

## CIVIC CENTER & SHUTTLE BUS SERVICE

Parking is available to the university community at the Wallace Civic Center, serviced by shuttle bus transportation, 6:30 am–midnight Monday–Thursday; 6:30 am–6:30 pm on Fridays; and 4:30 pm–midnight on Sundays; when school is in session. Shuttle schedule exceptions include: Sundays preceding a Monday holiday, no service, the Sunday schedule is used for weekday holidays and there is no service during semester breaks, Thanksgiving recess or summer. The shuttle runs continuous fifteen minute loops from the Civic Center through campus. The shuttle service is free of charge, and parking permits are not required on vehicles parked at the Civic Center, but are suggested.

## CARPOOL PROGRAM

Designated Carpool Parking is located behind the Conlon Fine Arts building. The area is marked with signage indicating the Carpool Parking access.

In order to qualify for this program, you and at least one other Fitchburg State University community member must apply for carpool designation, using the joint Carpool Parking application. Bear in mind that both applicants must have valid, current-year Fitchburg State University parking permits (Commuter or Faculty/Staff). When utilizing the carpool parking area, no other vehicle associated with either individual may be parked anywhere else on campus. If you do not carpool, use of the carpool spaces is prohibited. Carpool permits are valid for one semester, and you must fill out the joint application to reapply each semester. Permits are issued on a first come, first served basis and the number of permits issued is limited. Please note: Resident students are not eligible to participate in this program.

To apply for the carpool designation/permit, please visit [fitchburgstate.edu/parking](https://fitchburgstate.edu/parking). If approved, you will receive an additional permit that must be displayed when parking in the carpool area.

## ELECTRIC VECHICLE CHARGING

Designated Electric Vehicle Charging stations are located behind Conlon Fine Arts building. The area is marked with signage indicating the Electric Vehicle Charging access. Vehicles may not park overnight in these parking spaces/charging stations.

## SPEED LIMIT

All vehicles will be operated at all times at a speed that is reasonable and proper. At no time will a speed on campus in excess of 10 miles per hour be considered reasonable and proper except as otherwise posted or for vehicles in an emergency situation.

## SNOW REMOVAL POLICY

In order to facilitate the removal of snow from the parking areas of the university, parking is prohibited in accordance with the following: When school has been cancelled due to inclement weather, all motor vehicles must be removed from all staff and commuter student parking areas within one hour of the official closing of school.

In the event of snowfall, instructions will be available at (978) 665-3006. Each storm is different and additional snow removal may be necessary days after a storm is over. **Staying aware of parking policies during this time is the permit-holder and guest's responsibility.** Vehicles will often be required to be moved to the Civic Center or other designated campus

lots to allow for plowing operations to proceed. Shuttle transportation will be provided for as long as possible to transport you to and from the Civic Center.

If it snows and classes are not cancelled, normal regulations are in effect.

If classes are cancelled during the course of the day, you will be instructed where to put your car at the time of closing. (978) 665-3006 will need to be called between 5–7 pm and again between 6–8 am and 11 am–1 pm the next day for further information.

If classes are delayed or cancelled for the entire day, or if snow falls on a weekend or holiday, (978) 665-3006 must be called between 6–8 am for instructions, and again between 11 am–1 pm and 5–7 pm for further instructions. University Police also attempts to notify resident students by email when possible.

All vehicles found to be impeding snow removal operations will be ticketed, towed and stored at the owner's expense, whether the owner is present or away from campus.

## NOTICE OF TOW AWAY ZONES

University Police will make reasonable attempts to define the area as a Tow Away Zone by installing and maintaining traffic signs or by yellow painted warnings marking the area as such and making it visible to the approaching drivers.

## AUTHORITY TO REGULATE PARKING FINES

Under Massachusetts General Laws, Chapter 73, Section 18 (Acts of 1963, Chapter 642, Section 18) and in accordance with the Massachusetts General Laws, Chapter 90, Section 20A (Acts of 1981, Chapter 647) the Board of Trustees of the University and/or their designated representative have established the following motor vehicle violations and fines as well as the efforts in enforcing such violations and the collection of all fines. Any of the following parking manners shall constitute illegal parking and subject the offender to the following penalties:

- ▶ **Violation Group A—\$100 fine**
  - 01 Unauthorized parking in a handicapped area
- ▶ **Violation Group B—\$75 fine**
  - 02 Obstructing Fire Lane
  - 03 Impeding Snow Removal/Snow Policy
  - 04 Parking on Land Not for Vehicles (sidewalk, lawn, etc.)
- ▶ **Violation Group C—\$50 fine**
  - 05 Obstructing: a) building entrance b) stairway, c) ramp, d) gate, e) loading dock/zone, f) driveway, g) dumpster, h) other vehicles
  - 06 Parking in an access lane
  - 07 Parking in a restricted area
  - 08 Unauthorized overnight parking
  - 09 No proper sticker or permit
- ▶ **Violation Group D—\$90 fine**
  - 11 Towing
- ▶ **Warning—No Payment**
  - 12 Warning. No payment required.

Responsibility for citations are assigned to the permit holder, regardless of ownership of the vehicle. Citations assigned to a non-permitted vehicle are the owners responsibility.

## PAYMENT OF FINES

All fines are payable to Fitchburg State University within 21 days after the date of violation. Payment may be made online at [fitchburgstate.edu/parking](https://fitchburgstate.edu/parking), by mail, in person, or by authorized person. Payments may be made at the Housing and Residential Services Office Monday through Friday, 8 am–5 pm, or by mailing a check or money order to Fitchburg State University, Parking Services, 160 Pearl Street, Fitchburg MA 01420. Checks should be made to the order of Fitchburg State University. Online payments accept VISA, MasterCard, American Express or Discover.

## FAILURE TO PAY FINES

Individuals who fail to resolve a parking violation within 21 days will be assessed the appropriate late fine. Students who have failed to resolve a parking violation within 90 days will have a “hold” placed on their Fitchburg State University records (BANNER) which can prevent such functions as registration, issuance of transcripts and financial transactions. Faculty/Staff permit holders and individuals of non-permitted vehicles who have failed to resolve a parking violation within 90 days may be reported to the Registry of Motor Vehicles (RMV) which can result in the non-renewal of one's license to drive or vehicle registration.

## EXCESSIVE VIOLATIONS

Students who have five or more unresolved violations regardless of the age of the violation will have a hold placed on their Fitchburg State University records (BANNER) which can prevent such functions as registration, issuance of transcripts, and financial transactions. Students who have 10 or more parking violations, resolved or unresolved, within an academic year may be towed and/or referred to the Student Conduct Office and Department of Housing & Residential Services for disciplinary action, which could include the loss of parking privileges. Any person found to have 10 or more parking violations unresolved may be towed.

## RIGHT OF APPEAL

Any person receiving a violation while parking a motor vehicle at Fitchburg State University has the right to appeal to the University Parking Appeals Coordinator. Appeals may be submitted on-line via the parking services web page [fitchburgstate.edu/parking](https://fitchburgstate.edu/parking). Instructions for the on-line appeals process can also be found on the parking services web page. All appeals must be made in writing within 14 calendar days after the issuance of the violation. Notification of decisions will be sent to the appellant by email. The appellant has the right of appeal in person with the Parking Appeals Coordinator. All decisions of the Parking Appeals Coordinator are final.

# PARKING

## Rules & Regulations

### 2021 – 2022



 **FITCHBURG STATE UNIVERSITY**  
HOUSING & RESIDENTIAL SERVICES

Monday – Friday, 8 AM – 5 PM  
978-665-3219 | [parkingservices@fitchburgstate.edu](mailto:parkingservices@fitchburgstate.edu)



[fitchburgstate.edu/parking](https://fitchburgstate.edu/parking)

EMERGENCIES, AFTERHOURS, WEEKENDS, OR  
HOLIDAYS, call University Police, 978-665-3111

**The rules and regulations** set forth in this booklet have been developed to control traffic and parking for all persons utilizing the parking areas at Fitchburg State University. Anyone operating a motor vehicle on property owned, operated, or controlled by Fitchburg State University is subject to these regulations and the laws of the Commonwealth of Massachusetts unless otherwise exempt by state or federal laws. It is the responsibility of all persons utilizing the university parking facilities to be aware of and follow these regulations.

Permission to operate a motor vehicle on the grounds of Fitchburg State University is a discretionary privilege given by the Board of Trustees of the University to those individuals attending class, employees of the University, conferences, and guests. This privilege may be denied, revoked, suspended, or modified by the Board of Trustees or by officers of the university authorized to take such action under Chapter 73, Section 18, of the General Laws of the Commonwealth.

No one may park a vehicle in violation of these rules and regulations. The permit holder of the motor vehicle will be held responsible for all parking violations issued to the vehicle. Ignorance of these regulations will not be an acceptable reason for appealing a violation. Fitchburg State University assumes no responsibility for vehicles parked or operated on University Property.

## REGISTERED VEHICLES

Properly registered motor vehicles may be parked on campus within white lined spaces with a valid Fitchburg State University hangtag affixed to the rearview mirror of the vehicle. Use of these parking facilities during nondesignated hours without written authorization constitutes illegal parking.

## DISABLED MOTOR VEHICLE

If a motor vehicle should become disabled, University Police must be notified. Every effort must be made to remove disabled vehicles from state property within a reasonable period of time.

## NON-MASS DRIVER STATEMENT

The Commonwealth of Massachusetts requires that a Nonresident Driver Statement form must be completed by every nonresident enrolled as a full time student at a school, college, or university in the Commonwealth who operates a motor vehicle in Massachusetts that is registered in another state or country during any period beginning on September 1 of any year and ending on August 31 of the following year. This applies to students commuting from out-of-state to a school in Massachusetts and students temporarily residing in Massachusetts. This form is available from Housing and Residential Services. The completed form will be filed with the Fitchburg Police Department. Housing and Residential Services will issue the required decal, which must be affixed to the uppermost center portion of the windshield. The penalty for a nonresident's failure to comply as required is up to \$50.

## PARKING PERMITS

Each student, faculty, staff member or visitor who operates a motor vehicle on the property of Fitchburg State University must obtain a parking permit in order to use university regulated parking facilities. Permits are available from Housing and Residential Services (located in Aubuchon Hall) Monday-Friday, 8 am to 5 pm. The individual's status with the University determines the type of permit assigned. Alumni, Commuter and Resident students are required to pay the permit fee before the permit is used. Permit fees must be paid in full and are non refundable. Faculty/staff, Civic Center and GCE gold permits are free of charge.

University affiliation for individuals' request to be a permit holder is confirmed through the parking portal. The physical parking permit may be issued by presenting the Fitchburg State University OneCard at the Housing Office, through Parcel Locker access, or through Interoffice Mail delivery.

Hangtag permits must be properly affixed to the rearview mirror of the registered vehicle before the permit is considered valid. The hangtag permit is transferable between vehicles belonging to the permit applicant.

Guest/Visitor parking permits must be visibly displayed on the dashboard of the vehicle.

No vehicle should at any time display more than one current permit. Vehicles doing so are subject to violation fines/tow.

### ► Staff Permit (Blue)

All full or part time employees of the university are eligible for this permit. The permit is only valid when hung from the rear-view mirror (blue side out). The hang-tag permit is transferable between vehicles. Employees of the University Bookstore, Food Service, city employees at McKay School, and staff of affiliated programs are also eligible. Motor vehicles bearing such a permit may park in lots designated by a blue parking sign. This parking is valid 7 am to 12 am only.

### ► Commuter Student Permit (Red) ..... \$75/year (\$37.<sup>50</sup> after Jan. 1)

All full or part time non-resident students are eligible for this permit. Motor vehicles bearing such a permit may park in areas designated by a red parking sign. This permit is valid 7 am to 12 am. In addition between the hours of 4 pm to 12 am vehicles may park in any blue lot with the exception of Miller, Highland and Sanders which remain faculty/staff or reserved parking 24 hours.. The permit is only valid when hung from the rear-view mirror (red side out).

### ► GCE Student Permit (Evening/Summer Only—Gold)

GCE students who only attend classes in the evening and summer are eligible for this permit. This permit is only valid between the hours 4 pm and 12 am. GCE permitted vehicles may park in any red or blue lot with the exception of Miller, Highland and Sanders which remain faculty/staff or reserved parking 24 hours. The permit is only valid when hung from the rear-view mirror (gold side out).

**Daytime Parking Options:** GCE students and graduate assistants who need to park on campus between 7 am and 4 pm during the academic year are eligible to utilize either of the following options: utilize the Civic Center lots and shuttle system (available at no cost) or purchase a Commuter Permit (Red) at the cost of \$75/year.

### ► Alumni Permit (Red) .....\$10/year

Alumni who graduated from Fitchburg State are eligible for this permit. Motor vehicles bearing such a permit may park in areas designated by a red parking sign. This permit is valid 7 am to 12 am. In addition between the hours of 4 pm to 12 am vehicles may park in any red or blue lot with the exception of Miller, Highland and Sanders which remain faculty/staff or reserved parking 24 hours. The permit is only valid when hung from the rear-view mirror (red side out).

### ► Resident Student Permit (Green) ..... \$150/year (\$75 after Jan. 1)

Students living on campus in residence halls with 24 or more earned credits are eligible for this permit. Students who are not eligible for a resident permit are encouraged to apply for a Civic Center permit. Motor vehicles bearing a resident permit may park in areas designated by a green parking sign. The permit is valid only when hung from the rear-view mirror (green side out).

**24-hour-parking** is restricted to the following lots: North 1, Green Street 2, Upper Cedar, part of McKay rear (staff parking spaces are not 24 hour parking) and McKay lower.

Overnight parking will be permitted in all commuter and staff lots with the exception of Highland, Sanders, and Miller, which will remain faculty/staff or reserved parking 24 hours. Vehicles must display a valid parking permit and must be moved to lots approved for their permit or to the Civic Center by 7:30 am on class days. Failure to move by 7:30 am will result in ticketing and towing of your vehicle.

### ► Civic Center Permit (Light Green)

All students are eligible for this permit. Motor vehicles bearing such a permit may park at the Civic Center 24 hours. During weekends (Friday 5 pm through Sunday midnight) vehicles with this permit may also park in Overnight Parking Lots. The permit is valid only when hung from the rear-view mirror (light green side out).

Weekend parking will be permitted in all commuter and staff lots with the exception of Highland, Sanders, and Miller, which will remain faculty/staff or reserved parking 24 hours. Vehicles must display a valid parking permit and must be moved back to the Civic Center by midnight on Sundays. Exception to this is Sundays preceding a Monday holiday. Failure to move by midnight will result in ticketing and towing of your vehicle.

### ► Replacement Permits

Permits that are lost, stolen, destroyed, or otherwise compromised may be replaced at Housing and Residential Services. There is a \$10 fee for a replacement permit. The original permit will be inactivated. If an inactivated permit is found to be in use, vehicles will be ticketed and/or towed and the permit holder may also face action including referral to the Student Conduct Office or revocation of parking privileges.

### ► Motorcycle Parking

Motorcycles are not required to display a permit. These vehicles may only be parked in areas designated for them.

### ► Handicapped Parking

A number of parking spaces have been designated on campus for the handicapped. These spaces have been identified by signs and painted decals within each parking spot.

Vehicles displaying a valid handicapped license plate or official placard from a Registry of Motor Vehicles are allowed to park in any designated handicapped parking space. Vehicles also need to display a valid Fitchburg State University parking permit.

### ► Vendor Parking

Vendor parking is available at the Wallace Civic Center without a permit. Approval must be obtained before a permit to park in on-campus parking lots will be issued. Vendor permits should be hung from the rearview mirror while the motor vehicle is parked on university property in the performance of their official business.

### ► Visitor Parking

Visitor parking permits are required of each visitor or guest who parks a vehicle on campus. The faculty, staff, or student sponsoring the guest may obtain the permit from Housing and Residential Services in advance. There are a limited number of visitor spaces on campus and a visitor permit is required to park in these spaces. Be advised that parking spaces next to Anthony Student Service Center that read Admissions/Guest Parking Only are not eligible for use with this permit. Additional parking for visitors is available without a permit at the Wallace Civic Center. Students/staff/faculty are not eligible to park in visitor spaces. Contact the department being visited to request a visitor permit.

### ► Overnight Guest/Commuter Parking

Overnight guest parking permits can be obtained from Housing and Residential Services during business hours, and from University Police after business hours. Resident students must accompany their guests requiring overnight parking privileges and must have with them their Fitchburg State University OneCard. The guest must present their vehicle registration and a picture ID to obtain the permit. Overnight guests, along with the host, are responsible for following all parking regulations including the snow removal policy.