



### Parking Lot

Each of the Immaculata University parking lots have designated usage, providing for their most effective and convenient use by students, faculty staff and visitors.

Parking spaces designated for Official University vehicles are restricted to Safety, IHM vehicles or service vehicles owned by the University.

A vehicle parked on University property for a protracted period of time, with or without a valid registration being displayed, will be deemed to have been abandoned and will be towed at the owner/permit holder's expense.

Refer to the above map in order to comply with University regulations.

Non-compliance will result in parking violations being issued.

### Designations

**Lot A**-General parking, Freshman

**Lot B**-General parking

**Lot C**-General parking

**Lot D**-Administration, faculty, employees, visitors. CLL, Graduate and Commuter Students may park between 4:00 PM-11:00 PM weekdays

**Lot E**-Upper Class Resident Students

**Lot F**- Faculty

**Lot G**-General parking

**Lot H**-General parking

**Nazareth Circle**-Administration & Faculty

**Lourdes Circle**- Executive Administration Only  
 CLL, Graduate, Commuter Students may park in Lot A, B, C, G and Lot H.

### Campus Safety & Protection Offers the Motorist Assistance Program which includes

- Jump starts (dead batteries)
- Lock-outs
- Inflates tires

To report a car on campus that needs service, please supply the following:

- Permit #
- License Plate #
- Color and Type of Car
- Parking lot name and Location

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

Fines are required to be paid, or an appeal made within 10 days of issuance. Appeals may be submitted at the One Card/Parking Permit Office, Nazareth Hall #7. Any appeal received after the aforementioned time limit will not be considered; the right to appeal having forfeited. You may pay by mail to: Immaculata University, Department of Campus Safety & Protection, P.O. Box 651, Immaculata, PA 19345

Checks are made payable to Immaculata University.

### Parking Guidelines & General Information Immaculata University



**One Card/Parking Permit Office**  
**Nazareth Hall #7**  
**1145 King Road**  
**Immaculata, PA 19345-0651**

**Office Hours**  
**Mon. & Wed. 8AM-7:45PM**  
**Tue. & Thur. 8AM-5:45PM**  
**Friday 8AM-3PM**

**610-647-4400 Ext. 3604**

## Statement Concerning Motor

### Vehicles

Immaculata University welcomes you, the motorist, on campus. The University recognizes the use of motor vehicles as a convenience and it is not obligated to provide unlimited parking for all vehicles entering campus. It will attempt to provide reasonable parking spaces for properly registered vehicles within the scope of resources and available sites. University officials may withdraw the parking privilege on campus, at any time for failure to comply with the motor vehicle policy set forth by the University. The responsibility for finding a legal parking space rests with the motor vehicle operator.

### Vehicle Regulations

The following parking regulations are in effect 24 hours a day, 7 days a week.

- Pedestrians have the right of way at all times.
- All vehicles are to be operated with extreme caution at no more than 15 miles an hour on University roadways and in parking lots.
- Weather conditions do not alter parking regulations except during official snow emergencies to be declared by the University administration. During declared snow emergencies, vehicles will be required to vacate University parking lots for snow removal.
- Posted signs take precedence over published materials.

Visitors and overnight guests are the responsibility of the person they are visiting. Those persons should arrange for a temporary parking permit, at no charge with the One Card/Parking Permit office and inform their guests of legal parking areas.

Vehicles illegally parked will be ticketed and fined according to published materials. Fines are to be paid in the One Card/Parking Permit office within 10 days of issuance. Fines may be collected via administration procedures to include denial receiving commencement ceremony guest tickets as well as diplomas and transcripts.

A person who believes that he/she has unjustly received a violation for a University parking regulation may appeal the violation. Appeals must be made within 10 business days of the offense at the One Card/Parking Permit office. Appeal forms are available at the One Card/Parking Permit office, on-line or at the Villa Maria reception office. Appeals will be reviewed and ruled upon by the Traffic and Parking Appeals Committee. The committee's decision of any appeal will be final.

Any vehicle parking or standing so as to obstruct or impede a normal flow of traffic, block an entrance or exit way, loading zone, fire lane/gates, or in any way presents a traffic hazard, is parking in a space posted as reserved for a University official, or is otherwise parked illegally or in violation of these regulations may be immobilized or removed by towing the vehicle at the owner's/operator's expense, and may be subject to student conduct procedures.

Vehicles that have been issued multiple citations, paid or unpaid, are subject to being immobilized or towed away at the owner's/operator's expense. The University reserves the right to revoke an individual's parking privilege due to excessive citations.

Immaculata University is private property. Section 3353 of the Pennsylvania vehicle code allows the towing of unauthorized vehicles from private property. Towing may take place 24 hours a day. Vehicles may be moved to facilitate the removal of snow under the auspices of the Physical Plant office.

Vehicles must be parked within the lines of demarcation of parking spaces and must comply with all signage. The University, having marked all approved spaces, is under no obligation to mark all areas where parking is prohibited.

Unauthorized use of handicapped parking spaces is subject to fines from both Immaculata One Card/Parking Permit office and East Whiteland Township Police.

Faculty/employee permits may be used only by those persons to whom the permit is registered. Sons or daughters may not use their parent's parking permit to park on campus.

### Parking Permit

Students taking three (3) credits or more on campus must purchase a parking permit. The present parking permit fee is \$25 for an Academic year. The replacement fee is \$10. Payment for the permits will be in cash

check, money order or credit card. No refund will be offered after payment has been made. Parking permits are issued in person at the Parking Permit office, terrace level, Nazareth Hall #7. A vehicle registration card must be presented at the time of permit registration.

All permits expire at the end of the appropriate session. Permits are issued to a specific individual and are not transferable to another person.

All faculty, administration, employees are required to obtain an Immaculata University parking permit.

### Lost or Stolen Parking Permits

If a vehicle is sold or involved in an incident which will prevent the vehicles' return to campus, the permit must be removed and returned to the One Card/Parking Permit office to receive a new permit for a \$10 replacement fee. It is the responsibility of the permit holder to safeguard his/her property by keeping vehicles locked at all times. A lost or stolen permit must be reported, in person, to the One Card/Parking Permit office as soon as possible. Persons displaying a lost/stolen permit will be subject to loss of parking privileges.