

HOUGHTON COLLEGE Department of Safety and Security

Student Parking Policy

- College owned parking lots are provided and maintained as a privilege for visitors, faculty, staff and students.
- Persons parking on Houghton College property do so at their own risk. Houghton College assumes no liability for damage to vehicles parked on its property.
- It is the student's responsibility to be familiar with student parking policies and to follow them.
- Houghton College reserves the right to inspect any vehicle parked on its property for compliance with the law and College Policy.

Vehicle use regulations

Vehicle use regulations are in effect 24 hours a day, 7 days a week. These prohibited activities include, but are not limited to:

- Speeding or reckless driving,
- Driving or parking on sidewalks, foot paths or grass,
- Parking in Fire Lanes,
- Parking in restricted parking spaces or other "no parking" areas
- Blocking dumpsters, loading docks, or other vehicles.

Beginning the first day of each semester, reserved parking lot restrictions are in effect 8 am - 5 pm, Monday through Friday.....

- On days when classes are in session,
- Including test days,
- Throughout May term

During these times, if a student vehicle is found in a College parking area not covered by its permit, it may receive a parking violation ticket. This includes Bank/ATM parking.

- On weekends and after 5 PM weekdays, students may park in any campus lot EXCEPT Rothenbuhler Hall and behind Lambein Hall. These lots are restricted and monitored 24/7

Vehicle Registration and Permits

- All students must register their car, truck or motorcycle with Houghton College Safety and Security if they wish to park on college property.
- On-line registration and renewal is available to students who wish to register their vehicle with Safety and Security. Students can apply for a parking permit online. Click on the following link and follow the directions www.houghton.edu/students/safety-and-security/parking-permit-information.
- On-line vehicle registration fees will be posted to the students college account.
- Students wishing to pay with cash or check may obtain a parking permit at the Safety and Security office Mon-Fri, from 8am – 5pm.
- The vehicles current state registration and a valid HC student ID are required to obtain permit in person at the Safety and Security office.
- Parking Permit costs range from \$30 to \$240 and are non-refundable, and can be paid by cash, check, or posted to the students college account at their request.
- Parking permits are issued according to a student's eligibility based on class and residence.
- A parking permit is not a guarantee of an available parking space. It only gives the registrant permission to park in their designated lot(s) if marked spaces are available.

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- If no space is available in their primary lot, the driver must find a space in a secondary permitted lot.
- Permit stickers must be completely and directly adhered to the window glass (without tape) in the designated location, and be visible to be considered valid. Violation tickets may be issued on vehicles where permit stickers have not been appropriately adhered.
- The Safety and Security office may, at its discretion, issue temporary parking permits to assist students or visitors with short term parking needs.
- Medical permits may be issued for physical limitations. Verification of need from an appropriate medical doctor in writing is required for this to be considered.

Tickets and Fines

Taking responsibility for your ticket is the least expensive and quickest way to resolve the ticket.

- Tickets will be issued on offending vehicles at the discretion of the Safety and Security Officer. The registrant of the vehicle is solely responsible for any resulting fines.
- Ticket fines may be paid by cash or check at the Safety and Security office in the Campus Center during regular business hours. Fines may also be posted to the students college account upon the student's request.
- Ticket fines paid or appealed within seven (7) calendar days of the ticket issue date are automatically reduced by 50%.
- The 7 day, 50% reduction does not apply to moving violations. Tickets not paid or appealed within seven (7) days of the ticket issue date, will be billed in full to the student's account.
- Tickets may be appealed, at any time before they are billed to the student's account. This online web form is located on our website at: www.houghton.edu/students/safety-and-security/parking-permit-information/parking-ticket-appeal Appeals filed within seven (7) days of the ticket issue date are automatically reduced by 50%. Further reduction will be considered based on the merit of the appeal.
- Appeal decisions will be sent via email within seven (7) days of receiving the appeal and will include any adjusted fines and the date payment is due.
- Fines not received by 5:00 pm of the due date indicated are posted to the student's account.

Vehicle Immobilization and Towing

- Unregistered vehicles found regularly parking on Houghton College property may receive an Immobilization Warning. If, after this warning, no parking permit is obtained by the vehicle's owner/operator an immobilization device will be placed on the vehicle rendering it inoperable. This device will remain attached until the owner/operator agrees to register the vehicle, remove it from campus, or the vehicle is towed off College property at the owner's expense.
- Registered vehicles with multiple tickets, or other serious vehicle use violations, may be immobilized until the matter is resolved with the Director of Safety and Security. An immobilization removal fee may be charged.
- Students receiving five or more tickets per semester may, at the discretion of the Director of Safety and Security, lose their privilege to park on college property.
- Anyone with suspended parking privileges found parking on college property may have their vehicle towed away at their expense.

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Permit Selection and Cost (2018-2019)

Permit costs are non-refundable and can be paid by cash, check, or posted to a Houghton Student Account.

Type	Lots	Eligible	Cost
Fire Hall	Fire Hall	All students	\$35/sem. \$60/yr.
Townhouse	Fire Hall Any Town house lot	Jr. or Sr. living in Flats or Town house	\$40/sem. \$70/yr.
Perimeter	Fire Hall Any Town house lot Neilson PEC Stevens Art Shenawana Kerr-Pegula FH	Jr. or Sr.	\$95/sem. \$160/yr.
Lambein	All Perimeter lots (above) Lambein (rear)	Jr. or Sr. in Lambein	\$95/sem. \$160/yr.
Rothenbuhler	All Perimeter lots (above) Rothenbuhler	Jr. or Sr. in Rothenbuhler	\$95/sem. \$160/yr.
Commuter	All Perimeter lots (above) Gillette	Living outside of Houghton village	\$150/sem. \$250/yr.
Main Level	All Perimeter lots (above) Gillette	Jr. / Sr. in Gillette	\$170/sem. \$275/yr.
Motorcycle	Any lot	Any student	\$15.00