

SUMMARY OF CURRENT PARKING REGULATIONS

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SUMMARY OF CURRENT PARKING REGULATIONS

PARKING REGULATIONS

The Cambridge College properties are private and reserves the right to control access at all times. To protect the College community and to provide optimal use of parking resources for community members, campus access is controlled via parking by permit only. Parking at Cambridge College is a privilege and regulations are strictly enforced. The College reserves the right to change access and parking regulations based upon major events of the College without notice.

Regulations, rules, policy recommendations, permissions, and procedures concerning parking at Cambridge College are managed by the Business Operations Department and Security.

The Office of Business Operations operates the parking management system and distributes parking permits.

Enforcement of the Cambridge College parking regulations, rules and policies is managed by Cambridge College Security.

- **Authorized Parking Space**

Upon arrival at Cambridge College identification card must be shown. A Cambridge College parking attendant will advise students of the assigned parking space upon arrival. This space may change daily. Failure to comply with the parking attendant's assignment can result in loss of parking privileges and/or tow. Vehicle keys must be left if parking is assigned to a tandem parking space. To reclaim keys identification must be shown.

- **Accidents/Criminal Activity**

Vehicular accidents occurring on Cambridge College property must be reported to the Cambridge College Security immediately. Cambridge College assumes no responsibility for damage caused by others to any vehicle, person or personal property while on Cambridge College property.

- **General Parking Regulations**

- Parking is by permit only in authorized lined parking spaces.
- All vehicles entering Cambridge College property with a permit must have a valid registration, valid emissions sticker and valid insurance.
- Overnight parking is **NOT** allowed.
- All vehicles must exit Cambridge College parking garages by **11 pm Monday through Friday and 8pm on Saturday and Sunday**.
- All unlined areas on Cambridge College properties may not be used for parking for any reason or any length of time. Parking in an illegal area can or will result towing of the owners vehicle at the owners expense and loss of parking privileges.

- **Qualifications**

- Vehicles must **NOT** be more than 6' 4" tall.
- Parking is currently only offered to Cambridge College students actively enrolled in any Graduate or Undergraduate program attending classes at 1000 Massachusetts Ave.

- **Vehicle Damage/Property Loss**

Cambridge College assumes no responsibility for damage, theft or property loss for any reason while a vehicle is operated or parked on Cambridge College properties, including flooding or other weather related incidents to vehicles and/or other content.

- **Inclement Weather**

Winter Weather Emergencies: During snow or other weather emergencies, parking advisories may be issued to inform the campus community of parking changes via email or signage.

- It is the responsibility of the permit holder to monitor weather conditions and Cambridge College parking advisories to avoid damage to vehicles and/or property.
- Cambridge College assumes no responsibility to warn permit holders of sudden or unpredicted severe storms that may cause flooding or property damage.
- During severe weather, parking may be restricted.

- **School Closings**

- During school breaks, severe weather conditions or holidays parking will not be permitted.

- **Permit Holder's Agreement**

- Upon qualifying for and accepting a parking permit, all permit holders agree that they fully understand and will abide by all Cambridge College parking regulations. Failure to adhere to these regulations may result in towing at the owner's expense or loss of parking privileges.
- Limit of one permit per qualified student, nontransferable to another person or vehicle.
- Permit display location: must be placed inside car on the front dashboard of the driver's side at the lowest corner. Must be legible from outside but not obstruct the driver's line of sight.
- Expired permits must be removed from vehicle display when a permit is renewed.
- Lost permits must be formally reported to Cambridge College Security before a new permit can be acquired. Filing a false report will result in the permit holder's forfeiture of ability to acquire future parking permit privileges from Cambridge College.
- Parking is permitted in designated areas assigned by parking attendant.
- Permits are property of Cambridge College and must be surrendered upon request of College Official and are nontransferable.

- **Permit Approval**

Once your Parking Permit application has been received it shall be processed by the Business Operations department. **Notification will be sent via email.**

- **Payment for Permits**

Students will apply for campus parking permits utilizing the Parking Application and pay for purchase. Student parking permits are priced and paid for on a per semester basis. Parking permit rates are \$7.00 per day from the hours of 5:30pm-11:00pm Monday through Friday and 7:30am-8:00pm Saturday and Sunday based on the student's course schedule.

The parking fee is not paid when a student applies for a parking permit. Cash, credit, debit or money order payments can be made once your application has been approved at the Bursar's office. Bills paid via personal check must be submitted no later than **September 15, 2015**. In order for Financial Aid to approve allotted funds to be applied your financial aid files must be completed no later than **September 15, 2015**. To apply financial aid funds towards parking fees the Student Authorization Statement for Parking Fees form must be completed and submitted with this form no later than **September 15, 2015**.

- **Cancellation and Refunds**

Once a parking permit has been issued it can NOT be canceled unless the student has withdrawn prior to the add/drop date or been removed from enrollment at Cambridge College. Refunds will be seen as a credit to the student account. Under no circumstances will there be a refund issued if a student decides to no longer utilize the parking permit.

In the event of a professor rescheduling of a class the Business Operations department must be notified within 48 hours of the initial class cancellation by the student. A space will be granted for the makeup date based on availability. Without proper notification entry will be denied.

- **Vehicle/Permit Changes**

Parking permit vehicle changes must be reported, prior to changing of parking permit or bringing non-Cambridge College registered vehicle to campus, to the Office of Business Services. These revisions include, but are not limited to: make, model, color, new registration, plates, etc.

When changing vehicles for any reason, your personal parking data on file with Cambridge College must reflect these changes. Changes can be made by submitting an email to **Parking@Cambridgecollege.edu**. The Cambridge College parking permit is valid only for the vehicles which you have registered with the College. Vehicle permit informational data must match the actual vehicles the driver brings on campus or risk penalty of towing and revoking of permit.

- **Forgotten Permit**

In the result that you forget your permit you will need to provide your Cambridge College identification card and permit number to the parking attendant.

- **Replacement Permits**

All lost permits must be reported to Cambridge College Security before a new permit can be obtained through the Office of Business Services. Filing a false report will result in the permit holder's forfeiture of future parking permit privileges from Cambridge College.

A \$15 fee will be assessed for lost or replacement parking permits without submission of active permit from former vehicle registered for Cambridge College parking permit. Damaged permits will be replaced at no charge upon exchange of the original damaged permit.

TRAFFIC & PARKING ENFORCEMENT

Cambridge College Parking Regulations are enforced by Cambridge College Security and can be contacted at 617.873.0115.

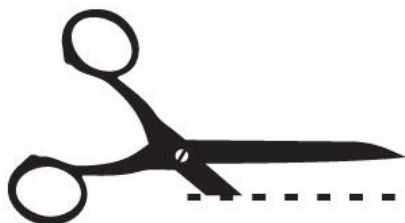
- **Speed Limit Regulations**

Vehicles are subject to 5 MPH speed limits in all Cambridge College garages. Violations of the speed limit can result in revocation of parking permit.

- **Vehicle Towing**

Any and all illegally parked vehicles are subject to tow at the owner's expense.

- Occasionally, a vehicle may be relocated via towing, without warning to vehicle owner, for unforeseen reasons. Such a tow would be at the expense of Cambridge College.
- Vehicle towing may result from the following violations:
 - Blocking dumpsters or another vehicle
 - Not parked in a lined space
 - Exceeding time limit
 - Unauthorized overnight parking
 - Speeding
 - Using fictitious, falsely made, or altered College permit
 - No permit or wrong permit
 - Parking in restricted area without proper permit
 - Obstructing roadway, entrance or exit
 - Transferred permit or falsification of vehicle information



By signing below I acknowledge that I have read and agree to the Cambridge College parking regulations and are subject to revocation of my parking privileges if I violate any regulation.

Signature_____ Date _____

Printed Name_____