

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, mopeds and bicycles are required to have a valid parking 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.

Parking Garage and Lots

Parking Garage Levels are reserved as follows:

- Level 0.5 – Faculty and Executive Parking
- Level 1.0 - 3.0 – Employee and Fleet Parking
- Levels 3.5–6.0 – On-Campus Student Parking

Lot C – Commuter Student & Visitor Lot

Lot E – Fleet Vehicles

Lot G – Grounds Crew

Visitors

Visitors to the campus may park in the Visitor lot for 15-minutes to receive a parking pass from any Public Safety Desk and be redirected to Lot C. Visitor parking passes are available at all Public Safety desks. The Smith Hall Public Safety desk is staffed 24/7.

Employees

Employees will receive a permit upon registering their vehicle. Permits are valid daily from 5am-11:59pm. Permits must be displayed on your vehicle. Parking permits must be returned to Public Safety at the end of employment.

Employee overnight permits are available for those who work overnight shifts (any time between 12am-5am). If an employee is traveling for business purposes, they can request a temporary overnight parking pass from the Public Safety Office. Employees are not permitted to park overnight for non-Institute business reasons.



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 student's 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 Public Safety Office during office hours (Mon-Thur 8am-4pm, Fri 8am-3:30pm) or any of the Public Safety desks. The Smith Hall desk is open 24/7.

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 your 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 receive a citation.
- 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 Public Safety Office. This permission is not guaranteed. Unauthorized transfers will be ticketed.
- Permits that are photocopied, 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.

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 outside of a marked space
Parking in the wrong lot/space	Parking in an ADA space (American with Disabilities Act)
Improperly displayed permit	Expired state license plate
Parking in a reserved space	Leaving vehicle unattended for 2 weeks
Violating posted parking instructions	

Violations and Fines

1st Violation

Written
Warning

2nd Violation

\$25

3rd Violation

\$50

4th Violation

Tow

Towing

Towing is performed by Rendered Services, Inc.

\$216 towing fee and \$45 daily storage fee (Subject to change by towing company)

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

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

Resolving Violations

All tickets are subject to appeal by use of Violation Appeal Form, which must be completed within 5 business days after the citation is issued. This form can be found on the Public Safety page of MyMoody.

All fines must be paid in the Public Safety Office in Crowell Hall. These fines must be paid by cash or card. You may 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. Public Safety may revoke parking privileges as circumstances dictate.