

PARKING INFORMATION

Campus Safety officers patrol the College parking lots on a regular basis to check for signs of vandalism, look for suspicious people, and offer escorts to students. For more information about parking see the motor vehicle code in this section of this handbook.

Parking Appeals

The New England College Parking Appeals Committee was established to make decisions on parking violation appeals submitted by members of the campus community. The committee is composed of a group of students representing the various make-up of the College community. When possible, representation on the committee includes first-year students, upper-class students, commuter students, students with and without vehicles, and a non-campus safety faculty/staff member. The purpose of the committee is to provide fair, consistent decisions on parking violation appeals, based on the College policies and regulations.

Motor Vehicle Code

Please read and abide by the following policies and procedures regulating parking and traffic on the New England College campus. Failure to abide by the regulations shall result in fines, booting, towing, and revocation of parking privileges and/or disciplinary action. Parking stickers are \$50 for West Lot parking, and \$60 for quad side parking and commuter parking. Questions should be directed to the Campus Safety Office, 428 – 2323.

Rules and Regulations

- I. Purpose of Traffic Violations
 - a. To ensure a safe flow of motor vehicles and pedestrian traffic on campus.
 - b. To provide orderly parking for students, employees, and guests of New England College.
 - c. To ensure emergency access at all times to all buildings and areas on campus.
- II. Motor Vehicle Registration
 - a. In order to be legally parked on New England College property, all student, employee, and guest vehicles must be registered through the Department of Campus Safety.
 - b. All motor vehicles must have a valid state registration and inspection. Any vehicles failing to meet the above requirements will be immediately removed from College property until state motor vehicle requirements are met.
 - c. Guests leaving their vehicles on campus must obtain a temporary parking permit that must be displayed properly. Failure to do so may result in a ticket, tow, or boot. Permits are available through the Department of Campus Safety.
 - d. All registered vehicles must properly display a New England College parking decal and/or permit and park only in designated areas determined by decal/permit status.
 - e. Vehicle registration for employees is available at the Department of Campus Safety during weekday office hours.
 - f. Parking for students is limited. Registration information is mailed to students during the summer and is available during academic registration and throughout the academic year at the Department of Campus Safety during weekday office hours.
 - g. Parking is made available on campus for commuter students. Vehicle registration is available during academic registration and throughout the year and the Department of Campus Safety during weekday office hours.
 - h. A waiting list will be developed if the demand exceeds parking availability. As spaces become available, students on the waiting list will be contacted.
- III. Traffic Regulations
 - a. Students, employees, and visitors are expected to comply with New Hampshire Motor Vehicle laws and New England College traffic regulations when operating a motorized vehicle on campus.
 - b. Driving on walkways, fire lanes, lawns, or any areas not designated as a roadway is prohibited. Motorcycles are allowed access only on roadways and are prohibited from using walkways, trails, fields, and ski trails. Off-road vehicles are not allowed on campus. Fire lane/emergency access use is restricted to emergency vehicles, maintenance vehicles, or special use with permission of the Department of Campus Safety.
 - c. The maximum speed limit on College property is 10 miles per hour.

- d. Pedestrians shall be allowed the right of way at all times.
- e. Vehicle operators must comply with ALL traffic and parking signs, and/or the directions of Campus Safety officers.
- f. Reckless or endangering operation of a motor vehicle or bicycle is prohibited. Violators may receive fines and/or disciplinary action. Violators may also have their campus parking and driving privileges revoked and the case may be remanded to the local police.
- g. Traffic and parking tickets may be issued in person, attached to the vehicle, or mailed to the registrant.

III. Parking Regulations

- a. The following shall constitute NO PARKING ZONES:
 - i. campus roads, grassy areas, walkways
 - ii. parking within 15 feet of any hydrant
 - iii. fire lanes or fire exits
 - iv. all loading, delivery, and service areas
 - v. all parking spaces designated handicapped parking
 - vi. all building entrances
 - vii. non designated parking areas, lots, and spaces.
- b. All "no parking" areas designated by signs, barriers, decal status, regulations, or common sense.
- c. Visitors may park only in designated areas. Visitors will be directed to proper parking areas upon registration at the Department of Campus Safety.
- d. Vehicles with handicapped license plates may park in handicapped parking spaces. Unauthorized vehicles in handicapped spaces are subject to be ticketed/towed at the owner's expense.
- e. Overnight parking is allowed in designated lots. See "Lot Assignments" for further information.

IV. Parking Assignments

- a. New England College is a "walking campus." All members of the campus community cannot be guaranteed convenient, easy access parking. Everyone must park in a legal parking space, as outlined by these regulations, and walk to their destination.
- b. New England College parking is limited.
- c. Students, employees, and guests are allowed to park in designated areas only, determined by their decal/permit status. Violators are subject to ticket, tow, and/or boot.
- d. Misuse of New England College decals/permits will result in disciplinary action.
- e. The following are the NEC lots and corresponding assignments:
 - West Lot- students with West Lot decal parking, overnight parking allowed.
 - River Lot- quad-side decal parking, overnight parking allowed.
 - Simon Center- Commuters, Faculty/Staff, NO Overnight Parking.
 - CEI - faculty/staff, NO overnight Parking.
 - Admin. Building - no student parking, NO overnight Parking.
 - Preston Theatre lot- commuter decal parking, overnight parking allowed (except November 1 to April 1 – snow removal).
 - Lower Union Lot – quad-side decal parking, overnight parking Allowed.
 - Lewin Lot- Health Center parking and residential life parking only.
 - Spaulding- faculty/staff parking, NO overnight parking.
 - Field House- commuter, faculty/staff,
 - Gilmore - no student parking, NO overnight parking.
 - Sanborn – Sanborn/Rowe decal parking, overnight parking allowed.
 - Rowe – Sanborn/Rowe decal parking, overnight parking allowed.
 - Larter - Commuter, faculty/staff, NO overnight parking.
 - Rear Arena - faculty/staff, NO overnight parking.
 - Art Annex - faculty/staff, NO overnight parking.
 - Quad lot – Quad-Side decal, NO overnight parking.
 - Charter Rear – Quad-Side decal,/ faculty/staff, overnight parking Allowed.
 - Charter Side - faculty/staff parking, overnight parking.
 - Tower - faculty/staff, NO overnight parking.

- Union – Quad-Side decal, overnight parking allowed.
- Davis House - faculty/staff, Admission visitors, no overnight parking
- Handicapped parking spaces are located throughout campus for permitted vehicles only.

Visitors to New England College will be directed to an appropriate parking area upon receiving a parking permit from the Department of Campus Safety. The Campus Safety building is located at 58 Union Street. Campus Safety has the authority to make exceptions or changes in lot assignments as necessary for campus events, maintenance needs, etc.

VI. Overnight Parking

Lots designated as "NO Overnight Parking" must be empty by 1:00 a.m.. All vehicle parked in such a lot after 1:00 a.m. and before necessary building openings, will be ticketed and towed at owner's expense.

VII. Vacation Parking

Parking on campus is not allowed during vacation periods unless special arrangements are made in advance with the Department of Campus Safety. Please contact Campus Safety at 428-2323 before leaving a vehicle on campus during your absence. Failure to do so may result in ticketing/towing of the vehicle.

VIII. Snow and Sand Removal

- a. Snow and sand removal procedures and plowing/sweeping times will be posted throughout the campus before plowing/sweeping with as much notice as possible. Plowing/sanding schedules can be accessed 24 hours per day by dialing 428-2323. Registrants must move their vehicle from the parking lot prior to the scheduled time. Vehicles remaining at the time of plowing/sweeping will be ticketed and towed at the owner's expense.
- b. Commuter parking lots must be emptied when the College closes due to inclement weather to allow for snow removal. If stranded on campus, please ask a Campus Safety Officer for an overnight parking space.
- c. You should make prior arrangements to have your vehicle moved in the event plowing occurs in your absence.

IX. Accidents

- a. Accidents occurring on campus must be immediately reported to the Department of Campus Safety.
- b. Accidents involving personal injury, or more than \$1,000.00 in property damage must also be reported to the Henniker Police Department.

X. Fines and Penalties

- a. The individual registrant must assume responsibility for any tickets, fines, or fees issued through the Department of Campus Safety.
- b. Violations and corresponding ticket fines:
 - Parked in faculty/staff Space--\$20
 - No student parking--\$20
 - Not a legal space--\$20
 - Loading/delivery--\$20
 - Blocking dumpster \$50
 - No parking decal--\$20
 - No parking area \$20
 - Parked in walkway--\$50
 - Handicapped parking--\$50
 - Careless/reckless driving--\$50
 - Impeding snow/sand removal--\$20 – without tow
 - Impeding snow/sand removal--fee noted by tow company
 - Overnight parking \$20
 - Habitual offender--\$50
 - Parking in fire lane/driveway--\$50
 - Blocking fire hydrant--\$50
 - Additional vehicle booting--\$35
 - Additional vehicle towing--fee designated by tow company
 - Other--\$20

XI. Towing and Booting

- a. The Department of Campus Safety has the authority to remove any vehicle from College property and/or boot any vehicle parked on College property that is in violation of any NEC traffic/parking regulations.
- b. Owners of towed or booted vehicles will be responsible for all expenses, associated fines, and/or storage fees.
- c. New England College is not responsible for expenses or repairs incurred when a vehicle is towed and/or booted.
- d. New England College reserves the right to enter any vehicle on campus for life safety reasons.
- e. Student owners of towed or booted vehicles must get a student decal. Failure to do so will result in the vehicle being banned from campus until a decal being purchased.

XII. Repeat Offenders

- a. Repeated violations could constitute grounds for banning a vehicle from College property. Anyone with four or more violations is considered a habitual offender. Habitual offenders are subject to disciplinary action by the College.
- b. Anyone with five or more violations will be required to make a meeting with a parking administrator within one week of the fifth violation. Failure to make the meeting will result in the vehicle being immediately banned from campus.
- c. Any vehicle banned from College property and found on campus will be towed off campus at the owner's expense.
- d. Failure to comply with this policy may result in further disciplinary action.

XIII. Payment of Fines

- a. Parking and driving fines must be paid within seven days after the ticket is issued. Parking and tow fines must be paid at the New England College Business Office.
- b. Boot fines cannot be appealed.
- c. Cost associated with disposal of any abandoned vehicle will be billed to the owner.

XIV. Appeals

- a. Ticket appeals must be made within five business days of the date the ticket was issued. An appeal form is available at the Department of Campus Safety.
- b. The Parking Appeals Committee or, in some cases, the Appeal Administrator, will hear the appeal and make a decision.