



LiveSafe®

## SAFETY AT YOUR FINGERTIPS

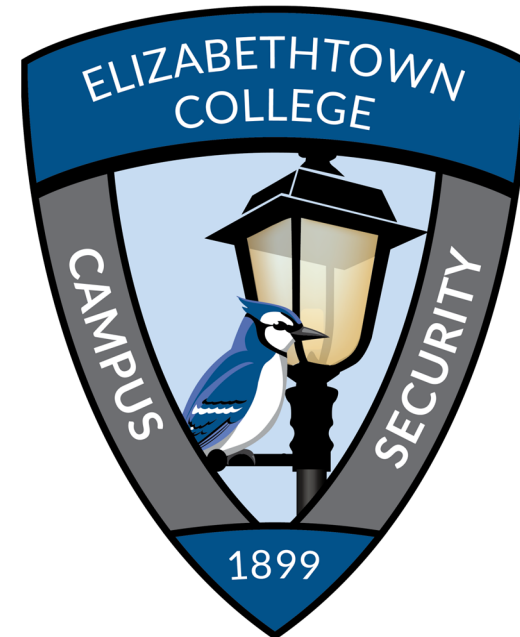
- Report Tips and chat live with Campus Security
- Make Emergency Calls
- Virtual Escorts
- Safety Check-Ins
- Emergency Procedures

## GET THE APP

- 1 Download “LiveSafe” for free from iTunes or Google Play
- 2 Register with your mobile phone number and fill out your profile. Verify your account.
- 3 Select “Elizabethtown College”

# Parking Regulations

## 2023-2024



[www.ETown.edu/offices/security/parkingregs.aspx](http://www.ETown.edu/offices/security/parkingregs.aspx)

**In Case of Emergency:**

**717-361-1111**

**Safety Dispatcher (non emergency):**

**717-361-1264**

Rev. 8.2023

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## Parking Violations

Fines are levied automatically for violations by students and employees and are billed directly to student/employee accounts with the Business Office.

UNAUTHORIZED AREA.....	\$20.00
RESERVED .....	\$20.00
NO PARKING ZONE .....	\$20.00
TIME DESIGNATED SPACES.....	\$50.00
UNREGISTERED VEHICLE.....	\$50.00
HANDICAPPED ONLY .....	\$100.00
PARKING ON GRASS.....	\$20.00
FIRE LANE.....	\$100.00
WHEEL LOCK/BOOT FEE .....	\$25.00

Individuals wishing to pay their fines directly can do so by visiting the Business Office located in Zug Hall. Payment of fines is not accepted at the Campus Security Office.

## Parking Violation Appeals

- ◆ Students wishing to appeal a College issued parking ticket may complete a Parking Appeal in Jay-Web within 5 business days of the date the ticket was issued.
- ◆ The Vehicle and Parking Appeals Board, which is composed of student, faculty and staff representatives, will review appeals on a monthly basis. Appellant will be notified by correspondence within 5 days of hearing.

***It is the responsibility of all persons operating a vehicle on Campus to be familiar with Parking Regulations as outlined in this brochure. Failure to be aware of all regulations (such as vehicle registration and displaying of decals) or ignorance of parking assignments will not be accepted as a valid basis for appeal.***

***CROSSWALKS—ALL VEHICLES MUST YIELD TO PEDESTRIANS IN A CROSSWALK!***

## Vehicle and Parking Enforcement

- ◆ Campus Safety is responsible for administering and enforcing vehicle and parking regulations at Elizabethtown College.
- ◆ Elizabethtown Borough Police enforce state and local parking regulations on all streets that surround the College 24 hours per day, 7 days per week.
- ◆ Vehicles parked along borough streets must be moved every 72 hours.
- ◆ Northwest Regional Police enforces the “No Parking” regulations on College Avenue from north of Esbenshade Hall past Lake Placida.
- ◆ Campus Safety enforces Zone 2 parking regulations on Cedar Street, Mount Joy Street and College Ave. Junior & Senior students living in Ober, Myer & Schlosser are eligible for Zone 2 permits. Employees are eligible for Zone 2 permits on request. There is no cost for a Zone 2 permit.
- ◆ The vehicle’s registrant is responsible for proper use of the vehicle while it is on campus. Any violation charged, regardless of who is driving the vehicle, will be the responsibility of the registrant.
- ◆ Driving and/or parking on grass or walkways will subject the violator to a ticket, or more severe penalties if the incident is determined to be more serious. The question of intent is not a consideration for improper parking, and will not be accepted as a basis for appeal.

## Driving Regulations

- ◆ All motorized vehicles and bicycles operated on any property of Elizabethtown College are subject to all provisions, rules and laws set forth in the Pennsylvania Motor Vehicles Code.
- ◆ Violations include, but are not limited to, speeding, failure to stop at posted stop signs and driving on unauthorized roadways, pathways or on the grass.
- ◆ Violations of this code will subject operators to fines and/or other disciplinary actions (Students-Office of Student Rights & Responsibilities; Employees-Human Resources).
- ◆ Individuals driving on campus are required to stop when signaled to do so by a Campus Safety Officer.

***Speed limit on all Elizabethtown College roadways is 15 miles per hour and 5 miles per hour in parking areas.***

## Vehicle Registration

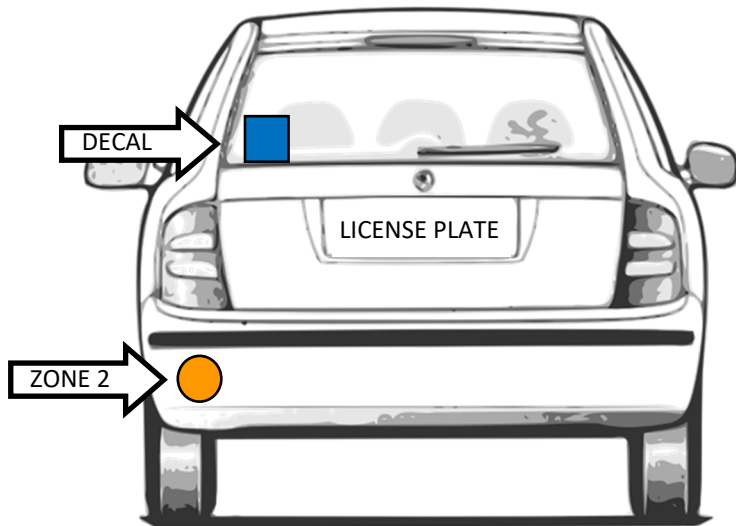
- ◆ All motor vehicles used by students, faculty, staff and overnight visitors on College property must be registered with Campus Safety upon arrival on campus.
- ◆ Vehicle registration by employees only has to be completed once, and can be done at any time. Decals remain valid as long as the registrant remains an employee of Elizabethtown College. There is no charge to register employee vehicles.
- ◆ Student vehicle registration must be completed annually. The cost for registration is included in the Comprehensive Fee for all students who began at Etown in the fall of 2021 or after. For all other students, the cost is \$100 per academic year for resident students and \$50 per academic year for commuter students. Resident students are limited to registering one vehicle. Commuter students can register up to two vehicles.
- ◆ Registration decals will be delivered to the student’s on-campus mailbox, if registration is submitted by move-n day. Registration forms received after start of classes must be picked up at the Campus Safety office.
- ◆ Any change in status (i.e., resident to commuter), must be reported to Campus Safety.
- ◆ A vehicle that will be on campus more than one day, but less than two weeks, will be issued a Temporary Parking Permit. Vehicles on campus for more than two weeks must be registered.
- ◆ Campus Safety must be notified of any registered vehicle no longer in possession of the registrant. Any person exchanging vehicles must register the new vehicle immediately upon bringing it on campus.
- ◆ Failure to register a vehicle will result in an UNREGISTERED VEHICLE violation. **Three Unregistered Vehicle Violations may result in immobilization of the vehicle.**

## Registration Procedures

- ◆ Employees may register their vehicle by visiting Campus Safety. Student Employees are not eligible for employee parking decals.
- ◆ Students must register vehicles in Jay-Web, using the Vehicle Registration form. Students may only register their own vehicle (a student may not register a vehicle for another student).
- ◆ A valid state registration card must be presented at the time of initial registration.
- ◆ Decals must be visible to be considered registered. Failure to display a decal will not excuse unregistered vehicle parking violations.

## Parking Decal Application Instructions

1. The decal you have been issued is assigned to you and you only.
2. You are responsible to place the decal on the rear windshield of the assigned registered vehicle immediately, or as soon as possible when weather conditions allow.
3. Misuse of the parking decal may result in the revocation of your parking privileges and college conduct violations.
4. The College Parking Decal is to be placed on the outside of the rear window, in the lower left corner\*, as illustrated below.



5. **ZONE 2 DECAL**— Issued to employees or junior/senior students residing in Ober, Myer, Royer and Schlosser.
6. If you have been issued an “Elizabethtown Borough Zone 2 Decal,” the decal is to be placed on the left side of the bumper of the vehicle, as illustrated above. Student decals for “Zone 2” will also have a dated validation sticker that must be updated annually based on eligibility.

\*Decals should be displayed on the left side of the rear bumper if the vehicle is a convertible or truck with a cap. Decals should be displayed on the left rear if the vehicle is a motorcycle.

## Vehicle and Parking Regulations

- ◆ **Handicap Parking**—Handicap parking spaces are restricted 24/7 to drivers with a state-issued handicap license plate or placard. Students needing a ‘temporary disability’ permit should contact the Student Wellness Office. Employees needing reasonable accommodation must contact Human Resources.
- ◆ **Green Vehicle Parking**—Parking spaces marked by green paint are equipped with charging stations and are reserved for electric vehicles only. Non-electric vehicles parking in these spaces will be ticketed. Currently there are six of these spaces on campus, one in Lot 2, one in Lot 7, and four in Lot 18.
- ◆ **Disabled Vehicles**—Drivers must immediately notify the Campus Safety Office if their vehicle is disabled on Campus Property.
- ◆ **Abandoned Vehicles**—A vehicle may be termed ‘abandoned’ by the Director of Campus Safety if it is not removed from College premises within 48 hours of a request to do so, and is subject to towing at owner’s expense. The owner of the towed vehicle will be fined \$100 by the College. Additional penalties may be assessed in accordance with state laws.
- ◆ **Veteran Parking**—Students who have served or are actively serving in the military can obtain a Senior/Junior decal regardless of class year by showing a copy of their DD-214 and/or military ID when completing the registration process at Campus Safety. Two parking spaces in Lot 8 are reserved for anyone (employee, student, or visitor) who has previously served in the armed forces. Two parking spaces in Lot 6 are reserved for anyone who has previously given alternative service.
- ◆ **Use of 4-Way Flashers**—There is no provision for the use of 4-way flashers other than loading/unloading. Activating four-way flashers in any other circumstance is not an excuse for parking violations.

### **Overnight and Weekend Parking Rules**

Students are permitted to park in **EMPLOYEE LOTS (2,3,4,9,10)** **ONLY** between 6pm and 2am weekdays and between 4pm Friday through 2am Monday.

**Reserved, Handicapped, Visitor and Zone 2 parking areas are enforced 24/7.**

**Student Parking Lots are OPEN (unrestricted) on WEEKENDS ONLY between 4pm Friday and 2am Monday.**

**Church of the Brethren Lot 13**—This is privately owned by the Church, which extends parking privileges to The College Monday through Friday ONLY. **Parking is strictly prohibited from 6PM Friday until 6PM Sunday.** All vehicles must be removed from the lot by 6pm Friday or risk being towed at the owner’s expense.

### Vehicle and Parking Regulations

- ◆ Vehicle and Parking regulations are in effect all times of the year.
- ◆ The College reserves the right to initiate and change parking violation fees, fines and regulations at any time following proper notification to the College Community. The Director of Campus Safety may restrict or revoke parking privileges.
- ◆ The College reserves the right to assign parking areas to College employees and students on campus as needed. Vehicles parked in violation of these Parking Regulations will be ticketed.
- ◆ All employee and student vehicles must be registered. Failure to register may result in immobilization. Employee and Student vehicles must park only in designated areas on campus.
- ◆ **ZONE 2 PARKING** — Vehicles parked on Cedar St, Mt Joy Street or College Ave need Zone 2 permits, obtained from Campus Safety upon request. Employees, as well as Junior & Senior students living in Ober, Myer, Royer & Schlosser are eligible for Zone 2 permits.
- ◆ **Guest/Visitor Parking**—Visitors and registered guests may park in any space on Campus other than those designated RESERVED, SERVICE VEHICLE or HANDICAP.
- ◆ **Time Restricted Parking**—15 and 30 minute time restricted spaces are **strictly enforced**. No warnings are issued for time violations. Vehicles parked in excess of the time designation will be ticketed.
- ◆ **Loading/Unloading**—Permitted in “No Parking” areas or unauthorized areas based on status (first year, sophomore, etc.) for the purpose of loading or unloading vehicles for a maximum of 15 minutes. The four-way flashers must be on. Vehicle may not block any roadway, pathway, exit and never park on grass. Loading/Unloading at the rear of Musser is strictly prohibited.
- ◆ **No Parking Areas** — Vehicles parked in **grass areas, unlined paved areas, no parking zones, fire lanes, reserved** and **service vehicle spaces** will be ticketed. **THESE AREAS ARE ENFORCED 24/7**  
**STUDENTS MAY NEVER PARK IN the following:**
  - Lot #1 **Admissions**
  - Lot #8 **Alpha Visitor or any other visitor spaces**
  - \* - Lot#11 **Campus Safety**
  - Lot #14 **Brinser**
  - Lot #18 **Bowers Fitness Center**
- \* **Campus Safety** -Parking restricted to Campus Safety Visitors only.
- ◆ **Church of the Brethren Lot 13**—Parking is permitted in Lot 13 from 6pm Sunday until 6pm Friday for Employees, JR & SR residents, & Commuters. Parking is limited to the east side, furthest from the church building and vehicles may not be parked in any Reserved spaces. Vehicles parked in the lot between 6pm Friday and 6pm Sunday will be ticketed.

### Lot Assignments—Map on pages 6-7

<b>Employee (Blue Decals)</b>	
Lot 2—Hoover	Lots 9 & 10— Alpha & Alpha Drive
Lot 3—Esbenshade	Lot 13—Church of the Brethren (***)
Lot 4—Chapel West	Lot 14— Brinser
Lot 5—Chapel East	Lots 15 & 16—Hackman Apartments
Lot 6—Young Center	Lot 18—Bowers Center
Lot 7— Brown	Zone 2 areas (with decal)
<b>Grad Students, Seniors and Juniors (Lt. Green Decals)</b>	
Lot 6—Young Center	Lot 13—Church of the Brethren (***)
Lot 7— Brown	Lots 15 & 16—Hackman Apartments
Lot 12—Myer West	Quad Lots
Myer Loop	Schlosser Loop
Lot 17— South Founders	Front of Founders
<b>Sophomore (Orange Decals)</b>	
Lot 7—Brown	Lot 12— Myer West
Lot 16— South Hackman (between tennis courts and baseball field)	
Lot 17— South Founders (behind tennis courts)	
Myer Loop	
<b>Freshmen (Gold Decals)</b>	
Lot 7—Brown Lot	Lot 17— South Founders Lot
<b>Commuters (Navy Blue Decals)</b>	
Lot 5—Chapel East	Lot 7— Brown
Lot 6—Young Center	Lot 13—Church of the Brethren (***)
Lot 16— South Hackman (between tennis courts and baseball field)	
Lot 17— South Founders (behind tennis courts)	

**(\*\*\*) Church of the Brethren (East side of lot only) See Map**

# ELIZABETHTOWN COLLEGE PARKING MAP



- # Parking
- Zone 2 Parking

[etown.edu/map](http://etown.edu/map)