

HOUGHTON UNIVERSITY

Department of Safety and Security

Student Parking Policy

reviewed 7/03/2025

- 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, handicap spaces, "Reserved for" spaces, etc.)
- 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 \$25 to \$325 and are **non-refundable**. All student permit fees are posted to the student's university account. Permit stickers for replacement or secondary vehicles are available for a reduced fee.
- Parking permits are issued according to a student's eligibility based on class level and residence and are not transferrable to another student or vehicle.
- 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.

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- 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. Parking stickers are NOT transferrable. Violation tickets will be issued on vehicles where permit stickers have not been appropriately adhered or adhered in the incorrect location.
- 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 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.
 - Students with valid stickers on their vehicles may appeal up to five (5) parking tickets per semester by clicking [Parking Ticket Appeal](#).
 - If an appeal is submitted within seven (7) days of the ticket issue date, the ticket fine is automatically reduced by 50%, this excludes moving violations. Additional fine reduction will be considered based on the merit of the appeal.
- Fine payments received or requested to be posted to the students account within 7 days from the ticket issue date will be reduced by 50%.
- Vehicles with more than five (5) tickets issued in a semester will not be eligible for an appeal for the remainder of that semester except in extenuating circumstances.
- Tickets not 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.
- A ticket appeal will not be accepted once that ticket has been processed for billing.
- 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 the full amount and posted to the student's University account.
- Ticket fines will double after ten (10) tickets are issued to a student within an academic year with no option for appeal.

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 may 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.

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- Registered vehicles with 10 or more tickets, or other serious vehicle use violations, may be immobilized until the matter is resolved with the Department of Safety and Security. An additional immobilization removal fee will be charged.
- Vehicles found parking on university property that have had parking privileges suspended will be towed at the owner's expense.

Permit Selection and Cost (2025-2026)

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

Permit Type	Eligible	Lots	Semester	Year
Fire Hall	All students	Fire Hall, Softball field	\$50	\$80
Townhouse	Any Student living in any Town house or College Flat	All Town house lots, Fire Hall, Softball field	\$60	\$90
Perimeter	Any Student living in any Town house or College Flat ALL Juniors Seniors	Fire Hall All Town house lots Nielsen PEC Stevens Art Shenawana Softball Field Kerr-Pegula Field House	\$125	\$200
Lambein	Jr. or Sr. living in Lambein	Lambein (rear) and all Perimeter lots (see above)	\$125	\$200
Rothenbuhler	Jr. or Sr. living in Rothenbuhler	Rothenbuhler and all Perimeter lots (see above)	\$125	\$200
Commuter	Any student living outside of Houghton Village	Gillette and all Perimeter lots (see above)	\$170	\$300
Main Level	Jr./Sr. living in Gillette or Lam	Gillette and all Perimeter lots (see above)	\$180	\$325
Motorcycle	Any student	Any lot		\$25.00
Grad Student	All Graduate Students, All Housing	Gillette and all Perimeter lots (see above)		No Charge