Campus Parking Policy

Priorities

Our highest priority is accessibility for fire safety and other emergency vehicles necessary for the protection of people and property. By following these policies and procedures and registering vehicles with the Campus Safety Department, individuals are helping to protect the wellbeing of everyone. In addition, Colby-Sawyer's welcome to persons requiring handicapped accessible parking, prospective students and visitors to the campus for library use, events and services is improved when everyone respects the parking policies and procedures.

Registration

Students, guests, or employees who wish to have a vehicle* on campus must register their vehicle(s) in order to avoid penalties. Students and employees can register on-line by going to https://portal.permitsales.net/driverportal/colby-sawyer where prompts will be provided through the process. Requests are filled on a first come, first served basis and are subject to availability. Guests' vehicles are the responsibility of the hosting student or employee. Students, Faculty and/or Staff hosting guests should obtain a visitor parking tag from the Campus Safety Office located in James House. Please notify Campus Safety if you discontinue using a registered vehicle. There is no additional charge for a permit holder to change a permit from one vehicle to another or for a permitted vehicle to be parked on campus during summer/recess parking.

*Vehicles that cannot be registered by the state for highway use, such as electric scooters, go carts, ATVs, or other off highway recreational vehicles, are not permitted on campus.

Registration fees are as follows:

Resident Students (RS or K): $200 (plus $8.99 for shipping & handling)

Commuter Students (CS): Fee waived (there is a $5.14 shipping and handling charge)

Non-Traditional Housing Students (NTH): $200 (plus $8.99 for shipping and handling)

Employees (FS): Fee waived

Temporary permits are available for up to fourteen (14) days at no cost

Individuals should apply their non-transferable parking decal to the passenger's side, lower corner of the windshield or (where applicable) the lower corner of the windshield opposite the vehicle's inspection sticker. Parking fees are not prorated or otherwise adjusted for periods in which the holder does not use parking privileges. Please report stolen or missing decals to Campus Safety immediately.

Summer and Recess Periods

When students are away from campus, college employees may park in student areas without risk of penalty. Handicapped accessible, time posted, visitor, and reserved parking privileges and priorities remain in effect at all times.

Roadways and Parking Lots

1. All campus roadways and sidewalks are designated "No Parking-Tow Zones," except when vehicles are being actively loaded or unloaded.
2. When loading or unloading, please display your hazard lights and limit your activity to 15 minutes. This **DOES NOT** include handicapped spaces.
3. Please refrain from parking on corners (including the curb area around Colgate and Shepard Halls), walkways and all grass areas.
4. Posted rules for parking spaces (e.g. 30 Minute, Reserved, etc.) are always in effect.
5. Visitors may park in lot A (the loop) or Lot D. Visitors should register their vehicles with Campus Safety located in James House immediately upon arrival.
6. Resident Students assignments are as follows:

K Decal holders must park in lot K (adjacent to Mercer field) **or lot P** (across from Windy Hill) exclusively. Parking elsewhere on campus at any time is prohibited.

RS Decal holders may park in lots:

(F) Behind Abbey Hall

(I) Seamans Road

(M**) Near the Davidow Center for Art + Design. **Spaces marked FS in lot M are reserved for Faculty/Staff only.

During the following limited time periods, RS Decal holders may also park on weekends (6 p.m. on Fridays to 7 a.m. on Mondays) and overnight on individual weeknights (Mondays, Tuesdays, Wednesdays and Thursdays from 6 p.m. to 7 a.m.). in lots:

(C) Main Street entrance before stop sign at entrance of Hogan Sports Center lot

(H) Sawyer Arts Center

RS Student vehicles must be removed from lots C and H by 7 a.m. on weekdays. Student parking in lot E (adjacent to Colgate Hall) or lot G (behind Ware Student Center) at any time is prohibited.

Non-Traditional Housing students, residents of London House (480 Main Street), Grey House (117 Gould Road), White House (75 Seamans Road), Yellow House (81 Seamans Road), and Red House (452 Main Street) must request an NTH decal when bringing a vehicle to campus. Students with an NTH decal are authorized to park in the spaces available at their residence or Lot D while on campus. There is limited parking at these locations and it is recommended that students bring their vehicle only if necessary. In most cases, it is a "stacked" parking situation, especially if many residents plan to have a vehicle. Parking is not permitted on the lawn at any time. Students residing in Gould Rd. and Seamans Rd houses who possess a current NTH decal, may also park in Lot H (behind Sawyer Arts Center).

7. Parking assignments for persons with parking permits other than resident students are as follows:

Commuter students (CS decal) should park in Lots (B) James House and (D) Hogan Sports Center.

Hogan Sports Center patrons should use Lot (D) Hogan Sports Center. All Hogan Sports Center members should display their parking permit prominently by hanging it from their vehicle's rearview mirror.

Employees (FS decal) may park in (A) the loop as marked, (C) Main Street entrance Before the stop sign at the entrance of the Hogan Sports Center lot, (E) Shepard Hall, (G) Ware Student Center, (H) Sawyer Arts Center, (D) Hogan Sports Center, (L) Rooke Hall, and (J) Behind Page Hall.

Snow Emergency Parking / Snow Plowing

The college strives to keep campus roadways clear for safety and other emergency vehicles at all times. You are responsible for paying attention to weather conditions if your vehicle is parked on campus, whether or not you are planning to use your vehicle. New Hampshire snowfalls are unpredictable in their duration and intensity.
Therefore, from Thanksgiving until April 1 a snow emergency period is in effect. During this time, you must be on the alert for snow removal / lot clearing notices, showing the schedule of when lots are to be plowed. At a minimum, notices will be posted on the Ware Student Center entrance doors and at residence hall exits. Campus-wide e-mail messages will also be sent.

• Upon notice, please move your vehicle by the time posted to any other authorized area (except handicapped accessible parking areas). Keep checking the progress of plowing so you can return your vehicle to your designated area as soon as plowing is completed.
• You may designate a friend or make arrangements with a member of the college staff to move your vehicle if you will be off-campus during the snow removal / lot clearing period. Campus Safety Officers may not respond to such a request because of the priority of other commitments during the snow removal / lot clearing period.
• If it is necessary for others to move your vehicle to allow for plowing, you assume all liability for damage done to your vehicle, as well as responsibility for any towing fees. At the discretion of the Campus Safety Officer in charge of plowing, your vehicle may be towed if it is hindering plowing operations.
• Vehicles that block campus roadways will be towed.

Liability, Responsibility, and Enforcement Powers

1. Use of a vehicle on campus is a privilege, not a right. The college reserves the right to terminate vehicle privileges at any time through the Director of Campus Safety.
2. Registering your vehicle does not guarantee a parking space, but permits you to use the available parking resources.
3. Students and employees are responsible for advising their guests about parking policies and for paying ticket fines incurred by their guests.
4. Campus Safety Officers have full authority to direct all matters pertaining to vehicles on campus.
5. The Campus Safety Department has the responsibility and the authority for enforcement of College policies.
6. Campus Safety Officers may suspend and/or modify any or all parking policies in case of emergency or to support events occurring on campus.
7. Colby-Sawyer College is not responsible for theft of or damage to vehicles parked or present on College property at any time.
8. Colby-Sawyer College is not responsible for any damage that occurs to vehicles during

towing or storage or for expenses that result from towing or storage.

Information for Alleged Violators

It is the individual's responsibility to know and abide by College policies. When unregistered vehicles or vehicles otherwise in violation of parking policies and procedures are discovered, enforcement is carried out by ticketing, towing, loss of vehicle privileges, and/or withholding grades/transcripts and/or delaying the release of college funds due to you.
Ticket fines are $25.00 each and must be paid within 30 days of the date on the ticket, or before the end of any semester. Fines may be paid online at https://portal.permitsales.net/driverportal/colby-sawyer

Parking Violation Fines

• Fines for handicapped accessible parking spaces have increased to $50.00 per violation and are subject to being cited by the New London Police, as well. Parking in a handicapped accessible space with your flashers on is not acceptable.
• Loss of campus vehicle parking privileges may occur at any time if a vehicle violation endangers life or property, or if a vehicle has six or more violations within an academic year. Reinstatement is unlikely.
• Grade/transcript withholding occurs when a fine remains unpaid after 14 days from the date of issue posted on the ticket or remains unpaid before the end of any semester. Payment in full at the Financial Services Office will allow for the release of grades/transcripts within two working days.
• Parking fines must be paid before a community member is allowed to renew a parking registration. Students separating from the college will have outstanding parking violations deducted from their $500 college deposit.
• A notification may be forwarded to the individual(s) financially responsible for a student who has received a parking citation.
• Violators of parking regulations, including habitual offenders and those who avoid or neglect to pay outstanding parking fines, may be referred to the Department of Citizenship Education or Human Resources for further action.

Booting of Motor Vehicles

Vehicles may be immobilized (booted or by other means) for excessive violations and may be towed from the campus after 2 weeks. Excessive is defined as 4 or more violations. The boot will be removed from the vehicle when the outstanding fees are paid or a payment plan is made to pay the fees. A $25.00 fee is applied when the vehicle is initially booted. An additional fee of $10.00 per day will be applied every day after the boot is installed. This is in addition to any parking ticket the owner of the vehicle may be issued, while it is booted. After 2 weeks without payment, when it becomes apparent that a vehicle needs to be towed, the Director of Campus Safety will be provided with the information about the vehicle, and the Director will decide whether or not to tow the booted vehicle.

Towing of Motor Vehicles

Towing is carried out by private towing companies, which operate 24 hours a day, seven days a week. Once a vehicle is hooked to the tow truck, the towing fee based on the towing company's policy must be paid, even if the owner appears on the spot to claim the vehicle. All towing is at the expense of the person to whom the vehicle is registered. After 24 hours, private towing companies may also assess storage charges. Payment in full for the expense of towing and/or storage must be made directly to the private towing company in order to reclaim a towed vehicle.

Appeals

Individuals who wish to appeal a vehicle violation must do so online at https://portal.permitsales.net/driverportal/colby-sawyerwithin 14 days of the date posted on the ticket.
Appeals received after 14 days will not be considered. Appeals should include the alleged violator's interpretation of the event(s).

Fees associated with towing and handicapped accessible spaces may not be appealed.

All appeals will be reviewed and ruled on by the Colby-Sawyer College Parking Appeals Committee. The Parking Appeals Committee (PAC) is comprised of two Colby-Sawyer College students approved by the Student Government Association and an employee affirmed by the senior officers of the College. The PAC will make a ruling within 20 working days of receipt of an appeal. The ruling of the PAC is final. Campus Safety staff are not members of the PAC.

Please remember individuals park on campus and in area park-and-ride lots at their own risk. Please lock your vehicle. Colby-Sawyer College shall not be liable for any risk or loss of, or damage to, property of individuals, including vehicles or the contents therein, which may result from the use of campus parking services or facilities.