

# UNIVERSITY OF VALLEY FORGE

# VEHICLE REGISTRATION & PARKING REGULATIONS

## AUTOMOBILE REGISTRATION

Thank you for registering your vehicle to park on campus. Your new permit gives you permission to park in the areas identified by the permit type. Parking on campus has been carefully planned and is identified by signage. Please ensure that you park in the areas designated for you, and please review the following parking and registration regulations.

All motor vehicles parked on campus property by students, faculty and staff members must be registered. In addition, all campus visitors must register their vehicles to avoid receiving a parking violation. In order to obtain a valid vehicle registration, students must:

1. Complete a vehicle registration form (available on myVALLEYFORGE/ Student Life/Vehicle Information)
2. Affix permit on the vehicle. Place on the upper corner of the passenger side of the front windshield.
3. A vehicle registration fee of \$60 per semester will be charged.

## PARKING AREAS

Parking permits are issued at the time of vehicle registration and identify the parking permissions for the registered vehicle. Parking area designations are marked with appropriate signs and are enforced between the hours of 6<sup>AM</sup>-6<sup>PM</sup>.

### General Parking

Parking is open to all UVF students, faculty, staff and guests with valid UVF vehicle registration.

### Employee or Faculty Parking

Parking is reserved for non-student employees/faculty between the hours of 6 AM - 6 PM, Monday - Friday.

### Visitor Parking

Parking is reserved for visitors only.

### Commuter Parking

Parking is reserved for commuter students only.

## VISITOR/GUEST PARKING

Visitors and guests must obtain a Temporary Visitor's Parking Pass from the Security Office.

*Note: Hosts are financially responsible for parking violation citations received by their guests.*

## TOWING

UVF reserves the right to tow cars at the owner's expense for parking violations.

*Note: Any car not registered with the school is at risk of being towed.*

## MOTORBIKES & MOTORCYCLES

Motorbikes and motorcycles are subject to all of the regulations governing motor vehicles and must be registered with the Student Life Office.

## NO PARKING ZONES

Vehicles may not be parked in a fire lane or in a handicapped space at any time. Parking areas marked with a handicapped sign or the wheelchair icon are reserved for people with physical challenges. Vehicles parked in these designated spaces are required to display an official handicapped plate or hangtag.

Vehicles parked in fire lanes, fire zones and/or handicapped spaces will receive a citation and may also be ticketed by the Police Department.

## LOADING & UNLOADING OF VEHICLES

Individuals may load and unload vehicles in "No Parking" areas if these rules are followed:

- The vehicle's four-way flashers must be activated.
- The time allowed for loading/unloading must not exceed 15 minutes.
- The vehicle must not block any roadway, pathway or building exit, and cannot be parked on the grass.

## PARKING VIOLATION NOTICES

• No valid permit displayed	• Failure to comply with a reasonable request of an officer
• Parked in an unauthorized space or lot	• Violations of traffic regulations
• Parked in a fire zone	• Driving in the wrong direction on a one way street
• Parked in a handicapped space	• Other violations of these parking regulations
• Parked in a non-parking area	
• Careless or reckless driving	

All citations issued by Campus Security are \$25 per violation, with exceptions noted below:

- Handicapped parking violation: \$100 (Police may ticket offenders)
- Parking in a fire lane: \$50
- Blocking a fire hydrant: \$50

## DRIVING REGULATIONS

All motor vehicles and bicycles operated on the campus of the University of Valley Forge are subject to all provisions, rules and laws set forth in the Pennsylvania Motor Vehicle Code and the University of Valley Forge Vehicle Regulations. Violation of codes will subject the operator to fines and/or other disciplinary action.

The speed limit on roadways on the University of Valley Forge campus is 15 miles per hour on interior roads and 25 miles per hour on the outer circle of campus. The speed limit in campus parking lots is 5 miles per hour.

The vehicle registrant and/or owner are considered responsible for the vehicle. If a violation occurs, regardless of who is driving the vehicle, the owner and/or registrant will be held responsible, along with the operator of the vehicle.

## PAYMENT

All vehicle fines are paid directly to the UVF's Cashier's Office, located in the Harrup Administration Building. The citation left on the vehicle should be used to make payment.

Fines will be added to the student's account. Fines must be paid before a student will be allowed to register for classes each semester or participate in Commencement. Repeated abuse of the parking regulations may result in a referral to the Student Life Office.

## THE PARKING APPEALS PROCESS

Individuals wishing to appeal a ticket or citation must contact Campus Security within three business days. Appeals can be sent via email to Campus Security (Security@valleyforge.edu) and must include the following: Name, Date of Citation, Description of Violation, and Reason for Appeal. Campus Security is located in the Student Life building (ext. 1447).