

Chapter 7 – Building & Parking Regulations

Definitions: For the purpose of this policy, unless noted otherwise, the following definitions apply:

Faculty: Law School tenure/tenure-track, legal writing, clinical, or adjunct professors

Staff: Law School administrators and support staff

Students: individuals enrolled in any degree (JD, LLM or MT) or certificate program (Paralegal or MDR) at the law school.

Employees: Capital University Law School faculty and staff

7.1 Facilities

7.1.01 Law School Building Hours

The established Law School business hours are 8:00am – 11:00pm Monday through Friday. The building and classrooms are locked from 11:00pm – 8:00am Monday through Friday and all day Saturday and Sunday.

- A. Outside established business hours, faculty, staff and students must use their law school ID to enter the building.
- B. During reading and exam periods, classrooms will be unlocked from 11:00pm – 8:00am seven days a week. Students may use these areas to study on a first-come, first-served basis.
- C. Faculty, staff and students must have wear and keep visible their law school ID at all times when in the building

7.1.02 Building Visitor and Guest Policies

- A. Visitors (defined as individuals who are at the Law School on official business):
 - a. must show proper identification.
 - b. must sign in/out at the Capital Street security desk.

- c. must display a Visitor/Guest badge while in the building.
 - d. must be escorted by the appropriate department staff while in the building.
- B. Personal guests (defined as family, friends and acquaintances of faculty, staff or students who are not here on official law school business):
- a. must sign in/out at the Capital Street security desk.
 - b. must display a Visitor/Guest badge while in the building.
 - c. cannot be disruptive to others while in the building.
 - d. brought to class must be approved by the professor.
 - e. of employees must be approved by department heads.
 - f. of students are not allowed in the building outside of established business hours.
 - g. of students are not allowed in the Law Library.
 - h. are not allowed in the Computer Lab.
 - i. must be escorted while in the building.
 - j. may not use a law school ID to enter the building or rooms within the building.
- C. Event participants (defined as non-Capital University individuals attending a Law School event or program):
- a. must be included on a list given to Security prior to the start of the event
 - b. must check in at the Capital Street entrance (either with Security or at the event registration table)
 - c. must display a nametag or Visitor/Guest badge
- D. Visitors to the Law Library must follow the established Library policies (see below). Any exceptions to these policies must be approved by the Library Director.

7.1.03 Regulations on Law Library Access

The Law Library is available to Capital University faculty, administrators, and Law, MDR, and Paralegal students 24 hours a day, 7 days a week upon the conditions noted below. Any violation of the rules will result in loss of privileges.

- A. Individuals who are in the library after-hours must show their Capital University Law School ID to Security Officers upon request. Individuals who refuse or are unable to present their ID or cannot be identified as a current student will be escorted off the premises by the security

officer.

- B. Food is not allowed in the law library. Drinks are allowed in the law library in authorized, spill-proof containers only.
- C. The Law Library is available to Capital University Law School alumni until they take the bar exam. After taking the bar exam, their status converts to Attorney-Alumni status (see below). Requests from students who do not pass the bar exam to retain 24/7 access to the library will be considered on a case-by-case basis by the Law Library Director.
- D. Attorneys-Alumni: The Law Library is available to members of the bar (or their designee) during open hours (on Saturdays and Sundays, the Library is open but the doors are locked). The individual must present acceptable documentation (to be determined by Law Library staff) to check out materials. Upon presentation of such documentation, the Library will issue a copy card with an affixed bar code to be used as a library card. Attorney patrons are not authorized to use other parts of the building.
- E. OhioLINK patrons are permitted to visit the Law Library for the purpose of checking out an OhioLINK loan but are not authorized to use other parts of the building.
- F. The Law Library is available during open hours to any student currently attending bar review courses at Capital Law School.
- G. Students from main campus are permitted to access the Law Library during open hours and may check out a total of five items.
- H. Request for access to the Law Library by other law school students will be considered by the Law Library Director on a case-by-case basis.
- I. Study rooms are available on a first-come, first-served basis to Capital University Law School students when the Law Library is open. Hours are posted throughout the Library and on the website.

7.1.04 Use of Facilities

All internal reservations for space in the Law School will be made through the Program Assistant for the Office of Student Affairs; external reservations for space in the Law School will be made through the Assistant Director of Finance and Administration. These facilities may be used by any registered student organization, academic and administrative department of the Law School, individual members of the Law School community, and the general public.

- A. Recognized student organizations may reserve the Law School facilities for their activities. There is no charge for space except when special equipment or labor is needed. Reservations should be made at least five business days in advance using the Event Reservation Form, available on the student organization website. All questions on the form must be answered before space for the meeting or event can be reserved. Incomplete forms will be returned

without reservations.

It is the student organization's responsibility to check the law school's web calendar **BEFORE** setting the date for a special event or speaker to avoid conflicting with a previously scheduled event.

- B. Outside vendors, individual members of the Law School community, and the general public may reserve space at the Law School by contacting the Assistant Director of Finance and Administration. The date, time, expected number of attendees, and room needed must be specified. Extra time before the event begins for set-up, rehearsal, etc. may also be requested. Any need for equipment not normally in the room, (whiteboard, PA system, projector, TV/DVD, room arrangement, lobby signs, tables, etc.) should be included as part of the room reservation so appropriate arrangements can be made. Final set-up arrangements must be made **at least one week prior to the event**. If the scheduled activity is canceled, the Assistant Director of Finance and Administration should be notified as soon as possible. This allows time for another group to schedule the room and also for the notification of Law School personnel. Parking in the CULS lots is not included with rental of meeting space. Paid parking is available at various lots and meters near the law school.
- C. Law School academic and/or administrative departments may reserve space in the Law School by using the electronic Outlook calendar. The Program Assistant for the Office of Student Affairs will confirm the reservation and reply with questions regarding visitors and set-up for the event. If the scheduled activity is canceled, the Program Assistant should be notified as soon as possible.
- D. Any arrangements for food should be confirmed at least three (3) working days before the event. **IF BEER/WINE IS TO BE SOLD AT AN ON-SITE EVENT, (ACCORDING TO STATE LAW) A PERMIT MUST BE OBTAINED AT LEAST FIFTEEN (15) WORKING DAYS BEFORE THE EVENT.** It is the responsibility of the sponsoring organization to secure the permit. Information about beer/wine permits is available from the Assistant Dean of Student Affairs. For more information, see the Policy on Alcoholic Beverages.
- E. Some events will require the presence of security personnel. These include events that are all-school or open to the public; require the organization to be in a building after the regular hours when the building is open; or at the request of the security office. A list of those attending may sometimes be required by the security office. Arrangements for additional security personnel will be made at the discretion of the Administration and Finance Department.
- F. Sponsoring organizations are responsible for equipment and facilities, proper clean-up and return of all equipment and supplies. Individuals and organizations WILL BE CHARGED for the repair and replacement of facilities and equipment, and are also responsible for any and all expenditures.
- G. Capital University Law School assumes no liability for the loss of, or damage to, personal or

organizational property that occurs during the rental or use of the facilities.

7.1.05 Animals

Due to health and safety considerations, animals are not allowed in the building, with the exception of service dogs.

7.1.06 Decorations

Any group desiring to decorate for a special function must obtain special permission from the Administration & Finance Department. Safety and fire regulations must be followed.

7.1.07 Display Cases

A variety of display cases are used for students, and for academic and administrative departments. All cases are marked for use. Violations in posting may result in loss of privileges. The Law School is not responsible for items placed in any of the display cases. See the Assistant Dean of Student Affairs for questions related to the posting of items.

7.1.08 Food

Eating is restricted to designated areas, i.e. dining areas and special activity areas. Items from vending machines must be kept in the immediate areas and all refuse should be placed in appropriate containers. During class sessions, food is not allowed in the classrooms, except that snack food may be permitted at the discretion of the professor. Nonalcoholic beverages are allowed in closed containers. Food is not allowed in the law library. Drinks are allowed in the law library in authorized, spill-proof containers. No one using Law School facilities may contract or provide their own food service without the express written approval of the Administration & Finance Department.

Guidelines on Closed Containers For Use in Classrooms

The Law Council approved the consumption of non-alcoholic beverages in classrooms during class time subject to the following approved guidelines. Special events for which beverages are to be served must be approved as with all special events. In approving the following guidelines, it is with the view to permit beverage consumption during class while minimizing the chance for damage to the property of the law school or of others, or an increased amount of work for the custodial staff.

Although the notion of a "spill-proof" container is in most respects a misnomer, some containers are more spill-proof than others. A container with a broad base and screw-on or snap-on lid is generally preferred over other types of containers. However, it is recognized that many forms of beverage containers are now commercially available and are used by students. To be effective, the student should keep the lid or cap closed when the container is not in actual use.

A. Acceptable Containers

1. *Water or pop/soda in bottles that contain a screw-on cap (e.g. bottled water, pop or soda in plastic bottles, etc.)*
 2. *A beverage container with a screw-on or snap-on lid (e.g. coffee cups similar to those purchased in coffee shops, those distributed by the law school during orientation, etc.)*
- B. Unacceptable Containers*
1. *Pop/Soda in a can*
 2. *Cups made of paper, waxed-paper, or Styrofoam (those received at most fast food establishments), whether or not they contain a plastic or paper lid.*

7.1.09 Lobby Tables

To assist in communicating student organizations' purposes, services, and events, display tables are available in the Huntington Commons hall for use by the organizations. The tables are available by reservation only. Student or student organization use of tables without reservations is not permitted. Reservations for a table on behalf of a student organization should be made at least 24 hours in advance by emailing the proper, completed reservation form to studentorgevents@law.capital.edu. The use of audio equipment and the selling of food, services, or goods must be approved by the Assistant Dean of Student Affairs. All student organization fundraising events must be approved by the Assistant Dean of Student Affairs.

A representative from the student organization that has reserved the table must be at the table within 15 minutes of the start of the reservation. If a representative is not at the table within 15 minutes, the organization forfeits the table reservation and another organization may use the table, with the permission of the Office of Student Affairs.

7.1.10 Law School Solicitation Policy for Solicitors Representing Groups or Companies Which Are Not Connected with Capital University

- A. Solicitation will be allowed with approval from the Administration and Finance Department. The only exception shall be if an organization specifically requests a solicitor to be present at one of its meetings.
- B. Sales and/or solicitation on public sidewalks or on non-University areas must comply with city regulations.
- C. Appropriate rental fees may be assessed to approved solicitors.
- D. Vendors may reserve tables in designated areas within the Law School and will be limited to two

one-hour blocks per week at designated times during the academic year. Specifically, vendors are permitted to reserve a table for two peak hours per week: one midday (noon to 1 pm) block and one evening (5-6 pm) block. Other non-peak hours will be available on a space-available basis, with prior reservations. Vendors should contact the Program Assistant for the Office of Student Affairs, to reserve tables. Priority will be given to Law School organizations.

- E. All publicity shall be subject to existing [regulations](#). There shall be no advertising distributed to student, student organization, or other law school mailboxes.
- F. In order to use the facilities, a vendor shall be required to register with Security at the time of his/her arrival. At the time of registration the vendor shall state with whom he/she has an appointment, the company or group he/she represents, and the length of time he/she shall be in the building. All solicitation shall be by reservation only. When the appointment is finished, the vendor shall sign out at the Security desk.

7.1.11 Bar Review Courses

Capital Law School realizes the value of bar review courses. However, because they are not sponsored by Capital University Law School and because they are profit-making, they are considered solicitors.

- A. Approved bar review course solicitation will be permitted during two peak hours per week, specifically, one midday (12-1 p.m.) and 1 evening (5-6 p.m.) reservation per week. Other non-peak times per week will be permitted on a space-available basis, with reservations. A rental fee will be assessed for pre-approved additional days during peak (12-1 pm and 5-6 pm) hours. The rental fee will be \$50 for each additional peak hour per week. At all times, priority will be given to student organizations. Bar review courses will not be charged for an additional peak hour when a student organization table request displaces a bar review course vendor reservation.
- B. Courses materials or incentives given away or sold will be approved by the Assistant Dean of Student Affairs.

7.1.12 Lost and Found

The Law School maintains a "Lost and Found" at the security desk. All unclaimed items will be disposed of at the end of each semester.

7.1.13 Smoking Policy

- A. Smoking of any kind, including electronic cigarettes, is prohibited inside the building, and at both Broad Street Entrances (the main entrance which includes the front steps of the law school and the Clinic entrance). At the front entrance, the cement ash trays have been strategically placed in areas where smoking is allowed. They are located beneath the two flagpoles at the bottom of the steps. The front steps are off limits to smoking. Cigarettes should be discarded in the cement ash trays when finished. There is no excuse for littering on law school or city

property.

- B. Smoking is not permitted at the Capital Street entrance. Cement ash trays are located at the North East corner of Parking Lot 1 near the benches. Cigarettes should be discarded in the cement ash trays when finished. There is no excuse for littering on law school or city property.
- C. The smoking ban near the entrances to the law school will be enforced. Students who do not comply with these rules should be reported to the Assistant Dean of Academic Affairs. A decision will then be made as to whether the incident warrants inclusion in the student's law school record.

7.1.14 Mail

- A. Students are responsible for communications they receive through their mailbox. The mailboxes are located in the Student Commons and are intended for intra-Law School correspondence. Mail delivered by the United States Postal Service should be addressed to the student at home rather than the Law School. The Law School reserves the right to return to sender any mail addressed to students.

7.2 Capital University Law School Traffic And Parking Regulations

Students and employees are subject to all parking/vehicle regulations as stated in this parking regulations document (additional copies available in the Business Operations Office), official notifications posted on law school bulletin boards and/or notification from administrative offices sent via e-mail or placed in mailboxes.

7.2.01 Vehicle Registration

- A. All vehicles (including motorcycles) operating or parked on Law School property must be registered annually. Registration is normally on an academic year basis, with the registration year beginning the first day of the fall semester. Parking permit applications are submitted online by clicking on the [Parking Permit Application](#) link, located on the [Parking and Security Services](#) webpage. **Note: Parking permit hangtags and fees provide authorization to park in designated areas as space is available, but do not guarantee a place to park.**
- B. Parking Permit hangtags are to be affixed to the REARVIEW MIRROR of the vehicle when parked on Law School property. **Registration is not complete until the hangtag permit is properly placed on the vehicle.**
- C. There is no fee for the parking permits issued in an academic year to a student or employee. Registration for additional vehicles should be for vehicle(s) owned by the student/employee requesting the permit or by a member of their family and is to be used at Capital University Law

School only by the student/employee requesting the permit.

- D. Temporary permits can be obtained on a daily and weekly basis by students or employees who need to park a car on Law School lots on a temporary basis (such as when a registered vehicle is temporarily inoperative) or the need for temporary use of handicapped parking (due to injury, operation, etc.). Temporary permits should hang on the inside of the rearview mirror of the vehicle so that it is easily visible from outside the vehicle. Individuals requesting a temporary permit must provide license plate and other pertinent information (including, upon request, a doctor's statement for handicapped parking) to the Security Officer or the Business Operations office to obtain a temporary permit. Students and employees parking an unregistered vehicle must advise Security immediately after parking the vehicle and should obtain and post a temporary pass within two hours. A student may phone or e-mail the Security Desk (614-236-6161) or the Business Operations Offices (614-236-6441) to request that a temporary pass be left at the security desk for the student. The student must show an ID to receive the pass from Security.
- E. Information provided for vehicle registration is to be complete and accurate. If information given is not true or is misrepresented, all parking permits issued may be revoked and charges may be brought by the University (including honor code charges for students).

7.2.02 Security Escort

- A. Security Escort
Security escort is available after 6pm upon request, to the on-duty security officer(s)
- B. Student Parking Areas (applicable to law school students only)

Lots owned by Capital University:

- Lot 1: Directly south of the Law School on Capital Street. Students may park in spaces that are not reserved.
- Lot 2: East of the Law School at Broad and Grant Streets. Limited spaces are available for students at the direction of the on-duty Security Officer.
- Lot 3: East of Grant between Oak Street and Capital Street - 24 hour parking. Students who live in housing adjacent to Lot 3 may request a separate permit for overnight parking.

STRS: Evening and weekend use only. STRS permits a limited number of Capital Law Students to park in their parking garage 5:00 p.m. to midnight, Monday through Thursday, and 5:00 p.m. Friday through 5:00 a.m. Monday. Parking in the STRS garage requires that your vehicle has been registered through the law school website, a hangtag has been issued and card, which may be obtained from the Capital University Law School Business Operations Office. A \$20.00 deposit is required.

- C. Faculty/Staff Parking Areas (applicable to Capital University Bexley and Law School employees) are:

Lot 1: Designated Reserved spaces only. A limited number of spaces are available to Law School contract workers.

Lot 2: East of the Law School at Broad and Grant Streets. Limited spaces are available to students at the direction of the on-duty Security Officer.

- D. Handicapped Parking spaces are located in Lot 1 on Capital Street, directly south of the Law School. Vehicles should have either a state handicapped parking permit or a temporary handicapped parking permit from the Business Operations office and must be properly displayed.

- E. Motorcycle and Bicycle Parking:

Lot 1: Bicycles are to be parked in the designated bike racks.

Lot 2: Bicycles and motorcycles may be parked in Lot 2 near the security shack at the direction of the security officer.

Lot 3: Registered motorcycles may be parked in the parking spaces. Two motorcycles may use one parking space.

Bicycles are not allowed in the Law School building.

- F. Visitors may park in predetermined spaces with a temporary permit obtained from Security or the Business Operations office. NOTE: Students are NOT to use visitor passes. A student vehicle with a visitor pass will not be considered a properly registered vehicle.

Law School faculty, departments and student organizations expecting visitors should notify Security of the estimated time of arrival and the number of vehicles expected. Visitors should be directed to Lot 2, where the on-duty security officer will inform them of available spaces. The Law School does not guarantee available parking for visitors but will make every effort to accommodate requests that are submitted in advance. If no parking is available, visitors will be directed to paid parking options.

7.2.03 Parking Regulations

- A. All persons parking on Law School property are expected to follow the regulations listed below. Failure to follow regulations may result in fines, towing, or revocation of parking privileges.
1. Parking permits are non-transferable. The hangtag must be (properly) affixed only to the vehicles for which they are registered. Only students may use student permits. Students may not allow permits to be used by any other person.
 2. Regardless of how many vehicles are registered in any one name, only one at a time is allowed to

park in Law School lots.

3. Students are allowed to park in law school lots only when involved in law school activities. Parking in a CULS parking lot and walking to employment outside CULS is a violation of the parking policy and will be strictly enforced.
4. Students may not park in parking lots and spaces restricted to faculty/staff.
5. Hangtags must be removed from the vehicle upon change of vehicle ownership, termination of association with the Law School, revocation of parking privileges, or receipt of a hangtag which supersedes a prior hangtag.
6. Motor vehicles may not be driven or parked on sidewalks or grassed areas.
7. Parked vehicles must be located entirely within the boundaries of the parking space.
8. Vehicles may not be stored on Law School lots without the written permission of the Assistant Director of Administration & Finance. Any vehicle remaining stationary for more than two (2) days will be considered a stored vehicle and will be subject to towing at the owner's expense. Students who live in housing adjacent to Lot 3 may request a separate permit for overnight parking.
9. Removal of or tampering with any Law School parking or traffic signs will result in the issuance of a fine and other appropriate penalties.
10. Operators of vehicles emitting excessive noise or being operated in a reckless manner are subject to fine.
11. University Bexley Campus Parking: Law students wishing to park on main campus during the week (8 a.m. until 4:30 p.m.) will require a \$1.00 temporary parking pass good in any student S lot. Law School (L) permits will be honored in the student S lots on weeknights from 4:30 p.m. until 8:00 a.m. and weekends and holidays from 4:30 p.m. Fridays until 8:00 a.m. the next university business day, but if staying overnight, must be mindful of the No Parking 2 a.m. – 6 a.m. zones. Employees with a parking permit appropriately affixed to the vehicle may park in FS lots. Employees and students are NOT to park in visitor spaces. Capital University parking regulations may be found at <http://www.capital.edu/Safety/>
12. The person in whose name the vehicle is registered shall be responsible for all violations, except when the vehicle is being driven by another whose identity can be determined.
13. A student who has a card permitting him or her to park in the STRS garage may not park in other student lots after 5 p.m. Monday – Friday. If a student with an STRS pass parks in the CULS lot before 5 p.m. Monday – Friday and will remain on campus after 5 p.m., that student must move his or her car to the STRS lot at 5 p.m.

7.2.04 Enforcement

A. Citations for violations of regulations, signs, and markings may be issued at the scene of the violation or by mail. Fines are as follows.

1. Unregistered vehicle \$25 and/or Tow
2. Parking Permit not displayed or not properly displayed \$10
3. Unauthorized use, reproduction, altering or tampering with permits..... \$15
4. Removal of or tampering with University parking or traffic signs \$100
5. Reckless vehicle operation (including driving outside permitted areas); excessive noise..... \$20
6. Parking other than in designated parking space (including parking outside lines)\$10
7. Parking other than in designated parking space that blocks other vehicle(s) or entrance/exit \$20
8. Failure to obey posted signs or markings \$20
9. Overtime parking\$10/day and/or tow

B. Capital University Law School reserves the right to have any vehicle towed and impounded which is not authorized to park on Law School property, is parked illegally, constitutes a hazard, blocks loading zones, or impedes vehicular or pedestrian traffic. The costs of towing and impoundment will be the responsibility of the owner of the vehicle. The Law School disclaims any responsibility for damage or losses, which may result from towing or impoundment.

C. Payment of fees should be made in the Business Operations office within seven (7) days of the date the ticket was issued.

For Students: A late fee of \$10.00 and the unpaid ticket fee will be charged to the students account after 7 days. All unpaid ticket fees and late payment fees will be included with future university billings to the student. Graduating students must pay all outstanding fees prior to receiving a diploma or official transcripts.

For Employees: After 7 days a late fee of \$10.00 is added and the total unpaid fee will be deducted from the employee's pay check as indicated on the parking permit request form.

D. Citations may be appealed by filing a written appeal within 7 days from the date the citation was issued. Written appeals from students and employees are to be submitted to Business Office.

E. The parking privileges of any motor vehicle registrant who receives five (5) or more valid citations or who has three (3) or more unpaid valid citations during the academic year will be

revoked for the remainder of that academic year, and the vehicle will be placed on tow away notice. Parking privileges may be reinstated when a person with 3 unpaid tickets pays for all unpaid tickets (provided the person does not already have a total of five tickets). Unlike other citations, this tow away notice is final and non-appealable.

F. THIS PARKING POLICY WILL BE STRICTLY ENFORCED.

7.2.05 General Guidelines

- A. A parking permit does not guarantee a place to park. It only gives the right to park in Law School parking lots in designated areas as space is available.
- B. The Law School assumes no responsibility for vehicles or their contents while on School property.
- C. In case of unavoidable circumstances, which might result in a citation (such as illegal parking due to a flat tire or engine trouble), Security or the Assistant Director of Administration and Finance should be notified immediately.
- D. Persons involved in a motor vehicle accident or persons whose vehicle has been vandalized on School property should contact Security. Security will contact the Columbus Police Department to report the incident.
- E. Capital University Law School reserves the right to modify these policies when appropriate and to make temporary changes to Faculty, Staff and Student parking areas when necessitated by law school events. In such instances, every effort will be made to provide advance notice of any changes.

7.3 Student Printing in Computer Lab

Students may use the printers in the computer lab under the following conditions:

- A. Students are permitted to print up to 1000 pages without charge. All printed pages above 1000 will be charged to the student at the rate of fifteen (15) cents per page.
- B. Except as provided herein, all students will be billed at the end of the summer session.
- C. Students with charges in excess of \$100 may have printing privileges terminated pending payment of the charge.
- D. Students graduating in May will be billed on April 15 and again at the end of the spring term.
- E. Students graduating in December will be billed on November 15 and again at the end of fall term.
- F. Any graduating student with outstanding printing charges will not receive his or her diploma.

- G. Each year's printing allocation commences at the beginning of the academic year, except that of any student with an unpaid printing charge will not commence for the academic year until such charges have been paid.
- H. The University Student Accounts Department is responsible for billing.
- I. All questions regarding a student's printing charges should be directed to the University Student Accounts Department.