



Department of Public Safety  
Parking Services:  
Policies & Procedures

Parking Services Office

690 S. Church St., West Chester PA 19383

610-436-3345

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## Accessible Parking

### Accessible Parking Spaces

The location of spaces on campus for those with disabilities are shown on the campus map <http://www.wcupa.edu/campusMap/>. Vehicles must display an authorized State issued placard on the dash or hanging from the mirror, or possess a valid plate to park in these spaces. Violators will be ticketed and towed.

### WCU Temporary Disability Pass

A WCU Temporary disability pass can be obtained from the Parking Services office. In order to obtain a pass, a current doctor's note specifically requesting disability parking for the patient with a non-descriptive reason for the request is required. The pass is valid for a maximum of 6 weeks for WCU parking lots only and cannot be renewed. If you feel that you would need longer than the 6-week time frame, please contact the Commonwealth. [www.dmv.state.pa.us/registration/pwd\\_plate.shtml](http://www.dmv.state.pa.us/registration/pwd_plate.shtml)

- Doctor's note must be written on Letterhead/Script form from the doctor or surgeon.
- Note must state what the injury is, type of surgery (if applicable) date, how long the disability will last and what the disability is (cast, crutches, etc.).
- The note must state that the person requires disabled parking and MUST say for how long.
- 6 weeks is maximum allowed time.
  - If customer needs longer time, they must contact the Commonwealth of PA for a state-issued placard.

## Accidents, Damages, Disabled Vehicles

### Involved in an accident?

If you are involved in an accident in one of the University parking lots you should contact the Police Dispatch Center at 610-436-**3311**. A dispatcher will take your information, including any injuries, and immediately dispatch the appropriate emergency services. A police officer will respond to ensure that information is exchanged between the parties.

### Damaged or Disabled Vehicles

#### **Responsibility**

All motor vehicles parked on University property are parked at the owner's risk. The University assumes no responsibility for damage or loss resulting from towing, vandalism, fire, theft, natural disasters, or any other cause beyond its control.

#### **Reporting**

Damaged or disabled vehicles on campus should be reported to the Department of Public Safety at 610-436-**3311**. The Department of Public Safety will document the incident and conduct an investigation where appropriate.

## Removing

Damaged or inoperable vehicles will not be permitted to remain in the lot for more than 24 hours. Vehicles that are not in a proper parking space must be either moved to a space or removed from the lot immediately.

## Allow Extra Time for Parking

Consider giving yourself extra time to find a parking space. The space that is available may not be the most convenient or closest to your destination. Extra time to walk or ride the shuttle bus may be necessary. Be prepared to spend an additional 10 to 20 minutes getting to your destination once you arrive at the campus. Circling the close lots waiting for a space to open is usually just as time consuming as parking in an outer lot and walking or riding the shuttle bus. Keeping these things in mind and planning for them may help you be on time and less stressed.

## Parking Ticket Appeals

[Download a copy of the Parking Appeal Form](#)

### Level 1 Appeal

Within 10 calendar days of citation issuance, a Level 1 Appeal can be made in person or by mail to the Public Safety Parking Services Office.

An official appeal form **MUST** be completed. These forms are available at the Public Safety Parking Services window or online. You will receive a decision by US Postal Service.

### Level 2 Appeal

If the Level 1 Appeal is not resolved to your satisfaction, then that decision may be appealed through the University Parking and Transportation Committee.

Within 10 calendar days of the Level 1 decision, Level 2 Appeals must be received by the Parking Committee chairperson at People's Building, room 18.

A Level 2 Appeal can be made to the Public Safety Parking Services Office.

An official appeal form **MUST** be completed. These forms are available at the Public Safety dispatch window, the Public Safety Parking Services window or online. You will receive a decision by US Postal Service. Decisions by the University Parking and Transportation Committee are final.

## Borough Parking Options

Additional information can be obtained from the Borough of West Chester's Parking Division at 610-696-4521.

### Parking Meters

The parking meters on the streets through and around the University are owned and managed by the Borough of West Chester. The fees and enforcement hours for the parking meters are set by the Borough. Information concerning the fees and enforcement will be found on the meters themselves.

## Parking Structures

Four Borough-operated parking structures are located close to the University. Information regarding the dates/locations/times for semester pass sales are announced by the Borough of West Chester through the University's Parking Services Department.

### Sharpless Parking Structure

The Sharpless Street Garage, owned and operated by the Borough of West Chester, is located at the intersection of Sharpless and Church Sts. Semester passes for garage parking are sold by the Borough of West Chester per semester. The semester pass allows garage parking 24 hours a day, 7 days a week.. In addition to the semester parking permits, daily and hourly parking is also available in the garage.

### New Street Parking Structure

The New Street Parking Structure, owned and operated by the Borough of West Chester, is located at the corner of South New Street and West Niels Street. Semester passes for garage parking are sold by the Borough of West Chester per semester. The semester pass allows garage parking 24 hours a day, 7 days a week. In addition to the semester parking permits, daily and hourly parking is also available in the garage.

### Student Recreation Center Garage

The Student Recreation Center Garage, owned and operated by the Borough of West Chester, is located at the Student Recreation Center. This is an EMPLOYEE ONLY parking garage. Semester permits for garage parking are sold by the Borough of West Chester per semester. The semester permit allows garage parking 24 hours a day, 7 days a week. There is no daily/hourly parking at this garage.

### Bicentennial Garage

Located about eight blocks from the campus at the intersection of High and Miner Sts. The parking fees are on a per hour, per day, or monthly basis. These fees are set by the Borough and are subject to change. Contact the Borough for an up-to-date fee schedule.

### Permit Area C

A few streets around the campus are posted as Parking Area "C". In order to park in these areas, you must obtain a Borough of West Chester parking permit. These permits are sold in limited numbers at the Borough's Parking Office in the West Chester Borough Administration Building, Gay and Adams Sts.

## Displaying your Permit & Requirements to Possess a Permit

### Display Requirements

All vehicles parked in University parking lots are required to display a valid parking permit.

**Annual permits** are to be displayed between the rear view mirror and the windshield, with the permit letter and WCU logo facing forward so that it can be clearly read from the front of the vehicle.

Permits are designed to hang from the rear view mirror post, and in 90% of vehicles, this system works. Should your vehicle be in the other 10%, consider one of the following options:

***DOUBLE-SIDED TAPE: Using double-sided tape, you can affix the permit to the back of the rear view mirror.***

***STRING AND CLIPS: Using a short piece of string and two heavy duty paper clips, you can suspend the permit from the mirror post. Be careful to not hang the permit so low that it obstructs your view when driving.***

**Temporary permits** are either to be displayed on the dashboard in front of the steering wheel with the lettering facing up or hanging from the rear view mirror depending on the type of temporary permit issued.

Officers are trained to look for the permit from the front of the vehicle, and if they do not see it, they will look from the side of the vehicle prior to ticketing.

Personally checking to see that your permit is clearly visible from the front may save you time and money. A valid permit that is not properly displayed does not constitute grounds for an appeal. It is the responsibility of the permit holder to ensure that his or her permit is visible. Officers will not check your license plate to determine if a permit was issued prior to ticketing and or towing.

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### Requirement to Possess University Permit

All students and employees associated with the University for more than 30 days a year who wish to park in the University lots are required to purchase a University parking permit.

All vehicles parked in University lots are required to display either an annual parking permit or a one-day permit.

Vehicles that do not have a valid permit clearly displayed are in violation of these regulations and will be ticketed and may be towed. Vehicles that are unregistered and have not been issued a parking permit are not permitted to park in University lots. Vehicles not displaying a valid parking permit may be ticketed and towed without warning. Tickets issued to non-registered vehicles are checked through state registration records and attached to the student and/or employee records. Reasonable associations will be made.

Fraudulent use or unlawful reproduction of a permit will result in loss of parking privileges and may result in criminal prosecution and/or judicial sanctions.

## Enforcement & Violations

### Hours of Enforcement

Parking Permit is Required		
	Monday - Friday	Saturday & Sunday
<b>Student Parking Areas</b>	7:00 a.m. to 4:00 p.m.	Not Required
	Between the hours of 4:00 pm and 1:00 am, student lots are not enforced for permits, but all other violations of these regulations are enforced	
<b>Employee Parking Areas</b>	24 hours a day	
<b>Reserved Spaces</b>	24 hours a day	
<b>Commuter Lots</b>	Parking is not permitted Monday - Friday between 1:00am & 7:00am	

**All other parking and traffic regulations are enforced 24 hours a day, seven days a week throughout the year. Posted signage supersedes printed or electronic material.**

## Types of Enforcement

The Department of Public Safety Parking Services, and Police Divisions are responsible for the enforcement of parking regulations on campus. These officers routinely patrol the parking lots and structures to provide assistance to motorists as well as to enforce parking rules and regulations. In enforcing these regulations, the officers may—without prior warning—ticket and tow vehicles that are found to be in violation of any of the parking regulations.

### Ticketing

Tickets are issued to all vehicles found to be in violation of parking regulations. The fines for violations are \$20, except violations in handicapped spaces, which are \$40.

### Towing

Vehicles may be towed from University parking lots or property for any parking violation, accumulation of unpaid parking tickets, or failure to move during snow emergencies or other events as directed. The towing fee set by contract is for the initial tow. Additional storage fees may be incurred by the towing contractor on a per-day basis for each day that the vehicle remains at the towing company's facility.

**The University is not required to notify the vehicle owner prior to towing a vehicle.**

## Violations

### No required permit:

Signs at the entrance to each parking lot indicate the type of permit that is required for the lot. In some cases, there may be limited areas for a given type of permit. These areas will have signage indicating the permit requirement.

### Not within a space

A parking space is defined by two parallel lines, painted white for all parking categories except residents, which are yellow. Vehicles not positioned between two parallel lines are illegally parked. Double lines indicate the end of each parking row.

### Unauthorized parking in a reserved space

Each reserved parking space is posted with signage that indicates the permit requirement for the space. Examples of these areas are:

- Reserved for Permit #####
- WCU Service Vehicle Only
- Persons with Disabilities Parking Area

### Vehicle parked in areas other than spaces

No parking, no matter how brief, is permitted on lawns, driveways, traffic lanes, sidewalks, crosswalks, fire lanes, or any other non-designated areas of the campus. Vehicles should not block refuse containers or loading docks. Violators will be towed.

### Failure to obey traffic and parking control signage

Traffic and parking control signs are posted on the roadways, parking lot entrances, and within the parking lots on campus. Posted signage supersedes printed materials, and temporary signs may be placed in exigent circumstances.



## First Year Parking Student Ban

Resident Students must possess at least 30 credits at the beginning of the Fall semester in order to qualify to purchase a permit to park in campus facilities unless otherwise noted within the WCU Parking Regulations. Students who do not possess the required credits will be prohibited from parking a vehicle on campus.

### HARDSHIP EXCEPTION:

First year residents may file a "Hardship Exception" appeal to the parking regulation that prohibits them from parking a vehicle on campus. The student requesting the Hardship Exception is required to provide sufficient documentation demonstrating that inability to park on campus will create either a financial or medical hardship. By Webster definition, a hardship is "something that causes or entails suffering or privation." Therefore Hardship Exception appeals must include reasons why not being allowed to park on campus would cause the requestor to suffer academically and/or create an inability to maintain their existence on campus. The documentation must also establish that their needs cannot be successfully accommodated in any manner other than to have parking privileges extended on campus. Simply having current employment at an off campus location (local or hometown) where transportation is required, will not be sufficient reason to be granted a Hardship Exception without other mitigating circumstances.

### Hardship Exception application process

Those First Year Residents who wish to appeal the parking regulations that prohibit them from parking in University parking lots must submit the following documents to the University Parking Services Office;

1. A notarized letter from a parent or guardian granting permission for the student to have a vehicle on campus is required. In lieu of the parent/guardian letter, a requester may provide documentation of financial independence and sole ownership of the vehicle to be registered.
2. A letter from the employer, health care provider, educator, etc. is required. This letter must explain why parking on campus is needed and why employment, medical care and educational activities, cannot be accessed locally. For medical issues the letter must outline the time frame that medical attention/treatment is required. For employment the letter must include hours to be worked and salary to be paid. Any consideration on the part of an employer to assist directly with tuition etc. should be noted if applicable. University Parking Services reserves the right to contact those who write letters on behalf of a student for a Hardship Exception appeal, to verify the information they contain.
3. A detailed letter from the student explaining why he or she requests to have a vehicle parked on campus.
4. A copy of the registration for the vehicle to be registered. The vehicle must be registered to the student or an immediate family member of the student.

*Submission of the proper documentation does not guarantee that the hardship request will be granted.*

Additional supporting materials may be accepted in addition to, but not in place of, the above requirements.

When all required documentation for the Hardship Exception appeal has been received at the Parking Services Office, the student filing the appeal will be provided with a temporary parking permit allowing them to park in Lot R during the appeal process. Alterations to temporary permits is not permitted and

anyone found to have altered a temporary permit will be held accountable under the WCU Student Code of Conduct and future parking privileges may be revoked.

#### Pre-semester Hardship Exception appeal application requirements

Students with less than 30 credits at the beginning of the fall semester who wish to file a Hardship Exception appeal for the fall or spring semester must submit their documentation by Friday of the second week of classes. Documentation, as outlined above, that is received after the deadline date will not be considered. Note: Students must reapply for each semester.

#### Mid-semester Hardship Exception appeal applications

Students with less than 30 credits at the beginning of the fall semester who wish to make a Hardship Exception appeal during the academic semester must additionally be able to demonstrate that the reason for the hardship has just occurred and that there was no way that the need for a Hardship Exception would have been known prior to the start of the semester.

#### Hardship Exception appeal decision notification

All students requesting a Hardship Exception will be notified in writing regardless of whether the request was approved or denied within ten business days of the receipt of the appeal. Hardship Exceptions are not automatically granted for an entire academic year or even an entire semester. The duration of parking privilege under a Hardship Exception will be based on the specific needs of the individual making application. Hardship Exception parking privileges may be revoked for violations of the parking regulations.

#### Parking for approved Hardship Exceptions

All students who are approved for a Hardship Exception will be issued a placard for their vehicle that will allow them to park in Lot R only. Resident students with less than 30 credits are not permitted to park in any other lots on campus.

#### Parking for Denied Hardship Exceptions

All students who are denied for a Hardship Exception can review the parking options available in the Borough of West Chester at [Borough Parking Options](#)

*Submit request material to:*

**University Parking and Transportation Committee Chair  
West Chester University  
Peoples Bldg., Room 18  
West Chester, PA 19383**

## 5 Block Area Rule

Persons living in a 5-block radius of the campus (see following table) can only obtain a Limited Commuter (“L”) parking permit.

In West Chester Borough	
West	East
100-799 South High St	200-799 South Walnut St
100-599 South Church St	200-799 South Matlack St
100-599 South Darlington St	500-799 South Franklin St

100-799 South New St	700-799 South Penn St
100-799 South Wayne St	1-199 East Miner St
200-799 South Brandywine St	1-199 East Barnard St
700-799 South Everhart St	1-399 East Union St
400-799 South Bradford Ave	1-299 Magnolia St
1-399 West Miner St	1-299 Lacey St
1-499 West Barnard St	1-299 East Nields St
1-699 West Union St	1-299 Linden St
1-699 Dean St	1-399 East Rosedale Ave
1-699 Price St	
1-699 Sharpless St	
1-699 West Rosedale Ave	
300-699 West Nields St	
400 block College Ave	

In West Goshen Township	
800-999 South New St.	700-799 South Bolmar St
Norfolk Ave	South Church Ave
Ceredo Ave	Roslyn Ave
Jefferies Ave	Spruce Ave
Oak Ln	Trinity Dr
Rosary Ln	Brookwood Ln
Easter Cr	Mystery Ln
Jones Ln	Rose Ave
Guinta Ln	Anthony Ln
Snyder Ave	Sheridan Dr
Golf Rd	Rhodes Ave
Pritchard Ln	

In East Braford Township	In Westtown Township
S. Bradford Ave/ Lenape Rd	Springline Dr
Rosedale Ave to Shropshire Dr	North Deerwood Ln
Plumtree Development	South Deerwood Ln

## Lot and Garage Designations, Locations & Requirements

Lot and Garage Designations & Permit Requirements	User Type	Permit Code
Lot Name A lot	Commuters	C
B lot	Employees	E
C lot	Employees	E
College Arms Apartments	College Arms residents	Z
D lot	Employees	E
E lot	Employees	E
G lot	Employee	E

Goshen Hall Parking	North residents	N
H lot	Physically disabled and loading zone only	Handicapped Placard Required
K lot	Commuters and Employees	C, E
L lot	Commuters and North Residents	C, N
K-1 Lot	Employees	E
Matlack Parking Garage	Commuters, Employees, Limited Commuters	C, E, L
M lot	Commuters and Employees	C, E
M1 lot	North residents, Commuters, First year commuters and Employees	C,E,F,N
M2 lot	Commuters, Limited Commuters and Employees	C,E, L
M4 lot	Employees	E
New Street Parking Structure	Hourly Parking or Semester Pass	Kiosk ticket or semester pass
N lot	Employees	E
O lot	Commuters, Limited Commuters	C, L
P lot	Restricted (Official Parking Only)	Official Parking Only
Q lot	All valid permits	All valid permits
R lot	All valid permits	All valid permits
Schmidt Hall Parking	North Residents	N
Sharpless Street Parking Garage	Hourly Parking or Semester Pass	Kiosk ticket or semester pass
S lot	Commuters, Limited Commuters, Employees	C, E, L
S1 lot	Commuters, Limited Commuters, Employees	C, E, L
S2 lot	Commuters, Limited Commuters, Employees	C, E, L
S3 lot	Commuters, Limited Commuters, Employees	C, E, L
T lot	Employees	E
T1 lot	Employees	E
U lot	Employees	E
V lot	Employees	E
W lot	Employees	E
Wayne Hall Parking	Employees	E
Wayne Hall Gravel lot	Commuters	C
X lot	Village Residents and Employees	V, E
X-1 Lot	Village Residents and Employees	V, E
Y Lot	S.C. Apartment Residents and Employees	A, E
Z lot	Employees	E
Z1 lot	Employees	E
114 W. Rosedale Ave	Employees	E

## Lot Locations

A lot	Sharpless Street- next to parking structure
B lot	Reynolds Alley – rear of 25 University Avenue
C lot	South Church Street – next to Peoples building
College Arms Apartments	Rear of 721 South High Street
D lot	North Campus Drive – front of Lawrence Center
E lot	South New Street- rear of Lawrence Center
G lot	South High Street- across from Philips Memorial Building
Goshen Hall	South Church Street, behind Goshen Hall
H lot	West Rosedale Avenue – area between Schmucker and Killinger
K lot	Norfolk Avenue – behind Sykes Union
K-1 lot	809 Roslyn Ave.
L lot	Roslyn Avenue- next to the recreational courts
M lot	East Campus Drive- behind the E.O. Bull Center
M1 lot	South Matlack Street- next to parking structure
M2 lot	South Matlack Street- next to playing fields
M4 lot	South Matlack Street – adjacent to 887 Matlack/Post Office
N lot	South New Street- north side of Sturzebecker HSC
O lot	South New Street- south side and behind Sturzebecker HSC
P lot	South New Street – front of Farrell Stadium
Q lot	South New Street – south of Farrell Stadium
R lot	Tigue Road – south of Farrell Stadium
Schmidt Hall	South New Street, front of Schmidt Hall
S lot	South New Street – across from tennis courts
S1 lot	South New Street – south campus tennis courts
S2 lot	South New Street- south campus softball field
S3 lot	South New Street- south campus baseball field
T lot	South Campus Drive – McCoy Farm
T1 lot	South Campus Drive – McCoy House
U lot	201 Carter Drive – south side
V lot	201 Carter Drive – north side
Wayne Hall Lot	Rosedale Ave., front of Wayne Hall
Wayne Hall Gravel Lot	Rosedale Ave.,
W lot	South Matlack Street – warehouse
X lot, X-1 Lot	Village & East Village Parking
Y lot	South Campus Drive Parking
Z lot	210 East Rosedale Avenue
Z1 lot	220 East Rosedale Avenue

Admissions/Graduate – Visitors to those offices ONLY; Must obtain visitor’s pass from Admissions Office

Residence Halls – North resident students ONLY; Must possess valid “N” permit.

## MOTORCYCLE PARKING

Motorcycles, motorbikes, motor scooters, and mopeds are considered motor vehicles and must be registered. Vehicles in any of the aforementioned categories may park in regular spaces as designated by their student/employee status (for example, employees may park in spaces designated for “E” permits; first year commuters may park in spaces designated for “F” permits, etc.); or in those areas specifically set aside for motorcycle parking. A valid “M” decal sticker must be displayed on the front forks. Designated Motorcycle parking is located as follows:

North Campus – University Avenue next to the Peoples Building; D lot near basketball courts

South Campus: Sturzebecker Health Science Center

## Parking Permit Sales Locations and Hours

Permits are sold at the Parking Services Office in the Peoples Building, Church St. & University Ave., Monday through Friday between the hours of 8:00 a.m. and 2:00 p.m. throughout the year.

Extended sale hours for the beginning of the fall semester are posted on the Parking Services website. Extended hours may be offered during the move-in weekend as needed.

All outstanding parking tickets and holds must be cleared prior to purchasing an annual permit. You can view holds on your account in MyWCU. Parking tickets may be paid online here: [Parking Ticket Payment](#). You may also pay by phone at 610-436-2552 or in person at the Bursar's Office.

## Cost and Required Information

The cost for University parking permits is \$30.00. Payment must either be cash or a check made out to the WCU Parking Fund. You must have your Driver's License, Vehicle Registration and University ID Card to pick up your permit.

If you wish to pre-register, you can do so [over the web](#) or complete the permit application form and submit it with a check and a copy of the driver's license and student ID card of the person registering the vehicle along with the registration card for the vehicle being registered. Once these items are received, the Parking Services Office will process the form and have it ready for pickup within 2 business days.

### **Refunds**

There are no refunds for parking permits. All Sales are Final.

## Web Registration

On-line registration is available by going to this link: [Register Electronically](#).

## In Person

Completed applications, along with copies of the Vehicle Registration, Driver's License, University ID Card, and a check or money order payable to "WCU Parking Fund", may be completed in person at:

West Chester University, Parking Services Office 690 South Church Street West Chester, PA: 19383-3515

## Secure your Valuables

Valuable items left out in the open are an easy target for thieves. The University parking lots are not immune from theft and vandalism. The University recommends that you take steps to protect yourself from thieves by placing all valuables in your trunk and/or out of sight. In most theft cases, valuables had

been left out in the open. If you are the victim of a theft, contact the Police Dispatch Center immediately at 610-436-**3311**.

## Posted Signs

Signs are posted at the entrance to each parking lot. These signs indicate which permit is required to park in the lot. These signs may also include the hours of enforcement and any hours that the lot is closed. Please take note of the posted information. Posted signage supersedes printed materials.

## Campus Speed Limit

The maximum speed limit on campus is 15 miles per hour, unless otherwise posted. Safe driving practices must be adhered to at all times. Violators may lose their parking and/or parking registration privileges.

## Loading and Unloading

### Residence Halls

Persons who are loading or unloading their vehicle for the purpose of moving into a residence hall must request permission from the Department of Public Safety to park in the fire lane. With Public Safety approval, residents may park in the fire lane for a maximum of twenty minutes while loading or unloading their vehicle.

Residents do not need to contact Public Safety for approval during the first and last week of each semester during mass move-in/move-out times.

### Other Campus Facilities

Persons who are loading or unloading their vehicle at any non-residential location must request permission from the Department of Public Safety to park a private vehicle in the loading dock or other area around the buildings. With Public Safety approval, persons may park in the loading zone for a maximum of ten minutes while loading or unloading their vehicle. The vehicle's hazard flashers must be activated. Official University vehicles and business delivery trucks do not require permission.

## Visitor Parking

### Permits are required for Visitors

Visitors to the campus are required to obtain a temporary parking permit for the University parking lots. Permits are available in the following locations:

**The Parking Services Office**, located in the Peoples Building at the intersection of South Church St. and University Ave. Visitors, use the temporary parking on the left side of South Church St. when picking up a permit and then move your vehicle to the location designated by your temporary parking permit.

**The University Information Desk**, located in the Philips Memorial Building at the intersection of University Ave. and South High St. Visitors, park in the temporary visitors' spaces in G Lot on High St. (across from Philips) while you obtain your pass. You will then be directed to other lots or permitted to stay in G Lot, unless on-campus events restrict parking that day.

**The Student Union**, located in Sykes in the 100 block of West Rosedale Ave. Visitors, park in a 15-minute visitor's space at the side of the building while you obtain your pass. You will then be directed to other lots or permitted to stay, based on the day's events.

Visitor's permits must either be displayed on the dash in front of the steering wheel with the lettering facing up or hanging from the rear-view mirror. All fields of the permit must be completed in order to be valid.

While parking temporarily to go into one of these facilities to request a temporary visitors permit, please activate your four way flashers while parked.

### Vendors, Sales and Service Personnel

All Vendors, Sales or Service personnel who have been hired by West Chester University to perform a service on University property must obtain a temporary parking permit or they may pay to park at one of the Borough operated garages or the Borough metered spaces. To obtain a Vendor/Sales/Service pass, a written request must be sent to the parking office by the WCU Campus contact who initiated the visit. The request may be sent via email to [drogers@wcupa.edu](mailto:drogers@wcupa.edu). Please allow 24 hours to prepare the pass.

### Contractors and Construction Personnel

Contractors please visit the Facilities department at 201 Carter Drive to obtain your temporary parking permit, or pay to park in one of the Borough operated garages or the Borough metered spaces.

***Any temporary permit that has been altered will be considered invalid and can result in ticketing/towing of the vehicle.***

A temporary parking permit does not guarantee that you will locate an available parking space. In the event you cannot locate parking, your permit will allow you to park in Lots Q and R on South Campus (South New Street, below Farrell Stadium) and ride the Free Courtesy Shuttle to North Campus.

Information about the University's Shuttle Service can be found at

<http://www.wcupa.edu/INFORMATION/AFA/Facilities/Transportation/Buses/default.asp> In addition, you may pay to park in one of the Borough operated garages or the Borough metered spaces.

Information about the Garages can be found at <http://www.wcupa.edu/dps/BoroPark.asp>

University employees may request temporary parking passes for guests using this form.

<http://wcupa.edu/dps/forms/temparkingpass/>

## Weather Conditions

### Removal of Vehicles During Snow Emergencies

Most weather conditions do not alter parking regulations. During declared snow emergencies, vehicles must be removed from University lots for snow removal. Declarations of emergencies that require the clearing of parking lots will be posted on the University web page, in all University residence halls, and in the Sykes Student Union.