



ALBRIGHT COLLEGE REGISTRATION AND PARKING REGULATIONS

In order to effectively utilize existing parking facilities for the use of faculty, students, administrators, staff, and guests, the College has issued the following regulations and reserves the right to amend these regulations as circumstances warrant.

REGISTRATION

All Albright College Employees, Accelerated Degree Program (ADP) Students, Undergraduate Students, including Commuter Students and graduate Students must register their Vehicles with the Department of Public Safety. The Vehicle's Registration Card, current Insurance Card, and a valid operator's License must be presented when the Vehicle is registered with the Department of Public Safety.

All Freshmen Students are required to register their vehicles but are not permitted to park anywhere on Campus.

Traditional undergraduate students must place their parking sticker on the rear window on the driver's side, facing out. Employees, Accelerated Degree Program and graduate students must place their parking sticker on the rear-view mirror, facing out. Proper placement permits easy identification of a vehicle in situations where the Office of Public Safety must contact the owner.

Undergraduate Students, including Commuters are required to register their vehicle each year with the Office of Public Safety. Students who change vehicles during the academic year must register the new vehicle and obtain a new parking sticker.

Employees, ADP students and graduate students are only required to register once. However, if a change of vehicle occurs, an additional or new permit sticker is required. If employees have additional vehicles that may from time to time be driven and parked on campus lots, they must register them and obtain parking stickers for them.

The Office of Public Safety encourages members of the Albright community who plan to park off campus to register their vehicles and obtain parking stickers. In the event of a problem (e.g., lights left on), registration enables the Office of Public Safety to identify and contact the owner.

Guest/Temporary Registration

Temporary registration/parking permits must be obtained from the Office of Public Safety when students have visitors or when a particular vehicle will be parked on

campus for a brief period of time, not to exceed the three-day on-campus housing rule, which is more fully described in the student handbook.

Rental Vehicles

Whenever a College department uses a rental vehicle for any period of time, it is necessary to obtain a temporary parking permit and to display it on the dashboard on the driver's side of the vehicle, whether parking on the street or on campus.

PARKING

Parking Locations

*Unless otherwise noted, "employees" refers to faculty, staff and administrators with valid parking permits; "students" refers to undergraduate, **ADP** and **graduate** students with valid parking permits. **First-year students, with the exception of first-year commuters, are not permitted to park on campus.** First-year commuters with a valid parking permit may park in Shirk Stadium.

Lot	Saturday-Sunday	Monday-Friday
Main Lot	<ul style="list-style-type: none"> • All employees, guests and students 	<ul style="list-style-type: none"> • 7 a.m. – 5 p.m. Employees and guests • 5 p.m. – 7 a.m. Employees, guests & students
Computer Science/Chapel	<ul style="list-style-type: none"> • Employees, guests and all students 	<ul style="list-style-type: none"> • 7 a.m. – 10 p.m. Faculty • 10 p.m.-7 a.m. Employees, guests & students
Bollman/Schumo	<ul style="list-style-type: none"> • Employees, guests and all students 	<ul style="list-style-type: none"> • 6 a.m. – 10 p.m. Employees and guests • 10 p.m. – 6 a.m. Employees, guests & students
Athletic	<ul style="list-style-type: none"> • Employees, guests and 	<ul style="list-style-type: none"> • 7 a.m. – 10 p.m. Employees and guests

	students	<ul style="list-style-type: none"> • 10 p.m. – 7 a.m. Employees, guests & students
Gene Shirk Stadium	<ul style="list-style-type: none"> • Employees, guests and all students with valid parking permit 	<ul style="list-style-type: none"> • Employees, guests and commuter students with valid parking permit
Armory	<ul style="list-style-type: none"> • All employees 	<ul style="list-style-type: none"> • All employees and students
Selwyn	<ul style="list-style-type: none"> • No parking without authorization 	<ul style="list-style-type: none"> • No parking without authorization
Albright Woods	<ul style="list-style-type: none"> • Students residing in Woods Apts. and guests • Employees 	<ul style="list-style-type: none"> • Students residing in Woods Apts. and guests • Employees
Mohn	<ul style="list-style-type: none"> • Students residing in Mohn, Krause and Smith • Employees 	<ul style="list-style-type: none"> • Students residing in Mohn, Krause and Smith • Employees
North	<ul style="list-style-type: none"> • Students residing in North and Mohn • Employees 	<ul style="list-style-type: none"> • Students residing in North and Mohn • Employees
Albright Court	<ul style="list-style-type: none"> • Students residing in Court • Employees 	<ul style="list-style-type: none"> • Students residing in Court • Employees

Visitor/Guest Parking:

All members of the Albright community should make every effort to make our guests feel welcome upon their arrival on campus. When offices or departments are expecting guests, they should obtain special parking permits from the Office of Public Safety. The host, if possible, should distribute the special parking permits to guests prior to their arrival. Guests should be directed to park in designated visitor/guest parking spaces in the Main Parking Lot at 13th and Bern Streets or the Gene Shirk

Stadium Parking Lot on the corner of 13th and Exeter Streets. Guests should place their special parking permit on the dashboard of their vehicle. Should these designated spaces not be available, guests may park in any available space, except the ones designated for College officials, persons with valid permits, guests of the Office of Admission, and the 15-minute restricted spaces. Unexpected guests should be assisted by the host office/department in obtaining a special parking permit and parking location.

In the event that guests are in need of special attention or consideration, arrangements should be made through the Office of Public Safety, which will assist in any way possible.

Handicapped Parking

Spaces have been designated throughout campus for any person who is physically disabled, in accordance with applicable law. Cars parked illegally in these spaces are subject to being ticketed, booted or towed at the owner's expense. Anyone needing special consideration for parking should contact the Office of Public Safety. If it is justifiable, a temporary parking permit and an alternate parking location may be provided when available, or other appropriate arrangements will be made.

City and Township Street Parking

Although city and township regulations permit parking on public streets, members of the Albright community should be sensitive to the need to maintain good community relations and avoid, whenever possible, parking in front of private residences when there are alternative locations. Under no circumstances should a member of the Albright community block a private driveway. Failure to abide by public parking ordinances and regulations may result in traffic citations issued by the appropriate city or township police departments.

Contractor Parking

Employees of contractors or any other service provider to any department of Albright College must report to the Office of Public Safety to sign in and receive a parking permit for contractor service vehicles and any necessary keys or access cards before commencing work on campus. Following completion of work or at the end of the day, off-campus contractors must turn in access cards, keys and parking permits to the Office of Public Safety. Parking permits for the private vehicles of contractors' employees must be obtained at the Office of Public Safety. At the time that parking permits are obtained, contractors will be advised where their service and private vehicles may be parked. Contractor service vehicles may load and unload essential equipment and supplies near the worksite after receiving permission from the Office of Public Safety, in conjunction with Facilities Operations and Services or the department to whom service is being provided. Those operating contractor service vehicles cannot assume that they may continue to park at the location of loading or unloading.

Parking Restrictions

No parking is permitted in any fire lane, loading dock, reserved space or area marked “No Parking”, including but not limited to:

- 1) Masters Hall Circle (designated fire lane)
- 2) West fire lane in front of Mohn Hall
- 3) Campus Center loading dock
- 4) Center for the Arts loading dock
- 5) Science Hall loading dock
- 6) Entire driveway entering the parking lot of North Hall
- 7) Either side of the main driveway to Albright Woods
- 8) Entrance to any delivery, service or trash removal area
- 9) Unpaved landscaped areas, unless authorized by the Office of Public Safety or the Facilities Department.

Penalties

Unregistered vehicle/no current permit displayed	\$50
Infractions that result in immobilization of vehicle	\$50
Unauthorized parking in handicapped space	\$50
Parking in a loading zone	\$25
Parking in a fire lane	\$25
Parking in a no parking/driving zone	\$25
Parking on sidewalk/grass	\$25
Parking in reserved/restricted spaces	\$20
Exceeding 15-minute parking limit	\$20
Improperly displayed sticker	\$20

Violators are responsible for payment of towing charges in addition to the above-stated penalty. Commonwealth statutes hold private institutions harmless from any liability associated with towing of vehicles from private parking lots.

Immobilization of Vehicle

The Office of Public Safety reserves the right to arrange to tow or disable any vehicle with the use of a boot when the location of the vehicle presents a hazardous or emergency situation, or when the owner/operator of the vehicle cannot be identified and has received three or more unregistered citations.

Responsibility for Violations

The owner/operator of a vehicle registered with the Office of Public Safety is responsible for any and all violations and related penalties. It is incumbent upon the owner/operator to ensure that all operators of the vehicle are made aware of the College's parking rules and regulations, which can be found in the student handbook, the rules and regulations distributed when registering the vehicle, and on the College's Web site.

Appeal Hearings

If you believe that a parking citation that you have received is unwarranted, you have the right to request a hearing by completing an appeal form, which can be obtained from the Office of Public Safety and submitted to that office within five calendar days of the date of issuance. An independent appeals board composed of volunteer faculty, staff and students will hear appeals on rotating days according to all constituents' schedules. At the time of submission of an appeal form, each appellant will be assigned a date and time for a hearing, which is mutually agreed upon. You may, before the date of the hearing, request a new date in the event of an unanticipated conflict. Only one new hearing may be requested. Failure to appear for a scheduled hearing will result in an additional five dollar (\$5) fine to your citation and the forfeit of any right to appeal. Failure to request a hearing within five days of the parking citation or

failure to appear at your hearing will result in your forfeiting any appeal rights. A plea of ignorance of the Albright College parking policy will not be accepted as an excuse for violation. The decision of the Appeals Board, confirmed by an officer of the College, will be final and no further appeals will be heard. Non-payment of applicable fines may result in revocation of parking privileges. Any student who fails to pay applicable fines within 30 days of issuance or an unsuccessful appeal is subject to payment from enrollment deposit.

This regulation, dated July 2009, supersedes any and all previous Albright College parking regulations.