



JAMES MADISON
UNIVERSITY®

PARKING & TRANSIT SERVICES

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 and Transit Services, located on the ground floor of the Champions Drive Parking Deck, or the Parking and Transit Services website at jmu.edu/parking.

General Information

- Application forms for gate permits are available at Parking and Transit Services, located on the ground floor of the Champions Drive Parking Deck, or in PDF format on the Parking and Transit Services website at jmu.edu/parking/ under Gate Resources. Please allow five business days to process applications submitted via US mail.
- All completed application forms for gate permits should be submitted to Parking and Transit Services for review, 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 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 possess a current JMU parking permit in conjunction with the gate permit.
- All parking rules and regulations remain in effect within the gated area. 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 a referral to the Office of Student Accountability and Restorative Practices (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 possess a current JMU parking permit in conjunction with the gate permit at all times.
- Gate decals 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.

Designated Loading and Unloading Areas

- Loading and unloading spaces are designated within the gated area to facilitate short-term 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 and Transit 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 at 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 JMU Police Department.
- Each gate can be opened remotely by the JMU Police Department 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 and Transit Services, open Monday through Friday from 7:00 AM to 5:00 PM at 540.568.3300 or the JMU Police Department, open 24 hours a day at 540.568.6913.

Replacing or Exchanging Gate Permits

- Malfunctioning gate permits must be returned to the Parking and Transit Services before a replacement permit may be issued at no charge.
- Lost or stolen gate permits should be reported to Parking and Transit 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 and Transit 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 Craig Short, Associate Vice President of Business Services, via e-mail at shortce@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, their existing gate permit can be reactivated.

Groups Eligible for Gate Permits

Application forms for gate permits are available at Parking and Transit Services, located on the ground floor of the Champions Drive Parking Deck, or in PDF format on the Parking and Transit Services website at jmu.edu/parking/ under Gate Resources. Please allow five business days to process applications submitted via US mail.

Persons with Disabilities

- Any member of the university community who possesses a current, valid accessible parking permit is eligible to obtain a gate permit.
- Gate permits for persons with disabilities are available at no charge through Parking and Transit Services.
- To obtain a gate permit to gain access to accessible parking within the gated area, the user will need to present a valid accessible parking permit and, if applicable, the associated ID card issued in conjunction with their accessible parking permit.
- If issued to a current JMU student, the gate permit will be deactivated when accessible 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 accessible parking permit, the gate permit will be deactivated when accessible parking privileges expire.
- In the event that the user is an employee or affiliate of the university and possesses a permanent accessible parking permit, the gate permit must be returned to Parking and Transit Services upon discontinuation of contract or termination of employment.
- In the event that the user must display both a gate permit and an accessible parking permit from the rearview mirror, the accessible parking permit should be displayed so that the information on the accessible parking permit is visible through the front windshield. The gate permit should be displayed directly behind the accessible parking permit.
- If the user obtains a new accessible parking permit in the future or their accessible 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 to be shared among their faculty and staff.
- The completed departmental gate permit request form must be submitted to the appropriate Dean, Vice President, Associate /Assistant Vice President, Provost, or Vice Provost for approval prior to being submitted to Parking and Transit Services for processing.
- 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 and Transit 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 August 15, 2030.

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 employee gate permit form should be completed by the employee and forwarded to the appropriate Dean, Vice President, Associate /Assistant Vice President, Provost, or Vice Provost for approval prior to being submitted to Parking and Transit 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 and Transit Services website at jmu.edu/parking/ under Gate Resources.
- Completed vendor gate permit forms should be submitted to Parking and Transit 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 August 15, 2030.

University Vehicles

- All departments with official university-owned vehicles will be provided with a gate permit for each vehicle by Facilities Management.
- Gate permits issued to university vehicles will expire on August 15, 2030.
- Contact Facilities Management if the gate permit on an official university-owned vehicle is damaged or stops working.

Affiliate Vendors

- Gate permits requested by affiliate vendors will be reviewed on a case-by-case basis.
- 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 on August 15, 2030.

Service Representatives

- Gate permits requested by service representatives will be reviewed on a case-by-case basis.
- Three gate permits are issued at no cost to authorized companies.
- Additional gate permits will cost \$10 each.
- Service rep gate permits will expire on August 15, 2030.

Emergency Services

- A limited number of gate permits will be issued to the following emergency services departments at no charge: Harrisonburg Fire Department, Rockingham County Fire and Rescue, 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 and Transit Services.
- A maximum of five gate permits per organization may be issued at no charge to students actively associated with JMU Hose Company No. 4 and the Harrisonburg Rescue Squad who submit an Agreement Form from the sponsoring company. Contact Parking and Transit Services in person or at parkingservices@jmu.edu to request a form.

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 JMU Police Department.
- In the event that a resident student requires access during gated hours, Parking and Transit 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 their 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 possess a valid 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 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 JMU Police Department 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 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 JMU Police Department 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 JMU Police Department will remotely open it.
- Access to the gated area by taxi services is not guaranteed and is at the discretion of the JMU Police Department.

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 JMU Police Department by pushing the call button at the gate or calling 540.568.GATE (4283). The dispatcher at the JMU Police Department 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 JMU Police Department.

Food, Flower, and Miscellaneous Delivery Services

- Gate permits will not be issued to food, flower, and miscellaneous delivery vehicles.
- When a food or flower delivery service driver requires access to the gated area, the delivery driver will contact the JMU Police Department by pushing the call button at the gate or calling 540.568.GATE (4283). The dispatcher at the JMU Police Department 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 JMU Police Department.