



Policies and Procedures Manual

Title: Faculty, Staff and Student Parking
Policy Administrator: Director of Public Safety
Effective Date: Mar-16-2009
Approved by: Vice President for Student Affairs and Dean of Students

Purpose: The purpose of this policy is to establish the rules and regulations for parking on the campus of the College of the Holy Cross.

Policy:

All motor vehicles operated on campus by faculty, staff, administrators and students (resident and off-campus) must display a current valid parking decal or temporary permit.

First and second year students are not allowed to have vehicles on campus.

Procedures:

1.0 Registration of vehicles

1.1 Students

- To obtain any parking permit a student parking permit application must be completed and submitted to Public Safety Office and a valid vehicle registration certificate and current Holy Cross ID must be furnished when applying for the permit.
- Resident and off campus students must obtain a parking permit in the Public Safety Office (O’Kane, room 5) no later than two weeks after the fall semester classes begin. The office is open Monday – Friday, 8 a. m. to 4 p.m.

1.1.1 Temporary Permits

- Student Temporary Permits are only issued in extreme emergency situations, for a short period of time. Temporary permits may be obtained at either the Public Safety Office or the Dispatch Center at Linden Lane.

1.1.2 Registering Guests’ Vehicles

- Parking for guests of students must register their vehicles with Public Safety if they are staying overnight. A temporary permit may be obtained at either the Public Safety Office or the Dispatch Center at

Linden Lane. Students hosting the guest must register their guest in STAR prior to their guest obtaining a permit. The STAR registration printout must be presented at the time the permit is requested.

- At no time will an upperclassman register a lower classman's vehicle with a guest permit. Doing so may result in revocation of parking privileges.

2.0 Faculty and Staff

To obtain a parking permit, a faculty/staff parking permit application must be completed and submitted to Public Safety Office. A valid vehicle registration certificate must be presented at the time of obtaining a permit. The Public Safety is located in O'Kane, room 5, and is open Monday – Friday, 8 a.m. to 4 p.m.

3.0 Permit Fees

- Resident Students: \$150.00 per academic year
- Off-campus/ Commuters (Day Students): \$100.00 per academic year
- Off-campus Students (24 hour parking): \$350.00 per academic year
- Faculty/Staff: No charge
- Student Guests: No charge
- Temporary Student: \$3.00 per day
- Temporary Faculty/Staff: No charge

4.0 Notification of Replacement Vehicle

Public Safety must be notified when a replacement vehicle is brought to campus. A temporary permit will be provided, at no cost, for the duration that the vehicle is on campus.

5.0 Parking Areas

- Resident Students are required to park in the Student Lots 1,2,3,4 or the student levels of the Parking Garage.
- Off-Campus/Commuting Students must park in Student Lots 1,2,3,4. Parking is allowed from 6:00 a.m. to 2:00 p. m. There is no overnight parking for off-campus/commuting students.
- Off- Campus Students with a 24 hour (overnight) decal must park in the Student Lots 1,2,3,4 or the student levels of the Parking Garage.
- Faculty/Staff may park in the Hogan Faculty/Staff Lot, Loyola Lot and the upper Faculty/Staff levels of the Parking Garage. There is no overnight parking in any of these lots without expressed permission of the Public Safety.

6.0 Restricted Parking Areas

- Linden Lane, Haberlin Road and O'Kane Square are restricted areas. Students, faculty, staff and registered guests of students are not allowed to park in these areas. These areas are reserved for visitors to the Admissions Office and Administrative Offices.

- Loyola Lot There is no Student parking in this area. This lot is strictly reserved for faculty/staff parking.
- All roadways are considered “Fire Lanes” and must be kept clear for emergency vehicles.

7.0 Penalties and Fines

- All parking fines are the responsibility of the person who purchased or obtained the parking permit and registered the vehicle.
- All fines must be paid to the Bursar’s Office in O’Kane room 159 within 10 days.

8.0 Citation Appeals

- 8.1 Appeals of any citation for a violation of any of these regulations must be made in person to the Public Safety Office or Dispatch Center at Linden Lane (after normal business hours) within 5 days of the date of the violation. No appeals will be accepted after the 5 day time limit.
- 8.2 A notice will be sent to the violator stating the decision of the appeal. If an appeal is granted, the Bursar’s Office will be notified to post a waiver to the appropriate account.
- 8.3 If an appeal is denied, the violator can appeal the decision to the SGA Parking Ticket Appeals Committee at judicialcouncil@holycross.edu within 5 business days of being denied by Public Safety.

9.0 Towing

- 9.1 Chapter 266, section 120D of the General Laws of Massachusetts gives the College of the Holy Cross authority to have vehicles towed off campus. The owner of the vehicle or the person whose name the vehicle is registered under with the College is responsible for the towing and storage charges, which are to be paid directly to the towing company.
- 9.2 Reasons a vehicle may be towed:
- Excessive parking violations (6 or more)
 - Parked in front of a fire gate (whether open or closed)
 - Parked within 10 feet of a fire hydrant
 - Obstructing the flow of traffic
 - Hindering snow removal
 - Abandoned vehicles
 - Parked in a loading zone or oil delivery zone
 - Parked in student lots without a valid permit.
 - Parked in a “Reserved” or “Handicap” parking space without proper authority
 - Failure to display current parking decal
 - Blocking interior gates to the campus or inside the interior of the campus without permission
 - Any situation that is deemed necessary to maintain orderly parking and traffic flow.

Forms:

Title Faculty/Staff Permit application
Title

Related Information:

Title Campus Map
Title Chapter 266, section 120D of the General Laws of Massachusetts

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