



# Parking Rules and Regulations 2020 - 2021



**FRAMINGHAM STATE UNIVERSITY POLICE DEPARTMENT**

**508-626-4911**

**Located on the ground floor of the McCarthy Center**

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## 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 our website (<https://www.framingham.edu/student-life/university-police/>) or visit the station, which is located on the first floor of the McCarthy Center. We have a separate entrance off of Church Street.

NOTICE TO STUDENTS, FACULTY, STAFF AND VISITORS: The rules, regulations, policies, fees, and other charges that appear in this booklet were in effect at the time of its publication. Like everything else in this booklet, they are published for informational purposes only, and they do not constitute a contract between the University and any student or other person. Whether noted elsewhere in this booklet or not, the University reserves the right to change, eliminate, and add to any existing (and to introduce additional) rules, regulations, policies, fees and other charges. Whenever it does so, the University will give as much advance notice as it considers feasible or appropriate, but it reserves the right in all cases to do so without notice.

**Parking rules and regulations are in effect 24 hours a day, 7 days a week, 365 days a year.**

**All vehicles must be registered and insured in accordance with Massachusetts General Laws. All vehicles on University property must be registered with the Framingham State University Police Department. All Students, Faculty and Staff must obtain an electronic copy of the *FSU Parking Rules and Regulations* from the university police's website: <https://www.framingham.edu/student-life/university-police/parking/index>**

## 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 Street, Maple Lane, Maynard Road, Union Avenue, Wood Terrace, River Street, Franklin Street, Winter Street and Mt. Wayte Avenue. As well as any other streets and roads as deemed necessary.

## ARTICLE 2

### Registration and Permit Distribution - General

#### A. Motor Vehicle Registration and Eligibility

Each motor vehicle operated on university property shall be registered annually (faculty/staff will be bi-annually) with the Framingham State University Police Department. A parking permit will be issued to qualified applicants. Permits shall have numbers and letters identifying the motor vehicle and designations such as; Faculty/Staff, Resident Student, Commuter Student, Continuing Education and/or Contractor.

**Permits shall be displayed on the driver's side rear side 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 PERMITS MUST BE REMOVED FROM THE VEHICLE.**

**If you have tinted windows, affix the permit 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.**

The following steps must be taken in the event that you bring a vehicle on campus that does not have your assigned permit 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 permit number, as well as the license plate, make, model 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 your vehicle 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 space outside the police station for your convenience to obtain a temporary pass.
- d. A fee of \$15.00 has been added for any permits that will need to be re-ordered with the exception of a stolen or totaled vehicle. A police report of a stolen or totaled vehicle is **REQUIRED** from the local police jurisdiction where the loss occurred to waive the \$15.00 fee. There is a form on page 24 of this document that must be filled with University Police in order to initiate this process.

#### B. Resident Students

Resident students will receive information pertaining to parking through FSU email and/or the Framingham State University Police Department website. Information will also be given out during orientation. The cost of parking will be included in the student billing process. All

applications and forms will be available through a third party on-line vendor who is approved through the university. The permit will be mailed to your home address that you supply.

Permit requests for all resident students, new or returning, will be filled on a first-come, first serve process with returning resident students getting preference up until a cutoff date.

Applicants will need to provide the following information when applying on-line for their permit; first and last name, Banner ID number, home address, home and cell phone numbers, FSU email address, vehicle; make, model, color, year, registration expiration and license plate number.

*Please note:* The Framingham State University Police Department cannot accept any money for parking permits. Failure to fill out the required information in full will result in a delay in the processing of your permit. **Students are strongly urged to affix the permit to the vehicles immediately upon receipt.**

Prior to selling a vehicle with the permit affixed, please remove the permit and bring it to the Framingham State University Police Department along with a filled out Permit Statement Form, which can be found on page 24 of this document. There will be a \$15.00 fee if you need to reorder a permit.

Resident students are billed through the Student Accounts Office when tuition is due.

**Costs of the permits will be:**

**Full Year:       \$500.00**  
**Half Year:       \$250.00**

Please carefully review the dates below for the amount of refund you will receive within the dates given.

**Resident Student Permit Refund**

June 1, 2020 - September 10, 2020	\$500.00 Refund
September 11, 2020 - October 29, 2020	\$250.00 Refund
October 30, 2020 -January 26, 2021	\$250.00 Refund
January 27, 2021 March 30, 2021	\$150.00 Refund
March 31, 2021 - and after	<b>No Refund</b>

**C. Commuter Students**

Commuter students will receive information pertaining to parking options through FSU email and/or the Framingham State University Police Department website. Information will also be given out during orientation. The cost of parking will be included in the student billing process. All applications and forms will be available through a third party on-line vendor who is approved through the university. The permit will be mailed to your home address that you supply.

Applicants will need to provide the following information when applying on-line for their permit; first and last name, Banner ID number, home address, home and cell phone numbers, FSU email address, vehicle; make, model, color, year, registration expiration and license plate number.

*Please note:* The Framingham State University Police Department cannot accept any money for parking permits. Failure to fill out the required information in full will result in a delay in the processing of your permit. **Students are strongly urged to affix the permit to the vehicles immediately upon receipt.**

Prior to selling a vehicle with the permit affixed, please remove the permit and bring it to the Framingham State University Police Department along with a filled out Permit Statement Form, which can be found on page 24 of this document. There will be a \$15.00 fee if you need to reorder a permit.

Commuter students are billed through the Student Accounts Office when tuition is due.

**Costs of the permits will be:**

**Full Year: \$100.00**

If you do not need a permit for the second semester, then you must remove the permit from your vehicle and return it to the Framingham State University Police Department. We will then notify the Student Accounts Office to credit your account for the balance.

Please carefully review the dates below for the amount of refund you will receive within the dates given.

**Commuter Student Permit Refund**

June 1, 2020 - September 10, 2020	\$100.00 Refund
September 11, 2020 - October 29, 2020	\$75.00 Refund
October 30, 2020 -January 26, 2021	\$50.00 Refund
January 27, 2021 March 30, 2021	\$25.00 Refund
March 31, 2021 - and after	<b>No Refund</b>

**Students Changing Resident Status**

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

must provide a confirmation email from the Office of Residence Life showing the change of status.

#### **D. Summer Parking**

From May 25, 2021 until August 31, 2021, students who are taking summer classes and/or living on campus must park their vehicles in the Salem End parking lot, with OVERFLOW parking in the Maynard Road parking lot. Should the Salem End Road parking lot be closed off for any reason students shall park in the Maynard Road parking lot. Permits for students who have a valid permit from the 2020-2021 school year do not need to obtain a pass for the summer. Students taking summer classes who do not have a valid permit for their vehicle already must come the University Police Department to obtain a temporary parking pass for the duration of the classes.

DGCE students must also park in the Salem End parking lot during the summer, but may park in Normal Hill parking lot only after 5:00 pm.

#### **E. Motorcycle Parking**

Motorcycles must be registered and permitted the same way as a motor vehicle.

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

Commuters with a motorcycle must pay the commuter student parking fee (see Article 2, Section D) and may park in either the commuter lots or in the assigned motorcycle spaces in the McCarthy Center Visitor Lot. **Do not park in the hash marked areas.**

The operator of the motorcycle must keep the permit on their person and provide it immediately upon request of any member of the Framingham State University Police Department.

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 3:00 PM Monday – Thursday, and after 3:00 PM Friday – Sunday. Commuter students with motorcycle parking will be required to show the permit 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.

#### **F. Daytime Faculty/Staff**

Faculty/Staff will receive a permit valid for a two year period. Those faculty/staff members who are assigned to the Bement Lot or Normal Hill will need to have their FSU ID cards programmed



to open the access gates for those lots. All applications and forms will be available through a third party on-line vendor who is approved through the university. The permit will be mailed out to your home address that you supply.

Applicants will need to provide the following information when applying on-line for their permit; first and last name, Banner ID number, home address, home and cell phone numbers, FSU email address, vehicle; make, model, color, year, registration expiration and license plate number.

*Please note:* Failure to fill out the required information in full will result in a delay in the processing of your permit. **Faculty/Staff members are strongly urged to affix the permit to the vehicles immediately upon receipt.**

**Please see Article 3, Section A - Faculty/Staff Parking Zone Locations to obtain information on where you can park your vehicle with your assigned permit.**

#### **G. Continuing Education Faculty/Staff**

Faculty/Staff will receive a permit valid for a two year period.

All applications and forms will be available through a third party on-line vendor who is approved through the university. The permit will be mailed to your home address that is supplied by you.

Applicants will need to provide the following information when applying on-line for their permit: first and last name, Banner ID number, home address, home and cell phone numbers, FSU email address, vehicle; make, model, color, year, registration expiration and license plate number.

*Please note:* Failure to fill out the required information in full will result in a delay in the processing of your permit. **Faculty/Staff members are strongly urged to affix the permit to the vehicles immediately upon receipt.**

**Please see Article 3 - Section B to obtain information on where you can park your vehicle with your assigned permit.**

#### **H. Graduate and Continuing Education Students - Evening Division**

Graduate and Continuing Education students will receive information pertaining to parking options through an email and/or the Framingham State University Police Department website. Information will also be given out during orientation. All applications and forms will be available through a third party on-line vendor who is approved through the university. The permit will be mailed to your home address that is supplied by you.

Applicants will need to provide the following information when applying on-line for their permit: first and last name, Banner ID number, home address, home and cell phone numbers, FSU email address, vehicle; make, model, color, year, registration expiration and license plate number.

Prior to selling a vehicle with the permit affixed, please remove the permit and bring it to the Framingham State University Police Department. Upon returning your permit from your old vehicle, you will be issued a replacement permit at no cost.

**Please see Article 4, Section C - to obtain information on where you can park your vehicle with your assigned permit.**

To apply for your parking permit please go to: <https://www.buymypermit.com/framingham/>

You will need the following:

- **Student/Faculty/Staff ID Number (aka Banner Number)**
- **Vehicle Make**
- **Vehicle Model**
- **Vehicle Type**
- **Registration (plate number and state)**
- **Registration Expiration Date**

#### **I. Overnight Guests and Temporary Parking**

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, given an expiration date and a designated area in which they may park their vehicles. It is the student/visitor's responsibility to make sure their dash passes are properly placed and visible to read. Tampering with dash passes are subject to ticketing.

Faculty and staff are required to obtain an electronic dashboard parking pass (which can be sent as an email attachment to the visitor) ahead of time for guest lectures, visiting faculty, etc. Please see the department's website for a 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 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 PM (Monday -Thursday) and 3:00 PM on Fridays due to the high demand for Commuter and Continuing Education parking spaces.

**A student must accompany their 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 AM each day unless otherwise noted.**

**J. Weekend Resident and Guests Parking**

Please note that the administration of the university has agreed to allow **resident students that have a current resident permit** and guest to park in the **Salem End Lot, Maynard Lot, and Maple Commuter** on the **weekends only** starting at 3:00pm Friday until 11:00pm Sunday. If Salem End Lot, Maynard Lot, or Maple Commuter Lot parking becomes full residents shall park in their assigned parking lots, no other parking lots will be authorized. Salem End Lot, Maynard Lot, and Maple Commuter Lot weekend parking will be as follows:

- 1) Please understand that weekend resident and guest parking in the Salem End Lot, Maynard Lot, and Maple Commuter Lot is a privilege. 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’s administration.
  - a) Rules for the **Salem End Lot, Maynard Lot, and Maple Commuter Lot** weekend parking:
    - i. All litter is to be disposed of properly
    - ii. People utilizing this lot are to avoid excessive noise
    - iii. People abide by the time frames set forth by the Framingham State University Police Department and the university’s administration
- 2) Protocol for parking in the Salem End Lot, Maynard Lot, and Maple Commuter 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 3:00 PM on Fridays and throughout the weekend. Parking passes will expire at 11:00 PM on Sunday, unless otherwise noted.
  - b) Resident students with a **current resident permit** do not need to obtain a dashboard pass; however, resident students must adhere to the same policies as 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 the Salem End Lot by 11:00 PM on Sunday will subject the vehicle to being ticketed and/or towed at the owner’s expense.
  - e) Resident Students who do not have a current permit are **NOT ALLOWED** to sign in a vehicle as a guest in order to park on campus during the weekend.

**K. Holiday Weekend Parking**

Holiday weekend parking begins on Friday at 3:00 PM until Monday at 11:00 PM **IF** the holiday falls on a Monday. All residents and guest shall park in the **Salem End Lot, Maynard, or Maple Commuter** Parking Lot. If these parking lots become full residents shall park in their assigned parking lots, no other parking lots will be authorized.

**Holidays** recognized during the 2020-2021 school year:

September 7, 2020	Labor Day	Monday
September 14, 2020	Marathon Monday	Monday
October 12, 2020	Indigenous Peoples Day	Monday

November 11, 2020	Veterans' Day	Wednesday
November 26, 2020	Thanksgiving Day	Thursday
December 25, 2020	Christmas Day	Friday
January 1, 2021	New Year's Day	Friday
January 18, 2021	Martin Luther King Day	Monday
February 15, 2021	President's Day	Monday
April 19, 2021	Patriots' day	Monday
May 31, 2021	Memorial Day	Monday
July 4, 2021	Independence Day	Saturday

**L. Emergency Week Parking Pass**

Each student without a vehicle on campus may request an emergency week pass. To obtain the parking pass the student must go the Framingham State University Police Department with their FSU ID card and vehicle registration. The parking pass is issued for one week (seven days) the student will be assigned to one of the resident parking lots. This pass can only be used for seven consecutive days. You cannot breakup the days and spread them over time. Resident students are allowed one emergency week pass per semester. The emergency week pass cannot be transferred between vehicles or students.

**ARTICLE 3**

**Parking Locations - Faculty/Staff**

**A. Daytime Faculty and Staff Parking Zones and Locations**

Listed below are the parking zone locations (listed by permit type) for faculty and staff. It should be noted that parking locations are designated by seniority.

PERMIT	LOT
A-Zone	A-Zone
Bement	Bement
O'Connor	O'Connor
Normal Hill	Normal Hill
Contractor - Athletic Field Lot #2	Athletic Field Lot #2
Power Plant	Rear of Power Plant
860 Worcester Road	860 Worcester Road

If there are no spaces available in your assigned faculty/staff lot, proceed to move accordingly to the following formula listed by permit, based on seniority:

- A-Zone Lot → Bement Lot → O'Connor Lot → Normal Hill Lot → McCarthy Lot**
- Bement Lot → O'Connor Lot → Normal Hill Lot → McCarthy Lot**
- O'Connor Lot → Normal Hill Lot → McCarthy Lot**
- Normal Hill Lot → McCarthy Lot**

If the above parking lots are full then proceed to the Adams Road Lot, Linsley Hall Lot, and McCarthy Center Visitor Lot 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 Lots**

The Adams Road Lot, Linsley Hall Lot, McCarthy Center Visitors Lot, and the student commuter lots (Maynard, Salem End and Maple) will be utilized as faculty/staff overflow parking lot. A faculty/staff member may park here **only when there are no other faculty/staff parking spaces available**. Violators will be ticketed.

#### **B. Continuing Education Faculty/Staff Parking**

Continuing Education Faculty/Staff are allowed to park in Linsley **after** 4:30 PM in the following areas: Adams Road Lot, Bement Lot, Normal Hill Lot and the O'Connor rear Lot. Please note that if a continuing education faculty/staff member is on campus prior to 4:30 PM they are restricted to the Commuter Lots: Maynard, Salem End, Maple, Athletic Lot #1 and #2. Violators will be ticketed.

#### **C. Evening Contractor Parking**

Contract employees are allowed to park in Linsley **after** 4:30 PM in the following areas: Adams Road Lot, Bement Lot, Normal Hill Lot and the O'Connor rear Lot. Please note that if a contract employee is on campus prior to 4:30 PM they are restricted to their assigned lot in Athletic Field Lot #2. 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 permit will be yellow and state "Resident Parking."

#### **Franklin Street Lot - Resident Students Only**

The entrance to this lot is located at 494 Franklin Street at the intersection of Mt. Wayte Avenue. This lot is located one-half mile from the university. This lot is serviced by the university's shuttle service.

#### **Union Avenue Lot - Resident Students Only**

This lot is located at 550 Union Avenue (between the public roadways of River Street and Wood Terrace). The Union Avenue Lot is located one-half mile from campus. This lot is serviced by the university's shuttle service.

**All vehicles parked in resident parking lots are required to display authorized permits (please refer to Article 2 –Section A).** Any vehicle that is parked in a resident parking lot without a permit will be subject to being ticketed and/or towed at the owner's expense. Any vehicle belonging to a resident student that is parked in a Faculty/Staff designated or commuter lot area is subject to being ticketed and/or

towed at the owner's expense. **If you are a resident student and you do not have a permit 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 Commuter Students Parking Lot Locations**

### **Maynard Lot - Upper Classmen Only (No Freshman Parking)**

This lot is located on Maynard Road across from Adams Road. There is no overnight parking in this lot.

### **Salem End Road Lot - Upper Classmen Only (No Freshman Parking)**

This lot is located on Salem End Road at the intersection of Maynard Road. There is no overnight parking allowed in this lot during the week. Please note: You must adhere to the times listed below to avoid having your vehicle ticketed and/or towed.

**Monday - Thursday:** NO overnight parking. (You must obtain a parking pass if you will be parked in this lot after 2:00 AM).

**Friday - Sunday:** 3:00 PM on Friday until Sunday at 11:00 PM.

### **Maple Commuter Lot – Freshman**

This lot is located on Maple Street at the intersection of State Street. This lot is designated for freshman commuter students. All commuter students may use this lot if the Maynard and Salem End Lots are full.

### **Athletic Lot #1 - Commuter Student Overflow**

This lot is located to the left as you enter the roadway (Maple Lane Extension) leading to the Maple Street Athletic Fields.

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 7:00 AM unless otherwise noted. If your vehicle will remain in the lot after 2:00 AM a parking pass is necessary.

## **C. Designated Parking Lots for Division of Graduate and Continuing Education 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 PM** 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 with marked signs. DO NOT park in these spaces)
- Normal Hill Lot
- Commuter Parking Lots (Salem End, Maynard, and Maple)
- Do not park in the McCarthy Center Lot or the Church Lot, the McCarthy Lot is a visitor lot and the Church Lot is for Carpool only.

Any DGCE students whose classes occur prior to 5:00 PM must follow the daytime students parking rules for commuters. Vehicles not parked in compliance will be subject to being ticketed and/or towed at the owner's expense.

#### **ARTICLE 5A**

##### **Student Medical Permit Policy**

Massachusetts General Law Chapter 90, Section 2 allows for individuals to apply to the Registry of Motor Vehicles for a handicapped placard or handicapped registration 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 Framingham State University's Health Services which is located in Foster Hall for a temporary medical parking pass. Decisions regarding medical parking passes **DO NOT ALLOW** you to utilize the handicapped spaces on campus. The designated area for the temporary medical parking passes is located in the Maple Commuter Parking Lot for commuters and the Franklin Street Lot for resident students. There is a shuttle stop across from these spaces. The shuttle bus provides transportation to upper campus (the stop is located on South University Avenue near 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 Framingham State University's 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 and extension.
- 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.

Students who require a medical parking pass **MUST** also have a resident or commuter parking permit affixed to their vehicle. You must apply for these parking permits as instructed in this handbook.

#### **ARTICLE 5B**

##### **Faculty/Staff Medical Parking Policy**

Employees who require medical parking accommodations must submit a request for a medical parking pass in writing to the Director of Equal Opportunity, Title IX and ADA Compliance, Dwight Hall, Room 207C.

##### **Vendor Medical Parking**

Employees of vendors (Sodexo, Follett, etc.) to the university who require medical parking accommodations must contact their Human Resources department to arrange for medical accommodations. These Human Resources departments need to contact the FSUPD to obtain the medical parking permit on the employee's behalf.

**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 Commonwealth of Massachusetts or other States) are not permitted to park in these spaces at any time and will be ticketed and/or towed at the owner’s expense.

All students, faculty and staff members are still required to obtain a parking permit for their assigned areas or student type (commuter, resident). The current handicapped spaces are located in the following areas:

Athletic Lot #2	ITS/Rear of Library	Towers Hall - Side
A-Zone Lot	Larned Hall - Side	Union Avenue Lot
Bement Lot	Linsley Hall - Rear	Upper Normal Hill
Church Lot	McCarthy Center Lot	Welcome Center Lot
Crocker Hall - Front	O’Connor Hall - Rear	860 Worcester Road Lot
Hemenway Hall - Front	Salem End Road Lot	

\*Please note that these areas are subject to change at any time.  
For more information on applying for and obtaining a handicapped placard please visit the Registry of Motor Vehicles website: [www.mass.gov/rmv](http://www.mass.gov/rmv)

**ARTICLE 6  
Area Directors, Resident Assistants Parking**

**A. Area Directors Parking**

Resident Directors must obtain parking permits 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 Parking**

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

**ARTICLE 7  
Towing and Parking Fines**

Any violation of the Framingham State University Parking Rules & Regulations may result in ticketing and/or 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 owner.



If a tow truck is in route or at that 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.

If the tow truck or any of its equipment comes in contact with the vehicle being towed, then the full amount of the tow is applicable including a drop fee.

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's facility.

## **ARTICLE 8**

### **Parking Ticket Payments & Appeals**

#### **A. Payment Instructions:**

**Pay Online:** [www.parkingticketpayment.com/framinghamstate](http://www.parkingticketpayment.com/framinghamstate)

**Pay by Phone:** 1-855-707-9740

**Pay by Mail:** Framingham State University Processing Center  
PO BOX 2085  
Tarrytown, NY 10591-9085

#### **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 in Person:**

Payments can be made in person at the Office of the Parking Clerk which is located across from the Pierce Hall mailroom. Their hours are **Monday - Friday 8:00 AM - 4:00 PM**. No cards or cash are accepted. Payments must be made by certified check or money order made payable to Framingham State University. **Important:** if the tickets have been reported to the Registry of Motor Vehicles payment must be made in full before the Registry of Motor Vehicles will release the hold. Release forms are available through the Office of the Parking Clerk.

#### **What happens if I do not pay my parking ticket(s)?**

The Framingham State University and City of Framingham tickets that are issued by our police department are both very real. Failure to pay ticket fees and fines 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 of Motor Vehicles will not allow a person to renew their license and/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 issuance date. Submit your reason for the appeal along with supporting documentation. All decisions of the Hearing Officer are final.

**Appeal Online:** [www.parkingticketpayment.com/framinghamstate](http://www.parkingticketpayment.com/framinghamstate)  
**Appeal in Person:** Complete the required form available in the Office of the Parking Clerk.  
**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 City of Framingham ticket you must contact the Framingham Parking Clerk located at:

City of Framingham  
Memorial Building  
150 Concord Street  
Framingham, MA 01702  
508-532-5430

**Please note that these tickets cannot be paid at the Framingham State University Police Department.**

## **ARTICLE 9**

### **Your Responsibility**

It is the responsibility of each member of the university's 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 Office of the Parking Clerk.**

The function of the Framingham State University Police Department is to provide service and protection to 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 properly 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/or towed at the owner's expense.

## **ARTICLE 10**

### **Snow Emergency**

**A. Snow Emergency**

When the university declares a “snow emergency”, students, faculty and staff will be notified what lots they should relocate to so the snow can be cleared from the lots. An announcement will be made via various mediums including FSU Alert, emails and social media.

When an announcement of a “snow emergency” is made to the university 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. Vehicles that are not moved are subject to being ticketed and towed.

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. Also, the shuttle bus will not run if road conditions become hazardous.

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

**There is no overnight parking permitted during a snow emergency for guests or non-resident students.**

**B. Area Director’s Relocation During a Snow Emergency**

Please note that Area Directors may be instructed to move their vehicle 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 Area 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 car 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/interface.
12. In any area designated as reserved for emergency vehicles.
13. Within posted or marked FIRE LANES.
14. Within posted NO PARKING zones.
15. Not in a marked space
16. In any parking area or space other than one authorized by a valid parking permit or permit affixed to the vehicle.
17. In a manner that obstructs or impedes entry or exit to trash receptacles, sidewalks, walkaways or parking areas.
18. 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.
19. In any handicapped zone set aside for handicapped plates and placards ONLY.
20. In any area set aside for medical permit parking ONLY.
21. 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/or towed.
22. No unauthorized student parking should occur in driveways or lots of houses or businesses in the neighborhood areas surrounding the campus.
23. Parking utilizing a parking permit 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.
24. Falsely representing oneself as a guest in order to sign a vehicle in.
25. Improper display of a permit (must be on the driver's side rear window) or temporary parking pass (driver's side dashboard - entire pass must be fully visible to the police officer).
26. Hash-marked areas.
27. There is no university parking on city roadways in residential neighborhoods that intersect with 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/or towed.

**ARTICLE 14  
Shuttle Bus**

For update information please visit: <https://www.framingham.edu/about-fsu/transportation/index>

**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 an emergency or you need information, you may use the call boxes.

The access phones are equipped with a keypad should you need to contact an on-campus extension. The phones located in the parking lots are equipped with two buttons.

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 permit application process and you will be assigned to a specific lot. In addition, you will be given a “dashboard 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 dashboard pass on the driver’s side dashboard. The entire dash pass must be visible and not blocked. To apply for this pass, please apply on line at:

<https://www.framingham.edu/student-life/university-police/parking/carpool-registration/index.php>

**Carpool passes are good for one semester and you must reapply each semester. There are a limited number of passes issued per semester. Passes are issued on a first come, first served basis. Resident students are not eligible to participate in this program.**

## **ARTICLE 17**

### **Out of State Student Vehicle Registration**

Pursuant to the provisions of Massachusetts General Law Chapter 90, section 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 1<sup>st</sup> of any year and ending on August 31<sup>st</sup> 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 filed with the police department in the city or town where the school is located. The police department must provide a copy to the school, local assessor and the Registry of Motor Vehicles.

Please visit our department website at: <https://www.framingham.edu/student-life/university-police/> for more information on how to complete the necessary paperwork.

### **QUICK REFERENCE GUIDE FOR ALL LOTS**

#### **Adams Road Lot**

Faculty/Staff Overflow **ONLY**  
DGCE Faculty Staff **After** 4:30 PM

#### **A-Zone Lot**

Assigned Faculty/Staff **ONLY**

#### **Athletic Field Lot #1**

Commuter Student Overflow **ONLY**  
Overnight Guest Parking with pass

#### **Athletic Field Lot #2**

Commuter Students (Day/Evening)  
DGCE Students  
DGCE Faculty/Staff  
Faculty/Staff Overflow  
Validated Resident Student Internships/Student Teaching  
All Contractors Employed by the University  
Visitors with Valid Visitor Passes

#### **Athletic Field Lot #3**

Assigned

#### **Bement Lot**

Assigned Faculty/Staff  
DGCE Faculty Staff **after** 4:30 PM

**Church Street Lot**

Carpool Program Parking (see page #19)

**Franklin Street Lot**

Assigned Resident Student **ONLY**

**Jonathan Maynard Building/Danforth (14 Vernon Street)**

Valid FSU parking Permits (NO Overnight parking)

**Linsley Hall Lot**

Faculty/Staff Overflow

**Maynard Road Lot**

Commuter Students - **NO** Freshman Parking (Upper Classmen **ONLY**)

DGCE Students

DGCE Faculty/Staff

Faculty/Staff Overflow

Visitors with valid visitor passes

**Maple Commuter Lot**

Freshman Commuter Students

Commuter Students - (Day/Evening)

DGCE Students

DGCE Faculty/Staff

Faculty/Staff Overflow

Visitors with valid visitor passes

**McCarthy Center Lot**

Visitors

Assigned Food Service (Only in assigned food svc spaces, overflow athletic field #2)

CZ Permit Holders

Faculty/Staff Overflow (Only after all other overflow lot options are exhausted)

**Mayhew Street Lot**

Faculty/Staff overflow lot

**O'Connor Hall Lot**

Assigned Faculty/Staff

DGCE Faculty/Staff (Evening Division **after** 4:30 pm)

DGCE students **after** 5:00 PM

**Normal Hill**

Assigned Faculty/Staff

DGCE students **after** 5:00 PM

DGCE faculty/staff **after** 4:30 PM

Contractors **after** 4:30 PM

**Power Plant Lot**

Assigned Faculty/Staff

**Salem End Lot**

Commuter Students - **NO** Freshman Parking (Upper classmen only)

DGCE Students

DGCE Faculty/Staff

Faculty/Staff Overflow

Visitors with valid visitor passes

**Union Avenue Lot**

Assigned Resident Students ONLY

Assigned Faculty/Staff

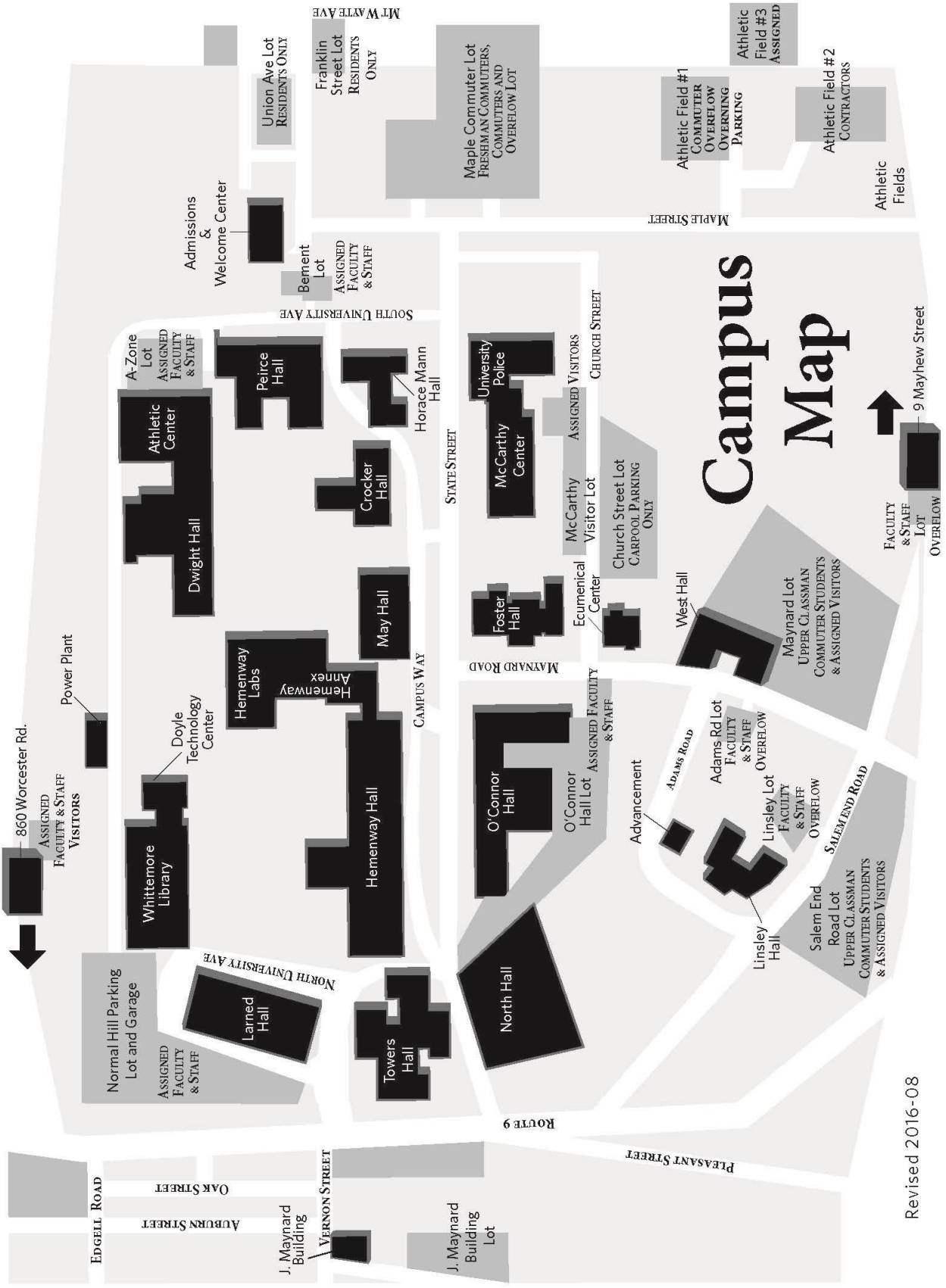
**860 Worcester Road**

Assigned Tenants

Assigned Faculty/Staff

Visitors with valid visitor passes





Revised 2016-08



**PARKING PERMIT STATEMENT**  
**FRAMINGHAM STATE UNIVERSITY POLICE DEPARTMENT**  
**100 STATE STREET**  
**FRAMINGHAM, MASS 01701**  
**508-626-4911**  
**PLEASE PRINT LEGIBLY**

This statement form is acknowledgement that should a permit issued to you and marked in the system appear on campus, you will be responsible for it to include all costs and you could be subject to student conduct charges and/or loss of parking privileges, etc. If you are requesting a new permit due to a new vehicle, new license plates, wrong information, lost permit, etc. you will be charged a \$15 replacement fee. If you are requesting a new permit for a stolen or totaled vehicle a police report is required for the fee to be waived.

NAME: \_\_\_\_\_ FSU ID# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

FSU EMAIL ADDRESS: \_\_\_\_\_

STATEMENT: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

LOST PERMIT \_\_\_ NEW VEHICLE/LICENSE PLATES \_\_\_ PERMIT NOT RECEIVED \_\_\_ RETURNING \_\_\_ WILL

YOU BE REORDERING A PERMIT? YES NO (PLEASE CIRCLE ONE)

By signing below, I certify all information is true and correct to the best of my knowledge.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

FOR OFFICE USE ONLY: DATE/TIME PERMIT MARKED IN SYSTEM: \_\_\_\_\_

BY WHOM: \_\_\_\_\_

OLD PERMIT #: \_\_\_\_\_ TIME

STAMP:



**Framingham**  
State University

Rev. 4/08/2020