

# MOUNT HOLYOKE<sup>SM</sup>

## **REGULATIONS**

### **FOR VEHICLE REGISTRATION, PARKING AND TRAFFIC**

**DEPARTMENT OF CAMPUS POLICE**

Revised September 2014

## PARKING QUICK REFERENCE FOR STUDENTS

- Students will be assigned to a perimeter parking lot if they receive five (5) parking tickets.
- If a student receives seven (7) parking tickets, their vehicle will be banned from Campus and will be towed each time it is found parked on Campus. The student will not be allowed to bring another vehicle to Campus for the remainder of the academic year.
- Parking in designated handicapped spaces is prohibited unless you have an approved and displayed handicap parking permit, decal, or license plate. There is a zero tolerance policy regarding vehicles that illegally park in designated handicapped parking spaces or that obstruct curb cuts, ramps or access to sidewalks. Vehicles in violation of these parking regulations will be issued a written parking violation and may be towed at the owner's expense.
- All parking ticket appeals must be submitted within seven (7) days of issuance of ticket.
- Visitors arriving to Campus after the Parking Office has closed for the day may park in the TORREY LOT, located on Park Street until 9am the next business day, allowing time to come to the Parking Office and obtain a visitor's pass.

**Do I have to register my car?** All cars on campus, including those belonging to faculty, staff, students, and visitors parked on campus between 9am and 5pm, must be registered.

**Where do I register my car?** The parking office is located in the Campus Police Building, on Everett Road and is open Monday–Friday 8:30 a.m.–4:00 p.m.

**If I bring a car on the weekend, what do I do with it before the parking office opens?** Park the vehicle in the appropriate space—i.e., if you are a student, park it in a student lot; if you are a faculty or staff member, park it in a faculty/staff lot. You can then visit the parking office once it opens at **8:30 am**.

**What will happen to my car if I do not register it?** Unregistered vehicles that accumulate a number of violations while being unregistered will quickly lose the privilege to park on the Mount Holyoke Campus. Any unregistered vehicle receiving three tickets will be placed on a list to be towed at the owner's expense. The next time the vehicle is on Campus and parked illegally, it will be given a fourth ticket and towed. The vehicle will not be released until all outstanding parking fines are paid and the vehicle is registered with the Parking Office. A fifth ticket will result in a \$50 fine and will result in loss of resident student parking privileges. The vehicle must park in a perimeter parking lot to remain parked on Campus. If the vehicle receives two more tickets to equal seven, the vehicle and its owner will be added to the list of those permanently banned from parking on Campus for the remainder of the academic year. Once a vehicle is placed in this category it will be towed each time it is on Campus regardless of whether or not it is parked legally and whether or not tickets are paid.

**Can a student park a car in a faculty/staff space at night?** No; student vehicles must be parked in student lots all the time. Vehicles with displayed handicap parking decals, permits, and license plates are permitted to park in faculty/staff spaces in instances in which the available handicap space is not available or in close enough proximity to provide access.

**Can a student park in a faculty/staff space on a holiday or during a break?** No. The regulations remain the same 365 days a year. Vehicles with displayed handicap parking decals, permits, and license plates are permitted to park in faculty/staff spaces in instances in which the available handicap space is not available or in close enough proximity to provide access.

**I am going away for January term or the December recess or summer; where do I leave my car.** Because of the possibility of snow, vehicles left on campus while the owner is away during the winter must be left in Gorse Lot. Vehicles left in other areas may be towed at the owner's expense. During the summer campus parking lots are not available for the storage of vehicles. Vehicles with signs of inactivity will be removed.

**How much does it cost to register?** Resident students are charged **\$150** for the year or **\$125** to park at the Equestrian Center. Commuter students are charged **\$100**. Five College students can park in designated spaces on campus for free, as long as they obtain a pass from the Parking Office. Faculty and staff members are not charged for parking on campus.

**Can I park in a Service Vehicle space at any time?** No. Service vehicle spaces are for the sole use of authorized service vehicles.

**Can I park in a Visitor Space?** No. Visitor spaces are for visitors only. Faculty, staff and students may never park in visitor spaces. Vehicles with displayed handicap parking decals, permits, and license plates are permitted to park in visitor spaces in instances in which the available handicap space is not available or in close enough proximity to provide access.

**Where can my guest park?** Guests may park in faculty/staff spaces after 5pm until 7am Monday thru Friday and on weekends after 5pm Friday until 7am Monday morning. Guests who will be on Campus after 7am weekdays should park in the Torrey lot faculty/staff spaces until 9am. This will allow time to visit the Parking Office when it opens at 8:30am to obtain a pass.

**I have a medical condition requiring that I park close to my hall and academic buildings; can I do this?** Employees and students with cars with state-issued handicapped plates can be parked in handicapped spaces if operated by the person for whom the plates were issued or is being used to transport the authorized person, but need to be registered with the parking office. Students who have a medical condition but do not have a handicapped plate can meet with the Health Center staff who will issue authorization for a medical pass. Faculty and staff members who have a medical condition but do not have a handicapped plate can obtain medical parking by presenting a doctor's note requesting such parking.

**Must visitors follow college parking rules and Regulations?** Yes. Students, faculty and staff are responsible for informing their guests about the regulations and should obtain parking passes for them.

**What can I do when I am parking my car late at night and I am concerned about safety?** When **you are alone and feel unsafe walking to your residence hall, you may call** Campus Police from the blue light phones located in each parking lot to request a ride. Stay in your car with the doors locked and the headlights on.

**What do I do if my vehicle is towed?** If your vehicle has been towed you have received at least three parking tickets if your vehicle is unregistered or five if it is registered. Please contact the parking office if it is during normal college business hours or Campus Police after hours. A release form will be signed by Campus Police once you register your car and pay all outstanding parking fines. Your vehicle will not be released until all parking tickets have been paid or charged to your general bill. There are no exceptions.

**What happens if I am notified that I have lost my parking privileges?** Vehicles that are parked on campus by owners who have lost their campus parking privileges are on a list carried by Campus Police Officers. Anytime an Officer observes the owner's vehicle or another vehicle being parked by the party without campus parking privileges the vehicle will be towed from campus at the owner's expense.

**What if I'm going to have my vehicle on campus just for J-Term?** You may park your vehicle on campus during J-Term for \$30. This will exhaust your two-week pass and if your vehicle comes back on campus, you must purchase a decal. The cost of J-Term parking will be deducted from the cost of the decal.

**I'm only planning on having my vehicle on campus for the fall term. How much will the decal be for only one semester?** You must purchase a decal for the full academic year. Decals are not sold only for the fall term. Decals that are scraped off and returned to the Parking Office by December 31<sup>st</sup> will be issued a credit for half the payment price of the decal.

**I have a Commuter Student decal. Where can I park my vehicle overnight?** Commuter students may not park vehicles overnight on campus. If you will be leaving your vehicle overnight on a regular basis, you must purchase a resident student decal.



These regulations are adopted pursuant to the authority conferred upon the Board of Trustees of Mount Holyoke College by the Commonwealth of Massachusetts General Laws, Chapter 180, Section 7 and Chapter 147, Section 10f.

The Board of Trustees of Mount Holyoke College has authorized the Director of Campus Police to appoint members of the Department of Campus Police as parking control officers. The Director has appointed every Campus Police Officer, Reserve Officer, Public Service Officer, and Community Service Officer to this capacity for the duration of their employment.

## **SCOPE**

These regulations, as from time to time amended, apply to all students, faculty, and staff and shall be deemed a part of the terms and conditions of the admission and enrollment of students, the employment of staff, and appointment of faculty. These regulations also apply to College owned vehicles, including Fleet, Auxiliary Services, and Facilities Management.

These regulations shall also apply to all visitors and vendors; and shall be deemed a part of the terms and conditions of the permission to enter the property of Mount Holyoke College and to operate vehicles on campus streets, drives, ways, and parking lots.

All students, faculty, staff, and visitors who bring vehicles on campus must comply with these regulations. The regulations will be strictly enforced, and enforcement procedures will apply equally to students, faculty, staff, and visitors. The Department of Campus Police issues tickets twenty-four hours a day, year-round.

## **LIABILITY**

Vehicle owners and operators park on campus at their own risk. Mount Holyoke College assumes no risk or liability for damage or loss nor the vehicle's contents while any vehicle is parked on College property. This includes damage incurred if the vehicle is immobilized or towed.

## **ARTICLE I. COMPLIANCE**

By bringing a vehicle on campus, the operator agrees to abide by these regulations. Every vehicle on campus must be registered with the parking office and must properly display the parking decal and/or visitor permit issued by the parking office or department visited. A registration decal, parking permit, or pass is not considered valid unless properly issued and displayed. Each faculty or staff member may register one or two vehicles. Students may register one vehicle. Students, employees, guests and visitors may lose their campus parking privileges if they do not follow the campus parking regulations.

## **ARTICLE II. REGISTRATION AND ELIGIBILITY**

The parking office, in the Campus Police Building, registers vehicles and issues parking permits between the hours of 8:30 am and 4:00 p.m., Monday through Friday.

Current or active Mount Holyoke College students, faculty, and staff are eligible for parking permits. Five College students taking courses on campus, faculty teaching on campus and staff on official college business are also eligible. The Director of Campus Police determines the number and distribution method of parking decals, permits, and passes.

Resident students and all other applicants may register in person, on-line or by mail. Mail applicants must include a completed mail-in application form that can be printed off the Parking Office web site at [www.mtholyoke.edu/offices/dps](http://www.mtholyoke.edu/offices/dps).

Handicap accessible parking is available across campus. The Handicap accessible parking spaces can be located on the College's campus map. <https://www.mtholyoke.edu/campusmap/> Access to handicap parking spaces is restricted only to those with current and valid handicap license plates, permits, and decals. The College requires the display of the appropriate handicap decal, permit, or license plate each and every time a vehicle is parked in a designated handicap parking space. Handicapped parking permits are valid in any legal space on campus. This includes designated faculty/staff and visitor spaces in instances where handicap parking is not available. Vehicles with valid handicap license plates, permits, and decals are not valid in tow zones, service vehicle parking areas, no parking zones, or other prohibited areas.

Temporary replacement passes are issued to faculty, staff, and students (for their respective parking lot type) who have a vehicle registered in the College parking system. A temporary replacement pass is used when a registered vehicle is being repaired and will not be on campus. There is a one-month time limit for temporary replacement passes. If both a vehicle with a temporary replacement pass and the registered vehicle are on campus at the same time, the temporary pass will be considered invalid and the vehicle will be ticketed and towed. Students who bring replacement vehicles to Campus must remain parked in student spaces at all times. Removing the temporary pass and parking in faculty/staff spaces is a violation and the vehicle will be ticketed and/or towed.

Any vehicle with an expired, altered, stolen, or invalid decal is considered unregistered and will be subject to ticketing and towing along with a \$50 fine. The vehicle's owner will lose their parking privileges for one year from the date of discovery.

### **Faculty and Staff**

Faculty and Staff members must register vehicles that are parked on the campus with the parking office. There is no cost for parking decals. Replacement decals for new vehicles are also provided without cost. Faculty and staff members may have a maximum of two vehicles registered in the campus parking system at any time. The College does not guarantee that there will be a space available in the parking system for every registered vehicle. Faculty and staff members should not expect parking near their work location. At peak times of the day, parking may involve a short walk to the office from a perimeter lot.

Visitor spaces are available for visitors twenty-four hours a day, year-round. Faculty and staff members may not park in these spaces at any time.

Decals issued to faculty or staff who have family members who attend Mount Holyoke College may lend their vehicles temporarily to their family members as can any family only if the student is not the primary user of the vehicle. If the vehicle will be used primarily or significantly by the student, the vehicle must be registered as a student vehicle. If members of the Campus Police department see signs that the vehicle is being used primarily as a student vehicle (i.e., remains on campus overnight, parked frequently in student parking areas, etc.), the vehicle may be ticketed and the parking privileges of both the student and the faculty/staff member will be reviewed. Additionally, the faculty or staff member is responsible for assuring their family member borrowing the vehicle parks the vehicle legally.

### **Retirees**

Employees who retire from Mount Holyoke College and are granted use of various facilities due to their standing will be issued faculty/staff decals. Retirees are responsible for renewing their parking decals. There is no cost for this decal. The parking rules and regulations remain the same for retired employees. Retirees must park in faculty/staff spaces when on campus, not visitor spaces.

### **Students**

Students are not guaranteed that they will receive any type of parking permit. The college does not guarantee that there will be a space available in the parking system for every vehicle registered. Students may register only one vehicle at a time. Although any student may register a vehicle with the Parking Office, resident student decals and Equestrian Center decals are offered. The Equestrian Center decals, which are offered at a lower price than the resident decals, are available to students who want to reduce their campus parking costs, but the student's vehicle must remain in the Equestrian Center lot at all times.

As is required by Massachusetts's law, insurance information must be supplied for all student vehicles not registered in the state of Massachusetts. Additional forms that are required as a part of registration will be included in student registration packets when students arrive on campus. These forms are also available online.

Registration of a vehicle by a student for another student is not permitted and will be subject to a fine and withdrawal of both students' privileges. Sale, trade, swaps, or gifts of college parking decals are also not permitted. The decal is issued to one student and one vehicle and may not be transferred to another student or vehicle. Use of a decal that has been sold, traded, swapped, etc., will result in the vehicle being ticketed and towed. Additionally the student(s) involved will lose their Campus parking privileges for one calendar year from the date of discovery. Students are also not authorized to use or obtain a faculty/staff decal under any circumstances. Any student vehicle using a faculty/staff decal will be considered unregistered and will be subject to ticketing and towing. Additionally, the student and staff member will also lose their campus parking privileges for one calendar year for this violation of the College's parking rules and regulations. Note family exception under Faculty and Staff above.

If a registered vehicle is sold or exchanged during the permit period, the valid decal must be removed and returned before a new decal will be issued. There will be a \$10.00 replacement charge for the new decal. Vehicles must be re-registered and a new decal will be issued anytime ownership of a vehicle is transferred. Students with parking decals who withdraw or take any type of leave (medical, academic, etc.) from campus forfeit their parking privileges while they are away from campus (i.e. the

decal becomes invalid and vehicle may be towed at the owner's expense). Their decal should be removed and returned to the parking office. Refunds are only provided according to the schedule below.

Student vehicles are not visitors and therefore are not eligible to park overnight on campus in faculty/staff spaces, with a noted exception for students with handicapped license plates or decals. Vehicles that belong to a student (or to a student's family) parked by a student on campus overnight must have a decal or temporary permit. Unregistered student vehicles will be ticketed and may be towed for multiple violations.

**Commuter Student Parking.** Parking for Commuter students with registered vehicles is located in the Gorse and Dunlap lots. These are the only locations for which Commuter student decals are valid with a noted exception for students with handicapped license plates or decals. Commuter students with handicap parking decals and licenses are not restricted to Commuter student parking and may park in any designated handicap accessible parking space on campus. Commuter student parking is available on a first-come, first-serve basis.

Decals are only for those listed with the Registrar's office as Commuter students; a change of status invalidates the decal and the privileges the decal confers are thereby lost. Resident student decals are not valid in the reserved Commuter student parking spaces even if the decal is being used by a Commuter student. Vehicles with Commuter student decals may also park Monday through Friday between 5 PM and 2 AM in the Bridgeman Lane Lot. If necessary, Commuter students may park overnight and on weekends in the Gorse lot on an occasional basis. Commuter Students needing overnight parking on a regular basis should purchase a resident student decal.

**Students Housed In Off Campus College Housing.** Students who elect to live in off-campus college-owned housing must register their vehicles with the Parking Office. The Town of South Hadley governs on-street parking regulations and parking there is at your own risk. The college does not guarantee residents of the house a parking space. Parking spaces at these houses are available on a first-come, first-serve basis as determined by Residential Life. Students who wish to bring and park their vehicle on campus must also purchase a resident student parking decal. Unregistered vehicles at either the off-campus houses or on campus are subject to ticketing, immobilization and towing. Visitors must be registered with the parking office and are subject to the college's parking regulations. Due to the limited parking at the off-campus houses, visitor vehicles may not park in the driveways. Any vehicles parked at the off campus residential houses that block access to garages, fields, roads, doorways, sidewalks, or the street will be ticketed and towed. Parking on lawns is also not allowed and subject to ticketing and towing.

**Five College Student Parking.** Students of any of the Five Colleges are entitled to a free parking decal for the Equestrian Center Lot. All Five College students who will be on Campus must register their vehicles and obtain a decal. Five College students are required to obtain a letter from the Mount Holyoke College Registrar's Office verifying their enrollment in a Mount Holyoke College course prior to registering.

**Visitors.** Most visitor and guest temporary passes are issued for parking in the Gorse or Equestrian Center lots only and are valid only for the lot indicated on the visitor/temporary pass. The College provides visitor spaces at various locations around the campus. These spaces are clearly marked and parking in them is limited to fifteen minutes or two hour. Visitors on campus for more than two hours between 7:00 am and 5:00 p.m., Monday through Friday, must register their vehicles with the Parking Office. Registered visitors will be directed to designated parking locations. In addition, visitors may park in spaces designated for faculty and staff after hours (after 5 p.m. and before 7 a.m., Monday through Friday) and on weekends. Visitors may park in these spaces provided the visitor has not lost their campus parking privileges due to excess parking tickets or violations of the parking rules.

Advance visitor registration is possible for students, faculty, or staff who provide the Parking Office with the visitor's name, address, vehicle license number, and the date(s) of the visit to campus. Visitor permits issued by departments are valid for one day. Visitors who need extended parking must obtain a permit from the Parking Office. The parking office will review extended parking permits regularly and may deny renewal privileges to extended visitors. Visitor passes can be issued for up to one semester at a time. There is no charge for visitor passes.

Persons attending College-sponsored events (institutes, seminars, workshops, or conferences) must obtain a visitor permit. Departments are issued one-day temporary parking hang-tags to issue to their guests. Faculty, staff, departments, and student sponsors of these events are urged to contact the parking office in advance to make arrangements for parking. For groups, permits can be supplied to individual departments to mail participants the information prior to arrival on campus. The parking office encourages this method.

Visitors are subject to Mount Holyoke College parking rules and regulations, and are responsible for tickets incurred. The College expects visitors to pay or appeal the ticket (the fine must be paid if the appeal is denied). Please note that appeals are due within seven (7) days of the receipt of a ticket. Visitors who fail to pay the indicated fines are subject to towing or

impounding, along with the loss of driving and parking privileges on Mount Holyoke College property. Students, faculty, and staff are responsible for notifying their guests of the College parking regulations.

Visitors and their hosts must be aware of snow regulations and parking bans. Failure to comply with an emergency parking ban may result in a visitor's vehicle being towed. The College has no obligation to ensure that visitors receive the parking ban notifications issued through normal channels of campus communication.

Free parking for overnight visitors is limited. Visitors must obtain a visitor's parking pass at the parking office. The parking office reserves the right to limit the number of visitor passes issued at any given time.



**Article III. ON-CAMPUS Parking Fees**

**Mount Holyoke Students in Residence**

Parking in any student lot:

September 1 through May 31	\$150
January 1 through May 31	\$75
June 1 through August 31	No charge if in student lots
J-Term Parking	\$35
Weekly rate	\$10 (limit two weeks per academic year)
Replacement decals	\$10
Equestrian Center Parking:	Peripheral Parking Area
September 1 through May 31	\$100
January 1 through May 31	\$50
Off Campus Student Housing	Same as Resident Student parking decal

**Commuter Students (Including Students Housed in Off Campus College Housing)**

Gorse Lot / Dunlap between 7:00 am and Midnight, Monday through Friday, September 1 through May 31	\$100
Gorse Lot / Dunlap between 7:00 am and Midnight, Monday through Friday, January 1 through May 31	\$50
Overnight or in any student lot Replacement decal	Must purchase resident student decal \$10

**Mount Holyoke College Faculty and Staff**

Parking in any faculty/staff parking space	No charge for first decal Second or subsequent decals no charge
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**Five College Students**

Parking at the Equestrian Center	No charge with a decal
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**Handicapped Parking (State handicap plates)**

Parking in any handicapped space or marked campus space	No additional charge with a decal & HP pass/permit legally issued to the registrant
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**Visitors**

Parking in any designated area with a permit	No charge with a permit (limitations apply)
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<b>Motorcycles</b>	Same Cost as Appropriate Decal Type Above
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## Applying a Parking Decal

The Mount Holyoke College parking decal must be permanently and properly mounted with the adhesive that is supplied on the decal on the upper left-hand corner of the left rear passenger's window (inside). Decals displayed in other places on the vehicle or by other methods will be considered unregistered and may be ticketed, towed. Do not apply the permit to the rear window. Do not tape up decals or attempt to transfer a decal.

1. Remove all expired permits. A single-edge razor blade works best, or the parking office has a scraper to lend.
2. Place permits against the inside of the designated window and slide the paper away. Do not apply when temperature is below freezing. Do not attempt to change the position of the permit after removing the paper.
3. Remove air bubbles with the edge of a stiff card.
4. Close the window displaying the permit when the vehicle is parked on campus.

Massachusetts law requires vehicles registered out-of-state to display a small blue nonresident decal on the inside top center of the front windshield. These decals are free upon parking registration. Owners of vehicles from out-of-state must complete these forms which are available on-line and in the parking office.

One-day visitor permits must hang from the rear-view mirror, facing outward. Temporary or overnight guest passes must be displayed either on the upper left-hand corner of the left rear passenger window or on the dashboard.

Vehicles without decals permanently affixed are considered unregistered and will be ticketed and are subject to towing. Vehicles with tinted windows are not exempt from this regulation. Exemptions (for not permanently applying a decal) are available for victims of crimes where personal safety is in danger. In these situations, a Campus Police report of the crime(s) must be completed and a request must be made to the Director of Campus Police who will review the request. The decision of the Director or his/her designee is final. Vehicles with temporary or visitor passes that are not properly displayed are also considered unregistered and subject to similar enforcement.

## Refund Policy

Students who turn in parking decals in the first week of the fall semester will receive a full refund. After the first week of the fall semester until January 1, students who permanently remove their vehicles from campus will be given a refund of half of the assessed cost. After January 1 there will be no refund for parking decals purchased in the fall. Students who purchase a parking decal after January 1 for the spring semester will have one week after classes start to return their decal for a full refund.

Students bringing their vehicles to campus for two weeks or less will be issued a temporary permit for \$10 per week (for all or any part of that week). Student vehicles with a temporary permit that will be on campus beyond two weeks must obtain a decal. The parking office reserves the right to limit the number of visitor passes issued at any given time.

## ARTICLE IV. EXTENT OF PRIVILEGES

**General.** Possession of a parking decal or permit does not guarantee a parking space. Parking spaces in the core of campus are more convenient and popular and therefore at a premium. Lots on the perimeter of the campus may provide the only opportunity for parking.

Authorized parking areas are shown on the parking map and are so designated by signs. Areas not specifically designated for parking are considered no parking zones. Any registered vehicles parked in prohibited areas will be ticketed and/or towed, at the owner's expense. Parking maps are available at [www.mtholyoke.edu/cic/map](http://www.mtholyoke.edu/cic/map).

**Disabled Vehicles.** Improperly parked disabled vehicles must be reported to Public Safety at x2304 immediately, along with plans for their removal. Vehicle owners must have improperly parked disabled vehicles removed within twelve (12) hours or will be subject to ticketing and/or towing. Area towing services are available 24 hours a day (see the area telephone directory) to assist. Campus Police is not able to recommend particular companies. Campus Police reserves the right to tow a vehicle if it blocks fire access or is a safety concern.

**Unused or Abandoned Vehicles.** The College will use reasonable and prudent judgment in attempts to locate the owners of unused or abandoned vehicles. Vehicles with evidence of nonuse left in parking lots, streets, highways, driveways, or any unauthorized areas of the campus or other lands of the College shall be towed away and disposed of. Expenses of this hauling and disposal will be charged against the registered owner. The owner of any vehicle so removed and towed under the provisions of this section shall also be subject to the penalties provided in Massachusetts General Laws, Chapter 90, Section

22B. Any vehicle without a valid license plate will be considered an abandoned vehicle and will be removed from the College property by direction of the Director of Campus Police or his or her designee. The owner will be responsible for the care or protection of, or damage to, any such vehicle or its contents. The removal of any vehicle by authorization of the Director of Campus Police or his or her designee will in no way reduce the liability of the owner for all violations incurred until then.

**Service Vehicle Spaces.** Service vehicle spaces are for the sole use of authorized College service vehicles bearing the College's logo. Outside contractors must have a service vehicle pass to use these spaces or clearly display the company name and logo on the vehicle. All others are prohibited from using service vehicle spaces.

**Student Parking.** Students whose vehicles are properly registered may park in designated student lots only. This applies 24 hours a day, 7 days a week with no exceptions; the same rules are in effect during the break period, holidays, January and summer term.

A student parking permit allows parking in a designated student lot (excluding Commuter Student spaces) on a first come, first serve basis. Because of limited space, when a student lot becomes full, students must park in the next available student lot.

**Handicapped Parking.** Vehicles bearing either a state-issued HP permit (license plate or decal) or College medical pass may be parked in designated spaces only if operated by the person for whom the pass or permit is valid, or if the person for whom the pass or permit is issued is being transported in the vehicle. Other use subjects the vehicle to ticketing and/or towing. Only the person for whom the pass/permit is issued may register a vehicle with a HP pass. If a registered owner of a vehicle bearing on HP pass/permit lends the vehicle to another driver, the person borrowing the car must park it in a lot for which the primary decal is valid.

**Faculty and Staff Parking.** A faculty/staff parking permit allows parking in any faculty/staff lot on a first-come, first serve basis. Because of limited space, when a faculty/staff lot becomes full, faculty and staff must park in the next available employee lot.

**Motorcycle Parking.** Motorcycles must be registered with the Parking Office to park on campus. Motorcycles with a properly affixed motorcycle decal may park in any regular faculty/staff or student parking space. Motorcycles may not park in buildings, on grass, next to buildings, etc.

**Snow Emergencies.** Due to the unpredictability of weather during the winter months, snow emergencies can be declared at any time by the Director of Campus Police or his or her designee. It is incumbent on vehicle owners to be alert for snow parking bans that may be issued by the Parking Office. See Article XI for further information about this topic.

**Student Summer Parking.** Students who remain on campus during the summer and whose vehicles are registered with the parking office may park in student lots from June 1 until August 31 without cost. There is no parking available for students who do not remain on campus. Vehicles may not be stored on Campus at any time. Vehicles displaying evidence of non-use will be ticketed and towed. The Parking Office will make reasonable attempts to contact the owner prior to towing.

**Summer Conference Parking.** Summer conferees are required to abide by the College parking regulations. The conference office will notify each organization of these regulations. Conferees may park in student lots at any time and in faculty and staff spaces on weekends. There is no cost for conference parking. Conferees in residence for more than seven days may be required to register their vehicles.

**Holidays/Break Periods.** Parking rules and regulations are in full effect at all times. All student vehicles must park in student lots. Additionally, during the snow season (November 1 – April 1) vehicles left on campus must be moved to the Gorse lot in order not to interfere with snow removal operations prior to a predicted snowstorm. Vehicles that are left on campus in lots other than the Gorse lot during holiday periods (November recess, December recess, and January Term) will be towed at the owner's expense.

## **ARTICLE V. PARKING REGULATIONS AND FINES**

It is not possible to mark all areas where parking is prohibited. However, every valid parking space is outlined. Each violation carries at minimum a fine and any infraction may result in the vehicle being towed or immobilized. Fines for the first through fifth violations and parking in handicap areas are listed below. For the sixth and each subsequent violation, the fine is \$50. Once an individual's parking privileges are revoked, each time their vehicle is found on campus property it will be towed. The following rules and regulations will be strictly enforced.

## **Parking Regulations**

- Do not park on campus without properly displaying a valid registration decal, parking permit, or visitor pass.
- Do not double-park.
- Do not park in handicapped spaces without displaying the proper permit; do not use a handicapped permit that was not issued to you.
- Do not park or stand in a no parking zone.
- Do not block fire lanes, fire exits, or entrances to parking areas; do not park within ten feet of a fire hydrant or otherwise impede Campus Police. All roadways and lanes must be kept clear for fire apparatus and other emergency vehicles.
- Do not block doorways, stairways, building entrances, curb cuts, or garage entrances
- Do not park in service entrances, construction sites, or spaces reserved for service vehicles.
- Do not park in areas or spaces closed by barricades or other traffic control devices, including college employees directing traffic
- Do not park in areas where permits are invalid.
- Do not park against or impede the flow of traffic.
- Leave a clear and unobstructed lane at least ten feet wide for passing traffic.
- Do not park in front of any barricade erected temporarily or permanently to close a way to vehicular traffic.
- Do not park on the lawn, turf, sidewalks, crosswalks, or parking lot driveways; do not straddle painted lines.
- Do not park on land not designed for vehicular traffic, such as walks, lawns, and open fields.
- Do not park in front of a gateway or entrance to any field or open area.
- Do not park in a loading zone.
- Do not park in any bus stop.
- Do not block curb cuts
- Do not park in any area reserved for fire, police, ambulance, or other emergency vehicles.
- Do not park in parking lots, areas, stalls, or spaces designated as visitor parking if you are not a bona fide visitor.
- Do not park in any parking area, or space designated "Official Parking" or "For Official Vehicles Only" or "Reserved Parking."
- Between December 1 and April 30 (or the first snowfall, if sooner), do not park overnight on any part of any traveled way or in any parking lot in such a manner as to impede the removal of snow and ice.

## **Fines**

### Group A—\$100 Fine

Parking in a handicapped area.

### Group B—\$30 Fine

Parking with a vehicle registered with the Parking Office in an unauthorized area or without the proper permits

Parking in posted fire lanes, fire exits, or entrances to parking areas; parking within ten feet of a hydrant, or parking so as to prevent the passage of fire and other emergency vehicles

Parking in violation of snow regulations

Parking within a posted tow zone

Unauthorized parking in a service vehicle or reserved parking space

### Group C—\$20 Fine

Parking within an intersection or access lane

Parking on a sidewalk or crosswalk

Obstructing a building, field, gate, door, stairway, or entrance

Parking within a bus stop or no parking zone

Parking against the flow of traffic or impeding the flow of traffic

Parking on ways not intended for vehicle traffic (on grass, sidewalks, etc.)

Not parking within the lines marked

Unregistered vehicle

Unauthorized parking in a visitors' area by an unregistered (with the College Parking Office) vehicle

Overtime parking

Parking more than twenty-four inches from the curb

**Responsibility for Violations.** The person whose name is on the registration and/or parking permit will be held responsible for parking violations by any vehicle bearing that registration or permit except College-owned vehicles, for which the operator will be held responsible. This includes vehicles leased by the student.

Possession or use of a lost, stolen, forged, or altered parking permit will result in a fine of \$50.00 and parking privileges will be revoked for the remainder of the academic year. Falsely reporting a lost or stolen decal will result in the loss of parking privileges for one calendar year from the date of discovery.

All owners of vehicles, including those that are not registered with the College's parking office are responsible to pay their fines within seven (7) days of the violation being issued. This regulation also allows the College to increase the late fines as the violations age. Registered vehicles that accumulate five or more College parking violations are subject to being towed and will not be released until all outstanding fines and penalties are paid to the College parking office. Unregistered vehicles that accumulate more than three College parking violations are subject to being towed or immobilized and will not be released until all outstanding fines and penalties are paid to the College parking office.

Fines are payable in Skinner Hall at the cashier's window in person or by mail. Visitor's payments may be made at the cashier's window by cash, check made payable to Mount Holyoke College, postal note, or money order. If paying by mail, do not send cash. Fines of Mount Holyoke College students, faculty, and staff will be charged to their general bills and are due upon receipt. Payments from students, faculty, and staff will not be accepted at the parking window and must be made to the cashier's window.

Visitor's or vehicle owners who bring their vehicles to Campus will remain responsible for any tickets incurred during the previous academic year. Once all outstanding tickets are paid from the previous year, the vehicle may be registered with the Parking Office, and may start the new academic year with a clean slate. Note: Tickets incurred in the new academic year continue to count against the current academic year limits for loss of parking privileges whether registered or unregistered. See Continued Violations of Parking Regulations.

**Continued Violations of Parking Regulations.** Persons who have their vehicles registered with the Parking Office and repeatedly violate College regulations and/or accumulate more than five tickets (this applies to both registered and unregistered vehicles) in a fiscal year will be fined \$50 for the sixth and every subsequent ticket. In addition, receipt of a fifth ticket on a registered vehicle will result in the vehicle owner(s) forfeiting resident student parking and being assigned perimeter parking. Receipt of a seventh ticket on a registered vehicle will result in the vehicle owner(s) automatic loss of parking privileges for the remainder of the academic year (June 30<sup>th</sup>). Registered vehicles that have accumulated more than seven tickets are placed on a list to be towed if the vehicle is parked on campus until the end of June. Unregistered vehicles that accumulate three (3) parking tickets will be towed upon receipt of the fourth (4) ticket. The vehicle will only be released when all outstanding parking fines are paid. The vehicle must also be registered with the College with a visitor pass. If the vehicle receives a fifth (5) ticket, the vehicle will be towed and banned from Campus. It will no longer be possible for such a vehicle to obtain a visitor's pass and it will be towed each time it is on Campus even if it is parked legally. This status will remain in effect until the end of the academic year.

**PENALTIES IMPOSED ACCORDING TO NUMBER OF VIOLATIONS**

	<b>3 Tickets</b>	<b>4 Tickets</b>	<b>5 Tickets</b>	<b>6 Tickets</b>	<b>7 Tickets</b>	<b>8 Tickets</b>
<b>Registered</b>	<b>Fines Specified by Citations</b>	<b>Fines Specified by Citations</b>	<b>Fines Specified by Citations and perimeter parking assigned.</b>	<b>Fine \$50</b>	<b>\$50 Fine &amp; Loss of Parking Privileges. Vehicle is banned.</b>	<b>\$50 Fine and Vehicle Towed</b>
<b>Unregistered</b>	<b>Fines Specified by Citations and vehicle is placed on a list of vehicles to be towed. Next time the vehicle is illegally parked on Campus it will towed.</b>	<b>If the vehicle obtains a fourth ticket for illegal parking with or without being registered, it will be towed and will not be allowed to park on the Campus. The vehicle is banned.</b>	<b>Fines specified by citations. Vehicle Towed</b>	<b>\$50 Fine and Vehicle Towed</b>	<b>\$50 Fine and Vehicle Towed</b>	<b>\$50 Fine and Vehicle Towed</b>

PENALTIES IMPOSED FOR PARKING IN HANDICAPPED AREAS						
	First offense	Second Offense	Third Offense	Fourth Offense		
Registered	Fine specified by Citation and may be towed.	Fine Specified by Citation, reassignment to perimeter lot, suspension of vehicle permit, and possible tow	Fine Specified by Citation, Tow, suspension of vehicle permit and possible disciplinary follow up for employees and students	Fine specified by Citation, tow, parking ban from campus, and possible disciplinary follow up for employees and students		
Unregistered	Fine specified by Citation and may be towed.	Fine Specified by Citation and may be towed	Fine specified by Citation, tow, and parking ban from campus			

Altering, mutilating, or otherwise tampering with a parking ticket or disabling device (boot) legally issued by Campus Police officers constitutes a serious violation of college policy which may result in loss of parking privileges or other discipline (applies to students, faculty, or staff) and trespassing for visitors as well as assessment for the cost of damages, up to and including replacement of the damaged device.

**Loss of Parking Privileges for Students and Faculty and Staff.** After a registered vehicle receives a fifth (5) parking ticket in one academic year or a second (2) violation for parking in handicapped areas, the owner's vehicle permit will be suspended and the owner will be reassigned perimeter parking. After that, if the vehicle receives one (1) more violations, the vehicle owner will lose their perimeter parking privileges. The owner will be given seven (7) days to remove their vehicle from the campus parking system. Anytime a member of the community loses their campus parking privileges they may not park any vehicle they own on the campus or park anyone else's vehicle on campus property. Once a vehicle has been banned from the campus due to the owner losing parking privileges, the owner's vehicle may not be registered by anyone else. Vehicles that are borrowed, leased, rented, owned, etc., that are parked on campus property by someone who has lost their parking privileges will be towed at the owner(s) expense.

Unregistered vehicles and visitor vehicles lose their privileges upon receipt of a third (3) ticket and will be towed from the campus. Vehicles on the tow list will be towed if illegally parked. If the vehicle continues to receive tickets, the vehicle will be banned and will be towed any time it is found on campus.

#### ARTICLE VI. APPEALS OF PARKING TICKETS

Anyone wishing to appeal a parking ticket must file a written appeal form with the parking office within seven (7) calendar days of the date of its issue. The parking appeals committee will not consider appeals that are submitted more than seven (7) days from the date the ticket was issued. Note: vehicles that are on the list to be immobilized or towed are subject to ticketing and towing even if legally parked on Campus. The appeals committee does not review the loss of parking privileges. Those appeals may be made to the Director of Campus Police. Appeals may also be filed online.

The parking coordinator will review the appeal and bring it before an appeals committee for a decision. The committee will report the decision within fourteen days of the appeals meeting. The appeals process is done in writing and due to the large volume of appeals the committee is not able to offer individual personal meetings. Campus Police personnel issuing the violation may be consulted about the violation but are not a party to the decision.

#### ARTICLE VII. PARKING VIOLATIONS SUBJECT TO TOWING OR IMPOUNDING

**General.** The Department of Campus Police is authorized to remove, tow, impound, or immobilize, at the owner's expense, vehicles on the College's property if they are in violation of the provisions of this section or of state law, except by those specifically exempted by law. The owner of the vehicle so removed or towed shall be liable for the cost of such removal and storage.

If a vehicle is being towed and the violator appears, the towing company by statute is entitled to half the normal towing charge, and the College will assess the fine on the ticket.

*The provisions of this article are in effect twenty-four hours a day, year-round.* Signs shall be deemed to have been properly erected and placed even if vandals deface or abscond with them. During snow periods it becomes the liability of the owner to read all signs even if falling snow adheres to them.

The College is not responsible for damage to vehicles towed because of violation of these regulations. The College is also not responsible for damage to a vehicle received during booting or towing.

**Infractions Subject to Towing.** The Department of Campus Police may authorize the removal from campus of any vehicle parked illegally under Article V. In addition, no one shall stand or park or allow, permit, or suffer any vehicle registered in her or his name to stand or park on any of the ways, parts, or areas described in these regulations. An unattended vehicle shall be considered parked. Vehicles abandoned or disabled for more than three days are subject to towing.

Registered vehicles that lose their parking privileges due to continued violations of parking regulations will be towed at the owner's expense.

Replacement of any vehicle by another vehicle registered or used by the same person, once the person has lost their parking privileges is a violation of this section and the vehicle will be towed. All tickets, even those received prior to registration, are counted and valid (with the exception of voided or successfully appealed tickets).

Anyone who parks a vehicle in an area, space, lot, or on other lands of the College contrary to the directions of an employee of the Department of Campus Police who is directing parking will be ticketed and towed at the owner's expense.

**Record-keeping.** The Department of Campus Police shall keep a record of all vehicles towed or removed under the provisions of this article. Such records shall be retained for one year and shall contain:

- the registration number of the vehicle if a legible license plate is properly affixed.
- the location from which it is towed, and the time and date of the tow order.
- the location to which it was removed.
- the name of the towing contractor, if any.
- the name of the person who authorized the towing.
- the reason for towing.

**Towing Charges.** The towing charges assessed against a vehicle include storage for one day. An additional daily charge for storing will be added for each day thereafter. Towed and impounded vehicles not claimed by their owner within thirty days will be considered abandoned and will be disposed of in accordance with Massachusetts statutes. Impounded vehicles will be released only upon proper identification of the owner and/or operator and the presentation of a receipt for the payment of assessed charges, including all fines.

## **ARTICLE VIII. AUTHORITY**

**General.** The Director of Campus Police and other officers shall enforce the provisions of these rules and regulations. To expedite traffic or safeguard pedestrians in the event of fire or other emergencies or special events, officers of the police or fire department may direct or control traffic as conditions may require, notwithstanding the provisions of these rules and regulations.

**Temporary Parking.** The Director of Campus Police or his or her designee is authorized temporarily to permit or prohibit parking or vehicular movement on any parking lot, fire lane, land, street, highway, or driveway, or part thereof, for any reason whatsoever, when, in his or her opinion, such action is necessary because of a temporary exigency. When practical, prior notice of such circumstances will be posted.

**Closing of Streets, Highways, Driveways or Parking Lots.** The Director of Campus Police or his or her designee is authorized to temporarily close any College street, highway, driveway, parking lot, or other College lands, when, in his or her opinion, such action is necessary because of a temporary exigency. When practical, prior notice of such circumstances will be posted.

## **ARTICLE IX. REGULATORY SIGNAGE**

**General.** The Director of Campus Police is authorized to coordinate the placement and maintenance of all official traffic and parking signs, signals, markings, and safety zones required on the campus and other lands of the College including the placement of temporary signs and markings as may be specifically required by emergencies. The Department of Facilities Management will arrange for regulatory sign purchase and installation according to Campus Police guidelines. No change in parking space designation will occur without the review of the Director of Campus Police.

**Interference with Signs.** Any person who willfully, intentionally, and without right, defaces or otherwise injures, removes, interferes with, or destroys any traffic or parking sign or device lawfully erected or placed on campus or other lands of the College shall be subject to a fine under the applicable statute.

## **ARTICLE X. TRAFFIC REGULATIONS**

The maximum speed for vehicles on College property is fifteen (15) miles per hour, except as otherwise posted and for vehicles engaged in emergency work. At no time shall any vehicle be operated upon land or ways not specifically designed, intended, or designated for vehicular traffic. All drivers of vehicles operated on college roads and property must follow the Massachusetts motor vehicle rules, regulations, policy and laws.

No one shall operate a vehicle faster than is reasonable and prudent under existing conditions.

No one shall operate a vehicle under the influence of intoxicating liquor or drugs while on College property. Vehicles operated on College property where the operator is suspected by Campus Police officers or other law enforcement officer to be under the influence of either alcohol or drugs are subject to both criminal and college sanctions (College sanctions only apply to members of the MHC community).

All vehicles, including motorcycles, motorbikes, and mopeds shall be operated on paved vehicle thoroughfares only. Driving on the grass or sidewalk is prohibited except for emergency vehicles and authorized service vehicles.

Vehicular accidents on College property must be reported to the Department of Campus Police. Accident report forms are available upon request for insurance purposes. All accidents involving College vehicles must be reported immediately to Campus Police.

Vehicles must stop and yield the right-of-way to a pedestrian in a properly marked crosswalk.

Motor vehicles parked on any College property must be kept in such condition of mechanical repair that they can be removed at any time under their own power.

At no time shall any vehicle be operated with passengers sitting, lying, or standing on any exterior part of the vehicle or other parts not designed for passenger transportation.

All vehicles must be operated in accordance with all posted signs, signals, and markings.

Vehicles with revoked plates or that have no registration plates, or has expired plates, may not be parked on campus. Officers may boot or tow such vehicles (see Abandoned Vehicles).

Violation of college traffic regulations can result in loss of the drivers campus parking privileges for minor violations. Major violations may result in criminal charges being brought.

## **ARTICLE XI. WINTER PARKING REGULATIONS**

Due to the unpredictability of winter weather and the need to keep campus roadways clear of snow and ice, MHC has a ban on parking in Faculty/Staff spaces from December 1 through March 15 between the hours of 2AM and 5AM. Visitors and Faculty/Staff cars on campus between these hours must move to the Gorse parking lot. For students and guests with handicap parking placards and license plates you are allowed to remain in designated accessible parking spaces or faculty/staff parking spaces that may be on a roadway.

In instances where there is an actual weather advisory, we ask employees, students and guests with handicap parking needs follow the parking ban and move their vehicles to a parking lot off the roadway. Campus Police is available to provide transport to students with handicap parking placards, plates, and decals should you move your car off a campus roadway. If your disability prevents you or your guest from moving your vehicle, please call the Office of Campus Police at 413-538-2304 to alert the dispatcher. Your vehicle can remain in place and your vehicle will NOT be towed. Please know the snow removal will



occur around your vehicle.

The following lots have been designated as off roadway locations for employees, students and guests with accessible parking needs:

- Porter Hall Lot
- Wilder Hall (rear of the building)
- Mead Hall (rear of the building)
- Buckland Hall (rear of the building only)

Once the roads and faculty/staff parking areas have been cleared of snow, student parking lots may be plowed. Any vehicle found in the lots at these times will be towed at the owner's expense, with a noted exception for individuals with a disability that prevents them from moving their vehicle. If your disability prevents you or your guest from moving your vehicle, please call the Office of Campus Police at 413-538-2304 to alert the dispatcher. The Department of Facilities Management will designate a portion of the Gorse lot for students during vacations. Vehicles may be left in this area during snowstorms. Vehicles left in other campus lots during vacations may be towed in order to remove snow or in anticipation of a forecasted snowstorm. Vehicle owners are responsible for all towing and storage charges.

**The College is not liable for any damage done to cars due to snow removal (or other occurrences) while vehicles are parked on campus.**

It is the responsibility of each vehicle owner to move vehicles from the designated snow emergency lots back to the proper lots within four (4) hours of the end of the announced snow parking ban. Vehicles that are left in lots after four hours past the ban period will be subject to enforcement including ticketing, or towing.

## **ARTICLE XII. DEFINITIONS**

**Campus resident.** A person currently residing on the campus or other College lands.

**Citation.** A notice—a warning, civil violation, or a criminal violation—upon which a duly appointed police officer records violations of the Massachusetts Motor Vehicle Laws (a moving violation).

**Community Service Officer (CSO).** Massachusetts General Laws, Chapter 147, Section 10f, adopted by the Board of Trustees on November 7, 1993, provides for the appointment of parking control officers. All Campus Police Community Service Officers employed by Mount Holyoke College are appointed as Parking Control Officers.

**Crosswalk.** The part of a roadway at an intersection included within the connections of the lateral lines of the sidewalks on opposite sides of the street or highway measured from the curbs or, in the absence of curbs, from the edge of the traversable and/or designated roadway. Also, any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.

**Commuter Student.** A person enrolled in courses at Mount Holyoke College who does not reside in a campus residence hall but commutes to the campus. Students enrolled at another member of the Five College System who commute to Mount Holyoke College are not considered Commuter students.

**Driveway.** The entire width of land devoted to the use of vehicles for passage yet not designated as a street or highway.

**Employee.** Faculty, staff, administration, and all other personnel similarly associated with the College, as well as employees of any governmental agency having offices on campus or other land of the College and all persons hired under any grant or special appropriation of funds. Regular full-time and part-time staff members (who are on the employee payroll system) that are enrolled in one or more courses are considered to be employees for purposes of these regulations.

**Fire lane; Fire zone.** An area or areas of the campus designated by a yellow painted curb or other clearly recognizable markings.

**Five College Student.** A student enrolled at one of the cooperating Five Colleges other than Mount Holyoke College who is taking a course or courses at Mount Holyoke College. All Five College students must obtain verification of enrollment from the Registrar's Office to obtain parking on the campus.

**Fleet Drivers.** Staff members employed by Campus Police. Massachusetts General Laws, Chapter 147, Section 10f, adopted by the Board of Trustees on November 7, 1993, provides for the appointment of parking control officers. All Campus Police Fleet Drivers employed by Mount Holyoke College are appointed as parking control officers.

**Intersection.** The area embraced within the prolongation or connection of the lateral curb lines, or two streets or highways that join at, or approximately at, right angles, or the area within which vehicles traveling upon different streets or highways joining at any other angle may come in conflict. Also, where a street or highway includes two roadways thirty feet or more apart, every crossing of each roadway of such divided street or highway by an intersecting street or highway shall be regarded as a separate intersection. In the event that such intersecting street or highway also includes two roadways thirty feet or more apart, then every crossing of two roadways of such street or highway shall be regarded as a separate intersection.

**Loss of Parking Privileges.** Owners of vehicles may lose their campus parking privileges as a result of excessive parking tickets (5 tickets or more for unregistered vehicles and 7 tickets or more for registered vehicles). The loss of privileges extends to any vehicle owned by the party who has lost their privileges and any other vehicle (including ones not owned by them) they are parking on the campus. Once a person has lost their campus parking privileges any vehicle they park on campus will be ticketed and towed at the owner's expense. Their vehicle(s) cannot be registered by another student or employee unless ownership is legally transferred.

**Parking.** The standing of a vehicle, occupied or not, other than temporarily: for the purpose of and while actually engaged in loading or unloading; or in obedience to an officer or traffic sign or signals; or while making emergency repairs; or, if disabled, while arrangements are being made for its removal.

**Parking lot.** An area or areas of the campus or other College land set aside and clearly designated by authority of the Board of Trustees for the purpose of providing space for the parking of vehicles duly registered to park thereon.

**Parking violation notice.** A ticket upon which a police officer or parking control officer shall record a violation of one or more parking rules or regulations.

**Parking violation record.** A copy of the form written (written or electronic) out for a parking violation on campus. Parking fines that are incurred by vehicles in violation of the College's parking rules and regulations enforced under Massachusetts General Law Chapter 147, Section 10f, as adopted by the Board of Trustees, allows for enforcement and collection activity under Chapter 90, Section 20a1/2 including action that may result in the non-renewal of the license to drive and the registration of registered owners who have outstanding fine balances with the College. The official record is kept by the parking coordinator. Fines, if assessed, are payable to Mount Holyoke College and may be remitted to the Office of the Comptroller.

**Police Officer.** An officer of the Department of Campus Police (or other police officer) authorized to direct or regulate traffic and parking and to make arrests for violation of the Massachusetts General Laws.

**Public Service Officer (PSO).** Massachusetts General Laws, Chapter 147, Section 10f, adopted by the Board of Trustees on November 7, 1993, provides for the appointment of parking control officers. All public service officers employed by Mount Holyoke College are appointed as parking control officers.

**Roadway.** The portion of a street or highway between the regularly established curb line or that part exclusive of shoulders, improved and intended to be used for vehicular traffic on the campus or other land of the College.

**Sidewalk.** That portion of a street or highway between the curb lines, or the lateral sides of a roadway, and the adjacent property lines, intended for use of pedestrians. Also, that portion of land designated as a walkway connecting buildings, other walks, streets, or highways.

**Standing.** The temporary parking of a vehicle while occupied by a person other than while actually engaged in loading or unloading, or in obedience to an officer or traffic signs or signals, or while making emergency repairs or, if disabled, while arrangements are being made to move such vehicle.

**Street; highway.** The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the public for vehicular travel.

**Student.** Any person enrolled in one or more academic courses or programs at Mount Holyoke College, including students enrolled in graduate studies. Students working on campus during the summer remain classified as students in regards to their parking.

**Vacation periods.** Days during which the College does not hold classes.

**Vehicle.** Every device in, upon, or by which any person or property is or may be transported or drawn upon a driveway, street, or highway, except bicycles without a motor.

**Visitor.** Any person, other than an employee, campus resident, enrolled student, contractor (employed on a campus project), or commercial vendor who parks a vehicle on the campus or other College property.

### **ARTICLE XIII. AMENDMENTS**

The College reserves the right to change these regulations at any time. Normally, changes in the regulations will be announced through mhc.announce when possible.

**South Hadley.** Vehicles parked on South Hadley streets are subject to South Hadley bylaws and enforcement procedures. Massachusetts's law prohibits parking on state highways such as Route 116. The South Hadley police will ticket or tow vehicles parked on either side of College Street, Park Street, Morgan Street, or Woodbridge Street. Additionally, overnight parking is not allowed on any South Hadley street and there are further restrictions during the snow season. The college requests and strongly encourages all students, faculty and staff to park in Campus lots rather than on the residential streets surrounding the Campus.

**Village Commons.** Students, faculty, and staff may not park overnight in the Village Commons. Vehicles parked in the Village Commons are subject to its rules and regulations. If you have any questions you may call the Management Office at 532-3600. There is no College parking for faculty or staff in the Village Commons. Vehicles who are patrons of the Commons are subject to the Village Commons three (3) hour customer parking limit during the day. Since there is no student parking in the Village Commons student vehicles are also subject to the Village Commons three (3) hour customer limit during the day. The Village Commons has hired the Department of Campus Police to enforce the Village Commons parking rules and regulations twenty-four hours a day, year-round. Vehicles parked in violation of the Village Commons rules and regulations may be ticketed and towed at the owner's expense.

**Responsibilities to Visitors.** Students, faculty, and staff are responsible for informing their visitors and guests of these regulations.

**Questions.** All questions concerning parking should be directed to the Parking Office at the Central Services Building, 538-2514, open Monday through Friday, 8:30 a.m. to 4:00 p.m. After hours, you can call Campus Police at (413) 538-2304 or 1-911. Campus Police phone lines are recorded. These rules and regulations are available on-line at <http://www.mtholyoke.edu/offices/go/parking>.