



## **ALBRIGHT COLLEGE REGISTRATION AND PARKING REGULATIONS 2016 – 2017**

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

### **REGISTRATION**

All Albright College employees and undergraduate students who desire to use Albright parking facilities must register their vehicles with the Department of Public Safety.

A \$25 parking registration fee is required from all full-time undergraduate students. While parking registration does not guarantee a parking space, students with parking permits may access any legally available off-campus streets. All monies charged are earmarked for safety improvements around the campus, such as the College Video Surveillance System.

Students must place their parking hang tags on the rearview mirror of the registered vehicle with the permit number facing out. Employees must place issued parking stickers on the rearview mirror facing out. Proper placement allows for easy identification of a vehicle in situations where the Department of Public Safety must contact the owner or verify campus registration.

Students may access the Public Safety web site to register and submit a request any time of day. When students register their vehicles, a \$25.00 per vehicle will be attached to their Student Account records. Students who change vehicles during the academic year must provide change of registration information to the Department of Public Safety, at which time the parking hang tag may be transferred to the new vehicle. Students who lose their parking permits will be charged \$25.00 for a replacement tag. All hang tags will be delivered via the campus student mail boxes.

Employees are only required to register one time; however, if a change of vehicle occurs, a new permit sticker is required. If employees have additional vehicles they may wish to park on campus lots from time to time, they must register them and obtain parking stickers for them.

- All undergraduate resident students will be issued **ICE BLUE** solid color hang tags with **WHITE** letters. These permits allow resident students to park on the lots at Mohn Hall, North Hall, Albright Woods and Albright Court on a first come basis. Overflow resident parking may park along city streets as city restrictions or signage may allow.

- All commuter students will be issued **WHITE** solid color hang tags with **ICE BLUE** lettering. Commuter students are to park on designated lots: Shirk Stadium and Roessner Hall southwest lot (Wells Fargo Bank ATM lot).

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

### Student Guest Temporary Parking Permits

It is necessary to obtain a temporary parking permit from the Department of Public Safety and to have it displayed on the dashboard when students have guests or when a vehicle will be parked on campus for a period of time not to exceed the three-day on-campus housing rule, which is more fully described in the most up-to-date *Community Guide* (Guest/Escort Policy).

### Long-Term Leased Vehicles

Whenever a College department leases a vehicle for long-term usage, it is necessary to obtain a parking sticker to be displayed on the rear-view mirror on the driver’s side of the vehicle, whether parked on the street or on campus. This is needed in the event the vehicle must be moved from its stationary status for an emergency.

## PARKING LOCATIONS

“Students” refers to all students, including ADP and graduate students, with valid parking permits.

“Employees” refers to faculty members, staff and administrators with valid parking permits.

“Athletes” refers to those students on athletic team rosters, with valid parking permits.

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

<b>Lot</b>	<b>Saturday–Sunday</b>	<b>Monday–Friday</b>
Bollman/Schumo	<ul style="list-style-type: none"> <li>• Employees, guests and students</li> </ul>	<ul style="list-style-type: none"> <li>• 6 a.m. – 10 p.m. Employees, guests and athletes</li> <li>• 10 p.m. – 6 a.m. Employees, guests and students</li> </ul>
Athletic (Turtle Dome)	<ul style="list-style-type: none"> <li>• Employees, guests and students</li> </ul>	<ul style="list-style-type: none"> <li>• 7 a.m. – 10 p.m. Employees and guests</li> <li>• 10 p.m. – 7 a.m. Employees, guests and students</li> </ul>
Gene Shirk Stadium	<ul style="list-style-type: none"> <li>• Students with valid parking hang tags, employees and guests</li> </ul>	<ul style="list-style-type: none"> <li>• COMMUTER students with valid hang tags, employees and guests</li> </ul>
Camp Building	<ul style="list-style-type: none"> <li>• Employees and registered tenants only</li> </ul>	<ul style="list-style-type: none"> <li>• Employees and registered tenants only</li> </ul>
Selwyn	<ul style="list-style-type: none"> <li>• No parking without authorization</li> </ul>	<ul style="list-style-type: none"> <li>• No parking without authorization</li> </ul>
Albright Woods	<ul style="list-style-type: none"> <li>• Students and guests</li> <li>• Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Students and guests</li> <li>• Employees</li> </ul>
Mohn	<ul style="list-style-type: none"> <li>• Students and guests</li> <li>• Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Students and guests</li> <li>• Employees</li> </ul>
North (Large volume of vacant spaces in this lot.)	<ul style="list-style-type: none"> <li>• Students and guests</li> <li>• Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Students and guests</li> <li>• Employees</li> </ul>
Albright Court	<ul style="list-style-type: none"> <li>• Court Resident Assistant and students</li> </ul>	<ul style="list-style-type: none"> <li>• Court Resident Assistant and students</li> </ul>
Roessner Hall Northwest (Rockland Street access)	<ul style="list-style-type: none"> <li>• Employees, guests and students</li> </ul>	<ul style="list-style-type: none"> <li>• 7 a.m. – 5 p.m. Faculty and guests</li> <li>• 5 p.m. – 7 a.m. Employees, guests and students</li> </ul>
Roessner Hall Southwest (Richmond Street access)	<ul style="list-style-type: none"> <li>• Employees, guests and students</li> </ul>	<ul style="list-style-type: none"> <li>• 7 a.m. – 5 p.m. Commuter students and guests</li> <li>• 5 p.m. – 7 a.m. Employees, guests and students</li> </ul>
Roessner Hall Southeast (13 <sup>th</sup> Street access) (Community Media Bldg.)	<ul style="list-style-type: none"> <li>• BCTV &amp; WXAC employees ONLY</li> </ul>	<ul style="list-style-type: none"> <li>• BCTV &amp; WXAC employees ONLY</li> </ul>
Roessner Hall East (13 <sup>th</sup> Street access) (Wells Fargo Bank)	<ul style="list-style-type: none"> <li>• Employees, guests and students: Saturday 12 noon – Monday 7 a.m.</li> </ul>	<ul style="list-style-type: none"> <li>• Bank employees and patrons ONLY</li> <li>• BCTV &amp; WXAC employees ONLY</li> </ul>

### **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 Department of Public Safety. If possible, the host should distribute the parking permit to the guest prior to arrival and instruct the guest to place the parking permit on the dashboard. Visitors may park in any available space in the Main Parking Lot on the corner of 13<sup>th</sup> and Bern Streets, except the ones designated for College officials, persons with valid permits, guests of the Admission Office and the 15 minute restricted spaces. Should these designated spaces not be available, guests may park in any available space in the Gene Shirk Stadium Parking Lot on the corner of 13<sup>th</sup> and Exeter Streets. Unexpected guests should be assisted by the host office/department in obtaining a special parking permit and parking location from the Department of Public Safety.

### **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 or towed at the owner's expense.

Anyone requiring a permanent handicapped parking space should contact the Department of Public Safety, so that appropriate arrangements can be made.

### **City and Township Street Parking**

Although city and township regulations allow 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. The City of Reading has granted parking permits to the residents along the east side of Palm and Union Streets (opposite side of street from academic buildings) and, therefore, non-residents are prohibited from parking at these 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.

### **Special Temporary Parking Needs**

In the event that employees, students or guests have extenuating needs for a temporary parking pass, either long-term or short-term, arrangements should be made through the Department of Public Safety, which will assist in any way possible. Long-term parking will be limited to an issue time of four weeks and short-term parking arrangements will be issued for a period not to exceed two weeks. If either request for special parking privileges needs to be extended, the individual must contact an officer in the Public Safety office for further review.

## **Parking Restrictions**

Parking is prohibited 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) East 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 Department of Public Safety or Facilities Services and Operations.

## **Penalties**

Unregistered vehicle/no current permit displayed	\$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

## **Towing of Vehicle**

The Department of Public Safety reserves the right to arrange to tow any vehicle when the location of the vehicle presents a hazardous or emergency situation.

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.

## **Responsibility for Violations**

The owner/operator of a vehicle registered with the Department 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, in the rules and regulations distributed electronically to all full-time undergraduate students and on the College's web site.

### **Appeal Hearings**

If you believe that a parking citation you have received is unwarranted, you have the right to request a hearing by completing an appeal form, which can be obtained from the Department of Public Safety and submitted to that office within five calendar days of the date of issuance. An appeal hearing will be conducted by the Assistant Director of Public Safety, who has been designated as the Hearing Examiner. 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 \$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 appellant will be contacted either by correspondence or email within three days after the hearing, by the Hearing Examiner, who will advise of the verdict of said hearing. Should the appellant feel the verdict and conclusion of the Hearing Examiner to be unjustified and unfair, the appellant may, within three days of receiving notice from the Hearing Examiner, contact Officer Donald Kauffman, Department of Public Safety, by phone or email, to request an additional hearing of the appeal. A date and time will be scheduled for said hearing, which will be conducted and administered by Mr. Michael L. Gross, Director of the Department of Public Safety. The decision by the director will be final and absolute.

### **Parking Lot Reservations**

All requests for parking lot reservations must be submitted two weeks in advance via the Public Safety Parking Lot Reservation form @ [www.albright.edu/resources/security/parking-lot-request-form.html](http://www.albright.edu/resources/security/parking-lot-request-form.html). Please note that reservation requests for the Computer Science/Chapel and Schumo Lots will not be accepted, except for major events such as graduation. If the event requires an officer to remain on the lot longer than 15 minutes, your department will be charged \$25.00 per hour.

It should be noted that weekend reservations will no longer be accepted, except for Admission Office and Alumni Relations events, major speakers and weddings in the Chapel. Individual parking spaces will be reserved for only those events where ten or more spaces are needed. Parking on all lots, except Computer Science/Chapel and Schumo, after 5 p.m. is available on a first come-first serve basis.

**This regulation, dated August 1, 2016, supersedes any and all previous Albright College parking regulations.**