

# RESIDENCE HALL PARKING POLICY

## **POLICY APPLICATION & EXCEPTIONS**

First Time Freshman (FTF) who live in Housing at California State University, Long Beach (CSULB) are not eligible to purchase Residential Parking Permits or to bring a car to campus. They are, instead, expected and encouraged to utilize public transportation and other alternative modes of transportation.

On-campus parking availability is reducing in response to long-term campus planning, sustainability efforts, and increased enrollment.

Parking permits and spaces are limited and therefore assigned based on availability. **NO STUDENT IS GUARANTEED PARKING.**

Residents may be granted a policy exception if they have a legitimate need that requires access to a personal vehicle. Housing and Residential Life (HRL) reserves the right to grant permits based on need. Appeals must be approved before a permit can be purchased.

Residents who are granted a parking permit shall be required to park in specific Residential Parking Lots and will not have full campus parking privileges.

## **NON-FTF STUDENTS**

Non-FTF Residents are eligible to purchase parking permits. **Parking spaces are limited and not guaranteed.** Parking spaces will be assigned on a first-come, first-served basis. However, CSULB actively encourages students to partake in the Healthy Campus Initiative by finding alternative means of transportation.

**FIRST SEMESTER SPRING STUDENTS:** If the Spring semester is your first semester at CSULB, you will need to fill out a parking appeal regardless of class level.

## **ALTERNATIVE MODES OF TRANSPORTATION**

As part of an ongoing mission to achieve climate neutrality, our campus encourages students to seek alternative transportation methods. CSULB offers multiple alternatives to driving a car, a few of which are Long Beach Bike Share, Long Beach Transit (LBT) Buses, ZipCar, Campus Shuttle Service, Rideshares, and more. A list of these can be found at CSULB's Sustainable Transportation page (<http://www.csulb.edu/parking-and-transportation-services/sustainable-transportation>).

### **LBT BUS & CAMPUS SHUTTLE**

CSULB encourages the use of public transportation as a way to decrease the number of cars traveling to the campus. CSULB has collaborated with Long Beach Transit (LBT) to offer the U-PASS TAP Card Program, which provides **free** rides on all LBT buses to eligible students, faculty, and staff.

Free campus shuttles are available to help you get around campus and to Beachside. For real-time shuttle information, please visit [www.csulbshutte.com](http://www.csulbshutte.com).

### **SAFETY**

A variety of safety measures are in place to ensure the campus is a safe environment for both students and employees. In particular, the university offers a [Night Escort Program](#) seven days a week that is staffed by its Community Service Officers (CSOs). These officers are available to escort students from classes to their cars or to their residence hall. They are dressed in identifiable black shirts with photographic identification name badges and a hand-held radio, which is in direct contact with the police dispatcher.

Residents may request an escort Sunday through Thursday from 6:00 PM to 11:00 PM and Friday and Saturday from 4:30 PM to 9:30 PM by using a public pay phone's University Police button or by dialing 562.985.4101 from a pay phone or cell phone (if using a campus phone, dial x54101). If necessary, you may request an escort using a Blue Emergency phone.

If you require an escort at other times, call 562.985.4101 and an officer will assist you.

For more information, please visit <http://daf.csulb.edu/offices/ppfm/police/security.html#cs0>.

## **RESIDENT PARKING HOLDERS**

Residents who possess a valid Residential Parking Permit may park as follows:

### **STUDENTS WHO RESIDE AT HILLSIDE OR PARKSIDE COLLEGES**

Students who are living on campus must park in designated Resident spaces in Lots R1, R2, and R3. On campus Residential parking privileges are also valid in General Parking after 5:30 PM (E10 after 7 PM) on weekends and at Beachside during Beachside Dining Hall hours.

This parking designation provides parking 24 hours a day, 7 days a week; therefore, no additional CSULB permit privileges will be issued.

### **STUDENTS WHO RESIDE AT BEACHSIDE COLLEGE**

Students who are living at Beachside must park in designated Resident spaces at Beachside.

Beachside parking privileges are also valid in General Parking after 5:30 PM (Lot E10 after 7PM) on weekends, and G2 spaces during Hillside and Parkside Dining Hall hours.

This parking designation provides parking 24 hours a day, 7 days a week; therefore, no additional CSULB permit privileges will be issued.

## **HOUSING GUEST PARKING**

All guests must purchase either a daily or overnight parking permit to avoid a citation.

Hillside and Parkside guests may park in any General Parking lot for daily parking. Guests who have purchased an overnight permit MUST park in Lot G2.

Beachside guests may park in Short-Term Parking spaces. Overnight parking will be available for purchase beginning at 5 PM.

## **PROCESS FOR PARKING APPEALS**

Any Resident with an extraordinary situation may file an appeal to this policy. Permits are limited and all appeals will be reviewed by HRL. Exceptions will be granted based on legitimate need and availability. Appeals must be approved before a permit can be purchased. HRL will **not** grant permits solely on a student's distance from home, vehicle ownership, or social obligations.

- To appeal for an exception to this policy, Residents must submit the following:
  - A completed Parking Appeal form ([http://housing.csulb.edu/apply/pdf/parking\\_appeal.pdf](http://housing.csulb.edu/apply/pdf/parking_appeal.pdf))
  - A letter of explanation
  - Appropriate supporting documentation
- The above-mentioned documents MUST be emailed to HRL at [HRL-ParkingAppeals@csulb.edu](mailto:HRL-ParkingAppeals@csulb.edu)
- The HRL Parking Appeal Committee will review all submissions and provide a written response to all appeals. **This process may take up to 10 business days after the appeal application deadline.**
- Residents who are granted an exception will be assigned to a Residential College Parking Lot. They will be required to park in the lots/spaces designated for Residents. Parking in other campus lots and spaces will result in citations.

## **SCHEDULE FOR APPLICATION SUBMITTALS**

To provide the same opportunity to all residents, HRL will accept completed forms as follows:

- Fall Semester: June 1, 2019 to July 5, 2019
- Spring Semester: December 2, 2019 to January 3, 2020

**PLEASE NOTE:** Applications submitted before or after the scheduled time frames will not be accepted

## **SUBMITTING FORM**

The appeal form, letter of explanation, and any supporting documentation should be emailed to [HRL-ParkingAppeals@csulb.edu](mailto:HRL-ParkingAppeals@csulb.edu). Please include "PARKING APPEAL" and your Campus ID number in the Subject Field.

**VERIFICATION OF INFORMATION**

All appeals submitted to HRL are subject to verification via audit. If audited, the applicant may be required to provide additional documentation verifying all information provided in the appeal. Students who falsify information shall have their appeal terminated and/or they will have their parking permits revoked and will be referred to the Office of Student Conduct and Ethical Development.

**NON-DISCRIMINATION STATEMENT**

CSULB does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, veteran status, medical condition, citizenship, ancestry, or marital status. CSULB is an affirmative action/equal opportunity employer.

## FISCAL YEAR 2019-2020 - PARKING POLICY APPEAL

To provide the same opportunity to all residents, HRL will accept completed forms as follows:

Fall Semester - June 1, 2019 to July 5, 2019.

Spring Semester – December 2, 2019 to January 3, 2020.

**Please note:** Applications submitted before or after the scheduled timeframes may not be considered.

First year freshman students are not eligible to purchase residential campus parking permits. Student may be granted a policy exception if they have a legitimate need that requires access to a personal vehicle. Housing reserves the right to grant residential permits based on legitimate need; limited spaces means that space availability cannot be guaranteed. Any Resident with an extraordinary situation may appeal an exception to this policy. Residential permits are limited and all appeals will be reviewed by HRL; exceptions will be granted based on the legitimate need and availability. Appeals must be approved before permit can be purchased. Some reasons considered invalid justification include: the distance you live from home, work obligations, vehicle ownership, social activities, etc. First year freshman students may not bring a car to campus and instead are expected to utilize public transportation.

### CONTACT INFORMATION

Last Name	First Name	Middle Initial	Student ID#
Email Address		Student's Phone Number	
Residential College		Building & Room Number	
Permanent Address	City, State	Zip Code	Country

What is your standing at CSULB? (Select one)

FTF     
  First Year Transfer     
  First Year Graduate Student     
  Other: \_\_\_\_\_

Is the vehicle needed for academic reasons (ie credit bearing internship, sponsored by CSULB)? If yes, please submit supporting documentation along with this appeal.     
 Yes     
 No     
 Major: \_\_\_\_\_

How often will the vehicle need to be used? (Select one)

Daily     
 1-2 times per week     
 Monthly     
 Occasionally     
 Weekends only

Address you will be traveling to: \_\_\_\_\_

License Plate Information: STATE: \_\_\_\_\_ License Plate #: \_\_\_\_\_

### SUBMITTING FORM

This appeal form, a letter of explanation, and any supporting documentation should be e-mailed to HRL Parking Appeal. Please include "PARKING APPEAL" and your Student ID number in the Subject field.

### NOTICE REGARDING FALSIFICATION OF INFORMATION

All appeal information provided to CSULB Student Housing is subject to verification through audits. If audited, appeal applicants are required to provide documentation verifying all information provided in the appeal. If any information is falsified, the appeal will not be granted or may be revoked and the appeal applicant referred to the Office of Student Conduct and Ethical Development.

California State University does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, veteran status, medical condition, citizenship, ancestry, or marital status. CSU is an affirmative action/equal opportunity employer.