

***Parking Regulations  
Lock Haven and Clearfield Campuses***

Revised July 1, 2023

Any person who wishes to register their vehicle for on campus parking and who is in arrears of any parking fines will not be permitted to do so unless all fines and penalties are paid.

**Authorization and Enforcement**

The Pennsylvania Crimes Code (Title 18) of 1972 (Act 334), Section 7505, Act 334 of 1949 and Act 188 authorizes all Commonwealth agencies and university presidents to regulate, govern, and enforce motor vehicle traffic and parking on Commonwealth property and university campuses.

**Operator Responsibility**

The operation of a motor vehicle on this campus is a privilege and the university does reserve the right to restrict, suspend or revoke this privilege for just cause. Failure to have read the regulations governing all motor vehicles on the campus of Lock Haven University shall not constitute a valid excuse from compliance. If the vehicle is not registered with the University Police Department, a notice of violation will be sent to the address of the registered owner. Lock Haven University assumes no responsibility/liability for the care or protections of vehicles/contents while operated/parked on university property. Visitor permits, temporary permits and overnight permits are available at the Lock Haven University Police Department 24 hours a day each day of the week. Any questions, concerns or problems related thereto should be directed to: Chief of University Police, Chris Prescott, Lock Haven University Police Department; Glennon Building 570-484-2278,

**Parking for Special Programs**

Persons responsible for conducting special programs, meetings, conferences, workshops, clinics, etc. which are likely to attract visitors to the campus are expected to inform the participants about the vehicle registration and parking requirements and any special parking arrangements which may have been made with the University Police Department. Unless special arrangements have been made, registered visitor parking is limited to Area 9 or 22.

**Definitions**

**Lock Haven University** – All lands and buildings owned or leased by the university and operated by Lock Haven University, including Lock Haven Clearfield Campus.

**Visitors and guests** – Those who are not currently an employee or enrolled as a student at Lock Haven University.

**Unauthorized Area** – Any area where a vehicle has not been assigned to park. All vehicles which do not display a valid parking permit issued by the University Police Department and are parked on university property shall be presumed to be in an unauthorized area, which will be deemed prohibited parking (See Article IV).

**Off-Campus Student** – Off campus housing (at the Lock Haven University main campus only) considered to be within walking distance to the campus, as defined by the University Parking Committee whose local or permanent address is within this designated perimeter (refer to perimeter map).

**Commuter/Clearfield Student** – Any university student whose local residence is outside the designated perimeter, as defined by the University Parking Committee.

**Resident Student** – Students residing in university owned residence halls (Fairview Suites, Woolridge or Smith Halls).

**Campus Village Student** – Students residing in Campus Village.

**Special Permits** – Permits issued to temporary employees, vendors, contractors, interns and alumni using the recreation center.

**Reserved Parking** – Parking assigned to Area 7, 8 and/or 16 (red-lined spaces).

All additional definitions in the rules governing Parking Regulations at Lock Haven University shall be the same as those definitions in Title 75 of the “Vehicle Code for Pennsylvania, Section 102”.

## **Article I - General Provisions**

**Section 100 – Registration** – Faculty, Staff, Students and Visitors who are eligible to park a motor vehicle on the campus of Lock Haven University must secure a parking permit or parking validator (only one decal/permit per person) by registering their vehicle with the University Police Department no later than 5 days beginning at the start of the fall semester. The intended operator must register the vehicle using our on-line services at <https://www.commonwealthu.edu/campus-life/lock-haven/parking-and-transportation>. Failure to register your vehicle and obtain a parking permit will result in a parking violation. The student decals validation period is August 15 through August 15<sup>th</sup> year to year; employee hangtags validation period is July 31 to 7-31 year to year unless, termination of employment or in a student’s case, the student is dismissed, withdraws or graduates. PA Program decals validation period will run May to May.

**Section 101 – Eligibility** – Faculty, Staff, PA students, Commuter Students, Residence Hall Students with 30 or more credit hours are eligible, for a fee, to park a registered vehicle on campus. Resident Hall Students with less than 30 credits are eligible to park on campus under Section 202 and/or 206.

**Section 102 – Ownership** – To obtain a parking decal or permit, the vehicle must be owned by the registrant or a member of the registrant’s immediate family. The vehicle registration card or temporary registration form and the registrant’s driver’s license must be submitted at the time of registration. At no time may a student register another student’s vehicle. The registered owner of the vehicle will be held responsible for University Motor Vehicle Regulations regardless of who was operating the vehicle at the time of the violation.

**Section 103 – Enforcement** – Enforcement of parking regulations are in effect throughout the calendar year. Regulations may change during emergency conditions.



## Article II - Parking Areas

**Section 200 – General** – All parking areas are properly signed throughout the campus (**Refer to Parking Map**). Vehicles are required to be parked within lined spaces in their designated areas during the time periods specified on the Parking Map.

**Section 201 – Commuter and Clearfield Students** – Students living outside the designated perimeter will be issued a green decal and permitted to park in the white lined spaces in Areas 8, 9, 14 or 19 (**Refer to Parking Map**).

**Section 202 – Reserved/Special Parking** – Students including ineligible resident students may purchase a parking permit to park in the designated spaces within Area 7, 8 or 16 only (**Refer to Parking Map**).

**Section 203 – Resident Students** – Students with 30 earned academic credits, residing in Fairview Suites, Smith or Woolridge Halls will be issued a red decal indicating that this privilege has been granted and will be permitted to park in are 7, 15 and designated lined spaces in Area 19 (**Refer to Parking Map**).

**Section 204 – Campus Village Students** – Students residing in Campus Village will be issued a yellow decal and permitted to park in Area 18 only (**Refer to Parking Map**).

**Section 205 – Faculty/Staff** – Vehicles with gold hangtag displaying a current validation sticker must park in area 2, 2A, 3, 3A, 3B, 4, 5, 9, 10, 12, 13, 14, 14 A, 15A, 16, 19, 21 or 22 white lined spaces (**Refer to Parking Map**).

**Section 206 – Jack Stadium** – Overflow parking will be offered if necessary. Home sporting events take precedence over special parking needs. Any event held at Jack Stadium will require you to move your vehicle from this area during the duration of the event (**Refer to Parking Map**).

**Section 207 – Food Service Employees** – Vehicles with a silver hangtag must park in designated white lined spaces in Area 2A, 9 or 19. Aramark managers may park in parking area 11.

**Section 208 – Visitor Parking** – Visitors must obtain a parking permit form the University Police Department and park in the Visitor Lot – Area 9 or 22 (**Refer to Parking Map**) unless otherwise approved for another area. A valid vehicle registration and driver's license must be presented upon registering.

**Section 209 – ADA Parking** – Reserved for those persons with valid (any state issued) disability parking placards, registration plates or disabled veteran registration plates, 24 hours a day, year-round (valid LHU parking decal/hangtag required).

**Section 210 – Temporary Disabilities/Medical Permits** – A special arrangement for a Medical Parking Permit can be made for individuals with temporary disabilities valid for a maximum of two weeks, with medical verification (Dr's note) , through the University Police Department. Vehicles displaying a University Medical Permit must also have a valid decal or hangtag displayed and may not park in designated ADA parking spaces. Temporary disability/medical permits may be reviewed with Disability Services to verify and identify special accommodations for parking needs.

**Section 211 – Closed Parking Areas** – Various parking lots throughout campus are designated by signage as closed from 12 midnight – 5am - Monday-Friday with the exception of Area 2 (**Refer to Parking Map**).

**Section 212 – Loading, Unloading, Pick-Up and Delivery** – Permitted in any designated loading zone for a maximum of 10 minutes provided the vehicle warning flasher/hazard lights are operating. ***This does not apply to loading zones at Bentley Dining Hall which are to remain open for delivery vehicles ONLY.*** (Note: 4-way flashers cannot be used for visitation of campus personnel or departments). Loading zones are marked in yellow and clearly indicated by posted signs.

Resident students are authorized to park for 20 minutes in loading areas by their residence halls at the beginning and end of semesters and official college recesses for the convenience of handling personal effects. (4-way emergency flashers required).

With the exception of fire lanes, Employees are authorized to park in restricted areas for 20 minutes, for the purpose of work-related loading and unloading (4-way emergency flashers required). This section does not apply to reserved parking spaces.

Emergencies that require the motor vehicle to be parked in an unauthorized, or otherwise restricted area, must have a signed explanatory note placed on the windshield and its location must be immediately reported to the University Police Department.

Arrangements must be made, immediately, to move any illegally parked vehicle that is disabled.

### **Article III – Registration Fees and Decal/Hangtag Control**

#### **Section 300 – See Parking Fee Structure below**

- Visitor parking permits – No charge – Visitors shall report to the University Police Department in the Glennon Building and must bring their driver's license and vehicle registration.
- Temporary permits are required for registrants who require parking for vehicle's not registered.

**Section 301 – Decal Restrictions** – All valid hangtag decals must be visible from the rear-view mirror of the registered vehicle. Temporary parking permits (visitor, special, etc.) must be displayed from the rear-view mirror or on the dashboard above the steering column.

Student decals are valid from August 15 until August 15 yearly, with the exception of the PA Program parking decals.

Gold/Silver hangtags/validator are valid from July to July, year to year.

Upon sale, trade or other disposition of any vehicle registered, the registrant must notify the University Police Department. Student decals must be returned to the University Police Department where another decal will be issued at no charge. Upon purchase of a new vehicle/adding any vehicle currently not registered; the registrant must bring the valid registration for that vehicle to the University Police Department.



Expired decals must be removed from the vehicle.

The current permit fee will be assessed for the replacement of permits/decals lost or stolen.

### **Section 302 – Off-Campus Perimeter**

Students living within walking distance of Main Campus (refer to parking perimeter map).

**Section 303 – Temporary Parking Permits** – Faculty, staff or students who bring an unregistered vehicle to campus are required to display a temporary parking permit issued at the University Police Department. Temporary hangtags/permits that expire are not valid; the vehicle will be considered unregistered and will be issued a parking violation.

### **Article IV – Regulations**

**Section 400** – Registrants may only park in the area(s) indicated by their respective permit/decals (See Parking Map) unless Open Parking is in effect (see Sections 401 & 402).

**Section 401** – Open parking allows any vehicle registered with the University Police Department, with the exception of reserved spaces, to park in any area. Open parking does not alter or diminish any other parking or registration requirements.

**Section 402** – Open parking is authorized between Monday-Friday 5PM – 7AM and all-day Saturday and Sunday, except when otherwise posted (i.e. special classes or events).

**Section 403** – Vehicles must be parked between two white/red/blue lines which designates a proper parking space. It is not feasible to mark with signs or paint all areas of university property where parking is prohibited. Parking is prohibited on lawns, driveways, fire lanes or sodded areas.

**Section 404** – Motorcycles are permitted to park in yellow striped areas located within their assigned parking lots. Exceptions are in the no parking zone located in Area 10 and where such yellow stripes are entrances to doorways. Faculty and Staff may park a motorcycle in a parking space that they would normally park their vehicle.

**Section 405** – Restricted areas such as fire lanes and no parking zones are all marked in yellow. Parking in restricted areas is prohibited except when authorized by the University Police Department.

**Section 406** – Custodian spaces are reserved Monday – Friday from 5AM – 2PM; Deans, President and Vice-Presidents and Resident Director spaces and all of Area 5 are reserved 24 hours a day, seven days a week.

**Section 407** – **The speed limit on campus is 15 Miles per hour except as otherwise posted.** All roadways and traffic-ways of Lock Haven University fall under the jurisdiction of the Pennsylvania Vehicle Code and will be enforced by the Lock Haven University Police Department.

**Section 408** – The availability of parking spaces is subject to change as needed for construction, emergencies or special events.

**Article V – Fines/Penalties**

**Section 500** – Any vehicles parked in violation of University parking rules and regulations are subject to parking citations.

Parking violations are paid on-line on the Parking and Transportation University site <https://www.commonwealthu.edu/campus-life/lock-haven/parking-and-transportation>. No payments will be accepted at the University Police Department.

<u>Tickets Issued</u>	<u>1-5</u>	<u>6-10</u>	<u>11-20</u>	<u>21-30</u>
Illegal Parking	15.00	20.00	25.00	30.00
Unauthorized Area	15.00	20.00	25.00	30.00
Nod decal/pass displayed	15.00	20.00	25.00	30.00
Loading Zone	50.00	55.00	60.00	65.00
Parking in ADA area	100.00	105.00	110.00	115.00
Reserved Parking	25.00	30.00	35.00	40.00
Custodian Parking only	25.00	30.00	35.00	40.00
Other	15.00	20.00	25.00	30.00
Display of expired decal	15.00	20.00	25.00	30.00
Parked on grass	50.00	55.00	60.00	65.00
Decal Violation	25.00	30.00	35.00	40.00
Parked at fire hydrant	50.00	55.00	60.00	65.00
Closed parking (Section 506)	15.00	20.00	25.00	30.00

**Section 501** – All parking fines issued in Area 10 (Rear of Sloan Fine Arts Center) are doubled.

**Section 502** – All vehicle in violation of the parking and traffic regulations will be ticketed and fined. University Police are authorized and may file a parking citation through the District Judge’s office for tickets not paid 10 days past the issue date and a hold will be placed on the violators academic record.

**Section 503** – Violators may appeal a ticket by completing an appeal form available at the University Police Department, located in the Glennon Building or at the Parking and Transportation site within 5

business days. Enforcement of regulations will be prompt, impartial and certain. No verbal appeals will be accepted.

#### **Appeal Process:**

- Thoroughly explain your situation in regard to the ticket. The appeal is decided by the issuing officer based on your written explanation. Only the issuing officer can excuse a ticket. Once a decision has been made you will be notified.
- If the ticket is excused, no further action is necessary on your part.
- If the appeal has been denied, the ticket must be paid
- If additional information is necessary, only the issuing officer will contact you.

**Section 504** – Intentionally left blank

**Section 505** – Moving violations – penalty is determined by the applicable Pennsylvania law.

**Section 506** – The university reserves the right to tow or boot unauthorized or illegally parked vehicles on campus at the owner's expense. Vehicles will be booted upon receipt of five unpaid tickets or failure to pay a parking ticket within 30 days. A sticker will be placed on the vehicle advising that the vehicle is inoperable. **The boot will be removed when the owner/registrator of the vehicle pays all outstanding parking fines and a \$25.00 boot removal fee.** After notification, the registrant/owner has 24 hours to pay the aforementioned fines/fees and failure to do so will result in removal of the vehicle from campus, through a towing service. The cost of the tow is at the discretion of the towing service and payment must be made directly to the business in order to recover the vehicle.

**Section 507** – Campus parking privileges may be rescinded or suspended at the discretion of the Lock Haven University Chief of Police

**Section 508** – All parking lots on university property are closed for parking between 12 midnight – 5AM Monday – Friday with the exception of Area 2, 18 and red-lined spaces throughout campus.

- 1<sup>st</sup> offense – A ticket/fine for parking in a “Closed Parking Area”
- 2<sup>nd</sup> offense - \$25.00 boot; the boot removal procedure (Section 506) applies.
- 3<sup>rd</sup> offense – The vehicle will be towed at the owner's expense (see Section 506 for vehicle recovery procedure).

**Permission for overnight parking will be granted upon request to and approval from the University Police Department.**

**Section 509** – Abuse of parking privileges: *It is prohibited* for anyone to register another person's vehicle or to falsify facts when applying for a decal or parking permit. *It is prohibited* for anyone to change area assignment of parking permits or decals without the approval of the University Police Department. *It is prohibited* for any person to use or allow use of a permit/decal on a vehicle other than

the vehicle the permit/decal is registered to. Penalty: Any person in violation shall receive a parking fine. In addition, parking privileges will be revoked for at least one semester and the vehicle shall be removed from campus until parking privileges are reinstated. There will be no refunds on registrations voided due to fraudulent registration.

**Section 510** – Reserved spaces are intended for visitors only. No spaces are permitted to be reserved for students or employees of the university.