



Lincoln University

Department of Public Safety



CAMPUS PARKING

RULES & REGULATIONS

2015/2016

### CAMPUS PARKING VIOLATIONS



Inasmuch as the roads on campus are used for pedestrian and vehicular traffic, it is necessary that vehicles be operated at or below (15) MPH.

**It is the responsibility of the registered vehicle owner that the vehicle, regardless of the operator, is parked in conformance with University parking regulations. Disputes must be submitted in writing to the Parking Appeals Officer. Violations are listed below:**

- Double parking.
- Parking in “No Parking” zones.
- Parking alongside any curb that is painted yellow.
- Parking in a “Handicapped” space without a State issued placard or license plate.
- Blocking fire lanes, fire exits, or within (15) feet of a fire hydrant.
- Parking in “Loading Zones,” unless loading or unloading. Flashers must be on, and time is limited to fifteen minutes.
- Parking along or over walkways.
- Parking in any grassy area.
- Blocking driveways.
- Parking in unauthorized parking lots
- Parking in “Reserved For” areas without proper authorization.
- Parking without paying in lots J,K,L,M,N,P or Q on football game days.

All areas within the campus not lined or otherwise designated for parking are considered fire lanes and parking is prohibited.  
**REPEAT VIOLATORS WILL BE TOWED**

**WARNING: AFTER LABOR DAY OF EACH YEAR, ANY VEHICLE NOT PROPERLY REGISTERED WITH THE UNIVERSITY WILL BE TICKETED AND TOWED AT THE OWNER’S EXPENSE.**

### VEHICLE REGISTRATION

The following information is an outline of some of the vehicle registration and parking policies of Lincoln University.

Parking at Lincoln University is limited. All motor vehicles operated on Lincoln University property by students, staff and faculty must be registered with the Department of Public Safety. Students will have decals placed on their vehicles by Public Safety officers. Student decals will be assigned to vehicles; they will not be given to individuals. Decals and stickers are available at the Public Safety Office in Azikiwe-Nkrumah Hall. Keep in mind that all student vehicles must be registered at the beginning of each school year. Decals from previous school years are no longer valid. In order to register a motor vehicle on campus, you must provide the following:

1. Current driver’s license
2. Current registration
3. Current inspection sticker
4. Valid proof of insurance
5. Letter from vehicle owner giving permission to drive the vehicle.

**Students may not register vehicles belonging to other students.**

**After Labor Day, all unregistered vehicles found on campus will be towed at the owner’s expense.**

**NOTE: FRESHMEN ARE NOT PERMITTED TO HAVE VEHICLES ON CAMPUS**

Possession of a permit does not guarantee a parking space. Lack of available parking is not a valid excuse for violating parking regulations. Parking is permitted only in approved spaces. Areas not specifically designated for parking will be considered as **no parking** areas. All travel lanes within the campus are considered fire lanes and parking is prohibited. Illegally parked vehicles will be ticketed and towed at the owner’s expense.

### AUTHORIZED PARKING AREAS

The following is a list of the University parking lots and those persons authorized to park in each lot. Large maps are located on signs throughout the campus.

<u>Lot</u>	<u>Location/Permit</u>
A.	Behind Lincoln Hall & Public Safety <b>Visitors Only</b> /Emergency vehicles
B.	Alumni House - Staff/faculty only
C.	Admissions (rear) –Staff/Visitors only
D.	Chapel– Faculty/Staff only
E.	Ware Center/University Hall Handicapped Parking Only
F.	Dickey Hall/Library- Faculty/Staff only
G.	Physical Plant/Wellness Center Faculty/Staff only
H.	ASL (east side) – Student Parking Nelson Science Center (west side) Staff/faculty only
I.	Azikiwe Nkrumah Hall (rear lot) Staff/faculty only (not marked on map)
J.	Athletic Courts – Open Parking
K.	*Hansberry Hall – Student Parking
L.	*Hansberry Hall –Women’s Center/RC
M.	*ICC - Faculty/staff/patrons
N.	*Manuel Rivero Hall–Student parking
O.	*Douglass Hall (front) – RC’s
P.	*LLC (Men’s) - Faculty/Staff Only
Q.	*Douglass Hall(rear) – Open Parking
R.	Main Gate grass field–Special Events
S.	Middle Gate grass field–Special Events

**\* These lots must be vacated by 6:00 am on the morning of football game days. Students may park in any other lots on those days.**

**“SAFETY IS EVERYBODY’S BUSINESS”**

## **FACULTY & STAFF PARKING**

Faculty and staff parking permits are available in the Public Safety Office located on the first floor of Azikiwe Nkrumah Hall. All faculty and staff permits issued in previous years are still valid. New employees or faculty must come to the Public Safety office to obtain a permit.

One (1) parking permit (hangtag) will be issued to each employee of the University, not to a specific vehicle. There is no fee for these hangtags, but there is a one-time registration form that must be completed prior to the issuance of a parking permit. The hang tag is to be displayed on the rear view mirror at all times while on Lincoln University property. These hang tags can be transferred from vehicle to vehicle, eliminating the need for multiple permits. **There is a replacement charge of \$15.00. No exceptions will be made.**

**Effective Labor Day each school year, any unregistered vehicle found on The Lincoln University property will be ticketed and/or towed at the owner/driver's expense. Vehicles of parking rule violators will be towed at the owner/driver's expense.**

**Remember, parking on Lincoln University property is a privilege not a right.**

## **ACCESS CONTROL PROCEDURES**

To address concerns regarding unauthorized individuals and illegal parking on Lincoln University property, and to ensure the safety of faculty, staff, students and visitors to our campus, the Department of Public Safety has implemented the following procedures.

All vehicular and pedestrian access to the main campus will be conducted as follows:

- The Gym Gate will be open 24-7.
- Persons entering this gate will be subject to vehicle and personal identification checks.
- The Main Gate at the arches is one-way (entrance only) during business hours. There is no exit through the main gate.
- Other gates and entrances will be open during normal business hours and also utilized during special events, activities, etc. They will be closed to vehicular and pedestrian traffic at all other times. During construction projects, it may be necessary to enter or exit the campus through these alternate gates.
- All pedestrians and vehicles entering the campus must comply with established procedures and instructions received from Public Safety Officers.
- All student, faculty and staff vehicles must display an authorized parking permit issued by the Department of Public Safety.
- Public Safety personnel will place student decals permanently on the vehicle. It is a violation to transfer these permits to another vehicle.

- Faculty and staff permits should be hung on the rear view mirror and are transferable between vehicles driven by the same faculty/staff member.
- All visitors must stop at the Public Safety office and obtain a temporary parking permit to be hung on the rear view mirror.
- To gain access to the campus, a valid Lincoln University identification card must be presented to the Public Safety Officer at the point of entry.
- All visitors must obtain a visitor's pass issued by the Department of Public Safety and present this pass whenever requested by any University official.
- It is the responsibility of the person being visited to ensure that visitors comply with all access control procedures.
- Failure to comply with access control procedures will result in denial of access to Lincoln University property.
- Unauthorized individuals found on Lincoln University's campus can be prosecuted for trespassing.
- On football game days, lots M,N,O,P and Q will be paid parking. These lots must be vacated by 6:00 am game days. Students may park in any other lot on those days.

**Lincoln University assumes no liability for granting access to University property.**



## **Lincoln University Department of Public Safety**

### **Contacts**

**Captain Ruth A. Evans**  
Assistant Director of Public Safety  
484-365-8127  
[revans@lincoln.edu](mailto:revans@lincoln.edu)

**Captain James A. Connor**  
Assistant Director of Public Safety  
484-365-8161  
[jconnor@lincoln.edu](mailto:jconnor@lincoln.edu)

**Ms. Donna Hess**  
Senior Secretary  
484-365-7660  
[dhess@lincoln.edu](mailto:dhess@lincoln.edu)