

*Hamilton College:  
A Pedestrian Campus*



Hamilton

*Parking Guide  
2009-2010*

## ***Guide to Parking at Hamilton College 2009-2010***

Hamilton College is a pedestrian campus, but allows members of the community to use motor vehicles as they travel to and from College Hill. To ensure public safety, all members of this community and guests are expected to familiarize themselves with the policies outlined in this guidebook and must comply with them at all times.

***Please note that all regulations outlined in this guidebook are enforced year-round.***

### **I. Vehicle Registration**

All vehicles parked on the Hamilton College campus must be registered with the Department of Campus Safety on a permanent or temporary basis.

College employees and contract service providers may register their vehicles free of charge. Sophomore, junior, and senior students may also register one vehicle and will be charged \$100 per academic year, or \$50 per semester. Temporary permits will be issued to all other persons at a per diem rate of \$1 per day. First year students may not have vehicles on campus, and violation of this policy can result in loss of parking privileges for their sophomore year.

Students are not permitted to regularly use vehicles registered to Hamilton employees without registering them as student vehicles and paying the appropriate fee.

***Unregistered vehicles are subject to a \$75 parking citation. If the vehicle's owner completes the registration process within 48 hours of the citation, the fine will be waived. Registered vehicles that do not have their parking permits properly displayed are subject to a \$25 citation.***

Temporary and permanent parking permits are available in the Campus Safety Office. All members of the community are expected to register their vehicles within two business days, according to the processes established by the Campus Safety Department.

### **II. Lot Assignments**

Student parking decals are designated for specific parking lots. The Department of Campus Safety will base lot assignments on a student's preference, according to their class year and housing lottery number. The Department will maintain a waiting list of students interested in having their parking assignments relocated. Students are expected to keep their vehicles in their assigned lots at all times when not in use.

***Student vehicles that are parked in a Faculty/Staff lot or the wrong student lot are subject to a \$25 citation. Faculty/Staff vehicles that are parked in student areas are also subject to a \$25 citation.***

If no spaces are available in a student's assigned lot, they are expected to contact the Department of Campus Safety and request instructions. Faculty/staff members are expected to check all faculty/staff lots for openings before they request assistance from the Department.

<b>STUDENT LOTS</b>	<b>FACULTY/STAFF LOTS</b>
New Lot (A)	
Root Extension Lot (C)	Anderson- Connell Alumni Center
Bundy Circle (D)	Pub Lot (not visitor area)
Root Lot (G)	Babbitt Lot
Skenandoa Lot (H)	Milbank Lot
Rogers Estate Lot (I)	Dunham Lot
Ferguson Lot (J)	Bristol Campus Center
Griffin Road Apartments (K)	Philip Spencer House
North Lot (L & F)	Field House Lot
Major/Minor/Mac Lot (S)	Ferguson Lot (First Row)
Off Campus Residents (T)	

**NOTE: Parking lot assignments are enforced year-round including breaks and holidays.**

### **III. Fire Lanes**

All campus roadways are considered fire lanes, though they have no markings. These areas include all quadrangles and traffic circles, as well as driveways leading to and from parking lots. ***Vehicles parked in fire lanes are subject to a \$50 citation.***

Campus Safety vehicles and other official vehicles that bear a "Hamilton College Maintenance" bumper sticker are permitted to park in fire lanes, but must be in radio contact with the Campus Safety dispatcher at all times while parked in the restricted area.

### **IV. Handicapped Areas**

Any person who is legally entitled to park in handicap parking spaces should obtain a Hamilton College handicap parking permit from the Department. These permits are also issued to students and employees who provide proper documentation of a temporary

disability. Handicap permits must be renewed annually. *Vehicles that are parked in handicap spaces without the proper permit are subject to a \$50 citation.*

#### **V. Evenings and Weekends**

Students are permitted to park in the Field House Faculty/Staff parking lot between 5:00 p.m. and 2:00 a.m. on weekdays. All Faculty/Staff parking lots are open to students between 6:00 p.m. on Friday evenings and 8:00 p.m. on Sunday evenings. Please note that all parking spaces in Dunham Lot in front of the Campus Safety Office are reserved for Campus Safety personnel and visitors only. *Student vehicles that remain in these lots after the stated hours are subject to a \$50 citation and will be towed at the owner's expense.*

#### **VI. Mail Center**

All parking spaces near the Beinecke Student Activities Village and the Hamilton Mail Center has been suspended during the construction of Emerson Hall.

#### **VII. Loading Docks and Dumpsters**

Dumpster and loading dock areas are used by College personnel on a daily basis. *Vehicles that impede access to these areas are subject to a \$50 citation.*

#### **VIII. No Parking Zones**

Motorists may not park their vehicles in posted “no parking” zones at any time. *Vehicles parked in these areas are subject to a \$25 citation.*

#### **IX. Two-Space Parking**

Vehicles must be parked between painted parking space lines. *Vehicles occupying more than one space are subject to a \$25 citation.*

## **X. Driving or Parking on Grass**

Paved and gravel surfaces are designed to support a vehicle's weight, but landscaped areas can be seriously damaged by vehicles that drive or park on them. ***Vehicles that drive or park on grass, mud, or dirt are subject to a \$50 citation. Vehicles that are parked partly on pavement and partly on grass are also subject to a \$50 citation.***

## **XI. Driving or Parking on Driveways and Sidewalks**

Driveways are not intended for vehicle use, even when chains are down and the driveways open; parking or driving on sidewalks is also prohibited. ***Vehicles that violate either of these regulations are subject to a \$50 citation.***

## **XII. Emergency Snow Removal**

During periods of inclement weather, the Physical Plant may need to relocate vehicles from College parking lots so that snow can be removed. The community will be notified of the snow removal schedule by electronic mail and traditional postings. ***Vehicles that are not removed from their lots by the specified time are subject to a \$50 citation and will be towed at the owner's expense.***

## **XIII. Prohibited Vehicles and Motorcycles**

Mopeds, scooters, and other motorized bicycles cannot be stored in College buildings or parking lots. The use of motorcycles is permitted, but compliance with all parking and traffic regulations is expected and riders are required to wear proper helmets.

## **XIV. Traffic Violations**

The Department of Campus Safety expects all motorists to comply with posted traffic signs, speed, and driving laws. ***Vehicles that pass stop signs or violate one way policies on campus roadways are subject to a \$50 citation.***

Motorists should be aware that College Hill Road, Campus Road, and Griffin Road are all in the jurisdiction of Oneida County and the Town of Kirkland. All local parking, speed, and driving laws are fully enforced by the Town of Kirkland Police Department.

## **XV. Speed Limit**

The on-campus speed limit is 15 miles per hour.

*Vehicles that violate the on campus speed limit are subject to a \$50 citation.*

## **XVI. Temporary Exceptions**

Campus Safety will give members of the community temporary permission to park in restricted areas to load or unload their vehicles or for other extenuating reasons. With permission of the Campus Safety dispatcher, a vehicle may park for a maximum of twenty minutes.

## **XVII. Additional Sanctions**

Any member of the Hamilton community (student or employee) who accumulates more than five parking tickets in one academic year will incur additional parking-related sanctions.

*After a vehicle receives five parking citations*, Campus Safety officers will be authorized to have any illegally parked vehicle towed if it has received five or more citations. Any student whose vehicle receives five parking tickets will also be required to park in North Lot if they bring a vehicle to campus the following year. The Director of Campus Safety will send a warning letter to the vehicle owner (if identifiable) that explains the consequences of future violations

*After a vehicle receives ten citations*, the vehicle's owner will lose parking privileges for the rest of the academic year. The owner's parking permit will be revoked, and the owner will be required to remove the vehicle from campus within two weeks. If the vehicle is found anywhere on campus after two weeks, it will be towed at the owners expense.

**NOTE: Any vehicle removed from campus will be towed at the owner's expense. In the event that a tow truck is not available at the time of violation, the vehicle may be assessed a College Towing Fee equal to the cost to remove the vehicle from campus.**

## **XVIII. Special Circumstances and Appeals**

On rare occasions, exceptions are made to College parking policies. All requests for exceptions must be submitted, in writing, to the Hamilton College Parking Appeals Board. More information is available in the Campus Safety office.

Vehicle owners may also appeal parking citations by completing an appeal form and submitting it to the Parking Appeals Board. These forms are available in the Campus Safety office. *Appeals must be submitted within five days of the citation* and the petitioner’s parking history will be considered when decisions are made.

All Parking Appeals Board decisions are final. Parking fines are not billed until all appeal procedures have been exhausted and citations that are successfully appealed do not count towards the excessive ticket totals outlined in Rule XVII.

Vehicle owners should be aware of the following before they file an appeal:

- Appeals for fire lane and handicap area citations are not usually approved.
- The use of hazard lights (or “flashers”) does not excuse illegal parking.
- Vehicles that park illegally for an extended time can receive multiple citations.
- Ignorance of published parking regulations does not excuse violations.

The Parking Appeals Board consists of one member from each of the upper three classes, one staff member, and one faculty member/administrator appointed annually by the Director of Campus Safety.

### *Citation Chart*

<b>CITATION</b>	<b>FINE</b>
Unregistered vehicle (Fine can be waived if vehicle is registered within 24 hours)	\$75
No Visible Decal	\$25
Wrong Lot	\$25
Parked in a Fire Lane	\$50
Parked in a Handicap Space	\$50
Illegally parking in specialty parking	\$50
Keeping 5-minute parking longer than permitted	\$25
Blocking loading docks or dumpsters	\$50
Parking in a “no parking” zone	\$25
Parking in two spaces	\$25
Parking or Driving on the grass	\$25
Parking or Driving on driveways or sidewalks	\$50
Impeding snow removal	\$50
Traffic or Speed violations	\$50

## **XIX. Liability**

Hamilton College assumes no liability for loss or damage to any vehicles parked on College property, or personal property left within, on, or around such vehicles. The College assumes no liability for vehicles that are towed by local agencies.

## *Where can I park?*

<u><i>Assigned Parking</i></u>	<u><i>Approved Parking Locations</i></u>
Root Lot (G – Decals)	Root Student Area
Bundy Circle (D – Decals)	Bundy Circle
Skenandoa Lot (H – Decals)	Skenandoa and Wertimer Lots
Ferguson Lot (J – Decals)	Ferguson Lot
Griffin Road Apartments (K – Decals)	Griffin Road Apartments North Lot (gravel area) Root Extension*
Major/Minor/Mac Lot (S – Decals)	Major/Minor/Mac Lot
New Lot (A – Decals)	New Lot (paved area)
North Lot (F – Decals)	North Lot (gravel area)
North Lot (L – Decals)	North Lot (gravel area)
Off Campus Residents (T – Decals)	North Lot (gravel area) Root Extension*
Rogers’ Estate (I – Decals)	Rogers’ Estate North Lot (gravel area) Root Extension*
Root Extension (C – Decals)	Root Extension

\* - These parking options are available only on weekdays, between 8 a.m. and 5 p.m.

NOTE: Vehicles with “F “ Decals may not park anywhere except North Lot at any time.

### ACCESS TO FACULTY/STAFF LOTS:

The following lots are open to all student vehicles (except F decals):

- All Faculty/Staff Parking Lots (6:00 p.m. Fridays through 8:00 p.m. Sundays)
- Field House Parking Lot (5:00 p.m. through 2:00 a.m., Monday-Friday)

Student vehicles in these lots after the stated hours can be towed at the owner’s expense.