

## Definitions:

- **Guest/Visitor** - Anyone not currently enrolled in classes or part of the faculty/staff at Hope College.
- **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.

## A. Registration:

- 1) **All motor vehicles parked on campus facilities must be properly registered.** This regulation includes all faculty/staff lots, student lots, cottage driveways, and service areas. Permits may be obtained from the Campus Safety office at any time, twenty-four hours per day, seven days per week.
  - a) Types and Costs of Permits:
    - i) Faculty/Staff No Charge
    - ii) Freshman/Upperclassman \$370
      - (1) After December 13 \$185
      - (2) After March 13 \$85
    - iii) Cottage \$370
      - (1) After December 13 \$185
      - (2) After March 13 \$85
    - iv) Commuter \$125
      - (1) After December 13 \$85
    - v) Temporary \$5/Night
      - (1) Issued for up to two weeks
    - vi) Visitor No Charge
    - vii) Special – Issued by Campus Safety under certain circumstances
  - b) Students leaving campus for the spring semester can return their permit to the Campus Safety office prior to January 18 to receive credit on the student's account in the amount of half the original cost. No refunds will be issued after January 18.
  - c) Commuting students: Students living off-campus are not considered visitors and must register their motor vehicle if they intend to make use of college parking facilities at any time.
    - i) Commuting students enrolled in classes are not considered visitors and may not park in visitor parking areas.
  - d) Residents of downtown apartments may purchase a parking permit from the Downtown Development Authority (DDA) to park in the City lots.
    - i) DDA permits do not allow access to Hope College parking facilities.

- ii) Students who are not eligible to purchase a DDA permit and will park on campus must register for a Hope permit.
  - e) Exception to above regulations: Visitors may park in Visitor parking lots between 7am and 2am without registration.
  - f) Registration is required for visitors staying overnight.
    - i) To register, a current student or faculty/staff member must accompany the visitor to the Campus Safety office and register in person.
- 2) **All motor vehicles must properly display a parking permit.** A parking permit is not considered valid unless displayed properly; violators are subject to a parking fine.
    - a) **Faculty/Staff permits** hang from the rearview mirror.
    - b) **Freshman, Upperclassman, Cottage, and Commuter permits** must be **completely affixed (no tape)** to the lower left hand corner (driver's side) of the front windshield.
    - c) **Temporary, Visitor, and Special permits** hang from the rearview mirror.
  - 3) Faculty/Staff permits may not be used by a student, including but not limited to a family member of a faculty/staff member.
  - 4) No person shall register a motor vehicle for another person.
  - 5) Students may not transfer permits between vehicles. Bring the old permit to the Campus Safety office to receive a replacement.
  - 6) Permits must be original as issued by Campus Safety and in good and readable condition as determined by a reasonable person.
    - a) Any alteration, duplication, unauthorized creation or destruction of a parking permit or decal is prohibited.
  - 7) **Registration of a vehicle does NOT guarantee a parking space.**

## B. Parking Locations:

- 1) All vehicles must be parked in accordance with the type of permit displayed.
  - a) Faculty/Staff permits may only park in faculty/staff lots, designated with an orange sign bearing the letter "F."
    - i) There is no overnight parking in faculty/staff lots without prior permission from Campus Safety.
    - ii) Unless otherwise designated by signs or wording, spaces for faculty/staff are typically painted with white lines.
  - b) Freshman and Upperclassmen permits may only park in student lots designated with a blue sign bearing the letter "S."
    - i) Exception to above: Freshman and Upperclassman permits may not park in lots 33, 34, or 55.
    - ii) Unless otherwise designated by signs or wording, spaces for students are typically painted with yellow lines.

- c) Commuter permits may only park in student lots designated with a blue sign bearing the letter "S," and may not park on campus in any location overnight between 2am and 7am.
  - d) Cottage permits may only park in the resident's respective cottage driveway or in student lots designated with a blue sign bearing the letter "S."
  - e) Temporary, Visitor, and Special permits may only park in student lots designated with a blue sign bearing the letter "S."
- 2) Visitor parking lots, designated with a green sign bearing the letter "V" are limited to visitors and guests of the College.
    - a) All current students, including Commuting students, students currently enrolled in classes and students who will be returning the next semester, as well as Faculty/Staff may not park in Visitor parking lots.
    - b) Exceptions to this restriction are as follows:
      - i) Parking is open to the public in Lots 60, 61, 62, or 63 between 7am and 2am. Overnight parking is not permitted
      - ii) Faculty and staff may park in Lot 26 on weekdays between 7am and 7pm, unless otherwise indicated.
    - c) There is no overnight parking in visitor lots. Overnight guests must obtain a free visitor permit and park in a student parking lot.
      - i) Exceptions to above: Guests of Haworth Inn may park overnight in Lots 20, 21, and 26.
  - 3) Faculty/staff lots, designated with an orange sign bearing the letter "F," are open from 5pm – 2am every day to all members of the college and to the public unless otherwise indicated.
  - 4) Vehicles may not be parked in or on:
    - a) Drives used as entrances or exits,
    - b) Sidewalks, including blocking sidewalks
    - c) Loading/unloading or service and delivery areas
      - i) Vehicles may not be driven on sidewalks or service areas. The only exception is for emergency vehicles, contracted service vehicles, or College service vehicles. This is limited to the time necessary to complete a required task.
    - d) Any unpaved surface
      - i) Exception to above is Lot 71 or by direction of Campus Safety.
    - e) Grounds or lawns
    - f) Disabled parking spaces unless a state-issued disability plate or placard is properly displayed.
    - g) Fire lanes
    - h) Other restricted areas
      - i) May include lots temporary closed by Campus Safety through signs or other traffic control devices.

- 5) Vehicles may not be parked in snow removal areas, whether posted or *de facto*, November 1 through March 31, regardless of whether snow is present or not.
- 6) Motorcycles are subject to the same registration and location restrictions as other vehicles. Mopeds are required to be registered, but are permitted to park in outdoor bicycle rack areas. Mopeds must not be left near doors or otherwise blocking pedestrian traffic. There are no other storage facilities.
- 7) Motor vehicles shall be parked in accordance with all signs, painted lines, or other traffic control devices such as signs or cones which have been authorized by Hope College.

### C. Responsibility of Vehicle Operator

- 1) Parking a vehicle on any property owned or controlled by Hope College indicates that the operator understands and will follow all regulations outlined in this document and will be subject to fines or other judicial actions for violations of such.
- 2) The individual who has completed the registration for a vehicle will be responsible for all fines or violations incurred by that vehicle, regardless of who was operating the vehicle at the time of the violation.
  - a) For unregistered vehicles, the College will attempt to determine the individual responsible for the vehicle on the basis of preponderance of the evidence. The individual will be responsible for fines incurred, or other judicial action.
- 3) Hope College assumes no responsibility for the care or protection of any vehicle or its contents at any time, including the time it is parked in any area owned or controlled by the College.
- 4) All motor vehicles parked on campus properties must be in operable condition. Owners must be able to present valid registration and up-to-date proof of insurance upon request.
- 5) Incidents that occur on college property such as accidents involving personal injuries or property damage, theft, vandalism, etc., should be reported immediately to Campus Safety.
- 6) Persons shall operate motor vehicles in a careful and responsible manner at all times and in accordance with Hope College rules and regulations, the ordinances of the City of Holland, and the statutes of the State of Michigan.
- 7) City streets surrounding the campus are regulated by the Holland Department of Public Safety. Check City ordinances for more information.
- 8) Long term parking or storage of vehicle on campus properties is not permitted.

### D. Penalties and Enforcements:

- 1) Violations of these regulations may result in any or all of the following:
  - a) Warning
  - b) Citation with fine
  - c) Impound of vehicle at owner's expense
  - d) Vehicle immobilization and additional fine
  - e) Student judicial review
  - f) Other sanctions as determined by Student Development or Human Resources
- 2) Parking violation fines are as follows:
  - a) No Registration/ Improper Registration - \$30
  - b) Parked on Sidewalk/Lawns - \$25
  - c) 15-30 min. Parking - \$25
  - d) Faculty / Staff / Residential Life - \$25
  - e) Visitor Area - \$25
  - f) Snow Removal Area - \$25
  - g) Posted No Parking - \$25
  - h) Not Parked in a Designated Space - \$25
  - i) Other - \$25
  - j) Fire Lane - \$50
  - k) Restricted Pedestrian Walkway - \$50
  - l) Handicapped Parking - \$50
  - m) Warning Only - No Payment Necessary - \$0
- 3) Payments may be made at the Campus Safety office or the Business Services office.
- 4) Appeals must be made online within 30 days of the date of the violation.
  - a) The appeal process is located online at: [hope.edu/campus-safety](http://hope.edu/campus-safety)
  - b) Following will not be considered as valid grounds for appeal:
    - i) Lack of knowledge of the regulations.
    - ii) Did not see the sign or line markings.
    - iii) Lack of a parking space near your destination.
    - iv) Your need to get to class/work/an appointment on time.
    - v) How long you were parked in violation.
    - vi) Vehicle malfunction.
    - vii) Use of four-way hazard flashers.
  - c) Appeals submitted after 30 days will not be considered.
  - d) Responses may take up to 4 weeks 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) **All rulings of the appeal board are final.**



# MOTOR VEHICLE REGULATIONS 2019-2020

**Interactive Map  
including Parking Lots:  
[maps.hope.edu](http://maps.hope.edu)**

**Campus Safety  
178 East 11<sup>th</sup> St.  
616-395-7770  
[pubsafe@hope.edu](mailto:pubsafe@hope.edu)  
[hope.edu/campus-safety](http://hope.edu/campus-safety)**