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VEHICLE REGISTRATION

- All students (undergraduate, graduate, continuing education, full-time, or part-time) & Employees (Faculty, Staff, and Contractors) wishing to use parking facilities at the Clarion University Campus and Venango Campus, (during regular business hours), must register their vehicle with Public Safety and, while parked on campus, properly display an authorized parking permit. Clarion University students and employees (regardless of campus or location) are not considered visitors. If a student or employee does not have an employee, commuter or resident permit, a temporary day permit must be purchased for day-time parking. Providing false or misleading information on any permit application will result in immediate revocation of parking privileges and forfeiture of all fees paid.
- Vehicle registration and payment of permit fees are processed at the Public Safety Office, 945 Wood Street. Permits may not be transferred, sold or duplicated. Violators may incur a fines and/or vehicle immobilization, be referred to Judicial Affairs, or have their parking privileges revoked. Persons found using an unauthorized or fraudulent permit or tampering with any vehicle immobilization device may also be charged criminally under the applicable section of the Pennsylvania Crimes Code.
- Vehicles should be registered with Public Safety on the student or employees first day on campus.
- Students may only register vehicles owned by them or by a member of their immediate family (parents or siblings).
- A non-refundable processing fee of \$25.00 will be assessed for all lost or stolen permits. This is not a replacement fee. The fee must be paid regardless of whether or not a new permit is issued.
- Public Safety is not responsible for permits lost in the mail.

- Permit holders are responsible for reporting all address and vehicle or license plate changes immediately to Public Safety. These changes may be made by calling 393-2111, visiting the Public Safety office, or e-mailing parking@clarion.edu
- Failure to report these changes may result in vehicles being towed from campus and/or unpaid tickets being sent to the registered vehicle owner.

ALL PARKING LOTS ON CAMPUS ARE RESERVED

- Parking is authorized only in parking lots corresponding to the category of the assigned parking permit and designated parking lots on the [parking map](#). Lot designations remain in effect, during the academic year. All other parking regulations are in effect at all times. Vehicles parked in violation will be ticketed and/or towed at the owner's expense.
- Vehicles with a service vehicle permit are required to park in service vehicle spaces. These spaces are designated by signs and are reserved 24/7. Only authorized individuals receive these permits.
- Each lot entrance is posted with a sign, listing specific hours of reservation and restrictions.
- After 4 p.m., most employee lots are open to general parking no requiring a permit. See map for specific restrictions.
- There are specific parking restrictions that are active between 2 a.m. and 6 a.m. Student permit holders are not permitted to park in parking lots during this four-hour window. No parking is permitted by any vehicles in the Employee or Commuter lots during this four-hour window. These restrictions are enforced seven days a week.
- Vehicles parked on campus are at the owner's risk. The university assumes no liability for vehicles parked on Clarion University property.
- Public Safety reserves the right to change lot usage to accommodate special circumstances or events.

PARKING LOT CLASSIFICATIONS

- **Commuter Parking Lots (Red signs):** Lot 6, Lot 11, Lot 13, Lot 14, Lot 15 and Lot 16. Commuter permits are restricted to students residing in off-campus housing. Between 8:00 a.m. and 4 p.m., Monday – Friday, the student Commuter permit is only valid in the Commuter lots. No parking is permitted in the Commuter lots between 2 a.m. and 6 a.m., seven days a week.
- **Resident Parking Lots (Blue Signs):** Lot 3, Lot 4, Lot 8, Lot 17 and Lot P. Resident permits are restricted to students that live in on-campus housing.
- **Employee Parking Lots (Black Signs):** Lot C, Lot D, Lot E, Lot F, Lot G, Lot H, Lot K, Lot L, Lot M, Lot N, Lot O, Lot R, Lot S, Lot T, Lot U, Lot V, Lot X, Lot 5, Lot 7, Lot 9, Lot 10, Lot 12. Between 8:00 a.m. and 4 p.m., Monday – Friday, the Employee permit is only valid in the Employee lots. No parking is permitted in the Employee lots between 2 a.m. and 6 a.m., seven days a week.
- Each permit group is specific to a designated group of lots and is not valid in any other parking lot. All student permits are sold on a first come, first served basis.

PERMIT DISPLAY

- Parking permits must always be properly displayed.
- **Automobiles** - hang permit from rearview mirror, facing forward. Permit must be clearly visible. Printed temporary permits can be obtained in the Public Safety office if you have forgotten your regular parking permit. E-permits or temporary paper permits may be displayed on the dashboard of the vehicle.
- **Motorcycles** - permit stickers are available and required for motorcycles. The motorcycle must be registered as an authorized vehicle with a valid permit.
- Exceptions must be approved by Public Safety in advance. Placing a note on a vehicle, in lieu of properly displaying a valid parking permit, will be given no consideration by enforcement personnel.
- Vehicle covers are strictly prohibited. No exceptions.

STUDENT PERMIT FEES & REFUNDS

- Students purchasing a parking permit will be charged according to the following schedule:
 1. 100% Prior to start of fall semester until mid-point of fall semester
 2. 75% Mid-point of fall semester until beginning of spring semester.
 3. 50% Start of spring semester until mid-point of spring semester
 4. 25% Mid-point of spring semester until graduation.
- Students returning a parking permit issued to them will be refunded according to the following schedule:
 1. 100% Prior to start of fall semester.
 2. 75% Start fall semester until mid-point of the fall semester.
 3. 50% Prior to start of spring semester.
 4. 25% Start of spring semester until mid-point of spring semester.
 5. After Spring Break no refund will be given.
- No refund will be given if parking fines are owed, until fines are paid.

PARKING SPACES

- All parts of the vehicle (not just the tires) must be inside the designated parking space; generally indicated by two white lines. Note: Some spaces also include a front and/or back line. Parking in grassed areas is not permitted unless at the direction of University Police staff.
- Motorcycles with motorcycle permits must be parked in designated motorcycle spaces.
- Any vehicle not parked in a designated legal space is subject to ticketing and/or towing at the owner's expense.
- Any vehicle parked along curbs or sidewalks, hindering/damaging university operations or property, obstructing roadways, designated disability parking spaces, wheelchair ramp laydown (hashed out) areas, or reserved spaces is subject to

ticketing and/or towing at the owner's expense. Vehicles are not permitted to park in any space that may have any type of obstruction. This includes, but is not limited to, snow piles.

- Parking is not permitted in Handicapped Parking Spaces without a state issued disability parking placard and a valid Clarion University parking permit. The ramp laydown (hashed out) area adjacent to the space is considered part of the Handicapped Parking Space and will be enforced accordingly.
- All reserved spaces, such as Handicapped Parking Spaces, service/delivery, Patient only, etc., are reserved 24 hours per day, 7 days per week unless otherwise noted on the sign. This includes holidays and times when the university is not in full operation.

DISABLED VEHICLES

- If a vehicle becomes disabled at any time, the permit holder must notify Public Safety immediately with their name, the vehicle's license plate number and location.
- A grace period of up to 72 hours may be allowed. No extension. If 72 hours is not sufficient time to remove the vehicle, the owner is required to contact a towing company to have the vehicle removed at their expense. This grace period does not automatically exempt your vehicle from being ticketed; however, it may be used as a basis for appeal.
- Notes left on a vehicle stating that the vehicle is mechanically disabled are given no consideration by enforcement personnel. Vehicles not properly reported to Public Safety may be ticketed and/or towed at the owner's expense.

SEMESTER/UNIVERSITY HOLIDAYS, ARRIVAL, AND DEPARTURE PERIODS

- During the last week of each semester, and prior to University holiday breaks, student or parent vehicles are authorized to temporary (15 minutes) park in areas near residence halls to facilitate moving in or out of residence halls. Flashers must be used or the vehicle must be attended. Vehicles must be moved to appropriate parking area immediately upon completion of the act of loading or unloading.
- These areas are limited to the traditional "no parking" areas near Campusview & Valleyview, and the retail spaces near the Suites on Main South.
- The student lots are not ticketed during the summer.

OVERNIGHT/WINTER PARKING

- No parking is allowed in any employee or commuter lot overnight. Anyone needing to park on campus overnight should notify Public Safety in advance and park in Lot R next to the metal railing that divides Lot R and Lot U.
- The snow restriction hours are 2 a.m. to 6 a.m. in most lots. Check lot entry signs for specifics.

- Due to the difficulty of removing snow around vehicles, only the service drives and parking lot aisles are plowed in resident student lots. Snow will likely pile around your vehicle. Each permit holder is responsible for shoveling snow around their vehicle. Public Safety staff cannot shovel out any vehicles.

DISABLED PERSONS (TEMPORARY OR PERMANENT)

- Individuals who require access to marked handicapped parking spaces must apply for a state-issued handicapped parking placard or plate. Applications for Pennsylvania Handicapped parking plates & placards and information for obtaining the placard are available from the Public Safety Office. Clarion University is not authorized to issue handicapped parking placards. All handicapped parking placards must be obtained through the state.
- Public Safety can issue temporary handicapped parking permits for injuries when parking adjustments are recommended by a physician. These temporary handicapped parking permits enable the holder to park in any regular parking space (in any lot) closest to where they need to go. These must be applied for at the Public Safety Office & require physician documentation.

FLASHER RULES FOR STUDENT VEHICLES

- Students with a valid student parking permit are permitted to park in posted short term parking spaces, provided flashers are operating. Signage is posted indicating the requirement of flashers.
- Students without valid student parking permits are not permitted to park using flashers at any time, for any reason.
- If loading or unloading in residence hall reserved lots is needed, parking is only authorized for 15 minutes with flashers operating and a resident student permit must be displayed.
- Violators will be ticketed and/or towed at the owner's expense.

PARKING TICKET PAYMENT

- Tickets issued to vehicles registered with a valid parking permit through Public Safety are the responsibility of the permit holder, regardless of who drives the vehicle. Tickets issued to vehicles not registered with a valid parking permit through Public Safety are the responsibility of the vehicle owner, regardless of who drives the vehicle. Tickets not paid within 30 days may be forwarded to a collections agency for recovery and/or a hold may be placed on a student's account that would affect their ability to register/ graduate from Clarion University.
- Tickets can be paid by mail or in person with a check or money order payable to: Clarion University. Cash payments are also accepted in person. Do not send cash through the mail.

- If payment is NOT received within 10 calendar days from date of violation the penalty will double the ticket amount and a hold may be placed on registration and transcript for current permit holders. Please note that the ticket date is counted as day one.
- All payments are processed through Public Safety, 945 Wood Street, Clarion, PA 16214.
- Public Safety is not responsible for payments, permits or correspondence lost in the mail.

PARKING TICKET APPEAL

- Parking violations may be appealed by submitting a written appeal with full payment to Public Safety. Frivolous appeals will not be accepted.
- Appeals must be received within 3 calendar days of the date of the violation in order to be accepted and processed to the Appeals Committee. Please note that the ticket date is counted as day one.
- Payment in full must accompany all appeals. If the appeal is decided in favor of the appellant, the full amount of the ticket will be refunded. If the appeal decision is in favor of the University, the ticket will be considered paid in full and the matter closed.
- Public Safety submits appeals to the appropriate Appeals Committee for independent review. The appellant is notified of the committee's decision. Note: The ticket history (if any) is attached to the appeals form for the committee's consideration.
- Appeals committee decisions are final.

ABUSE OF PARKING PRIVILEGES

- If four or more tickets are issued during a semester, the assigned permit may be revoked for 30 calendar days. No parking is permitted on campus at any time, for any reason, if parking privileges are revoked.
- All tickets written for fraudulent/altered/unauthorized use of permit carry severe penalties that include, but are not limited to, a large fine, referral to the Office of Judicial Affairs, and revocation of parking privileges. It is also possible that theft of service charges or any other applicable criminal charges will be filed by University Police. These matters are not taken lightly and are immediately addressed.
- Failure to follow direction of University Police Personnel or blatant disregard of parking policies will result in immediate revocation of parking privileges.
- There are no refunds of money paid for a revoked permit.
- All revoked permits must be returned immediately to the Public Safety office.
- Additional tickets received while under revocation will result in these actions: an automatic extension of the revocation period, an additional fine, referral to the Office of Judicial Affairs, and/or towing of the vehicle at the owner's expense. A transcript and registration hold will be placed on the student account until all fines are paid and all permits returned.
- Appeals for revocations will not be accepted.