

THE CLEVELAND INSTITUTE OF ART GENERAL PARKING POLICY

CIA parking lots are for the use of CIA students, employees, and guests holding valid parking hang tags. All vehicles within the CIA parking lots are subject to the CIA parking policy.

1. All students, faculty and staff must register with the Facilities Department to receive appropriate hang tag and ID access card.
2. All parking is by permit (hang tag) only.
3. Subject to availability, hang tags may be purchased in the Business Office from the Students Accounts Administrator for pickup in the Facilities Department. Application for, and receipt of a parking hang tag indicates acceptance of CIA's parking policy.
4. Permit holders must display a current hangtag from the rear view mirror so that it may be viewed from the front of the vehicle. If you park a car other than the one issued a hangtag, you *must* place your hang tag in the car you drive to CIA.
5. Purchase of a **parking hang tag** allows the holder access to the designated lot. *There is no guarantee that a parking space will be available.*
6. There shall be no overnight parking between 12:00 a.m. and 6:00 a.m.
7. CIA is not responsible for damage of vehicles due to parking lot control gates, theft, or physical damage while parked in CIA lots.
8. CIA reserves the right to deny or revoke a parking hang tag at any time.

Replacement of a hang tag or I.D. will be handled in the following manner:

1. A lost hang tag will be replaced at a **full year's parking fee charge.**
2. A lost or damaged I.D. (which is your gate card) will be replaced at a cost of \$25. **DO NOT PUNCH HOLES IN YOUR GATE CARD.**
2. An I.D. card is issued for the length of your enrollment. Gate access is activated as of the start of the fall semester, through completion of the spring semester, if enrolled for a full academic year. There is no gate access during summer months.

University Circle Police Department provides motorist assistance as a courtesy to all valid CIA permit holders. For assistance, call (216) 791-1234.

VIOLATION ENFORCEMENT:

1. Vehicles meeting any of the criteria listed below may receive a parking ticket, have a wheel lock attached, or be towed away and stored at the expense of the permit holder, owner, or driver. Hang tags may also be revoked and future access denied for such violations. Such criteria include:

- a. The vehicle has two or more outstanding violations.
- b. The vehicle impedes access or traffic or not in a designated space.
- c. The vehicle is parked in a fire lane or pedestrian walkway.
- d. The vehicle is taking up two spaces.
- e. The vehicle is parked in a no parking zone.
- f. The vehicle is parked in a handicapped space illegally.
- g. The vehicle is parked in a CIA reserved space
- h. The vehicle is displaying a lost, stolen, altered, or counterfeit hang tag. (A \$100 fine is charged in addition to a parking violation fine.)
- i. The vehicle is displaying an expired permit
- j. The vehicle is parked by misuse of gate access card.
- k. CIA requests the vehicle to be removed.
- l. Vehicles not removed by 12:00 a.m.

Violation appeals, procedures, and information requests by email only, please. Phone calls, in person visits will not be accepted. Contact Information: facilities@cia.edu

Parking privileges for all students, employees and guests will not be renewed until all outstanding violations tickets have been paid.