

# Parking and Motor Vehicle Policies

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Keene State College Policies and Procedures

# Parking and Motor Vehicle Policies

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## Introduction

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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. 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 as parking is on a “first come, first served” basis.

## Parking Availability & Notice

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Purchase and possession of a permit does not guarantee parking will be available at all times. 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 damages that might occur while parked on 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 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 camera (CCTV) in several of the parking locations on campus. If a student 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.

## Parking Lot Locations

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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

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All parking permits may be obtained by creating an account online at: [The permit store](#). 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.

Permits may not be transferred, sold, or lent to another individual, and are only valid when used on a vehicle owned or controlled by the purchasing party (all vehicles must be registered with the parking office or online contracted vendor).

## Displaying Permits

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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.

## Refunds

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

- 100% refund before the first day of the semester for full year or single semester permits.
- 75% refund within the first seven (7) calendar days after the date classes begin for full year or single semester permits.
- 50% refund between 8-30 days after classes begin for full year or single semester permits.
- 50% refund of a full year permit, if a student withdraws from the 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.

To apply for a refund, bring the permit to the Parking Services office located within Keddy House (Campus Safety Building). Any approved refund will be posted directly to the credit card on file or reimbursed by check from the iParq vendor. The \$3.95 shipping and handling fee will not be refunded, and a ten (\$10.00) dollar refund fee will be applied. Refunds may only be issued by the parking supervisor. A student who is suspended or dismissed from the College, forfeits their right to any refund.

## Daytime Visitors

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All visitors to campus Monday-Friday from 7:00 AM to 4:30 PM must register their vehicle with Campus Safety. This can be completed by either texting the vehicle information (make, model, and license plate) to 603-209-6929, or by coming into the office and providing the vehicle information in person. Visitors without a physical permit must park in the Visitor Parking Lot located adjacent to Keddy House on Wyman Way. All visitors’ vehicles must be removed from the campus by midnight.

Parking in the Visitor Lot is not for faculty/staff or students. All faculty/staff and students must park in the lot for which their permit is for.

## Routine Visitors

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Visitors who park on campus regularly may apply for a Temporary Visitor parking permit in person at the parking office, or by emailing the parking office. Upon applying for a permit, the applicant must also email parking services at [parkingservices@keene.edu](mailto:parkingservices@keene.edu) to provide information regarding their purpose for parking on campus regularly (use of specific facilities, business associations, etc.)

## Vendors

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Routine vendors who park on campus may apply for a Vendor parking permit in person at the parking office, or by emailing at [parkingservices@keene.edu](mailto:parkingservices@keene.edu). Vendor permits are

valid for the fiscal year and authorize parking in any faculty/staff, visitor, or commuter parking space.

## Admission Visitors

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Designated parking spots for admissions visitors only 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 will display their tour confirmation emails on their dashboards. The confirmation email will serve as their parking permit.

## USNH Visitors

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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.

## Event Parking

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Special event parking permits may be obtained by the event organizer by making a request at: Campus Safety - Event Parking Request <http://wufoo.com>. Once obtained, the event organizer must distribute the permit to the event attendees, who must print the permit and clearly display it on their vehicle's dashboard. Event attendees who do not receive a parking permit in advance of the event, should park in the Visitor Parking Lot and text their vehicle information (license plate number, make and model of the vehicle) to 603-209-6929.

## Student Guest (Overnight) Permits

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Overnight student guests must have a permit to park on campus at all times. A host student (under the student's online account) must apply for an overnight guest permit which will allow parking in the Winchester Street Parking Lot only, for up to two (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. The host student may purchase a Temporary Student permit for \$6.00 per night after exceeding the maximum guest permits per semester.

Unpaid tickets incurred by the guest of the student, are the responsibility of the host student to pay for. A hold will be placed on the host student's account for any unpaid fines.

## Faculty/Staff Permits

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Faculty/Staff parking permits (hangtags) are available 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 outstanding parking tickets. Permits cannot be transferred to dependents who are students at Keene State College.

Faculty/Staff who did not follow the parking policies and had their vehicle towed from campus, will 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 faculty or staff member 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. As a note, renewals emails are sent out in July of every odd year prior to permit renewals.

## Contract Services Personnel

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Contract services parking permits (affiliate hangtags) 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 Keene State College <http://www.thepermitstore.com> and applying for a permit. Contract services personnel can also have their administrative assistant obtain a parking permit for them.

## Professional Interns

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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 free *Temporary Professional Intern* permit online, or in person at the parking office. This permit is valid for the academic year and provides for daytime parking only in the Faculty/Staff or 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 a residential or commuter student.

## Community Living/Director Parking

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Residential 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 staff must display a Faculty/Staff permit and must inform the parking office of their residency prior to parking on campus.

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

## Residential Student Permits

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Residential students who live in on-campus housing may purchase day/overnight parking permits online. Priority sales are provided to upperclassmen 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 served basis. Sales dates and prices are sent out to all student's email addresses during the spring semester.

First -year students are eligible for Winchester Street Lot parking permits only.

The fee schedule for parking permits is as follows:

*Winchester Street Lot:* \$200.00 (full academic year); \$120.00 (semester)

*Owls Nest Lot:* \$300.00 (full academic year)

*Pondside 2 Lot:* \$300.00 (full academic year)

*Pondside 3 Lot:* \$300.00 (full academic year)

*One Butler Court Lot:* \$300.00 (full academic year)

*Madison Street Residential Lot:* \$300.00 (full academic year)

A residential student may apply for a parking permit for the lot designated for their residence hall. Lot assignments are as follows:

*Pondside 1 Residence Hall:* Winchester Street Parking Lot or Pondside 2 if spaces available after September 15 of each year.

*Pondside 2 Apartments:* Pondside 2 Parking Lot or Winchester Street Parking Lot

*Pondside 3 Residence Hall:* Pondside 3 Parking Lot or Winchester Street Parking Lot

*Owls Nest Residence Hall:* Owls Nest Parking Lot, One Butler Court Parking Lot, or Winchester Street Parking Lot

*One Butler Court Residence Hall:* Owls Nest Parking Lot, One Butler Court Lot, Madison Street Residential Lot, or Winchester Street Parking Lot

*Carle Residence Hall:* Winchester Street Parking Lot

*Fiske Residence Hall:* Madison Street Residential Lot or Winchester Street Parking Lot

*Huntress Residence Hall:* Winchester Street Parking Lot

*Holloway Residence Hall:* One Butler Court Lot, Madison Street Residential Lot, or Winchester Street Parking Lot

*Living and Learning Commons:* Winchester Street Parking Lot

If a permit application is denied for a residential lot, the student must apply for a Winchester Street Parking Lot permit (if desired). A permit can be denied if you apply too early (outside of your assigned window based on credits) or apply for a parking lot you are not eligible for. You will receive an email indicating your permit application was denied. You may reapply for a permit once you meet all eligibility requirements. 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 assigned by their permit.

## Student Temporary Permits

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Temporary Winchester Street Parking 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 Student Permits

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Commuter students must obtain a parking permit online prior to parking on campus. Commuter students must park in the commuter lots (behind Holloway Hall or next to the Redfern Art Center,). If there is no parking available in either of those lots, the Winchester Street Parking Lot is the designated overflow lot for all commuter students. 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 for \$6.00 per night.

## Veteran Student Permits

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Military veterans may obtain a free parking permit upon obtaining approval from the Keene State College Department of Veteran Affairs. The permit applicant will still be required to pay for the shipping fee.

## Continuing Education & Graduate Students

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These are reduced cost parking permits (\$40.00 annually) available online 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.

## CALL Program

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Continuing education CALL program students may apply in person at the parking office for a free Call Program parking permit which authorizes parking in any Faculty/Staff, Commuter, or Visitor Lot parking space. Permits are transferable to multiple vehicles registered under the student's account.

## Permits for People with Disabilities

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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: <http://www.ct.gov/dmv/cwp/view.asp?a=842&q=245466>
- Massachusetts: <https://www.mass.gov/disability-plates-and-placards>
- 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. This also may result in notification to the local police department.

## Temporary Accommodations for Injury or Illness

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Individuals who need temporary accommodations due to injury or illness may apply online for a KSC Temporary Accommodations Permit as an alternative to obtaining a State issued permit (limitations apply). Prior to applying for a permit, you must possess a valid KSC parking permit. Supporting documentation must be provided to the Parking Services office via email at [parkingservices@keene.edu](mailto:parkingservices@keene.edu). Individuals with a *KSC Parking Accommodations* permit may park in any Faculty/Staff or Commuter Parking Lot (even overnight); 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 in order to utilize these spaces.

The *KSC Temporary Accommodations Permit* may be issued for a period not to exceed thirty (30) days at a time. Depending on the situation, a State issued temporary disability permit may need to be obtained for injuries/illnesses that exceed thirty (30) days. Each case will be reviewed after thirty (30) days to determine if the applicant is eligible for an

extension. A *Temporary Accommodations Permit* cannot be issued for more than one semester at a time. If the injury or illness will last more than one semester, the applicant will need to obtain a State issued temporary or permanent handicap placard or plate.

## Parking Restrictions (Days & Times)

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Any vehicle parked on campus between 2:00 AM 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.

Any permitted vehicle may park in the Faculty/Staff and/or Commuter Parking Lots overnight from 4:00 PM Friday through midnight on Sunday. Parking in Owls Nest, One Butler Court, Madison Street Residential, Pondside 2, & Pondside 3 parking lots is by designated permit at all times.

Hootie Days and other special circumstances such as Fall Break days, and other days where classes are cancelled, such as snow days and curtailed operations, are not included as Observed Holidays. All weekday parking rules and regulations must be adhered to.

## Weekday Evening Parking

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Vehicles may park in the Faculty/Staff Parking Lots on campus Monday through Friday from 5:00 PM to 2:00 AM.

## Weekend Parking

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Any permitted vehicle may park in the Faculty/Staff and/or Commuter Parking Lots overnight from 4:00 PM Friday through midnight on Sunday. Parking in Owls Nest, One Butler Court, Madison Street Residential, Pondside 2, & Pondside 3 parking lots is by designated permit at all times.

Unpermitted vehicles parked overnight during the weekend must obtain a temporary student or guest permit.

Visitors of the Spaulding Gym, Redfern Arts Center, or other public events on campus may park on campus without a permit one hour before and after the event. Faculty, staff, and students are not permitted to park in the Visitor Parking Lot at any time.

## Parking for Summer Break Period

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All vehicles parked on campus during summer break for residential students must display a parking permit. Students who do not have an existing parking permit must apply for a permit online. During the summer break, students displaying the residential parking permit may park in any lot designated for residential parking.

Students travelling on overnight College sponsored trips must park in the Winchester Street or Commuter Parking Lots. All other campus parking policies are in effect during break periods.

## 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

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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 individual vehicles or parking spaces. Snow removal on city streets and sidewalks is the responsibility of the City of Keene Department of Publics Works (603-352-6550).

Campus community members are encouraged to keep a shovel in their vehicle during the winter months, to assist them with shoveling out their parking space if needed.

## Snow Cleanup and Removal

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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.

## Enforcement of Parking Policies

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Vehicles parked in violation of campus parking and motor vehicle policies may be ticketed, immobilized, and/or towed every twelve (12) 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.

## Parking Violation Schedules of Fines

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**ALTERED/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 the Keene Police Department for the theft of services. The fine amount is \$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 a paved and marked parking area and have lines or a border on both sides. The fine amount is \$25.00.

**EXCEEDED POSTED TIME** - A vehicle has been parked beyond the time limit posted for the area. The fine amount is \$25.00.

**FIRE LANE** - Parking a vehicle in a marked fire lane (by sign or red/yellow painted lines) or otherwise blocking emergency vehicle access and egress. The fine amount is \$100.00.

**HANDICAPPED SPACE** - 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. The fine amount is \$250.00.

**RESTRICTED SPACE** - CD/COLLEGE VEHICLE SPACE - Parking in a space reserved for designated Community Living staff or College vehicles. The fine amount is \$50.00.

**LOADING ZONE** - Parking in an area designated as a loading/unloading area only with a 15-minute time limit. The fine amount is \$50.00.

**MORE THAN ONE SPACE** - Parking a vehicle in a manner that occupies two or more parking spaces. The fine amount is \$50.00.

**NO PARKING 2 AM TO 6AM** - Parking a vehicle on campus between 2:00 AM and 6:00 AM without a valid permit for the area and timeframe. The fine amount is \$25.00.

**NO PERMIT** - Parking a vehicle without a valid KSC parking permit. The fine amount is \$50.00.

**PARKING AFTER REVOCATION** - Parking a vehicle on campus after parking privileges are revoked. The fine amount is \$200.00.

**RESTRICTED AREA** - Parking a vehicle in an area that is closed or otherwise restricted (temporarily or permanently). The fine amount is \$50.00.

**SIDEWALK-CROSSWALK** - Parking a vehicle on a sidewalk, crosswalk, or in a manner that impedes pedestrian access. The fine amount is \$50.00.

**TOO CLOSE TO AN INTERSECTION** - Parking a vehicle in such a way that blocks visibility of oncoming or intersecting traffic. The fine amount is \$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 the Keene Police Department for theft of services. The fine amount is \$100.00.

**VEHICLE BOOTED/IMMOBILIZED** - Fine assessed when a vehicle is booted/immobilized. The fine amount is \$75.00.

**IMMOBILIZATION FEE** - 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. The fine amount is \$25.00.

**WRONG LOT** - Parking a vehicle without a permit for the specific parking area where the vehicle was parked. The fine amount is \$25.00.

**WRONG SIDE OF THE ROAD** - Parking a vehicle facing oncoming traffic. The fine amount is \$25.00.

**PARKING WITHIN 15 FEET OF A FIRE HYDRANT** - Parking a vehicle within 15 feet of a fire hydrant. The fine amount is \$100.00.

## Fraudulent Permit

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Permits may not be transferred, sold, or lent to another individual, and are only valid when used on a vehicle owned or controlled by the 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 Community Standards Office. 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 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

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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. 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 or appealed (if still within the appealable window) in order 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. Students who have a financial hold on their student account will not be able to obtain a transcript.

## Frequent Violators - Towing & Immobilizing

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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 fourth (4th) 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 the 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

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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 for storage, or drop charges associated with retrieving the vehicle 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 72 hours if not claimed by the vehicle operator. A \$50.00 fee is applied 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.
- Parking in or blocking a fire lane.
- Blocking access to a 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 within a 365-day period of the most recent violation (applies to permit holders).
- Having unpaid parking violations beyond the appeal period within a 365-day period of the most recent violation (non-permit holders).
- Parking in a campus parking lot which is closed to accommodate campus events, snow removal, construction, or other reasons as deemed appropriate by the College.

- Parking in designated loading/unloading zones for more than 15 minutes.
- Unregistered vehicles or vehicles with no license 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. 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.

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## Violation Payments and Appeals

### Payments

To pay citations, please visit [Keene State College](#).

### 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](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 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 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.

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## Miscellaneous Parking Policies

### Motorcycles & Other Motorized Bike Permits

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 for that particular parking lot. While there is no separate motorcycle permit, motorcycles should be registered under the permit holder's account as an alternate vehicle. 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 Science Center Faculty/Staff parking lot for low emissions vehicles. All vehicles parked in these spaces must have a Faculty/Staff, Commuter, or Visitor parking permit. Residential students are not eligible to park in these spaces during the week Monday-Friday from 8:00 AM to 4:30 PM.

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## Unloading/Loading 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.

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## Vehicle Breakdowns

The Department of Campus Safety provides vehicle jump-starts to cars in need of assistance which are parked on campus. Campus Safety officers do not assist with vehicle jumpstarts off campus. Information for local garages and locksmiths may be provided upon request.

If the vehicle is unable to be moved, the person will need to contact Campus Safety to request a temporary permit for the disabled vehicle. 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.

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## Vehicle Maintenance and Repairs

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

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.

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## Abandoned Vehicles

Vehicles that are unregistered or have no license plate will be considered abandoned after 72 hours and may 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.

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## Replacement of 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 Keene State College (<http://thepermitstore.com>) prior to returning to campus with the new or replacement vehicle.

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## 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 the 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 the receipt for window replacement
- Copy of the police report of the 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 the replacement costs of lost or stolen permits and parking violations issued and associated with that permit prior to the loss/theft report.

## Safety Tips

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- Always lock your vehicle, even if you plan to be away from it for only a few minutes.
- 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 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 people and call the local authorities.
- Report all unusual circumstances to the Department of Campus Safety or the Keene Police Department immediately.

## Contact Parking Services

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Campus Safety is open 24/7/365 for emergency requests and visitor parking permits by calling 603-358-2228 or stopping by Keddy House located on Wyman Way.

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).

## 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 record to include parking records.