

LONGWOOD UNIVERSITY PARKING SERVICES PARKING POLICY

REGISTRATION

- A. Faculty, staff, commuter students, and resident students (note Freshman Car Policy) are permitted to have vehicles on campus. The University however, cannot guarantee a parking space on campus, nor is it liable for damages or losses resulting from vandalism of or larceny from any vehicle parked on the campus.
- B. On-campus parking allocations will be Faculty/Staff, denoted by blue on the curbs and parking map; Commuter, denoted by red on the curbs and parking map; and Residential, denoted by orange on the parking map. **Longwood Landings residents** will be considered the same as on-campus residential students and must abide by all rules governing campus parking. All vehicles utilizing any campus parking facilities must be registered and display the appropriate permit. All student guests must also display a parking permit (guest pass) which is available from Parking Services during business hours or online.
- C. Since parking regulations are enforced year round, vehicles should be registered prior to the start of the semester. Instructions are available for on-line registration from the Longwood website, <http://www.longwood.edu/parking>. Vehicles may be registered in the following manner:
 - a. All upperclassman student vehicles will be registered using the On-Line Registration process.
 - b. The On-Line process will accept credit and debit cards for decal purchases (Mastercard and Visa only).
 - c. The student or a member of the student's immediate family must own the vehicle being registered. Students **MUST** show their Longwood ID card when picking up permits from the parking office.
 - d. The State requires that parking facilities be self-paying enterprises. All costs, such as maintenance, are to be paid by self-generated funds. The cost of a parking permit is as follows:

Resident Students, full academic year	
*Landings and on the main campus	\$275.00
*Approved Freshman	\$225.00
Commuter Students, and Lancer Park	
full academic year	\$275.00
Graduate Students	
*Full Year	\$150.00
*Per Semester	\$ 87.50
Permit Replacement	\$ 10.00
Summer Session	\$ 50.00
Faculty/Staff Permit—based on salary with a base rate of:	\$91.00
Adjunct Faculty-one semester	\$ 25.00
Local Vendor (ARAMARK/BUDD/LU Foundation)	\$ 91.00

****Exceptions to the full year student permit include graduating in December, study abroad, internships, and student teaching. Please come to the Parking Services Office in person for assistance****

- D. Students are restricted from using Faculty/Staff parking areas. Only one registered vehicle per student may be present on the campus at any time. **Any Faculty/Staff member or student loaning or giving their parking permit to a student will be subject to disciplinary action and will forfeit their permit with no refund.**
- E. All permits issued will be hanging tags. These permits are transferable to other family owned vehicles. Only one registered vehicle per permit may be present on the campus at any time.
- F. Motorcycles have the same status as automobiles. Owners must abide by the same guidelines concerning registration, parking, and operation on campus. Special decals are available for faculty/staff and student motorcycles. **Scooters** that are not registered with DMV are not considered motor vehicles. These will be treated like bicycles and should be registered with Campus Police as such. If you have a scooter that has a DMV registration, it will be considered a vehicle, will be parked in a parking space, and must have a permit.
- G. Faculty, staff and students must report any changes to vehicle registration information to the Parking Services Manager as soon as possible (license plate changes, new car, residence change, rental car use, etc.).
- H. Temporary Permits:
 - a. Temporary permits can be issued at a prorated cost depending on the number of weeks needed.
 - b. Temporary permits are not intended to enable individuals to delay registering their vehicles.
 - c. **If a vehicle is disabled, the driver must email Parking Services (parking@longwood.edu) for a 48-hour authorization. This 48-hour authorization allows sufficient time for the vehicle to be repaired, moved, or towed. You must notify the Parking Office to be granted this time.**
- I. Student Permits:
 - a. Student hangtags will be hung from the rearview mirror.
 - b. Student hangtags must only be used in the vehicles registered with the University.
 - c. **Student hangtags are non-transferable to any vehicle that is not registered.** If a change/addition of vehicle in the school year is necessary, the student may bring in their registration card to update their parking record with the new vehicle information.
 - d. Hangtags must be displayed per instructions. This includes temporary permits.

Hampden-Sydney College students taking classes at Longwood University will be allowed to park in commuter lots only. A Longwood permit must be displayed on these vehicles. There is no charge for this permit.

PARKING

- A. **Parking zones will be enforced seven days a week, 24 hours a day.** Parking is restricted to specific permit zones—Faculty/Staff, Commuter, and Resident Student parking. Parking areas will be identified by signage or paint color on curbs or surfaces.

There will be NO LIBERAL PARKING AT NIGHT OR ON WEEKENDS.

Everyone must remain in their assigned permit zones at all times. Visitors must obtain a guest pass and park in the assigned location given when the pass is issued..

****Freshman students parking at Lancer Park are not permitted to park on the main campus at any time unless special permission has been obtained from the Parking office****

- B.** Town, county, and state laws must be observed when parking on the Longwood University campus. **Parking in a Town Municipal Lot by a student or employee in an attempt to avoid purchasing a university parking permit will be punishable by ticketing and/or towing at the owners expense, by the Town of Farmville.**
- C.** Parking on the Town of Farmville streets is at the driver's risk. University parking permits do not authorize parking in the Town of Farmville "Resident Only" parking areas. The Farmville Police patrol these areas and will issue their own citations if violations are observed. Longwood parking signs will state "Resident Student Parking". **In addition, Longwood does not honor Walk2Campus permits in University lots.**
- D.** Parking in a fire lane or by a fire hydrant, in a loading zone, or areas where the curbs or bumper stops are painted yellow is strictly prohibited.
- E.** Loading/unloading locations have been designated throughout the campus. Parking in these areas is limited to fifteen (15) minutes WITH the use of hazard lights. During peak times of check-in and check-out, University Police will be available to provide assistance. Drivers are duly warned that the Town of Farmville may still issue citations for violations on town property during these peak times. **Drivers are also warned not to park on street facing the traffic flow.**
- F.** Persons requiring the use of handicapped spaces on the campus and/or Town of Farmville streets must receive a permit from the Division of Motor Vehicles. Temporary (7 days only) handicapped permits may be obtained from the Longwood University Office of Disability Services with proper verification.
- G.** Student use of the Brock Commons Garage is restricted at all times. Students will NOT be allowed to park in the garage regardless of time of day, or day of week.
- H.** Freshman (those with less than 25 credit hours of work completed) may not bring a vehicle to the campus. Exceptions to the policy may be granted by the Parking Services Manager based on certain exemption criteria. All requests for exceptions must be made in writing. See the Freshman Motor Vehicle Policy below.
- I.** Students who opt to act as Designated Drivers will be accepting all liability related to such action. Designated Drivers **may not** park out of their decal zones overnight

GUEST PARKING

- A. Students, faculty, and staff of the University may not use visitor spaces at any time as they are not considered visitors to the campus.**
- B.** Visitor parking at Radcliff Admissions Hall is restricted to Admissions guests and prospective student families only. These vehicles will display a guest pass issued from that office.
- C.** If a guest is to be on campus anytime during the day, Monday through Friday, the host and guest may go online for a pass. Freshman students with guests will need to come to the Parking Services Office to purchase a guest pass for the visitor's car as the online

system is not open for that class. Guests of students will be instructed to park in the Pine St. South Lot or the Vernon St. Lot. Failure to register a guest's car is not grounds for appeal. **Remember that all vehicles parking on University property must display a Longwood parking permit or guest pass.**

- D. Guest permits will be required on all guest vehicles on the main campus Monday through 5:00 pm Friday. During business hours a guest pass may be obtained from Parking Services, G23 Lancaster Hall. If a guest arrives **after business hours**, the guest pass may be obtained online. The hosting student will go to www.longwood.edu/parking and click on "Make a Payment" to get into the AIMS portal. Here you will see the available options. Select "Order Permit" to find "Student Guest". The information required for the permit includes the vehicle license tag number, vehicle description, the guest's full address, and cell phone number.
- E. Visitors of students residing at Lancer Park will park in the spaces near the athletic fields on Cormier Drive. Students with current Longwood permits for other locations may park in the visitor area without a guest pass. **Guests may not park in front of the student housing units which they are visiting.**
- F. Faculty and staff needing guest parking spaces may email their needs to the University Events and Ceremonies Office, through their online event form on 25Live. Guest passes can still be obtained from Parking Services in G23 Lancaster Hall.

PARKING VIOLATIONS

- A. The Parking Services Office and Longwood Police Department are charged with the enforcement of all parking regulations. **Parking citations for unregistered (any car not exhibiting a parking permit) or improperly parked vehicles will be issued year round, whenever the University is open, regardless if classes are in session or not.**
- B. Automobiles parked illegally in areas listed below will be issued a parking citation and may be towed at the owner's expense. **Please note that all zones are enforced seven days a week, 24 hours per day.**
 - a. Parked outside of decal zone. \$ 30.00
 - b. Parked in Handicap spaces without appropriate tag \$125.00
 - c. Parked in a Prohibited Zone (on the grass, yellow curb, loading zone, blocking normal traffic flow, visitor spaces, reserved spaces, not parked in a space, parked facing traffic flow) \$ 50.00
 - d. Parked in a Fire Lane or by a Hydrant \$125.00
 - e. No permit, Improper permit placement, Expired permit \$ 50.00
- C. Parking citations must be paid or appealed within seven days, excluding holidays. Longwood student appeals must be submitted online. Forms for non-students may be obtained from Parking Services in the Parking Office, G23 Lancaster Hall.
- D. Drivers are expected to pay fines in a timely fashion. Unpaid fines may be referred to the Virginia Department of Taxation and/or to a collection agency. A hold will be placed on the record of any student when he or she has unpaid fines. If the vehicle appears on the campus after the suspension of privileges has occurred, the vehicle may be towed, a \$50.00 fine may be assessed, and/or disciplinary action may be taken. Seniors will have a hold placed on their records prior to graduation unless ALL fines have been paid. Disregarding the parking regulations may result in the revocation of parking privileges.

- E. **If a driver accumulates three or more unpaid parking citations, the driver's vehicle may be towed at the owner's expense. Vehicles parked in tow-away zones will be towed. If a driver accumulates five (5) tickets in one semester, his or her privilege to park on the campus may be suspended. Suspension will be for the remainder of the current semester and all of the next.** There will be no refunding of the unused parking permit balance in such instances. The Parking Appeals Committee will hear appeals for these suspensions.

PARKING CITATION APPEALS COMMITTEE

- A. The purpose of the Parking Citation Appeals Committee is to review all appealed parking citations and render a final decision. The committee does not create the policy but is charged with the task of enforcing policy. It will also review all appeals for the reinstatement of suspended parking privileges.
- B. An appeal for each citation issued must be submitted in writing or on-line within seven days of the date on the citation or the right to appeal is forfeited. If an appeal is denied, payment will be due upon receipt of the notification letter.
- C. Appeal forms are available in the Parking Services Office at G23 Lancaster Hall, for non-student use. Students must file online at www.longwood.edu/parking, click on "Make a Payment" to get into the AIMS portal, then click on "Appeal".
- D. An appeal is based on extenuating circumstances and should not be filed if an individual has clearly failed to observe the University parking rules and regulations. Attachments such as pictures, receipts, or repair and wrecker bills may be included with the appeal if it is felt that evidence will have a bearing on the case. **The following are examples of situations not considered acceptable grounds for appeals:**
1. Ignorance of Regulations
 2. Running Late
 3. Financial Hardship
 4. Failure to receive paper ticket
 5. Parking illegally for just a few minutes
 6. Parking illegally because others are doing the same
 7. Parking in 2hr Visitor or Handicap spaces for convenience
 8. Bad Weather or Darkness
 9. Being a Designated Driver parked out of zone
- E. Appeals are decided in one of the following ways: Appeal Accepted, Appeal Denied—Fine Reduced, and Appeal Denied.
- F. Under extenuating circumstances, appeals for having the parking privilege reinstated may be presented to the Parking Appeals Committee. Students must contact the Parking Services Manager for information and deadlines for submitting this type of appeal.

POLICE ASSISTANCE

- A. Motorists requesting assistance from the police for vehicle unlocks or jumpstarts must sign a liability waiver prior to receiving assistance services.
- B. Owners of inoperative vehicles should contact a service station or garage for assistance and then advise Parking Services and Police if parked in an unauthorized area. If

Parking Services is notified of the situation, a 48 hour grace period will be extended for removal or repair.

- C. Should you require assistance, emergency phones are located on the campus, at Lancer Park, and Longwood Landings. These phones ring in the Farmville Police Dispatch and may be used when requesting assistance from University Police or to request an escort.
- D. The University Police will provide an escort from parking lots to student residence halls at night on an “as available” basis. Use of the Student Safety Organization is encouraged. (SSO members do not respond to off campus locations.) Residents of Lancer Park are encouraged to review the shuttle bus schedule for transportation to and from campus.**
- E. The Longwood University police officers are on duty seven days a week, 24 hours per day. Their office is located in the lower level of Dorrill Hall.

FRESHMAN MOTOR VEHICLE POLICY

Freshmen living in residence halls will not be permitted to bring motor vehicles to campus OR to Farmville and vicinity. Upperclassman students are not permitted to register cars for Freshmen. **Students who bring unauthorized motor vehicles to campus or to Farmville and vicinity are subject to sanction under Longwood University’s conduct standards.**

Requests for exceptions to this policy will be made to the Parking Services Manager. These requests must be made in writing. Consideration will be given to requests based on the following:

1. Employment essential to university enrollment.
2. Medical, dental, or psychological condition of the student which requires consistent professional consultation.
3. Out of State Residency
4. Family Emergency
5. Active Duty Military with the National Guard/Reserves.
6. Member of Longwood Golf, Equestrian or Dressage Teams.
7. Active member of the local Farmville Fire Department or Prince Edward Co. EMT/Rescue Squad.

All requests for exemption must be supported with verified documentation from employers, medical personnel, etc. Permissions for exemption must be granted **PRIOR** to the arrival of the vehicle on the campus. There is a limited number of requests that can be accommodated. Parking Fees will be determined by the length of parking needs.

****Please note that taking a course at Hampden-Sydney College or requests based on community service work are NOT exemptions to the Freshman Motor Vehicle Policy.****

Parking for freshmen with car privileges will be located at Lancer Park, not on the main campus. Freshmen students will lose their parking rights if three or more citations are issued to the vehicle in the academic year. Permit fees will not be refunded. Car privileges will not be issued on the grounds of parental convenience.

Freshman Admissions Incentive (lottery) participants will be assigned parking at Lancer Park and may not park on the main campus.

SPECIAL EVENT POLICY

The University reserves the right to restrict parking in various parking lots for certain special events, activities, and conditions. These events include but are not restricted to: Opening of the School Year, Family Weekend, Oktoberfest Weekend, Spring Weekend, and Commencement. Students will be contacted by email when this policy is in effect.

INCLEMENT WEATHER POLICY

During times when snowfall or ice accumulation is predicted for the Farmville area, parking will be restricted from campus streets, faculty/staff lots, and commuter lots so that the removal process can be completed. Students must move their vehicles to resident student parking lots. Failure to remove vehicles from these areas will result in parking citations and/or towing. Students having visitors on the campus must make sure that those vehicles also comply with this policy. Students will be contacted by email when this policy is in effect.

Revised 5/20/2021