GENERAL STATEMENT
Bringing a car to campus is a privilege, not a right. As is common practice at many colleges, Franklin & Marshall prohibits first-year students from bringing vehicles to campus or surrounding neighborhoods. Operation of a personal vehicle is not a requirement of any College program, and students bring and operate cars at their own risk. The College attempts to assist vehicle owners by furnishing appropriate parking regulations and parking spaces, but assumes no responsibility for theft or vandalism to vehicles parked on College property.

MOTOR VEHICLE REGISTRATION
Any student who plans to operate a motor vehicle, including a motorcycle, scooter or moped, in the Lancaster area must register their vehicle. The renewal for returning upper-class students or new registration (rising sophomores and transfers) will be completed online through your Inside F & M portal. To find the registration form, log onto Inside F & M, select the My Info tab and then select the Vehicle Registration tab.

This will be where you register for a parking permit decal for one vehicle. Students are only allowed to have one vehicle registered for use on campus.

Once submitted, you may pick up your permit at the Auxiliary Services Office, Steinman College Center, first floor, Monday through Friday between the hours of 9:00am-4:00pm. You must show your vehicle registration and your current F&M ID to receive the decal.

All vehicle registrations must be completed online; there is no walk-up service for vehicle registration.

Student vehicle registration expires May 31 of each year; students must renew their vehicle registration and receive a new decal for each new academic year.

Decals are not transferable from one vehicle to another. It is not permissible for one person to obtain a decal for another person. Decals must be attached to the lower left corner of the rear windshield and be clearly visible.

Failure to register a vehicle or properly display the registration decal will result in a ticket. Any attempt to counterfeits or misuse a decal will be referred to the Disciplinary Board.

PARKING REGULATIONS
Parking regulations are in effect 24 hours a day, seven days a week, throughout the calendar year, including holidays and academic breaks.

PARKING AND DRIVING PENALTIES
Anyone who violates parking and driving regulations is subject to fines, depending upon the violation.

Students, faculty, professional staff and visitors are expected to operate vehicles within the provisions of the Commonwealth of Pennsylvania Vehicle Code. All vehicles parked on campus property must bear current registration plates and inspection stickers as required by the state in which the vehicle is registered. Vehicles not in compliance will be considered “abandoned” and subject to towing.

The College reserves the right to tow any vehicle that is blocking fire lanes, cables, exits or other emergency accesses at any time by order of the Director of Public Safety.

TOWING
After five (5) parking violations, settled or unsettled, in any academic year, your vehicle is subject to being towed with each subsequent violation at the owner’s expense. These conditions are in addition to the student being liable for payment of all parking fines.

DISABLED VEHICLES
If your vehicle is disabled for any reason, or parked illegally due to emergency circumstances, you must notify Public Safety immediately (any time day or night). All such situations are subject to verification. Disabled vehicles must be removed from campus within 48 hours or they may be subject to towing. Illegally parked disabled vehicles will be subject to ticketing.

LOADING AND UNLOADING
Anyone who needs to park a vehicle close to a building, outside authorized parking areas, for the purpose of loading or unloading items, must contact Public Safety for permission and instructions.

PARKING FINE APPEALS
Appeals must be submitted on the proper appeal form available at the Department of Public Safety within five (5) days of the offense. An appeal received after the five (5) day limit will NOT be considered. Appeals are reviewed and ruled upon by the Appeals Committee composed of a Professional Staff member and 2 students. The Board’s decision on any appeal is final.

Until all fines are paid, diplomas and transcripts will be withheld from graduating seniors. Returning students will not be permitted to register.

Students, Faculty, Professional Staff and Visitors are requested to observe both Lancaster City and F&M parking regulations when parking off-campus.

BICYCLE REGISTRATION/USAGE
All students and faculty and professional staff who bring bicycles to campus are required to register them with F&M and the Lancaster Bureau of Police through the Lancaster City Alliance located at 354 N. Prince St. You may contact them at 717-394-0783. Please register your bicycle at the Auxiliary Services Office, Steinman College Center, first floor, between the hours of 9:00am-4:00 pm Monday through Friday, at which time you will be issued a decal, which aids in recovery if the bicycle is lost or stolen.

For fire and personal safety reasons, bicycles may not be ridden within buildings, parked in hallways, stairwells or anywhere else where they may impede emergency exit from a building. Bicycles should be securely locked to bicycle racks provided on campus. Bicycles may not be chained or attached to anything not designated for the purpose of securing bicycles—handrails, trees, posts, poles or signs. It is recommended that students make regular and frequent checks of their bicycles to assure maximum security.

Rules and regulations governing motor vehicle traffic movement also apply to bicycle riding.

Department of Public Safety
Tel: 717-291-3939
On Campus x3939
www.fandm.edu/public-safety
Effective June 1, 2015
GENERAL PARKING GUIDELINES

All vehicles must be parked within lined spaces. Areas without lines, including grassy areas, are not legal parking areas. No curbside parking is permitted on campus.

NEVER BLOCK FIRE Lanes, Cables, LOADING DOCK, OR EXITS (Violators will be subject to ticketing and/or towing).

The campus speed limit is 15 miles per hour.

Visitors must obtain a visitor pass at the Department of Public Safety in order to park on College property.

For continued safety of vehicles parked in student parking areas, vehicle owners are strongly advised to lock all doors, remove visible items and frequently check on their vehicles.

Persons parking for more than seven (7) consecutive days while traveling or otherwise must file a signed liability waiver with the Department of Public Safety. Signing this waiver absolves the college of liability for anything that happens to the vehicle.

The regulations included in this brochure have been designed to promote safety and to control vehicular traffic and parking on campus. The administration of these regulations—ffecting all personnel of the College—is the responsibility of the Director of Public Safety.

OFF-CAMPUS PARKING

College Hill: Student residents must apply for College Hill parking decal from the management company. Parking is available in the lot at the corner of Lancaster Avenue and Frederick Street on a first come/first serve basis. Observe street parking as posted. See lease for additional details.

SHDC Properties: Student residents must apply for SHDC Property parking decal. Properties with off-street parking spaces are available on a first come/first serve basis. Street parking as posted.

Street Parking: No student parking is permitted on the West side (residential) of Race Avenue, West Frederick, West New, West Clay or West Ross Streets between Race Avenue and State Street. Observe other parking as designated.

Street Cleaning: Pay attention to street cleaning signs on city streets or you will be ticketed.

PARKING AREAS ON CAMPUS

A Admission Lot
Reserved parking for Admission guests only. NO overnight student parking.

B Herman Arts/ North Museum Lot
Reserved spaces for Visitors, faculty and professional staff (FPS) Parking, M-F, 7:30 a.m. to 4:30 p.m.

C Old Main/Dietler Lot
Reserved for FPS/Visitor parking, M-F, 7:30 a.m. to 4:30 p.m.

D Marshall/Buchanan Lot
Reserved for visitors and Public Safety only as designated

E South Ben Lot
Student Parking with exception of 24-hour reserved spaces for dining staff and special permit parking as designated

F North Ben Lot
Student parking

G Weis Lot
Student parking/car sharing

H Williamson Lot
*NO Student Parking
Reserved spaces for visitors and FPS parking, M-F from 7 a.m. to 5 p.m. This lot is closed to ALL PARKING nightly from 2 a.m. to 6 a.m.

I Turf & Tennis Lot
Student Parking

J College Square Lot
Employees of College Square/Visitors/Patrons only. No student parking

K ASFC West Lot
Open parking. Overnight parking for students (F&M parking sticker is required)

L College Row Lot
Student residents must park in designated student areas (yellow spaces) and have a College Row parking decal. Residents’ overnight visitors must park in specifically signed yellow spaces. All other spaces (white spaces) are for patrons only. NO OVERNIGHT PARKING ALLOWED IN WHITE SPACES. Vehicle will be towed at owner’s expense.

ON-CAMPUS PARKING LOT LOCATIONS

NO PARKING IN THE SEMINARY LOT

SHDC Properties: Student residents must apply for SHDC Property parking decal. Properties with off-street parking spaces are available on a first come/first serve basis. Street parking as posted.

Street Parking: No student parking is permitted on the West side (residential) of Race Avenue, West Frederick, West New, West Clay or West Ross Streets between Race Avenue and State Street. Observe other parking as designated.

Street Cleaning: Pay attention to street cleaning signs on city streets or you will be ticketed.