



**PARKING RULES  
& REGULATIONS  
2024 – 2025**

**MORAVIAN  
UNIVERSITY**

# MORAVIAN UNIVERSITY CAMPUS PARKING RULES AND REGULATIONS

2024-2025

## Introduction

Like most college campuses located in urban areas, parking on and around Moravian University is very limited. The purpose of these parking rules and regulations is to ensure all campus constituents have a clear understanding of where parking is allowed and where it is prohibited. Our goal is **not** to issue parking tickets, but instead, to make parking accessible to as many of our campus constituents, in an as equitable manner as possible, given our limited resources.

The following regulations apply to the Moravian University campus and to all members of the University community. **For purposes of enforcement, the Moravian University campus is defined as all property owned by Moravian University and all roadways and lots within a half-mile of campus.**

*(The half-mile boundaries are as follows: from campus north to Dewberry Avenue; from campus east to Linden Street; from campus west to Eighth Avenue and Schoenersville Road; south to Third Street. The defined area includes the streets between the Main Street Campus (North), and the Hurd Campus (South). [\[Click here to view half-mile radius map\]](#)*

The regulations have been established and are enforced to provide employees, students, and visitors with a safe campus environment and reasonable access to campus facilities. Moravian University reserves the right to revoke or deny parking privileges to individuals who fail to comply with these stated regulations.

Moravian University has a significant impact on the neighbors who live and work around the campus and, to mitigate that impact has promised to control the parking practices of those who participate in its community activities. The regulation of parking by Campus Police is not a “police” function in the traditional sense of the word. Rather, it is enforced by Campus Police to ensure fulfillment of contractual obligations, which Moravian Faculty, Staff, and Students have, as members of the Moravian community. It does that by advising campus constituents about where parking is allowed, where it is prohibited, and how parking violations are handled. Registration, vehicle hang tags, and parking permits enable the Campus Police to enforce these regulations, protect available space, and identify owners of vehicles without having to contact local or state authorities.

If parking restrictions are breached, the violations are enforced with the issuance of noncriminal notices of parking violations, with which members of the University community are obligated to comply. They are enforced as any other contractual obligation would be. That is, fines may be levied, and if they remain unpaid, the University has the authority to withhold rights and privileges otherwise afforded to that member of the University community.

**Effective July 1, 2024**, the regulations contained herein supersede and replace all previous regulations to parking on Moravian University property and the surrounding Bethlehem community. Any subsequent changes in rules and regulations will be announced through University announcements. Questions related to parking and motor vehicle operation on campus can be directed to the Moravian University Police Department at (610)-861-1421, or feel free to visit our headquarters located at 119 W. Greenwich Street. Bethlehem PA, 18018.

## CONTENTS

- I. Operator and University Responsibilities
- II. Registration Requirements
  - A. Conditions
  - B. Proper Display of Parking Hang Tags
  - C. Employee Registration
  - D. Student Registration
- III. First-Year Student Vehicle Policy
- IV. Parking Permits and Areas
  - A. General
  - B. Areas
    - 1. Commuter Student Parking
    - 2. Resident Student Parking
    - 3. Faculty and Staff Parking
    - 4. Handicapped Parking
    - 5. Visitor Parking
    - 6. Admissions Visitor Parking
    - 7. Loading Zones
    - 8. Fire Lanes
    - 9. Electric Vehicle Charging/Parking
- V. Lot Designations and Maps
- VI. Hours of Regulation
- VII. Fines
  - A. General
  - B. Payment of Fines
  - C. Towing
- VIII. Operation of Motor Vehicles on Campus
- IX. Vehicle Safety
- X. Emergencies and Special Situations
  - A. General
  - B. Snow Emergency and Removal Regulations

## **I. Operator and University Responsibilities**

- A. All vehicles operated by a member of the Moravian University community, parked on or within a half-mile of Moravian University property, must be registered and obtain a [parking permit](#) from Campus Police. This includes Faculty, Staff, Students, and Visitors. Any unregistered vehicles, without a parking permit, parked in these designated areas, shall constitute a violation of University policy.
- B. It is the responsibility of all individuals who operate or maintain vehicles on the campus to be aware of these regulations and to abide by them. Operating a vehicle on Moravian University property will be seen as an agreement to abide by these regulations.
- C. All drivers and parking permit holders assume responsibility when parking their vehicles on University-owned properties and surrounding streets. Moravian University is not liable for matters involving snow, flooding, fire, or natural disasters.
- D. Moravian University attempts to enforce these regulations consistently and fairly. However, the fact that a particular infraction goes undetected does not excuse other infractions. Undetected infractions should be reported to the Moravian University Police Department.
- E. Inclement weather conditions do not alter any of the provisions of these regulations.
- F. Moravian University is responsible for establishing and maintaining the signs and markings necessary to enforce these regulations.
- G. These regulations, as well as all applicable local and state laws, including but not limited to those dealing with stop signs and speed limits, will be enforced through the Moravian University Police Department.

## **II. Registration Requirements**

- A. Conditions
  - 1. A valid driver's license, vehicle registration card, vehicle insurance card, and Moravian University ID card are required when registering a vehicle.
  - 2. The vehicle being registered must be owned, leased, or operated by the applicant, or the applicant's spouse, partner, or family member.
  - 3. Applicants with any outstanding charges to the University will be denied registration.
  - 4. First Year Resident Students are not permitted to have vehicles on campus. See First Year Student Vehicle Policy below (item III).
- B. Proper Display of Parking Hang Tags and Parking Permits
  - 1. Parking hang tags and parking permits are issued to specific vehicles and are not transferable to any other person or vehicle.

2. Seminary, commuter students, faculty, and staff must hang their hang tag on their rearview mirror.
3. Resident student parking permits are issued through an application process. Premium Resident and Guaranteed Resident permits must be affixed to the interior left bottom corner of the rear windshield. ([Click to view](#)).
4. Registration is not complete or valid until the hang tag or permit is placed on the vehicle.
5. Expired Moravian University parking permits are no longer valid and should be removed.
6. The registrant of any vehicle is responsible for the hang tag or permit issued to their vehicle. If the vehicle is sold or in any way changes ownership, the hang tag or permit must be removed or the original registrant will be held accountable for any tickets received on the vehicle.
7. All hang tags and permits are non-transferable. They remain the property of Moravian University and may be rescinded at any time.
8. All motorcycles, mopeds, and motor scooters must also be registered with the University Campus Police Department.
9. All temporary or visitor permits must be clearly displayed on the dashboard or the rearview mirror of the assigned vehicle.

C. Employee Registration

1. Employees are entitled to parking permits for the appropriate lots on campus. Employee hang tags will be issued by the Campus Police Department subject to employment status. Each hang tag will be updated annually, at the beginning of each academic year. Employees have an obligation to remove the hang tag when the car is traded or sold or when the owner is no longer an employee of the University. Hang tags are the property of Moravian University and must be turned in upon termination of employment.

D. Student Registration

1. All resident, commuting, seminary, graduate, and continuing education students who are permitted to own or operate a motor vehicle on campus must register their vehicles with the Campus Police Department and clearly display the permit or hang tag assigned to the vehicle. Registration is valid for a full academic year or for whatever portion of the year the student is officially enrolled. All questions regarding registration should be directed to the Campus Police Department at 610-861-1421.
2. Any vehicle parked on campus or within a half-mile of campus without a hang tag or parking permit will be ticketed and the owner fined.

3. Students approved to live off campus, within the half-mile radius, may not register their vehicle if the residence **is** located in a Resident Permit Zone. Per the Bethlehem Parking Authority, each structure located in a Resident Permit Zone is allowed a maximum of two student permits. More information is available through the Bethlehem Parking Authority at 610-865-7123 or via their website: [Bethlehem Parking Authority — Parking Lots, Permits\(bethpark.org\)](http://BethlehemParkingAuthority—ParkingLots,Permits(bethpark.org))
4. Students approved to live off campus, within the half-mile radius, at a residence **not** located in a Resident Permit Zone, are allowed to park their vehicle within one block from the address.
5. Students residing off-campus, beyond the half-mile radius, are authorized to purchase a commuter pass to park on campus, by producing proof of a signed lease to Campus Police. A commuter pass does not authorize the permit holder to park their vehicle overnight in a campus lot or surrounding street within a half-mile of campus except for designated lots.
6. Students shall be responsible for compliance with all Moravian University traffic regulations and state regulations as per the PA Vehicle Code.
7. Any change of vehicle or vehicle registration must be reported to the Campus Police Department.
8. The annual cost of registration and hang tag for commuter, seminary, graduate, and continuing education students is \$100.
9. There is now also a Premium Commuter Parking area on and around W. Greenwich Street, available to commuting students for \$150.
10. Resident students may submit a seniority-based parking selection application to purchase a parking permit for the following designated parking lots:
  - i. **Main Street Campus (North) Resident Parking**
    - North Premium Parking: Lot I & W. Laurel Street \$400
    - North Guaranteed Parking: Lots B, C, D, G, P & T \$250
    - Steel Field Guaranteed Parking: Lot Q \$75
  - ii. **Hurd Campus (South) Resident Parking**
    - South Premium Parking: Lot Z \$400
    - South Guaranteed Parking: Lot U (4p-7a) & Lehigh St. (24/7) \$250
      - \$100 paid directly to the BPA and \$150 paid to Moravian
    - Lehigh Street Parking Lot \$100

**Note:** The issuance of any of the aforementioned parking permits is only for the designated lot(s) or designated Premium Street Parking and does not allow street parking on all roadways and lots within a half-mile radius of either the Main Street Campus or the Hurd Campus. Commuter permits do not allow overnight street parking within the ½ mile radius of campus except for designated lots.

11. At the conclusion of the Fall Semester, any student who no longer requires a parking permit for the Spring Semester can return the permit to Campus Police Headquarters no later than the last day of final exams. You will be entitled to receive a refund equal to half of the initial cost.

### **III. First-Year Student Vehicle Policy**

- A. First-year Resident Students are not permitted to have vehicles on campus or parked on roadways and lots within a half-mile of campus. However, Moravian University understands certain circumstances may require students to have a vehicle in the area, such as being registered for a class that requires them to have a car to get to their assignment: for example, student teaching experience, field experience, ROTC, nursing, etc. Documented proof of registration for the class is required and/or confirmation from the faculty advisor. Exceptions will also be granted for medical reasons with documentation supported by the treating physician. All medical documentation must be first submitted to the Director of Academic & Accessibility Support, who will notify Campus Police upon receipt.
- B. First-Year Resident Students may purchase parking passes for the Lehigh Street lot, near our Hurd Campus (South), available via the Bethlehem Parking Authority (BPA) for \$100 annually. Please visit <https://www.tocite.net/bethpark/portal>, click on “View Permits,” and type in “Lehigh St”.
- C. Additionally, First-Year Resident Students can contact the City of Bethlehem Parking Authority to purchase parking passes at the North Street Parking Garage, a covered parking deck at North and Main Streets, between the Main Street Campus and the Hurd Campus. The Moravian University shuttle stops at the parking garage on its regular run between campuses. A University ID must be shown to get on the bus.
- D. The Bethlehem Parking Authority is located at 85 W. North Street., Bethlehem, PA 18018, and can be reached at 610-865-7123 or via their website: [Bethlehem Parking Authority — Parking Lots, Permits\(bethpark.org\)](https://www.bethpark.org). City-issued parking passes do not allow the purchaser to park on campus property or on streets within a half-mile of campus.
- E. Violations of the First Year Student Vehicle Policy will result in sanctions imposed by the Campus Police Department including violations, fines, and/or suspension of parking privileges during the present and/or future term(s), towing, and administrative action by Student Life.

Both the Lehigh Street Lot and North Street Parking Garage are private agreements entered into between the purchaser and the Bethlehem Parking Authority. Moravian University has no responsibility to provide parking during temporary closures of these parking facilities.

### **IV. Parking Permits and Areas**

- A. General
  1. Resident parking permits are for the designated lot(s) or designated premium street parking on campus; however, they do not permit street parking on roadways and lots within a half-mile radius of campus.

2. Any street spaces designated by white lines are restricted for use by Faculty, Staff, and Commuter permit holders only.
3. Parking behind Widow's House, on the backside of the HILL, is strictly for tenants only, and no other campus constituents are permitted to park in that lot. This will be strictly enforced.
4. Visitor spaces are intended for short-term parking (less than one hour) and do not require a visitor's pass. Visitors looking to park for longer periods (more than one hour) can obtain a visitor's pass at the Campus Police Department. Moravian University students, faculty, and staff members are not permitted to park in visitor spaces. The only exception is students visiting the Health Center during hours of operation.
5. Handicapped permits allowing the use of handicapped parking spaces (on the Moravian University campus only) are available through the Campus Police Department and are reserved for any qualifying individual with a vehicle currently registered by the University. These permits do not allow overnight parking in handicapped parking spaces. These permits are not valid for handicapped parking off campus.

B. Areas

1. Commuter Student Parking is authorized at the below-listed locations:
  - Main Street Campus (North)
    - Lot X is the primary commuter lot for undergrad students, during the day.
    - Lot W is the primary commuter lot for graduate students, during the day; however, Faculty/Staff from the FMRC also park in that lot.
    - The area on W. Greenwich Street and the roads running perpendicular between W. Greenwich Street and W. Elizabeth Avenue, specifically Monocacy Street, and Iron Street, are now designated as a [Premium Commuter Parking Area](#)
    - Crossing W. Elizabeth Avenue at Iron and Fork Street is strictly prohibited and violations may result in tickets (Pedestrians Crossing at Other Than Crosswalks - 3543(c))
    - The crosswalk adjacent to the intersection at Monocacy Street is the safest location to cross W. Elizabeth Avenue.
    - Lots A, F, H, J, M, N, O, R & S, are reserved for faculty and staff during the day; however, commuting students can park in these lots after 4 pm, but must exit by 7 am every day. This is strictly enforced.
  - Hurd Campus (South)
    - Lot U and the Lehigh Street Lot are available for commuting students taking courses on Hurd Campus (South).
2. Resident Student Parking is authorized at the below-listed locations:
  - Main Street Campus (North)



- o Lots B, C, D, G, & T, which are all north of West Elizabeth Avenue, are reserved for North Guaranteed Parking, as is ½ of Lot P
- o Lot Q is also considered Guaranteed Parking in the area of Steel Field
- o Lot I & the spots on W. Laurel Street identified by red paint are reserved for North Premium Parking
- o Lot X Weekend Parking: resident students may park in Lot X beginning at 4:00 p.m. on Friday until 7:00 a.m. on Monday, at which time the lot will return to a lot strictly for commuter students.

Anyone deciding to park in Lot X must be aware of the potential for flooding in that lot, as the Monocacy Creek runs through our campus, between Lot X and the Sports Medicine & Rehabilitation Center (SMRC), and on occasion, the water level of the Monocacy Creek rises high enough to cause flooding in Lot X.

Anyone utilizing Lot X for overnight parking is required to complete the Google Form at the following link: [Lot X Parking on Weekends Acknowledgement-Waiver Form. Any resident student who parks in this lot without completing this waiver will be ticketed.](#)

By completing this form, you are acknowledging, in writing, your understanding of the flooding hazards associated with parking in Lot X, and absolving Moravian University of any liability associated with damage to your vehicle in the event of a flood in Lot X.

As you complete this, you must also log onto the United States Geological Survey (USGS) website, at the links provided below, to both monitor and set up water level alerts at the Monocacy Creek. As a point of reference, Monocacy Creek has flooded into Lot X in the past at a level of approximately 4 feet 3 inches.

[Monitoring Monocacy Creek at Bethlehem, PA - 01452500](#)

[Water Alert Monocacy Creek at Bethlehem, PA - 01452500](#)

- Hurd Campus (South)
  - o Lot Z is considered South Premium Parking for Resident Students on Hurd Campus (South).
  - o Lot U is available for Resident Students on Hurd Campus (South), **strictly from 4p-7a.**
  - o The Lehigh Street Lot is also available for Resident Students on Hurd Campus (South).

3. Faculty and Staff Parking is authorized at the below-listed locations:

- Main Street Campus (North)
  - o Lots A, F, H, J, M, N, O, R & S, are reserved for faculty and staff during the day; however, commuting students can park in these lots after 4 pm, but must exit by 7 am every day. This is strictly enforced.
  - o Lot W is utilized by Faculty/Staff from the FMRC and commuting graduate students.
- Hurd Campus (South)

- o Lot U is available for faculty and staff parking on South Campus during the day.
4. Handicapped Parking is available at the below-listed locations:
- Main Street Campus (North)
    - o The rear of Comenius Hall off W. Elizabeth Avenue
    - o Main Street & Elizabeth Avenue (Lot A)
    - o Monocacy Street & Elizabeth Avenue. (Lot B)
    - o W. Greenwich Street & Monocacy Street East (Lot C)
    - o W. Greenwich Street & Monocacy Street West (Lot D)
    - o Johnston Hall (Lot F)
    - o Breidegam Field House (Lot H)
    - o Geissinger Street & W. Laurel Street (Lot I)
    - o The HUB (Lot J)
    - o Locust Street & Masslich Street (Lot M)
    - o Archives Building Locust Street & Masslich Street (Lot P)
    - o Steel Field (Lot Q)
    - o In front of Alumni House (Lot R)
    - o Iron Street & W. Greenwich Street (Lot S)
    - o The Sports Medicine & Rehabilitation Center (Lot W)
    - o Mauch Chunk Rd. (Lot X)
    - o W. Locust Street adjacent to the PPHAC Courtyard
    - o Monocacy Street south of HUB loading dock
    - o 100 Block of W. Greenwich Street
  - Hurd Campus (South)
    - o Lot U, behind Foy Hall
    - o Lot Z, behind The HILL

5. Visitor Parking is available at the below-listed locations:
- Johnston Hall (Lot F)
  - Monocacy Street (Westside) North of W. Laurel Street (Next to HUB)
  - W. Laurel Street near the Health Center, **for** Staff & Visitors.

Parking is prohibited in visitor spaces at all times for permit holders unless visiting the Health Center during hours of operation.

6. Admissions Visitor Parking has been reserved at the below-listed locations:
- Locust Street (Lot M),
  - Benigna Hall Visitors in Monocacy Street & W. Elizabeth Avenue (Lot A)
  - HUB Visitors in W. Laurel Street (Lot J)

Due to the importance of availability for visitors arriving to campus, these spaces are considered a premium space and violators are subject to a \$75.00 fine.

7. Loading Zones are designated at the below-listed locations:
- In the rear of the Collier Hall of Science, Health Science Building
  - The northwest corner of Comenius Hall

- The rear of Colonial Hall
  - The Hurd Campus lot
8. Fire Lanes are designated at the below-listed locations:
- Dorm Circle (W. Locust Street)
  - The townhouse driveway (Access Road between W. Laurel Street and Dorm Circle)
  - The east and north sides of Johnston Hall (Access Road between W. Locust Street and Lot F)
  - The Hurd Campus lot

Parking is prohibited in fire lanes at all times with the exception of moving-in days or unless specified by the Campus Police Department.

9. Electric Vehicle Charging

Moravian University supports our electric vehicle (EV) drivers by continuing to expand and improve our charging station technology on campus. Recently, two (2) **ChargePoint** dual plug, level 2 charging stations have been installed in Lot A and one has been installed in Lot X, for a total of 6 charging locations throughout campus.

All faculty, staff, students, and visitors are welcome to use the charging stations. To use the stations, drivers will need to create an account, using the **ChargePoint app**, which will allow users to see which stations are open and will notify drivers when charging is complete. Users will be charged per the rate listed below.

Energy Rate - \$0.25 / kWh

Cost Estimates

- \$1.65 for 1 hour
- \$3.30 for 2 hours
- \$4.95 for 3 hours
- \$6.60 for 4 hours

Once charging is complete, drivers are given one (1) hour to relocate their vehicle to a non-charging parking space before they are charged \$10/hour for blocking the charging spot. Users will be charged a maximum amount of \$35 per charge session.

If you have questions about the EV charging station infrastructure or policy please contact the Parking Committee.

## V. Parking Lot Designations and Maps

Letter	Lot Location	Spaces	HC Spaces	Designation
A (SL)	Main Street/Elizabeth Avenue (4:00 pm – 12:00 am)	103	6	FS FSC
B	Monocacy Street/Elizabeth Avenue	95	5	R & S
C	W. Greenwich Street/Monocacy Street East	22	1	R & S
D	W. Greenwich Street/Monocacy Street West	12	1	R & S
F (SL)	Johnston Hall (4:00 pm – 12:00 am)	57	3	FS FSC
G	Iron Street/Elizabeth Avenue	22	0	R & S
H (SL)	Breidegam Field House (4:00 pm – 12:00 am)	19	2	FS FSC
I	Geissinger Street Lot & W. Laurel Street	22	3	PR
J (SL)	The HUB (7:00 pm – 4:00 am) (4:00 pm – 12:00 am)	5 16	2	VPR F FSC
M (SL)	Locust Street and Masslich Street (4:00 pm – 12:00 am)	18	3	FS FSC
N (SL)	Locust Street and Masslich Street (4:00 pm – 12:00 am)	20	0	FS FSC
O (SL)	Locust Street and Masslich Street (4:00 pm – 12:00 am)	16	0	FS FSC
P	Archives Lot – Masslich Street	17	2	R & S
Q	Steel Field	42	1	R & S
R (SL)	Colonial Hall (4:00 pm – 12:00 am)	22	2	FS FSC
S (SL)	Fork Street (4:00 pm – 12:00 am)	26	1	FS FSC
T	Fort Street (gravel)	49	0	R & S
U (SL)	Hurd Campus	88	2	FSC
W (SL)	Sports Medicine & Rehabilitation Center	112	9	FSC
X (SL)	Mauch Chuck Road	249	7	C
Z	Hurd Campus HILL	37	7	PR
W. Laurel St.	Geissinger Street West on W. Laurel Street	35	0	PR

(SL): Snow Lot - parking is prohibited between the hours of 11:00 PM and 7:00 AM when special snow regulations are in effect

FSC: Faculty/Staff/Commuter

FS: Faculty/Staff

PR: Premium Resident

R: Other Resident

VPR: Visitor/Premium

S: Seminary

**All vehicles must display a valid parking hang tag, parking permit, or temporary pass to park on any property owned by Moravian University or within one-half mile of campus. Parking rules and regulations are enforced all year unless temporarily suspended by Campus Police.**

# Main Street Campus North



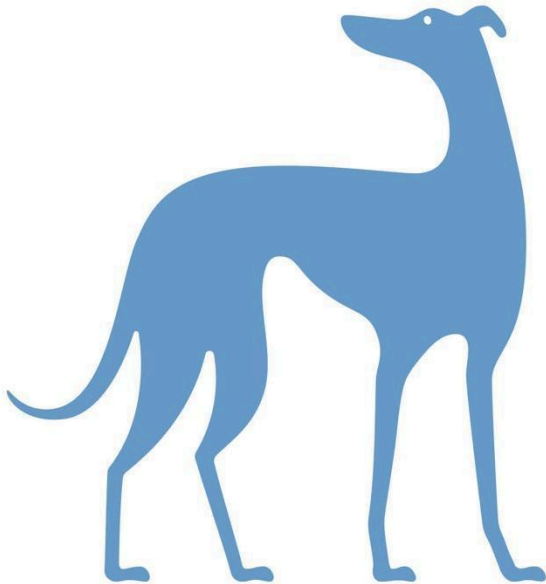
# Priscilla Payne Hurd Campus South

**ACCESSIBILITY KEY**

- Accessible Entry and Restroom
- Accessible Entry
- △ Accessible Parking



# Steel Athletics Complex



## VI. Hours of Regulation

1. Parking Rules and Regulations are in effect throughout the year including recesses and vacations.
2. The use of all lots is restricted to holders of a valid permit.
3. All “No Parking” zones are in effect at all times.
4. Restricted parking areas are clearly marked by appropriate signs.
5. Lot designations are effective at all times.
6. Resident students with parking permits must park their vehicles in their approved lots only.
7. Resident parking permits for Main Street Campus (North) do not authorize parking in resident parking lots on Hurd Campus (South). Resident students on North Campus wishing to visit South Campus can park in Lot U, strictly between 4p – 7a.
8. Resident parking permits for Hurd Campus (South) do not authorize parking in resident parking lots on Main Street Campus (North). Resident students on South Campus wishing to visit North Campus can park in Lots A, F, H, J, M, N, O & S, strictly between 4p – 7a.

## VII. Fines

### A. General

1. First-Year Student/Unauthorized Vehicle	\$75.00*
2. Handicapped Area	\$200.00
3. Unauthorized Parking in Premium or Guaranteed	\$75.00*
4. Obstruct Fire Hydrant	\$200.00
5. Reserved Premium Visitor **	\$75.00*
6. Reserved For Visitors	\$35.00
7. Prohibited Parking	\$35.00
8. No Parking Time Posted	\$35.00
9. Unauthorized Permit Parking	\$35.00
10. Failure to Obey Posted Signs	\$35.00
11. Registered Vehicle No Permit Displayed	\$35.00

\* Second violation \$150.00, third and subsequent violation \$225.00, and loss of parking privileges for the following year. In addition, the matter will be referred to Student Life for appropriate administrative action.

\*\* Note: Unauthorized parking in Admissions Visitors (Lot M), Benigna Hall Visitors (Lot A) or HUB Visitor (Lot J) spaces will be considered premium spaces.

**Further disciplinary action.** In addition to the assessed fines, any student who accumulates three or more violations during any school year will be referred to Student Life for appropriate

administrative action. In addition, the parking privileges may be revoked for the following semester.

B. Payment of Fines

1. All fines must be paid within five days of issuance at the Cashier's Office, Colonial Hall, Monday–Friday between 8:00 am and 4:00 pm or mailed to Cashier's Office Moravian University, 1200 Main Street, Bethlehem, PA 18018.
2. If the fine has not been paid or appealed within five days, the amount of the violation will be placed on the student's account and an e-bill will be forwarded to the student.
3. Unpaid parking fines will be treated like any other unpaid charges levied by the University, which may result in a hold being placed on their student account. A hold on a student account may prevent registration for future classes or may place a hold on transcripts.
4. Violations may be appealed through the Parking Appeals Committee within five days of the date of the violation, via the following Link: [Moravian University Online Parking Appeals](#). If the appeal is upheld, the amount of the violation will be charged to the student's account. If the appeal is granted and money is received, the violator will be notified that the monies paid will be returned. The Parking Appeals Committee, whose decision is final, will forward the disposition of the case to the Campus Police, and notice will be sent by email to the person making the appeal. There are no second appeals.
5. A faculty or staff member's failure to pay a fine will be sent to the Business Office and will be deducted from payroll.
6. If the violator is a non-student, the registered owner of the vehicle will be sent a letter indicating they need to respond to the violation and, when applicable, the student associated with the violator will be contacted.

C. Towing

Any vehicle parked in a tow-away zone or parking lots or spaces temporarily closed for special events will be towed under the following guidelines:

1. The vehicle must be in violation of a Moravian University parking regulation.
2. A reasonable attempt to find the owner of the vehicle must be made.
3. Any vehicle parked in premium parking without a premium permit may be towed immediately.
4. Any vehicle parked or left parked in a lot or space(s) temporarily closed for special events or refusing to remove a vehicle after notice was sent through campus email, text messaging, social media or by actual communication by the Campus Police Department. It shall be the responsibility of the owner to make arrangements in the



event there is a temporary closure, to have the vehicle removed prior to leaving the campus for an extended period of time.

A licensed operator will be contacted to tow the vehicle, and all charges will be the responsibility of the owner of the vehicle towed.

## **VIII. Operation of Motor Vehicles on Campus**

- A. Vehicles may be operated on University property only in areas designated by signs, street markings, or the University map. The following practices are specifically prohibited anywhere on campus:
1. Double parking.
  2. Parking on the left side of the street facing traffic.
  3. Parking over a white line or across the line indicating a parking space.
  4. Parking on grass, landscaped areas, sidewalks, or other areas not designated as parking areas.
  5. Parking in front of a driveway, doorway, steps, or in any manner that blocks traffic, parked vehicles, or roadways, or hinders the passage of pedestrians or vehicles.
  6. Parking in fire lanes, loading zones, emergency areas, or areas marked as no-parking zones.
  7. Parking in a handicapped area without having a state-issued HP placard or registration plate or temporary HP permit issued by Campus Police.
  8. Parking an unregistered vehicle, except by short-term visitors, anywhere on the Moravian University campus or within one-half mile of campus.
  9. Parking a mobile home, RV, or structure adapted for overnight accommodations.
  10. Parking a vehicle in any lot or parking space(s) temporarily closed for special events or refusing to remove a vehicle after notice was sent through campus email, text messaging, social media, or by actual communication by the Campus Police Department. It shall be the responsibility of the owner to make arrangements in the event there is a temporary closure, to have the vehicle removed prior to leaving the campus for an extended period of time.
- B. It is the responsibility of the motor vehicle operator to ensure they are driving in a safe manner and to find a legal parking space.
1. No person shall operate a motor vehicle recklessly within or around the roadways or property of Moravian University.
  2. Pedestrians have the right of way on the University campus.
  3. All accidents involving a motor vehicle on campus must be reported to the Campus Police Department at the time of the accident.
  4. Motorcycles, mopeds, motor scooters, or bicycles may not be operated on or around the lawn areas of campus or on walkways. They may not be parked in a way that blocks an entrance to a building or sidewalks.
  5. Lack of space is not considered a valid excuse for the violation of any parking regulation.
  6. Running late for classes or appointments does not constitute a valid excuse for violating a parking regulation.

7. Students and employees are responsible for informing their guests of approved parking areas. Students and employees can be held accountable for parking violations and fines for guests. All visitors must appear at the Campus Police Department with the student they are visiting in order to receive a Visitor's Pass. Visitors must provide their registration; proof of Insurance and their Driver's License, and the student must bring their Moravian ID. Overnight visitors may stay a maximum of three nights.
8. Disabled vehicles must be reported to the Campus Police Department immediately. Such vehicles must be attended to within 24 hours of the breakdown unless a campus police officer grants a time extension.

## **IX. Vehicle Safety**

- A. Have your vehicle keys in hand before you get to your vehicle.
- B. Lock your vehicle at all times.
- C. Always check the surroundings around your vehicle before getting in.
- D. If you are followed while driving, go to a service station, or to a police station.
- E. Keep your vehicle in gear at traffic lights and intersections.
- F. Park in well-lit areas. Look around before leaving or returning to your vehicle.
- G. If you break down on the highway, tie a white cloth to the roadside door handle. Roll up your windows, lock all doors, and stay in the vehicle until official help arrives. If someone else stops to help you, do not get out, and do not roll your window down more than a crack.
- H. Keep packages and valuables out of sight in vehicles; secure in the trunk (for example, laptops, purses, electronic devices, and GPS devices).
- I. Report the license plate number of a suspicious vehicle to the police.
- J. When parking your vehicle for extended periods of time, frequently visit your vehicle. This activity may prevent a vehicle break-in.
- K. Custom wheels are a target for thieves. Precautions should be taken to safeguard these items. It is recommended that custom or expensive wheels be secured with a proper locking device.
- L. Report suspicious activity and crime to the police immediately.

## **X. Emergencies and Special Situations**

### **A. General**

During emergencies and special circumstances, it may become necessary for the Campus Police Department to temporarily suspend or otherwise modify specific regulations found in this policy. In such cases, signs or other markings, public announcements, or on-site

supervision will communicate those actions. Temporary regulations and restrictions will be enforced accordingly.

B. Snow Emergency and Removal Regulations

1. In order to provide both expedient snow removal and safe travel conditions across campus during winter months, special parking regulations may be instituted when deemed necessary.
2. Students parking in Premium Parking or Guaranteed Parking are responsible for clearing the snow immediately around their vehicles. The University supplies a limited number of snow shovels that can be obtained from Campus Police Headquarters or the HUB information desk.
3. Once the amount of snow between vehicles has reached a depth of approximately six (6) inches or when deemed necessary, an announcement will be sent by Campus Police informing students when they are to have their vehicles moved out of Premium Parking or Guaranteed Parking to allow for snow removal. The notice will provide ample time for the removal of vehicles; indicate the time period for temporary parking restrictions and provide direction on where to park the vehicle. **Any vehicle that is not removed after notice is given may be towed at the owner's expense. Any student planning to leave Campus prior to or during a heavy snowfall should make arrangements to move their vehicle to an alternate location such as the North Street Parking Garage which has daily rates available.**
4. The following lots are designated as "Snow Lots" in which parking is prohibited between the hours of 11:00 PM and 7:00 AM when special snow regulations are in effect:
  - i. Lot A Main Street & W. Elizabeth Avenue
  - ii. Lot F Johnston Hall
  - iii. Lot H Breidegam Field House
  - iv. Lot J The HUB
  - v. Lot M Locust Street & Masslich Street & Visitor Spaces
  - vi. Lot N Masslich Street
  - vii. Lot O Masslich Street
  - viii. Lot R Colonial Hall
  - ix. Lot S Iron Street
  - x. Lot U Hurd Campus
  - xi. Lot W Sports Medicine & Rehabilitation Center
  - xii. Lot X Mauch Chunk Rd
5. The following "Snow Lots" will be utilized to provide alternate parking locations once notice is given to vacate a specific parking area:
  - i. Lot I on W. Laurel Street & Geissinger Street and W. Laurel Street Premium Parking will move their vehicles to Lot A when the notice is for removal during the weekend (Saturday–Sunday). If removal is requested during the

- week (Monday–Friday), the vehicles will be relocated to the Spring Street Lot.
- ii. Lot P on W. Locust Street & Masslich Street will move their vehicles to Lot A when the notice is for removal during the weekend (Saturday–Sunday). If removal is requested during the week (Monday–Friday), the vehicles will be relocated to the Spring Street Lot.
  - iii. Lot T at Fork Street & W. Greenwich Street will move their vehicles to Lots F or A when the notice is for removal during the weekend (Saturday–Sunday). If removal is requested during the week (Monday–Friday), the vehicles will be relocated to the Spring Street Lot. Moravian University shuttles will be available during normal shuttle hours, weather permitting.
  - iv. Lot Q at Steel Field will move their vehicles to Lot A.
  - v. Lot U & Lot Z on Hurd Campus will move their vehicles to the Spring Street Lot.
  - vi. Lots B will move their vehicles to Lot A when the notice is for removal during the weekend (Saturday–Sunday). If removal is requested during the week (Monday–Friday), the location will be TBD.
  - vii. Lots C, D, G & T will move their vehicles to Lots M, N, and O on Masslich Street when the notice is for removal during the weekend (Saturday–Sunday). If removal is requested during the week (Monday–Friday), the location will be TBD.
  - viii. Moravian University shuttles will be available during normal shuttle hours, weather permitting.
6. Failure to comply with notice to remove a vehicle during extreme snow conditions may result in the vehicle being towed at the owner’s expense.

*Provided by the Moravian University Campus Police Department  
For further information, call the Campus Police Department at 610 861-1421.*