

# **Parking and Motor Vehicle Policies**

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Keene State College Policies and Procedures

# Parking and Motor Vehicle Policies

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## Section Menu

### **INTRODUCTION**

Parking and operating a motor vehicle on Keene State College campus is a privilege. Vehicle registrants and operators must comply with all traffic regulations established by the New Hampshire Legislature, City of Keene Ordinances, and Keene State College policies regarding registration, parking, and operation of vehicles as outlined in this document. Vehicles found to be in violation of these policies may be ticketed, immobilized, and/or towed. All College employees and students must comply with the rules and regulations regarding parking as part of employment, appointment, or enrollment. The regulations also apply to visitors and are considered part of the terms and permission to be on campus. Vehicle registrants are responsible for all fines and fees associated with policy enforcement.

It is the responsibility of the permit holder to associate a new vehicle with the current permit. Failure to associate a new vehicle to the current permit will result in a citation for 'No Permit' which may be appealed; however, responsibility lies with the permit holder and the citation may be reduced to a \$10.00 processing fee.

All vehicles (including motorcycles, mopeds, or any other motorized vehicle) must obtain a parking permit prior to parking on campus. Vehicles are not guaranteed a parking space due to limited availability as parking is on a "first come, first served" basis.

Any violation of this policy may result in a denial /revocation of your permit and a referral to the Office of Community Standards. The Director of Campus Safety or their designees reserve the right to deny or revoke parking privileges for any individual or vehicle with just cause.

The posted speed limit for all roadways and parking areas on campus is 15

miles per hour.

# 1. Parking Availability & Notice

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Parking on Keene State College property is not for the general public, absent attending events on campus, being an invited guest of a student, faculty, or staff member, or if prior permission is granted. Students who reside on campus are eligible to purchase a parking permit for the residential lot based on their housing location and any restrictions that apply. Commuter students, who reside more than half a mile (0.5) from campus are eligible to apply for a commuter parking permit. Faculty/Staff/Affiliates are eligible to apply for the permit that fits their employment designation on campus. Students who elect to move off campus in the Keene or surrounding area forfeit their eligibility for on campus residential parking and must make their own arrangements. It is not the responsibility of Keene State College to provide parking for students who elect to move off campus.

Purchase and possession of a permit does not guarantee parking will always be available. However, the Winchester Street Parking Lot is designated as the overflow lot for all permits. Vehicle owners are encouraged to pay attention to their campus email accounts for event postings and parking limitations.

Owners of vehicles parked on Keene State College property do so at their own risk. Keene State College is not responsible or liable for theft, fire, water damage, vandalism, or any other damage that might occur while parked on Keene State College property.

Keene State College is not responsible for any damage to any vehicle incurred as part of being towed from the campus or while stored at the towing company facility.

Vehicle owners are strongly encouraged to regularly monitor their vehicles parked in Keene State College lots, especially during adverse weather conditions such as heavy rain, which may cause flooding of flat spaces such as parking lots.

Campus Safety maintains, records, and monitors cameras (CCTV) in several of the parking locations on campus. If a vehicle owner has experienced damage

to their vehicle while parked in a lot on campus, they are encouraged to contact the Department of Campus Safety or the Keene Police Department and file a report.

## 2. Parking Lot Locations

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All vehicles are expected to park in a lot designated for their permit type.

- [Map: Parking Services pdf of parking lot classifications and locations.](#)
- [Map: Interactive Map of KSC Building & Parking Lots](#)

## 3. Enforcement of Parking Policies

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The permit holder is responsible for all violations and charges made against the holder's permit number regardless of the driver at the time of the violation. The permit holder is responsible for informing other drivers of the Keene State College parking policies, including where to park their vehicles.

Vehicles driven primarily by a student who is a dependent of a Keene State College employee should be registered with a student permit and park in the designated lot for which the permit is for. A student driving a vehicle bearing a faculty/staff permit must park that vehicle in a faculty/staff parking lot.

Drivers must observe all signs, temporary or permanent, and abide by instructions given by either Campus Safety or Parking Services personnel.

Driving or parking motor vehicles, motorcycles, and other motorized vehicles, is not permitted on the grass, on sidewalks, on curbs, in roadways, in "No Parking Zones" or on the grounds around buildings or building entrances. All vehicles must be parked in the assigned or designated parking lots and spaces.

Vehicles must be parked within parallel spaces. Improper positioning of a vehicle does not make improper parking in adjacent spaces acceptable.

The inability to locate a vacant parking space in the assigned lot for which the permit is for does not justify incorrect parking elsewhere. Overflow parking is available in the Winchester Street Parking Lot.

The fact that a person parks in violation of the parking policies without receiving a citation does not mean that the policies are no longer in effect.

Information should be obtained from Campus Safety, who are open 24 hours per day 7 days a week any time the parking policy is not understood, or the correct action is not known. Or contact Parking Services during normal working hours.

Vehicles parked in violation of Keene State College policy may be ticketed every twelve (12) hours, immobilized (booted) or towed. This includes all permit holders, for example faculty/staff/affiliates, students and includes visitors and unregistered vehicles.

Unauthorized vehicles parked in spaces reserved for people with disabilities, fire lanes, travel lanes, tow zones, or pedestrian walkways will be ticketed and towed immediately. Please review the 'Towing' section of [5. Appeals, Fines & Payments] for full details.

Reckless operation of a motor vehicle, motorcycle, or other motorized vehicle on campus is prohibited. Violators may have their campus parking privileges revoked and the Keene Police Department may become involved.

## 4. Apply for a Parking Permit

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All parking permits must be obtained by creating an account online at the: [Permit Store](#). Before applying for a permit, all unpaid parking fines must be paid in full, otherwise the permit application will be denied. You must wait to receive a notification from the Permit Store that your permit has been approved before parking on Campus. The Permit Store accepts the following methods of payment: Discover, Visa, American Express or MasterCard. Credit cards will not be charged until the application is accepted.

- [a. Residential Student Permits](#)
- [b. Waitlist](#)
- [c. Upgrade](#)
- [d. Displaying Permits](#)
- [e. Refunds](#)

Permit Type	Cost
CALL Program	Free
Student Commuter	\$200.00 (year), \$120.00 (Semester)
Student Residential	Varies (See details below)
Student Temporary	\$7.00 (Per day)
Overnight Guest Permit	20 Free (See Visitors section)

Permit holders can register multiple vehicles to their parking permit however, only ONE (1) vehicle associated with the same account is permitted to park on campus at the same time. Permits may not be transferred, sold, or lent to another individual, and are only valid when used on a vehicle owned or operated by the purchasing party. All vehicles must be registered online with the: [Permit Store](#).

Parking permits for designated parking lots are for the permit holder to park one vehicle only on Keene State College property. For example, adding a guest’s vehicle to your account does not mean that the guest can park in the same lot as you, all guests must park in the Winchester Street Lot after the host has obtained a guest parking permit. Look at [7. Visitors] for additional details.

Permit sales will take place according to the schedule below:

For student with	2025-2026 Permits go on sale
Group A Students	Tuesday, July 1st 8:00am
90 credits or more	Tuesday, July 8th at 8:00am
60 credits or more	Tuesday, July 15th at 8:00am
24 credits or more	Tuesday, July 22nd at 8:00am
Under 24 credits	Tuesday, July 29th at 8:00am

Parking spaces sell quickly. If you are not prepared, you may lose your

opportunity to purchase a permit.

## a. Residential Student Permits

Residential students who live in on-campus housing may purchase a residential parking permit online [here](#). Priority sales are provided to upper-class students based on the number of credit hours completed. Full academic year and Fall permit sales begin in July of each year. Sales start with students with ninety (90) or more credits, then sixty (60) or more, then twenty-four (24) or more. Priority within each sales group is based on a first come, first sold basis. Sales dates and prices are emailed to all student KSC email addresses mid-April.

First-year students (living in Carle, Huntress, LLC) and Pondside 1 residents are eligible for Winchester Street Lot parking permits only. A residential student may apply for a parking permit for the lot designated for their residence hall. The fee schedule for parking permits and the lot assignments is detailed below:

Parking Lot for Residence	Academic Year Fee
Madison Street Residential Lot	\$350.00
<ul style="list-style-type: none"><li>Fiske Residence Hall</li></ul>	
<ul style="list-style-type: none"><li>Holloway Residence Hall</li></ul>	
<ul style="list-style-type: none"><li>One Butler Court Residence Hall</li></ul>	
One Butler Court Lot	\$350.00
<ul style="list-style-type: none"><li>One Butler Court Residence Hall</li></ul>	

<ul style="list-style-type: none"> <li>• Owls Nest Residence Hall</li> </ul>	
<b>Owls Nest Lot</b>	\$350.00
<ul style="list-style-type: none"> <li>• Holloway Residence Hall</li> </ul>	
<ul style="list-style-type: none"> <li>• One Butler Court Residence Hall</li> </ul>	
<ul style="list-style-type: none"> <li>• Owls Nest Residence Hall</li> </ul>	
<b>Pondside 2 Lot</b>	\$350.00
<ul style="list-style-type: none"> <li>• Pondside 2 Apartments</li> </ul>	
<b>Pondside 3 Lot</b>	\$350.00
<ul style="list-style-type: none"> <li>• Pondside 3 Residence Hall</li> </ul>	
<b>Winchester Street Lot*</b>	\$250.00
<ul style="list-style-type: none"> <li>• Carle Residence Hall</li> </ul>	
<ul style="list-style-type: none"> <li>• Fiske Residence Hall</li> </ul>	
<ul style="list-style-type: none"> <li>• Holloway Residence Hall</li> </ul>	
<ul style="list-style-type: none"> <li>• Huntress Residence Hall</li> </ul>	



<ul style="list-style-type: none"> <li>• Living and Learning Commons</li> </ul>	
<ul style="list-style-type: none"> <li>• One Butler Court Residence Hall</li> </ul>	
<ul style="list-style-type: none"> <li>• Owls Nest Residence Hall</li> </ul>	
<ul style="list-style-type: none"> <li>• Pondside 1 Residence Hall**</li> </ul>	
<ul style="list-style-type: none"> <li>• Pondside 2 Apartments</li> </ul>	
<ul style="list-style-type: none"> <li>• Pondside 3 Residence Hall</li> </ul>	

\* The fee to park in the Winchester Street Lot for one semester only is \$175.00.

\*\* Pondside 1 residents may apply for Pondside 2 Lot if spaces are available after September 15th of each year.

Please note a permit application can be denied if you:

- have unpaid parking tickets on your account.
- apply too early (outside of your assigned window based on credits)
- apply for a parking lot you are not eligible for.

If a permit application is denied for a residential lot, you will receive an email indicating your permit application was denied and the reason why. You may reapply for a permit once you meet all eligibility requirements. Should your preferred lot be sold out, you may apply for a Winchester Street Parking Lot permit if spaces are still available.

Residential student permits are valid anytime the residence halls are open (Fall Move In until the specified expiration date on the permit). Vehicles with residential student permits may only park in the areas designated on their permit or in the Winchester Street parking lot, which is available to all permit holders.

## **b. Waitlist**

If demand for parking permits exceeds parking availability, a WAITLIST will be opened and made available for students to register their need for a parking space. Before submitting details to the waitlist, if they do not already have an account, students must create an account in the Permit Store and add their vehicle information. As spaces become available, students on the waitlist will be contacted.

## **c. Upgrading your Permit**

Should the lot you want be sold out you may apply for a Winchester Street permit if spaces are available. After purchasing your permit, click this link if you would like to UPGRADE your permit should a space in your preferred lot for your residence become available.

## **d. Displaying Permits**

Permits are to be displayed while parked on Campus.

- Decals are to be displayed on the passenger front side window right above the door handle.
- Hangtags are to be suspended from the rear-view mirror.
- Any paper permits are to be displayed on the vehicle's dashboard, face up, so the words can be seen through the windshield.

If after one month, you have not received your permit from the Permit Store, email the Parking Office at [parkingservices@keene.edu](mailto:parkingservices@keene.edu) to obtain one.

## **e. Refunds**

Parking permits must be returned to Parking Services to apply for a pro-rated refund, according to the following schedule:

Refund	%
Before the first day of the semester for full year or single semester permits.	100%
Within the first seven (7) calendar days after the date classes begin for full year or single semester permits.	75%
Between 8-30 days after classes begin for full year or single semester permits.	50%
Refund of a full year permit only, if a student withdraws from Keene State College, 30 days after classes begin during the fall semester.	50%
Refund of a full year permit if a student is not returning for the spring semester and asks for a refund before the start of the spring semester.	50%

To apply for a refund, you must email the parking supervisor at [parkingservices@keene.edu](mailto:parkingservices@keene.edu) and return your permit to the Parking Services office located within Keddy House (Campus Safety Building). If the refund request is received less than 30 days after payment the Permit Store will apply the refund to the credit card otherwise, they will mail a check to the shipping address on your account. The \$3.95 shipping and handling fee will not be refunded, and the Permit Store charges a ten (\$10.00) dollar refund fee. A student who is suspended or dismissed from Keene State College forfeits their right to any refund.

## 5. Add, Edit, Remove Vehicles in the Permit Store

It is the responsibility of the permit holder to associate a new vehicle with the current permit in the [Permit Store](#). Failure to associate a new vehicle to the current permit will result in a citation for ‘No Permit’ which may be appealed;

however, responsibility lies with the permit holder and the citation may be reduced to a \$10.00 processing fee.

It is even more important to associate (even for one day) a temporary vehicle to your permit. For example, you may have a loaner from the garage, but if you do not associate this vehicle to your current permit, we have no way of knowing this vehicle belongs to you, resulting in a ticket for 'No Permit'. Or you may have a temporary plate, you must add the temporary plate to your account and associate it with your current permit, then when you receive your permanent plates, update your information, and then associate the updated information to your current permit.

Associating a vehicle to your current permit is the only way the Parking Office knows your vehicle has a permit. When we check the plate, if the vehicle is not associated with a permit, we have no way of knowing who the driver is, or if the driver even has a permit. To prevent receiving a \$50.00 parking citation for not having a permit, it is really important to update your vehicle details - even if you have a loaner vehicle for just one day! It is an easy 2-step process:

Sign in to the [Permit Store](#).

1. Click on the 'Account' link close to the top right of the webpage:
  - 1.1 Click 'Manage Vehicles'
  - 1.2 To ADD a vehicle, click the [Add] button that has a green circle and white cross icon. After you enter your vehicle information click the [Add] button again and you will see a confirmation message pop up. You will need to click the [x] to close this message.
  - 1.3 If you remove a vehicle, you will be asked; "Are sure you want to delete this?" then you must click the [Remove] button.
  - 1.4 If you edit any vehicle information you must be sure to click the [SAVE] button.
2. NEXT click on 'View Permits' link:
  - 2.1 Look at the 'Status' column and click on the 'Vehicle' link for your current Active permit.
  - 2.2 Your vehicles will be listed under 'Current Vehicle Associations'.
  - 2.3 You may remove your old vehicle at this point, but you must click the [SELECT] down arrow to ADD your new vehicle to your current permit. You must click the [Add Vehicle] button.

2.4 You will now see your new vehicle's details listed under 'Current Vehicle Associations'.

2.5 Click the [x] to close the Manage Vehicles pop up window.

## 6. Appeals, Fines & Payments

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Scroll down in this section to find information on the following:

- [a. Appeals](#)
- [b. Fines for Violations](#)
- [c. Unpaid Parking Fines](#)
- [d. Revocation of Parking Privileges or Permits](#)
- [e. Fraudulent Use of a Permit](#)
- [f. Unauthorized Use of a Permit](#)
- [g. Parking in a Residential Lot](#)
- [h. Immobilizing \(Booting\) Vehicles](#)
- [i. Release of Immobilization \(Boot\)](#)
- [j. Towing](#)
- [k. Chronic Violators](#)
- [l. Payments](#)

### a. Appeals

Vehicle owners have the right to appeal parking violations within fourteen (14) days of the issue date of the ticket. Submitting an appeal does not mean you do not have to pay the ticket, it means you must wait for the outcome of the Appeals Board, they may:

- uphold, which means you will be expected to pay the full amount,
- adjust, which means the amount owed will be reduced,
- dismiss, which means your appeal was successful.

Appeals submitted after the appeal period will not be accepted, and all

violations and fines will stand “as is.” Appeals are reviewed by a Parking Appeals Board comprised of an impartial cross-section of the campus community.

If your appeal is denied by the Appeals Board, a second written appeal can be submitted to Parking Services via email to: [parkingservices@keene.edu](mailto:parkingservices@keene.edu) for additional review. The Director of Campus Safety or their designee will decide solely on whether the violation was issued in accordance with the parking policies on campus. If the second appeal is denied, the responsible party will be held responsible for any late fees that resulted in the extended appeal.

The outcome of an appeal will be based solely on the facts and circumstances present at the time the ticket was issued. The appeals board evaluates whether the ticket was issued in error or if there are mitigating circumstances that warrant the parking violation. Willful violations of parking policies, even for a short period of time, are likely to be denied. The parking appeals board may evaluate past parking violation history when considering an appeal. Prior to parking on campus, any questions or clarification on parking restrictions must be referred only to Campus Safety or Parking Services.

A parking violation waiting on an appeal decision will not accrue late fees until a decision has been made.

## b. Fines for Violations

Fines for Violations	
<i>ALTERED/FRAUDULENT PERMIT/PASS</i> – Displaying a parking permit that has been copied, altered, or otherwise created without express authorization from the parking office. This type of violation may be reported to the Keene Police Department for theft of services and the Office of Community Standards.	\$300.00
<i>AREA NOT DESGINATED FOR PARKING</i> – Parking in any area that is not marked specifically for parking or is marked specifically as “no parking.” Parking spaces must be in a paved and marked parking area and have lines or a border on both sides. This includes parking on the grass.	\$50.00

<i>CHARGE BACK/INSUFFICIENT FUNDS</i> – When a payment is disputed with the credit card company and as a result the payment is removed from the charges, or a payment is returned for insufficient funds in the payee’s account. This violation will be added administratively per violation/transaction.	\$50.00
<i>COMMUNITY DIRECTOR SPACE/LIVE-IN FACULTY/STAFF</i> – Parking in these spaces without a permit will be subject to ticket and/or tow.	\$50.00
<i>EXCEEDED POSTED TIME</i> – A vehicle has been parked beyond the time limit posted for the area.	\$25.00
<i>FIRE LANE</i> – Parking a vehicle in a marked fire lane (by sign or red/yellow painted lines) or otherwise blocking emergency vehicle access and egress.	\$100.00
<i>HANDICAPPED SPACE/ADJACENT MARKED SPACE</i> – Parking a vehicle in a space marked for only vehicles displaying a valid State issued handicapped plate/placard/permit or disabled veteran license plate. The handicapped space includes the yellow hash marks next to the space.	\$200.00
<i>IMMOBILIZATION FEE</i> – The fine is assessed starting 24 hours after boot is applied for failing to have an immobilization device removed (equivalent to a tow company’s “storage” fee). The immobilization device will be removed, and the vehicle towed 72 hours after the first ticket has been issued.	\$25.00
<i>IMPEDING SNOW REMOVAL</i> – Ignoring notification to move vehicle from a lot that has been closed for plowing.	\$25.00
<i>LOADING ZONE</i> – Parking in an area designated as a loading/unloading area only with a 15-minute time limit.	\$50.00
<i>LOT CLOSED/EVENT PARKING ONLY</i> – Ignoring notification to move vehicle from a lot that has been closed for an event.	\$50.00
<i>MISUSE OF VISITOR PARKING SPACES</i> – Spaces are reserved for	\$25.00

non-KSC visitors only and cannot be used by affiliates, faculty, staff, or students.	
<i>MORE THAN ONE SPACE</i> – Parking a vehicle in a manner that occupies two or more parking spaces.	\$25.00
<i>NO PARKING MIDNIGHT TO 6AM</i> – Parking a vehicle on campus between midnight and 6:00 AM without a valid permit for the area and timeframe.	\$25.00
<i>NO PERMIT</i> – Parking a vehicle without a valid KSC parking permit.	\$50.00
<i>PARKING AFTER REVOCATION</i> – Parking a vehicle on campus after parking privileges are revoked.	\$200.00
<i>PARKING IN A RESIDENTIAL LOT</i> – A vehicle parked in a residential lot and does not have a valid permit to be there. The vehicle will be immobilized immediately and towed if not moved within the next 24 hours.	\$35.00
<i>PARKING WITHIN 15 FEET OF A FIRE HYDRANT</i> – Parking a vehicle within 15 feet of a fire hydrant.	\$100.00
<i>RESTRICTED AREA</i> – Parking a vehicle in an area that is closed or otherwise restricted (temporarily or permanently).	\$50.00
<i>SIDEWALK-CROSSWALK</i> – Parking a vehicle on a sidewalk, crosswalk, or in a manner that impedes pedestrian access.	\$50.00
<i>TOO CLOSE TO AN INTERSECTION</i> – Parking a vehicle in such a way that blocks visibility of oncoming or intersecting traffic.	\$25.00
<i>TOW - CHRONIC VIOLATOR</i> – A person who is on the automatic tow list due to being a habitual offender of the parking policies.	\$25.00
<i>UNAUTHORIZED REMOVAL OR DAMAGE OF AN IMMOBILIZATION DEVICE</i> – If a person attempts to remove the immobilization device and damages it beyond use or repair. Or if a person removes the device prior to contacting Parking Services and	\$100.00



settling their account.	
<i>UNAUTHORIZED USE OF PERMIT</i> – Displaying a permit that has been issued to someone other than the permit user or user’s vehicle. This type of violation may be reported to the Keene Police Department for theft of services, or when a student misuses the overnight guest permits.	\$100.00
<i>VEHICLE BOOTED/IMMOBILIZED</i> – Fine assessed when a vehicle is booted/immobilized.	\$50.00
<i>WRONG LOT</i> – Parking a vehicle without a permit for the specific parking area where the vehicle was parked.	\$25.00
<i>WRONG SIDE OF THE ROAD</i> – Parking a vehicle facing oncoming traffic.	\$25.00

## c. Unpaid Parking Fines

A \$10.00 late fee will be applied for any unpaid fines beyond 30 days of issuance, and additional \$10.00 fines will be applied every 90 days thereafter, until the ticket has been paid. Keene State College reserves the right to place a financial “hold” on student accounts for unpaid parking violations. Students who have a financial hold on their student account will not be able to obtain an academic transcript.

All unpaid parking fines must be paid or appealed (if still within the appealable window) to register a vehicle on campus or obtain a parking permit. Vehicles with outstanding fines, regardless of the registrant, cannot be registered. The Director of Campus Safety or their designees reserves the right to deny or revoke parking privileges for any individual or vehicle with just cause.

## d. Revocation of Parking Privileges or Permits

Any violation of these parking policies by a student may be referred to the Office of Community Standards. In addition, the Director of Campus Safety or

their designee reserves the right to revoke parking privileges of any student for just cause.

College parking privileges and/or permits may be revoked or suspended by the Office of Community Standards or the Director of Campus Safety or their designee for the following reasons:

- Chronic or habitual violations of parking regulations, regardless of payment status.
- Possession or use of a stolen or lost permit, or the altering of a parking permit.
- At the discretion of the Director of Campus Safety or their designee for any just cause.

If your permit is revoked, you will still be held responsible for paying all outstanding citations.

## **e. Fraudulent Use of a Permit**

Permits may not be transferred, sold, or lent to another individual, and are only valid when used on a vehicle owned or operated by the purchasing party. All vehicles must be registered with the [Permit Store](#).

Any permit that has been altered, copied, transferred, or otherwise falsified will be considered fraudulent. Fraudulent permit use warrants immediate ticketing and immobilization of the vehicle.

Incidents involving students are referred to the Office of Community Standards. Incidents involving faculty, staff, or contracted vendors are referred to the responsible department or division manager. Incidents involving non-affiliated individuals will result in immediate revocation of parking privileges for not more than one calendar year from the date of the incident.

Keene State College reserves the right to contact the Keene Police Department for theft of services and may require reimbursement for unauthorized parking services utilized. Vehicles will not be permitted back on campus until the incident is resolved, and parking privileges reinstated.

An example of fraudulent use is if a permit is copied and given to another student.

## **f. Unauthorized Use of a Permit**

Permits may not be transferred, sold, or lent to another individual, and are only valid when used on a vehicle owned or operated by the purchasing party. All vehicles must be registered with the [Permit Store](#).

Examples of this would be:

\*if you no longer require your permit, you cannot 'gift' it to your friend in need, thus enabling the 'gifted' vehicle to park on campus under their permit would be considered Unauthorized use of a permit for both the permit holder and the second vehicle owner/operator.

- if a permit holder adds another vehicle to their permit that is not owned or operated by themselves, thus enabling the second vehicle to park on campus under their permit would be considered unauthorized use of a permit for both the permit holder and the second vehicle owner/operator.

## **g. Parking in a Residential Lot**

Parking in a residential lot is restricted to only the students who purchased the appropriate permits for that residential lot.

Faculty/Staff/Affiliates/Visitors/Guests are restricted from being able to park in these lots. The residential lots are as follows: Blake, Madison Street Residential, Owls Nest, One Butler Court, Pondside 2, and Pondside 3. Anyone found to be parking in these lots without the appropriate permit will be immediately immobilized. The vehicle will be towed from campus after 24 hours, if the outstanding citation has not been paid or the vehicle removed from the lot. Once the citation has been paid and the immobilization device removed, the vehicle must be removed from the lot immediately.

## **h. Immobilizing (Booting) Vehicles**

A permit holder whose vehicle has been issued four (4) unpaid parking tickets will be immobilized upon issuance of the fifth (5th) parking ticket. An un-

permitted vehicle (a vehicle parked in any KSC lot without a valid permit, will be immobilized upon issuance of the second (2nd) parking ticket. All unpaid citations must be paid and/or appealed before the boot is released.

Vehicles that have been immobilized (booted) will be towed from campus after 72 hours if outstanding citations are not resolved by the vehicle operator. This does not apply to residential lots. See above for towing in a residential lot. A \$50.00 fee is applied whenever a vehicle has been towed.

Any vehicle observed to be in violation of the following may be immobilized (booted):

- Parking in a residential lot without a valid permit for that residential lot.
- Displaying any permit that has been altered, copied, or otherwise falsified.
- Parking in a manner that presents a danger to life or property.
- Recipient of four (4) unpaid parking tickets on issuance of 5th ticket.
- Unauthorized use of a disabled plate, placard, or permit.
- Unauthorized use of a permit.
- Unregistered vehicle or a vehicle with no license plate on issuance of 2nd ticket.

Continued violations may result in the revocation of current or future KSC parking privileges. Vehicles parked on campus after revocation will be towed or immobilized.

## **i. Release of Immobilization (Boot)**

Release of vehicles immobilized or towed will be subject to the payment in full of all outstanding fines, towing/immobilization fees, storage/release fees, or other such conditions set by the Director of Campus Safety. Unless otherwise authorized, payments for debts associated with immobilization (booting) must be paid online at the [Permit Store](#) for the vehicle to be released the same day. The Permit Store accepts the following methods of payment: Discover, Visa, American Express or MasterCard.

Confirmation of payment will be checked by Campus Safety or the Parking

Office before an officer is dispatched to release the boot.

## **j. Towing**

Vehicles that have been immobilized (booted) will be towed from campus after 72 hours if outstanding citations are not resolved by the vehicle operator. This does not apply to residential lots. See above for towing in a residential lot. A \$50.00 fee is applied whenever a vehicle has been towed.

Campus Safety and Parking Services personnel are authorized to initiate an automatic tow from KSC property without notice to the vehicle owner if the vehicle observed is in violation of the following:

- Blocking a roadway, pedestrian walkway, or ramp for people with disabilities.
- Blocking access to a fire hydrant.
- If found parked in violation of these parking policies after receiving a chronic violator notification email.
- Parking in or blocking a fire lane.
- Parking in or blocking a space reserved for people with disabilities without the proper plate or placard.
- Parking in a manner that presents a danger to life or property.
- Parking on a pedestrian walkway or vehicle travel lane.
- Parking in a campus parking lot which is closed to accommodate campus events, snow removal, construction, or other reasons as deemed appropriate by Keene State College.
- Parking in any area indicated by official signage that a vehicle may be towed.
- Parking after revocation of parking privileges.
- Unregistered vehicle or vehicle with no license plate after being immobilized for 72 hours.

Towed vehicles are moved to the property of the tow company. Any fees for storage, or drop charges associated with retrieving the vehicle are payable

directly to the tow company and are the responsibility of the vehicle operator. A drop fee is charged by the tow company when the tow company has already arrived on campus.

Campus Safety officers will inspect the exterior of all vehicles to be towed and will document observed deficiencies; however, Campus Safety officers are not authorized to conduct motor vehicle inventory searches. KSC is not responsible for any damage to any vehicle incurred as part of being towed from the KSC campus or while stored at the towing company facility.

## **k. Chronic Violators**

A permit holder whose vehicle has received ten (10) citations within the same academic school year will be considered a chronic violator and be subject to immediate tow if found in violation of the 'Parking and Motor Vehicle Policies' at any point for the remaining duration of the permit holder's current permit. Chronic Violators will be notified in writing when they are placed on the Tow list.

Continued violations may result in the revocation of the current permit or future KSC parking privileges. The Director of Campus Safety or their designees reserves the right to deny or revoke parking privileges for any individual or vehicle with just cause. Vehicles parking on campus after revocation will be towed or immobilized.

## **l. Payments**

To pay citations, please go to the [Permit Store](#) and click on the large icon titled "Pay or Appeal", enter either the 'License Plate' or 'Notice Number', click search and follow the prompts.

We cannot offer payment plans or transfer the outstanding balance to student accounts. The Permit Store is a vendor and operates separately to Keene State College.

The Permit Store accepts the following methods of payment: Discover, Visa, American Express or MasterCard.

# 7. Charge Back/Insufficient Funds Fee

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Keene State Parking Services utilizes iParq, a third-party parking management service, to handle all parking-related transactions. iParq charges an administrative fee as well as a processing fee per transaction. When a transaction is denied due to insufficient funds, or if a payment is disputed by the card holder, Parking Services is still charged those fees in addition, a separate much larger fee is added for every instance of a charge back/insufficient fund transaction. These fees will be transferred to the account holder.

The “Charge Back/Insufficient Funds Fee” that Parking Services will charge the account holder will be fifty (\$50.00) dollars per transaction. The account will be placed on hold until the original transaction and additional insufficient funds fee is paid.

If payment is not received within two weeks in the case of a student, the account will be placed on hold and the matter will be referred to the Office of Community Standards for review.

We strongly recommend that all account holders check that funds are available prior to proceeding with an application for permit or payment of citations.

# 8. Types of Permits

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- a. CALL Program
- b. Community Living/Director Parking
- c. Commuter Student Permits
- d. Continuing Education & Graduate Students
- e. Contract Services Personnel (Affiliates)
- f. Faculty/Staff Permits
- g. Motorcycles & Other Motorized Bike Permits
- h. Permits for People with Disabilities

- i. Veteran Student Permits
- j. Temporary Permits
  - j1. College Sponsored Trips
  - j2. Professional Intern Permits
  - j3. Student Temporary Permits
  - j4. Temporary Accommodation for Injury or Illness
  - j5. Other Temporary Permits

## **a. CALL Program**

Continuing education CALL program students may apply [here](#) for a free CALL Program parking permit which authorizes parking in any Faculty/Staff, Visitor, or Commuter parking space. Multiple vehicles registered under the student's account may be associated with the current Permit.

## **b. Community Living/Director Parking**

Residential professional staff parking spaces are designated for Community Directors or other professional staff as designated by the Director of Transitions and Community Living as live-in staff. Community Assistants or other complimentary live-in staff are not eligible to park in these spaces. Residential professional staff must display a Faculty/Staff permit and must inform the parking office of their residency prior to parking on campus.

Community Directors are not allowed to provide access to their parking space, absent a qualified live in partner of their apartment, or an approved guest.

Visitors of residential professional staff must display a permit prior to parking on campus. Residential professional staff must apply for a Residential Staff-Visitor permit and disseminate it to their guests.

## **c. Commuter Student Permits**

The fee for a Commuter permit is \$200.00 for the Academic Year, and \$120.00 for one semester. Commuter students must obtain a parking permit



online [here](#) prior to parking on campus. Priority will be given to students who live more than ½ a mile away from the Keene State College Campus.

There are two commuter lots on Campus:

- The Holloway Commuter lot is off Winchester Street and can be accessed by either Madison St or Butler Ct, located behind Holloway Hall.
- The Redfern Commuter lot is off Main Street and can be accessed by taking Wyman Way, located next to the Redfern Art Center.

Both lots are indicated by a yellow CC on the [campus map](#).

If there is no parking available in the commuter lots, the Winchester Street lot is the designated overflow parking lot for all commuter students. Failure to park in the designated lots may result in receiving a ticket if parked in the wrong lot, or immobilization if parked in a residential lot. Appeals stating that the Commuter lots were full is not a justification for an appeal.

Overnight parking is not permitted with a commuter parking lot permit. Should a commuter student need to park on campus overnight, they must purchase a Temporary-Student permit to park in the Winchester St. lot for \$7.00 per night.

## **d. Continuing Education & Graduate Students**

These are reduced cost parking permits (\$40.00 annually) available online [here](#) for Continuing Education and Graduate Students who are taking less than eight (8) credits and not residing in on-campus housing. Parking is authorized in the Commuter or Winchester Street Parking Lots. Students taking classes for more than 8 credits are advised to purchase a Student Commuter permit if they need to park on campus during the working week, Monday-Friday 8am to 4pm.

## **e. Contract Services Personnel (Affiliates)**

Affiliate parking permits are available for any Keene State College full-time or

part-time contracted services personnel. Newly hired contract services personnel may obtain the parking permit by going online to the [Permit Store](#), to create an account and then apply for an Affiliate permit.

Affiliate Personnel who do not follow the parking policies may be ticketed and may have their vehicle immobilized or towed from campus. Affiliates will be expected to pay outstanding citations and be responsible for all fees incurred by the towing company.

This permit is valid for the academic year and provides parking in any Faculty/Staff lot or the Winchester Street Lot.

## **f. Faculty/Staff Permits**

Faculty/Staff parking permits (hangtags) are available online [here](#) for any Keene State College full-time or part-time faculty/staff member. Students hired as ancillary KSC employees are not eligible to obtain a faculty/staff permit. Permit applications will be denied if the applicant has any unpaid parking tickets. Permits cannot be transferred to dependents who are students at Keene State College.

Faculty/Staff who do not follow the parking policies may be ticketed and may have their vehicle immobilized or towed from campus. Faculty/Staff will be expected to pay outstanding citations and be responsible for all fees incurred by the towing company.

Faculty/Staff permits are good for a two-year period each time. They must be renewed in August of every odd year (2021, 2023, 2025, etc.). It is the responsibility of the permit holder to follow through with the permit renewal. Failure to comply may result in tickets being issued and you will be responsible for all fines incurred while not in compliance with an active permit.

It is the responsibility of the permit holder to associate a new vehicle with the current permit. Failure to associate a new vehicle to the current permit will result in a citation for 'No Permit' which may be appealed; however, responsibility lies with the permit holder and the citation may be reduced to a \$10.00 processing fee.

Faculty/Staff are only allowed to park their vehicles on campus overnight when traveling on college sponsored trips if prior permission is granted by submitting their information online [here](#). Faculty and staff should not be parking their vehicles overnight, or using the campus parking lots as a secondary location for parking their personal vehicles.

## **g. Motorcycles & Other Motorized Bike Permits**

Any motorized 2-wheeled cycle or scooter that needs to be registered with a state Motor Vehicle Department is a motorcycle/moped. Any motorized cycle capable of up to 30mph and/or with a piston displacement of up to 50cc are mopeds; over 30mph and/or 51cc and over are motorcycles. Sidecar, 3-wheel, or other custom oversized cycles must be permitted and parked as 4-wheel vehicles.

Motorized bikes may park at bike racks immediately adjacent to parking lots or roadways. Motorcycles may park in designated parking spaces with a valid permit purchased online [here](#). While there is no separate motorcycle permit, motorcycles should be registered under the permit holder's account as an alternate vehicle. Motorcycles may park in place of a motor vehicle, or park in same space as their vehicle but cannot take up two spaces. Motorcycles or other motorized bikes are not authorized to drive on Appian Way or other pedestrian walkways.

## **h. Permits for People with Disabilities**

Vehicles using spaces designated as "Handicapped" and displaying the uniform handicap symbol must display a state-issued Handicap license plate or placard. People with a disabled veteran's plate can also park in these spaces. If a campus community member needs a temporary disability permit, they may be available by contacting the registry of motor vehicles in their home state.

- Connecticut: [Accessibility Parking Permit for Individual | Connecticut DMV](#)
- Massachusetts: [Disability Plates and Placards | Mass.gov](#)

- New Hampshire: [Walking Disability Placards | NH Division of Motor Vehicles](#)
- New York: [New York DMV | Parking for people with disabilities \(ny.gov\)](#)
- Vermont: [Disabled Plates & Placards | Department of Motor Vehicles \(vermont.gov\)](#)

Unauthorized use of a handicapped or disabled plate or placard by another individual is subject to immediate ticketing and towing. This also may result in notification to the local police department.

The use of a state-issued walking disability plate or placard in Keene State College lots or spaces must be accompanied by a Keene State College issued permit, e.g. faculty/staff permit, commuter sticker, etc., for which the user is eligible. In designated ADA/Accessible spaces, the accompanying permit may be any valid permit. In standard, non-accessible spaces, the accompanying valid permit must be appropriate for that lot.

Resident students who have purchased a parking permit, must provide a copy of their handicapped placard to Campus Safety by submitting it online [here](#).

This is a two-step process:

- First, sign into the account, and click on the 'Manage Documents' link to upload a copy of the handicapped placard.
- Second, email [parkingservices@keene.edu](mailto:parkingservices@keene.edu) to notify them that you have done this, so they can add a field note to your account for the parking attendant's hand-held devices.

## **i. Veteran Student Permits**

Military veterans who are commuter students may obtain a free Commuter parking permit upon obtaining approval from the Keene State College Department of Veteran Affairs. The applicant will be required to phone the parking office to pay apply for the permit and pay the shipping fee.

Military veterans who are residential students may obtain a parking permit at a reduced cost. Please contact the parking office by calling 603-358-2227 to talk through your options based on where you will be living on campus.

# **j. Temporary Permits**

## ***j1. College Sponsored Trips***

Current Commuter permit holders traveling on college sponsored trips may park in the Winchester Street lot overnight after requesting a temporary college sponsored trip permit online [here](#). The temporary permit must be printed and displayed prominently in the vehicle's dashboard window.

- Faculty/Staff travelling on overnight college sponsored trips may park in any Faculty/Staff lot.
- Residential students must park in the residential lot designated by their current parking permit.

Permission to park overnight will not be extended to anyone that does not possess a current parking permit for Keene State College. KSC students without a current permit, may purchase a TEMPORARY permit for the duration of the trip, at a cost of \$7.00 per night [here](#).

## ***j2. Professional Intern Permits***

Professional Interns are those who work at, or in conjunction with KSC as part of their formal education. This category includes counseling interns, student teachers (traditional students excluded), etc. Professional Interns may apply for a Temporary Professional Intern parking permit at no cost, online [here](#). This permit is valid for the semester you are student teaching and provides for daytime parking only in the Redfern and Holloway Commuter lots.

A professional intern parking permit will not be given to a residential student or a student who has already purchased a full academic year or semester commuter parking permit. Refunds will also not be provided to students who have already purchased parking permits as either residential or a commuter student.

## ***j3. Student Temporary Permits***

Temporary Winchester Street Parking Lot permits are available for sale online [here](#) for a fee (maximum of \$7.00 per day). The permit must be printed by the student and clearly displayed on the vehicle's dashboard, face up, so the words can be seen through the windshield.

#### ***j4. Temporary Accommodation for Injury or Illness***

Individuals who need temporary accommodation due to injury or illness may apply for a KSC Temporary 30-Day Parking Accommodation Permit as an alternative to obtaining a State issued permit (limitations apply). You must possess a valid KSC parking permit and submit supporting medical documentation when applying for the accommodation permit [here](#).

Individuals with a residential KSC Parking Accommodation permit may park in any Faculty/Staff or Commuter lot even overnight based on the needs of the individual. However, per NH State Law, this permit does not authorize the use of designated handicapped parking spaces. A State issued handicapped placard or license plate would be required to utilize these spaces.

The KSC Temporary 30-Day Parking Accommodation Permit may be issued for a period not to exceed thirty (30) days at a time. An extension may be granted on a case-by-case basis. Accommodation permit holders should contact Parking Services if this extension is needed. A Temporary Accommodation Permit cannot be issued for more than one semester at a time. If the injury or illness is likely to last more than one semester, the applicant will need to obtain a State issued temporary or permanent handicap placard or plate.

#### ***j5. Other Temporary Permits***

- Temporary permits for CDC Specialists, Chartwell's temporary employees, business related visitors/guests or volunteers, must be obtained from the [Permit Store](#).
- Temporary permits to park in the Winchester St. lot while away on College Sponsored Trips, or Student Teaching Professional Interns must be obtained from the [Permit Store](#).

## **9. Visitors**

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- [a. 48 Butler Court Visitors](#)
- [b. Admission Visitors](#)

- [c. Daytime Visitors](#)
- [d. Event Visitor Parking](#)
- [e. Overnight Guest Visitors](#)
- f. River Valley Community College Visitors - please scroll down
- [g. Routine Visitors](#)
- h. Thorne Sagendorph Art Gallery Visitors - please scroll down
- [i. USNH Faculty/Staff Visitors](#)
- [j. Vendors/Contractors](#)

## **a. 48 Butler Court Visitors**

There are 2 spaces set aside for visitors to 48 Butler Court.

Faculty/Staff/Affiliates, and students are not permitted to park in these spaces unless they display a valid permit, on their vehicle's dashboard, face up, so the words can be seen through the windshield.

## **b. Admission Visitors**

Designated parking spots for admissions visitors are located in the Elliot Center Parking Lot, adjacent to the fence facing the playground, or the Visitor Parking Lot, adjacent to the metal fence. Admissions visitors must display their tour confirmation emails on their dashboards. The confirmation email will serve as their parking permit.

## **c. Daytime Visitors**

Parking in the Visitor Lot is not for Faculty/Staff/Affiliate or KSC students who must park in the lot for which their permit is for, unless prior permission has been given.

All visitors to campus Monday-Friday from 7:00 AM to 4:00 PM and visitors without a valid permit must park in the Visitor parking lot located adjacent to Keddy House on Wyman Way and register their vehicle with Campus Safety immediately after parking, by either entering the vehicle information (make,

model, and license plate) via the QR code displayed at each entrance, or by coming into the parking office and providing the vehicle information in person.

All visitor vehicles must be removed from the campus by midnight.

## **d. Event Visitor Parking**

Visitors for special events held on campus Monday-Friday from 7:00 AM to 4:00 PM will need parking permits that have been obtained by the event organizer by making a request online [here](#). Once obtained, the event organizer must distribute the permit to the event attendees, who must print the permit and display it on the vehicle's dashboard, face up, so the words can be seen through the windshield. Event attendees who do not receive a parking permit in advance of the event, should park in the Visitor Parking Lot and either enter the vehicle information (make, model, and license plate) via the QR code displayed at each entrance, or by coming into the parking office and providing the vehicle information in person.

### ***Redfern Arts Center Visitors***

Non KSC student visitors to the Redfern Arts Center outside of the working week (Friday 4:00pm to Sunday midnight) may park in the Redfern Commuter and Spaulding lots without a permit one hour before and after an event. KSC students without a valid commuter permit are not permitted to park in the Redfern Commuter lot during the working week from 8:00 AM to 4:00 PM, Monday, Tuesday, Wednesday, Thursday & Friday. A 15-minute loading/unloading space has been created to accommodate KSC students' needs.

### ***Spaulding Gym Visitors***

Non KSC student visitors to the Spaulding Gym outside of the working week (Friday 4:00pm to Sunday midnight) may park in the Spaulding lot without a permit one hour before and after an event. KSC students are not permitted to park in the Spaulding lot during the working week from 8:00 AM to 4:00 PM on Monday, Tuesday, Wednesday, Thursday & Friday. Two 15-minute loading/unloading spaces have been created to accommodate KSC students' needs.

Any parking tickets issued for violation of our parking policies will be the



responsibility of the vehicle driver.

## e. Overnight Guest Visitors

Visitors not planning on staying overnight are welcome to park in the visitor lot located adjacent to Keddy House on Wyman Way and register their vehicle with Campus Safety immediately after parking, by either entering the vehicle information (make, model, and license plate) via the QR code displayed at each entrance, or by coming into the office and providing the vehicle information in person.

Overnight guests of KSC students **must have a permit** to park on campus. A host student (under the student's [Permit Store](#) account) must apply for an overnight guest permit which will allow parking in the Winchester Street Parking Lot only. Guest permits must be clearly displayed on the vehicle's dashboard, face up, so the words can be seen through the windshield.

Within the academic school year, host students may apply for:

- Ten 1-overnight permits
- Ten 2-overnight permits

The permits will be available to purchase from the first day of classes to the Friday before 'Finals Week' each semester.

After exceeding the maximum guest permits of ten 1-overnight permits and ten 2-overnight permits within the academic school year, the host student may purchase a Temporary Student permit for \$7.00 per night.

Students are reminded that they must also register their guests with the Office of Transitions and Community Living, which can be [done here](#). A guest is considered *"...anyone who is not a KSC student. Guests must be registered by their host and must be accompanied by their host at all times while on campus... students with guests are expected to complete and submit the Community Living Guest Registration Form for a guest who will be in the building between 8pm and 8am the following day".* [Read more here](#).

Hosts are responsible for notifying their guests or visitors of the parking rules and regulations and ensuring compliance and will be responsible for paying

for any parking violations incurred by their guest. A hold will be placed on the host student's account for any unpaid fines.

Overnight guest permits cannot be obtained for current KSC students. Guest parking is limited to the Winchester Street Lot (located behind Walmart).

## **f. River Valley Community College Visitors**

There are 3 spaces in the Science lot set aside for RVCC visitors. Visitors must obtain a permit that is to be displayed on the vehicle's dashboard, face up, so the words can be seen through the windshield. Faculty/Staff/Affiliates, KSC and RVCC students are not permitted to park in these spaces at any time.

## **g. Routine Visitors**

Visitors who park on campus regularly may apply for a Temporary Visitor parking permit in person at the parking office, or online [here](#) the applicant must provide information regarding their purpose for parking on campus regularly (use of specific facilities, business associations, etc.)

## **h. Thorne Sagendorph Art Gallery Visitors**

There are 3 spaces set aside for TSAG visitors. Faculty/Staff/Affiliates, and students are not permitted to park in these spaces, unless prior permission has been given.

## **i. USNH Faculty/Staff Visitors**

Faculty/Staff visitors from within the University System of New Hampshire\* may park in any Faculty/Staff parking area while displaying a valid hangtag from the any of the system colleges. This does not apply to visiting students.

\* Applies to the University of New Hampshire - Durham, the University of New Hampshire School of Law, the University of New Hampshire College of Professional Studies, and Plymouth State University.

## j. Vendors/Contractors

Routine vendors or contractors who park on campus regularly may ask the Department that called them to Campus to apply for a Temporary Vendor/Contractor parking permit online [here](#). Vendor permits are valid for the fiscal year and authorize parking in any Faculty/Staff, Visitor, or Commuter parking space.

## 10. Parking Restrictions

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- [a. Days & Times](#)
- [b. Weekday Evening Parking](#)
- [c. Overnight Weekend Parking](#)
- [d. Loading/Unloading Areas](#)
- [e. Parking During School Breaks](#)

### a. Days & Times

Any vehicle parked on campus between midnight and 6:00 AM will be considered as being parked on campus overnight. Overnight parking is only allowed with the appropriate permit and in designated parking lots.

There is no parking at any time of the day or night in any of the residential lots (Owls Nest, One Butler Court, Madison Street Residential, Pondside 2, or Pondside 3) unless the vehicle displays a residential permit for that lot. Parking in these lots is reserved for students who have purchased the appropriate permit for Owls Nest, One Butler Court, Madison Street Residential, Pondside 2, or Pondside 3 lots.

No overnight parking in the Commuter Parking lots from midnight to 6am on Sunday, Monday, Tuesday, Wednesday & Thursday.

Any vehicle with an active KSC permit may park in the Faculty/Staff or Commuter parking lots from 4:00 PM Friday through midnight on Sunday. Parking in the residential lots at any time of the day or night is prohibited without the appropriate permit.

Parking regulations and permit requirements remain in effect when the following special circumstances apply:

- Winter, Spring, and summer breaks
- During finals week
- Fall Break Day
- Reading days,
- Snow days
- During curtailed operations
- On days not included as Observed Holidays
- On days when no classes are scheduled but college offices are open

## **b. Weekday Evening Parking**

Unpermitted vehicles must obtain a temporary student or an overnight guest permit to park in the Winchester Street lot overnight. The student host of the guest should click [here](#) to apply. (See 'Overnight Guest Visitor' section for full details.)

From midnight to 6:00 AM, seven days a week, no parking is allowed in the Faculty/Staff or Commuter parking lots without prior permission. Any vehicle with an active KSC permit may park in the Faculty/Staff or Commuter parking lots on campus from 4:00 PM to midnight, on Monday, Tuesday, Wednesday & Thursday.

Parking in the residential lots at any time of day or night is reserved for students who have purchased the appropriate permit for Owls Nest, One Butler Court, Madison Street Residential, Pondside 2, or Pondside 3 lots.

## **c. Overnight Weekend Parking**

From midnight to 6:00 AM on Sunday, Monday, Tuesday, Wednesday & Thursday, no parking is allowed in the Faculty/Staff or Commuter parking lots without prior permission. Residential permit holders may park in the Faculty/Staff or Commuter parking lots from 4:00 PM on Friday to midnight on

Sunday.

Parking in the residential lots at any time of day or night is reserved for students who have purchased the appropriate permit for Owls Nest, One Butler Court, Madison Street Residential, Pondside 2, or Pondside 3 lots.

## **d. Loading/Unloading Areas**

There are designated loading/unloading zones on campus which allow vehicles to park for a maximum of fifteen (15) minutes while actively loading/unloading their vehicle. Vehicles left unattended for longer than 15 minutes may be ticketed and/or towed/immobilized.

- **Butler Court**

- one (1) outside of One Butler Court
- one (1) outside of Holloway Hall
- one (1) outside of the Laundry House

- **Elliot Lot**

- one (1) space next to the Sculpture Studio
- two (2) spaces between TSAG and MAC

- **Fiske Lot**

- one (1) close to the Fiske Basement entry doors

- **Student Center Lot**

- four (4) spaces located by the covered bike rack

- **Rhodes Driveway**

- one (1) space adjacent to the Elliot Atrium entrance

- **Spaulding Lot**

- two (2) spaces adjacent to the first grass median

- **Redfern Commuter Lot**

- one (1) space adjacent to the exterior staircase

- **Visitor Lot**

- two (2) spaces adjacent to the LLC

## e. Parking During School Breaks

All residential student vehicles parked on campus during a school break must display a valid parking permit. Students who do not have a permit must apply for one by contacting the Parking Services office.

### ***Summer Break***

For those students who have permission from Community Living to stay on for a short period of time are permitted to remain in the lot they have a permit to park in.

Residential students taking classes over the summer break will be housed in Pondside 2 and will need to purchase a permit to park in the Pondside 2 lot. Fees will be:

- \$50.00 for the full summer break
- \$25.00 for half the summer break
- \$10.00 for one month or less

Temporary permits will be issued for the duration of the summer stay and must be displayed on the vehicle's dashboard, face up, so the words can be seen through the windshield.

### ***Spring, Thanksgiving and Winter Breaks***

For those students who have permission from Community Living to stay over any of these breaks are permitted to remain in the lot they have a permit to park in. All residential student vehicles parked on campus during a school break must display a valid parking permit for the designated lot.

All other campus parking policies are in effect during break periods.

## 11. Parking Lot Closures

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The College reserves the right to close campus parking lots at any time to accommodate parking for campus events, snow removal, or construction. Parking Services or Campus Safety will provide notice of parking lot closures via campus email. Vehicles parked on campus during these restricted times are subject to ticketing and towing.

# **Parking During Snowstorms**

During snowstorms, the Grounds Department will begin snow removal as early as possible; however, the Grounds Department Supervisors may delay snow removal if staff safety is compromised by the weather conditions. The Grounds Department's primary focus is snow removal from campus roadways, parking lot travel lanes, and campus walkways.

College personnel are not responsible for shoveling out vehicles or parking spaces. Campus community members are encouraged to keep a shovel in their vehicle during the winter months, to shovel out their parking space if needed. Snow removal on city streets and sidewalks is the responsibility of the City of Keene Department of Public Works (603-352-6550).

During snowstorms or when the College has declared curtailed operations for a specified period of time, vehicles must remain in the parking lots for which their permits are for. Vehicles parked in the wrong lots during this time may be subject to ticketing and towing.

## **Snow Cleanup and Removal**

Snow cleanup and removal is usually conducted during weekends; however, the Grounds Department reserves the right to conduct these operations at other times when circumstances dictate. During the week prior to snow cleanup operations, the Grounds Department will provide a snow removal plan to Campus Safety and Parking Services to include which lots will be plowed and the approximate days and times the plowing will begin and end.

Campus Safety or Parking Services will notify the campus community via email as to which lots are scheduled for snow removal, the approximate time frames for which lots will be closed and which lots will be available for alternate parking. Notification will occur no less than twelve (12) hours prior to scheduled snow removal operations. There may be weather events which make it impossible to make the notification prior. Notice will be provided as soon as possible. Barricades or cones will be positioned at the entrance(s) to the parking lot(s) scheduled for snow removal operations. Existing vehicles found in the lot after notice may be towed at the owner's expense. In emergency situations, the College may elect to tow vehicles from the lot

without notice. Approximately two (2) hours prior to scheduled snow removal operations, without individual notice, Campus Safety officers will begin ticketing vehicles remaining in the lot(s) scheduled for snow removal operations. Approximately one (1) hour prior to scheduled snow removal operations, Campus Safety officers will begin towing vehicles remaining in the lot(s) scheduled for snow removal operations. All vehicles will be towed off campus, and the vehicle operator/owner assumes responsibility for ticketing/towing charges. Once snow removal operations have been completed, the parking lot will be re-opened for parking in accordance with campus policies.

## **12. Vehicle Issues**

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### **Abandoned Vehicles**

Vehicles that are unregistered or have no license plate will be considered abandoned 72 hours after they have been immobilized (booted) and will be towed. All the costs associated with the tow, including storage fees are the responsibility of the vehicle owner. Campus Safety officers will inspect the exterior of all towed vehicles prior to them leaving campus and will document deficiencies. Campus Safety officers are not authorized to conduct motor vehicle inventories.

### **Vehicle Breakdowns**

The Department of Campus Safety provides vehicle jump-starts to cars in need of assistance which are parked on campus, at any time of the day or night. Campus Safety is open 24 hours a day, 7 days a week. The Department of Campus Safety reserves the right to refuse this courtesy for just cause.

If the vehicle is unable to be moved, the person will need to contact Campus Safety or Parking Services with the details of the vehicle issues, and estimated time of removal. Campus Safety officers do not assist with vehicle jumpstarts off campus. Information for local garages and locksmiths may be provided upon request.



# Vehicle Maintenance and Repairs

Limited vehicle maintenance or repairs can occur in campus parking lots. Such maintenance and repairs are limited to windshield replacement, tire maintenance, or jump starts.

Improperly disposing of hazardous materials, oil, power steering fluid, antifreeze, batteries, car parts etc. is a safety issue. Individuals found to be carrying out these types of repairs will be reported to Keene State College's Environmental Health and Safety Office in addition to the Office of Community Standards. Individuals also run the risk of revocation of their permit.

## 13. Safety Tips

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- Always lock your vehicle, even if you plan to be away from it for only a few minutes.
- Always make sure your windows are fully closed and not left down.
- When you park your car, do not leave valuables in plain sight.
- If you are returning to your vehicle after dark, try to park under a light and close to a building, or call Campus Safety for an on-campus safety escort.
- When driving, keep your doors locked.
- If you believe that you are being followed, do not drive to your parking area. Instead drive to a place where there are people and call the local authorities.
- Report all unusual circumstances to the Department of Campus Safety or the Keene Police Department immediately.

## 14. Contact Parking Services

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Please contact Parking Services for any general inquiries about parking at 603-358-2227 or by email at [parkingservices@keene.edu](mailto:parkingservices@keene.edu). Business hours are Monday-Friday 8:00am – 4:00pm.

Campus Safety is open 24 hours a day, 7 days a week for emergency requests by calling 603-358-2228 or stopping by Keddy House located on Wyman Way.

# **15. Family Rights and Privacy Act (FERPA)**

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Inquiries regarding student parking permits and parking violations must be initiated by the student, not by a parent, in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. Part 99). FERPA is a federal law that protects the privacy of student educational records to include parking records.