

# PARKING LOT GUIDE

**Residential**  
Lots A, F, J, M

**Faculty/Staff**  
Lots B, C, D, E, G, J

**Visitor**  
Lots J, L, M, Lenfest Dr.

 **Sidewalks**

**Commuter**  
Lots C, I, L, M, N

**Conference/Nursing**  
Lots J, M, N

**Hankey Permit Only**

 **Fenced Paddocks**

 **Handicap Parking**

**Women With Children**  
Lots K, L, M

 **Faculty/Staff/Commuter  
Commuter 5 p.m. - 7 a.m.**

 **Charging Station  
Electric Vehicles Only**

**Cumberland Valley School  
of Music Lots H, M**

 **Faculty/Staff/Commuter  
Shared at all times**

 **Emergency Call Box**

**CAMPUS BUILDINGS:**

- 1 - South Hall
- 2 - Riddle Hall
- 3 - Rosenkrans Hall
- 4 - Disert Hall
- 5 - Prentis Hall
- 6 - McElwain Hall

- 7 - Davison Hall
- 8 - Joshua W. Sharpe House
- 9 - Laird Hall
- 10 - Thomson Hall
- 11 - Norland Hall
- 12 - Lenfest Commons
- 13 - Jensen Dining Hall
- 14 - Edgar Hall

- 15 - Dance Studio
- 16 - Heating Plant
- 17 - Gymnastics Team Practice Gym
- 18 - John Stewart Memorial Library
- 19 - Warfield Hall
- 20 - Harmony Cottage
- 21 - Alumnae House
- 22 - Lortz Hall

- 23 - Art Annex
- 24 - Helen M. Beach '24 VMT Center
- 25 - Harry R. Brooks Complex for  
Science, Mathematics and Technology
- 26 - Field Hockey Field
- 27 - Tennis Court
- 28 - Hankey Center

**\* Parking in outlying lots are unrestricted and available to all permits. No overnight parking.**



Wilson College, as a residential community, is a walking campus. Residence halls, administrative and academic buildings are within a 10-minute walk of each other and the outlying equine and athletic areas are a quick bike ride. Recognizing the role of vehicle use as part of Wilson's dedication to supporting environmental sustainability, we encourage all members of our community to assess their need for a vehicle on campus and to participate in alternative transportation methods. Transportation alternatives include:

- o using bicycles (your own or our shared Yikes Bikes! available at Lenfest)
- o using the Campus Shuttle Services:
  - o Weekly Shopping Shuttle, which runs Friday nights during the academic year to Target/Giant Shopping Center, Wal-Mart, and Chambersburg Mall
  - o Monthly Hagerstown Shopping Shuttle, which runs one Saturday each month during the academic year to Prime Outlets
  - o Washington D.C. Metro Shuttle, which runs the first weekend of each month during the academic year to Shady Grove Metro Station (drop-off Friday, pick-up Sunday)
  - o Airport Shuttle, which runs at the beginning and end of fall & spring term as well as college breaks to BWI & Dulles airports and Harrisburg airport and bus/train station
- o ride-sharing and carpooling

All members of and visitors to the Wilson College campus are subject to all parking policies at all times. We ask you to support our management of available parking spaces by registering vehicles, properly displaying parking permits, and parking within marked spaces in areas designated for the permit issued. If you have questions or concerns, or have received a parking citation without understanding the reason, please address your question promptly with Campus Safety, who is responsible for administering and enforcing parking regulations. Wilson College assumes no responsibility for a vehicle or its contents while parked on or operated on the grounds of the college. The regulations are applicable to all students, faculty, staff, contract programs and visitors of the college.

Please visit [www.wilson.edu/parking](http://www.wilson.edu/parking) for the full version of the parking regulations and related forms.

### Vehicle Registration

Any member of the Wilson College community, including students, employees, and others who contract for physical space use (CVSM, Nursing, etc.), who park a vehicle on campus must register their vehicle with Campus Safety immediately upon arrival on campus. Anyone registering a vehicle and accepting the appropriate permit is deemed to have knowledge of the Wilson College parking regulations and is responsible for compliance. Unauthorized vehicles are subject to ticketing or towing at the owner's expense. Parking permits issued to students must be renewed each academic year. Faculty/Staff are only issued once, generally at the start of employment, although an annual registration confirmation may be requested. Student workers are not authorized for a staff parking permit. Permits issued to employees are to be used by the employee only - not by their spouses or family members attending classes. A student may not utilize the permit of any faculty or staff member, including his/her immediate family, but rather must register the vehicle designated primarily for student use for a student permit.

Parking permit stickers must be properly displayed at all times in one of the approved areas: affixed to the

driver's side rear bumper; affixed to driver's side rear window; or affixed to the rear license plate (pass holders are available in the College bookstore). Motorcycles should affix permit in a conspicuous location on the left side of the vehicle. Temporary permits and guest passes must be placed in the windshield facing out.

The person to whom a parking permit is issued is responsible for parking violation notices issued to the vehicle for which the permit was registered, unless the permit was previously reported lost or stolen. If the vehicle does not display a valid permit and the operator is not known, the ticket will be the responsibility of the vehicle owner.

**Theft, Loss, or Removal** - All parking permits are the property of Wilson College. Campus community members who depart from the community (i.e. no longer employed or registered in classes or contract programs) must remove their parking permit and return it to Campus Safety. Upon sale, trade, or other disposition of any vehicle displaying a current parking permit, the owner or custodian of the vehicle shall be responsible for removing the permit and returning it to Campus Safety in exchange for a new permit. Theft or loss of a permit should be reported immediately to Campus Safety. A lost or damaged permit will be replaced at a \$10 fee. The fee will be refunded if the original permit or portion indicating the permit number is recovered and returned to Campus Safety. A stolen permit may be replaced without charge if there was an incident report filed with Campus Safety.

**Guest/Visitor Passes** - All campus community members are responsible for ensuring their guests are properly registered. Guest passes are available through Campus Safety. Vehicle, identification, and length of visit information will be required, as well as the name of the hosting individual or office. Guest passes may be requested in advance by completing the online request form. Passes will be generated and delivered through the PO to the host or available for pick up at the Security Desk (requestor specifies on form). Individuals issued visitor passes are permitted to park in any visitor or unrestricted parking. They should not however park in any student or faculty/staff lots. Hosts are ultimately responsible for their guest's behavior at all times, including parking violations.

**Temporary Permits** - Persons who operate an alternate vehicle when a registered vehicle is temporarily not available, may pick up a temporary permit at the Security Desk. Temporary permits will contain the same information as a guest pass as well as specifying permit type (color of pass corresponds to permit type). A temporary permit allows for the same parking privileges as the registrant's regular permit.

### Parking Designations

Permits are issued to any requesting member of the Wilson College community to park on a first come, first serve basis for designated spaces. When spaces are filled for that permit, permit holder must move to other designated spaces for that permit on campus. Issuance of a permit does not guarantee availability of a space in lots designated for that permit or entitles the holder of a permit to park illegally in other lots or reserved spaces. Any reserved spaces in any lot are for the exclusive use of the persons or offices assigned to those spaces. Handicap designated spaces are for any person displaying a state-issued handicap permit, regardless of campus pass/permit type although we strongly encourage individuals to park in assigned lots if able. College lots are to be utilized by persons actively using their vehicles in the course of business, employment, or residency with the College. Vehicles may not be stored at any time in any Wilson College lot.

**Faculty/Staff lots** are restricted for faculty/staff permits only Monday through Friday, 7am-5pm, during the aca-

demical year. Commuter students may use these lots Monday through Friday 5pm-11pm during the academic year and as needed on weekends and during summer sessions. Commuters in faculty/staff lots outside of those times are subject to ticketing and applicable enforcement.

**Residential lots** are restricted for residential permits only at all times during the academic year. Residents may only park in designated residential lots 7am-9pm, Monday-Friday. Residents may park in faculty/staff lots after 9pm and on weekends, but must remove their vehicles from non-residential lots prior to the 7am weekday deadline or be subject to ticketing and applicable enforcement.

*Overflow parking for all permits and visitors is always available in the Hankey lot. Hankey lot permit holders are only ever permitted to park in the Hankey lot.*

### Violations

All vehicle operators are responsible for following all posted and published (in print and online) parking policies, including lot designations, space designations, directional markings/signage, and speed limits. Violations of the regulations shall be communicated to the vehicle owner operator by issuance of a parking violation citation by Campus Safety or other approved ticketers. Fines for any citation are due and payable upon issuance of the citation. Payment of a fine should be made at the Business Office in Edgar Hall. Unpaid fines are subject to being doubled and will continue to increase as long as they remain unpaid. The total fine will be billed to the violator. **Please note that fines may be doubled with each repeat offense.** Wilson College reserves the right to tow, immobilize, issue citations, and revoke parking privileges for any violations of these regulations. The fact that a person may park in violation of these parking regulations and not be issued a citation does not mean that the policy is no longer in effect.

**Towing and Revocation** - If a permit holder or vehicle receives four citations, paid or unpaid, in once academic year, not including those successfully appealed, Security will place a tire boot on the vehicle. The permit holder must pay any outstanding parking fines as well as a \$50 removal charge before the boot will be removed. At five tickets, the tire boot will be placed on the vehicle again with a \$100 removal fee and restriction of parking privileges to Hankey Center Lot for the duration of the academic year (or the following if it is the end of spring term). The permit holder will exchange their parking permit for a Hankey Center permit at the time of boot removal. At six citations, the boot will once again be placed on the vehicle with a \$100 removal charge and loss of parking privileges for the remainder of the academic year (or the following if it is the end of spring term). The permit holder will be required to return their permit at the time of boot removal. Parking privileges for any permit holder with seven or more paid or unpaid citations in one academic year, not including those successfully appealed, is subject to a \$250 fine, possible honor council referral (for students), and/or permanent loss of parking privileges. Vehicle operators who continue to park on campus after losing parking privileges are subject to immediate towing without notice. Payments can only be made at Business Office (Edgar Hall 2nd floor) during normal business hours. Campus Safety cannot collect monies nor can they remove the boot until payment is made to Business Office. *For 2013-14, students opting into the Hankey lot permit found to be parking elsewhere on campus are subject to full permit charge at the 3rd instance, complete loss of parking privileges at the 5th instance, and honor council referral at the 6th instance; this in addition to all other specified fines or restrictions.*

Any motor vehicle abandoned on college property is subject to removal and impoundment at the expense of the owner or operator. Vehicles that are not currently licensed, not in obvious operating condition, or are out of service for 30 days or more will be considered abandoned and subject to ticketing and removal. Any unregistered vehicle is subject to ticketing and towing at any time. All expenses incurred will be the responsibility of the owner. Wilson College assumes no liability for any damage incurred during or after towing or immobilization.

**Appeals** - Appeals must be submitted through the online form within 5 days of issuance of the citation. Appeals are presented anonymously to the Parking Committee at their next monthly meeting. Meetings generally occur the first Tuesday of each month. The appellant will be notified of the Committee's decision by email within 5 business days of the meeting. If the appeal is upheld, any moneys paid in connection with the citation will be refunded. Citations already billed (after 5 days of issuance) to student or faculty/staff accounts or directly billed to owner/operator will not be accepted for appeal.

### Special Circumstances

#### Accidents and Inoperable Vehicles

Accidents that involve vehicles and that occur on Campus property (where there is an injury, no matter how slight, or the vehicle is inoperable) must be reported immediately to Campus Safety. This is a requirement of the state. Campus Safety must be notified of any vehicle that becomes inoperable for any reason. Hazard lights, road flares or notes on the vehicle are not considered sufficient notice. The operator must stay with the vehicle until a Campus Officer arrives to determine if there is a hazard. If he/she determines the vehicle is a hazard, the operator must arrange to have it removed immediately.

Any vehicle that is determined to be a hazard by Campus Safety is subject to towing. The owner of the vehicle will be responsible for any charges associated with the removal of the vehicle and any ticket subsequently issued.

Please note that there are limitations to what kind of assistance Campus Safety can provide; however vehicle operators must still notify Campus Safety any time there is an accident or an inoperable vehicle.

#### Snow Emergency & Plowing

To keep the campus accessible for safety/emergency vehicles and essential personnel, Physical Plant and Parking Committee have established the following procedures. Physical Plant staff will clear drives and lots on campus in the same order repeatedly until the weather improves. We ask that anyone with a vehicle on campus during this time be watchful of the process and make sure they move their vehicle as needed. When clearing accumulating snow is necessary, we ask that all vehicle operators do the following:

1. Fire lanes and main arteries through campus (Lenfest Drive and South Loop, Gallway, Park Ave. drive all the way to the south entrance) will be cleared first. All vehicles in these areas should be moved to other lots anytime snow accumulation is forecasted or begins. Parking for essential personnel will be cleared next.
2. Any non-essential vehicles are expected to move to Hankey Center lot to allow as much unobstructed plowing as possible.

3. Main campus lots will be cleared in the following order: H, D, E, I, F, C, B, A, G, L, K, M, N, J. This rotation will continue for the duration of the snow accumulation as warranted.

- a. Vehicle owners requiring relatively close access to their vehicles (i.e. not moving their vehicles to Hankey Center) should pay attention to the plowing progress and move their vehicles to already plowed areas as quickly as possible so as to not impede the snow clearing process.

Attempts to notify residential students (and all campus) will occur primarily by email. All vehicle operators are responsible for moving their vehicles as requested. Failure to do so may result in ticketing and fines as well as potentially being plowed in. Failure to move vehicles for plowing may be fined \$50 per day and towed on the third day. The College assumes no liability for damage caused to vehicles that were not moved as requested for the plowing process. Maintaining access to one's vehicle is the sole responsibility of the owner/operator. Vehicle operators are responsible for having appropriate snow removal equipment; Physical Plant/Wilson College does not provide those services or materials for individual vehicles.

#### Temporary Mobility or Health Issues

Any Wilson College community member who has a temporary mobility or health issue and needs a different parking arrangement may request such in writing by emailing [reslife@wilson.edu](mailto:reslife@wilson.edu). The request will be reviewed by the Parking Committee Chair and Director of Campus Safety. All requests are subject to denial, time limits, consultation with or referral to the Academic Support Center, or a request for medical documentation. If the individual needs a longer term solution than we can offer they may be referred to the state process.


#### Vehicle Charging

Wilson College has two charging stations for electric vehicles, located in Lot I. Wilson community members are welcome to use these charging stations as we hope to encourage more sustainable transportation choices. Any electric vehicle is welcome to park in these spaces for the purpose of charging their vehicle, regardless of permit designation. However vehicles must be moved as soon as charge is complete. The College does not assume any responsibility for damage, expense or inconvenience caused by use of the charging stations.

Permit holders with diesel vehicles who require a plug-in outlet for an engine block warmer or car heater may use the outlet located at the back of Lot M near the footbridge and Conococheague. Vehicle owners must supply their own power/extension cord and must move their vehicles to other legal spaces when not actively charging. In the interest of personal safety, and to reduce the possibility of damage to your vehicle, it is recommended that a three-prong extension cord be used. The College does not assume any responsibility for damage, expense or inconvenience caused by use of the outlet.

Both of these charging options are on a first come basis and are not guaranteed. These policies may be modified or offerings discontinued at any time without notice.

For more information, concerns, or questions, please contact Campus Safety at 717-372-2255 or [reslife@wilson.edu](mailto:reslife@wilson.edu) or online at [www.wilson.edu/parking](http://www.wilson.edu/parking)



# WILSON COLLEGE

## PARKING GUIDE

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