

Parking and Motor Vehicle Policies



Keene State College Policies and Procedures

Parking and Motor Vehicle Policies

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Introduction

Parking and operating a motor vehicle on the Keene State College campus is a privilege. Vehicle registrants and operators must comply with all traffic regulations established by the New Hampshire Legislature, Keene City Ordinances, and Keene State College policies regarding registration, parking, and operation of vehicles as outlined in this document. Vehicles found in violation of these policies may be ticketed, immobilized, and towed; vehicle registrants are responsible for all fines and fees associated with policy enforcement.

All vehicles (to include 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; parking is on a “first-come, first-served” basis.

Parking Lot Locations

A map of campus parking lots can be found online at: <https://www.keene.edu/campus/maps/college/>. All vehicles are expected to park in a lot designated for their permit type.

Apply for a Parking Permit

All parking permits may be obtained by creating an account online at <https://keene.thepermitstore.com/>. Permits may be transferred from vehicle to vehicle, as long as the vehicle is owned or operated by the permit holder, and the vehicles are registered under the customer's online account.

Displaying Permits

Decals are to be displayed on the passenger side window right above the door handle; Hang tags are to be suspended from the rear view mirror; paper permits are to be displayed on the vehicle's dashboard.

Refunds

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

- 100% before the first day of the semester
- 75% within 7 calendar days after the date classes begin
- 50% between 8 days after the date classes begin until January 31
- For Semester permits - no refund beyond 30 days after the date classes begin.

To apply for a refund, bring the permit to the Parking Services office. Any approved refunds will be posted directly to the credit card on file, or reimbursed by check. The \$4.95 Shipping and handling fee will not be refunded, and a ten dollar refund fee will be applied. Refunds may only be issued by the program manager. A student who is suspended or dismissed forfeits his/her right to any refund.

Daytime Visitors

All visitors to campus Monday through Friday must register their vehicle with Campus Safety (by texting their plate number to 603-209-6929) prior to parking on campus. Visitors without a physical permit must park in the visitor lot located adjacent to Keddy House on Wyman Way. All visitors' vehicles must be removed from the campus by midnight.

Routine Visitors

Visitors who park on campus regularly may apply for a *Temporary Visitor* parking permit online. Upon applying for a permit, the applicant must also email parking services at parkingservices@keene.edu to provide information regarding their purpose for parking on campus regularly (use of specific facilities, business associations, etc.)

Vendors

Routine vendors who park on campus may apply for a *Vendor* parking permit online. *Vendor* permits are valid for the academic year and authorize parking in any faculty/staff, visitor, or commuter parking space.

Admissions Visitors

Designated parking spots for admissions visitors only are located in the Elliot Center parking lot, adjacent to the fence facing the CDC playground. Admissions visitors may register their vehicle with Campus Safety (by texting their plate number to 603-209-6929) prior to parking on campus.

USNH Visitors

Visitors from the University System of New Hampshire may park in any faculty/staff parking area while displaying a valid USNH hangtag.

Event Parking

Special event parking permits may be obtained by the event host by making a request online at: <https://www.keene.edu/campus/safety/parking/>. Once obtained, the event host may distribute the permit to event attendees, who must print the permit and clearly display it on their dashboard. Event attendees who do not receive a parking permit in advance should parking the visitor lot and text their plate number to 603-209-6929.

Student Guest (overnight) Permits

Overnight student guests must have a permit to park on campus at all times. A host student (under the student's online account), may apply for an overnight guest permit,

which will allow parking in the Winchester St. Lot only for up to 2 consecutive nights. Guest permits must be printed by the host student, and be clearly displayed on the dashboard of the guest's vehicle. Students are limited to six (6) guest permits during the course of a semester; students may purchase "temporary - student" permits for their guests after exceeding the maximum guest permits per semester.

Unpaid tickets incurred by guests of students are the responsibility of the student host; a hold will be placed on the host student's account for any unpaid fines.

Faculty/Staff

Faculty/staff parking permits (hangtags) are available for any Keene State College full-time or part-time faculty, staff member, or contract services personnel. 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 outstanding parking tickets; permits cannot be transferred to dependents of the permit holder.

Contract Services Permits

Contract Services parking permits (hang tags) are available for any Keene State College full-time or part-time contracted services personnel. Newly hired contract services personnel may apply online for a six month temporary parking permit. After completing a six month introductory period, a faculty/staff hang tag may be obtained. Temporary parking permits may be printed by the customer upon approval.

Professional Interns

Professional Interns are those whom 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 free *Temporary - Professional Intern* permit online. This permit is valid for the academic year and provides for daytime parking only in the F/S or commuter lots.

Resident Staff (RD) Parking

Resident staff parking spaces are designated for Residence Directors or other professional staff (designated by the Director of Residence Life as live-in professional staff). Resident Advisors or other complimentary live-in staff are not eligible to park in these spaces. Resident staff must display a F/S permit, and must inform the parking office of their residency prior to parking on-campus.

Visitors of resident staff must display a permit prior to parking on campus. Resident staff may apply for a "Resident Staff - Visitor permit" online and disseminate it to their guests.

Resident Students

Resident students who live in campus housing may purchase day/overnight parking permits (decals) online. Priority sales are provided to upperclassmen based on number of credit hours completed. Annual and fall permit sales begin in July, starting with students with 90 or more credits; then 60 or more; then 32 or more. Priority within each sales group is issued on a first come first serve basis. Sales dates and prices are sent to all students email addresses during the spring semester. First year students are eligible for Winchester lot permits only.

The fee schedule for parking permits are as follows:

- Winchester St. Lot: \$200 (year); \$120 (semester)
- Owl's Nest \$300 (year)
- Pondsides 2&3: \$300 (year)

A resident student may apply for a parking permit for any lot designated for that residence. Authorized residential parking lot assignments are as follows:

- *Pondsides 1 Residence*: Winchester lot
- *Pondsides 2 Residence*: Pondsides 2 lot, or Winchester lot
- *Pondsides 3 Residence*: Pondsides 3 lot, or Winchester lot
- *LLC Residence*: Winchester lot
- *Bushnell Residence*: Pondsides 3 lot, Winchester lot
- *Owls Nest Residence*: Owls Nest lot or Winchester lot
- *One Butler Court Residence*: Winchester lot
- *Carle Hall*: Winchester lot
- *Fiske Hall*: Winchester lot
- *Holloway Hall*: Winchester lot

If a permit application is denied for a residential lot; the student must reapply for a Winchester lot permit (if desired). Resident student permits are valid anytime the residence halls are open from the first day of class to the specified expiration date. Vehicles with resident student permits may only park in the areas assigned (summer/winter breaks excluded for Winchester permits).

Student Temporary Permits

Temporary Winchester St. Lot permits are available for sale online for a fee (maximum of \$6.00 per day). The permit must be printed by the student and clearly displayed on the front window dashboard.

Commuter Students

Commuter students must obtain a parking permit online prior to parking on campus. Commuter students must park in the commuter lots or the Winchester lot which serves as the only "overflow lot" when the commuter lot is full. Overnight parking is not permitted with a commuter parking permit.

Commuter students and commuting student athletes who park on campus during the evening (between 4:00 pm and 11:00 pm) or early morning (between 5:00 am and 8:00 am) may obtain a reduced price "Student Commuter - Evening / Athletics" permit. This permit does not permit parking during normal business hours.

Veteran Commuter Students

Military Veterans may obtain a free *Commuter - Veteran* parking permit, upon obtaining approval from the Keene State College Department of Veterans Affairs. Residential Veteran students may request a reduced cost residential permit (residential permit cost minus the cost of a commuter permit).

Continuing Education & Graduate Students

Reduced cost parking permits (\$40 annually) are available online for Continuing Education & Graduate students taking eight (8) credits or less. Parking is authorized in the commuter lots or Winchester with this permit.

CALL Program

Continuing education CALL students may apply online for a free *CALL* parking permit which authorizes parking in any F/S, Commuter, or visitor parking space. Permits are transferable to multiple vehicles registered under the students account.

Permits for Persons with Disabilities

Vehicles using spaces designated as “Handicapped” and displaying the uniform handicap symbol must display a state-issued HP license plate or placard or a disabled veteran’s plate.

Campus community members who intend to use a HP parking space regularly must apply for a free KSC handicap permit online. Upon application, the permit holder must also email proof of a HP license plate or placard to Parking Services at parkingservices@keene.edu. Temporary disability permits may be available by contacting the registry of motor vehicles in their home state.

- Connecticut: <http://www.ct.gov/dmv/cwp/view.asp?a=842&q=245466>
- Massachusetts: <http://www.massrmv.com/MedicalAffairs/DisabilityPlatesandPlacards.aspx>
- New Hampshire: <https://www.nh.gov/safety/divisions/dmv/registration/disability.htm>
- New York: <https://dmv.ny.gov/more-info/parking-people-disabilities>
- Vermont: <http://dmv.vermont.gov/registrations/license-plates/disabled-plates-placards>

Unauthorized use of a handicapped or disabled plate or placard by another individual is subject to immediate ticketing and towing.

Temporary Accommodations for Injury or Illness

Individuals who need temporary accommodations due to injury or illness may apply online for a KSC *Temporary Accommodation Permit* as an alternative to obtaining a State issued permit (limitations apply). Prior to applying you must possess a valid KSC parking permit and supporting documentation must be provided to the Parking Services office via email at parkingservices@keene.edu. Individuals with a KSC *temporary disability* permit may park in any faculty/staff or commuter lot (even overnight); however, per State law, this permit does not authorized the use of designated handicapped spaces (A State issued permit would be required). This permit may be issued for a period not to exceed 30 days; a State issued temporary disability permit must be obtained for injuries/illness that exceed 30 days.

Parking Restrictions (Days & Times)

Overnight Parking

Any vehicle parked on campus between 2:00 a.m. and 6:00 a.m. will be considered as parked overnight. Overnight parking is only allowed with the appropriate permit and in designated lots.

Any permitted vehicle may park in Faculty/staff (FS) and/or commuter lots (CC) overnight from 4:00 p.m. Friday through midnight Sunday (midnight Monday on observed holidays where the College is closed). Parking in ON, P2 & P3 lots is by permit only at all times.

Weekday Evening Parking

Vehicles displaying a valid faculty/staff, commuter, or student parking permit may park in the faculty/staff or the campus commuter lots Monday -Friday from 4:00 p.m. to 2:00 a.m..

Weekend Parking

Faculty/Staff and Commuter lots are available for use by any permitted (any KSC parking permit) vehicle from 4 p.m. Friday through midnight on Sunday (midnight Monday on observed holidays where the College is closed). Unpermitted vehicles parked overnight during the weekend must obtain a temporary student or guest permit. Parking in Owl’s Nest, Pondsides 2 & Pondsides 3 lots is by permit only at all times. Visitors of the Spaulding Gym, Redfern Arts Center, or other public event may park on campus without a permit one hour before and after the event. Faculty, staff, or students are not permitted to park in the visitor lot at any time.

Parking for Winter/Summer Break Periods

All vehicles parked on campus during break periods must display a parking permit. Students who do not have an existing parking permit may apply for a “Summer Break” or “Winter Break” permit online. During breaks, students displaying any valid residential parking permit (to include a Winchester lot permit) may park in any lot designated for residential parking.

Students traveling on overnight College sponsored trips must obtain a permit and park in the Winchester lot. All other campus parking policies are in effect during break periods.

Lot Closures

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

Parking During Snow Storms

During snow storms, Grounds will begin snow removal as early as possible; however, the Grounds supervisor may delay snow removal if staff safety is compromised by the weather conditions. Grounds’ primary focus is snow removal from campus roadways; parking lot travel lanes and campus walkways; College personnel are not responsible for shoveling out individual vehicles or parking spaces. Snow removal on city streets and sidewalks is the responsibility of the City of Keene Department of Public Works (352-

Snow Clean Up and Removal

Snow clean-up and removal is usually conducted during weekends; however, Grounds reserves the right to conduct these operations at other times when circumstances dictate. During the week prior to snow clean-up operations, Grounds 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 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 the lots will be closed; and which lots will be available for alternate parking. Notification will occur no less than 12 hours prior to scheduled snow removal operations.

Barricades or cones are positioned at the entrance(s) to the lots 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 a lot without notice. Approximately 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 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 are towed off campus, and the vehicle operator/owner assumes responsibility for ticketing/towing charges. Once snow removal operations have been completed, the lot will be re-opened for parking in accordance with campus policies.

Enforcement of Parking Policies

Vehicles parked in violation of campus parking and motor vehicle policies may be ticketed, immobilized and towed every 4 hours until the vehicle is no longer in violation. 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. Any vehicle left unattended for more than 5 minutes while idling will be ticketed or towed. A fine may be levied for each parking violation.

Parking Violation Schedule of Fines

ALT-FRAUDULENT PERMIT/PASS – 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 Keene Police Department for theft of services charges. \$300.00

AREA NOT DESIGNATED FOR PARKING –Parking in any area that is not marked specifically for parking or is marked specifically as “no parking”. Parking spaces must be in paved and marked parking areas and have lines or a border on both sides. \$50.00

EXCEED POSTED TIME – Parking a vehicle beyond the time limit posted for the area. \$25.00

EXPIRED PERMIT – Parking a vehicle while displaying an inactive permit. \$25.00

FIRE LANE – Parking a vehicle in a marked fire lane (by sign, or red painted line) or otherwise blocking emergency vehicle access and egress. \$100.00

HANDICAPPED SPACE (HP) – Parking a vehicle in a space marked for only vehicles displaying a valid State or College issued handicapped plate/placard/permit or disabled veteran license plate. The HP space includes the yellow hash marks next to the space. \$200.00

RESTRICTED SPACE – RD/COLLEGE VEHICLE SPACE – Parking in a space reserved for designated Residential Life staff or College vehicles. \$50.00

LOADING ZONE – Parking in an area designated as a loading/unloading area only with a 15-minute time limit. \$50.00

MORE THAN ONE SPACE – Parking a vehicle in a manner that occupies two or more parking spaces. \$50.00

NO PARKING 2 AM to 6 AM – Parking a vehicle on campus between 2:00 a.m. and 6:00 a.m. without a valid permit for that area and timeframe. \$25.00

NO PERMIT – Parking a vehicle without a valid KSC parking permit. \$50.00

PARKING AFTER REVOCATION – Parking a vehicle on campus after parking privileges are revoked. \$200.00

RESTRICTED AREA – Parking a vehicle in an area that is closed or otherwise restricted (temporarily or permanently). \$50.00

SIDEWALK-CROSSWALK – Parking a vehicle on a sidewalk, crosswalk, or in a manner that impedes pedestrian access. \$50.00

TOO CLOSE TO INTERSECTION – Parking a vehicle in such a way that it blocks visibility of oncoming or intersecting traffic. \$25.00

UNAUTHORIZED USE OF PERMIT – 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 Keene Police Department for theft of services charges. \$100.00

VEHICLE BOOTED/IMMOBILIZED – Fine assessed when a vehicle is booted/immobilized. \$50.00

IMMOBILIZATION/STORAGE – Fine assessed per day for failing to have an immobilization device removed (equivalent to a tow companies “storage” fee. \$20.00

WARNING – A ticket issued for any parking violation, where the enforcement authority has elected to not assess a parking fine. \$0.00

WRONG LOT – Parking a vehicle without permit for that specific parking area. \$25.00

WRONG SIDE OF ROAD – Parking a vehicle facing oncoming traffic. \$25.00

W/IN 15 FEET OF FIRE HYDRANT – Parking a vehicle within 15 feet of a fire hydrant. \$100.00

Fraudulent Permit

Permits may not be transferred, sold, or lent to another individual, and are only valid when used on a vehicle owned or controlled by purchasing party (all vehicles must be registered with the parking office or online contracted vendor). Any permit that has been altered, copied, transferred, or otherwise falsified will be considered fraudulent. Fraudulent permit use warrants immediate ticketing and towing of the vehicle. Incidents involving students are referred to the Student Conduct system. 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 Keene Police to file a report for theft of services and to require reimbursement for unauthorized parking services utilized. Vehicles will not be permitted back on campus until the incident is resolved, and parking privileges reinstated.

Unpaid Parking Fines

A \$10 late fee will be assessed for any unpaid fines beyond 30 days of issuance, and additional \$10 will be assessed every 90 days thereafter until paid. The College reserves the right to place a financial “hold” on student accounts for unpaid parking violations. Unpaid fees may be referred to a collection agency. All unpaid parking fines must be paid 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 his/her designee reserves the right to deny or revoke parking privileges for any individual or vehicle for cause. Students who have a financial hold on their student accounts will

not be able to obtain a transcript or a diploma. Students who owe \$300 or more will not be permitted to register for classes.

Frequent Violators - Towing & Immobilizing

A *permit holder* whose vehicle has been issued three or more unpaid parking tickets is considered a chronic violator and will be towed or immobilized upon issuance of the third (3rd) parking ticket. An *un-permitted* vehicle (where the owner/operator has not registered with the parking office) may be towed or immobilized upon issuance of a second (2nd) unpaid parking ticket.

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

Towing/Booting/Immobilizing

Campus Safety and Parking Services personnel are authorized to initiate a tow from KSC property without notice to the vehicle owner; Towed vehicles are moved to the property of the tow company. Any fees, storage, or drop charges associated with the removal are payable directly to the tow company and are the responsibility of the vehicle owner. A drop fee is charged by the tow company when the tow company has already arrived on campus.

Vehicles may be immobilized (booted or by other means) for excessive unpaid violations and may be towed from campus after 24 hours if not claimed by the vehicle operator. A \$50 fee is assessed whenever a vehicle has been immobilized.

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

- Parking in or blocking a space reserved for people with disabilities without the proper plate or placard
- Blocking a roadway, pedestrian walkway or ramp for people with disabilities
- Unauthorized use of a disabled plate, placard, or permit
- Blocking a fire lane or fire hydrant
- Parking in a manner that presents a danger to life or property
- Parking on a pedestrian walkway or vehicle travel lane
- Recipient of three or more unpaid parking tickets (permit holders)
- Having unpaid parking fines beyond the appeal period (non-permit holders)
- Parking in a campus lot which is closed to accommodate campus events, snow removal, construction, or other reason as deemed appropriate by the College.
- Parking in designated loading/unloading zones for more than 15 minutes
- Unregistered vehicle's or vehicles which have no license registration plate after parking for 72 hours
- Displaying any permit that has been altered, copied or otherwise falsified
- Parking in any area, indicating by official signage, that a vehicle may be towed.

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.

To Release an Immobilized Vehicle

To have a boot or other device removed, the vehicle operator must pay all outstanding violations by logging onto www.keene.thepermitstore.com. Once all violations are paid, the operator must provide identification to Campus Safety prior to boot removal. A boot removal fee may apply in addition to the parking violation fee.

Violation Payments and Appeals

Payment of Tickets

To pay citations, please visit www.keene.thepermitstore.com.

Appeals

Vehicle owners have the right to appeal parking violations within fourteen (14) days of the issue date of the ticket. 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 denied, a second written appeal can be submitted to Parking Services via email to: parkingservices@keene.edu for additional review. The Director of Campus Safety, or designee will make a determination solely on whether the violation was issued in accordance with this policy; no other mitigating circumstances will be considered. If the second appeal is denied, the responsible party will be held responsible for any late fees that resulted in the extended appeal.

Basis for Appeal

Granting 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 time period, 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.

Miscellaneous Parking Policies

Motorcycles & Other Motorized Bike Permits

With a valid motorcycle parking permit, motorcycles and motorized bikes may park at bike racks immediately adjacent to parking lots or roadways. Motorcycles may park in designated parking spots only if they have a valid (non-motorcycle) parking permit for that particular lot. Motorcycles or other motorized bikes are not authorized to drive on Appian Way or other pedestrian walkways.

Low Emissions Vehicles / Parking Spaces

The College has designated several parking spaces in the TDS Faculty/Staff parking lot for low emissions vehicles. All vehicles parked in these spaces must have a Faculty/Staff, Commuter, or Visitor permit. Resident Students are not eligible to park in these spaces.

Unloading/Loading

Designated loading/unloading zones on campus permit vehicles to park for a maximum of 15 minutes while actively loading/unloading with the flashers activated. Vehicles left longer than 15 minutes may be ticketed and towed/immobilized.

Vehicle Breakdowns

The Department of Campus Safety provides on-campus emergency assistance, protection of stranded persons, and vehicle jump-starts. Information for local garages and locksmiths will also be provided upon request.

If the vehicle still cannot be moved, contact Campus Safety to request a temporary permit for the disabled vehicle. Campus Safety is open 24 hours a day. The Department of Campus Safety reserves the right to refuse this courtesy for cause.

Vehicle Maintenance and Repairs

Only licensed businesses are authorized to perform maintenance or repairs in campus parking lots. Such maintenance and repairs is limited to windshield replacement, tire maintenance, or jumpstarts.

Individuals conducting repairs on personal vehicles on the premises may be referred for disciplinary action. Individuals improperly disposing of hazardous materials (oil, power steering fluid, antifreeze, batteries, etc.) will be reported to the Department of Environmental Protection.

Abandoned Vehicles

Vehicles that are unregistered or have no license plate will be considered abandoned after 72 hours and may be towed; all costs associated with the tow including storage fees are the responsibility of the vehicle owner. Campus Safety Officer will inspect the exterior of towed vehicles and will document deficiencies. Officers are not authorized to conduct motor vehicle inventories.

Replacement or New Vehicles

If the registered vehicle is sold, disposed of, or temporarily disabled, and another vehicle is to be used, the replacement vehicle information must be updated at www.keene.thepermitstore.com prior to returning to campus with the new or replacement vehicle.

Replacement Permits (Lost, Stolen, or Destroyed)

Replacement permits for destroyed decals, which no longer adhere to the vehicle window will be issued free of charge upon submission of one of the following documents:

- Previous valid permit (whole or in pieces)
- Copy of the bill of sale for the previous vehicle, noting make and model
- Copy of receipt for window replacement
- Copy of police report of motor vehicle accident or theft

Lost or stolen permits should be reported to Campus Safety as soon as possible to file a report. The permit registrant assumes responsibility for all fees associated with replacement of lost or stolen permits and parking violations issued and associated with that permit prior to the loss/theft report.

Parking Availability & Notice

Purchase and possession of a permit does not guarantee parking will be available at all times; however, the Winchester St. Lot is designated as the overflow lot for all permits. Vehicle owners are encouraged to pay attention to MyKSC and faculty/staff email 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 damages that might occur while parked on College property. Vehicle owners are strongly encouraged to regularly monitor their vehicles parked in College lots, especially during adverse weather conditions such as heavy rain, which may cause flooding of flat spaces such as parking lots.

Safety Tips

- Always lock your vehicle, even if you plan to be away from it for only a few moments.
- 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 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 many people and call the local authorities.
- Report all unusual circumstance to the Department of Campus Safety or the Keene Police Department immediately.
- Additional traffic safety educational materials are available to the campus community at the Department of Campus Safety Office.

Contact Parking Services

Campus Safety is open 24/7 for emergency requests and visitor parking permits (603-358-2228). Please contact Parking Services for any general inquiries at 603-358-2227 parkingservices@keene.edu.

Family Rights and Privacy Act (FERPA)

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 CFR Part 99). FERPA is a Federal law that protects the privacy of student education records (to include parking records).