OFFICE OF PUBLIC SAFETY
CAMPUS PARKING
Parking regulations, restrictions, and guidelines for Saint Martin’s University
PARKING

A. Abbey private guest lot  
B. Courtyard lot—Admissions guests/handicap parking  
C. University and Abbey visitor lot  
D. Lynch employee lot—permit required  
E. Lynch private guest lot  
F. O’Grady Library lot—handicapped parking only  
G. Reserved employee lot—permit required  
H. Parsons Hall (resident student lot)—permit required  
I. Baran/Spangler Hall (resident student lot)  
J. Burton Hall (resident student lot)—permit required  
K. Softball (resident student/student lot)—permit required  
M. Employee lot—permit required  
N. NE Pavilion lot—open parking  
O. SE Pavilion lot—open parking  
Q. South Pavilion lot—open parking  
R. Overflow lot  
S. Grand Staircase student lot—permit required

BUILDINGS

1. Old Main (Bookstore on 2nd floor)  
2. Monastery  
3. Abbey Church  
4. Lynch Center (Abbey Guest House)  
5. Zaverl Hall (Maintenance Building)  
6. Harned Hall (Academic Building)  
7. Cebula Hall (Engineering)  
8. Trautman Student Union Building (TUB)  
9. Hal and Inge Marcus Pavilion/Norman Worthington Conference Center  
10. Baran Hall (Residence)  
11. Burton Hall (Residence)  
12. Charneski Recreation Center  
13. Kreielsheimer Hall (Arts Education)  
14. O’Grady Library  
15. Spangler Hall (Residence)  
16. Parsons Hall (Residence)
CAMPUS PARKING

Welcome to Saint Martin’s University. This brochure has been developed to describe the regulations, restrictions and guidelines for parking as of January 2010. These regulations are in place for the safe and orderly conduct of University and Abbey business. Saint Martin’s University reserves the right to regulate all parking on its property, to establish parking and traffic regulations, and to establish monetary penalties for violation of regulations. Saint Martin’s University is a private institution of higher education and its Lacey Campus is located on private property owned by the University and Abbey.

The regulations pertaining to parking are in effect 24 hours per day, year-round. Regulations do not change between semesters, during breaks, or during the summer.

- All faculty, staff, and student vehicles – including those of day, evening, and residence hall students and all University employees – are required to register and display a current parking permit when parked in permit restricted lots (D, G, M, K, S) except Residence Halls where R,S or temporary permits are required at all times.

- Special event participants/attendees and campus visitors, student, faculty, and staff may park in unrestricted parking lots near the Worthington Conference Center without registering their vehicle and obtaining a parking permit.

- Special event/meeting attendees/summer group vehicles parked in any Residence Hall parking lot or permit restricted parking lot must display a valid University temporary parking permit. Special event parking permits are available from the Office of Conference Services.

- The University accepts no responsibility for vehicles or their contents or for loss due to fire, theft, vandalism, or accidents while parked on campus.

- Parking is allowed only in marked spaces. Parking is not allowed in areas such as:
  - On the grass, parking lot medians, or any landscaped area
  - In Fire Lanes or within 15 feet of fire hydrants
  - In crosswalks
  - Driveways
  - Disabled Parking Access Aisle located next to a space reserved for persons with physical disabilities
  - Service Entrances
  - Along any curb not specifically marked for parking
  - At the edge of paved lots
  - Load Zones – unless loading or unloading.
VEHICLE PARKING PERMITS

Faculty, staff, or students wanting to park a vehicle on campus must register the vehicle with the University’s Office of Public Safety and obtain a parking permit for their vehicle(s). A person may have more than one vehicle registered. Parking permits are free. Vehicle parking permits are available for employees (“E” and “RE” permits), students (“S” permits), residence hall students (“RS” permits), and visitors (Temporary Parking Permits). These permits are available 24 hours per day, 7 days per week from Public Safety. Those applying for a parking permit need to bring proof of liability insurance and the vehicle registration to the Office of Public Safety in Old Main, room 251.

Parking permits are to be affixed on the outside of the rear window, bottom left corner, in plain view. For motorcycles, the parking permit may be affixed to a front fork, front fender, or windshield.

Guests of residence hall students who park on campus must obtain a guest parking pass from the Residence Hall staff in order to park in a residence hall parking lot. Guest passes are available from Housing and Residence Life staff in the Spangler Hall or Parsons Hall offices.

A Temporary Parking Permit is available from Public Safety for loaner or rental vehicles. Faculty, staff, or students may obtain a Temporary Parking Permit by coming to Public Safety with the vehicle registration information and proof of liability insurance. Temporary Parking Permits are designed to authorize parking on campus, in restricted lots, for a temporary period of time – usually the amount of time necessary to fix or replace ones permanent vehicle. The Temporary Parking Permit is to be placed in plain view on the dash board of the vehicle.

PARKING LOTS/LOCATIONS AND RESTRICTED PARKING AREAS

RESIDENCE HALL STUDENT PARKING: Resident Hall students may obtain a RS vehicle parking permit allowing parking in Residence Hall parking lots 24-hours per day throughout the year. Students applying for a Residence Hall parking permit need to bring proof of insurance and the vehicle registration to Public Safety, Old Main, Room 251. Guests of resident hall students may park in a resident hall parking lot by obtaining a Visitors Parking Permit from the Residence Advisor (RA) on duty in the Parsons Hall or Spangler Hall office. Vehicles failing to display a valid Residence Hall parking permit or a Visitors Parking Permit for a Residence Hall parking lot are subject to a monetary penalty.
2 STUDENT PARKING AREAS: Two parking lots are designated for student vehicles displaying a current S or RS parking permit. The softball field ‘K’ parking lot and the Grand Staircase ‘S’ parking lot are reserved for student use between the hours of 8 a.m. and 5 p.m., Monday through Friday throughout the year (except for Holidays or when the University is closed). Vehicles failing to display a current parking permit are subject to a monetary penalty.

3 RESERVED EMPLOYEE PARKING: The parking lot between Old Main and the O’Grady Library (the ‘G’ parking lot) is restricted from 7 a.m. to 5 p.m., Monday through Friday for those employees displaying a current Reserved Employee “RE” parking permit. The University President parking spot in this lot is reserved 24/7.

4 FACULTY AND STAFF PARKING: Two areas are designated for the faculty and staff to park. They are located just north of the Lynch Guest House (the ‘D’ parking lot) and between the Trautman Student Union Building and Cebula Hall immediately south of Harned Hall (the ‘M’ parking lot). A current Faculty/Staff Employee “E” parking permit is required to park in these lots between 8 a.m. and 5 p.m., Monday through Friday throughout the year. After 5 p.m. on weekdays, or during holidays, this lot is open for free parking.

5 CONFERENCE PARKING: Persons parking for conferences or meetings, using a Residence Hall, must obtain a Visitors Parking Permit from either Conference Services (located at the Worthington Conference Center) or Housing and Residence Life (located in the Spangler Hall office). Persons attending conferences or meeting utilizing the Worthington Conference Center or the Marcus Pavilion may park free in the ‘Q’ and ‘O’ parking lots next to the Worthington Conference Center.

6 LYNCH GUEST HOUSE: The visitor parking spaces located at the Lynch Guest House are reserved for guests of the Saint Marin’s Abbey.

7 VISITOR PARKING: The Visitors Parking lot is located immediately north of the Abbey Church, just prior to entering the main courtyard. The Visitors lot is intended for use by visitors to the Abbey Church and the University. Faculty, staff, and students are asked to be mindful of the parking lot’s purpose and avoid parking in the Visitors lot during business hours. Non-visitors parking in the lot will be issued a parking violation.
DISABLED PARKING: There are a number of Disabled Parking locations across campus. These parking spots are marked by a vertical sign with the international symbol of access, whose colors are white on a blue background, in accordance with Washington State law. All vehicles parking in a location reserved for disabled parking must display an official placard or special license plate issued by the State of Washington or any other state or Territory. It is a violation of state law for any vehicle to park in a parking spot reserved for Disabled Parking without displaying a placard or specialty license plate. Faculty, staff and students having questions as to how to obtain a temporary or permanent disabled parking placard or vehicle license plate can contact the Department of Licensing web site at: www.dol.wa.gov/vehicleregistration/parking

PARKING ENFORCEMENT AND INFRACTION APPEALS

• ENFORCEMENT: Parking regulations are enforced day and night. Parking infractions imposing a monetary penalty are issued for violations of University parking regulations. Saint Martin’s University Lacey Campus is private property. As such, the University reserves the right, under certain circumstances, to tow vehicles at the owners risk and expense. Parking is reserved for the faculty, staff and students of Saint Martin’s and visitors or guests having law business at the University.

• APPEALS: Faculty, staff, students, visitors, and guests may appeal parking infractions electronically within 10 days of the infraction date. Directions for appeals and disposition of the infractions are written on the back of the recipient’s copy. An Appeals Committee, separate from Public Safety, hears and evaluates all parking violation appeals submitted. The appeal decision of the committee is final. Appellants will be notified in writing of the committee’s decision. Persons wanting to appeal a citation may do so online at www.stmartin.edu/appeals.

• PAYMENT: The Office of Student Accounts will receipt the payment of all parking infractions for students. Faculty, staff, and non-students may pay the parking penalty at the Office of Public Safety and will be issued a receipt for payment by Public Safety.

Note: Student accounts must be cleared before a student’s grades, transcripts or degree will be issued. Unpaid parking infractions also must be paid before registering for the next semester’s classes.
SAFETY TIPS

• Add the Public Safety phone number to your cell phone: 360-438-4555. The office is open 24 hours a day, seven days a week.

• Make sure your car is in good mechanical condition to prevent car trouble. Keep the tank filled with sufficient gas.

• Keep all doors and windows closed and locked.

• When you exit or enter your vehicle, stop and take a look around the area.

• Do not leave your valuables in the open. If you must leave valuables in your car, conceal those items from view before arriving at your parking space if at all possible.

• When walking at night, stay on major walkways; always walk with someone else, even on well-lit paths. Call for a Saint Martin’s student security officer to escort you anywhere on campus, 24 hours a day, seven days a week. Remember, there is safety in numbers.

• Walk with confidence and with a purpose. Always observe those around you. Multiple studies have shown that a quick, purposeful walk sends subconscious signals to predators that you are not an easy mark. If you notice someone hanging around your car or acting suspiciously return to the university and contact the Office of Public Safety.

• If you carry a purse, carry it close to your body, preferably in front. Holding it close to your body will make it more difficult for a thief to grab it.

• Avoid carrying large sums of money and unnecessary credit cards. Consider keeping ten or fifteen dollars in your wallet or purse to throw to the ground to initiate an escape.

• Keep one hand free at all times. This at least gives you the opportunity to attempt to fend-off a would-be attacker.

• Have your key ready to open the car door. Never stand next to your car searching through your purse or backpack. Robbers, carjackers, and sexual predators all watch for this type of distraction.

• As you approach your car, look under and around it. Before getting in your car look in the back seat and on the floor.

• Once in your car, lock the doors immediately. This is the time a bystander could quickly and simply open a car door and let themselves in, a frequent tactic since it doesn’t attract a lot of attention from passersby.

• If you see any suspicious persons or activity, report it promptly.
Emergency police, fire, and/or medical assistance .......................................................... 911
Lacey Police Department (Non-emergency) ................................................................. 360-459-4333
Lacey Fire Department (Non-emergency) ................................................................. 360-491-2410

Saint Martin’s University Office of Public Safety
(from on campus) ................................................................................................................. x4555
(from off campus) ........................................................................................................... 360-438-4555

Saint Martin’s University Visitor’s Center
(from on campus) ................................................................................. 360-491-4700
(from off campus) ................................................................................................... 800-368-8803
(toll free) ............................................................................................................. 800-368-8803

Saint Martin’s Emergency Information Line ................................................................. 360-486-8899

Wildlife-related telephone numbers
Washington State Department of Fish and Wildlife ......................................... 360-902-2200
(8 a.m. to 5 p.m.)

Washington State Patrol to report a cougar sighting ................................... 360-586-4443
(after 5 p.m. – they will contact after-hours Fish and Wildlife officers for response)

Counseling-related telephone numbers
Saint Martin’s University Counseling Center ........................................ 360-438-4371
Safeplace (rape relief/women’s shelter services) ........................................... 360-754-6300
Crisis Clinic ............................................................................................................. 360-586-2800

For more information
If you have any questions about the information in this brochure or would like additional information, please contact the Office of Public Safety at
Phone ............................................................................................................. 360-438-4555
Fax ..................................................................................................................... 360-459-4124