Definitions:
• Motor Vehicle - An automobile, motorcycle, moped, or motorized vehicle of any type.
• Overnight Parking - Parking in Hope College Lots between the hours of 2am and 7am.
• Visitor/Guest - Anyone not currently enrolled in classes or part of the faculty/staff at Hope College.

A. Registration:
1. All motor vehicles on campus must be registered.
   a. All Faculty/Staff and Students who possess motor vehicles and intend to use college parking facilities shall register such vehicles, including students who have parents who are employed by Hope College. All registered motor vehicles shall properly display a parking permit. Student permits must be completely affixed to the lower left hand corner (driver’s side) front windshield. Faculty/Staff permits hang from rearview mirror. A parking permit is not considered valid unless displayed properly; violators are subject to a parking fine.
   b. All commuting students, including students living in off-campus housing, must register their motor vehicle if they intend to make use of college parking facilities. Commuter students cannot park overnight in any Hope College lot.
   c. All cottage residents are required to purchase a cottage parking permit to park their vehicle on campus. The cottage permit will allow students to park in cottage driveways (if available) or any student lot at any time. Each driveway has a specified number of parking spaces determined by Residential Life and Department of Campus Safety. Students with Freshman or Upperclassmen parking permits are not permitted to park in Cottage driveways.
   d. All Faculty/Staff and Students with motorcycles are restricted to respective parking spaces only. There are no other storage facilities available. Mopeds are permitted to park in bicycle racks. All motorcycles and mopeds must be registered.
2. All registration and permits are issued by the Department of Campus Safety with the exception of those students selected for Downtown Parking Permits.
3. No person shall register a motor vehicle for another person.
4. Student registrations shall not be transferred from the vehicle originally registered. Faculty/Staff may not attain or lend a Faculty/Staff permit to any student including but not limited to a family member.
5. Any person who acquires a different motor vehicle during the year shall register said vehicle before parking on campus. Faculty/Staff please contact the Department of Campus Safety. Students, please do the following:
   a. Remove original permit from front windshield and return permit to the Department of Campus Safety.
   b. Receive a new permit from the Department of Campus Safety. You will be issued a new permit at no charge.
   c. Affix your new permit to the lower left hand corner (driver side) front windshield.
6. Registration of a vehicle does NOT guarantee a parking space.

B. Types of Registration and Costs:
1. Full Year
   - Student/Cottage: $250.00
   - Commuter: $75.00
   - After December 13: Student/Cottage: $125.00
   - Commuter: $40.00
   - After March 14: All resident permits: $45.00

   * Students who are no longer in need of a permit and return their permit to the Department of Campus Safety after first Semester, which ends December 13, will have their student account credited half the
original cost. No refunds will be issued after January 17.

2. Temporary permits are available for students at a cost of $2.00 per night for parking in areas assigned for student parking.
   a. Visitor and Temporary permits are available at the Department of Campus Safety/Information Center twenty-four hours a day and seven days a week.

3. Temporary Parking Permits for Overnight Visitors
   a. Visitor Parking Permits are required for all overnight guests and visitors. The visitor permit will allow parking at no charge in any student lot.
   b. The person responsible for bringing a guest to the college or with whom the guest is staying assumes responsibility for the compliance of the guest in accordance with the college motor vehicle regulations.

C. Parking Regulations:
   1. All students currently enrolled at Hope College and Faculty/Staff are prohibited from parking in any designated visitor parking area and will be subject to a parking fine.
   2. All persons must park in accordance to the Hope College parking regulations. Parking will not be permitted in any other areas including drives, sidewalks, loading areas, grounds, lawns, and fire lanes.
   3. Downtown residents may purchase a parking permit from the Downtown Development Authority (DDA) to park in the City Lots. Students who are not eligible to purchase a Downtown permit, and wish to park in a Hope College Lot will be able to purchase a Hope College permit for $250.
   4. Motor vehicles shall be parked in accordance with all signs, painted lines, etc. which have been authorized by Hope College. Unless otherwise designated by signs or wording, yellow painted parking spaces are for students and white painted parking spaces are for Faculty/Staff.
   5. No motor vehicles shall be parked in posted snow removal area November through March, regardless whether snow is present or not.
   6. All motor vehicles parked on campus properties shall be maintained in operable condition.

7. No overnight parking is allowed in Faculty/Staff lots without advanced permission from the Department of Campus Safety.

D. Penalties and Enforcements:
   1. Any motor vehicle parked in violation of the regulations in this document may be ticketed and/or impounded, at the owner’s expense.
   2. Any alteration or duplication of a parking permit or decal may result in a college judicial hearing.
   3. Any vehicles other than college authorized service vehicles are prohibited to drive on sidewalks or service drives. Drivers of unauthorized vehicles on sidewalks or service drives are subject to being ticketed, unless they have a temporary parking hang tag from the Department of Campus Safety.
   4. Failure to comply with the Motor Vehicle Regulations of Hope College may result in additional disciplinary actions through college and/or state judicial proceedings. Repeated and/or serious violations may also result in a boot being placed on a vehicle. The owner of the vehicle will be required to pay a fine of $25.00 fee to remove the boot plus any ticket fines incurred.
   5. Parking violation fines are as follows:
      - No Registration/ Improper Registration - $30
      - Parked on Sidewalk/Lawns - $25
      - Faculty / Staff / Residential Life - $25
      - Visitor Area - $25
      - Snow Removal Area - $25
      - Posted No Parking - $25
      - Not Parked in a Designated Space - $25
      - Fire Lane - $50
      - Restricted Pedestrian Walkway - $50
      - Handicapped Parking - $50
      - Warning Only - No Payment Necessary - $0

   All college ticket payments are to be made at the Department of Campus Safety, 178 East 11th St. Fines must be paid or appealed within thirty days of the date of the violation. Appeals submitted after thirty days will not be considered.

Appeals are to be made through the appeal process online at: hope.edu/admi/campsafe/forms/appeal_parking_citation.html

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Responses will be received approximately 7-10 days from the date of the appeal through email. Unpaid fines assume the same status as other College debts and will be added to personal College accounts and collectible by Hope College Business Services

E. Responsibility of Vehicle Operator
   1. Persons shall operate motor vehicles in a careful and responsible manner at all times and in accordance with the Hope College rules and regulations, the ordinances of the City of Holland, and the statutes of the State of Michigan.
   2. Incidents that occur on college property such as accidents involving personal injuries or property damage, theft, vandalism, etc., should be reported immediately to the Department of Campus Safety.
   3. The college assumes no responsibility for the care or protection of any vehicle or its contents at anytime, including the time it is in any parking area owned and/or controlled by the college. City streets surrounding the campus are regulated by the Holland Police Department. Under city ordinances, cars are not allowed to park on any street from 2AM to 5AM.
   4. To access the interactive parking map, visit: maps.hope.edu

Appeals are to be made through the appeal process online at: hope.edu/admi/campsafe/forms/appeal_parking_citation.html

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