



# Department of Public Safety Parking Services: Parking Manual

Parking Services Office

690 S. Church St.  
West Chester PA 19383

610-436-3345

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## 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.

## 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 investigate 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.

## Borough Parking Options

Additional information can be obtained from the Borough 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.

### Bicentennial Garage

Located about eight blocks from the campus at the intersection of High and Miner St. 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.

## Enforcement & Violations

### Hours of Enforcement

Parking Permit is Required		
	Monday - Friday	Saturday & Sunday
Student Parking Areas	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	
Employee Parking Areas	24 hours a day	
Reserved Spaces	24 hours a day	
Commuter Lots	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 \$100.

## 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

Violators may be ticketed and towed for the following 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. 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.

### 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. More details can be found [HERE](#)

## University Parking Garages

West Chester University owns and operates four parking garages located on campus. Information regarding the dates/locations/times for semester pass sales are announced by the University's Parking Services Department.

### Commons Parking Garage

The Commons Garage is located at 670 S. Church St. This garage is a semester pass only parking facility. There is no daily / hourly parking at this garage. The garage parking pass allows access 24 hours a day, 7 days a week.

### Sharpless Street Parking Garage

The Sharpless Street Garage is located at the intersection of Sharpless and Church St. This garage is a semester pass and daily parking facility. The semester parking pass allows access 24 hours a day, 7 days a week.

### New Street Parking Garage

The New Street Parking Garage is located at the corner of South New Street and West Nields Street. This garage is a semester pass and daily parking facility. The semester parking pass allows access 24 hours a day, 7 days a week.

### Student Recreation Center Garage

The Student Recreation Center Garage is located at the Student Recreation Center. This garage is a daily parking facility only. No semester parking passes are sold for this garage.

### Matlack Parking Garage

Matlack Parking Garage is located on East Campus Drive and requires a valid University parking permit. Those who hold a Commuter, Employee or North Resident parking permit are permitted to park here.

## Parking Permits & Lot Designations

### 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.***

**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.

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 their permit is visible. Officers will not check your license plate to determine if a permit was issued prior to ticketing and or towing.

Parking Services Office: 610-436-3345

### 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.

University parking permits and passes are non-transferable and are for use by the registered permit holder only.

Parking permits may not be purchased on behalf of another student or employee.

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.

### Limited Commuter Radius Rules

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

Limited Commuter Radius Rule (“L” Permit)		
Persons living in a certain radius of campus can only obtain a parking permit for O-Lot, Q-Lot & R-Lot (Limited Commuter Permit)		
WEST	EAST	IN WEST GOSHEN TOWNSHIP
Barnard St. (W) 1-399	Adams St. (S) 700-799	Anthony Lane
Brandywine St. (S) 300-799	Barnard St. (E) 1-199	Brookwood Road
Church Street. (S) 100-599	Franklin St. (S) 500-799	Ceredo Ave
College Ave. 400 Block	Lacey St. 1-399	Church Ave (S)
Darlington St. (S) 100-599	Linden St. 1-299	Giunta Lane
Dean St. 1-399	Magnolia St. 1-299	Jeffries Ave.
Everhart St. (S) 500-799	Matlack St. (S) 100-799	Jones Lane
High St. (S) 100-899	Mechanics Alley 100-799	Norfolk Ave.
Miner St. (W) 1-299	Miner St. (E) 1-99	Oak Lane
New St. (S) 100-899	Nields St. (E) 1-499	Parkside Ave.
Nields St. (W) 300-699	Penn St. (S) 700-799	Rosary Ave.
Price St. 1-699	Rosedale Ave (E) 1-299	Roslyn Ave.
Rosedale Ave. (W) 1-699	Union St. (E) 1-199	Spruce Ave.
Sharpless St. 1-699	Walnut Street. (S) 100-799	
Spring Grove Lane 500-599		
Union Street (W) 1-399		
Wayne St. (S) 600-799		

## Lot and Garage Designations, Locations & Requirements

Lot Name	User Type	Permit Code
A lot	Employees	E
B lot	Employees	E
College Arms Apartments	College Arms residents	Z
Commons Garage	Semester Passes	Semester/Annual
E lot	Employees / Aramark	E
G lot	Employees	E
H lot	Physically disabled and loading zone only	Disability Placard Required
I lot	Employees	E
J lot	Employees	E
K lot	Commuters	C
L lot	Employees	E
Matlack Parking Garage	Commuters, Employees	C, E
M lot	Commuters, Employees	C, E
M1 lot	Commuters, Employees	C, E
M2 lot	Commuters, Employees	C, E
M4 lot	Employees	E
New Street Parking Garage	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
Student Rec Center Garage	SRC Semester Permit	SRC Semester permit
Schmidt Hall Parking	Reserved	Reserved
Sharpless Street Parking Garage	Semester/Annual Pass	Semester/Annual Pass Only
S lot	Commuters and Employees	C, E
S1 lot	Commuters and Employees	C, E
S2 lot	Commuters and Employees	C, E
S3 lot	All Valid Permits	C, E
T lot	Employees	E
T1 lot	Employees	E
U lot	Employees	E
V lot	Employees	E
W lot	Employees	E
Wayne Hall Lot	Reserved	Reserved
X	Village Residents and Employees	V, E
X1	Village Residents and Employees	V, E
Y Lot	S.C. Apartment Residents and Employees	A, E
Y1 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
College Arms Apartments	Rear of 721 South High Street
E lot	South New Street- rear of Lawrence Center
G lot	South High Street- across from Philips Memorial Building
H lot	West Rosedale Avenue – area between Schmucker and Killinger
I lot	30 W. Rosedale Ave
J lot	Next to McKelvie Hall
K lot	Norfolk Avenue – behind Sykes Union
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, X1 lot	Village & East Village Parking
Y lot, Y1 lot	South Campus Drive Parking
Z lot	210 East Rosedale Avenue
Z1 lot	220 East Rosedale Avenue

## Parking Permit Sales Locations and Hours

Permits are sold at the Parking Services Office in the Peoples Building, Monday through Friday between the hours of 9:00 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 at the Bursar's Office.

## Cost and Registration Details

The cost for University parking permits is \$30.00. Payment must be made [online](#). There will be no in person sales. You must have your Driver's License or WCU Ram Card to pick up your parking permit.

### Refunds

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

## 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 – Corner of Sharon Alley and Linden Street and in front of the Student Recreation Center

South Campus: Sturzebecker Health Science Center

## 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.

\*Please note, a reimbursement will not be issued for already paid parking ticket(s).

## 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. Please contact Parking Services via email, [safety@wcupa.edu](mailto:safety@wcupa.edu) or by calling 610-436-3345 for more information on how to obtain a temporary parking permit.

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.

It is strongly encouraged to utilize one of our daily parking garages as parking is at a premium in our parking lots.

### 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 metered spaces or at the New Street Garage. 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 [aarroyo@wcupa.edu](mailto:aarroyo@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 <https://www.wcupa.edu/INFORMATION/AFA/Facilities/ShuttleBus/default.aspx>. In addition, you may pay to park in the New Street Garage or at the Borough metered spaces. Information about the Garages can be found at: <http://www.wcupa.edu/dps/parkingservices/parkingGarages.aspx>

University employees may request *one day* 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.

*Last updated: August 2022*