

# Your Car on Campus

The below 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 [Public Safety website](#) is located on the UHart website under the Health and Wellness section of Student Life.

## GENERAL INFORMATION

Vehicles operated and parked on University of Hartford property must have a valid vehicle registration issued by the Department of Motor Vehicles. Motorized vehicles that cannot be registered with the Department of Motor Vehicles may not be operated on campus. This includes scooters, mopeds, go-peds, go-carts, motorized skateboards, motorized bicycles and golf carts.

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

**Effective August 1, 2014** - As per Faculty/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 and notice of issued citations.

## PARKING PERMITS

Students, Faculty and Staff are required to request a parking permit online by the first day of class or as soon as a vehicle is brought to campus. This includes Faculty/Staff working at any University owned or operated property off campus.

**Effective August 1, 2020**, faculty, staff and student parking permit hangtags and decals will no longer be issued. Parking permits are "virtual" and assigned to a vehicle. Parking permits must be requested online using the [UHart Parking Portal](#) or in person at Public Safety.

## FACULTY / STAFF PERMITS

Request using the [UHart Parking Portal](#)

- Faculty and staff not living on campus may register up to two vehicles under their parking permit. Faculty and staff living on campus may register one vehicle.
- Faculty and staff parking permits are nonrefundable.
- Faculty/Staff driving a temporary vehicle may register that vehicle online or in person at Public Safety. The temporary vehicle must be registered for the date/s the vehicle will be on campus before parking.

- Overnight parking is not allowed unless approved by Public Safety.

### Main Campus Parking

- Faculty/Staff members working on the main campus may park in Faculty/Staff lots A, K, in the designated Faculty/Staff spaces and in yellow painted non-reserved spaces in D Lot, in the staff spaces on the right side of G Lot and in C Lot. (parts of C & D are subject to flooding)
- Parking in Faculty/Staff lots GSU, H, Health Center and in the Sports Center staff lot is only available to Faculty/Staff assigned to park in those lots.

### Handel Performing Arts Center (HPAC)

- Faculty/Staff working at the Handel Performing Arts Center must park in the rear of the building. Parking is allowed in the gated lot or the lower Albany Ave lot.

### STUDENT PERMITS

Request using the [UHart Parking Portal](#)

- Student parking permits are not transferrable. Students must update their parking account at Public Safety before parking if the vehicle or license plate changes.
- Commuter Students may park in non-reserved spaces as follows:
  - A Annex– 7:30 a.m.–2 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 a.m.
  - C Lot– 7:30 a.m.–2 a.m. in non- reserved spaces
  - D Lot– 7:30 a.m.–2 a.m. in RED PAINTED SPACES ONLY
  - F Lot– 7:30 a.m.–2 a.m. in non- reserved spaces
  - K Commuter Lot–7:30 a.m.–2 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 a.m. Monday–Friday and from 7:30 a.m.–2 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

**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 resident 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.

## COMMUTERS ON CAMPUS AFTER 2:00 AM

Commuter permits are permitted on campus from 7:30 am – 2:00 am. Commuters staying on campus after 2:00 am, must request an overnight permit before 2:00 am and park in C Lot or the RED painted spaces in D Lot. The parking permit can be requested online using the parking portal or in person at Public Safety. If for any reason the permit can't be requested online, it must be requested in person.

## CONSORTIUM PERMITS

From schools within the Consortium for Higher Education are honored on the University of Hartford campus. Consortium students must complete a vehicle registration form with the Registrar's Office or Public Safety. The Consortium institutions are Capital Community College, Central Connecticut State University, Charter Oak State College, Goodwin College, Hartford Seminary, University of St. Joseph, St. Thomas Seminary, Trinity College and the University of Connecticut downtown Hartford campus. 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.

## 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.

- Visitors/Guests **will not** be allowed to park on campus if they have outstanding parking citations or receive five (5) or more non-moving citations between September 1 and the following August 31. Visitors/Guests may be banned from parking on campus if they are issued a moving violation. Visitors with five (5) or more or more non-moving violations or a moving violation may be immobilized or towed at the owner's expense.
- Vehicles parked on campus with outstanding parking citations may be immobilized or towed at the owner's expense.

## SPORTING EVENTS & CONCERTS

All sporting event parking is in L Lot (front of the Sports Center) or M Lot (back of the Sports Center.)

### Concerts & Theater

- 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.
- Performances in Lincoln Theater allow for parking in non-reserved spaces in F Lot and may overflow to D and C Lots.

## STUDENT GUESTS

- Guests of students must register with Public Safety as soon as they arrive on campus.
- Guests of students parking on the main campus must park in C Lot.

## PARKING DURING BREAK

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

## TEMPORARY VEHICLES & REPLACEMENT VEHICLES

Vehicles must be registered with Public Safety before parking.

## PARKING FOR LOADING/UNLOADING

Vehicles may park in the 15-minute parking spaces when loading/unloading items from a vehicle. If more time will be needed, contact Public Safety before parking. The Dispatcher will advise. If a 15-minute parking space is not available, contact Public Safety before parking. The dispatcher will advise where to park.

## HANDICAP PARKING

- **Students, Faculty and Staff** must have a current University of Hartford parking permit and must display a valid state issued handicap permit or license plate 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.
- Handicap permits issued to students, faculty and staff must be registered with the Public Safety Department. The permit should be brought into Public Safety for registration. A vehicle registration should be presented to Public Safety for registration if the student, faculty or staff member has handicap license plate.
- **Visitors/Guests** 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.

## 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.

# PARKING, TOWS, and IMMOBILIZATION

## FACULTY, STAFF, STUDENTS & VISITORS

### Faculty and Staff

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

### Students

- Students issued five (5) or more citations between September 1 and August 31 of the following year will lose their parking privileges. In addition, if any student receives two (2) moving violations they will immediately lose their parking privileges.
- When a student loses their parking privileges, they may be eligible to process a vehicle ban reinstatement. If a ban reinstatement is not processed the vehicle must be removed from campus and the student's parking privileges will be suspended until the following September 1.
- The Ban Reinstatement fee is \$250.00.
- The reinstatement is allowed only once between September 1 and the following August 31.
- If the vehicle is banned again after paying the Ban Reinstatement fee, the student must then remove the vehicle from campus.
- 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.
- 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.
- Students with banned vehicles must make an appointment to meet with someone from the records staff between the hours of 7 a.m.–3 p.m., Monday–Friday.
- There is no credit, refund or other reimbursement made for individuals whose parking privileges have been revoked.

### Visitors

Visitors/Guests issued five (5) or more non-moving citations between September 1 and August 31 of the following year, may have their vehicle immobilized and/or towed at their expense. In addition, visitors/guests issued a moving citation may have their vehicle immobilized and/or towed at their expense.

- **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 website](#).

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.

## APPEALS

**Students, Faculty and Staff** may appeal a ticket within fourteen (14) days of the day the ticket was issued online using the [UHart Parking Portal](#). Tickets issued as a warning are not appealable. Appeal decisions are final.

**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 online using the [UHart Parking Portal](#) or in person at Public Safety. Appeal decisions are final.

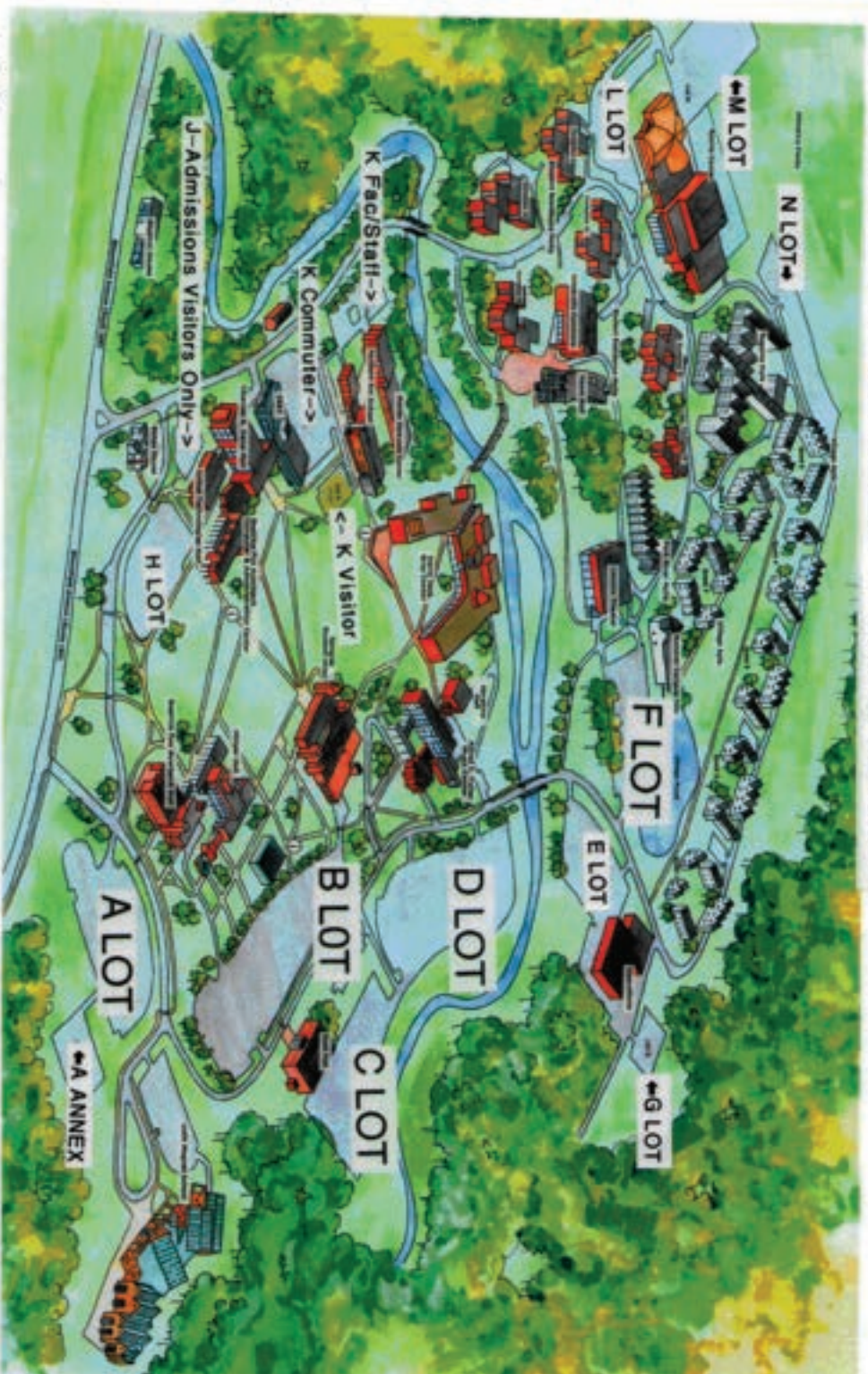
## PAYING A CITATION

**Students, Faculty and Staff** may pay a citation issued within 14 days by logging into the [parking portal](#). After 14 days, the citation may be paid on Cashnet. Citations may also be paid in person at Public Safety, the Bursar's Office or at the Center for Student Success.

**Visitor and Guests** may pay a citation online using the [UHart Parking Portal](#), 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

University of Hartford  
Department of Public Safety – Parking Services



[publicsafety.hartford.edu](http://publicsafety.hartford.edu)

860.768.7985