

# **PARKING POLICY**

Students must register their vehicles and purchase a parking permit in order to park in Student Parking, including lots and spaces near student residences, and street spaces along the 800 block of College St. and the 700 block of Clary St. Unpermitted vehicles will be ticketed and towed at the owner's expense.

A parking permit is \$170 annually or \$85 per semester. Motorcycles will share designated spots and each will pay \$50 per semester for this space.

## ***Policy rationale***

Campus parking lots require regular maintenance, snow plowing and over the life of the parking lot they require resurfacing, restriping, and seal coating. The parking fee will enable students who use the lots, about 300 students, to directly support the maintenance and upkeep of these areas. Parking permits also enable security to contact students if something is wrong with their car such as the lights are on, gas is leaking, or the alarm is sounding.

## ***Process to secure parking permit***

At this time 285 total permits are available and will be distributed as follows: seniors = 90, juniors = 80, sophomores = 70, first years = 45 (permits are distributed during NSD). If permits remain after this process, they will be distributed on a first come, first served basis on the first day of class. This number of permits corresponds to the number of spaces available for student parking. Parking permits do not guarantee students a unique parking space.

Via the Portal, continuing students must request a permit in writing by July 1; first year students must request a permit by August 1. All students requesting a permit will be provided a lottery number by class year (seniors 1<sup>st</sup>, juniors 2<sup>nd</sup> etc.). Permits will be distributed by lottery number until they are gone or there are no more requests.

Students who purchase a permit will have the fee added to their student account at the time of purchase and can pick up their parking permit from the security office. Fall permits will roll over into spring term and the corresponding spring fee will be added to the student account. Any available permits at the start of spring term will be distributed on a first come, first served basis on the first day of class. All permits expire after the spring semester of each school year.

## ***Refunds***

Students who return their parking permit to the security office may be eligible for a refund of the billed fee.

- a. In the event that a student leaves during the semester the fee will be refunded following the normal refund schedule.
- b. Students who leave at the end of the fall term AND return their permit to security will not be billed for spring term parking.

## ***Enforcement***

This policy will be most closely enforced from midnight to 7 a.m.

Guests and special events/times

- Guests must park on the streets around the campus and should pay attention to the alternate side parking ordinances enforced by the city. Guests (Non-students) who receive tickets will have 72 hours to contact security to discuss the circumstances that may have generated the parking ticket.
- Students will be notified via email about dates/times where enforcement will not occur, such as move in/move out days.

## ***How violations will be handled***

1. Each violation will result in a \$25 fine; unauthorized parking in spots reserved for persons with disabilities will result in a \$50 fine.
2. Repeated violations can result in towing at the owner's expense.

Note: If a permit is purchased at the time a fine is incurred, the fine is waived. This is subject to permit availability.

***Updated May 2018***