



**JAMES MADISON**  
UNIVERSITY®

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**PARKING SERVICES**

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# Gate Policies

# James Madison University

## Gate Policies and Procedures Document

By the use of a James Madison University gate permit, the "user" agrees to comply with the regulations as set forth in the JMU "Parking Regulations" booklet. For a copy of the current "Parking Regulations" booklet, visit Parking Services, located on the ground floor of the Champions Drive Parking Deck or the Parking Services website at [www.jmu.edu/parking](http://www.jmu.edu/parking).

### General Information

- Application forms for gate permits are available at Parking Services, located on the ground floor of the Champions Drive Parking Deck, or in PDF format on the Parking Services website at [web.jmu.edu/parking/forms.asp](http://web.jmu.edu/parking/forms.asp). Please allow three to five days processing for applications submitted via US mail.
- All completed application forms for gate permits should be submitted to Parking Services for processing and distribution.
- Gates are in operation Monday through Thursday from 7:00 AM to 7:00 PM and on Friday from 7:00 AM until 1:00 PM.
- Gates are open on Friday after 1:00 PM and all day on weekends, breaks, holidays and during May and summer sessions.
- In the event that the university is closed due to inclement weather, gates will remain in operation unless the administration deems it necessary to open them.
- Any vehicle parked within the gated area is required to display a valid JMU parking permit in conjunction with the gate permit.
- All parking rules and regulations remain in effect within the gated area following the installation of the traffic gates. Refer to posted signs for parking restrictions.
- Gate permits remain the property of James Madison University.
- Gate permits and privileges are non-transferable.
- Misuse of gate permits subjects the offender(s) to judicial charges (students) and possible revocation of gate privileges.
- Persons in illegal possession of gate permits are subject to fines, towing and prosecution.

- To deter theft of gate permits, vehicle windows and doors should be secured at all times.

### Display of Gate Permits

- Faculty, staff, affiliates and students who park within the gated area are required to display a valid JMU parking permit in conjunction with the gate permit at all times.
- Gate decals (stickers) should be completely adhered to the inside of the windshield immediately below the rearview mirror.
- Gate hangtags should be displayed from the rear view mirror with the gate permit number clearly visible through the front windshield. If displaying a JMU parking hangtag permit in conjunction with the gate permit, display the JMU parking permit directly behind the gate permit facing the rear of the vehicle so that the parking permit number remains unobstructed.
- When displaying a gate permit in conjunction with both a JMU parking permit and a cross-zone permit, display the JMU parking permit and cross-zone permit directly behind the gate permit facing the rear of the vehicle so that the parking permit numbers remain unobstructed.

### Designated Loading and Unloading Areas

- Loading and unloading spaces are designated within the gated area to facilitate short-term vehicle loading and unloading in the vicinity of academic buildings.
- Vehicle loading and unloading spaces have been designated near Harrison Hall, adjacent to the Frye Building, in A Lot (near Wilson Hall) and in W Lot (behind Hoffman Hall).
- Loading and unloading spaces are intended for short-term use only and will be enforced by Parking Services personnel via electronic tire chalking.
- Any vehicle parked in a loading or unloading space for a period in excess of 30 minutes will receive a \$25 parking violation for "parking overtime in a timed space".

### Gate Operation

- Closed Circuit Television (CCTV) cameras and telephones have been installed at all four gate locations to facilitate communication between the vehicle operator and dispatchers at the Office of Public Safety.
- Each gate can be opened remotely by the Office of Public Safety or manually by a police officer in the field at each specific gate location.
- All gates will open automatically if the power or network connection to one or more gates is lost.
- A gate permit is not necessary to exit the gated area. Exit gates are activated by the presence of a vehicle.
- Malfunctioning or damaged gates should be reported to Parking Services, open Monday through Friday from 7:00 AM to 5:00 PM at 540.568.3300 or the Office of Public Safety, open 24 hours a day at 540.568.6913.

### Replacing or Exchanging Gate Permits

- Malfunctioning gate permits must be returned to the Parking Services before a replacement permit may be issued at no charge.
- Lost or stolen gate permits should be reported to Parking Services immediately. Gate permits will be deactivated immediately upon report of loss or theft.
- When a gate permit is reported stolen, a police report must be filed before a replacement permit will be issued. Parking Services requires a copy of the police report before replacing a gate permit that has been reported stolen. Once the copy of the police report has been received a replacement can be issued at no charge.
- A \$10 replacement fee will be charged to replace a lost gate permit.
- The user will receive the same type of gate permit that was originally issued (hangtag, window decal or license plate tag).

### Appealing a Denied Request for a Gate Permit

- All appeals related to denied requests for gate permits should be directed to Towana Moore, Associate Vice President for Business Services via e-mail at mooreth@jmu.edu.

### Refunds of Gate Permit Fees

- No refund will be issued for a gate permit.
- If a user regains access to the gated area in the future, his or her existing gate permit can be reactivated.

### Groups Eligible for Gate Permits

#### Persons with Disabilities

- Any member of the university community who possesses a current, valid handicap permit is eligible to obtain a gate permit. i.e., Faculty, Staff, Emeritus or Affiliates.
- Gate permits for persons with disabilities are available at no charge through the Office of Parking Services.
- In order to obtain a gate permit to access handicap parking within the gated area, the user will need to present a valid handicap permit, and if applicable, the associated ID card issued in conjunction with their handicap permit.
- If issued to a current JMU student, the gate permit will be deactivated when handicap parking privileges expire or at the end of the current academic semester, whichever comes first.
- If issued to an employee or affiliate of the university in possession of a temporary handicap parking permit, the gate permit will be deactivated when handicap parking privileges expire.
- In the event that the user is an employee or affiliate of the university and possesses a permanent handicap parking permit, the gate permit must be returned to Parking Services upon discontinuation of contract or termination of employment.

- In the event that the user must display both a JMU parking permit and a handicap permit from the rearview mirror, the gate permit should be removed. The handicap permit should be displayed so that the information on the handicap permit is visible through the front windshield. The JMU parking permit should be displayed directly behind the handicap permit and face the rear of the vehicle so that the permit number remains unobstructed.
- If the user obtains a new handicap parking permit in the future or his or her handicap parking privileges are extended, the user's existing gate permit can be reactivated at any time.

### **Departmental Loading and Unloading**

- University departments that require temporary access to the gated area for loading and unloading purposes may request gate permits that can be shared among their faculty and staff.
- The form to request departmental gate permits for loading and unloading purposes is available at Parking Services, located on the ground floor of the Champions Drive Parking Deck, or in PDF format on the Parking Services website at [web.jmu.edu/parking/forms.asp](http://web.jmu.edu/parking/forms.asp). Please allow three to five days processing for applications submitted via US mail.
- The completed departmental gate permit request form must be submitted to the appropriate AVP or dean for review and signatory approval.
- The first three gate permits issued to a university department will be provided at no charge.
- Additional departmental gate permits will cost \$10 each.
- It is the responsibility of the department to notify Parking Services immediately if a gate permit is lost or stolen. Permits will be deactivated immediately upon report of loss or theft.
- Departmental gate permits may be utilized by current JMU students to load or unload projects and supplies if the responsible department believes it is warranted.
- Departmental gate permits should be utilized exclusively for short-term loading and unloading.
- Departments are responsible for tracking the use of and maintaining their inventory of gate permits.
- Abuse of departmental gate permits will result in revocation of privileges.
- Departmental gate permits will expire on June 30, 2023 and every 5 years thereafter.

### **Personal Vehicles of University Employees**

- For University employees who utilize their personal vehicles in pursuit of university business, requests for gate permits will be reviewed on a case by case basis.
- The form to request employee gate permits for university business is available at Parking Services, located on the ground floor of the Champions Drive Parking Deck, or in PDF format on the Parking Services website at

[web.jmu.edu/parking/forms.asp](http://web.jmu.edu/parking/forms.asp). Please allow three to five days processing for applications submitted via US mail.

- The employee gate permit form should be completed by the employee and forwarded to the appropriate Assistant or Associate Vice President for approval prior to being sent to Parking Services for processing.

### University Vendors (Procurement)

- Gate permits requested by university vendors will be reviewed on a case by case basis.
- The Office of Procurement Services will initiate contact with package delivery companies to make certain they obtain gate permits (FedEx, UPS, DHL, Global, etc).
- The application for a vendor gate permit is available at Procurement Services, located in the Wine-Price building at 752 Ott Street or in PDF format on the Parking Services website at [web.jmu.edu/parking/forms.asp](http://web.jmu.edu/parking/forms.asp).
- Completed vendor gate permit forms should be submitted to Parking Services, located on the ground floor of the Champions Drive Parking Deck.
- Only official vendors of James Madison University and its affiliates will be considered for gate permits.
- University vendors will be issued a maximum of three gate permits at no charge.
- Additional gate permits requested by university vendors will cost \$10 each.
- Gate permits issued to university vendors will expire on June 30, 2023.

### University Vehicles

- All departments with official university-owned vehicles that require access to the gated area will be provided with a gate permit for each vehicle by Facilities Management.
- Facilities Management will contact each department to arrange to install the decal gate permit on the windshields of university-owned vehicles belonging to the department.
- There will be no charge for the first gate permit issued to each university vehicle.
- Any lost gate permit must be replaced at the department's expense at a cost of \$10 each.
- Gate permits issued to university vehicles will expire on June 30, 2015.

### Affiliate Vendors

- Gate permits requested by affiliate vendors will be reviewed on a case by case basis.
- The form to request affiliate vendor gate permits is available at Parking Services, located on the ground floor of the Champions Drive Parking Deck, or in PDF format on the Parking Services website at [web.jmu.edu/parking/forms.asp](http://web.jmu.edu/parking/forms.asp). Please allow three to five days processing for applications submitted via US mail.
- Affiliate vendors will be issued a maximum of three gate permits at no charge.
- Additional gate permits requested by affiliate vendors will cost \$10 each.

- Affiliate vendor gate permits will expire June 30, 2023.

## Service Representatives

- Gate permits requested by service reps will be reviewed on a case by case basis.
- The form to request service rep gate permits is available at Parking Services, located on the ground floor of the Champions Drive Parking Deck, or in PDF format on the Parking Services website at [web.jmu.edu/parking/forms.asp](http://web.jmu.edu/parking/forms.asp). Please allow three to five days processing for applications submitted via US mail.
- Three gate permits are issued at no cost to authorized companies.
- Additional gate permits will cost \$10 each.
- Service rep gate permits will expire June 30, 2023.

## Emergency Services

- A limited number of gate permits will be issued to the following emergency services departments at no charge: Harrisonburg Fire Department, Rockingham Fire Department, Harrisonburg Rescue Squad and Harrisonburg Police Department.
- The JMU Chief of Police will provide and maintain a list of eligible emergency service departments for Parking Services.
- A maximum of five gate permits per organization may be issued at no charge to students associated with JMU Hose Company No. 4 and the Harrisonburg Rescue Squad.

## Residents Housed within the Gated Area

- All resident students are encouraged to load and unload during hours when the gates are open.
- Residents with a medical or emergency withdrawal will be given one-time access to the gated area remotely by the Office of Public Safety.
- In the event that a resident student requires access during gated hours, Parking Services will issue a hangtag gate permit that will allow the resident student access to the gated area for a period of 30 minutes.
- If the resident student fails to return the gate permit within 24 hours, a service indicator will be placed on his or her official records. The service indicator will prevent the student from registering for courses, making course adjustments, obtaining transcripts or receiving a diploma until the gate permit is returned.
- Resident vehicles parked within the gated area during hours when the gates are in operation are required to display a valid dashboard loading and unloading permit in conjunction with the gate permit.
- In the event that the resident student does not possess a current JMU parking permit, a fee of \$3 will be charged for the dashboard loading and unloading permit.
- Resident students parked in the gated area must be parked in accordance with markings on the asphalt and posted signs.

## Hosts of Special Events

- The Office of Public Safety will not grant access to the gated area for those who state they require access to set up or transport materials for a special event.
- For information about obtaining gate permits for special events contact Ben Lundy via e-mail at [lundybs@jmu.edu](mailto:lundybs@jmu.edu) or telephone at 540.568.7202.

## Groups Ineligible for Gate Permits

### Taxi Services

- Gate permits will not be issued to taxi services.
- In the event that a taxi driver is transporting a JMU resident student from Rockingham Memorial Hospital that is in possession of an RMH return voucher, the taxi driver will contact the Office of Public Safety by pushing the call button at the gate or calling 540.568.GATE (4283). The taxi driver must then present the RMH return voucher to the CCTV camera before a dispatcher at the Office of Public Safety will remotely open it.
- Access to the gated area by taxi services is not guaranteed and is at the discretion of the Office of Public Safety.

### Towing Companies

- Gate permits will not be issued to towing companies.
- When a tow truck requires access to the gated area, the tow truck driver will contact the Office of Public Safety by pushing the call button at the gate or calling 540.568.GATE (4283). The dispatcher at the Office of Public Safety will verify the tow truck driver's identity via CCTV camera before remotely opening the gate.
- Access to the gated area by towing companies is not guaranteed and is at the discretion of the Office of Public Safety.

### Food, Flower and Miscellaneous Delivery Services

- Gate permits will not be issued to food, flower and miscellaneous delivery vehicles.
- When the driver of a food or flower delivery service requires access to the gated area, the delivery driver will contact the Office of Public Safety by pushing the call button at the gate or calling 540.568.GATE (4283). The dispatcher at the Office of Public Safety will verify the delivery driver's identity via CCTV camera before remotely opening the gate.
- Access to the gated area by food and flower delivery services is not guaranteed and is at the discretion of the Office of Public Safety.