



## Moody Bible Institute - Parking Policies

### General Information

Moody Bible Institute (MBI) provides parking as a benefit to our employees and as a service to our students, visitors and guests.

MBI assumes no liability for vehicles parked in MBI lots, nor shall MBI be held responsible for the loss of goods or property from vehicles parked in MBI's lots.

**All vehicles, motorcycles, moped's and bicycles must be registered with the Facilities Office, and must have a permit prominently displayed** while parked on Institute property. Possession of a permit does not guarantee a parking space. All permits remain the property of the Moody Bible Institute and may be revoked in the event of excess violations or other extenuating circumstances.

Public Safety, having oversight of all on-campus parking enforcement, may revoke parking privileges as circumstances dictate.

### Students

A limited number of permits are available for purchase based on seniority and a first-come, first-serve basis. Freshmen are not allowed to bring vehicles to campus. Permits must be attached on the inside of the lower driver's side front windshield or placed on the dashboard depending on permit type. It is the students' responsibility to ensure permits are visible.

Students in need of short-term parking on campus, one day or one night, may purchase a permit from the Facilities Office during office hours or any of the Public Safety desks.

### Employees

Employees will receive a permit upon registering their vehicle, this will be in the form of a sticker decal. Permits must be attached on the inside of the lower driver's side front windshield. Parking permits must be relinquished at the end of employment.

Employee overnight permits are available for those who work overnight shifts. If an employee is traveling for business purposes, they can request a temporary overnight parking pass from the Facilities Office. Employees must park in the parking garage on levels as listed below. Employees are not permitted to park overnight for reasons other than work.

### Parking Garage and Lots

In the parking garage, the following restrictions apply:

Level 0.5 – Reserved for faculty and executive decals

Level 1.0 - 3.0 - Reserved for employee decals

Level 3.5 – Reserved for employee decals and overnight employee decals

Levels 4.0–6.0 - Reserved for on-campus student permits

Lot C – Commuter Student & Visitor Lot

Lot E – Commuter Overnight Parking & Fleet (Effective Date TBD)

### Visitors & Vendors

Visitors to the campus may park in the 15-minute Visitor lot or, with a parking pass in Lot A. Visitor parking passes are available at all Public Safety desks. Smith desk is a 24/7 Public Safety desk.

### Parking Enforcement

Vehicle owners are responsible for any citations made against a vehicle, regardless of who was driving the vehicle.

Public Safety reserves the right to tow any vehicle when extenuating circumstances occur without notice.

### Violations may be issued for the following:

Parking without valid permit

Parking in the wrong lot/space

Improperly displayed permit

Parking in a reserved space

Violating posted parking instructions

Parking outside of a marked space

Parking in an ADA (American with Disabilities Act)

Expired state license plate

Leaving vehicle unattended for 2 weeks

### Violations and Fines

1<sup>st</sup> Violation

**Written  
Warning**

2<sup>nd</sup> Violation

**\$25**

3<sup>rd</sup> Violation

**\$50**

4<sup>th</sup> Violation

**Tow**

### Towing and Tickets

Towing is performed by Rendered Services, Inc.

**\$216 towing fee and \$45 daily storage fee**

Rendered Services, Inc, can be contacted by phone at 773-927-8888 (24/7)

Their address is: 3611 S. Iron St., Chicago, IL

All tickets are subject to appeal by use of Violation Appeal Form, which must be completed within 5 business days after ticket is issued. This form can be found on the Facilities page of MyMoody. All fines must be paid in the Facilities Office in Crowell Hall (820 N. La Salle Blvd).

Tickets are not cleared from a violation record annually; they accrue until they are paid in the Facilities Office. Violations cannot be charged to student accounts. You will not be given a parking pass of any kind if you currently have violations on file. Excessive parking violations or habitual conflicts may result in an ineligibility to purchase or obtain parking permits.

### Additional Information

- Employees and students may park only one vehicle at a time on campus.
- When a posted sign indicates a course of action contrary to these regulations, the sign takes precedence.
- If at any time assigned parking area is full, contact Public Safety at 312-329-4357 to make other parking arrangements.
- All persons entering and exiting parking areas on campus may be requested to show ID.
- The parking areas are not intended for vehicle storage or long-term parking. Vehicles must be moved every 2 weeks or may be ticketed.
- Loitering is not permitted in any of the parking areas.
- Parking permit refunds can be requested until the middle of the fall or spring semester depending on purchase date.
- Permits may not be transferred to other students without both parties seeking permission from the Facilities Office. This transfer is subject to office approval and not guaranteed. Illegal transfers will be ticketed.
- Permits that are photo copied, altered or tampered with in any way are void.
- Permits may not be emailed.
- Driving or parking on sidewalks, lawns or on the plaza is prohibited and may result in loss of parking privileges.
- Moody employees are not permitted to give verbal permission or exceptions to the policy.
- False information provided to obtain a parking pass will result in a loss of parking privileges.