



## Parking Regulations CU-Lock Haven

### IMPORTANT NOTICE

*Students are now required to purchase parking permits for both the Fall and Spring Semesters – Refer to Article III, Section 300 and 301.*

*Revised June 20, 2025*

Any person who wishes to register their vehicle for on campus parking and who is in arrears of any parking fines will not be permitted to do so unless all fines and penalties are paid.

- **Authorization and Enforcement**

The Pennsylvania Crimes Code (Title 18) of 1972 (Act 334), Section 7505, Act 334 of 1949 and Act 188 authorizes all Commonwealth agencies and university presidents to regulate, govern, and enforce motor vehicle traffic and parking on Commonwealth property and university campuses.

*CU-Lock Haven assumes no responsibility/liability for the care or protection of any vehicle and/or its contents while operated/parked on university property.*

- **Operator Responsibility**

The operation of a motor vehicle on this campus is a privilege and the university does reserve the right to restrict, suspend or revoke this privilege for just cause. Failure to have read the regulations governing all motor vehicles on the campus of CU-Lock Haven shall not constitute a valid excuse from compliance. If the vehicle is not registered with the University Police Department, a notice of violation

will be sent to the address of the registered owner. Visitor permits, temporary permits and overnight permits are available at the CU-Lock Haven Police Department 24 hours a day each day of the week. Any questions, concerns or problems related thereto should be directed to Chief of University Police, CU-Lock Haven Police Department; Glennon Building 570-484-2278.

- **Parking for Special Programs**

Persons responsible for conducting special programs, meetings, conferences, workshops, clinics, etc. which are likely to attract visitors to the campus are expected to inform the participants about the vehicle registration and parking requirements and any special parking arrangements which may have been made with the University Police Department. Unless special arrangements have been made, registered visitor parking is limited to Area 9 or 22.

- **Definitions**

Commonwealth University-Lock Haven – All lands and buildings owned or leased by the university operated by CU-Lock Haven

Visitors and guests – Those who are not currently an employee or enrolled as a student at CU-Lock Haven

Unauthorized Area – Any area where a vehicle has not been assigned to park. All vehicles which do not display a valid parking permit issued by the University Police Department and are parked on university property shall be presumed to be in an unauthorized area, which will be deemed prohibited parking (See Article IV)

Commuter – Any university student whose local residence is outside the designated perimeter, as defined by the University Police Department (refer to perimeter map)

Off Campus Student (Inside perimeter) – Off campus housing considered to be within walking to the campus, as defined by the University Police Department, whose local or permanent address is within the designated perimeter (refer to perimeter map)

Resident Student – Students residing in university owned residence halls (Fairview Suites, Woolridge or Smith Halls)

Campus Village Student – Students residing in Campus Village

Special Permits – Permits issued to temporary employees, vendors, contractors, interns and alumni using the recreation center

All additional definitions in the rules governing Parking Regulations at CU-Lock Haven shall be the same as those definitions in Title 75 of the Vehicle Code for Pennsylvania (Section 102)

## Article 1 – General Provisions

**Section 100 – Registration** – Faculty, staff, students and visitors who are eligible to park a motor vehicle on the CU-Lock Haven campus, must secure a parking permit (only one decal/permit per person) by registering their vehicle with the University Police Department no later than 5 days beginning at the start of the Fall and Spring semesters.

- **Student registration – The intended operator must register the vehicle using our on-line Transportation and Parking site at:**

<https://www.commonwealthu.edu/campus-life/lock-haven/parking-and-transportation>

Failure to register your vehicle and obtain a parking permit will result in a parking violation. Students parking permits will no longer be valid if the student is dismissed, withdraws or graduates (See Section 102).

- **Faculty and Staff registration – Employees are required to register their vehicles at no cost on the same Parking and Transportation site (above). However, employees MUST notify the University Police Department when an employee will be operating a vehicle not registered with the University Police Department. The validation period is permanent for employees unless there is a termination of employment – (see section 301).**

**INTENTIONALLY SUBMITTING A PARKING PERMIT REGISTRATION APPLICATION WITH MISLEADING/FALSE INFORMATION CAN RESULT IN SUSPENSION OF PARKING PRIVILEGES  
(See Section 509)**

**Section 101 – Eligibility** – Physician Assistant students, Athletic Training students, commuter students, resident hall students with 30 or more credit hours are eligible, for a fee, to park a registered vehicle on campus. Resident Hall students with less than 30 credits are eligible to park on campus under Sections 202 and 206.

**Section 102 – Ownership** – To obtain a parking permit, the vehicle must be owned by the student or immediate family member. Students cannot register another student's vehicle. The registered owner of the vehicle may be responsible for violations regardless of who is operating the vehicle.

## **Article II – Parking Locations**

**Section 200 – General** – All parking areas are properly signed throughout the campus (Refer to Parking map). Vehicles are required to be parked within lined spaces in their designated areas during the time periods specified on the Parking Map.

**Section 201 – Commuter Students** – To be issued a green decal and permitted to park in the white lined spaces in Areas 9, 19, 8, 14 (Refer to parking map)

**Section 202 – Reserved/Special Parking (Less than 30 credits)** – Commuter students within the parking perimeter (see parking perimeter map) and students, including ineligible resident students (under 30 credits) may purchase a parking permit to park in the designated spaces within Areas 7, 8, or 16 only (Refer to Parking Map & Section 302)

**NOT ELIGIBLE TO PARK AT FAIRVIEW SUITES**

**Section 203 – Resident Students** – Students with a minimum of 30 earned academic credits, residing in Fairview Suites, Smith or Wooldridge Halls, will be issued a red decal indicating that this privilege has been granted and will be permitted to park in areas 7, 15 and designated red-lined spaces in Areas 16, 8 and 19 (Refer to Parking Map).

**Section 204 – Campus Village Students** – Students residing in Campus Village will be issued a yellow decal and are permitted to park in Area 18 only (Refer to Parking Map)

**Section 205 – Faculty/Staff** – Vehicles with gold hang tags must park in area 2, 2A, 3, 3A, 3B, 4, 5, 9, 10, 12, 13, 14, 14A, 15A, 16, 19, 21 or 22 white lined spaces (Refer to Parking Map)

**Section 206 – Jack Stadium** – Overflow parking will be offered if necessary. Home sporting events take precedence over special parking needs. Any event held at Jack Stadium will require you to move your vehicle from this area during the duration of the event (Refer to Parking Map)

**Section 207 – Food Service Employees** – Vehicles with a silver hang tag must park in designated while lined spaces in Areas 2A, 9 or 19. Aramark managers may park in area 11

**Section 208 – Visitor Parking** – Visitors must obtain a free parking permit from the University Police Department and park in the Visitor Lots – Areas 9 or 22, unless otherwise approved for another area. A valid vehicle registration and driver's license must be presented upon registering.

**Section 209 – ADA Parking** – Reserved for those with a valid disability parking placard, registration plate or disabled veteran registration plate, issued by any state, 24 hours a day, year-round (valid CU-Lock Haven decal required for students/staff).

**Section 210 – Temporary Disabilities/Medical Permits** – A special arrangement for a Medical Parking Permit can be made for those with temporary disabilities; valid for a maximum of two

weeks with medical verification/doctor's note, through Disability Services. Vehicles displaying a university medical permit must also have a valid decal or hang tag displayed. ***Students may not park in designated ADA parking spaces and no university official can, in violation of law, authorize anyone to park in a designated ADA parking space without a Pennsylvania (or other state issued) Department of Transportation (PennDOT) issued ADA placard or registration plate.*** With the exception of reserved spaces; president, custodians, facilities, police, etc. – (refer to section 406), students with a temporary disability/medical permit may park in any other legal parking space, including faculty lots.

**Section 211 – Closed Parking Areas** – Various parking lots throughout campus are designated by signage as closed from 12 midnight – 5AM, Monday through Friday, with the exception of Area 2 (Refer to parking map)

**Section 212 – Loading, Unloading, Pick-Up and Delivery** – Permitted in any designated loading zone for a maximum of 10 minutes, provided the vehicle warning/hazard lights are operating. This does not apply to loading zones at Bentley Dining Hall which are to remain clear for delivery vehicles ONLY. (Note: warning/hazard lights cannot be used for visitation of campus personnel or departments). Loading zones are marked in yellow in addition to posted signs.

Resident students are authorized to park for 20 minutes in loading areas by their assigned residence halls at the beginning and end of each semester and official college recesses for the convenience of handling personal effects. Warning/hazard lights are required.

With the exception of fire lanes, employees are authorized to park in restricted areas for 20 minutes for the purpose of work-related loading and unloading. Warning/hazard lights are required.

Emergencies that require a motor vehicle to be parked in an unauthorized or otherwise restricted area, must have a signed explanatory note placed on the windshield and its location must be immediately reported to the University Police Department.

Arrangements must be made, immediately, to move any illegally parked vehicle that is disabled.

### **Article III – Registration Fess and Decal/Hang Tag Control, Visitor and Temporary permits.**

**Section 300 –Registration Fees** - Refer to the CU-Lock Haven Parking and Transportation site (below) to purchase a permit – Cost \$40 a semester for all permits. There are no reduced rates for late purchases.

<https://www.commonwealthu.edu/campus-life/lock-haven/parking-and-transportation>

**Section 301 – Hang tag and Decal Restrictions/Requirements** – All valid hang tags must be visible from the rear-view mirror of the registered vehicle. Temporary parking permits (visitors,

etc.) must be displayed from the rear-view mirror or on the dashboard above the steering column.

- **Student decals** are valid for the Fall and Spring through the first and last day of each semester, respectively. **Exceptions: Physician Assistant Graduate Program or “PA” student decals run May to May with a one-time purchase. The Athletic Training Graduate Program or “AT” is a one-time purchase for the length of the program.**

Upon sale, trade or other disposition of any vehicle registered, the registrant must notify the University Police Department. Student decals must be returned to the University Police Department where another decal will be issued at no charge. (Please scrape and return as much of the previous decal as possible).

- **Faculty and Staff** – Gold/Silver Hang tags – (No fee for hang tag) Upon sale, trade or other disposition of any vehicle registered, the registrant must notify the University Police Department. Upon purchase of a new vehicle or adding any vehicle currently not registered; the registrant must bring the valid registration for that vehicle to the University Police Department.

Expired decals must be removed from vehicles. The current permit fee will be assessed for the replacement of permits/decals lost or stolen.

#### **Section 302 – Intentionally left blank**

**Section 303 – Temporary Parking Permits** – Faculty, staff or students who bring an unregistered vehicle to campus are required to display a temporary parking permit issued at the University Police Department. Temporary hang tags/permits that expire are not valid; the vehicle will be considered unregistered and may be issued a parking ticket.

### **Article IV - Regulations**

**Section 400** – Registrants may only park in the area(s) indicated by their respective permit/decal/hang tag, unless Open Parking is in effect (See section 402)

**Section 401** – Intentionally left blank

**Section 402** – Open parking is authorized between Monday-Friday 5PM-Midnight, and all-day Saturday and Sunday, except when otherwise posted.

**Section 403** – Vehicles must be parked between two white/red/blue lines which designates a proper parking space. It is not feasible to mark with signs or paint all areas of university property where parking is prohibited. Parking is prohibited on lawns, driveways, fire lanes, sidewalks and sodded areas.

**Section 404 – Motorcycles** are permitted to park in yellow striped areas located within their assigned parking area. Exceptions are in the no parking zone located in Area 10 and where such yellow stripes are entrances to doorways. Faculty and staff may park a motorcycle in a parking space that they would normally park their vehicle.

**Section 405** – Restricted areas such as fire lanes and no parking zones are marked in red and yellow, respectively. Parking in restricted areas is prohibited except when authorized by the University Police Department.

**Section 406** – Custodian spaces are reserved Monday-Friday from 5AM-2PM; Deans, the President, Vice-Presidents, University Police and Resident Director spaces and all of Area 5 are reserved 24 hours a day, seven days a week.

**Section 407 – Speed Limit** – **The speed limit on campus is 15 MPH except as otherwise posted.** All roadways and traffic-ways of CU-Lock Haven fall under the jurisdiction of the Pennsylvania Vehicle Code and will be enforced by the CU- Lock Haven Police Department.

**Section 408** – The availability of parking spaces is subject to change as needed for construction, emergencies or special events

#### Article V – Fines/Penalties

**Section 500** – Any vehicle parked in violation of university parking rules and regulations are subject to parking citations.

Parking violations are paid on-line on the Parking and Transportation University site  
<https://www.commonwealthu.edu/campus-life/lock-haven/parking-and-transportation>

**No payments will be accepted at the University Police Department**

Tickets issued	1-5	6-10	11-20	21-30
Illegal Parking	15.00	20.00	25.00	30.00
Unauthorized Area	15.00	20.00	25.00	30.00
No decal/pass displayed	15.00	20.00	25.00	30.00
Loading zone	50.00	55.00	60.00	65.00
Parking in ADA	100.00	105.00	110.00	115.00
Reserved parking	25.00	30.00	35.00	40.00
Display expired decal	15.00	20.00	25.00	30.00
Park on grass	50.00	55.00	60.00	65.00
Decal violation	25.00	30.00	35.00	40.00
Park at Fire Hydrant	50.00	55.00	60.00	65.00
Closed parking	15.00	20.00	25.00	30.00

**Section 501** – All parking fines issued in Area 10 (rear of Sloan Fine Arts Center) are doubled.

**Section 502** – All vehicles in violation of the parking and traffic regulations will be ticketed and fined. University Police are authorized and may file a parking citation through the District Judge's office for tickets not paid in 10 days past the issue date and a hold will be placed on the violator's academic record.

**Section 503** – **Parking ticket appeals** - Violators may appeal a ticket by completing an appeal form available on the Parking and Transportation website:

<https://www.commonwealthu.edu/campus-life/lock-haven/parking-and-transportation>

within 5 business days of the issuance of the ticket.

**IMPORTANT NOTICE:**

**STUDENTS ARE NOT AUTHORIZED TO ENTER THE UNIVERSITY POLICE DEPARTMENT TO DEBATE/APEAL A TICKET.** ALL APPEALS WILL BE MADE ON-LINE – THOSE WITH BOOTS SECURED ON THEIR VEHICLE MUST PAY ALL FINES BEFORE A BOOT IS REMOVED. IF AN ON-LINE APPEAL IS SUBSEQUENTLY GRANTED, THE STUDENT WILL BE REIMBURSED FOR ALL APPLICABLE FINES.

(REFER TO SECTION 506)

**Appeals Process:**

**Section 504** – **Parking Appeals Committee.** Online appeals will be reviewed by the Parking Appeals Committee. If the appeal is granted no payment will be required, with the exception of booted vehicles (Section 503/506). If your appeal is denied by the Parking Appeals Committee, payment must be made on-line at:

<https://www.commonwealthu.edu/campus-life/lock-haven/parking-and-transportation>

All parking appeal decisions are final.

**Section 505 – Moving violations** - The penalty is determined by applicable Pennsylvania State Law

**Section 506 – Vehicle tows/boots** – The university reserves the right to tow or boot unauthorized or illegally parked vehicles on campus at the owner's expense. Vehicles will be booted upon receipt of five unpaid tickets or failure to pay a parking ticket within 30 days. A sticker will be placed on the vehicle advising that the vehicle is inoperable. It is the



responsibility of the owner/registrant to remove the sticker once the fine is paid (a scraping device is available at the university police department). The boot will be removed when the owner/registrant of the vehicle pays all outstanding parking fines and a \$25.00 boot removal fee. After notification, the registrant/owner has 48 hours to pay the aforementioned fines/fess and failure to do so will result in removal of the vehicle from campus through a towing service. The cost of the tow is at the discretion of the towing service and payment must be made directly to the business in order to recover the vehicle.

**Section 507** – Campus parking privileges may be temporarily suspended or rescinded at the discretion of the CU-Lock Haven Chief of Police.

**Section 508** – All parking lots on university property are closed for parking between 12 midnight – 5AM, Monday – Friday with the exception of Area 2, 18 and red-lined spaces throughout campus.

- 1<sup>st</sup> offense – A ticket/fine for parking in a “Closed Parking Area”:
- 2<sup>nd</sup> offense - \$25.00 boot; the boot removal procedure (Section 506) applies
- 3<sup>rd</sup> offense – The vehicle will be towed (Section 506 – for vehicle recovery procedure) at the owner’s expense.

Permission for overnight parking may be granted upon request and approval from the university police department.

**Section 509 – Abuse of parking privileges:** It is prohibited for anyone to register another person’s vehicle or to falsify facts when applying for a parking permit. It is prohibited for any person to use or allow use of a permit/decal on a vehicle other than the vehicle the permit/decal is registered to. *PENALTY:* Any person in violation shall receive a parking fine. In addition, parking privileges will be revoked for at least one semester and the vehicle shall be removed from campus until parking privileges are reinstated. There will be no refunds on registrations voided due to fraudulent registration.

**Section 510** – Reserved spaces are intended for visitors only. No spaces are permitted to be reserved for students or employees of the university.