Your Car on Campus

TABLE OF CONTENTS

I. Parking Permits 2-5
   A. Faculty/Staff Permits 2
      General Information 2
      Main Campus Parking 2
      Asylum Avenue Campus Parking 3
      Handel Performing Arts Center 3
   B. Student Permits 3-5
      General Information 3-3
      Commuter Students 3
      Resident Students 3-4
      Asylum Avenue Resident Students 4
      Consortium Permits 4
      Visitors and Guests 4
      Sporting Events and Concerts 4
      Concerts and Theater 4-5
      Student Guests 5
      Parking During Break 5
      Temporary Vehicles and Replacement Vehicles 5
      Handicap Parking 5

II. Parking Enforcement 5-6

III. Parking, Tows and Immobilization 6
   Faculty/Staff 6
   Students 6

IV. Appeals 6
   Students, Faculty and Staff 7
   Visitors and Guests 7

V. Paying a Citation 7
   Students, Faculty and Staff 7
   Visitors and Guests 7
These regulations address parking policies at the University of Hartford. All parking rules are enforced 365 days a year. Any questions should be referred to Public Safety. The office is open 24 hours each day and located adjacent to parking lot E. The telephone number is 860-768-7985. The website is [http://publicsafety.hartford.edu](http://publicsafety.hartford.edu)

All vehicles parked on campus must be registered with Public Safety. This includes scooters, mopeds, motorcycles and electric vehicles.

Any vehicle not registered is subject to being ticketed, immobilized or towed at the owner’s expense.

Effective 1 August 2014 - As per Fac/Staff and Student regulations the University reserves the right to bill any member the full price of a parking permit at any time it is discovered that the member is parking on a regular basis without posting a temp vehicle, or registering the vehicle in question for a parking permit. Permits in this situation will be billed to the Bursars account and are payable on demand as per Bursar policy.

Students, Faculty and Staff are required to check their University of Hartford email account regularly for important parking notices.

I. PARKING PERMITS - Students, Faculty and Staff are required to display a valid parking permit by the first day of class or as soon as a car is brought on campus. This includes Faculty/Staff working at any University owned or operated property off campus.

   A. FACULTY / STAFF PERMITS may be requested on-line at the self-service center.

       1. After requesting the permit on-line a permanent permit must be picked up at Public Safety before the temporary permit expires.
       2. Faculty/Staff must present a University of Hartford ID and driver’s license when picking up their permanent parking permit.
       3. The Faculty/Staff parking permit hangtag must be hung from the rearview mirror.
       4. The parking permit is transferable and may be placed in any vehicle operated by the person to whom it has been issued as long as that vehicles state and plate have been registered in self-service or as a posted vehicle.
       5. Overnight parking is not allowed unless approved by Public Safety.
       6. Main Campus Parking
           a. Faculty/Staff members working on the main campus may park in Faculty/Staff lots A, K, D in the designated Fac/Staff spaces, G in the staff spaces on the right side of the lot or in C Lot. (parts of C & D are subject to flooding)
b. Parking in Faculty/Staff lots GSU, H, Health Center and in the Sports Center staff lot is only available to Faculty/Staff displaying the designated hangtag.

7. **Asylum Ave Campus Parking**
   a. Faculty/Staff working at the Asylum Ave Campus may park in parking lot B (front of Butterworth), parking lot C (upper and lower lots by Cheney and Hyde Hall) and C Annex.

8. **Handel Performing Arts Center (HPAC)**
   a. Faculty/Staff working at the Handel Performing Arts Center must park in the rear lot.

B. **STUDENT PERMITS** may be requested on-line at the self-service center.

1. After requesting the permit on-line a permanent permit must be picked up at Public Safety before the temporary permit expires.
2. Students must present a University ID, driver’s license and car registration when picking up their permanent permit. The car registration must be in the student, parent or guardian’s name.
3. The parking permit is **not transferrable** and **must be affixed** to the rearview mirror using the pre pasted backing. In the event of selling or changing vehicles, the **permit must be returned** to Public Safety and **exchanged** for a new permit.
4. **Commuter Students** may park in non reserved spaces as follows:
   - A Annex – 7:30 a.m. – 2:00 a.m. (small dirt lot between A Lot & Watkinson)
     Must park in the dirt/gravel area in this lot. Parking on grass/driveway not allowed.
   - B Lot – 7:30 a.m. – 2:00 a.m.
   - C Lot – 7:30 a.m. – 2:00 a.m. in non reserved spaces
   - D Lot – 7:30 a.m. – 2:00 a.m. in RED PAINTED SPACES ONLY
   - F Lot – 7:30 a.m. – 2:00 a.m. in non reserved spaces
   - K Commuter Lot – 7:30 a.m. – 2:00 a.m.
   - Front of Sports Center in L Lot during the facilities operating hours.
   - Faculty/Staff Lots A,H,K,GSU from 4:30 p.m. – 2:00 a.m. Monday – Friday and from 7:30 a.m. – 2:00 a.m Saturday and Sunday. (GSU Lot is next to East Hall)
   - Handel Performing Arts Center during the facility operating hours
   - C Lot is the overflow lot
   - Parts of C,D and F Lots are subject to flooding

5. **Resident Students** may park in non reserved spaces as follows:
   - C Lot - non reserved spaces
• D Lot – yellow painted spaces not designated for Faculty/Staff
• E Lot – non reserved spaces
• N Lot
• G Lot – left side of lot which is designated for students
• Village Apartment Quads – in unrestricted spaces between Quads 2-7
• C Lot is the overflow lot
• Short term allowances are made to load/unload vehicles on the residential side of campus. Vehicles may park up to (fifteen) 15 minutes with flashers on and must be parked in a marked, non reserved parking space.
• Parts of C, D, E and N Annex Lots are subject to flooding.

6. **Asylum Avenue Resident Students** also need a valid parking permit and may park in parking lot A (in front of the Johnson House) when parked at the Asylum Avenue Campus. Asylum Avenue resident students must park in commuter lots when parked on the main campus.

7. **Consortium Permits** from schools within the Consortium for Higher Education are honored on the University of Hartford campus. Consortium students will register their vehicles with the consortium office. The Consortium institutions are Capital Community College, Central Connecticut State University, Charter Oak State College, Goodwin College, University of St. Joseph, St. Thomas Seminary, Trinity College and the University of Connecticut. Operators of vehicles with a permit from one of the above schools may park in one of the Commuter parking lots. See section B. 4. Commuter students.

8. **Visitors and Guests** must be registered with Public Safety unless they have been provided with a visitor parking pass by their host or are attending a sporting event or concert.
   a. Visitors/Guests **will not** be allowed to park on campus if they have outstanding parking citations.
   b. Vehicles parked on campus with outstanding parking citations may be immobilized or towed at the owner’s expense.

9. **Sporting Events & Concerts**
   All sporting event parking is in L Lot (front of the Sports Center) or M Lot (back of the Sports Center.)

10. **Concerts & Theater**
a. Parking for all theater and concerts at the Hartt School including those in Millard Auditorium, Bliss and Berkman performance spaces are allowed to park in any non reserved space in C and D Lots across the street from the Hartt School. 
b. Performances in Lincoln Theater allow for parking in non reserved spaces in F Lot and may overflow to D and C Lots.

11. **Student Guests**
   a. Guests of students must be registered as soon as they arrive on campus.
   b. The host may register the guest on-line using the self-service center or at Public Safety.
   c. Guests of students parking on the main campus must park in C Lot.
   d. Guests of Asylum Avenue Resident students must park in C or C Annex when parking at the Asylum Avenue Campus.

   *Complete guest posting rules can be found on the Public Safety website – under “Postings”*

12. **Parking during Break** – Resident students leaving their car at the University during Thanksgiving, Winter or Spring Break must park in parking lot E.
   a. If space is not available, contact Public Safety for alternate parking arrangements.

13. **Temporary Vehicles & Replacement Vehicles – Posting a Vehicle**
   a. Information on registering temporary and replacement vehicles can be found on the Public Safety website under “Posting.”

14. **Handicap Parking**
   a. **Students, Faculty and Staff** must display their University of Hartford parking permit when parking in a handicap space. Vehicles displaying a valid state issued handicap permit or license plate may park in any handicap space in any lot. If a handicap space is not available, parking is allowed in any non reserved space as long as the handicap plates are visible or the state issued hangtag is displayed.

   b. **Visitors/Guests** displaying a valid handicap permit or license plate may park in any handicap space in any lot. If a handicap space is not available, parking is allowed in any non reserved space as long as the handicap plates are visible or the state issued hangtag is displayed.

**II. PARKING ENFORCEMENT**

Parking citations are issued by University of Hartford Public Safety Officers. Parking Violations and parking citation fees are listed on the Public Safety website. The campus
speed limit is 15 miles per hour. Parking on Campus roads, access roads, sidewalks, fire
lanes, walkways, grass or other areas not designated for parking is prohibited.

III. PARKING, TOWS, and IMMOBILIZATION

A. Faculty/Staff
1. Faculty and Staff members must pay any outstanding parking citation before a new
parking permit is issued. Failure to display a valid permit and/or failure to pay
outstanding parking citations may result in the vehicle being immobilized.

2. Students
   a. Students issued five (5) or more citations for non moving violations or two (2) or
      more moving violations between September 1 and August 31 of the following
      year will have their vehicle banned from campus.
   b. Once a vehicle is banned the car must be removed from campus or the student
      may request a Ban Reinstatement.
   c. The Ban Reinstatement fee is $250.00.
   d. The reinstatement is allowed only once between September 1 and the following
      August 31.
   e. If the car is banned again after paying the Ban Reinstatement fee, the student must
      then remove the car from campus.
   f. During a vehicle ban the offending operator may not operate or park ANY
      vehicle on campus and no one may operate ANY vehicle belonging to or operated
      by the offending operator.
   g. Students issued a citation for reckless driving, counterfeit permit or
      speeding 41 mph or more, may have their parking privileges suspended
      and may not be eligible to process a Ban Reinstatement.
   h. Students with banned vehicles must make an appointment to meet with someone
      from the records staff between the hours of 7:00 a.m. – 3:00 p.m., Monday –
      Friday.
   i. There is no credit, refund or other reimbursement made for individuals whose
      parking privileges have been revoked.

B. Any vehicle in violation of University regulations or state laws may be towed or
immobilized by University Public Safety or its authorized agent. All fees are the
responsibility of the owner/operator of the immobilized or towed vehicle. A list of
circumstances warranting towing or immobilization may be found on the Public Safety
All vehicles while on University property must be properly registered and insured. Vehicles must have license plates affixed to them from their appropriate states. All vehicles are subject to tow at the owner’s expense if in violation.

Disabled vehicles must be immediately reported to Public Safety.

IV. APPEALS

A. Students, Faculty and Staff may appeal a ticket within fourteen (14) days of the day the ticket was issued on-line at the self-service center. Appeal decisions are final.

B. Visitors and Guests wishing to appeal a ticket must enter the appeal within fourteen (14) days of the day the ticket was issued. The appeal may be entered on-line using the Guest Appeal form located on the Public Safety website or in person at Public Safety. Appeal decisions are final.

V. PAYING A CITATION

A. Students, Faculty and Staff may pay a citation at the self-service center. Citations may also be paid in person at Public Safety.

B. Visitor and Guests may pay a citation in person at Public Safety or by mailing the citation and check to Public Safety.

Public Safety mailing address: University of Hartford
Department of Public Safety
200 Bloomfield Ave
West Hartford, CT 06117