

VEHICLE REGISTRATION

All Heidelberg University students must register their vehicle annually within the first five (5) days of their first class or five (5) days following the acquisition of a new vehicle. The annual fee for students to register a vehicle is \$100.00 for residential students (living in campus housing) and \$50.00 for commuter students. Failure to register a vehicle will result in a \$75.00 fine for each ticket issued. Faculty and staff must register all vehicles driven to campus within the first five (5) days of their date of hire. Vehicle registration is completed by logging on to OASIS and clicking on the personal information tab. When you have completed your vehicle registration your parking hanger can be acquired at the Business Office. Please have your University issued I.D. with you for verification. The issued parking hanger must be hung on the inside rearview mirror so the numbers are visible from the outside of the vehicle. Purchasing a parking permit does not guarantee that a parking space will be provided.

VISITOR PASSES

Visitors are not charged for temporary visitor permits. A temporary visitor permit can be obtained from the Office of Campus Safety & Security in the Campus Center, Office 129 or by email campus-security@heidelberg.edu. The temporary visitor permit must be displayed on the dashboard of the visitor’s vehicle.

- Visitors to the Admission Office are welcome to use Parking Lot A. A temporary parking permit will be provided to you by the Admissions Office.
- Visitors conducting business with offices in University Hall or Founders Hall are welcome to use the 15 minute parking spaces in Parking Lot A. Visitors using Parking Lot A for longer than 15 minutes must obtain a temporary parking permit from campus security.
- Visitors to the Athletic Department between the hours of 7:00am and 5:00pm on Monday-Friday are welcome to use Parking Lots F and G. A temporary parking permit will be provided to you by the Athletic Department or you can contact the Office of Campus Safety & Security.
- Visitors for Athletic Events in Seiberling Gymnasium or Hoernemann Stadium should use Parking Lots F and G or the Lots at Peaceful Valley for Baseball and Softball or Hidden Valley for Soccer. NO parking permit is required for Athletic Events.
- Overnight visitors must park in Lot G and obtain a temporary parking permit from Campus Security.
- All other visitors must use Parking Lots F and G and obtain a temporary parking permit from Campus Security.

BERG BISTRO 1850

Community guests dining at the Berg Bistro 1850 and Parkhurst business partners and vendors are welcome to park in Lot D. Faculty, staff, and students are not permitted to park in Lot D at any time, even when dining in the Bistro.

BILLING PROCESS

An email will be sent explaining the reason for the ticket, the fine and the appeal process. Parking fines will be billed to the student or employee account. Fines are to be paid in the business office.

APPEALING YOUR TICKET

If you receive a ticket you have five class days to appeal it. If the ticket is not waived or appealed, the fine will be billed to your student account or employee account. All appeals for a violation must be submitted in writing (by email) within five class days to jrhoade1@heidelberg.edu.

PARKING IN THE COMMUNITY

Heidelberg University will work with its neighbors to address issues that arise from inappropriate parking in the surrounding neighborhoods. It is inappropriate to park across a private resident’s driveway, to park longer than 48 hours on public streets, or in the National Machinery parking lots (which are east of France Hall and Willard Hall). Violators are subject to potential tickets and or fines, and towing (at the owner/operator’s expense) by the Tiffin City Police Department.

TOWING

The Office of Campus Safety & Security will contact the Tiffin City Police Department to have vehicles towed at the vehicle owner/operator’s expense for the following reasons:

- emergency situations
- blocking other vehicles
- creating a safety hazard
- abandoned/disabled vehicles
- any other situation determined necessary

The owner/operator of the vehicle will be responsible for all towing expenses and/ or ticket fines. Any damages incurred as a result of the vehicle being towed will be the responsibility of the owner/operator. On campus parking privileges will be suspended until all ticket fines and registration fees are paid.

SPECIAL NEEDS PARKING

Special needs parking will be coordinated and managed by the Office of Campus Safety & Security and should be requested by contacting the Director of Campus Safety & Security in Campus Center 127 or 419-448-2977. Reserved spaces are not guaranteed and will be approved based on need and availability.



CAMPUS
PARKING
REGULATIONS

Office of Campus Safety & Security
Campus Center, Room 129
campus-security@heidelberg.edu
419.448.2211

TICKET FINES

Any vehicle that is operated without due regard for safety within the campus area will be ticketed.

- Failing to register vehicle - \$75.00
- Parking in a handicapped space - \$50.00
- Parking in a fire lane - \$50.00
- Parking in Faculty, Staff, or Commuter - \$35.00
- Failing to display registration tag - \$25.00
- Parking/driving on grass area/sidewalk - \$25.00
- Overnight parking violation - \$25.00
- Failing to park in a marked stall - \$25.00
- Parking in a restricted area - \$25.00
- Parking in or blocking a driveway - \$25.00
- Parking in National Machinery Lots - \$25.00
- Parking in The HeidelBean! Spot - \$100.00

24-HOUR PARKING

Vehicles registered to residential students may park in these lots 24/7.

Lot C - 7 on campus map

Lot E - 21 on campus map

Lot G - 38 on campus map

Lot H - 43 on campus map

Lot I - 39 on campus map

Lot L- Between the Senior Apartments and the Stadium View Town Houses

RESTRICTED PARKING AREAS - NO OVERNIGHT PARKING

Several parking spaces on campus are restricted for specific use. Parking spaces marked 'Handicapped' 'Service Vehicle' or 'University Vehicle' are restricted at all times. The following lots are restricted for the use noted. Restrictions apply from 8:00am - 5:00pm Monday through Friday.

Lot A - University Hall lot,

President, Provost, Admissions visitors

Lot B - Founders lot, Faculty/staff

Lot D - Berg Bistro 1850 guest dining only

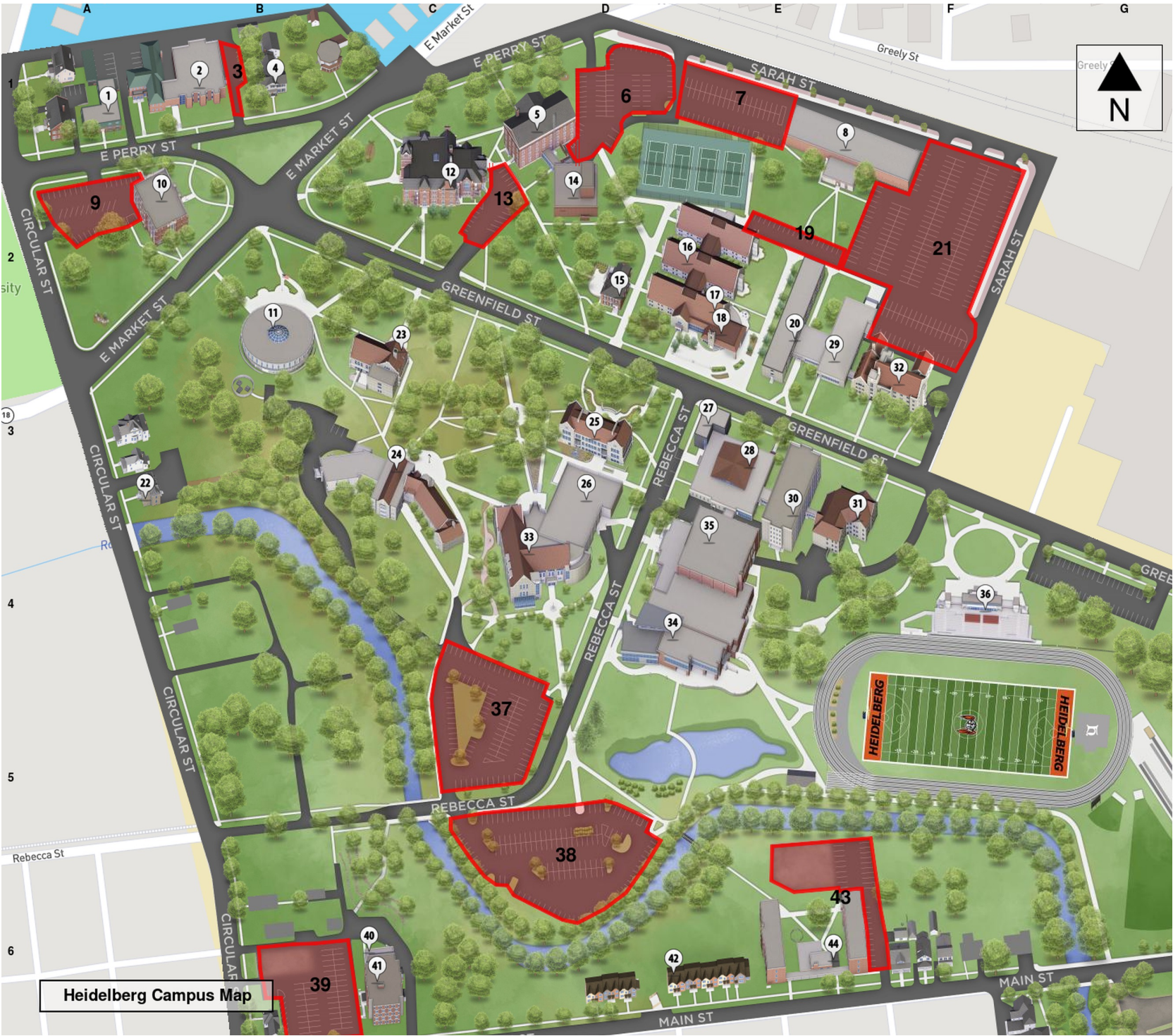
Lot E - Area behind France Hall, Faculty/Staff

Lot F - Gillmor lot, Faculty/staff, commuters and visitors

Lot J - Aigler lot, Faculty/staff and commuters

Lot K - Brenneman lot, Faculty/staff

Overnight parking in these lots is not permitted. Campus Security will ticket any vehicle parked there after 2:00am.



CAMPUS DIRECTORY

1. College Hill Apartments
2. Brenneman Music Hall
3. Lot K
4. Fine Arts House
5. Founders Hall
6. Lot B
7. Lot C
8. Krammes Service Center
9. Lot J
10. Aigler Alumni Building
11. Beeghly Library
12. University Hall
13. Lot A
14. Gundlach Theatre
15. Bryenton Honors Center
16. Talmage Hall
17. Berg Bistro 1850
18. University Commons
19. Lot D
20. Brown Hall
21. Lot E
22. Ubuntu House
23. Pfeiderer Center
24. Campus Center
25. Adams Hall
26. Bareis Hall
27. The HeidelBean!
28. Hoernemann Refectory
29. Lavelly-Shedenhelm Education Center
30. Miller Hall
31. Williard Hall
32. France Hall
33. Gillmor Science Hall
34. Saurwein Health & Wellness Center
35. Seiberling Gymnasium
36. Hoernemann Stadium
37. Lot F
38. Lot G
39. Lot I
40. GEM Center
41. Krieg Hall
42. Main Street Townhomes
43. Lot H
44. King Hall

- Faculty/Staff
- Commuters
- Residential
- Visitor