



Parking Policy

INTRODUCTION

Parking on the Ithaca College campus is a privilege. Permit holders understand that parking regulations must be adhered to at all times in the interest of safety, security, and maintaining order. Permit holders also understand that parking is on a first come, first served basis. The College assures the campus community that ample parking is available at all times, though not necessarily in those lots closest to center campus.

Parking policies remain in effect at all times (24 hours a day, seven days a week, year round) and the Office of Public Safety and Emergency Management is responsible for the enforcement of these policies as well as New York State Vehicle & Traffic Laws. Only vehicles that are properly registered, insured and display license plate(s) in accordance with New York State Vehicle and Traffic Laws may operate and/or park on campus.

Parking patrons must park in clearly designated parking spaces at all times. In an emergency, vehicle and traffic obstructions pose a real threat to public safety. Parking in fire lanes, along roadways, on grass, walkways, sidewalks, or other non-designated parking areas is strictly prohibited. Additionally, the use of fire lanes to load and unload is strictly prohibited, unless prior permission is granted. Violators of any of the above are subject to adverse actions including fines, towing (at owners expense), revocation of parking privileges, and/or campus judicial/disciplinary action.

I. PARKING POLICIES

A. General Policies

1. All members of the Ithaca College community and visitors must display a valid parking permit to park on campus Monday through Friday 8AM – 5PM. Permit restrictions are not enforce at other times unless otherwise posted.
2. A parking permit is considered valid only if displayed according to the parking policies or special instructions provided by Parking Services at the time of issuance.
3. Parking is permitted only in marked spaces in paved lots and as directed in gravel lots.
4. Parking spaces are marked by white lines on each side or by “T’s” on parallel parking spaces.
5. A parking permit does not guarantee the holder a parking space in any particular lot, only an opportunity to park within a specified area or areas.

6. The vehicle operator is responsible for locating a legal parking space on campus. The inability to find a legal space within a parking lot is not valid reason for parking in violation of these policies.
7. Parkers must give themselves ample time to find legal parking so they can arrive at classes, appointments, and other time sensitive activities on time so as not to violate parking policies.
8. A disabled vehicle is not exempt from parking policies. Arrangements to move disabled vehicles should be made promptly through Public Safety.
9. Flashers or hazard lights are for emergencies only. Their use in other circumstances does not exempt vehicles from parking policies.
10. Loading/Unloading: Fire lanes are strictly enforced. To request limited permission to load or unload in a fire lane, call Public Safety.
11. Parking privileges are terminated when a student is suspended or expelled or when a faculty and staff member's employment is terminated for cause.

B. Accessible Parking Options

1. Ithaca College does not issue specific parking permits for people who have accessibility needs. Members of the campus community must display a valid Ithaca College parking permit along with a state or municipality issued handicap parking permit or license plate. This combination will allow vehicles to park in any space designated as handicap parking on campus.
2. If a space designated for handicap parking cannot be located, permit holders can park in any space (which is not reserved for other purposes) in either a blue or red designated lot nearest their destination.
3. It is recommended that members of the campus community and visitors obtain handicap parking permits from their hometown or the local town in which they reside.

C. Visitor Parking

1. Visitor parking is available in the Visitor Lot located in the lot directly to the right of the main entrance to campus, on Conservatory Drive.
2. The Visitor Lot is reserved for Ithaca College guests who are visiting the campus. Students, faculty and staff are not permitted to park in this lot.
3. Office of Admission guests may park in designated reserved spaces in P-Lot or the Visitor Lot.

4. All lots are available after 5PM on weekday and all day on weekends without a permit unless specifically reserved for other campus events.
5. All campus handicap spaces are available to the general public nights and weekends as long as the vehicle displays a valid municipally issued handicap permit.
6. Students with overnight guests parking on campus must register their guest's vehicle online on the Parking Service web page.

D. Evening and Overnight Parking

- a. Students with overnight guests parking on campus must register their guest's vehicle online on the Parking Service web page.
- b. Overnight parking during weekdays is from 5 PM to 8 AM and all day on weekends. This registration allows parking in all red lots and green parking lots on campus.

E. Campus Breaks

1. During Fall, Thanksgiving, Winter, Spring Breaks and during the Summer the following parking restrictions will be in effect;
 - a. Blue permits will be permitted to park in Red and Green lots
 - b. Green will be permits to park in Red lots
2. Vehicles left on campus during fall, winter, or spring breaks must be parked in S lot, close to the tennis courts.
3. Residents living at the Circle Apartments who leave a vehicle during fall, winter, or spring breaks must park the vehicle in the L-lot extension.

F. No Parking Areas

1. Parking is prohibited in locations including:
 - a. Designated "No Parking" areas
 - b. Fire lanes, fire exits, and within 10 feet of a fire hydrant
 - c. Unmarked Areas - no parking is permitted in any area not identified as a parking space
 - d. Yellow Curbs - yellow markings designate fire lanes or "No Parking" zones
 - e. Doorways, loading zones, service entrances, construction sites
 - f. Lawns, sidewalks, crosswalks, parking lot driveways, and across painted lines
 - g. Over or adjacent to yellow lines on curbs
 - h. In traffic lanes
 - i. Against the flow of traffic
2. Vehicles in violation of parking in No Parking Zone are subject to towing.

G. Timed Parking Spaces

1. A vehicle may not be parked in a designated timed space beyond the posted time limit during the posted hours they are restricted.
 - a. Timed spaces are restricted Monday through Friday, 8:30am – 5:00 pm.
 - b. Timed parking spaces are tow-away zones.

H. Reserved Spaces

1. Ithaca College provides a limited number of reserved parking spaces only when reserved parking is critical for the operation of the campus.
2. Reserved spaces are restricted according to limits posted on the signs.
 - a. Reserved spaces are tow-away zones.

I. Snow Removal

1. The Residence Hall Snow Plowing Plan has been established to increase campus safety, increase the thoroughness of plowing efforts and reduce the time it takes to plow in parking lots generally used by residence hall students.
2. When snow has accumulated to the degree deemed necessary to initiate the plan, residential students will be notified to move their vehicles to pre-designated alternative parking lots between the hours of 6PM and 9PM. Unless a snow emergency is declared, students will generally be notified 48 hours in advance through Intercom and Residential Life communication channels. Grounds will notify Residential Life when the Residence Hall Parking Lot Snow Plowing Plan is to be initiated. A template message (see template below) will be posted on intercom by Grounds. The same template message will be sent to residence hall students via the residence hall communication channels.

Clear Out Day	Residential Lot	Snow Removal Alternative Lot
Monday	CC	L ext.
Tuesday	L	F/ J- Blue
Wednesday	A	M
Wednesday	J	F
Wednesday	Z	S ext.
Thursday	B	C
Thursday	D	C
Thursday	R	C or Z
Thursday	S	C

II. Vehicle Registration – Parking Permits

A. **Parking Permits:** All members of the Ithaca College community and Visitors must display one of the following parking permits:

1. Blue Permits - Faculty/Staff and Qualified Graduate Assistants
 - a. Fee: \$0.00
 - b. Restrictions: Faculty/Staff with a Blue Permit holder may park in all lots marked for Blue permits: F, G, J-Blue, K, L-Blue, L-Ext, M, O-Blue, S-Ext, T, U, W, Y.
 - c. Graduate students whose educationally related job duties require them to frequently use their personal vehicles to transport heavy, bulky or weather sensitive equipment and materials to multiple locations on campus may be eligible for a Blue parking permit at no cost. This accommodation will be made only if it is determined that a Red permit cannot provide reasonable access to the target campus facilities. Requests for such accommodations must be made through the Dean's office of the academic department in which they are studying.
 - d. Permit Display: Hangtag permits must be displayed clearly from the rearview mirror or placed face-up on the dashboard near, but not obstructed by the vehicle's state registration sticker.
 - e. Faculty and staff permits are valid for one calendar year, from midnight January 16th through January 15th of the following year.
2. Red Permits - Upper Class Students, Continuing Education Students, and First-Year Commuter Students
 - a. Fee: \$132.00 for the 2016-2017 academic year
 - b. Eligibility: Students with at least a sophomore status who have complete at least 2 semesters while matriculated at Ithaca College or another higher education institution and commuting First Year students living within 50 miles of Ithaca College.
 - c. Restrictions: Red Permits are valid only in lots with Red Permit signs: A, B, C, CC, D, J-Red, L, L-Ext, M, N, O-Red, R, S, S-Ext, Y, Z-Red/Green.
 - d. Red permit stickers are to be applied to the vehicle's driver's side back window for clear display.
 - e. Red permits are valid for one academic year from midnight August 15th through August 14th of the following year.
 - f. Students who purchase a permit who will not be returning to campus and/or choose not to bring their vehicle to

campus for the spring semester are eligible for a refund of 50% of the purchase price if they return their permit to Parking Services no later than the Friday of the first full week of the spring semester.

- g. Students can obtain a parking permit for the Spring Semester at 50% of the price for the full year.

3. Red Permits - Graduate Student Permits

- a. Fee: \$0.00
- b. Restrictions: Red Permits are valid only in lots with Red Permit signs: A, B, C, CC, D, J-Red, L, L-Ext, M, N, O-Red, R, S, S-Ext, Y, Z-Red/Green.
- c. Red permit stickers are to be applied to the vehicle's driver's side back window for clear display.
- d. Red permits are valid for one academic year from midnight, August 15th through August 14th of the following year.

4. Green Permits - First Year Students

- a. Ithaca College continually assesses its operations, procedures and policies in order to foster the incorporation of sustainability thinking and practice into its day-to-day management. Our efforts continue to further our goal to create a "living learning" laboratory that models and reinforces what our students are learning about sustainability in their classrooms. Furthermore, Ithaca College recognizes the importance of strengthening the student connection to the College and laying the foundation for student success during the first year. As a result we strongly urge students not to bring vehicles to campus, particularly during their first year.
- b. Eligibility: Students who have completed less than 2 semesters matriculated at Ithaca College or another higher education institution.
- c. Fee: \$500.00 per year, \$250 Spring Semester only permit
- d. Restrictions: Green permits are valid only in Z-Lot.
- e. Green permit stickers are to be applied to the vehicle's driver's side back window for clear display.
- f. Green permits are valid for one academic year from midnight August 15th through August 14th of the following year.
- g. Students who purchase a First Year Student permit who will not be returning to campus and/or choose not to bring their vehicle to campus for the spring semester are eligible for a refund of 50% of the purchase price if they return their permit to Parking Services no later than the Friday of the first full week of the spring semester.

5. Temporary Student Permits
 - a. Fee: \$5.00 per day, limited to 3 days per month. \$20.00 per week limited to (3) weeks per academic semester, \$50.00 per week thereafter.
 - b. Restrictions: Temporary Student Permits are valid only in student lots specified on the permit. Temporary Student Permits for first year students will be restricted to Green lots at all times.
 - c. In addition Temporary Student Permit holders can park in the evening and overnight periods in lots specified in Section I, Subsection D of this document.
 - d. Hangtag permits must be displayed clearly from the rearview mirror or placed face-up on the dashboard near, but not obstructed, by the vehicle's state registration sticker.
 - e. Temporary Student Permits are valid for the period of time marked on the permit.

6. Trustee Permits
 - a. Fee: 0.00
 - b. Restrictions: All Trustees are eligible to obtain a Trustee Permit. This can be particularly convenient for those Trustees who frequently bring their personal vehicles to campus. Vehicles displaying a valid Trustee Permit can park in any Blue, Red and Green parking lots in spaces that are not specifically reserved for other designations.

7. Maintenance, Service, and Vendor Permits
 - a. Fee: \$0.00
 - b. Restrictions: Maintenance and Vendor permit holders are allowed to park in Blue, Red and Green designated spaces, as well as Maintenance/Vendor spaces and the Visitor Lot, for a reasonable amount of time in order to conduct Ithaca College related business.
 - c. Maintenance, Service and Vendor Permit holders are asked to adhere to time restrictions on timed spaces.

8. Visitor Permits
 - a. Fee: \$0.00
 - b. Visitor parking is available in the Visitor Lot located in the lot directly to the right of the main entrance to campus, on Conservatory Drive and designated spaces in A and M Lots near the Athletics and Event Center. Y-Lot is used as an overflow location for visitor parking. Permission and/or permits to parking in designated visitor spaces can be

obtained at the visitor booth or the Athletics and Event Center desk.

- c. Visitor parking is reserved for Ithaca College guests who are visiting the campus. Students, faculty and staff are not permitted to park in this lot.
- d. Office of Admission guests may park in designated reserved spaces in P-Lot or the Visitor Lot. Alumni Hall visitors may park in the Alumni Hall lot or the Visitor Lot.
- e. All lots are available after 5PM on weekdays and all day on weekends without a permit unless specifically reserved for other campus events.
- f. All campus handicap spaces are available to the general public nights and weekends as long as the vehicle displays a valid municipally issued handicap permit.
- g. Students with overnight guests parking on campus must register their guest's vehicle online on the Parking Service web page.
 - Please keep in mind that overnight parking during weekdays is from 5 PM to 8 AM and all day on weekends. This registration allows parking in all red lots and green parking lots on campus.

9. Motorcycle Permits

- a. Fee: Members of the campus community will pay the same fee for the motorcycle permit as they would for a regular vehicle permit. There is no fee for Motorcycle Permits if a member of the campus community has a valid regular parking permit.
- b. Restrictions: Motorcycle permits are valid in any parking space on campus reserved for motorcycles regardless of lot designation. When parking in a regular parking space, motorcycles must only park in a lot for which their permit is valid
- c. Motorcycle permit should be placed on one of the front forks, preferably on the one with the state registration sticker.

10. Construction Permits

- a. Fee: 0.00
- b. Restrictions General Laborer: Construction Permit holders will be restricted to Red and Green parking lots where there is adequate excess parking depending on the time of the year. The Parking Service Supervisor and Director of Planning Design and Construction will determine the appropriate location for general labor parking for each project based on space availability.

- c. Restrictions: Superintendents and approved site sensitive equipment and delivery vehicles: Only Superintendents and site sensitive equipment and delivery vehicles approved by the Director of Facilities, Planning Design and Construction or his/her designee will be granted onsite parking privileges by Parking Services.
- d. Construction Permit holders must adhere to time restrictions on timed spaces and not exceed two hour parking in reserved maintenance spaces in onsite lots.

11. Summer Programs, Event, Conferences and Camps Permits

- a. Fee: 0.00
- b. Restrictions: Limitations on these permits will be determined based on the location and needs of the individual program.

12. Summer Student Parking Permits

- a. Fee: \$30.00
- b. Restrictions: Summer permits will permit parking in Red and Green lots.

A. Lost/Stolen Permits

- 13. Lost or stolen permits must be reported immediately to Ithaca College Parking Services.
- 14. A \$10.00 replacement fee will be assessed for lost or stolen permits.
- 15. Fraudulently reporting a lost or stolen permit can result in campus judicial/disciplinary action and subject to towing.

B. Permit fee increases are determined on an academic year basis by 1/2 of the percentage of the tuition increase, not to exceed 5% in calculated cost increase. (Ex: Tuition increase: 4.88% - Half of which is 2.44%. Current Upperclassmen permit fee is $\$120.00 \times 2.44\% = \2.93 increase.)

C. Permit holders are responsible for notifying Parking Services of any changes in the vehicle's registration information (i.e. the use of an alternate vehicle), including the license plate information, vehicle make, model, color, and year.

D. Students may only have one permit issued to one vehicle at a time.

E. Faculty and Staff may register several vehicles and display their permit on any vehicle they register.

F. **Alternative Vehicles:** Faculty, Staff and Student permit holders who need to drive an alternate vehicle that is not currently registered on campus for one (1) day can obtain a permit for the alternate vehicle by calling Parking Services. For any period longer than one (1) day, you must go to Parking Services Office or the Visitor Booth to obtain a temporary permit.

G. **Fraudulent Permits:** Parking permits that have been fraudulently obtained, counterfeited, or misused are not considered valid at any time. Vehicles parked with such a permit displayed will be issued a citation and may be subject to towing. Vehicle owners and/or operators in possession of a fraudulent permit may be subject to campus disciplinary action or judicial action in accordance with the Student Code of Conduct section 7.1.2.3.3 Personal Honesty [III.C].

III. PARKING VIOLATIONS FINES AND LATE FEES

A. **Fine and Fee Schedule:** In order to maintain a fair and equitable campus parking experience and to insure campus safety, Ithaca College has established the following schedule of fines:

#	Violation	Description	Fine
1	Permit Violation	Parking without a permit, expired permit, wrong lot for permit, parking privileges revoked	\$35.00
2	Reserved/Restricted Area	Parking in a reserved space, no parking zone, grass, or walk way	\$40.00
3	Fire Lane	Parking in marked fire safety zone	\$100.00
4	Handicap	Parking in a designated handicap space without a State or municipally issued permit or license plate	\$100.00
5	Fraudulent Permit	Parking using a fraudulently obtained permit	\$75.00
6	Blocking Traffic	Blocking driving area, roadway or access road	\$50.00
7	Moving Violation	Including speeding, running a stop sign	\$50.00
8	Reckless Driving	Driving in a dangerous manner under the circumstances or road conditions	\$50.00
9	Late Fee	A late fee is added to each parking citation that is unpaid within thirty calendar days.	\$25.00

B. **Responsibility for Violations:** The person in whose name a parking permit is registered is responsible for parking violations by vehicles displaying their permit.

C. Towing

1. Ithaca College reserves the right to have a vehicle removed (towed) from College owned and/or controlled property at the driver's expense without a requirement of advanced notification.
2. A 15-minute allowance will be provided in the following circumstances before towing a registered vehicle:
 - a. Parking in a Reserved Space or Reserved Parking Lot (Alumni Hall and P-Lot)
 - b. Parking in a Handicap Spaces without a municipally issued handicap parking permit
 - c. Parking in signed Fire Lane
 - d. Parking in a signed No Parking Zone
 - e. Parking on grass or walkways
 - f. Parking for more than 3 hours in a timed space
 - g. Parking in more than one parking space
3. Vehicle owners, who are notified and move their vehicle, thereby avoiding a tow, more than two times may be towed without an attempt to contact.
4. Towing for failure to pay fines
 - a. Faculty/staff, students, and affiliates that, despite attempts to collect, accumulate \$200 or more in unpaid fines/fees will have their parking privileges revoked, thereby subjecting their vehicles to towing.
 - b. Faculty/staff, students, and affiliates that have received 3 written notices over 3 months and do not pay their fines/fees regardless of the total dollar amount will have their parking privileges revoked thereby subjecting their vehicle to towing.
 - c. Parking privileges will be revoked for Faculty/staff, students, and affiliates who fail to pay outstanding fines 105 days after a citation was issued.
 - d. There will be an email and telephone call from the Parking Services Supervisor notifying of the revocation of parking privileges before a vehicle will be towed;
 - e. A person whose parking privileges has been revoked will have 5 business days from the latest communication to pay their outstanding fines/fees in full or make arrangements for an acceptable payroll deduction payment plan before a vehicle is towed;
 - f. Parking privileges will be restored when fines/fees have been paid in full or a satisfactory payroll deduction payment plan has been set up with the Office of Human Resources.

IV. APPEALS

- A. Any person who has been issued a citation has the right to file an appeal within 10 business day after which the right to appeal has been forfeited.
- B. Appeals must be filed online at www.ithaca.edu/safety/parking.
- C. The Parking and Traffic Appeals Board, an independent body of faculty, staff, and students, considers all violation appeals.
- D. Members review all relevant information and make a decision on the appeal.
- E. If an appeal is not granted, an appellant can re-appeal only if they submit new information that was not previously considered by the Parking Appeals Board.
- F. If an appeal is granted and payment was already made on the ticket, a refund/credit will be issued in the same manner as the payment.
- G. Decisions of the Parking and Traffic Appeals Board are final.
- H. After the appeals process is completed any fines still owed must be paid within thirty days from the notification of the appeal result to avoid a late fee.

V. COMMITTEES AND BOARDS

A. Parking Policy Advisory Committee

- 1. This committee is responsible for recommending policy relative to the regulation of vehicular operation on campus including, but not restricted to, parking policies, parking fees, and registration.
- 2. The committee reports to the Associate Provost for Student Life.
- 3. Membership shall be as follows:
 - a. One (1) Chairperson, appointed by the Associate Provost for Student Life
 - b. One (1) Residential Life Staff member
 - c. Two (2) Student members, designated by the Student Government Association
 - d. One (1) Faculty member, designated by the Faculty Council
 - e. One (1) Staff member, designated by the Staff Council
 - f. One (1) Student Affairs and Campus Life Staff member, appointed by the Associate Provost for Student Life (or designee)
 - g. The Director of Public Safety and Emergency Management or his/her designee (non-voting, ex-officio)
 - h. One (1) Parking Services Staff member (non-voting, ex-officio)
- 4. All members serve two-year terms.

B. Parking and Traffic Appeals Board

- 1. This committee is responsible for reviewing parking and traffic citation appeals. The Parking and Traffic Appeals Board is responsible for interpretation of the rules but does not generate

rules and regulations. The committee meets regularly to review appeals and submits its decisions to the Office of Public Safety and Emergency Management, which will notify appellants of the Board's decision in writing. All decisions are final and confidential.

2. This committee reports to the Associate Provost for Student Life.
3. Membership shall be as follows:
 - a. One (1) Chairperson, appointed by Associate Provost for Student Life
 - b. Two (2) Student members, designated by the Student Government Association
 - c. One (1) Faculty member, designated by the Faculty Council
 - d. One (1) Staff member, designated by the Staff Council
 - e. One (1) Student Affairs and Campus Life Staff member appointed by the Associate Provost for Student Life (or designee)
 - f. The Director of Public Safety and Emergency Management or his/her designee (non-voting, ex-officio)
 - g. One (1) Parking Services Staff member (non-voting, ex-officio)
4. All members serve two-year terms.