



***WESTFIELD STATE UNIVERSITY***  
***PARKING RULES***  
***AND***  
***REGULATIONS***

## INTRODUCTION

Welcome to Westfield State University. We look forward to assisting you, your family, guests and all campus visitors. There is limited parking on our main campus; therefore, we must strictly enforce all of the parking rules and regulations that are contained in this booklet. Please take the time to read, understand, and abide by the parking rules and regulations for the safety of all members of our campus community.

If you have any questions regarding the parking rules and regulations, please contact the Westfield State University Public Safety Department at 413.572.5262.

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 Westfield State University. Anyone operating a motor vehicle on property owned, operated, or controlled by Westfield 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.

Once again, we look forward to serving the campus community and hope your visit to campus is an enjoyable experience.

**Parking in an unassigned  
lot will result in a ticket.**

**Yellow Star—"S" student decal  
Blue Star—"C" student decal**



### **Additional Parking Penalties**

When a snow ban is in effect, students not moving their vehicles to the appropriate lot may be cited for violation #21 and incur a \$100.00 penalty. Once notification for a snow ban has gone out, students not on campus to move their vehicles MUST notify Public Safety immediately.

### **Appealing A Ticket**

Tickets may be appealed within twenty-one (21) days of the date of issue. Appeals will only be accepted using the on-line appeal function. If a request is made for an In Person hearing, you will be notified via your campus e-mail address.

### **Decal Refunds**

A student will have two (2) weeks from the start date of an academic semester to submit a decal refund request form to the Parking Clerk.

For additional questions or information regarding campus parking, please contact the Public Safety Office at 413.572.5262.

Permission to operate a motor vehicle on the grounds of Westfield State University is a discretionary privilege given to those individuals attending class, employees of the University, conferences, and guests. This privilege may be denied, revoked, suspended, or modified by the Parking Control Board.

No one may park a vehicle in violation of these rules and regulations. The permit or temporary 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.** Westfield State University assumes no responsibility for vehicles parked or operated on University Property.

It shall be the duty of the Officers to enforce provisions of these rules and regulations. This authority is granted under Chapter 15A, S.22, 73, 90 and Chapter 22, S.63 of the Massachusetts General Laws as amended.

*The Westfield State University*

*Parking Control Board*

## PARKING PERMITS

Each student, faculty, staff member or employee of affiliated businesses on campus who operates a motor vehicle on the property of Westfield State University **must obtain a parking permit in order to use university regulated parking facilities.**

Any student having financial difficulty purchasing a parking decal may contact the Student Affairs office at 413.572.5400.

The individual's status with the University determines the type of permit assigned.

Student decals will **ONLY** be sold on-line at <http://buymypermit.com/wsuv/>. You must purchase your decal with either a credit or debit card. Your decal will be mailed to your home address over the summer. No decals will be sold on campus.

***A Westfield State student may not register another Westfield State students vehicle. Decals are Non-Transferable.***

Decals must be affixed permanently with the adhesive that exists on the Decal (No Lamination or Tape!). The decal must be affixed permanently on the window toward the rear of the driver's side of the vehicle as illustrated below. Any questions regarding decal placement should be addressed with the Public Safety Office.

**First Year students are not permitted to have vehicles on campus.**

Issuance of a parking permit does not guarantee the holder that on any given day space will be available in the designated or preferred area. The overflow parking for everyone is the South Parking Lot.

### Group A- Fine \$15.00

1. Failure to park within allotted lines
2. Multiple WSU decals on vehicle  
(only current year decal allowed on vehicle)
3. Parking more than 12" from a curb

### Group B- Fine \$25.00

4. No Decal/permit
5. Unauthorized parking lot
6. Decal not affixed to vehicle
7. Parking on land not for vehicular traffic
8. Parking within a posted stop or taxi stand
9. Parking in front of a driveway
10. Parking in an access lane
11. Parking facing direction of flow of traffic
12. Parking in front of a street, roadway, or driveway barricade
13. Parking in an intersection
14. Parking on a sidewalk
15. Parking so as to block a gateway or field entrance
16. Parking in a posted delivery or service zone
17. Parking in a no parking zone
18. Parking all night in a prohibited area
19. Blocking two parking spaces

### Group B—1 Fine \$50.00

29. Unauthorized parking in a visitor spot

### Group C- Fine \$100

20. Parking in a handicapped area without H.P. decal or H.P. plate
21. Parking in violation of snow removal regulations
22. Parking in a crosswalk
23. Parking within 10 feet of a fire hydrant
24. Parking within a posted or marked fire lane (yellowed curb)
25. Parking within a posted emergency vehicle area
26. Parking so as to obstruct a building entrance/exit
27. Parking blocking a fire escape

### Group D – Fine \$150.00

28. Parking displaying a forged decal or altered temporary permit.

## Shuttle Service

There are two shuttles that run between the South Lot and the main campus. The schedule is below:

Campus Shuttle: Monday – Friday 6:00am – 2:00pm  
Runs from South lot to Scanlon

Campus Shuttle 2: Monday – Saturday 3:00pm – 3:00am  
Sunday 5:00pm – 3:00am

Two shuttles looping the Main campus, South lot, Woodward Center and Horace Mann.

PVTA Owl Shuttle: Monday – Friday 8:00am – 3:00pm  
Looping Scanlon, South lot, Horace Mann, Woodward Center.

*If you need an escort from your vehicle to your residence hall, please call the Public Safety office at 413.572.5262.*

## Parking Violations

Student accounts may be placed on hold due to unpaid parking violations.

Freshmen illegally parking may be asked to meet with the Parking Control Board and may have future parking privileges denied.

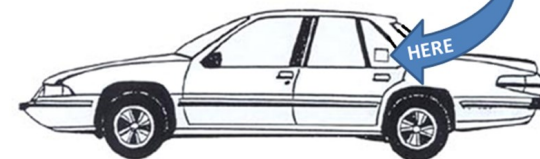
*Only the current year decal is allowed on the vehicle. All expired decals must be removed from the vehicle or you may run the risk of receiving a parking violation.*

**Faculty/Staff Permit** - All full or part time employees of the university, employees of the university bookstore and food services are eligible for this permit. This permit is valid for parking in F/S, Commuter, or South parking lots. **This decal is NOT valid for parking in Visitor.** A limit of two (2) F/S decals may be purchased per individual.

**Resident Students**— Students living in University sponsored residence halls on the main campus are eligible to apply for South Lot parking. A South Lot decal is valid **ONLY** for the South Parking Lot.

**\*\* Students holding a valid South Lot decal may park in any designated Commuter parking space from 5:00 P.M. on Friday to 11:59 PM on Sunday. Failure to move your vehicle by the designated time will result in ticketing.. At no time are students permitted to park in any Fac/Staff or Visitor designated parking spaces.\*\***

**Where to place  
your Parking Decal**



***Commuter and Continuing Education Students***—All full or part time students living off campus **including those students living at Lansdowne** are eligible for a Commuter Parking decal. The C/S decal is valid for all Commuter lots and South Lot.

***Motorcycles*** – Students bringing motorcycles to campus must register those vehicles with the Public Safety office and purchase a university parking decal. These decals are valid for Motorcycle spaces only.

***Graduate Assistants***— Students enrolled through the Division of Graduate and Continuing Education must purchase a Commuter decal regardless of the number of hours they are employed by a department.

***Graduate Assistants or Interns from another institution must obtain a temporary Commuter parking permit from the Public Safety Office.***

## **Temporary Permits – Visitors**

***A visitor is defined as a guest to campus who is not a registered student, staff or faculty member.***

Visitors to campus may park for up to two (2) hours in a visitor parking space. Visitors to campus, who plan to stay longer than the two (2) hour visitor parking limit, may obtain a one day parking pass from the Public Safety Office.

Visitors attending evening University sponsored events may park without a permit in any faculty/staff designated spot or commuter parking spot after 5:00 pm only.

**All Overnight guests to campus must register their vehicle with the Public Safety Office and obtain a temporary parking permit.**

## **Temporary Permits – Students (Sophomores, Juniors, Seniors)**

Students needing a temporary one day or overnight parking pass must obtain them from the Public Safety Office. This office is open 24 hours a day, 7 days a week. If you have a current university permit and bring a different vehicle to campus, you may obtain an extended temporary parking permit from the Public Safety Office.

## **Medical Parking – Students**

Students requiring immediate and/or short-term medical parking should contact 413.572.5400. Students with requests for medical parking accommodations related to a disability or for periods of six months or longer should contact the Banacos Center for assistance at 413.572.5789. Students should note that medical parking is only permitted for the lots indicated and does not include designated handicap spaces which require a state issued plate or placard.