

Policy Title:	Houghton University Parking Policy
Issuing Authority:	Safety and Security Department
Responsibility:	Safety and Security Department
Publication Date:	July 9, 2026
Next Review Date:	July 9, 2026

1 Overview:

This policy establishes parking regulations for students, faculty, staff, and visitors.

2 Policy:

General Information

- University owned parking lots are provided as a privilege for visitors, faculty, staff, and students.
- People parking on Houghton University property do so at their own risk. The University assumes no liability for vehicle damage.
- Students are responsible for understanding and following parking policies.
- Houghton University reserves the right to inspect any vehicle parked on its property for compliance with applicable law and University policy.

Vehicle Use Regulations

- Vehicle use regulations are in effect 24 hours a day, 7 days a week.
- Prohibited activities include speeding or reckless driving; driving or parking on sidewalks, footpaths, or grass; parking in fire lanes, restricted or no-parking areas; and blocking dumpsters, loading docks, or other vehicles.
- Reserved parking restrictions are enforced from 8:00 a.m.–5:00 p.m., Monday through Friday, on class days beginning the first day of each semester, unless otherwise specified.
- After 5:00 p.m. on weekdays and on weekends, students may park in any campus lot except Rothenbuhler Hall and behind Lambein Hall, which remain restricted at all times, unless otherwise specified.

Faculty and Staff

- Faculty and staff parking lots are designated by campus signage.
- Faculty and staff must register their vehicle(s) and obtain a valid parking permit.
- The vehicle's current state registration document must be uploaded during registration.
- Barcode-enabled permits support parking management, emergency response, and campus services.

Student Parking

- Student parking lots are designated by color and level.

Visitor Parking

- Visitors must use designated visitor parking unless otherwise authorized by Safety and Security.

Vehicle Registration and Permits

- Students and Graduate Assistants who park on campus must register their vehicles and obtain a valid parking permit.
- Permit fees are charged to the student's account and are non-refundable.
- Permits are issued based on eligibility, are non-transferable, and do not guarantee a parking space.
- Permits must be properly displayed. Temporary permits may be issued for short-term needs, including medical accommodations.

Parking Violations

- Safety and Security may issue parking citations at its discretion.
- Students with valid permits may appeal up to five citations per semester. Fire lane violations are not eligible for appeal.
- Payments or appeals submitted within seven days receive the applicable discount where permitted.
- Vehicles with repeated violations may be immobilized or towed at the owner's expense.

Vehicle Immobilization and Towing

- Unregistered vehicles repeatedly parked on campus may be immobilized until resolved.
- Vehicles may be towed by a third-party company at the owner's expense, including storage fees.

3 Scope:

This policy applies to all students, faculty, staff, and visitors who park vehicles on Houghton University property.

4 Responsibilities:

Safety and Security Department: Administer parking registration, permits, enforcement, citations, appeals, and towing procedures.

5 Definitions:

Parking Permit: Authorization to park in designated campus parking areas.

Citation: A notice of violation issued for failure to comply with this policy.

Contacts:

For questions regarding this policy, contact the Safety and Security Department.

safetyandsecurity@houghton.edu 585-567-9333

Additional Information: Parking registration, permit requests, and additional parking information are available through the Houghton University Safety and Security website.

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Related Policies: Student Handbook

Policy Review Cycle, Revisions, and Updates: Reviewed annually.