

## Welcome Back to Campus!

We are excited that you are headed back to campus. As you return, we want to underscore our commitment to supporting you and continue our efforts in making VUU campus a safer place for all. Now that many of you have returned to work and campus; we want to remind you of some important information:

- Access control to campus is limited to Graham Road Entrance Only until further notice. All vehicular traffic will enter and exit campus through the Graham Road Entry.
- It is important that you have a VUU ID card to access at that entrance.
- All employees who have been vaccinated will have access to enter through the right lane where they will be granted access approval. No daily wellness checks will be mandated for individuals who have been granted access through this lane and who have provided proof of vaccination. This only applies to the employee; no guest is allowed if you use the right lane entrance.
- Exceptions will include oversized delivery trucks who will be granted access after completing a wellness check.
- The lane closes to the security booth will be used for entry by all others.
- All employees are encouraged to wear a mask.
- To obtain a VUU ID card, contact VUU Police at [campuspolice@vuu.edu](mailto:campuspolice@vuu.edu) for appointment.

### Parking & Transportation

Faculty, staff and students are required to register a vehicle that will be parked on campus. Parking permits may be requested by completing and submitting an online vehicle registration form. We will be enforcing the requirement for all employees and students to register their vehicle in order to park on VUU property.

#### Steps to Accessing Parking Passes/Decals

1. Click on [Online Registration](#)
2. Receive email confirmation for the Police Department
3. Fees or Payments: Cashier's Office Second floor of C.D. King Building \$100 or \$150 if applicable by appointment only or you may contact them at (804)257-5796. You may apply by going to [www.vuu.edu](http://www.vuu.edu) and scroll down below Quick links and click on Pay Bill in the quick links, scroll down to parking and select Parking Reserved or Parking Premium option to receive a reserved parking permit/hang tag.
4. Campus Police will confirm and assign spaces and will contact the subscriber for pick up procedures to receive permit/hanging tag.

All staff and faculty PAID Parking is assigned for on-campus:

- Non-reserved Staff and Faculty Parking spaces are located at Hovey Field gravel lot
- Faculty and Staff Reserved: On (main) campus \$100
- Faculty and Staff Premium Reserve Parking: On (main) campus: designated by numbers, placards with titles or office.
- Student vehicles registration is required at **no cost**.

For additional questions regarding Parking & Transportation, please contact our office at (804)257-5850 or email [Parking@VUU.edu](mailto:Parking@VUU.edu)



Virginia Union University  
2021-2022 Parking Policy  
Effective Monday, June 28, 2021

### **Traffic & Parking Guidelines**

For the protection of Virginia Union University students, faculty, and staff, no parking is allowed at anytime, anywhere on campus, without a valid Virginia Union University registration permit, except by approved visitors or spaces otherwise designated for visitors. Parking permits/decals are available for fall semester. Parking restrictions may change throughout the year due to space availability, construction, or access; however, permit/decal subscribers will be notified (via email, and social media,) in the event of such changes.

Each parking subscriber will be issued (one) parking permit/decal and may only have (one) vehicle parked on the VUU property. A parking permit/decal guarantees spaces for Premium and Reserved spaces only. The inability to find a legal parking space within a particular lot is not valid reason for parking in violation of any parking regulations. Parking is on a first come/first serve basis.

Faculty, staff, students, and visitors are required to register a vehicle that will be parked on campus. Parking permits or passes may be requested by completing and submitting an online vehicle registration form and are not transferable from person to person. Each parking subscriber will be issued (one) parking permit/decal and may have only (one) vehicle parked on VUU property. We will be enforcing the requirement for all registered students to register their vehicles if they wish to drive on campus.

### **Steps to Accessing Parking Passes/Decals**

- 1) Online Application:
- 2) [https://my.vuu.edu/ICS/Technology/Testing\\_Purpose.jnz?portlet=EX\\_FormFlow\\_-\\_Forms&screen=FormView&form=e32b845f-040f-4a53-8845-a56a1e6f08c3](https://my.vuu.edu/ICS/Technology/Testing_Purpose.jnz?portlet=EX_FormFlow_-_Forms&screen=FormView&form=e32b845f-040f-4a53-8845-a56a1e6f08c3)
- 3) Receive email confirmation for the Police Department
- 4) Fees or Payments: Cashier's Office Second floor of C.D. King Building \$100 or \$150 if applicable by appointment only or you may contact them at (804)257-5796. You may apply by going to VUU homepage (<https://www.vuu.edu/>), click on Pay Bill in the quick links, scroll down to parking and select Parking Reserved or Parking Premium option to receive a reserved parking permit/hang tag.
- 5) Campus Police will confirm and assign space and will contact the subscriber for pick up procedures to receive permit/hanging tag.

**After completing the Online Parking Permit Form, Parking permit procedures will be emailed once the permit has been assigned, notifications for pick up will be conducted by phone and email to confirm assigned permit/hang tag. Assigned permits will be available for pick up at Pickford Hall from Campus Police, during business hours, Monday-Friday from 9:00 a.m. until 5:00 p.m.**



Virginia Union University  
2021-2022 Parking Policy  
Effective Monday, June 28, 2021

To be eligible for university parking privileges, a community member must:

1. Have no outstanding university parking penalties or unpaid violations and
2. Own a current/valid VUU ID card and driver's license.

### **Permit Costs**

#### **Free Lots (*Students Only*) by Category, all vehicles must be registered with VUU Police**

- *Residential student*: Henderson Hall Lot, Storer Hall, Lot, Lot across from Newman and Barco Stevens are free available as first come first serve parking for students.
- *CAHN (Capital Area Health Network) Personnel*: Parking is in lot adjacent to Hartshorn Hall with designated signage.
- *Commuter student*: Must have approved appointment to be on campus and will be assigned a visitor parking decal for the timeframe that they are allotted.
- *Approved Guest(s)*: Can receive one-day parking pass from the security booth – no overnight parking available. The guest pass must be approved by Campus Police and visibly located in the front driver side window dash.
- *Faculty and Staff*: VUU PD require all vehicles parking on campus to be registered.

#### **Non-reserved Parking (*Staff & Faculty*): Hovey field gravel lot will be assigned for vehicles that are registered at no cost.**

- All staff and faculty Paid Parking is assigned for on-campus main parking lots \$100-\$150 -All staff and faculty must pay to park on campus.
- Faculty and Staff Reserved: On campus \$100.
- Faculty and Staff Premium Reserved: On-Campus \$150 The spaces are designated by numbers or placards with titles or office.
- Non-Reserved Staff and Faculty parking spaces are not guaranteed but are first come first serve.

### **Permit Categories/Details**

#### **Non-Reserved Parking**

*Definition*: VUU General Parking spaces are non-restricted parking upon availability.

Cost: \$0

You may apply pay \$0 by going to VUU homepage ( <https://www.vuu.edu/> ), Click on Pay Bill in the quick links, scroll down to parking and select Parking (**add upon approval a location for the payment**)

#### **Reserved Parking**

*Definition*: VUU Reserved Parking spaces are restricted parking spaces reserved for paid subscribers and designated by lot location. (See Parking locations/Designations below.) They are open spaces with no parking placards and plates.

*Cost*: \$100



Virginia Union University  
2021-2022 Parking Policy  
Effective Monday, June 28, 2021

You may apply pay \$100 by going to VUU homepage ( <https://www.vuu.edu/> ), Click on Pay Bill in the quick links, scroll down to parking and select Parking Reserved option to receive a reserved parking permit/tag.

### **Premium Parking**

*Definition:* VUU Premium Parking spaces are restricted parking spaces designated by numbers or placards with titles or office that are assigned to and reserved for paid subscribers, faculty, and staff only. If you have a Premium Reserved spot, you must have permission from a Vice President or the President

*Cost:* \$150

You may apply pay \$150 by going to VUU homepage ( <https://www.vuu.edu/> ), Click on Pay Bill in the quick links, scroll down to parking and select Parking Premium option to receive a premium parking permit/decal. The cost is \$150. Only faculty and staff are allowed to park in premium spaces, the vehicle must be registered with Campus Police.

### **Reserved Parking - Handicap**

*Definition:* State issued parking placards and plates for customers with temporary or permanent disabilities that limit or impair their mobility.

*Cost:* \$0

On-campus parking available adjacent to buildings, vehicle and/or plate must be registered with Department of Motor Vehicles. You will need to complete the registration process, display your tag or plate, and decal for reserved parking.

For more information visit: [https://www.dmv.virginia.gov/drivers/#disability/plates\\_assist.asp](https://www.dmv.virginia.gov/drivers/#disability/plates_assist.asp)

### **Off-Campus Affiliated Parking**

*Definition:* Students living at off-campus affiliated housing complexes, which include: The Birches, College Park, The James, or The Spectrum must contact the building manager of their complex facility and abide by their rules and guidelines.

*Available Spaces:* Vary, please see complex guidelines.

*Cost:* Vary, please see complex guidelines

### **Parking Locations/Designations**

- Pickford Hall lot (off Lombardy Street) is restricted to police and designated officials only. (Unavailable until further notice)
- Wilder Library is considered on-campus parking and it is designated for reserved (\$100)
- Hovey Field is open to faculty, staff, and graduate/students. All vehicles must be registered, and decal must be displayed.
- President's Parking (paved lot by Hovey Field) is reserved for event parking only.



Virginia Union University  
2021-2022 Parking Policy  
Effective Monday, June 28, 2021

**Parking Permit/Hang Tag Display**

- Permit/hang tag must be displayed from rearview mirror so that they are clearly visible or on the driver side dashboard.
- VUU parking permits/hang tags are required at all times and at all parking facilities. Failure to display a VUU permit/hang tag may result in a driver not being able to access campus, parking citation/fine or vehicle tow.
- Parking permits/hang tags are valid through June 30, 2022

**Parking Policy Violations**

- 1) Permit/hang tag subscribers should familiarize themselves with **all** regulations. Citations and fines are issued for the following violations:
  - Failure to display or improperly displaying valid permit/hang tag.
  - Blocking driveways, roadways, or sidewalks.
  - Occupying more than (one) space.
  - Parking in improper space for issued permit/hang tag.
  - Failure to comply with university official(s).
  - Altering, forging, copying, or falsely acquiring a permit/decal or parking pass may result in a penalty of up to \$500. Violators will be automatically towed; parking privileges will be suspended, and the parking permit will be removed from the vehicle.
- 2) Virginia Union University does not assume responsibility for any vehicle or its contents while parked on university property. The university does not assume responsibility for damage to vehicles that are immobilized or towed. If a vehicle is damaged while parked in a VUU facility, VUUPD must be contacted before leaving the premises.
- 3) Drivers are responsible for finding an authorized parking space. Perceived lack of available space, mechanical problems, or other factors do not justify parking violations.

**Visitors Parking**

Approved guest/visitor parking is available. Approved guest/visitors must check-in at the security booth located on Graham Road before entering on campus and must be approved as a guest or visitor to receive a temporary parking pass. No approved guest parking allowed after normal business hours which is (9:00am to 5:00pm) unless approved by the Chief of Police or her designee.

**Vendor/Contractor Parking**

Permits will be issued to vendors/contractors who perform services and conduct business with the university, they may be easily recognizable with “branded/logo” on their vehicles. A replacement fee for this permit is \$25 USD.

Vehicles are allowed to park in loading zone areas and any service area. Individuals who park in non-designated areas are subject to parking violation which may result in receipt of citation. Spaces marked as “Service Vehicle” spaces may only be used by vehicles displaying a current vendor decal



Virginia Union University  
2021-2022 Parking Policy  
Effective Monday, June 28, 2021

or contract vendor with recognizable “branded/logo.” These spaces are to be used only for delivery and pick-up and are intended to provide short-term access to congested areas.

### **Disabled Vehicles**

Disabled vehicles must be reported to Campus Police and subscriber must obtain a disabled pass from the Traffic & Parking Administration Office. This will allow temporary parking for no longer than 5 days. A vehicle may not be left with notes on windshields or simply parked where the vehicle breaks down or towed at the owner’s expense.

### **Rideshare and Food Delivery**

Designated locations for all ride hail pick-up, drop-off, food, or grocery deliveries (i.e., Uber Eats/ Grub hub) will be at the security booth located at the Graham Road Entrance. This decision was in direct response to the safety and well-being of students, faculty, and staff during this pandemic. All students, faculty or staff will be required to meet their ride hail at a designated parking area near the Police Security booth location for pick up or drop off. No food or items can be accepted at the booth.

### **Lost or Stolen Permits**

If your permit has been stolen or lost, contact VUU Police to report the incident.

### **Permits and Special Events**

Parking lots are used during special events such as (sporting events and concerts, etc.). Barricades, roped-off areas, and signs indicating parking for special events take precedence over general parking assignments. The university reserves the right to modify or add to parking regulations at any time.

### **Special Request**

Please email [Parking@VUU.edu](mailto:Parking@VUU.edu) to plan if you need to leave your vehicle on campus grounds temporarily.

### **Appeals Process**

To appeal a citation, you must submit the form below within (10) days of issuance. No appeal will be accepted if submitted after the (10) days of issuance. You may submit an appeal by completing the form at [VUU Parking Citation Appeal](#)

### **Traffic & Parking Regulations**

- The speed limit for all campus roadways is 15 mph unless specifically posed otherwise at a given location.
- Any accident on the campus involving motor vehicle must be reported to the campus police immediately, regardless of the extent of damages involved.



Virginia Union University  
2021-2022 Parking Policy  
Effective Monday, June 28, 2021

- Any accident involving university owned vehicles must be reported to campus police immediately.
- Double parking or obstructing drives, walkways, doors, or other vehicles is prohibited.
- Parking in a fire lane or within 15 feet of a fire hydrant is prohibited.
- Parking or driving on curbs, lawns, landscaped areas, or walkways is prohibited.
- Penalties for violations including ticketing and fines, towing, revocation of parking privileges, and disciplinary action. Fines for citations by students are automatically billed to Students Accounts if not paid or appealed within 10 days (about 1 and a half weeks) from the date of issuance.

**Under no circumstances may any motor vehicle, other than police or emergency vehicles be operated or parked at any time on the walkways, landscape, grass, or areas designated for grass. Service vehicles belonging to facilities may be granted exceptions on a case-by-case basis.**



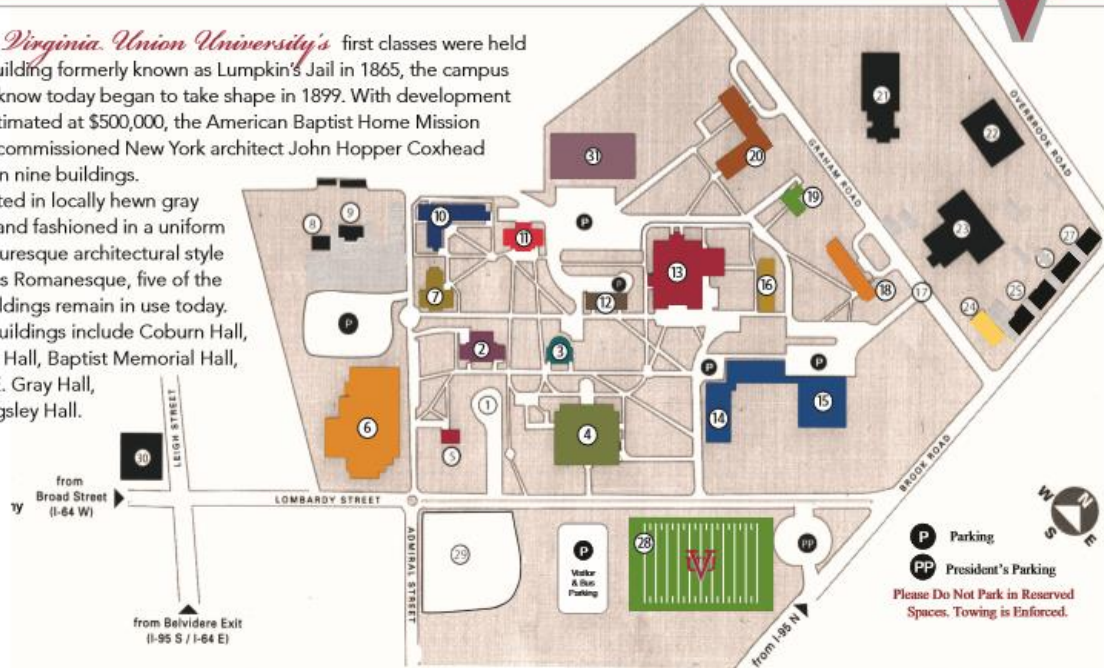
Virginia Union University  
2021-2022 Parking Policy  
Effective Monday, June 28, 2021

VIRGINIA UNION UNIVERSITY CAMPUS

10

*White Virginia. Union University's* first classes were held in the building formerly known as Lumpkin's Jail in 1865, the campus that we know today began to take shape in 1899. With development costs estimated at \$500,000, the American Baptist Home Mission Society commissioned New York architect John Hopper Coxhead to design nine buildings.

Erected in locally hewn gray granite and fashioned in a uniform and picturesque architectural style known as Romanesque, five of the nine buildings remain in use today. Those buildings include Coburn Hall, Pickford Hall, Baptist Memorial Hall, Martin E. Gray Hall, and Kingsley Hall.



**P** Parking  
**PP** President's Parking  
Please Do Not Park in Reserved Spaces. Towing is Enforced.

- |   |  |
|---|--|
| 1. Pickford Circle  | 16. Hartshorn Hall   |
| 2. Pickford Hall<br>President's Office<br>Campus Police<br>Academic Affairs | 17. Main Entrance  |
| 3. Coburn Hall  | 18. Newman Hall  |
| 4. Ellison Hall<br>Financial Aid<br>Registrar                               | 19. White Hall   |
| 5. Baptist Memorial Hall  | 20. MacVicar Hall  |
| 6. L. Douglas Wilder Library  | 21. Baptist General Convention of VA   |
| 7. Kingsley Hall  | 22. Community Annex  |
| 8. Power Plant  | 23. Richmond Police Training Academy   |
| 9. Maintenance Building   | 24. President's Home   |
| 10. Storer Hall   | 25. University House #2  |
| 11. Martin E. Gray Hall   | 26. University House #3  |
| 12. Huntley Hall  | 27. University House #4  |
| 13. Henderson Center<br>Admissions Office<br>Student Affairs Office         | 28. Hovey Field  |
| 14. Belgian Friendship Building   | 29. Softball Field   |
| 15. Barco-Stevens Hall  | 30. C.D. King Hall<br>Human Resources<br>Institutional Advancement<br>Student Accounts<br>University Relations |
|   | 31. Living and Learning Center   |



To schedule a campus tour, please visit us at [www.vuu.edu](http://www.vuu.edu).