

## Section 1. INTRODUCTION

These regulations have been established to protect the safety of faculty, staff, students and visitors, and to control motor-vehicle traffic and parking on campus to ensure that University business may be conducted in an orderly manner. The act of parking or driving a motor vehicle on campus is a *privilege* and constitutes acceptance by the owner and/or operator of the responsibility to see that his/her vehicle is neither operated nor parked in violation of these regulations or any regulations/laws of the Commonwealth of Pennsylvania. Parking regulations are in effect year round.

## Section 2. GENERAL REGULATIONS

- A. Every member of the campus community (faculty, staff, students) must register their vehicle. This requirement is enforced at all times. Campus visitors should refer to Section 7, Resident Student Guests, and Section 10, Business Visitor Parking.
- B. University parking and traffic restrictions are indicated in this publication. **Signs, street markings and/or curb markings are intended as additional guides, but do not supercede this policy. All vehicles must park in designated spaces, between the painted lines. Vehicles parked at any other location not delineated by painted lines will be ticketed and/or towed.**
- C. It is the responsibility of all faculty, staff and students operating a motor vehicle to register their vehicle and to learn and obey these parking and traffic regulations. Ignoring the provisions of these regulations will not be accepted as a defense for violations. Specific questions relating to these regulations may be directed to the Department of Safety and Security, 215.951.2620. Pedestrians have the right of way on campus at all times.
- D. In addition to the University's parking and traffic regulations, city ordinances and state laws relating to motor vehicles are also enforced on campus.
- E. The registrant is held responsible for any violation involving the registered vehicle (or the person who is responsible for registering the vehicle if it is not registered) when he/she is operating the vehicle or when the vehicle is being used by another individual. Students are responsible for parking infractions involving cars driven by those coming to visit them on the University campus.
- F. Only properly licensed and inspected vehicles in operable condition are allowed on campus. Vehicles that do not meet this standard will be reported as abandoned.
- G. Vehicle storage is not permitted on campus.
- H. Parking in the Second Church of Christ Scientist parking lot (School House Lane) is available for registered commuter students with a green permit Monday through Friday during daylight hours only. At no time is parking allowed in spaces for "Church Use Only." Parking in this lot will be monitored and enforced by Philadelphia University Security.
- I. The parking and transportation policy is the sole authority for parking at Philadelphia University unless otherwise indicated by the director of Safety and Security. Improper advice from faculty, staff, coaches, and other students does not constitute grounds for appeals.
- J. Faculty, staff or students may not register a vehicle for other students.
- K. It is unacceptable to place a ticket from a previous violation on a vehicle to give the impression that the vehicle has been currently ticketed.
- L. Parking in the Jamestown lot at PURC is for faculty and staff only. Vehicles must have Philadelphia University parking permits and a parking lot hang tag. Students are not permitted to park in the lot.

## Section 3. VEHICLE REGISTRATION

- A. To register for a parking permit, which can be done from any networked computer, students, faculty and staff can go to [www.PhilaU.edu/security/parking](http://www.PhilaU.edu/security/parking) and complete the registration process. (Please make sure to have your vehicle information available when visiting the website.) To pick up a permit, students must personally appear at the Safety and Security Office and present a current, valid University I.D. card and, most important, the state vehicle-registration card and proof of current insurance for the vehicle they wish to register. Faculty and staff will have their permits sent via campus mail to their department administrators. **Please be aware that resident students who have completed less than 24 credit hours are not eligible to park on campus.** The Safety and Security Office is located on the Ravenhill Campus and is open 24 hours a day, seven days a week for assistance with on-line registration. For further assistance or information, call Safety and Security at 215.951.2620.
- B. A yearly registration fee is required (see 3D. Fee Schedule) and a vehicle is considered registered only when a valid parking permit assigned to that vehicle is properly displayed. The registrant is responsible for the use of the issued permit that can only be displayed on the vehicle to which it is registered. **PRIOR-YEAR PERMITS MUST BE REMOVED.**
- C. The University parking permit must be affixed to the **inside (or outside for heavily tinted windows) rear passenger's window on the driver's side** (see example). If the permit is not affixed using the adhesive on the permit (e.g., taped, set in window, etc.), tickets for failure to display or improper placement will be assumed to be correct. Vehicles on campus without a parking permit will be considered as trespassing.
- D. Fee Schedule

Full-time Faculty and Staff	\$50.00 per year
(Faculty and staff may pay by credit card or payroll deduction. Payroll deduction will be five (5) equal payments of \$10.00 each.)	
Full-time Day Students	\$50.00 per year
(Students may pay by credit card or student account. Payroll deductions apply only to faculty and staff.)	
Part-time Day Students	\$15.00 per year
(under 12 credit hrs)	
Continuing Studies Students	No Fee
Evening Graduate Students	No Fee
Part-time Faculty and Staff	No Fee



Students, faculty and staff are prequalified in the **IPARQ** database. Failure to choose the correct permit category may result in a delay in receiving your permit. "Failure to register vehicle" citations will be issued for vehicles parked on campus with no permits. *Replacement fee for lost or stolen permit is \$25 for full-time and \$7.50 for part-time. Notify the Department of Safety and Security immediately if your permit is lost or stolen. Authorized refunds are prorated and are issued by request only.*

## Section 4. STUDENT REGISTRATION

There is a yearly registration fee (see 3D. Fee Schedule) for student parking permits and the permits can be obtained from the Department of Safety and Security as previously set forth. *All students must register their vehicle each year. Resident students who have completed less than 24 credit hours are not eligible to park*

**on campus** (status determined by the number of credits completed in prior semesters at the start of each academic year (fall semester). **Attempts to bring a car may result in the inability to obtain future registration.** The student vehicle registration is valid from September 1 of the current year to August 15 of the next year. Work-study students, graduate assistants, and all other classifications of student employees must register their vehicles as students. **Students may not register vehicles for other students.**

## Section 5. COMMUTING, GRADUATE AND CONTINUING EDUCATION STUDENT PERMITS

- A. Commuting students with 54 or more credit hours (status determined by the number of credits completed in prior semesters at the start of each academic year (fall semester)), graduate students, and continuing education students must register for a *green* permit. Vehicles displaying a green permit may park on the Main Campus and Ravenhill Campus, as indicated on the parking map. After 5 p.m., students with a green permit may park on Main Campus in staff lots except for Tuttleman Center "Staff Only" parking area. **The issuance of a permit does not guarantee a parking space.** Lack of space is not considered a valid excuse for violation of a regulation.
- B. Commuting students with under 54 credit hours (status determined by the number of credits completed in prior semesters at the start of each academic year (fall semester)) must register for a *yellow* permit. Vehicles displaying a yellow permit may park only on the Ravenhill Campus, as indicated on the parking map. Registered vehicles of commuting students with under 54 credit hours are not permitted to park on the Main Campus from 7 a.m. to 5 p.m. After 5 p.m., students with a *yellow* permit may park on Main Campus in commuter and staff lots, except for Tuttleman Center "Staff Only" parking area. **The issuance of a permit does not guarantee a parking space.** Lack of space is not considered a valid excuse for violation of a regulation.
- C. Students residing in campus apartments leased through Philadelphia University at Alden Park apartments must register for a green permit.

## Section 6. RESIDENT STUDENT PERMITS

Students residing in the Townhouses, Independence Plaza, Scholler Hall, Ronson Hall, Partridge Hall, Fortess Hall and Mott Hall are considered resident students. Resident students living in Scholler Hall, Townhouses, and Independence Plaza with 30 or more credit hours must register for a red permit. Resident students living in Scholler Hall, Townhouses, and Independence Plaza with 24 to 29 credit hours must register for a blue permit. Resident students living on Ravenhill Campus who are eligible to park on campus must register for a blue permit. **Resident students who have completed less than 24 credit hours are not eligible to park on campus. The issuance of a permit does not guarantee a parking space.** Lack of space is not considered a valid excuse for violation of a regulation.

Red-permit vehicles can park in commuter and staff lots, except for Tuttleman Center "Staff Only" parking area, on weekday evenings (5:00 p.m. to 7:00 a.m.), and weekends, (Friday, 5:00 p.m. through Monday, 7:00 a.m.)

Vehicles displaying a blue permit may park at the Ravenhill Campus, as indicated on the parking map. Registered vehicles of students with a blue permit may **not** park on the Main Campus weekdays from 7 a.m. to 5 p.m. During weekday evenings (5 p.m. to 7 a.m.) and weekends (Friday, 5 p.m., through Monday, 7 a.m.), blue-permit vehicles can park in commuter and staff lots, except for Tuttleman Center "Staff Only" parking area. **The issuance of a permit does not guarantee a parking space.** Lack of space is not considered a valid excuse for violation of a regulation.

## SECTION 7. RESIDENT STUDENT GUESTS

Resident students and their guests must stop at Safety and Security to register their vehicle. They must show current driver's license and vehicle registration. A hang tag will be issued in accordance with Resident Life visitor policy. Current students are not eligible for guest privileges. Students are responsible for their guests. During the week, (Monday through Friday, 7 a.m. to 5 p.m.) guests must park on Ravenhill Campus. Evenings (5 p.m. to 7 a.m.), Saturdays and Sundays (5 p.m. to 7 a.m.), they may park in any available space with the exception of Business Visitor spaces, Handicap spaces, and Tuttleman Center Staff Only spaces.

## Section 8. FACULTY AND STAFF PERMITS

Faculty and staff are issued a *white* permit at a maximum cost of \$50.00 per year for parking on the University campus. These permits need to be renewed annually. Vehicles displaying a white permit may park in the designated areas on the Main Campus, Ravenhill Campus, and The Tuttleman Center. Please see the parking map for exact locations. **The issuance of a permit does not guarantee a parking space.** Lack of space is not considered a valid excuse for violation of a regulation. Classroom assignments, campus meetings, sporting events, etc., are not considered a valid excuse for improper parking.

## Section 9. SPECIAL VEHICLE PERMITS

Special-use vehicles must register for a black permit. This permit allows that vehicle to park in any appropriate designated area with the exception of handicap spaces, when performing job-related functions.

## Section 10. BUSINESS VISITOR PARKING

Visitor parking spaces with University signs marked "Visitor Parking" are for the express use of business visitors of the University's faculty, staff, and administration. These spaces are not intended for guests of faculty, staff, and students for non-business purposes. Departments and individuals can contact the Department of Safety and Security to register individual or group business visitors.

## Section 11. TEMPORARY PARKING

Temporary parking is available to all **registered vehicles**, in an appropriate parking space, for up to 15 minutes with 4-way emergency lights flashing. Temporary parking should never occur in the Tuttleman lot, any handicap space, or in any way that would block traffic or create a hazard.

## Section 12. VIOLATIONS AND PENALTIES

All parking and traffic violations are listed below. If a fine is not paid or an appeal filed within seven working days from the date of the violation, the registrant will be liable for an additional \$15.00 penalty. Fines must be paid at [www.PhilaU.edu/security/parking](http://www.PhilaU.edu/security/parking) within the first seven days of a violation or appeals notice. After the seven-day period, all payments must be made at the Cashier's Desk, located in Archer Hall. The following is a list of some of the violations:

### A. \$20.00 Fines

- Parking in any permit-required area without matching permit
- Time-zone violation at "drop-off" parking spaces
- Inaccurate information on vehicle registration card
- Parking in more than one space
- Blocking another vehicle
- Parking in dumpster area or loading zone
- Failure to conform to indicated traffic flow

### B. \$35.00 Fines

- Parking on roadway/drive
- Blocking traffic
- Parking on sidewalks or grass
- Blocking access ramp to sidewalk



## 2009 - 2010 Parking and Campus Transportation

### Ram Van Schedule:

Monday - Friday 7:30 a.m. to 10 p.m.

Saturday and Sunday 4:00 p.m. to 10 p.m.

This van makes a continuous loop, weather permitting, through all stops indicated on the map. After 10 p.m., please call Safety and Security 215.951.2999 for an escort.

**STOPS:** 1. RAVENHILL CIRCLE 2. THE TUTTLEMAN CENTER  
3. DOWNS HALL 4. ATHLETIC CENTER  
5. ALDEN PARK APTS. 6. SAFETY AND SECURITY



- Parking in No Parking areas
  - Parking in or in front of a driveway
  - Parking in a crosswalk
  - Failure to display permit/improper placement
  - Failure to adhere to conventional traffic regulations and signs
  - Failure to conform to posted signs
  - Improper placement of ticket
- C. \$50.00 Fines
- Parking in marked fire lanes
  - Parking anywhere on campus when parking privileges are revoked
  - Blocking ADA-accessible areas or parking spaces
  - Failure to register vehicle
  - Operating a vehicle in a reckless manner
  - Speeding
  - Illegally parked in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or operation of emergency equipment
  - Vehicle Verification
- D. \$100 Fine
- Use of a forged or lost/stolen permit
  - Registering vehicle for another student
- E. \$300 Fine
- Parking in an ADA-accessible space without a Valid ADA-accessible permit (**towable violation**)

### Section 13. TOWING/IMMOBILIZER POLICY

- A. Towing-The University reserves the right to remove and impound any vehicle found on campus that is parked in a driveway or fire lane, blocking a loading dock or trash dumpster, or illegally parked in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or operation of emergency equipment. See Section 12, *Violations and Penalties*, for a list of other towable violations. The owner will be responsible for the costs involved in removing, impounding and storing such a vehicle. The recovery fee for all towing and daily storage fees will be determined by the towing company used at the time of the offense. This fee must be paid before the vehicle will be released. The University is not responsible for damage to a vehicle resulting from towing or immobilizing the vehicle.
- B. Immobilization-When any vehicle is determined to have four or more unsatisfied violations charged against it within one vehicle-registration period, the vehicle may be impounded by

an immobilization device. The vehicle registration period is Sept. 1 through Aug. 15 of the academic year. All outstanding violations must then be satisfied and **\$50.00 cash** paid to remove the immobilization device. Also, any vehicle subject to towing may be immobilized instead. The University is not responsible for damage resulting from towing or immobilizing a vehicle.

- C. Impounded vehicles not claimed by their owner within 30 days will be considered abandoned and will be disposed of in accordance with state law.

### Section 14. BANNING

Flagrant violations of the University parking and traffic regulations may result in banning. Banning is the loss of the privilege to operate or park a motor vehicle on the campus. A vehicle will be banned from campus when it has received five or more parking and traffic violations within one semester.

### Section 15. APPEALS

An appeal for any penalty prescribed by these regulations must be made within seven working days following the date of violation by submitting a written appeal at [www.scapay.com](http://www.scapay.com). If a fine is not paid or an appeal filed within seven working days from the date of the violation, the registrant will be liable for an additional \$15.00 penalty. (This penalty will be billed by the Bursar's Office.) The appeal process is closed once charges have been applied to the student's account. Students will be billed through their student account. For the first seven days, fines may be paid at [www.scapay.com](http://www.scapay.com). After seven days, all fines must be paid at the Cashier's Desk, located in Archer Hall. The Safety and Security Office is unable to accept any type of payment for traffic violations. Appeals for guest or resident students are subject to verification of Residence Halls Sign-in Sheets. An appointment must be made with the Department of Safety and Security in order to discuss parking violations.

### Section 16. HANDICAP PARKING

Handicap parking is only for vehicles with a state-issued handicap license plate or hang tag. In order to obtain one of these, contact your state Department of Motor Vehicle website.

### Section 17. UNIVERSITY LIABILITY

No liability is created by the granting of parking or vehicle-operating privileges on property owned, leased or otherwise controlled by the University. The University assumes no responsibility for the care or protection of a vehicle or its contents while operated or parked on University property. Officers of the Department of Safety and Security patrol University parking facilities.

# Parking Guide



- 1. Alumni Field
- 2. Archer Hall
  - Business Office
  - Human Resources
  - Registrar
- 3. Architecture & Design Center
- 4. Architecture/Interior Design Studios
- 5. Art Center 2
- 6. The Gallagher Athletic, Recreation and Convocation Center
- 7. Carriage House
  - Physical Plant
- 8. Ravenhill Chapel
- 9. The Design Center at Philadelphia University
- 10. Dining Hall (Ravenhill)
- 11. Downs Hall
- 12. Fortess Hall
  - Student Residence
- 13. Gate House 1
- 14. Gibbs Hall
  - School of Business Administration
- 15. Paul J. Gutman Library
  - Downs Board Room
  - Electronic Classroom
  - Media Services
- 16. Haggard Hall
  - Learning & Advising Center
- 17. Hayward Hall
  - School of Engineering & Textiles
  - Science Labs
  - School of Design & Media
- 18. Hughes
- 19. Independence Plaza
  - Student Residences
  - A. Franklin, B. Madison, C. Jefferson
- 20. Information Technology
- 21. The Kanbar Campus Center
  - Common Thread
  - Mail Services
  - Student Life
  - University Bookstore
- 22. Mott Hall
  - Student Residence
- 23. Partridge Hall
  - Student Residence
- 24. President's House
- 25. Ravenhill Athletic Field
- 26. Ravenhill Mansion
  - School of Liberal Arts
- 27. Ronson Hall
  - Student Residence
- 28. Roxboro House
- 29. Scholler Hall
  - Hortense T. Moss Health Center
  - Student Residence
- 30. Search Hall
  - Computer Center
  - School of Science & Health
- 31. Smith House
  - Industrial Design
- 32. Security
- 33. Softball Field
- 34. Townhouses
  - Student Residences
- 35. The Tuttleman Center at Philadelphia University
  - Continuing & Professional Studies
  - School of Business & Graduate Programs Office
- 36. Weber Design Studios
- 37. White Corners
  - Admissions, Undergraduate & Graduate Financial Aid
- 38. White House
  - Academic Affairs
  - Alumni Relations Development
  - President's Office
  - Public Relations
  - Treasurer




