

INTRODUCTION

The following guide to *Campus Parking and Traffic Regulations* has been prepared by the SUNY Delhi University Police. The University Police Department is the campus law enforcement agency. **All vehicles that are operated or parked on college property must be registered at the University Police office; with either a fixed decal (for students) or a visitor's pass (for visitors).**

SUNY DELHI PARKING FEE

Annual parking fee is \$150.00 plus sales tax. This is for full time students – 12 credits or more. Part time students – 11 credits or less; pay by credit hour, which is \$6.25 plus tax per credit hour. Additional Vehicles - \$10.00 plus tax will be charged for any second or subsequent vehicles. Students may not register vehicles belonging to friends or other students as their own second vehicle. Two-wheeled motor vehicles are charged an annual parking fee that is 50% of the full annual fee. Two-wheeled vehicles must park in the designated parking areas. A car or truck cannot be registered “after” a motorcycle as a “subsequent” vehicle for the \$10 fee.
Lost/Stolen Decal – If a decal is lost, the owner will be required to pay a \$15.00 plus tax fee to receive a replacement decal.
All campus parking and traffic regulations are in effect 24 hours a day, 365 days a year. This includes periods when classes are not in session.

TOWING

The University Police are authorized to tow, at the owner's expense, any motor vehicle parked illegally in any posted tow-away zone on campus; any abandoned vehicle; a vehicle parked illegally in a handicapped space; a vehicle blocking a drive or a dumpster, or a vehicle blocking a building's emergency exit. **Individuals who receive more than six (6) parking violation notices during any two consecutive semester periods will have their privilege to operate a vehicle on campus revoked.** This also applies to tickets which have been paid. This revocation means that you will not be allowed to drive or park a vehicle on

SUNY Delhi roadways or parking lots.

Restricted vehicles found on campus will be towed off campus at the owner's expense.

PARKING REGULATIONS

Parking is prohibited as follows in “No Parking” areas; in handicapped space without a proper handicap permit; in areas that block doorways or dumpsters; on lawns, sidewalks or crosswalks; reserved or restricted parking spaces; in parking lot entrance ways; in the president's parking space; on roadways or straddling painted lines. Vehicles parked in these areas are subject to towing at the owner's expense.

DESIGNATED PARKING AREAS

Commuter Students – Designated areas of G lot, back campus roadway, and all of I lot. Commuter parking areas must be vacated by 11 pm.

Resident Students – Designated areas of A, B, F and D and G-lots.

Staff Parking – Designated areas of A, D and E lots. “Staff Only” Parking – C, H, J, K and L lots. “Staff/Visitors Only”-E lot and designated areas of B lot. These lots must be vacated by 11 pm.

Special Note: Parallel parking is only permitted along the back campus roadway.

Note: During weekdays, between 2:30pm to 11:00 pm, and those holidays when college is not in session, staff/student designation and registration requirements are waived. **All parking lots, except those designated for Resident Students, MUST BE vacated by 11 pm. Overnight guests must register at UPD and park in designated overnight areas (center rows) of G lot.**

SPECIAL NOTES

Through traffic is prohibited between Smith Hall (Building #8) and Wall Service Complex (Building #32). Violations of SUNY Delhi *Campus Parking and Traffic Regulations* are subject to imposition of fines, payable at the Student Accounts window. Failure to pay fines will result in withholding of college records, referral to the State Attorney General's Office and coordination with the Department of Motor Vehicles under scofflaw procedures for denial of registration renewals. The Appeals/Hearing

procedures are explained on the parking violation complaints. Appeals must be submitted in writing, with a copy of the parking violation complaint, to the University Police within five (5) business days after receipt of complaint.

VETERAN PARKING FEE WAIVER

Any veteran, as defined in Section 360 of the New York State Education Law and who has been honorably discharged, may have their campus vehicle registration fee waived. Veterans may register one car for free and a second car for \$10.80. They may only register their own personal vehicles. Qualified veterans must provide verified documentation of this status to the Campus Veteran Affairs Coordinator. The Veteran Affairs Coordinator must then provide confirmation of the veteran's qualifying status to the University Police Department.

DRIVER RESPONSIBILITIES

Space Availability – A parking decal does not guarantee the holder a parking space; it only authorizes you to park in specified areas on a space-available basis.

Drivers are responsible for finding an authorized parking space. Lack of parking space, mechanical problems or inclement weather does not justify parking in unauthorized areas.

Decal Ownership – A parking decal signifies an individual has been granted the privilege of parking on college property. The college reserves the right to revoke this privilege if the user refuses to comply with the college's *Campus Parking and Traffic Regulations*.

Decal Display – Parking decals or passes must be displayed according to the campus parking regulations or special instructions that were given when the decal was issued. **A parking decal is only considered valid when it is properly affixed to, and displayed on, the vehicle.**

HANDICAPPED PARKING

SUNY Delhi provides handicapped parking access to all eligible individuals. Students who require access to handicapped parking must apply for handicapped parking tag at the University Police

Office. Further details and information are available at the University Police office located in North Hall.

REPLACEMENT VEHICLES

When a person replaces one vehicle with another, it is necessary to remove the decal from the window and bring it to University Police to apply for a new decal. A \$15.00 plus tax fee will be charged unless old decal is returned to UPD.

REFUNDS

Parking fee refunds will be made for individuals who leave the college (e.g., withdrawal of a student) and who request the refund. The refund request must be made in writing within 30 days of separation or discontinuance of use to the University Police. The applicant must also return the decal to the University Police.

- If an individual has paid for the full year and leaves before the end of the second week of classes of the fall semester, a refund will be issued equal to the initial charge less \$10.00.
- If an individual has paid for the full year and leaves during the fall semester after the end of the second week of classes, a refund will be issued equal to spring semester.
- If an individual has paid for the full year (or the spring semester only) and leaves before the end of the second week of classes, a refund will be issued less \$10.00.
- No refunds will be issued after the end of the second week of classes for the spring semester.

PARKING FINES

Parking fines on campus must be paid to the Student Accounts office within ten (10) days of issuance. Such fine for each violation shall be \$30 for the first and \$40 for each subsequent violation. In addition, for each violation of regulations or rules related to handicapped parking areas, the fine shall be \$150 for the first and each subsequent violation. Tickets may be appealed at the University Police office within five (5) days of issuance.