

University of New England Office of Safety and Security Parking Policies

Welcome to the University of New England. The Office of Safety and Security is tasked with enforcement of University Parking Policies. Parking policies are established by the University to maximize the safety of our community, to protect University assets, and to reasonably accommodate the transportation needs of our community. The University is considered a *pedestrian community*; almost every building on campus is within a 15-minute walk from any parking lot. If at any time you have a question about where to park, please contact the Office of Safety and Security at ext. 2298 or (207) 602-2298. We would be pleased to assist you.

PARKING PERMITS AND WHERE TO PARK

All students and University employees parking on University property must display a valid, current University parking permit decal that is appropriate for the lot and space in which they are parked. No motor vehicle (as defined by Maine State Law) may be parked on campus without a current year parking decal. All permit decals are sold online at une.thepermitstore.com. (Enter “UNE” as your destination.) The cost of a University parking permit is not based on how often you may actually use University parking facilities. The fee is the same regardless of how many times you may actually park on University property. Parking fees are set annually.

Permits expire on the last day of August each year, and new, current permits must be displayed by September 1. The decals must be clearly displayed on the inside lower-right or left-hand corner of the rear window, where the passenger sits behind the driver (not the back window).

Please note that a parking permit is no guarantee of a parking space on UNE property. Experience has proven that the best strategy to obtain a parking space is to arrive on campus a few minutes earlier than you normally would.

Faculty/Professional Staff Parking

Employees or associates of the University, who are eligible to purchase a Faculty/Professional Staff Permit decal shall not purchase, lend, or otherwise provide any student (including a family member who is a student) or non-University person a Faculty/Professional Staff Permit decal. Faculty/Professional Staff parking permits provide *employees* access to parking areas that might not otherwise be available to students or non-University persons. These parking areas are limited in number and location. In most cases, there should be no more than one Faculty/Professional Staff Permit per employee on campus at one time.

Please note that no adjunct faculty permits, reduced cost permits, or part-time employee permits are available for faculty and professional staff.

Faculty/Professional Staff on the Biddeford Campus (Must purchase a Faculty/Professional Staff Permit)

The designated faculty/professional staff parking lots on the Biddeford Campus are Lots 2, 3, 4, 6, 7, 12, and 24; however, faculty and professional staff can park in any lot they choose, except those that are reserved or restricted, such as Patient Parking areas, etc., as indicated by signage.. There are also designated Faculty/Professional Staff parking spaces located in lots 8, 10, and 16.*

Faculty/Professional Staff on the Portland Campus (Must purchase a Portland Faculty/Professional Staff Permit or obtain a free Bishop Street Lot Permit)

Due to less available parking on the Portland Campus, the number of permits for parking on the Portland Campus Core Lots are limited and sold to students and employees on a first-come, first-served basis beginning on or around August 1 of each year. Faculty who purchase Portland Faculty/Professional Staff permits may park in any lot, except those that are reserved or restricted, such as Patient Parking areas, etc., as indicated by signage.

Portland Campus Core Lots include*

- Lots behind the main campus buildings of Ginn Hall, Abplanalp Library, Proctor Hall, College of Pharmacy, Finley Recreation Center
- The Stevens Avenue church lot (middle two rows only)
- The lower lot behind Innovation Hall (formerly known as “overflow parking”)
- Lot at 1075 Forest Avenue (the UNE NORTH building)
- Lot at 812 Stevens Avenue (UNE property down the street from Innovation Hall towards Morrill’s Corner).

All employees on the Portland Campus are encouraged to park in the **free Bishop Street Extension Parking Lot**. A shuttle runs M – F, 7 a.m – 7 p.m. between this lot and the Portland Campus. (If you have a Faculty/Professional Staff Permit, your permit is also good for the Bishop Street Lot; you do not need to obtain the Bishop Street Lot Permit.)

Dual Campus Faculty/Professional Staff

Biddeford-based faculty and professional staff who visit the Portland Campus must purchase a Faculty/Professional Staff Permit, which will be honored on the Portland Campus Core as well as in the Bishop Street Extension Lot.

Portland-based faculty and professional staff who visit the Biddeford Campus may purchase a Portland Faculty/Professional Staff Permit, which will be honored on the Biddeford Campus, or they may obtain a free Bishop Street Permit, which will be honored on the Biddeford Campus.

Student Parking

Resident Students on the Biddeford Campus (Must purchase a Resident Permit or Resident-Sokokis Permit)

Resident students (those living on campus) must park in a Resident Parking Lot. Resident students are prohibited from parking in any other lot. Resident students living in Sokokis Hall

can only park in the Sokokis Parking Lot. Please note that the parking lot surrounding Frederick Hall is now a Commuter Parking Lot.

Resident Parking Lots include*

- **Lot 10** (adjacent to Marcil Hall)
- **Lot 15** (across from the entrance to the Marine Science Center)
- **Lots 22, 28 and 30** (clustered around the Campus Services building, which is located across Route 9 from the Alford Forum)
- **Lot 31** (at Sokokis Hall).
- Resident students who have visitors with vehicles on campus must have their visitors park in Lot 31 near Sokokis Hall.

A Resident Student Permit will allow a Biddeford Campus resident to park in any Commuter Lot on the Portland Campus.

Commuter Students on the Biddeford Campus (Must Purchase a Commuter Permit)

Commuter students (those living off campus) must park in a Commuter Parking Lot if a space is available or in a Residential Lot if they cannot find a space. Commuter students are prohibited from parking in any other parking lot.

Designated Commuter Parking Lots include Lots **8, 9, 14, 16, 18,** and **20**.*

College of Osteopathic Medicine Students on the Biddeford Campus

College of Osteopathic Medicine Students must purchase a Student Permit during their first and second years. No permit is required for the third and fourth years. Third- and fourth-year COM students returning to campus must stop at the Security Office to obtain a day or temporary pass.

Students on the Portland Campus (Must purchase a Portland Commuter Permit or obtain a free Bishop Street Lot Permit)

Due to less available parking on the campus, the number of permits available are limited and sold on a first-come, first-served basis beginning on or around August 1 of each year. Students may park in any lot except those restricted such as Patient Parking areas, etc.

Portland Campus Lots include*

- Lots behind the main campus buildings of Ginn Hall, Abplanalp Library, Proctor Hall, College of Pharmacy, Finley Recreation Center
- The Stevens Avenue church lot (middle two rows only)
- The lower lot behind Innovation Hall (formerly known as “overflow parking”)
- Lot at 1075 Forest Avenue (the UNE NORTH building)
- Lot at 812 Stevens Avenue (UNE property down the street from Innovation Hall towards Morrill’s Corner).

All students on the Portland Campus are encouraged to park in the **free Bishop Street Extension Parking Lot**. A shuttle runs M – F, 7 a.m.–7 p.m. between this lot and the Portland Campus. If

you have a student permit (Resident, Commuter, or Portland Commuter) your permit is also good for the Bishop Street Lot. You do not need to obtain the Bishop Street Permit.

Physician Assistant Students (Must purchase Commuter Pass except in second year)

No permit decal is required for the second year; however, PA students returning to campus for required classes during the second year must display an Electronic Parking Pass that will be e-mailed to them by their department.

Dual Campus Students

Biddeford-based students who also take classes on the Portland Campus must purchase a permit (Commuter, Resident, or Resident-Sokokis), which will be honored on the Portland Campus.

Portland-based students who also take classes on the Biddeford Campus may purchase a Portland Commuter Permit, which will be honored on the Biddeford Campus, or may obtain a free Bishop Street Permit, which will be honored on the Biddeford Campus.

Note that students who are part-time employees are not eligible for a Faculty-Professional Staff Parking decal. (See “Other Parking” for information on OMM Fellows and Paid COM Interns.)

** Lot assignments are subject to change depending on the number of residents with cars returning to campus in the fall. Please check the UNE Safety and Security website for updated parking lot assignments.*

Other Parking

OMM Fellows (Must purchase a Faculty/Professional Staff Permit)

OMM Fellows are COM students who step out of their program and do not take classes and who teach at UNE, earning a University salary. They must purchase a Faculty/Professional Staff Permit and must follow Faculty/Professional Staff parking guidelines.

Paid COM Interns (Must purchase a Faculty/Professional Staff Permit)

COM interns or those completing their residency whose primary assignment is UNE and who receive a paycheck from UNE must purchase a Faculty/Professional Staff Permit and must follow Faculty/Professional Staff parking guidelines.

Emeritus/VIP Parking (Permits issued by University)

VIP permits will be issued by the Office of Safety and Security upon request to those who have brought honor and distinction to the University. These permits carry the same privileges as Faculty/Professional Staff Permits. Emeritus Permits are available through the Office of the President.

Day and Overnight Guests of Residential Students (Must obtain Temporary Parking Permit)

All guests/visitors bringing a car to campus must obtain a Temporary Parking Permit from the Office of Safety and Security. **Guests must park in Resident Lot 31 at Sokokis Hall.** Guests or visitors who fail to pay for parking tickets may have their campus parking privileges removed and their vehicles towed from campus at the owner's expense.

Other Day Guests (Must obtain a Day Pass)

Guests (other than guests of residential students) who visit for up to one business day are required to obtain a free, self-expiring Day Pass from the Office of Safety and Security. They may park in Commuter Lots. If no space is available, they may park in Resident Lots.

Other Overnight Guests (Must obtain a Temporary Parking Permit)

Guests (other than overnight guests of residential students) who must park for a period longer than one business day are required to obtain a free Temporary Parking Permit from the Office of Safety and Security. Such permits may be issued for a period of time up to two weeks. Exceptions are made on a case-by-case basis.

Conference/Workshop/Meeting Attendees (Must obtain a Conference Pass)

During non-summer months, all conference/workshop or meeting attendees bringing a vehicle to campus must display a Conference Pass. Contact the Security Office for instructions. Electronic Conference passes are free of charge but require an authorization number issued by the Office of Safety and Security. Conference Passes are not required during the summer months.

Vendors/Contractors

Vendor and contractor vehicles must be registered with the Office of Safety and Security, at no cost, before parking in University parking lots, except when parking on a job site is in agreement with a construction contract.

Patients

Designated parking for patients is available in particular lots at times posted on signs. If you are a patient and receive a ticket, bring it to the receptionist at the Health Center to have it voided. Patient Parking areas can be found on the Biddeford Campus in the lot adjacent to the clinic at the Alford Center for Health Sciences and at the Petts Health Center, and on the Portland Campus in Lots 3, 4, 5, and 8.

BodyWise/Finley Recreation Center Members (Permits issued by University)

BodyWise (on Biddeford Campus) and Finley Recreation Center (on Portland Campus) issue permits to members. Members may park in any Commuter parking area.

Emergency/Service Vehicles

Designated emergency/service response vehicles may park anywhere on campus. The director of Safety and Security shall determine which vehicles operated by University personnel are designated emergency/service response vehicles. Examples include but are not limited to; UNE-EMS response cars, Safety and Security vehicles, and certain facilities vehicles.

PARKING RULES, RESTRICTIONS, AND VIOLATIONS

Enforcement

All persons parking on University property must comply with all signage and written policies. Parking tickets are issued in accordance with current parking policies. From time to time, the director of Safety and Security may suspend these policies to accommodate special needs or circumstances. Officers are instructed to issue parking tickets for violations of the University Parking Policy. Because of competing priorities and a limited number of officers on duty, officers may not be able to write a ticket for every violation that occurs. This means that if the officer is unable to issue you a ticket for parking illegally on one day, do not assume that it is permissible to illegally park all the time.

Penalties

Although the usual penalty for parking illegally or driving improperly on campus is a ticket, in some cases towing of a vehicle is warranted. A vehicle parked in a lot for which it is not properly permitted may be towed at the owner's expense. For example, a resident student who parks in a Faculty/Professional Staff or Commuter Lot may be towed. Persons parking on campus after their parking privileges have been revoked or suspended may also have their vehicles towed and stored at their expense. The registered owner of the vehicle is responsible for all parking tickets issued to the vehicle.

Parking tickets must be paid in a timely manner. Failure to pay parking tickets due (that are not under appeal) may result in the loss of campus parking privileges, towing/booting and storage of your vehicle away from campus, and/or disciplinary action. Outstanding tickets/fees for students are automatically billed to their student account. Unpaid tickets on a student account may be sent to a collection agency.

Any vehicle on University property that has accumulated five or more tickets for not having a valid current year UNE parking permit will be towed from University property. The person responsible for the vehicle will be assessed all fines and will be responsible for all towing charges. Any student accumulating 10 or more tickets in a calendar year shall be referred to the judicial process. The penalty for accumulating 10 or more tickets in a calendar year shall be a loss of campus parking privileges for up to 30 days.

Appeals

Tickets cannot be appealed unless they meet the following criteria:

A genuine, urgent, and verifiable situation that necessitated violating UNE Parking Policies. (Tickets **will not** be entered into the appeal process for any other reason.)

Any person wishing to appeal a parking ticket and meeting the criteria for appeals must go on-line to une.thepermitstore.com, click on **Citations**, and follow the directions. The decision not to

enter a ticket into the appeals process because it does not meet the criteria is final. If no appeal is received within five days, the recipient will be billed for the ticket. Unfamiliarity with University Parking Regulations will not be considered a defense.

Specific Parking Rules

Authorized VS. Unauthorized Spaces

Vehicles must be parked in authorized spaces. An authorized parking space consists of two painted lines either in white or yellow. The vehicle must be parked between the two painted lines. Parking outside of a lined space anywhere will result in a ticket. Vehicles may not be parked in yellow-striped areas. Striped areas are usually located at the end of parking rows; the yellow stripes are close together, indicating that parking is prohibited at that location. Parking is also prohibited on the grass.

Blockage of Roadways/Driveways and Other Vehicles

Parking on campus roadways and driveways is not allowed. These areas are considered fire lanes. In order to reduce sign pollution, driveways and roadways may not always display a sign that indicates that parking is prohibited. **You may be ticketed or towed for parking in a fire lane whether or not the area is signed.** Campus roadways and driveways where parking is banned include, but are not limited to

- Access Road leading to and in front of Featherman, East, West, and Champlain Hall
- Wide driveway in front of Champlain Hall

These paved areas must allow emergency vehicles complete and unobstructed access to the residence halls at all times of the day and night.

A vehicle blocking a driveway or another vehicle or one that is parked in an unsafe manner is subject to towing and storage at the owner's expense.

Reserved Parking Spaces

General parking is not allowed in reserved spaces that are designated for specific users.

Administrative Parking

Reserved spaces include parking spots for vice presidents, the provost, and the president. There is no parking in the Executive Parking Lot located adjacent to the Bush Center and behind Decary Hall. Violators will be issued tickets and may be subject to towing and storage at the owner's expense.

Patient Parking

Parking by anyone other than patients is not allowed on either campus in designated Patient Parking areas during the times posted on the signs. (See **Patient Parking** under **Other Parking** in **PERMITS AND WHERE TO PARK.**)

Handicapped Parking

Only vehicles displaying a valid, state-issued handicapped plate or placards are permitted to park in handicapped spaces. Due to state law, UNE does not issue handicapped parking passes. The actual permit can be obtained at any state motor vehicle office.

Motorcycles, Motor Scooters, and other Flammable Fuel-Powered Devices

Motorcycles, motorscooters, mopeds and the like must display a current UNE parking permit and must be parked in the designated spaces provided for these vehicles. Motorcycles, motor scooters, etc., cannot be parked on University sidewalks, near entrances to buildings, or inside any structure. As these vehicles present a risk to public safety, they are subject to towing immediately and without notice when in proximity to a campus building.

Campus Speed Limit and Road Signs

The maximum speed limit on campus is 15 miles per hour. Students violating the speed limit or operating their vehicle in an unsafe manner are subject to the judicial process and the loss of campus parking privileges. All campus traffic/parking direction signs must be complied with, especially stop signs.

Winter Storms

The University no longer posts a Winter Parking Ban from November to April. The needs of the University and our students have changed. Community members are on campus at all hours of the day and night, year around. Therefore, rather than banning parking on campus during these times, the University requires that members of the UNE Community who have a vehicle on campus or who want to drive in to campus during a snow storm or before a predicted snowstorm **must call the Office of Safety and Security and ask where best to park (207-602-2298)**. If you do not contact the Office of Safety and Security or do not follow instructions given to you by Safety and Security and your vehicles is found to be interfering with snow removal efforts for sidewalks, Commuter, and Faculty/Professional Staff Lots, you will be subject to ticketing and towing. Any vehicle found blocking a travel lane will also be subject to ticketing or towing.

The University makes reasonable efforts to warn residents, commuters and faculty/professional staff by e-mail and/or signs in the residence halls or academic buildings when snow removal operations are underway and the possibility of towing exists. For example, the Office of Safety and Security will email members of the UNE Community to announce when the University will be plowing parking lots. **Instructions related to plowing must be followed** to avoid being towed at the owner's expense. If you are unclear about the method of notification in your residence hall, contact your RA or Area Coordinator for more information. If you are a commuter or a member of the faculty/professional staff, contact the Office of Safety and Security at 207-602-2298. Any vehicle on University property that is interfering with snow removal operations, including, but not limited to, vehicles parked in lots during the posted time periods that plowing will occur (announced via email), will be subject to ticketing and towing at any time of the day or night at the owner's expense.

Notes on Overnight Parking During Winter Months

Important Note to Student Athletes: Any student who is away from campus on University business during the winter, including student athletes who are attending away games, must contact the Department of Safety and Security (207-602-2298) before leaving a vehicle on campus. You will be provided with a permit marked “Overnight Approved” and instructed where to park. This exemption will only be valid during the time of the actual event you are required to attend and reasonable travel time to and from the event.

Important Note to Residents: Residents leaving their vehicles overnight during the winter or who anticipate being away from campus must make arrangements with friends, roommates, etc., to move their vehicles during snow removal operations as indicated by UNE Community emails from the Office of Safety and Security.

Important Note to Faculty and Professional Staff: Faculty and professional staff who will be away from campus on University business and who anticipate leaving their vehicles overnight during the winter must make prior arrangements with Safety and Security as to where to park to avoid being ticketed or towed in the event of snow removal operations.

CAR POOL PROGRAM

The University offers a Car Pool Program that enables participants to park in a number of designated car pool spaces that have been reserved on campus. In order to park in one of these spaces, you must be signed up for the program (through the Office of Safety and Security), and you must have more than one occupant in the vehicle (a minimum of the driver and one passenger). There is no charge for UNE employees to sign up for the program. You will be given a car pool hangtag and two parking Day Passes for times when your car pool partner is unable to drive in with you and you are unable to find another passenger. The Day Pass allows you to park on campus in any regular (not car pool) parking spaces. If you run out, more Day Passes will be given to you (up to a total of ten per year). Your car pool partner should sign up for the program as well. Your partner will be given the same passes in the event you can't drive on a particular day.

Hangtag and Day Pass Instructions

Place the hangtag on your rear-view mirror facing outward. Make sure you have a passenger with you, and park in the designated car pool spaces.

If your car pool partner is out for the day, try and find someone else who may want to share a ride. If you are unable to find someone, use the Day Pass provided. Peel off the clear circle and place it on the dot on the Day Pass. Hang the Day Pass from your rear view mirror and park in any appropriate parking space on campus (not the car pool spaces). The Day Pass will self-expire within 24 hours. If you run out of Day Passes, stop in at the Office of Safety and Security.

Car Pool Hours

The Car Pool Pass is valid for any other (non-car pool) appropriate (unrestricted, unreserved) parking space on campus after 4:30 p.m. and on weekends. After 4:30 p.m. and on weekends, you do not need to have another occupant in the vehicle. Please note that the additional hours and

weekends feature of the Car Pool Pass is for regular participants in the car pool program. You cannot obtain a car pool pass if your regular working hours are after 4:30 p.m. In that case, you would purchase a regular permit on-line at une.thepermitstore.com.

Commuter Students' Participation

Commuter Students are welcome to participate in the program; however, there is no price break on the regular parking permit. In other words, students must still purchase the regular Commuter Permit for \$90.00. The advantage to participating in the Car Pool Program would be savings on gasoline, a reduction in the number of vehicles on campus, and the ability to park in a reserved, centrally located parking area.