

# HOUGHTON UNIVERSITY Department of Safety and Security

## Student Parking Policy

revised July2022

- University owned parking lots are provided and maintained as a privilege for visitors, faculty, staff and students.
- Persons parking on Houghton University property do so at their own risk. Houghton University 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 University reserves the right to inspect any vehicle parked on its property for compliance with the law and University 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 (i.e. snow plow lanes)
- Blocking dumpsters, loading docks, or other vehicles.

Beginning the first day of classes each semester, reserved parking lot restrictions are enforced 8 am - 5 pm, Monday through Friday on days when classes are in session, including test days.

During enforcement hours if a student vehicle is found in a University parking area not covered by its permit, it may receive a parking violation ticket.

- 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 motor vehicle with Houghton University Safety and Security if they wish to park on University property.
- Students can apply for a parking permit online. Click on the [Parking Permit Registration](#) link and follow the directions.
- On-line vehicle registration fees will be posted to the student's University account.
- The vehicles current state registration and valid HC student log-in credentials are required to obtain a permit from the Safety and Security office.
- Parking Permit costs range from \$35 to \$275 and are **non-refundable**. All student permit fees are posted to the student's University account. A fee may be applied for additional stickers.
- Parking permits are issued according to a student's eligibility based on class and residence.
- Obtaining a parking permit does not guarantee an available parking space. It gives the registrant permission to park in their designated lot(s) if marked spaces are available.
- 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.

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- The Safety and Security office may, at its discretion, issue temporary parking permits to assist students or visitors with short term parking needs including medical limitations. Verification of need from an appropriate medical doctor **in writing** is required for this to be considered. Email [safetyandsecurity@houghton.edu](mailto:safetyandsecurity@houghton.edu) to request a temporary permit.

### **Parking Tickets and Fines**

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

- Parking 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.
- Tickets may be appealed, by clicking this link: [Parking Ticket Appeal](#). Appeals filed within seven (7) days of the ticket issue date are automatically reduced by at least 50%\*. Further reduction will be considered based on the merit of the appeal.
- Ticket fines appealed or requested to be paid 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 that have not been appealed or requested to be paid within seven (7) days of the ticket issue date, will be billed in full to the student's University account.
- Appeal decisions will be sent via email within seven (7) days of receiving the appeal and will include any adjusted fines.
- Reduced fines not received by 5:00 pm of the due date indicated will be increased to 50% of the full amount and posted to the student's University account.

### **Vehicle Immobilization and Towing**

- Unregistered vehicles found regularly parking on Houghton University 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 the vehicle from campus, or the vehicle is towed off University 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 University property.
- Anyone with suspended parking privileges found parking on University property may have their vehicle towed away at their expense.

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### Permit Selection and Cost (2022-2023)

Permit costs are **non-refundable** and are posted to the student's University account.

<b>Type</b>	<b>Eligible</b>	<b>Lots</b>	<b>Cost</b>
Fire Hall	All students	Fire Hall	\$35/sem. \$60/yr.
Townhouse	Students living in Flats or any Town house	Fire Hall Any Town house lot	\$40/sem. \$70/yr.
Perimeter	Jr. or Sr.	Fire Hall Any Town house lot Neilson PEC Stevens Art Shenawana Kerr-Pegula FH	\$95/sem. \$160/yr.
Lambein	Jr. or Sr. in Lambein	Lambein (rear) and all Perimeter lots (see above)	\$95/sem. \$160/yr.
Rothenbuhler	Jr. or Sr. in Rothenbuhler	Rothenbuhler and all Perimeter lots (see above)	\$95/sem. \$160/yr.
Commuter	Lives outside of Houghton Village	Gillette and all Perimeter lots (see above)	\$150/sem. \$250/yr.
Main Level	Jr./Sr. in Gillette or Lam	Gillette and all Perimeter lots (see above)	\$170/sem. \$275/yr.
Grad Student	All Graduate Students All Housing	Gillette and all Perimeter lots (see above)	No Charge
Motorcycle	Any student	Any lot	\$15.00