registration form may be subject to fines and/or University disciplinary action.
- The cost of a regular parking permit is as follows:

Purchase Dates	Cost	Expires
Fall	\$25	August 31, 2002
Spring	\$20	August 31, 2002
Summer	\$15	August 31, 2002

- The cost of a regular motorcycle permit is \$15 per year, regardless of when purchased.
- Payments for parking permits may also be made either at the Cashier’s Office, room 340 of the Clara Jones Administration Building, during their regular hours.
- Permits are available on August 1 of each year.

D. Except for motorcycle owners, to whom a non-transferable decal will be issued, each person purchasing/obtaining a permanent parking permit will be issued only one permit that is transferable to any vehicle driven by the permit owner. If regular permit is lost/stolen, another permit may be purchased.

- Permits may not be re-sold to a second party.
- Permits determined to be in use by other than the purchaser are void and subject to confiscation. Any vehicle in which such permit is displayed is subject to impoundment.
- Each person may only purchase one (1) permanent permit, unless a subsequent permit is intended to replace a permit reported to the Security department as lost or stolen, nor shall any vehicle display more than one (1) permanent OCU parking permit.

E. Temporary Permits

Students, faculty, staff, and visitors may receive up to three (3) free Temporary Parking Permits a year. Each temporary permit shall only be valid for a maximum of two (2) weeks. Temporary permits may be obtained from the Security Office twenty four (24) hours a day, seven (7) days per week.

F. Lost or stolen permits must be reported to the Security department regardless of the location at which the loss/theft occurred. Any vehicle displaying a parking permit that has been reported lost or stolen will be issued a parking citation and may be impounded.

G. Owners are responsible for removing University parking permits/decals prior to the disposal of any vehicle, and for reporting the change in ownership status to the Security department.

VII. Student Parking Regulations

A. General Student Restrictions/Provisions

- Parking permit restrictions in student parking areas are enforced from the first day of class through the last day of finals each semester.
- Student parking areas are not enforced for permit restrictions during intersession periods.
- Resident, Cokesbury, and University Manor permitted motor vehicles may park in Commuter and Faculty/Staff lots as follows:
 - Weekdays from 9 p.m. to 7 a.m.
 - Between 5 p.m. Fridays and 7 a.m. Mondays.

B. Student Employees

- Students holding University employment in student positions are not eligible for employee parking privileges.
- Students appointed as full time University employees may choose to be designated either as a student or as faculty/staff regarding parking, but may not be designated as both.

C. Commuter Students

Commuter students with parking permits may park in the following parking lots: Noble Drive (excluding resident designated parking), south side of Draper Drive, Fredrickson Fieldhouse parking lot, Sutton Baseball Complex parking lot, Van Horne parking lot (north of Cokesbury Apartments), Loeffler parking lot, Wellness Center parking lot (north of the Freede Wellness Activity Center), Nursing School parking lot, Arts and Sciences parking lot, Goldbug (north of Dulaney Browne Library), N.W. 25th Street (between Blackwelder and Florida), West Fine Arts parking lot, Norick Art Center parking lot, Children’s Art Center parking, and Save-a Stop parking (northeast corner of Blackwelder and N.W. 23rd Street).

D. University Manor and Cokesbury Court Residents

Residents of Cokesbury Court and University Manor apartments must purchase parking permits for vehicles they wish to park there.

VIII. Faculty and Staff Parking

Faculty and staff with valid parking permits may park in the following parking lots: Noble Drive (excluding resident designated parking), north side of Draper Drive, Fredrickson Fieldhouse parking lot, Sutton Baseball Complex parking lot, Van Horne parking lot (north of Cokesbury Court Apartments), Loeffler parking lot, Wellness Center parking lot (north of the Freede Wellness Activity Center), Nursing School parking lot, Arts and Sciences parking lot, Goldbug parking lot (north of the Dulaney Browne Library), N.W. 25th Street (between Blackwelder and Florida), West Fine Arts parking lot, Norick Art Center parking lot, Children’s Art Center parking, and Save-a Stop parking (northeast corner of Blackwelder and NW 23rd Street).

IX. Adjudication of Parking Citations

A. Appeals

- Citations must be appealed within 10 calendar days of issuance of the ticket. Appeals turned in more than 10 days after issuance of the ticket will not be considered.
- Persons wishing to appeal a citation must first go to the Security Office to obtain and complete an appeal form. (On the form they will be asked to plead either “not guilty” or “guilty.” A “not guilty” plea means they are disputing the officer’s claim that they violated parking regulations. A plea of “guilty” is an admission to having violated parking regulations because of extenuating circumstances.)
- At the time a person submits the written appeal form, he/she will be notified of the time, date, and place of the next appeals committee meeting, which meeting

he/she is free to attend, or will be notified by e-mail at a later date.

- The appeals committee is comprised of two (2) students, two (2) staff, and two (2) faculty members. A minimum of three (3) persons, one (1) from each of the above groups, constitutes a quorum. The committee meets monthly.
- If the appealing party appears in person at the meeting, any additional evidence he/she may offer, to his/her written appeal, will be considered. Persons not appearing in person will have their appeals determined based upon the written appeal only.
- The decisions of the appeals committee are final and binding.

B. Payment

- Students are not allowed to enroll or to pay tuition without first paying parking fines/fees charged to their account.
- All parking citations are to be paid in person or by mail at the Cashier’s Office, Clara Jones Administration Building, Room 340, 2501 N. Blackwelder, Oklahoma City, OK 73106.
- Do not send cash in the U.S. or campus mail. The University will not be responsible for cash lost in the mails.

X. Special Event and Other Unusual Parking Needs

Individuals or departments planning to conduct short courses, workshops, conferences, or special events to which persons from off-campus will be invited should inform the Security department as soon as possible, preferably one (1) month in advance of the event, regarding the anticipated attendance, duration of the event, and special parking or traffic management requirements.

Please contact Security department for other regulations regarding special event parking. Students, faculty members, or staff may apply in advance for temporary parking permits for individuals or groups whom they invite to the campus. Sufficient advance notice should be given to the Security department [minimum of one (1) week] to make appropriate arrangements.

From time to time parking areas may be barricaded, roped off, or otherwise marked as reserved for University guests. Students, staff, and faculty who disregard these barriers are subject to being fined and having their vehicles impounded.

XI. Other Penalties

Vehicles without a current OCU parking permit may be impounded or wheel locks may be attached to the vehicle after three (3) citations.

Students, faculty, and staff accruing more than five (5) tickets during any one (1) academic year may receive additional penalties which may include:

- Referral to appropriate campus authorities for disciplinary proceedings
- Additional fines
- Impoundment of the vehicle
- Loss of parking privileges

XII. No Smoking Policy

The OCU campus has a smoke-free policy. Persons observed smoking on campus, in places other than those listed below may be fined.

Outdoors, providing it is 20 feet or more away from an entrance to any campus building or not in the smoke-free zone around the Dulaney-Browne Library. Any dormitory space designated for smokers.

XIII. Littering

The University community takes pride in the beautifully landscaped campus. It is our hope that students and staff will individually share in this sense of pride and adhere to the “no litter” policy.

XIV. Campus I.D.

Students, faculty, and staff are required to be in possession of their OCU I.D. at all times when on campus. These must be presented to OCU Security personnel upon request.

XV. Building Security

Building monitors are posted in most campus buildings after dark and on weekends. Sign-in registers are maintained for purposes of added security. All persons entering buildings at these times must surrender a photo I.D. and sign the register when entering and exiting the building.

All persons are responsible for checking out of buildings. Persons who fail to retrieve their I.D. from the monitor before leaving the building are subject to being fined.

Building hours are posted on all campus buildings. All buildings are secured at midnight. Students remaining in buildings after posted hours unaccompanied by full time faculty or staff members are subject to being fined.

XVI. Escort Service

The OCU Security department provides safety escorts on campus at anytime, and to surrounding apartment complexes at scheduled intervals. The escort is provided at no charge.

XVII. Emergency Phones

Seven (7) emergency phones are located around campus as indicated on the map on the reverse side of this brochure. Students, staff, and faculty are encouraged to use these phones to report crimes, request escorts, and to request other emergency services.