Parking Rules and Regulations 2015-2016

FRAMINGHAM STATE UNIVERSITY
POLICE DEPARTMENT
Emergency Telephone: 508-626-4911 or Ext. 4911

Police Station is located on the ground floor of the McCarthy Center
INTRODUCTION
Welcome to Framingham State University. We look forward to assisting you, your family, guests and all campus visitors. There is limited parking on campus; therefore, we must strictly enforce all the 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 and the convenience of all members of the community.

If you have any questions regarding the parking rules and regulations, please contact the Framingham State University Police Department at (508) 626-4911, or visit the station, which is located on the first floor in the rear of the McCarthy Center. We have a separate entrance off Church Street.

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

ARTICLE 1
Authority of the Framingham State University Police Department
A. It shall be the duty of the Officers to enforce the provisions of these rules and regulations. The authority is granted to the Officers under Chapter 15A, S.22, 73, 90 and Chapter 22, S.63 of the Massachusetts General Laws as amended, as Special State Police Officers and as Deputy Sheriffs in Middlesex County.

B. The Officers shall have the authority to patrol the following streets and roads in close proximity to Framingham State University: Adams Road, Barber Road, Church Street, High Street, Main Street, Maple Lane, Maynard Road, Union Avenue, Wood Terrace, River Street, Normal Hill Road, Salem End Road, State Street, Franklin Street, and Winter Street. Officers are authorized to write Town of Framingham parking violation tickets in those areas.

ARTICLE 2
Registration and Decal Distribution – General
A. Motor Vehicle Registration and Eligibility
Each motor vehicle operated on University property shall be registered annually with the Framingham State University Police Department. A parking decal will be issued to qualified applicants. Decals shall have numbers and letters identifying the motor vehicle and designations such as: Faculty/Staff, Resident, Commuter, Continuing Education and/or Contractor.

Decals shall be displayed on the driver’s side rear passenger window. If there is no rear passenger window, the decal shall be placed on the driver’s side window. Decals must be displayed at all times. ALL EXPIRED DECALS MUST BE REMOVED FROM THE VEHICLE.
If you have tinted windows, affix the decal in the appropriate location and leave a note on the driver's side dashboard. Address this note to the Framingham State University Police; the note should include the type of decal and number you have been assigned.

Framingham State University Parking Decals and Temporary Parking Passes are non-transferable to another person or vehicle. Obtaining a decal or parking pass under false pretenses will result in disciplinary action against all involved parties.

What to do in the event that you are using a car other than the one with your Framingham State Parking Decal on it:
The following steps must be taken in the event that you bring a vehicle on campus that does not have your assigned decal on it (car is in the repair shop, etc.):

a. Come into the Framingham State University Police Department and obtain a temporary parking pass. You will need to know your decal number, as well as the license plate, make, and year of the vehicle you are driving that day.

b. Please give yourself enough time to obtain the temporary parking pass prior to your class. The parking pass shall be obtained and placed in your vehicle prior to parking your vehicle on campus. Once the pass has been obtained, you may park in the lot you are normally assigned to. Failure to obtain or properly display a temporary parking pass on the driver’s side dashboard of your vehicle may result in your vehicle being ticketed and/or towed.

c. You may utilize the ten minute parking spaces outside the station for your convenience to obtain a temporary parking pass.

Please note that Parking Rules and Regulations must be adhered to at all times. You must be parked in your assigned parking lot at all times. This includes evenings, weekends, and summer hours of operation. Vehicles found to be in violation will be ticketed and/or towed at the owner’s expense.

B. Resident Students
Resident students will receive information pertaining to parking options through university police website. The cost of parking will be included in the student billing process. For returning resident students the application process for the upcoming school year will open up at the end of the spring semester. All applications and forms are on the University Police website. During this process students will deposit $100 to be placed on a waitlist for the upcoming year. Once the deadline is closed, students will be notified a few weeks later if they secured a parking spot. Once the student receives an email, there will be a PDF form at the top of the page where you originally signed up. The student must print and fill out the form in its entirety and return it to the station during the designated time slots. The time slots will be emailed out and also on the University Police website during the end of the summer. Please DO NOT MAIL IN YOUR PDF FORM during the summer, we will ONLY accept them during the designated times. When you bring in your filled out form you will be issued a decal on the spot. For students who missed the initial deadline, another one will be available during the summer to sign up. Please note that the Framingham State University Police Department cannot accept any money for parking decals. Failure to fill out the decal application in full will result in a delay in the processing of your decal. Students are strongly urged to affix the decal to the vehicle immediately upon receipt, as there is no replacement for lost or stolen decals.

Prior to selling a vehicle with the decal affixed, please remove the decal and bring it to the Framingham State University Police Department. Upon turning in your decal from your old vehicle, you will be issued a replacement decal at no cost. Please bring all new vehicle information to the station with you, as you will be required to fill out another decal application card before you will be issued a new decal.

Cost for resident decals will be:
- Full Year: $500.00
- Half Year: $300.00
- Internship: $225.00

C. Internship Parking
For resident students with a required and approved internship, field study, or student teaching the application process will be held each semester. This will place the student in the Athletic Field #1 parking lot for only one semester. This process will be the same as resident students without an internship, field study, or student teaching. Once the student is granted internship parking, there will be a PDF form on the University Police web page that the student must print and fill out the form in its entirety. The student will also be required to present their class schedule as proof of the internship, field study, or student teaching.

(See Article 4, Section A for designated resident student parking locations.)

Framingham State University Parking Decals and parking passes are not transferable to another person or vehicle. Obtaining a decal or parking pass for oneself or another under false pretenses will result in disciplinary action against all involved parties.

D. Commuters
For commuter students the application process for the upcoming school year will open up during the late summer. There will be a PDF form on the University Police website. The student must print and full out the form in its entirety and return it to the station during the designated time slots. The time slots will be emailed out and also on the University Police website during the end of the summer. Please DO NOT MAIL IN YOUR PDF FORM during the summer, we will ONLY accept them during the designated times. When you bring in your filled out form you will be issued a decal on the spot.
Commuter students are billed through the Student Accounts Office when tuition is due. Students with commuter status are automatically charged a commuter parking fee. If you wish to waive the fee, you must fill out the commuter waiver application form located on the Framingham State University Police Department’s website prior to the first day of classes EACH semester. Please note that if you choose to complete the waiver form, you are not permitted to park any vehicle on campus without prior authorization from the Framingham State University Police Department. Completed waiver forms should be submitted to the Framingham State University Police Department.

Students are strongly urged to affix the decal to the vehicle immediately upon receiving it, as there is no replacement for lost or stolen decals.

Cost for commuter decals will be: Semester: $50.00

(Please see Article 4, Section B – For designated commuter student parking locations.)

Students Changing Resident Status:
Students with parking decals who change their status from “Resident” to “Commuter” or from “Commuter” to “Resident” must immediately remove their old decal upon the change of status and contact the Framingham State University Police Department to apply for a parking decal reflecting their new status. The student must follow all parking regulations reflecting their new status as either “Resident” or “Commuter.” Please note, resident parking is assigned on a space-available basis and requires payment of resident parking fees.

E. Motorcycle Parking
Motorcycles must be registered the same as a motor vehicle. The operator of the motorcycle shall report to the Framingham State University Police Department to fill out a decal application card. The operator of the motorcycle must keep the decal on his/her person and provide it immediately upon request of any member of the Framingham State University Police Department.

Resident students with a motorcycle must pay the resident student parking fee (see Article 2, Section B) and park in their assigned resident parking lot.

Commuters with a motorcycle may park in either the commuter lots or in the assigned motorcycle parking spaces in the McCarthy CenterVisitor Lot.

There is no overnight motorcycle parking in the McCarthy Center Visitor Lot. Any commuter student with a motorcycle, who wishes to stay overnight, will need to register the motorcycle with the Framingham State University Police Department after 4:00pm daily. Commuter students with motorcycle parking will be required to show the decal upon requesting permission to park overnight. The operator will be instructed at that time as to where overnight parking will be allowed on that date.

Failure to comply with the above instructions may result in the motorcycle being ticketed and/or towed at the owner’s expense.

Framingham State University Parking Decals and parking passes are not transferable to another person or vehicle. Obtaining a decal or parking pass for oneself or another under false pretenses will result in disciplinary action against all involved parties.

F. Daytime Faculty/Staff
Faculty/Staff will receive a decal valid for a two year period. New employees must present a letter from their Department Head confirming their employment with the University. You must also print and fill out the PDF form on the University Police website. Once we have you on file, unless any pertinent information changes, such as name, vehicle and/or address, you will not have to fill out another form until your decal expires. If there are any changes, you must contact the Framingham State University Police Department so that records may be updated. There will be no cost for the decal.

(Please see Article 3 – Faculty/Staff Parking Zone Locations to obtain information on where you can park your vehicle with your assigned decal.)

G. Continuing Education Faculty/Staff
New faculty and staff must present a letter from their Department Head confirming their employment with the University. Please make certain that you know your vehicle license plate, make, model, and year as well as your driver’s license number. You will be required to provide this information on the decal PDF form in order to obtain your parking decal. Your decal will be good for a one year period.

Decals and card access cards are non-transferrable.

(Please see Article 3, Section B to obtain information on where you can park your vehicle with your assigned decal.)

H. Graduate and Continuing Education Students – Evening Division
An evening student may obtain a parking decal upon presenting the receipt from the University showing that they have paid in full. The student will be required to fill out a decal application form online at the Framingham State University Police Department website. Vehicles not bearing a Framingham State University Parking decal will be subject to being ticketed and/or towed at the owner’s expense.

(Please see Article 4, Section C to obtain information on where you can park your vehicle with your assigned decal.)

I. Overnight Guests and Temporary Parking Permits
Temporary parking permits are required for vehicles not permanently registered with the Framingham State University Police Department and are available at the
police station. Temporary permits will be issued in the form of a dashboard parking pass. Dashboard parking passes will be issued to guests and visitors, giving an expiration date and designated area in which they may park their vehicles.

Faculty and staff are required to obtain an electronic parking pass (which can be sent as an e-mail attachment to the visitor) ahead of time for guest lecturers, visiting faculty, etc. Please see the department’s website for request form. All faculty/staff parking requests must be made at least forty-eight (48) hours in advance. Please understand that we are not able to offer upper campus Faculty/Staff parking spaces to your guest(s).

Overnight guests MUST sign in their vehicles with the Framingham State University Police Department. An overnight guest will be allowed to sign in their vehicle and obtain a dashboard parking pass only after 4:00 p.m. due to the high demand for Commuter and Continuing Education parking spaces.

A student must accompany overnight guest(s) when signing in their vehicle(s). All parking passes must be displayed in full view through the windshield on the driver’s side of the dashboard. All overnight guest passes expire at 7:00 a.m. each day unless otherwise noted.

J. Weekend Resident and Guest Parking
Please note that the Administration of the University has agreed to allow resident students that have a current resident decal and guests to park in Maynard Lot on the weekends only. Maynard Lot weekend parking will be allowed as follows:

1. Please understand that weekend resident and guest parking in Maynard Lot is a privilege and if the following rules are not abided by, the weekend parking program can and will be cancelled at any time at the discretion of the University administration.
   a. Rules for Maynard Lot Weekend Parking
      i. All litter is disposed of properly.
      ii. People utilizing this lot avoid excessive noise.
      iii. People abide by the time frames set forth by the Framingham State University Police Department and the University Administration.

2. Protocol for parking in Maynard Lot for the weekend:
   a. All visitors must be registered with the Framingham State University Police Department and a dashboard parking pass obtained. These passes will be available after 4:00 p.m. on Fridays and throughout the weekend. Parking passes will expire at 11:00 p.m. on Sundays, unless otherwise noted.
   b. Resident Students with a current resident decal do not need to obtain a dashboard pass, however, resident students must adhere to the same policy listed above.
   c. Dashboard parking passes must be displayed face up, completely visible on the driver’s side dashboard. No part of the pass shall be covered.
   d. Failure to sign a vehicle in appropriately, displaying the dashboard pass incorrectly or failure to remove your vehicle from Maynard Lot by 11:00 p.m. on Sunday will subject the vehicle to being ticketed and/or towed at the owner’s expense.

ARTICLE 3
Parking Locations – Faculty/Staff

A. Daytime Faculty and Staff Parking Zones and Locations
Listed below are the parking zone locations (listed by decal type) for Faculty and Staff. It should be noted that allocated parking locations are designated by seniority.

| A-Zone Decal | A-Zone Lot |
| Bement Decal | Bement Lot |
| Normal Hill Decal | Normal Hill Lot |
| O’Connor Hall (Rear) Decal | O’Connor Hall Lot |
| Contractor Athletic Field Lot #2 | Athletic Field Lot #2 |

If there are no spaces available in your assigned faculty/staff lot, proceed to move accordingly to the following formula listed by decal.

A-Zone - (A-Zone Lot is strictly held for A-Zone Lot Decals ONLY.)
Proceed to the McCarthy Center Visitor Lot, Adams Road Lot, and Athletic Field Lot #2 that are utilized for Faculty/Staff Overflow Parking areas. Please see the Faculty/Staff Overflow Parking Instructions within this section for proper instruction and to avoid being ticketed.

Bement Lot
Proceed to the McCarthy Center Visitor Lot, Adams Road Lot, and Athletic Field Lot #2 that are utilized for Faculty/Staff Overflow Parking areas. Please see the Faculty/Staff Overflow Parking Instructions within this section for proper instruction and to avoid being ticketed.

Normal Hill Lot
Proceed to the McCarthy Center Visitor Lot, Adams Road Lot, and Athletic Field Lot #2 that are utilized for Faculty/Staff Overflow Parking areas. Please see the Faculty/Staff Overflow Parking Instructions within this section for proper instruction and to avoid being ticketed.

O’Connor Hall Lot
Proceed to the McCarthy Center Visitor Lot, Adams Road Lot, and Athletic Field Lot #2 that are utilized for Faculty/Staff Overflow Parking areas. Please see
the Faculty/Staff Overflow Parking Instructions within this section for proper instruction and to avoid being ticketed.

**Faculty/Staff Overflow Lot**
The McCarthy Center, Adams Road Lot, and Athletic Field Lot #2 will be utilized as a Faculty/Staff Overflow Parking Lot in certain areas only. A faculty/staff member may park here only when there are no other faculty/staff parking spaces available. Violators will be ticketed.

**Athletic Field #2**
Proceed to the McCarthy Center Visitor Lot, Adams Road Lot, and Athletic Field Lot #2 that are utilized for Faculty/Staff Overflow Parking areas. Please see the Faculty/Staff Overflow Parking Instructions within this section for proper instruction and to avoid being ticketed.

Please note that strict parking enforcement is in place year round. Assigned parking is to be followed at all times. If you are parked in an area other than your assigned zone, you may receive a ticket.

**B. Continuing Education Faculty/Staff Parking**
Continuing Education Faculty/Staff are allowed to park on the upper campus after 4:30 p.m. in the following areas: Adams Lot, Bement Lot, Normal Hill Lot and the O’Connor Hall Lot. Please note that if a continuing education faculty/staff member is on campus prior to 4:30 p.m. they are restricted to the Commuter Lots or the Faculty/Staff Overflow Parking areas: The McCarthy Center Visitor Lot or the Adams Lot (must report to the Framingham State University Police Department to obtain a temporary parking pass for these areas). Violators will be ticketed.

**ARTICLE 4**
**Parking Locations – Students**

**A. Designated Resident Student Parking Lot Locations**
The following parking locations are the only resident student parking areas allowed at Framingham State University. Your decal will specify the lot to which you are assigned.

**Athletic Field Lot #1**
Located to the LEFT as you enter the roadway (Maple Lane Extension) leading to the Maple Street Athletic Fields.

**Trolley Square Lot**
Located across Rt. 9 in the same parking lot as Kugels Deli. Park along cement wall.

**Pleasant Street Lot**
Located across Rt. 9 next to Coldwell Banker and behind Mad Willie’s Ice cream.

**Union Avenue Lot**
Located at 550 Union Avenue (the lot is located between the public roadways of River Street and Wood Terrace). The Union Avenue Lot is only one-half mile from the University.

All vehicles parked in resident parking lots are required to display authorized decals (please refer to Article 2 – on the driver’s side rear window). Any vehicle that is parked in a resident parking lot without a decal will be subject to being ticketed and towed at the owner’s expense. Any vehicle belonging to a resident student that is parked in a Faculty/Staff designated area will also be subject to being ticketed and towed at the owner’s expense. If you are a resident student and you do not have a decal for your vehicle, you may not have a vehicle parked anywhere on Campus.

Please be aware that parking rules and regulations are in place at all times.

This includes evenings, weekends, holidays, and summers. Students should park their vehicles in their assigned lots only. Vehicles not parked in compliance will be subject to being ticketed and towed at the owner’s expense.

**B. Designated Parking Lots for Commuter Students**

PLEASE NOTE THAT YOU MUST BE PARKED IN A LEGALLY MARKED PARKING SPACE AT ALL TIMES (Between 2 yellow or white lines).

Please see Article 2, Section A & C, as well as Article 11 for further guidelines on parking.

**Maynard Lot (Upper Classman)**
This lot is located on Maynard Road. There is no overnight parking in this lot. Please note that you must adhere to the times listed below to avoid having your vehicle ticketed or towed. Times are as follows:
- Monday-Thursday: NO Overnight Parking (You must obtain a parking pass if you will be parked in this lot after 2 a.m.)
- Friday-Sunday: 4 p.m. on Friday until Sunday at 11 p.m.

**Salem End Lot (Upper Classmen)**
This lot is located on Salem End Road at the intersection of Maynard Road. There is no overnight parking in this lot. Please note that you must adhere to the times listed below to avoid having your vehicle ticketed or towed. Times are as follows:
- Monday-Thursday: NO overnight parking (You must obtain a parking pass if you will eb parked in this lot after 2 a.m.)
- Friday-Sunday: 4 p.m. on Friday until Sunday at 11 p.m.
Maple Commuter Lot (Freshman)
This lot is located on Maple Street (Directly across from the south end of State Street). This lot is the designated parking lot for all commuter students with "freshman" status. All commuter students may use this lot if Maynard Road Lot is full.

Athletic Field Lot #2
This lot is located to the right of Athletic Field Lot #1. This is the lot that is located adjacent to the football field.

*There is NO overnight parking in any of the commuter lots without prior authorization from the Framingham State University Police Department. If you need to park your vehicle overnight, you must obtain a parking pass from the Framingham State University Police Department. Overnight passes will expire at 7am unless otherwise noted. If your vehicle will remain in the lot after 2am, a parking pass will be necessary.

Please be aware that parking rules and regulations are in place at all times (including evenings, weekends, holidays, and the summer). There is no parking on upper campus at anytime. Students should park their vehicles in their assigned lots only. Commuters staying overnight must sign their vehicles in at the Framingham State University Police Department. In addition, if you are going to be in the lot after 2am, you must obtain a parking pass from the Framingham State University Police Department. Vehicles not parked in compliance will be subject to being ticketed and towed at the owner's expense.

C. Designated Parking Lots for Graduate and Continuing Education Division Students
Evening students who attend classes are permitted to park in several additional parking areas other than the commuter lots listed in Article 4, Section B. After 5:00 p.m., evening students are allowed to park in the following areas: O'Connor Hall Lot (rear of O'Connor Hall – please note that there are several reserved parking spaces marked by signs. DO NOT park in these spaces) and Normal Hill Lot. Do not park in the McCarthy Center Visitor Lot. Any Graduate and Continuing Education Division students whose classes occur at any time other than 5:30 p.m. - 10:30 p.m. must follow the daytime student parking rules for commuters. Vehicles not parked in compliance will be subject to being ticketed and towed at the owner’s expense.

ARTICLE 5A
Student Medical Permit Policy
Massachusetts General Laws Chapter 90, Section 2 allows for individuals to apply to the Registry of Motor Vehicles for a handicapped placard or handicapped license plate. If you have either of these, you may park in any designated handicapped parking space on campus. If you do not have a handicapped placard or handicapped plate, you may apply to the Department of Health Services, which is located in Foster Hall, for a temporary medical parking pass. Decisions regarding medical parking through Health Services are final. Temporary medical parking passes do not allow you to utilize the handicapped spaces on campus. The designated area for the temporary medical passes is located in the Maple Street Parking Lot. The shuttle bus provides transportation to upper campus (stop is located next to the Welcome Center).

Applicants for a medical parking pass must adhere to the following procedure:
1. A request for a medical parking pass must be submitted in writing to the FSU Director of Health Services, located in Foster Hall.
2. Documentation on letterhead from a physician or surgeon must accompany the written request for a medical pass.
3. These passes are valid for only one semester and may be extended for a second semester. Applicants must repeat steps one and two for renewal.
4. Persons needing long-term medical parking should apply to the Registry of Motor Vehicles for a handicapped placard or plate. This process takes approximately 6 weeks. Temporary medical parking passes will be provided upon proof that a handicapped plate application has been filed.

ARTICLE 5B
Faculty/Staff Medical Permit Policy
Employees who require medical parking accommodations must submit a request for the same in writing to the Director of Equal Opportunity, Title IX, and ADA Compliance, Dwight Hall, Room 205.

ARTICLE 5C
Handicapped Parking
The handicapped parking spaces on Campus are reserved for those who have obtained and properly display a handicapped plate or placard ONLY. Those without the proper plate or placard (issued by the State of Massachusetts) are not permitted to park in these spaces at any time and will be ticketed/towed at the owner's expense. The current handicapped spaces are located in the following areas:

Athletic Lot #1
A-Zone Lot
Bement Lot
Church Lot
Crocker Hall Front
Hemenway Hall Front
ITS/Rear of Library
J. Maynard Building
Larned Hall Side
Linsley Hall Rear
Maynard Lot
Mayhew Lot
McCarthy Center Lot
McAuliffe Space Center
O’Connor Hall Rear
Salem End Lot
Towers Front
Union Ave Lot
Upper Normal Hill Lot
Welcome Center Lot
860 Worcester Rd.

Please be aware that parking rules and regulations are in place at all times (including evenings, weekends, holidays, and the summer). There is no parking on upper campus at anytime. Students should park their vehicles in their assigned lots only. Commuters staying overnight must sign their vehicles in at the Framingham State University Police Department. In addition, if you are going to be in the lot after 2am, you must obtain a parking pass from the Framingham State University Police Department. Vehicles not parked in compliance will be subject to being ticketed and towed at the owner's expense.
For more information on applying for and obtaining a handicapped placard, please visit the Registry of Motor Vehicles’ website: www.mass.gov/rmv

ARTICLE 6
Resident Director’s Parking

A. Resident Director’s Parking
Resident Directors must obtain parking decals and park in their assigned areas. Vehicles not parked in compliance will be subject to being ticketed and towed at the owner’s expense.

B. Resident Assistants and Graduate Assistants
Resident Assistants and Graduate Assistants must obtain a parking decal and park in their assigned areas.

ARTICLE 7
Towing and Parking Fines
Any violation of the Framingham State University Parking Rules and Regulations may result in ticketing and towing of a vehicle. All towing and storage of vehicles will be at the owner’s expense. All fees levied will be in accordance with Massachusetts General Laws, Chapter 159b, Section 6b and 6c. The fee structure is as follows:

If the tow truck is called and cancelled prior to the tow truck leaving the company’s tow yard, there will be no charge to the vehicle’s owner.

If a tow truck is en-route or at the scene of the tow when the vehicle’s operator arrives, up to one half of the regular fee will be levied, regardless of whether any towing equipment is attached to the vehicle. The violator will be given ten minutes to make payment before full towing charges and the towing of the vehicle is initiated.

Towed vehicles may be recovered from the towing vendor upon presentation of the operator’s identification, vehicle registration, and full payment of the required fee. The Framingham State University Police Department cannot provide transportation to the tow company. You may reach Tommy’s Taxi at 508-872-3500.

ARTICLE 8
A. Payment Instructions:
Pay Online: www.parkingticketpayment.com/framinghamstate
Pay by Phone: 1-855-707-9740
Pay by Mail: DO NOT MAIL CASH
Payment must be made by Check or Money Order. Write your Ticket number and Plate number on the front of your Check or Money Order to ensure proper credit.

Pay and Mail to:
Framingham State University
Processing Center
PO Box 2085
Tarrytown NY 10591-9085

Pay by Person: At the office of the Parking Clerk, located across from Pierce Hall mailroom, Mon-Fri, 8am-4pm. No cash/Only Certified Check or Money Order, made payable to Framingham State University. Important: If ticket has been reported to the RMV, payment must be made in full before the Registry release forms are available through the Parking Clerks Office.

** Note - these fields are mandatory, if you do not know what value to put in these fields please contact the Parking Clerk’s Office (508-626-4526 or parkingclerk@framingham.edu) for instructions before continuing.

What happens if I do not pay my parking tickets?
The state and town tickets issued by our police department are both very real. Failure to pay ticket fees will result in accrual of late fees on the original amount owed, as well as the ticket(s) being turned over to the Registry of Motor Vehicles. The registry will not allow a person to renew their license or vehicle registration once this occurs.

B. Appeal Instructions
All appeals must be submitted in writing on the required form or online within 21 days of the ticket’s issue date. Submit your reason for appeal along with supporting documentation. All decisions of the Hearing Officer are final.

Appeal Online: www.parkingticketpayment.com/framinghamstate/

Appeal In Person: Complete the required form available in the Parking Clerks Office or University Police Station.

Appeal by Mail: Mail your appeal form along with supporting documentation to:

Framingham State University
Processing Center
PO Box 2085
Tarrytown, NY 10591-9085
If you wish to appeal a Town of Framingham ticket, you must contact the Framingham Parking Clerk located at:

Town of Framingham
Memorial Building
150 Concord Street
Framingham, MA 01702
508-626-1311

Please note that tickets cannot be paid at the FSU Police Department.

ARTICLE 9
Your Responsibility
It is the responsibility of each member of the University Community to read, understand, and abide by these regulations. (Ignorance of these rules and regulations is not a valid excuse when a violation is being appealed through the Parking Clerk’s Office.)

The function of the Framingham State University Police Department is to provide service to and protection for each member of the Framingham State University Community. The Framingham State University Police Department recognizes that available parking is limited. In the interest of safety for all, we must enforce established motor vehicle rules and regulations. All vehicles on Framingham State University property must be registered, insured, and fully operational.

Any area not specified for parking has intentionally been left open to reduce traffic hazards and to permit passage of emergency vehicles. Park only in the designated areas in spaces outlined for parking. The absence of posted signs will not constitute a valid excuse for violating Framingham State University Parking Rules and Regulations. These rules and regulations are subject to change and may be updated without prior notice. Vehicles not found in compliance with the rules and regulations will be ticketed and towed at owner’s expense.

ARTICLE 10
Snow Emergency

A. Snow Emergency
No resident student shall park in these locations at any time unless authorized by the Framingham State University Police Department. During any “snow emergency” the University will follow the policy below:

When the University determines a “snow emergency”, all vehicles (non-student) must be moved to the McCarthy Center Lot and/or the Church Street Lot. This includes all employees’ vehicles authorized to park on upper campus. These locations are for faculty/staff, employees and visitors to the library. Vehicles must be moved when a “snow emergency” is declared. No resident student shall park in these locations at any time. All vehicles must be removed from upper campus, which includes the Normal Hill Lot, the Athletic Facility Lot, the Bement Lot and all service roads. There will be no exceptions allowed once a “snow emergency” has been declared. Vehicles not moved within two hours of a “snow emergency” announcement will be ticketed and towed at the owner’s expense.

When the announcement of a “snow emergency” is made to the community, it is imperative that everyone move their vehicles within two hours of such notification, regardless of what the weather is at the time of the notification. Please note that it is the vehicle operator’s responsibility to facilitate any work (shoveling, etc.) that needs to be done in order to remove a vehicle from an area. It is not the responsibility of the University or any of its representatives to handle snow removal from on or around a vehicle. Please note that the shuttle bus will not run if road conditions become hazardous.

PLEASE NOTE: There is NO overnight guest parking permitted during a snow emergency.

Any owner of a vehicle that gets towed more than once during a “snow emergency” may be subject to losing parking privileges on campus for the remainder of the year.

B. Resident Director’s Relocation During a Snow Emergency
Please note that Resident Directors’ may be instructed to move their vehicles during a snow emergency or for snow removal.

The Framingham State University Police Department will attempt to notify you in a timely fashion if it becomes necessary to move your vehicle to another area. Guests of Resident Directors will have to sign in their vehicles and obtain a dashboard parking pass for a location to be determined at the time of the snow emergency.

ARTICLE 11
Restricted Parking Areas on Campus
It shall be a violation of the rules and regulations to park as listed below. Any operators parking in a listed category may have their cars ticketed and/or towed at the owner’s expense.

1. On any sidewalk or crosswalk.
2. Within any intersection.
3. On any street within twenty feet of an intersection.
4. Within ten feet of a fire hydrant.
5. On the roadway side of any vehicle stopped or parked at the curb (double-parked).
6. In front of a driveway.
7. On a street or road in a manner that leaves less than ten feet of clearance space and obstructs the lane for possible traffic.
8. On lands, lawns or open areas not set aside for parking under these regulations.
9. In front of or partially blocking a gateway, an entrance to an athletic field, or any other area.
10. In a delivery or service zone, except when loading or unloading.
11. Adjacent to any building while obstructing an exit/entrance.
12. In any area designated as reserved for emergency vehicles.
13. Within posted or marked FIRE LANES.
14. Within posted NO PARKING zones.
15. In any parking area or space other than one authorized by a valid parking decal or permit affixed to the vehicle.
16. In a manner that obstructs or impedes entry or exit to trash receptacles, sidewalks, walkways, or parking areas.
17. In any parking area in such a manner that the vehicle occupies more than one marked space, or obstructs the exit or entry of any other vehicle.
18. In any Handicapped zone set aside for Handicapped plates and Placards ONLY.
19. In any area set aside for medical decal parking ONLY.
20. Any area blocked off/coned off for a specific event for participants. Any vehicle unauthorized to park in these areas or anyone who moved such blockades and is not authorized to park in the area will be subject to being ticketed and towed.
21. NOTE: No unauthorized student parking should occur in driveways or lots of houses or businesses in the neighborhood areas surrounding the campus.
22. Parking utilizing a parking decal or temporary parking pass that was obtained for use on another person’s vehicle or a vehicle other than that for which it was obtained.
23. Falsely representing oneself as a guest in order to sign a vehicle in.
24. Improper display of decal (must be on the driver’s side rear window) or temporary parking pass (driver’s side dashboard – entire parking pass must be fully visible to the police officer).
25. Yellow hash-marked areas.
26. There is no University parking on town roadways in residential neighborhoods that intersect the campus. This includes, but is not limited to, Barber Road, Normal Hill Road, Swift Road, Church Street, Mayflower Circle, and Adams Road.

**ARTICLE 12**

**Damage or Theft**

The University does not carry damage or theft insurance for any property not owned directly by the University. Framingham State University is not responsible for damage or theft of motor vehicles when parked on University property.

**ARTICLE 13**

**Disabled Motor Vehicles**

Disabled motor vehicles must be reported to the Framingham State University Police Department immediately to avoid being ticketed and/or towed. Ample time will be given to have the vehicle removed by the owner, providing the vehicle is not in an unsafe area or a restricted area. An officer will be dispatched to verify the status of the disabled vehicle. Failure to report a disabled vehicle and to follow the necessary procedure may result in being ticketed and towed.

**ARTICLE 14**

**Shuttle Bus**

For updated information, please visit: www.framingham.edu/transportation or contact the Student Transportation Center at 508-215-5920.

**ARTICLE 15**

**Emergency Phones, Call Boxes, and Access Phones**

“Code Blue” emergency call boxes have been installed throughout campus. They are located in most of the buildings and all of the parking lots. If you should require assistance, whether it is an emergency or you need information, you may use the call boxes.

The Access Phones are equipped with a key pad should you need to contact on-campus extensions. The phones located in the parking lots are equipped with two buttons. The black “info” button is to be pressed when you require non-emergency assistance and is forwarded directly to the Shuttle Information Desk.

The red “emergency” button is to be pressed ONLY in an emergency and will be forwarded directly to the Framingham State University Police Department.

**ARTICLE 16**

**Carpool Program**

The entire Church Lot will be designated as Carpool Program Parking. You must go through the normal parking decal application process and you will be assigned to a specific lot. In addition, you will be given a “dash pass” for a Carpool Parking space. In order to qualify for this program, you must have another individual whom you will carpool with. There should only be one vehicle on campus parked in the designated area if you choose to carpool that day. If you do not carpool, and both vehicles will be parked on campus, you are not permitted to park in the designated area. Finally, if you do utilize the carpool space, you must display the dash pass on your dashboard. To apply for this pass, please apply online at: www.framingham.edu/facilities/environmental-health-and-safety/car-pool-request-form.php.
Carpool passes are good for one semester and you must reapply each semester. Passes are issued on a first come, first served basis.

**ARTICLE 17**

**Out of State Student Vehicle Registration**

Pursuant to the provisions of M.G.L c.90 § 3, as amended by chapter 46 of the acts of 2003, a form must be completed in quadruplicate by every nonresident enrolled as a student at a public or private school or college in the Commonwealth during any period beginning on September 1st of any year and ending on August 31st of the following year, who operates a motor vehicle in Massachusetts that is registered in another state or country. This applies to students commuting from out-of-state to a school in Massachusetts and students temporarily residing in Massachusetts, whether living on campus or not. This completed form must be filled with the Police department in the city or town where the school is located. The Police department must provide a copy to the school, the local assessor, and the RMV.

Please visit our department website at www.framingham.edu/campus-police/ for more information on how to complete the necessary paperwork.

**QUICK REFERENCE GUIDE FOR ALL LOTS**

**Adams Road Lot**
Faculty/Staff ONLY

**Athletic/Administrative Zone Lot**
Assigned Faculty/Staff ONLY

**Athletic Field Lot #1**
Assigned Resident Students ONLY

**Athletic Field Lot #2**
Commuter Students (Day/Evening)
Continuing Education Students
Continuing Education Faculty/Staff
Visitors
Faculty/Staff Overflow
Overnight Guest Parking
All Contractors Employed by the University
Snow Ban Parking

**Athletic Lot #3**
Assigned Residents ONLY

**Bement Lot**
Assigned Faculty/Staff ONLY

**Church Street Lot**
Carpool Program Parking (passes issued at the start of each academic semester)
Please Note: NO students are permitted to park in this lot at any given time without prior authorization from the Framingham State University Police Department

**Jonathan Maynard Building Lot**
Continuing Education Students
Continuing Education Faculty/Staff

**Linsley Hall Lot**
Assigned Resident Assistants ONLY

**Mayhew Street Lot**
Closed for use 2015-2016 Academic Year

**Maynard Road Lot**
Commuter Students (Day/Evening)
Continuing Education Students
Continuing Education Faculty/Staff (Evening Division before 4:30 p.m.)
Visitors
Faculty/Staff Overflow
Freshman commuter students are NOT permitted to park in this lot.

**Maple Commuter Lot**
Commuter Students (Day/Evening)
Commuter Students (Freshman)
Continuing Education Students
Continuing Education Faculty/Staff
Visitors
Faculty/Staff Overflow

**McCarthy Center Lot**
Visitors ONLY (with valid Framingham State University Police Department issued pass)
Food Service
CZ Decal Holders

**Normal Hill Lot (Upper/Lower)**
Assigned Faculty/Staff ONLY

**O’Connor Hall Lot**
Assigned Faculty/Staff ONLY
Continuing Education Faculty/Staff (Evening Division after 4:30 p.m.)
Decal must be properly adhered to the inside of the rear driver’s side.