Parking and Motor Vehicle Policies

Keene State College Policies and Procedures

Parking and Motor Vehicle Policies

Section Menu

INTRODUCTION

Parking and operating a motor vehicle on Keene State College campus is a privilege. Vehicle registrants and operators must comply with all traffic regulations established by the New Hampshire Legislature, City of Keene Ordinances, and Keene State College policies regarding registration, parking, and operation of vehicles as outlined in this document. Vehicles found to be in violation of these policies may be ticketed, immobilized, and/or towed. All College employees and students must comply with the rules and regulations regarding parking as part of employment, appointment, or enrollment. The regulations also apply to visitors and are considered part of the terms and permission to be on campus. Vehicle registrants are responsible for all fines and fees associated with policy enforcement.

It is the responsibility of the permit holder to associate a new vehicle with the current permit. Section 6 has instructions on how to do this two-step process. Failure to associate a new vehicle to the current permit will result in a citation for ‘No Permit’ which may be appealed; however, responsibility lies with the permit holder and the citation may be reduced to a $10.00 processing fee.

All vehicles (including motorcycles, mopeds, or any other motorized vehicle) must obtain a parking permit prior to parking on campus. Vehicles are not guaranteed a parking space due to limited availability as parking is on a “first come, first sold” basis.

Any violation of this policy may result in a denial /revocation of your permit and a referral to the Office of Community Standards. The Director of Campus Safety or their designee reserve the right to deny or revoke parking privileges for any individual or vehicle with just cause.

The posted speed limit for all roadways and parking areas on campus is 15

miles per hour.

Parking enforcement is carried out 24 hours a day, 7 days a week, however we are dependent upon the availability of our officers to provide parking enforcement.

2026-2027 permit sales will take place according to the schedules determined by the number of completed credits a student has, which can be found on their Self-Service. Full permit information is detailed in section 5(i) for Commuter students and section 5(ii) for Residential students.

1. Parking Availability & Notice

Parking on Keene State College property is not for the general public, absent attending events on campus, being an invited guest of a student, faculty, or staff member, or if prior permission is granted. Students who reside on campus are eligible to purchase a parking permit for the residential lot based on their housing location and any restrictions that apply. Commuter students, who reside more than half a mile (0.5) from campus are eligible to apply for a commuter parking permit. Faculty/Staff/Affiliates are eligible to apply for the permit that fits their employment designation on campus. Students who elect to move off campus in the Keene or surrounding area forfeit their eligibility for on campus residential parking and must make their own arrangements. It is not the responsibility of Keene State College to provide parking for students who elect to move off campus.

Purchase and possession of a permit does not guarantee parking will always be available. However, the Winchester Street Parking Lot is designated as the overflow lot for all permits. Vehicle owners are encouraged to pay attention to their campus email accounts for event postings and parking limitations.

Owners of vehicles parked on Keene State College property do so at their own risk. Keene State College is not responsible or liable for theft, fire, water damage, vandalism, or any other damage that might occur while parked on Keene State College property.

Keene State College is not responsible for any damage to any vehicle incurred as part of being towed from the campus or while stored at the towing

company facility.

Vehicle owners are strongly encouraged to regularly monitor their vehicles parked in Keene State College lots, especially during adverse weather conditions such as heavy rain, which may cause flooding of flat spaces such as parking lots.

Campus Safety maintains, records, and monitors cameras (CCTV) in several of the parking locations on campus. If a vehicle owner has experienced damage to their vehicle while parked in a lot on campus, they are encouraged to contact the Department of Campus Safety or the Keene Police Department and file a report.

Campus Safety can provide a safety escort from your designated parking lot to your residence hall or other on-campus location. Just call Campus Safety and let them know where you are. They are available 24 hours a day, 7 days a week. 603-358-2228

2. Campus Parking and Move-In Maps

All vehicles are expected to park in the lot(s) designated by their permit type. Anyone parked in a residential lot without a valid permit will receive either a $35.00 wrong lot or $50.00 no permit parking ticket and be immediately immobilized. Please park appropriately and if your permitted lot is full, you are expected to park in the Winchester Street lot which is the designated overflow lot.

CAMPUS PARKING MAPS

- Accessible Parking
- Alumni Center Lot
- Campus Parking Lots
- Daytime Visitor Parking
- Half Mile Radius Map
- Fire Lanes & No Parking Zones
- Loading/Unloading 15-minute Parking Zones

- Overnight Visitor Guest of Student Parking

MOVE-IN TRAFFIC PATTERNS

- Carle Hall (A/B)
- Carle Hall (C/D)
- Commons
- Fiske Hall
- Holloway Hall
- Huntress Hall
- One Butler Court
- Owl’s Nests
- Pondside 1
- Pondside 2
- Pondside 3

3. Enforcement of Parking Policies

The permit holder is responsible for all violations and charges made against the holder’s permit number regardless of the driver at the time of the violation. The permit holder is responsible for informing other drivers of the Keene State College parking policies, including where to park their vehicles.

Vehicles driven primarily by a student who is a dependent of a Keene State College employee should be associated with a student permit and park in the designated lot for which the permit is for. A student driving a vehicle bearing a faculty/staff permit must park that vehicle in a faculty/staff parking lot.

Drivers must observe all signs, temporary or permanent, and abide by instructions given by either Campus Safety or Parking Services personnel.

Driving or parking motor vehicles, motorcycles, and other motorized vehicles, is not permitted on the grass, on sidewalks, on curbs, in roadways, in “No Parking Zones” or on the grounds around buildings or building entrances. All vehicles must be parked in the assigned or designated parking lots and

spaces.

Unauthorized vehicles parked in spaces reserved for people with disabilities, fire lanes, travel lanes, no parking zones, tow zones, or pedestrian walkways will be ticketed and towed immediately. Please review section 7k for full details.

Vehicles must be parked within parallel spaces. Improper positioning of a vehicle does not make improper parking in adjacent spaces acceptable.

The inability to locate a vacant parking space in the assigned lot for which the permit is for does not justify incorrect parking elsewhere. Overflow parking is available in the Winchester Street Parking Lot.

The fact that a person parks in violation of the parking policies without receiving a citation does not mean that the policies are no longer in effect.

Information should be obtained from Campus Safety (603-358-2228), who are open 24 hours per day 7 days a week any time the parking policy is not understood, or the correct action is not known. Or contact Parking Services during normal working hours.

Vehicles parked in violation of Keene State College policy may be ticketed every twelve (12) hours, immobilized (booted) or towed. This includes all permit holders, for example faculty/staff/affiliates, students and includes visitors and vehicles without a permit.

Reckless operation of a motor vehicle, motorcycle, or other motorized vehicle on campus is prohibited. Violators may have their campus parking privileges revoked and the Keene Police Department may become involved.

4. First-Year Parking Information

Please note all email notifications from the Keene State College Parking Office will be sent to the student's school email address "… @keene.edu"

All vehicles are expected to park in a lot designated for their permit type. Anyone parked in a blue residential lot without a valid permit will be immobilized. A $50.00 ticket will be issued to vehicles without a current permit, and a $35.00 ticket will be issued to vehicles with a permit for a

different lot. If your permitted lot is full, you are expected to park in the Winchester Street lot which is the designated overflow lot.

- Campus Parking Maps
- Move-In Maps

Parking and Motor Vehicle Policies

The Parking Office cannot stress enough the importance of reviewing every section of these Parking and Motor Vehicle Policies. These policies hold a lot of details that all students will find informative and helpful.

How do I apply?

Create an account online at the Permit Store. Use your personal email and add your vehicle information. If, after obtaining your permit you change your vehicle or will be using a temporary vehicle even for one day, to prevent receiving a parking ticket you must add that vehicle to your account AND associate it to your permit. Please read section 6 for full details on how to do this.

When can I apply for a permit?

Apply online after 8:00am on Tuesday August 4th, 2026. Please note, the parking permits sell quickly. Consider setting up your account beforehand, but do not try to apply early we will deny your application, and you will have to reapply.

What permit can I purchase?

For students with less than 24 credits:
• First-year students who live on campus may apply for a Residential Blake or Winchester St. lot permit.
• First-year students who live off-campus and commute to college may apply for a Student Commuter lot permit.
First-year students have the option to purchase a permit for the Fall semester

only or the full academic year.

If demand for parking permits exceeds parking availability, a waitlist will be made available for students to indicate their need for a parking space. Before submitting details to the waitlist, if students do not already have an account, they must create one in the Permit Store and add their vehicle information. As spaces become available, students on the waitlist will be contacted on a first come first served basis.

Where are the Blake and Winchester St. lots?

The Blake lot is located at the junction of Winchester Street and Main Street. When looking at the KSC Campus Parking Lots map, it is located in the top right. The Winchester St. lot is located behind Walmart on Winchester Street. Accessible by foot from the rail trail and by vehicle on Winchester Street. When looking at the KSC Campus Parking Lots map, it is located on the left side.

Don’t feel safe walking back to your residence from the lot?

Campus Safety can provide a safety escorts from any of the KSC parking lots to your residence hall or other on-campus location. Just phone Campus Safety and let them know where you are. They are available 24 hours a day, 7 days a week. 603-358-2228

Where can I park on KSC Campus?

All KSC students may park only in the lot designated on their parking permit. Residential first year students it will be either the Blake or Winchester Street lots, for student commuters it will be either the Holloway or Redfern Commuter lots. HOWEVER, weekend parking is available from Fridays at 4pm until Sundays at midnight. Please read section 12 for full details.

Visitors

Students are welcome to have visitors either for just the day or to stay overnight.

Daytime visitors: Visitors not planning on staying overnight are welcome to park during the day, in the visitor lot, which is colored green on the KSC Campus Parking Lots map. This lot is located adjacent to Campus Safety in Keddy House on Wyman Way. Please read section 10.d for full details regarding daytime visitors.

Overnight guests: Overnight guest permits will be available to purchase from the first day of classes to the Thursday before ‘Finals Week’ each semester. The guest must create an account in the Permit Store and provide the first & last name and Residence Hall of the student they are visiting. Overnight guests are expected to park in the Winchester St lot after purchasing a permit for $5.00 per night. The Winchester St. lot is located to the left of the Ashuelot River, when looking at the KSC Campus Parking Lots map, the Winchester St. lot is located on the left side. Please read section 11 for full details regarding overnight guests.

Injury & Other Concerns

If you have a current residential permit and develop a temporary medical need to park closer to your residence, after reading section 9l you can apply for a Student 30-day Temporary Accommodation permit.

Phone Campus Safety (603-358-2228):

• If you are sick and cannot move your vehicle, phone Campus Safety to let them know, and depending on the circumstances they may place a ‘Do Not Ticket or Tow’ notice for your vehicle for 24 hours.
• If it is snowing or other hazardous weather preventing you from moving your vehicle, phone Campus Safety to let them know, and depending on the circumstances they may place a ‘Do Not Ticket or Tow’ notice for your vehicle for 24 hours. However, if you have been given prior warning to move your vehicle for inclement weather conditions and did not attempt to move your

vehicle in a timely manner, your vehicle may be towed.
• If your vehicle won’t start, phone Campus Safety, they will provide a jump start at no cost. If the jump start is unsuccessful, you must make arrangements with a local garage to get your vehicle moving.
• If in doubt, phone Campus Safety! (603-358-2228)

Contact/Visit the Parking Office

Phone: 603-358-2227. If no-one picks up your call, please leave a voicemail. Someone will respond as soon as possible. If you have an urgent inquiry, please phone Campus Safety 603-358-2228 (someone is there 24/7).

Email: parkingservices@keene.edu Please provide full contact details, Name, ID and vehicle plate details if applicable.

The Parking Office business hours are determined by when the student employees are available. The office is located at Keddy House, off Wyman Way, 229 Main St., Keene, New Hampshire 03435-3701

5. (1) Student Commuter Parking Permits

- a. Permit Overview
- b. Commuter Permit Application Dates
- c. Commuter Student Permits
- d. Off Campus Parking Options
- e. Permit Waitlist
- f. Displaying Permits
- g. Office of Disability Services Accommodation
- h. Permit for One Semester

5a. Permit Overview

All parking permits must be obtained by creating an account online at the:

Permit Store. Before applying for a permit, all unpaid parking fines must be paid in full, otherwise the permit application will be denied. You must wait to receive a notification from the Permit Store that your permit has been approved before parking on Campus. The Permit Store accepts the following methods of payment: Discover, Visa, American Express or MasterCard. Your card will not be charged until the application is accepted.

It is the responsibility of the permit holder to associate a new vehicle with the current permit. Failure to associate a new vehicle to the current permit will result in a citation for 'No Permit' which may be appealed; however, the responsibility lies with the permit holder and the citation may be reduced to a $10.00 processing fee.

In addition, any email notifications from the Keene State College Parking Office will be sent to the student's school email address "… @keene.edu".

Permit Type	**Cost**
Student Commuter (school year)	$200.00
Student Commuter (semester only)	$120.00
Continuing Education (8 credits or less)	$40.00 (per semester)
Student WSL Temporary Overnight	$5.00 (per night)

Permit holders can add multiple vehicles to their parking account and are permitted to associate two vehicles to their current permit however, only ONE (1) vehicle is permitted to park on campus at the same time, please read section 6 for details on how to do this. Permits may not be transferred, sold, or lent to another individual, and are only valid when used on a vehicle owned or operated by the purchasing party. All vehicles must be added to your parking account online with the: Permit Store.

5b. Commuter Permit Application Dates

Permit sales will take place according to the schedule below:

Applications START for	**2026-2027 Permits go on sale**

students	
90 credits or more	from Tuesday, July 14th after 8:00am
60 credits or more	from Tuesday, July 21st after 8:00am
24 credits or more	from Tuesday, July 28th after 8:00am
Under 24 credits	from Tuesday, August 4th after 8:00am

Permits are available to purchase (based on your completed credits) from your start date throughout the summer until they sell out. As they sell fast, it is beneficial to apply as early as you can after 8:00am on or after your start date.

Do not try to add the permit to your shopping cart ahead of time, it will not stay long in the cart before it is cleared by the system; the software expects an order and a payment at the same time. If you attempt to ‘pre-order’ and your order goes through (intentionally or not) before 8:00am on your sales start date, we will deny your order and you will need to reapply. As a result, you may lose the opportunity to purchase a permit. They sell fast!

Be prepared to provide the correct plate details as they appear on the vehicle’s registration document.

You are free to set up your account, and add your vehicle information to your account beforehand, but please do not attempt to apply for a permit until 8:00am on your assigned sales date.

NOTE: at the time you place your order the Permit Store may charge a $1.00 transaction fee, however your credit card is only charged for the cost of the permit AFTER we approve your application. The Permit Store operates in California, as a result some credit card companies may consider a California transaction fraudulent and will want you to verify the transaction. To prevent any issues with your payment, please contact your credit card issuer to confirm that this transaction is authorized. If you contest the card payment, assuming it is a fraudulent transaction, the Permit Store will contact you and ask you to phone them (805) 562-8200 to rectify your payment. Please note should this happen a charge back fee may be applied to your account, please

review section 8 in these policies.

PHYSICAL PERMITS are mailed to the address indicated at the time of purchase, however, it can take several weeks for the permit to arrive. During the first few weeks of the fall semester, if a permit is not visible, parking attendants will check vehicle plate details on their handheld device, if the plate is parked in the appropriate designated lot and is associated with a current permit, the parking attendants will not ticket the vehicle. We ask that should your permit not arrive before you need to park on college property, you make arrangements with family/friends to mail the permit onto you. Once you receive the permit, please display it as soon as possible on your vehicle according to the instructions mailed with the permit.

5c. Commuter Student Permits

The fee for a Commuter permit is $200.00 for the Academic Year, and $120.00 for one semester. Commuter students must obtain a parking permit online here prior to parking on campus. Priority will be given to students who live more than ½ a mile away from the Keene State College Campus. Applications from commuter students living inside the half-mile radius of campus will be placed on hold and taken into consideration on August 15th, on a case-by-case basis.

There are two commuter lots and an overflow lot on Campus:

- The Holloway Commuter lot is off Winchester Street and can be accessed by either Madison St or Butler Ct, located behind Holloway Hall.
- The Redfern Commuter lot is off Main Street and can be accessed by taking Wyman Way, located next to the Redfern Art Center.
- The Winchester Street lot is on Winchester Street, located opposite to McDonalds.

If there is no parking available in the commuter lots, the Winchester Street lot is the designated overflow parking lot for all commuter students. Failure to park in the designated lots may result in receiving a ticket if parked in the wrong lot, or immobilization if parked in a residential lot. Appeals stating that the Commuter lots were full is not a justification for an appeal.

Students studying for 8 credits or less in a single semester may purchase a ‘Continuing Education’ parking permit.

Overnight parking is not permitted with a commuter parking lot permit. Should a commuter student need to park on campus overnight, they must purchase a ‘Student Winchester St. Lot (by night)’ permit to park in the Winchester St. lot for $5.00 per night.

Most communications regarding the purchase of a permit or the payment of a citation will come directly from the Permit Store, depending on the type of communication, emails will come from:

- keene.enforcement@thepermitstore.com
- keene.general@thepermitstore.com
- keene.appeal@thepermitstore.com

We strongly suggest these emails are added to your email safe list, so they do not go into the trash folder. These emails cannot be replied to. They are for notification purposes only. Should you want to communicate with Parking Services regarding any email you receive from the Permit Store, please forward the email and your communication to parkingservices@keene.edu.

Please note a permit application will be denied if you:

- have unpaid parking tickets on your account.
- apply too early (outside of your assigned window based on credits)
- apply for a parking lot you are not eligible for.

If a permit application is denied for a residential lot, you will receive an email indicating your permit application was denied and the reason why. You may reapply for a permit once you meet all eligibility requirements. Should your preferred lot be sold out, you may apply for a Winchester Street Parking Lot permit if spaces are still available.

5d. Off Campus Parking Options

For those that need to purchase a parking permit urgently, the options below

are off-campus parking lots.

Keene State College is not affiliated, associated, authorized, endorsed by, or in any way officially connected with any of the below entities. The details provided are for general informational purposes only and should not be considered professional advice. Keene State College is not responsible for any actions taken based on this information.

RGBC Associates 27 Langley Road, Keene NH Parking is located at 60 Foundry Street, Keene NH
603-352-1292
bcaldwell@rgbcassociates.com

Greenwald Realty 603-357-3035

City of Keene Parking Services
https://keenenh.gov/parking-services
603-357-9845

Please note that most will sell permits by semester, and not month by month. If you intend on purchasing a permit from Keene State, you may not be able to break a permit rental agreement.

5e. Permit Waitlist

If demand for parking permits exceeds parking availability, a WAITLIST will be made available for students to indicate their need for a parking space. Before submitting details to the waitlist, if they do not already have an account, students must create an account in the Permit Store and add their vehicle information. As spaces become available, students on the waitlist will be contacted.

5f. Displaying Permits

Permits are to be displayed while parked on Campus.

- Decals are to be displayed on the passenger front side window right above the door handle.

- Hangtags are to be suspended from the rear-view mirror.
- Any paper permits are to be displayed on the vehicle’s dashboard, face up, so the words can be seen through the windshield.

5g. Office of Disability Services Accommodation

Accommodations are provided by the Office of Disability Services for students with medical needs. Should they determine a parking accommodation is warranted, the Office of Disability Services will add the student’s name to a list that is shared with the Parking Office. Students may apply for their parking permit on the appropriate date based on their completed credits as detailed in section 5b. Students whose names are on the shared list will be treated as a priority by the Parking Office.

5h. Permit for One Semester

Fall Commuter permits are available to purchase, however if you are Studying Away and need just a Spring permit there are two options open to you:

* Option 1: Buy a full-year commuter permit and AFTER handing your physical parking permit to Campus Safety (open 24/7) you can request a refund from the Parking Office for the Fall semester, you will receive a 50% refund minus the shipping cost and a $10 Permit Store fee. Upon returning to Campus in the Spring, you may collect your physical parking permit from Campus Safety. If you think your permit will not arrive before leaving the country, have your permit shipped directly to the Parking Office, using the address in section 17.

* Option 2: Wait for the parking waitlist to open, early to mid-August. Complete the form and note in the comments section that you will return in the Spring and provide a reason. Placing your details on the waitlist does not guarantee that you will get a parking space.

Refunds will only be processed AFTER the Parking Office receives your physical parking permit.

5. (2) Student Residential Parking Permits

- a. Permit Overview
- b. Residential Permit Application Dates
- c. Residential Student Permits
- d. Off-Campus Parking Options
- e. Parking Waitlist
- f. Residential Permit Upgrade
- g. Displaying Permits
- h. Office of Disability Services Accommodation
- i. Permit for One Semester

5a. Permit Overview

All parking permits must be obtained by creating an account online at the: Permit Store. Before applying for a permit, all unpaid parking fines must be paid in full, otherwise the permit application will be denied. You must wait to receive a notification from the Permit Store that your permit has been approved before parking on Campus. The Permit Store accepts the following methods of payment: Discover, Visa, American Express or MasterCard. Your card will not be charged until the application is accepted.

It is the responsibility of the permit holder to associate a new vehicle with the current permit. Failure to associate a new vehicle to the current permit will result in a citation for ‘No Permit’ which may be appealed; however, the responsibility lies with the permit holder and the citation may be reduced to a $10.00 processing fee.

In addition, any email notifications from the Keene State College Parking Office will be sent to the student’s school email address “… @keene.edu”.

Permit Type	Cost

Residential Blake St.	$350.00
Residential Madison St.	$350.00
Residential One Butler Court	$350.00
Residential Owls Nest	$350.00
Residential Pondside 2	$350.00
Residential Pondside 3	$350.00
Residential Winchester St. Fall	$175.00 (semester only)
Residential Winchester St.	$250.00 (school year)
Residential Winchester St. Overnight	$5.00 (per night)

Permit holders can add multiple vehicles to their parking account and are permitted to associate two vehicles to their current permit however, only ONE (1) vehicle is permitted to park on campus at the same time, please read section 6 for details on how to do this. Permits may not be transferred, sold, or lent to another individual, and are only valid when used on a vehicle owned or operated by the purchasing party. All vehicles must be added to your parking account online with the: Permit Store.

5b. Residential Permit Application Dates

Permit sales will take place according to the schedule below:

Applications START for students	**2026-2027 Permits go on sale**
Group A Students*	starts Tuesday, July 7th after 8:00am and ends midnight July 13th
90 credits or more	starts Tuesday, July 14th after 8:00am
60 credits or more	starts Tuesday, July 21st after 8:00am
24 credits or more	starts Tuesday, July 28th after 8:00am

Under 24 credits	starts Tuesday, August 4th after 8:00am

Other than Group A, permits are available to purchase (based on your completed credits) from your start date throughout the summer until they sell out. As they sell fast, it is beneficial to apply as early as you can after 8:00am on or after your start date.

* Group A students complete a ‘Community Living’ residential incentive program each Fall. A confirmation email will be sent out by parkingservices@keene.edu during the month of April. Group A students only have one week to make their purchase, if a permit is not purchased during the Group A time frame the student must apply on or after the date indicated based on their completed credits.

Do not try to add the permit to your shopping cart ahead of time, it will not stay long in the cart before it is cleared by the system; the software expects an order and a payment at the same time. If you attempt to ‘pre-order’ and your order goes through (intentionally or not) before 8:00am on your sales start date, we will deny your order and you will need to reapply. As a result, you may lose the opportunity to purchase a permit. They sell fast!

Be prepared to provide the correct plate details as they appear on the vehicle’s registration document.

You are free to set up your account, and add your vehicle information to your account beforehand, but please do not attempt to apply for a permit until 8:00am on your assigned sales date.

NOTE: at the time you place your order the Permit Store may charge a $1.00 transaction fee, however your credit card is only charged for the cost of the permit AFTER we approve your application. The Permit Store operates in California, as a result some credit card companies may consider a California transaction fraudulent and will want you to verify the transaction. To prevent any issues with your payment, please contact your credit card issuer to confirm that this transaction is authorized. If you contest the card payment, assuming it is a fraudulent transaction, the Permit Store will contact you and ask you to phone them (805) 562-8200 to rectify your payment. Please note should this happen a charge back fee may be applied to your account, please review section 8 in these policies.

PHYSICAL PERMITS are mailed to the address indicated at the time of purchase, however, it can take several weeks for the permit to arrive. During the first few weeks of the fall semester, if a permit is not visible, parking attendants will check vehicle plate details on their handheld device, if the plate is parked in the appropriate designated lot and is associated with a current permit, the parking attendants will not ticket the vehicle. We ask that should your permit not arrive before you need to park on college property, you make arrangements with family/friends to mail the permit onto you. Once you receive the permit, please display it as soon as possible on your vehicle according to the instructions mailed with the permit.

Parking spaces sell quickly. If you are not prepared, you may lose your opportunity to purchase a permit.

5c. Residential Student Permits

Residential students who live in on-campus housing may purchase a residential parking permit online here. Priority sales are provided to upper-class students based on the number of credit hours completed. Full academic year and Fall permit sales begin in July of each year. Sales start with students with ninety (90) or more credits, then sixty (60) or more, then twenty-four (24) or more. Priority within each sales group is based on a first come, first sold basis. Sales dates and prices are emailed to all student KSC email addresses mid-April.

With reference to the KSC Campus Parking Lots map in section 2, anyone parked in a blue residential lot without a valid permit will be immobilized. A $50.00 ticket will be issued to vehicles without a current permit, and a $35.00 ticket will be issued to vehicles with a permit for a different lot. If your designated lot is full, you are expected to park in the Winchester Street lot which is the designated overflow lot.

First-year students (living in Carle, Huntress, LLC) and Pondside 1 residents are eligible for Blake and Winchester Street Lot parking permits only. A residential student may apply for a parking permit for the lot designated for their residence hall. The fee schedule for parking permits and the lot assignments is detailed below:

Parking Lot by Residence

Residence	Lot
Any Residence on Campus	Blake Lot
	Winchester Street Lot
Carle Residence Hall	Blake Lot
	Winchester Street Lot
Fiske Residence Hall	Madison Street Lot
	Blake Lot
	Winchester Street Lot
Holloway Residence Hall	Madison Street Lot
	Owls Nest Lot
	Blake Lot
	Winchester Street Lot
Huntress Residence Hall	Blake Lot
	Winchester Street Lot
One Butler Court Residence Hall	Madison Street Lot
	One Butler Court Lot
	Owls Nest Lot
	Blake Lot
	Winchester Street Lot
Owls Nest Residence	One Butler Court Lot
	Owls Nest Lot

	Blake Lot
	Winchester Street Lot
Pondside 1	Blake Lot
	Winchester Street Lot
Pondside 2	Pondside 2 Lot
	Blake Lot
	Winchester Street Lot
Pondside 3	Pondside 3 Lot
	Blake Lot
	Winchester Street Lot

Pondside 1 residents after purchasing a Blake or Winchester lot permit, may apply for an UPGRADE to the Pondside 2 Lot if spaces are available. Applications for this upgrade will be considered after September 15th of each year.

Most communications regarding the purchase of a permit or the payment of a citation will come directly from the Permit Store, depending on the type of communication, emails will come from:

- keene.enforcement@thepermitstore.com
- keene.general@thepermitstore.com
- keene.appeal@thepermitstore.com

We strongly suggest these emails are added to your email safe list, so they do not go into the trash folder. These emails cannot be replied to. They are for notification purposes only. Should you want to communicate with Parking Services regarding any email you receive from the Permit Store, please forward the email and your communication to parkingservices@keene.edu.

Please note a permit application will be denied if you:

- have unpaid parking tickets on your account.
- apply too early (outside of your assigned window based on credits)
- apply for a parking permit for a lot you are not eligible for.

If a permit application is denied for a residential lot, you will receive an email indicating your permit application was denied and the reason why. You may reapply for a permit once you meet all eligibility requirements. Should your preferred lot be sold out, you may apply for either a Blake or Winchester Street Parking Lot permit if spaces are still available.

Residential student permits are valid anytime the residence halls are open (Fall Move In until the specified expiration date on the permit). Vehicles with residential student permits may only park in the areas designated on their permit or in the Winchester Street parking lot, which is available to all permit holders.

5d. Off-Campus Parking Options

For those that need to purchase a parking permit urgently, the options below are off-campus parking lots.

Keene State College is not affiliated, associated, authorized, endorsed by, or in any way officially connected with any of the below entities. The details provided are for general informational purposes only and should not be considered professional advice. Keene State College is not responsible for any actions taken based on this information.

RGBC Associates 27 Langley Road, Keene NH Parking is located at 60 Foundry Street, Keene NH
603-352-1292
bcaldwell@rgbcassociates.com

Greenwald Realty 603-357-3035

City of Keene Parking Services
https://keenenh.gov/parking-services
603-357-9845

Please note that most will sell permits by semester, and not month by month. If you intend on purchasing a permit from Keene State, you may not be able to break a permit rental agreement.

5e. Parking Waitlist

If demand for parking permits exceeds parking availability, a WAITLIST will be made available for students to indicate their need for a parking space. Before submitting details to the waitlist, if they do not already have an account, students must create an account in the Permit Store and add their vehicle information. As spaces become available, students on the waitlist will be contacted.

5f. Residential Permit Upgrade

AFTER purchasing a permit, should you wish to change to a different lot, click this link to file your interest in an UPGRADE. Should a space in your preferred lot become available and you are next in line on the list, the Parking Office will contact you.

5g. Displaying Permits

Permits are to be displayed while parked on Campus.

- Decals are to be displayed on the passenger front side window right above the door handle.
- Hangtags are to be suspended from the rear-view mirror.
- Any paper permits are to be displayed on the vehicle’s dashboard, face up, so the words can be seen through the windshield.

If after one month, you have not received your permit from the Permit Store, email the Parking Office at to obtain one.

5h. Office of Disability Services Accommodation

Accommodations are provided by the Office of Disability Services for students with medical needs. Should they determine a parking accommodation is warranted, the Office of Disability Services will add the student's name to a list that is shared with the Parking Office. Students may apply for their parking permit on the appropriate date based on their completed credits as detailed in section 5b. Students whose names are on the shared list will be treated as a priority by the Parking Office.

5i. Permit for One Semester

If you only need a Fall permit

* Option 1: Fall permits are available but only for the Winchester Street lot.

* Option 2: Buy a full-year permit for a lot that is appropriate to your accommodation and AFTER returning your physical parking permit to the Campus Safety Office (open 24/7) you can request a refund from the Parking Office for the Spring semester, you will receive a 50% refund minus the shipping cost and a $10 Permit Store fee. If you leave forgetting to return your physical permit, you may mail it to the Parking Office, using the address in section 17.

If you are Studying Away and only need a Spring permit

* Option 1: Buy a full-year permit for a lot that is appropriate to your accommodation and AFTER handing your physical parking permit to Campus Safety (open 24/7) you can request a refund from the Parking Office for the Fall semester, you will receive a 50% refund minus the shipping cost and a $10 Permit Store fee. Upon returning to Campus in the Spring, you may collect your physical parking permit from Campus Safety. If you think your permit will not arrive before leaving the country, have your permit shipped directly to the Parking Office, using the address in section 17.

* Option 2: Wait for the parking waitlist to open, early to mid-August. Complete the form and note in the comments section that you will return in the Spring and provide a reason. Placing your details on the waitlist does not guarantee that you will get a parking space and if you do, it will likely be for either the Winchester St. or Blake lots.

Refunds will only be processed AFTER the Parking Office receives your physical parking permit.

5. (3) Apply for a Refund

Please note, the Permit Store charges a ten ($10.00) dollar refund fee to issue the refund, this will be automatically removed from your refund amount. Parking permits MUST be returned to Parking Services BEFORE requesting a pro-rated refund, according to the following schedule:

Refund	**%**
Before the first day of the semester for full year or single semester permits.	100%
Within the first seven (7) calendar days after the date classes begin for full year or single semester permits.	75%
Between 8-30 days after classes begin for full year or single semester permits.	50%
Refund of a full year permit only, if a student withdraws from Keene State College, 30 days after classes begin during the fall semester.	50%
Refund of a full year permit if a student is not returning for the spring semester and asks for a refund before the start of the spring semester.	50%

To apply for a refund, you must first log into the Permit Store to confirm that your ‘Shipping’ & ‘Residence’ addresses are accurate in case a check is mailed. Then return your physical parking permit to the Parking Services office located within Keddy House (Campus Safety Building). Follow this up with an email to parkingservices@keene.edu. If the refund request is received less than 30 days after payment the Permit Store will apply the refund to the credit card otherwise, they will mail a check to the shipping address on your account. The $3.95 shipping and handling fee will not be refunded, and the Permit Store charges a ten ($10.00) dollar refund fee. A student who is suspended or dismissed from Keene State College forfeits their right to a

refund.

Your refund will not be processed if the Parking Services office does not receive your returned parking permit. If the refund request is within a certain time frame, 30-60 days from date of purchase, the Permit Store will try to refund directly to the card used at the time the permit was purchased, otherwise the refund will be mailed to the shipping address on your account. Please note, it takes the Permit Store at least 4 weeks to process a refund request.

If you are STUDYING AWAY during the Fall semester and only need a Spring permit

* Option 1: Buy a full-year permit for a lot that is appropriate to your accommodation and AFTER handing your physical parking permit to Campus Safety (open 24/7) you can request a refund from the Parking Office for the Fall semester, you will receive a 50% refund minus the shipping cost and a $10 Permit Store fee. Upon returning to Campus in the Spring, you may collect your physical parking permit from Campus Safety. If you think your permit will not arrive before leaving the country, have your permit shipped directly to the Parking Office, using the address in section 17.

* Option 2: Wait for the parking waitlist to open, early to mid-August. Complete the form and note in the comments section that you will return in the Spring after studying away. This option does not guarantee that you will get a parking space and if you do, it will likely be for either the Winchester St. or Blake lots.

If you are STUDYING AWAY during the Spring semester and only need a Fall permit

* Option 1: Fall permits are only available for the Winchester Street lot.

* Option 2: Buy a full-year permit for a lot that is appropriate to your accommodation and AFTER returning your physical parking permit to the Campus Safety Office (open 24/7) you can request a refund from the Parking Office for the Spring semester, you will receive a 50% refund minus the shipping cost and a $10 Permit Store fee. If you leave forgetting to return your physical permit, you may mail it to the Parking Office, using the address in section 17.

Refunds will only be processed AFTER the Parking Office receives your physical parking permit.

6. Add/Update Vehicle Information

It is the responsibility of the permit holder to associate a new vehicle with the current permit in the Permit Store. Failure to associate a new vehicle to the current permit will result in a citation for ‘No Permit’ which may be appealed; however, responsibility lies with the permit holder and the citation may be reduced to a $10.00 processing fee.

It is even more important to associate (even for one day) a temporary vehicle to your permit. For example, you may have a loaner from the garage, but if you do not associate this vehicle to your current permit, we have no way of knowing this vehicle belongs to you, resulting in a ticket for ‘No Permit’. Or you may have a temporary plate, you must add the temporary plate to your account and associate it with your current permit, then when you receive your permanent plates, update your information, and then associate the updated information to your current permit.

Associating a vehicle to your current permit is the only way the Parking Office knows your vehicle has a permit. When we check the plate, if the vehicle is not associated with a permit, we have no way of knowing who the driver is, or if the driver even has a permit. To prevent receiving a $50.00 parking citation for not having a permit, it is really important to update your vehicle details - even if you have a loaner vehicle for just one day!

Before adding or updating your vehicle details

Please refer to your registration document to ensure accuracy of the information you are asked to enter.

If you have a standard plate there should be:

- NO dashes
- NO spaces

- NO letter I (eye)
- NO letter O (oh)

Examples are:

- 289-1568 should be entered as 2891568
- 256 8975 should be entered as 2568975
- AI9 BAT should be entered as A19BAT (it is a number 1 not the letter eye)
- BLOF223 should be entered as BL0F223 (it is a zero not the letter oh)

If you have a custom or vanity plate, the above examples may not be applicable, however it would help if you would email an image of your plate to parkingservices@keene.edu so we can confirm the correct vehicle information is on your permit.

To add a new vehicle to your current permit

- Go to the Permit Store and sign into your account.
- Click the Account link.
- Click on the “Permits & Vehicles” link under the Parking Permits center section.
- In the lower ‘Vehicles’ section, click on the [+ New Vehicle] button.
- Enter all your vehicle information.
- In the upper ‘Permits’ section, click the ‘Select’ dropdown.
- Select the vehicle you just added.
- Click the [Attach] button.
- Make sure your plate info appears to the left of the window if you are using a computer, or above if you are using your phone. Should you see a vehicle on your list that you no longer use:
- Click the chevron to the left of the vehicle you need to update
- You will then be provided with an option to [Remove].
- Click [OK] to confirm your removal.

To remove a vehicle

- Go to the Permit Store and sign into your account.
- Click the Account link.
- Click on the “Permits & Vehicles” link under the Parking Permits center section.
- In the upper ‘Permits’ section, to the left is a list of your active vehicles.
- Click the chevron to the left of the vehicle you need to update
- You will then be provided with an option to [Remove].
- Click [OK] to confirm your removal.

To associate a vehicle already on your account to your current permit.

- Go to the Permit Store and sign into your account.
- Click the Account link.
- Click on the “Permits & Vehicles” link under the Parking Permits center section.
- In the upper ‘Permits’ section, select the dropdown under your active permit.
- Select the vehicle you need.
- Click the [Attach] button.
- Make sure your plate info appears to the left of the window if you are using a computer, or above if you are using your phone.

To update vehicle information on your account.

- Go to the Permit Store and sign into your account.
- Click the Account link.

- In the upper ‘Permits’ section, to the left is a list of your active vehicles.
- Click the chevron to the left of the vehicle you need to update
- You will then be provided with an option to [Edit].
- Make the necessary changes and click the [Save] button.

To prevent receiving ‘$50 No Permit citations’ please keep your vehicle information as updated as possible, the handheld devices used for parking enforcement only see vehicles associated with current permits, they cannot see vehicles listed on an account.

Permit holders can add multiple vehicles to their parking account and are permitted to associate two vehicles to their current permit however, only ONE (1) vehicle is permitted to park on campus at the same time, please read section 6 for details on how to do this. Permits may not be transferred, sold, or lent to another individual, and are only valid when used on a vehicle owned or operated by the purchasing party. All vehicles must be added to your parking account online with the Permit Store.

7. Appeals, Fines & Payments

- a. Appeals
- b. Submitting an Appeal
- c. Fines for Violations
- d. Unpaid Parking Fines
- e. Revocation of Parking Privileges or Permits
- f. Fraudulent Use of a Permit
- g. Unauthorized Use of a Permit
- h. Parking in a Residential Lot
- i. Immobilizing (Booting) Vehicles
- j. Release of Immobilization (Boot)
- k. Towing
- l. Chronic Violators

- m. Payments

7a. Appeals

Vehicle owners have the right to appeal parking violations within fourteen (14) days of the issue date of the ticket. Submitting an appeal does not mean you do not have to pay the ticket, it means you can wait for the outcome of the Appeals Board, they may:

- uphold, which means you will be expected to pay the full amount,
- adjust, which means the amount owed will be reduced,
- dismiss, which means your appeal was successful.

Appeals submitted after the appeal period will not be accepted, and all violations and fines will stand “as is.” Appeals are reviewed by a Parking Appeals Board comprised of an impartial cross-section of the campus community.

If your appeal is denied by the Appeals Board, you have a week to submit via email, a second written appeal to Parking Services: parkingservices@keene.edu for additional review. The Director of Campus Safety or their designee will decide solely on whether the violation was issued in accordance with the parking policies on campus. If the second appeal is denied, the responsible party will be held responsible for any late fees that resulted in the extended appeal.

The outcome of an appeal will be based solely on the facts and circumstances present at the time the ticket was issued. The appeals board evaluates whether the ticket was issued in error or if there are mitigating circumstances that warrant the parking violation. Willful violations of parking policies, even for a short period of time, are likely to be denied. The parking appeals board may evaluate past parking violation history when considering an appeal. Prior to parking on campus, any questions or clarification on parking restrictions must be referred only to Campus Safety or Parking Services.

A parking violation waiting on an appeal decision will not accrue late fees until a decision has been made.

Most communications regarding the purchase of a permit or the payment of a citation will come directly from the Permit Store, emails will come from:

- keene.enforcement@thepermitstore.com
- keene.general@thepermitstore.com
- keene.appeal@thepermitstore.com

We strongly suggest these emails are added to the email safe list, so they do not go into the trash folder. These emails cannot be replied to. They are for notification purposes only. Should you want to communicate with Parking Services regarding any email you receive from the Permit Store, please forward the email and your communication to .

7b. Submitting an Appeal

To appeal citations, go to the Permit Store and click on the large icon titled “Pay or Appeal.” Enter either the license plate or the notice number on the citation. Click search and follow the prompts. When submitting an appeal, be sure to include an incident description, including when, where, how, and/or why the violation occurred.

- Attach documentation of extenuating circumstances if cited in the incident description (i.e. accident reports, medical records, auto repair bill)
- Attach photos, a map, or a diagram of the parking space/area in question, if noted in the incident description.

The following examples (or variations of) are insufficient grounds for granting an appeal of a parking violation:

- Being late for class or in a hurry to get somewhere
- Inclement weather
- The sign was not visible or easy to understand
- Other vehicles parked there did not receive a citation
- Having parked in the same place before and did not receive a citation
- I was not the driver of the vehicle and allowed someone else to borrow it

and I did not know they parked there.

- Preferred or Alternate parking lot was full or too far away
- Disagreement with the fine amounts
- Needing to park there for a short period of time
- Inability to pay for the citation
- Forgetfulness
- The lot was half empty

Failure to know/understand the policies does not constitute a compelling reason and appeals submitted on that basis will not be considered valid. Abusive, abrasive, sarcastic, or profane language will not help your appeal.

7c. Fines for Violations

Fines for Violations	
ALTERED/FRAUDULENT PERMIT/PASS – Displaying a parking permit that has been copied, altered, or otherwise created without express authorization from the parking office. This type of violation may be reported to the Keene Police Department for theft of services and the Office of Community Standards.	$350.00
AREA NOT DESIGNATED FOR PARKING – Parking in any area that is not marked specifically for parking or is marked specifically as “no parking.” Parking spaces must be in a paved and marked parking area and have lines or a border on both sides. This includes parking on the grass.	$50.00
CHARGE BACK/INSUFFICIENT FUNDS FOR PERMIT PURCHASE – When a payment is disputed with the credit card company or a payment is returned for insufficient funds, the Permit Store deactivates the permit until the payment is resolved with them. This fine will be added administratively per permit transaction.	$50.00
CHARGE BACK/INSUFFICIENT FUNDS FOR VIOLATION PAYMENT – When a payment is disputed with the credit card company or a	$50.00

payment is returned for insufficient funds, the Permit Store reopens the violation until the payment is resolved with them. This fine will be added administratively per violation transaction.	
COMMUNITY DIRECTOR SPACE/LIVE-IN FACULTY/STAFF – Parking in a space designated for live in staff without a permit to be in that space.	$50.00
EXCEEDED POSTED TIME – A vehicle has been parked beyond the time limit posted for the area.	$25.00
FIRE LANE – Parking a vehicle in a marked fire lane (by sign or red/yellow painted lines) or otherwise blocking emergency vehicle access and egress.	$100.00
HANDICAPPED SPACE/ADJACENT MARKED SPACE – Parking a vehicle in a space marked for only vehicles displaying a valid State issued handicapped plate/placard/permit or disabled veteran license plate. The handicapped space includes the yellow hash marks next to the space.	$200.00
IMMOBILIZATION FEE – The fine is assessed starting 24 hours after boot is applied for failing to have an immobilization device removed (equivalent to a tow company's "storage" fee). The immobilization device will be removed, and the vehicle towed 72 hours after the first ticket has been issued.	$25.00
IMPEDING SNOW REMOVAL – Ignoring notification to move vehicle from a lot that has been closed for plowing.	$25.00
IMPEDING THE FLOW OF TRAFFIC – Vehicle is parked too close to an intersection, in a roadway, or otherwise is impeding the flow of traffic.	$25.00
LOADING ZONE – Parking in an area designated as a loading/unloading area only with a 15-minute time limit.	$50.00
LOT CLOSED/EVENT PARKING ONLY – Ignoring notification to move vehicle from a lot that has been closed for an event.	$50.00

MISUSE OF VISITOR PARKING SPACES – Spaces are reserved for non-KSC visitors only and cannot be used by affiliates, faculty, staff, or students.	$25.00
MORE THAN ONE SPACE – Parking a vehicle in a manner that occupies two or more parking spaces.	$25.00
NO PARKING MIDNIGHT TO 6AM, WRONG LOT – Parking a vehicle on campus between midnight and 6:00 AM without a valid permit for the area and timeframe.	$35.00
NO PARKING MIDNIGHT TO 6AM, NO PERMIT – Parking a vehicle on campus between midnight and 6:00 AM without a valid permit for the area and timeframe.	$50.00
NO PERMIT – Parking a vehicle without a valid KSC parking permit.	$50.00
PARKING AFTER REVOCATION – Parking a vehicle on campus after parking privileges are revoked.	$200.00
PARKING IN A RESIDENTIAL LOT, WRONG LOT – A vehicle parked in a residential lot, with a permit for a different lot. The vehicle will be towed if not moved within the next 24 hours.	$35.00
PARKING IN A RESIDENTIAL LOT, NO PERMIT – A vehicle parked in a residential lot without a permit to park at Keene State College. The vehicle will be towed if not moved within the next 24 hours.	$50.00
PARKING WITHIN 15 FEET OF A FIRE HYDRANT – Parking a vehicle within 15 feet of a fire hydrant.	$100.00
RESTRICTED SPACE/LOT – Vehicle in a blocked off space or in a lot restricted for Keene State College vehicles only (temporarily or permanently).	$50.00
SIDEWALK-CROSSWALK – Parking a vehicle on a sidewalk, crosswalk, or in a manner that impedes pedestrian access.	$50.00
TOW - CHRONIC VIOLATOR – A person who is on the automatic	$50.00

tow list due to being a habitual offender of the parking policies.	
TOW - COMMUNITY DIRECTOR SPACE/LIVE-IN FACULTY/STAFF – Parking in a space designated for live in staff and vehicle has been towed.	$100.00
TOW - FIRE LANE – Parking a vehicle in a marked fire lane (by sign or yellow painted lines) or otherwise egregiously blocking emergency vehicle access and egress.	$150.00
TOW - HP SPACE &/OR ADJACENT MARKED SPACE - Parking a vehicle in a space marked for only vehicles displaying a valid State issued handicapped plate/placard/permit or disabled veteran license plate. The handicapped space includes the yellow hash marks next to the space.	$250.00
TOW - IMPEDING SNOW REMOVAL - Parked vehicle is blocking a roadway, pedestrian walkway, or ramp for people with disabilities, or vehicle is parked in a travel lane of a road or parking lot and is impeding traffic flow.	$75.00
TOW - IMPEDING KSC OPERATIONS – Vehicle parked in an area not designated for parking and that also impedes normal KSC operations	$50.00
TOW - SIDEWALK/CROSSWALK – Parked vehicle is blocking a roadway, pedestrian walkway, or ramp for people with disabilities, or vehicle is parked in a travel lane of a road or parking lot and is impeding traffic flow.	$100.00
TOW - OTHER – See notes on ticket for reason vehicle was towed.	$50.00
UNAUTHORIZED REMOVAL OR DAMAGE OF AN IMMOBILIZATION DEVICE – If a person attempts to remove the immobilization device and damages it beyond use or repair. Or if a person removes the device prior to contacting Parking Services and settling their account. This violation will be added administratively per violation.	$100.00
UNAUTHORIZED USE OF PERMIT – Displaying a permit that has	$100.00

been issued to someone other than the permit user or user's vehicle. This type of violation may be reported to the Keene Police Department for theft of services, or when a student misuses the overnight guest permits.	
VEHICLE BOOTED/IMMOBILIZED – Fine assessed when a vehicle is booted/immobilized.	$50.00
WRONG LOT – Parking a vehicle without a permit for the specific parking area where the vehicle was parked.	$25.00
WRONG SIDE OF THE ROAD – Parking a vehicle facing oncoming traffic.	$25.00

7d. Unpaid Parking Fines

A $10.00 late fee will be applied for each unpaid fine beyond 30 days of issuance, and additional $10.00 fine will be applied to each unpaid fine every 90 days thereafter, until each ticket has been paid.

For existing students, after 30 days, all outstanding fines will be transferred to Student Financial Services and applied to their student account. Students will be subject to class registration, and any other financial hold policies of the institution and Student Financial Services. Questions about parking fines applied to Student Accounts should be directed to the Keene State College Parking Office. The Parking Office can be contacted by phone at 603-358-2227 or by email at parkingservices@keene.edu.

7e. Revocation of Parking Privileges or Permits

Any violation of these parking policies by a student may be referred to the Office of Community Standards. The Director of Campus Safety or their designee reserves the right to revoke parking privileges of any permit holder for just cause.

College parking privileges and/or permits may be revoked or suspended by

the Office of Community Standards or the Director of Campus Safety or their designee for the following reasons:

- Chronic or habitual violations of parking regulations, regardless of payment status.
- Possession or use of a stolen or lost permit, or the altering of a parking permit.
- At the discretion of the Director of Campus Safety or their designee for any just cause.

If your permit is revoked, you will still be held responsible for paying all outstanding citations.

7f. Fraudulent Use of a Permit

Permits may not be transferred, sold, or lent to another individual, and are only valid when used on a vehicle owned or operated by the purchasing party. All vehicles must be added to a parking account and associated to a current permit via the Permit Store.

Any permit that has been altered, copied, transferred, or otherwise falsified will be considered fraudulent. Fraudulent permit use warrants immediate ticketing and immobilization of the vehicle.

Incidents involving students are referred to the Office of Community Standards. Incidents involving faculty, staff, or contracted vendors are referred to Human Resources. Incidents involving non-affiliated individuals will result in immediate revocation of parking privileges for not more than one calendar year from the date of the incident.

Keene State College reserves the right to contact the Keene Police Department for theft of services and may require reimbursement for unauthorized parking services utilized. Vehicles will not be permitted back on campus until the incident is resolved, and parking privileges reinstated.

An example of fraudulent use is if a permit is copied and given to another student.

7g. Unauthorized Use of a Permit

Permits may not be transferred, sold, or lent to another individual, and are only valid when used on a vehicle owned or operated by the purchasing party. All vehicles must be added to a parking account and associated to a current permit via the Permit Store.

Examples of this would be:

- if you no longer require your permit, you cannot ‘gift’ it to your friend in need, thus enabling the ‘gifted’ vehicle to park on campus under their permit would be considered Unauthorized use of a permit for both the permit holder and the second vehicle owner/operator.
- if a permit holder adds another vehicle to their permit that is not owned or operated by themselves, thus enabling the second vehicle to park on campus under their permit would be considered unauthorized use of a permit for both the permit holder and the second vehicle owner/operator.

7h. Parking in a Residential Lot

Parking in a residential lot is restricted to only the students who purchased the appropriate permits for that residential lot.
Faculty/Staff/Affiliates/Visitors/Guests are restricted from being able to park in these lots. The residential lots are as follows: Blake, Madison Street Residential, Owls Nest, One Butler Court, Pondside 2, and Pondside 3. Anyone found to be parking in these lots without the appropriate permit will be immediately immobilized. If the outstanding citation has not been paid or the vehicle removed from the lot, the vehicle will be towed from campus 24 hours after the issuance of the citation. Once the citation has been paid and the immobilization device removed, the vehicle must be removed from the lot immediately.

7i. Immobilizing (Booting) Vehicles

A permit holder whose vehicle has a minimum of three (3) parking tickets within the same academic school year will be immobilized upon issuance of

the fourth (4th) or subsequent parking ticket. An un-permitted vehicle (a vehicle parked in any KSC Fac/Staff or Commuter lot without a valid permit, will be immobilized upon issuance of the second (2nd) parking ticket. All unpaid citations must be paid and/or appealed before the boot is released.

Except in residential lots, vehicles that have been immobilized (booted) will be towed from campus after 72 hours if outstanding citations are not resolved by the vehicle operator. This does not apply to residential lots. See above for towing in a residential lot. A $50.00 fee is applied whenever a vehicle has been towed.

Any vehicle observed to be in violation of the following may be immobilized (booted):

- Parking in a residential lot without a valid permit for that residential lot.
- Displaying any permit that has been altered, copied, or otherwise falsified.
- Parking in a manner that presents a danger to life or property.
- Permit holders that have three (3) parking tickets (not in Appeal status) on issuance of 4th ticket.
- An un-permitted vehicle on issuance of the second (2nd) parking ticket.
- Unauthorized use of a disabled plate, placard, or permit.
- Unauthorized use of a permit.
- A vehicle that is not registered with a state Motor Vehicle Department, a vehicle with no license plate (abandoned) or a vehicle without a current permit upon issuance of 2nd ticket.

Continued violations may result in the revocation of current or future KSC parking privileges. Vehicles parked on campus after revocation will be towed or immobilized.

7j. Release of Immobilization (Boot)

Release of vehicles immobilized will be subject to the payment in full of all outstanding fines, towing/immobilization fees, storage/release fees, or other such conditions set by the Director of Campus Safety. Unless otherwise authorized, payments for debts associated with immobilization (booting) must

paid online at the Permit Store for the vehicle to be released the same day. The Permit Store accepts the following methods of payment: Discover, Visa, American Express or MasterCard.

The operator of the immobilized vehicle shall provide the Campus Safety Office upon request, a photo identification, their name, email phone number and address.

Confirmation of payment will be checked by Campus Safety or the Parking Office before an officer is dispatched to release the boot.

7k. Towing

Vehicles that have been immobilized (booted) will be towed from campus after 72 hours if outstanding citations are not resolved by the vehicle operator. This does not apply to residential lots. See above for towing in a residential lot. A $50.00 fee is applied whenever a vehicle has been towed.

Campus Safety and Parking Services personnel are authorized to initiate an automatic tow from KSC property without notice to the vehicle owner if the vehicle observed is in violation of the following:

- Blocking a roadway, pedestrian walkway, or ramp for people with disabilities.
- Blocking access to a fire hydrant.
- If found parked in violation of these parking policies after receiving a chronic violator notification email.
- Parking in or blocking a fire lane.
- Parking in or blocking a space reserved for people with disabilities without the proper plate or placard.
- Parking in a manner that presents a danger to life or property.
- Parking on a pedestrian walkway or vehicle travel lane.
- Parking in a campus parking lot which is closed to accommodate campus events, snow removal, construction, or other reasons as deemed appropriate by Keene State College.

- Parking in any area indicated by official signage that a vehicle may be towed.
- Parking after revocation of parking privileges.
- A vehicle that is not registered with a state Motor Vehicle Department, a vehicle with no license plate (abandoned) or a vehicle without a current permit after being immobilized for 72 hours.

Towed vehicles are moved to the property of the tow company. Any fees for storage, or drop charges associated with retrieving the vehicle are payable directly to the tow company and are the responsibility of the vehicle operator. A drop fee is charged by the tow company when the tow company has already arrived on campus.

Campus Safety officers will inspect the exterior of all vehicles to be towed and will document observed deficiencies; however, Campus Safety officers are not authorized to conduct motor vehicle inventory searches. KSC is not responsible for any damage to any vehicle incurred as part of being towed from the KSC campus or while stored at the towing company facility.

7l. Chronic Violators

A permit holder whose vehicle has received ten (10) citations within the same academic school year will be considered a chronic violator and be subject to immediate tow if found in violation of the ‘Parking and Motor Vehicle Policies’ at any point for the remaining duration of the permit holder’s current permit. Chronic Violators will be notified in writing when they are placed on the Tow list.

Continued violations may result in the revocation of the current permit or future KSC parking privileges. The Director of Campus Safety or their designees reserves the right to deny or revoke parking privileges for any individual or vehicle with just cause. Vehicles parking on campus after revocation will be towed or immobilized.

7m. Payments

To pay citations, please go to the Permit Store and click on the large icon

titled “Pay or Appeal”, enter either the ‘License Plate’ or ‘Notice Number’, click search and follow the prompts.

We cannot offer payment plans. The Permit Store accepts the following methods of payment: Discover, Visa, American Express or MasterCard.

The Permit Store operates in California. Some credit card companies may consider a California transaction fraudulent and will want you to verify the transaction. To prevent any issues with your payment, please contact your credit card issuer to confirm that this transaction is authorized. If you contest the card payment, assuming it is a fraudulent transaction, the Permit Store will contact you providing a phone number to call them to rectify your payment. Please note should this happen a charge back fee may be applied to your account, please review section 8 for full details.

8. Failed Transactions – Insufficient Funds Charge Back Fee

Keene State Parking Services utilizes iParq, a third-party parking management service called the Permit Store, to handle all parking-related transactions. The Permit Store charges an administrative fee as well as a processing fee per transaction. When a transaction is denied due to insufficient funds, or if a payment is disputed by the card holder, Parking Services is still charged those fees for each instance of a failed transaction. The insufficient fund transaction fees will be transferred to the account holder as a charge back fee.

The “Charge Back/Insufficient Funds Fee” that Parking Services will charge the account holder will be fifty ($50.00) dollars per transaction. The account will be placed on hold until the original transaction and additional insufficient funds fee is paid. If payment is not received within two weeks in the case of a student, the account will be referred to the Office of Community Standards for review.

Due to the nature of billing cycles, it may take up to three months from the original failed transaction date before the Parking Office processes this fee.

We strongly recommend that all account holders check that funds are available prior to proceeding with an application for permit or payment of

citations.

9. Types of Permits

- a. CALL Program
- b. Community Living/Director Parking
- c. Continuing Education & Graduate Students
- d. Contract Services Personnel (Affiliates)
- e. Faculty/Staff Permits
- f. Motorcycles & Other Motorized Bike Permits
- g. Military Student Permits
- h. Permits for People with Disabilities
- i. Student College Sponsored Trips
- j. Student Teaching Professional Intern Permits
- k. Student Overnight Winchester St. lot Permits
- l. Student Temporary Accommodation for Injury or Illness
- m. Other Temporary Permits*

9a. CALL Program

Continuing education CALL program students may apply here for a free CALL Program parking permit which authorizes parking in any non-designated Faculty/Staff or Commuter parking space. The term non-designated refers to parking spaces that do not have a sign indicating who can park in that space, for example a loading zone, or Admission/CDC spaces etc.

Parking in the residential lots at any time of the day or night is prohibited without the appropriate permit for Blake, Owls Nest, One Butler Court, Madison Street Residential, Pondside 2, or Pondside 3 lots.

Click here to view the ‘KSC Campus Parking Lots’ and other related lot maps.

Permit holders can add multiple vehicles to their parking account and are

permitted to associate two vehicles to their current permit however, only ONE (1) vehicle is permitted to park on campus at the same time, please read please read section 6 for details on how to do this.

9b. Community Living/Director Parking

Residential professional staff parking spaces are designated for Community Directors or other professional staff as designated by the Director of Transitions and Community Living as live-in staff. Community Assistants or other complimentary live-in staff are not eligible to park in these spaces. Residential professional staff must display a Faculty/Staff permit and must inform the parking office of their residency prior to parking on campus.

Should a vehicle be parked in a Community Living/Director Parking space without permission to be there (or without a permit to be there), it will be ticketed and immediately towed.

Community Directors are not allowed to provide access to their parking space, absent a qualified live in partner of their apartment, or an approved guest.

Visitors of residential professional staff must display a permit prior to parking on campus. Residential professional staff must apply for a Residential Staff-Visitor permit and disseminate it to their guests.

9c. Continuing Education & Graduate Students

These are reduced cost parking permits ($40.00 per semester) available online here for Continuing Education and Graduate Students who are taking less than eight (8) credits and not residing in on-campus housing. Parking is authorized in the Commuter or Winchester Street Parking Lots. Students taking classes for more than 8 credits are advised to purchase a Student Commuter permit if they need to park on campus during the working week, Monday-Friday 8am to 4pm.

9d. Contract Services Personnel (Affiliates)

Affiliate parking permits are available for any Keene State College full-time or part-time contracted services personnel. Newly hired contract services personnel may obtain the parking permit by going online to the Permit Store, to create an account and then apply for an Affiliate permit.

Affiliate Personnel who do not follow the parking policies may be ticketed and may have their vehicle immobilized or towed from campus. Affiliates will be expected to pay outstanding citations and be responsible for all fees incurred by the towing company.

This permit is valid for the academic year and provides parking in any Faculty/Staff lot or the Winchester Street Lot.

9e. Faculty/Staff Permits

Faculty/Staff parking permits (hangtags) are available online here for any Keene State College full-time or part-time faculty/staff member. Students hired as ancillary KSC employees are not eligible to obtain a faculty/staff permit. Permit applications will be denied if the applicant has any unpaid parking tickets. Permits cannot be transferred to dependents who are students at Keene State College.

Faculty/Staff who do not follow the parking policies may be ticketed and may have their vehicle immobilized or towed from campus. Faculty/Staff will be expected to pay outstanding citations and be responsible for all fees incurred by the towing company.

Faculty/Staff permits are good for a two-year period each time. They must be renewed in August of every odd year (2027, 2029, 2031, etc.). It is the responsibility of the permit holder to follow through with the permit renewal. Failure to comply may result in tickets being issued and you will be responsible for all fines incurred while not in compliance with an active permit.

It is the responsibility of the permit holder to associate a new vehicle with the current permit. Failure to associate a new vehicle to the current permit will result in a citation for ‘No Permit’ which may be appealed; however, responsibility lies with the permit holder and the citation may be reduced to a $10.00 processing fee.

Faculty/Staff permit holders may park their vehicle overnight in any F/S lot, however it is strongly encouraged that you notify Campus Safety so officers can be aware of the situation. Permitted for business purposes only, not for use as a personal overnight convenience for spare vehicles.

9f. Motorcycles & Other Motorized Bike Permits

Any motorized 2-wheeled cycle or scooter that needs to be registered with a state Motor Vehicle Department is a motorcycle/moped. Any motorized cycle capable of up to 30mph and/or with a piston displacement of up to 50cc are mopeds; over 30mph and/or 51cc and over are motorcycles. Sidecar, 3-wheel, or other custom oversized cycles must be permitted and parked as 4-wheel vehicles.

Motorized bikes may park at bike racks immediately adjacent to parking lots or roadways. Motorcycles may park in designated parking spaces with a valid permit purchased online here. While there is no separate motorcycle permit, motorcycles should be added under the permit holder's account as an alternate vehicle. Motorcycles may park in place of a motor vehicle, or park in same space as their vehicle but cannot take up two spaces or impede the use of adjacent parking spaces. Motorcycles or other motorized bikes are not authorized to drive on Appian Way or other pedestrian walkways.

9g. Military Student Permits

Veterans and current members of the military who are commuter students may obtain a free Commuter parking permit upon obtaining approval from the Keene State College Student Financial Services department. The applicant will be required to phone the parking office to apply for the permit and pay the shipping fee.

Veterans and current members of the military who are residential students may obtain a parking permit at a reduced cost upon obtaining approval from the Keene State College Student Financial Services department. The applicant will be required to phone the parking office to apply for the permit and pay.

9h. Permits for People with Disabilities

Vehicles using spaces designated as “Handicapped” and displaying the uniform handicap symbol must display a state-issued Handicap license plate or placard. People with a disabled veteran’s plate can also park in these spaces. Accessible Parking Map If a campus community member needs a temporary disability permit, they may be available by contacting the registry of motor vehicles in their home state.

- Connecticut: Accessibility Parking Permit for Individual| Connecticut DMV
- Massachusetts: Disability Plates and Placards | Mass.gov
- New Hampshire: Walking Disability Placards | NH Division of Motor Vehicles
- New York: New York DMV | Parking for people with disabilities (ny.gov)
- Vermont: Disabled Plates & Placards | Department of Motor Vehicles (vermont.gov)

Unauthorized use of a handicapped or disabled plate or placard by another individual is subject to immediate ticketing and towing. This also may result in notification to the local police department.

The use of a state-issued walking disability plate or placard in Keene State College lots or spaces must be accompanied by a Keene State College obtained permit, e.g. faculty/staff permit, commuter sticker, etc., for which the user is eligible. In designated ADA/Accessible spaces, the accompanying permit may be any valid permit. In standard, non-accessible spaces, the accompanying valid permit must be appropriate for that lot.

Resident students who have purchased a parking permit, must provide a copy of their handicapped placard to Campus Safety by submitting it online here. This is a two-step process:

- First, sign into the account, and click on the ‘Manage Documents’ link to upload a copy of the handicapped placard.
- Second, email parkingservices@keene.edu to notify them that you have done this, so they can add a field note to your account for the parking attendant’s hand-held devices.

9i. Student College Sponsored Trips

Current Commuter permit holders traveling on college sponsored trips may park in the Winchester Street lot overnight after requesting a temporary college sponsored trip permit online here. The temporary permit must be printed and displayed prominently in the vehicle's dashboard window.

- Faculty/Staff travelling on overnight college sponsored trips may park in any Faculty/Staff lot.
- Residential students must park in the residential lot designated by their current parking permit.

Permission to park overnight will not be extended to anyone that does not possess a current parking permit for Keene State College. KSC students without a current permit, may purchase a TEMPORARY permit from the Permit Store for the duration of the trip, at a cost of $5.00 per night.

9j. Student Teaching Professional Intern Permits

Professional Interns are those who work at, or in conjunction with KSC as part of their formal education. This category includes counseling interns, student teachers (traditional students excluded), etc. Professional Interns may apply for a Temporary Professional Intern parking permit at no cost, online here. Upon approval a temporary permit will be emailed to the student teacher. This permit is valid for the semester you are student teaching and provides for daytime parking only in the Redfern and Holloway Commuter lots.

A professional intern parking permit will not be given to a residential student or a student who has already purchased a full academic year or semester commuter parking permit. Refunds will also not be provided to students who have already purchased parking permits as either residential or a commuter student.

9k. Student Overnight Winchester St. lot

Permits

Temporary Winchester Street Parking Lot permits are available for sale online here for $5.00 per night. The permit must be printed by the student and clearly displayed on the vehicle's dashboard, face up, so the words can be seen through the windshield. You will be able to purchase a permit ahead of time but be sure of the dates you are opting for when obtaining an overnight guest permit as a refund will not be possible.

Please review the Frequently Asked Questions page on the Campus Safety website for the reasons for this per night fee.

9l. Student Temporary Accommodation for Injury or Illness

Individuals who need temporary accommodation due to injury or illness may apply for a KSC Temporary 30-Day Parking Accommodation Permit as an alternative to obtaining a State issued permit (limitations apply). You must possess a valid KSC parking permit and submit supporting medical documentation when applying for the accommodation permit here. Note: this accommodation does not allow the permit holder to park in other residential lots; the accommodation allows for parking in the lots stated on the accommodation permit.

However, per NH State Law, this permit does not authorize the use of designated handicapped parking spaces. A State issued handicapped placard or license plate would be required to utilize these spaces.

Individuals with a residential KSC Parking Accommodation permit may park in any Faculty/Staff or Commuter lot even overnight based on the needs of the individual However, per NH State Law, this permit does not authorize the use of designated handicapped parking spaces. A State issued handicapped placard or license plate would be required to utilize these spaces.

The KSC Temporary 30-Day Parking Accommodation Permit may be issued for a period not to exceed thirty (30) days at a time. An extension may be obtained by applying for a second Temporary 30-Day Parking Accommodation

at which time you must be prepared to upload current medical documentation. A Temporary Accommodation Permit cannot be issued for more than one semester at a time. If the injury or illness is likely to last more than one semester, it is recommended that you obtain a State issued temporary or permanent handicap placard or plate.

9m. Other Temporary Permits

Temporary permits for CDC Specialists, business related visitors/guests or volunteers, must be obtained from the Permit Store.

- Short term temporary permits of two weeks or less can be obtained at no cost.
- Long Term Visitor Temporary permits will cost $5.00 and will expire at the end of each school year (06/30).
- Keene Lions Temporary permits will cost $5.00. The permit dates run from the first Tuesday in January and expire on the last Tuesday in April.

10. Visitors

- a. 48 Butler Court Visitors
- b. Admission Visitors
- c. Alumni Lot Visitors
- d. Daytime Visitors
- e. Event Visitor Parking
- f. River Valley Community College Visitors
- g. Routine Visitors
- h. Thorne Sagendorph Art Gallery Visitors
- i. USNH Faculty/Staff Visitors
- j. Vendors/Contractors
- K. Overnight Guests, please read section 11

10a. 48 Butler Court Visitors

There are 2 spaces set aside for visitors to 48 Butler Court. Faculty/Staff/Affiliates, and students are not permitted to park in these spaces unless they display a valid permit, on their vehicle’s dashboard, face up, so the words can be seen through the windshield.

10b. Admission Visitors

Designated parking spots for admissions visitors are located in the Elliot Parking Lot, adjacent to the fence facing the playground, or the Visitor Parking Lot, adjacent to the metal fence. Admissions visitors must display their tour confirmation emails on their dashboards. The confirmation email will serve as their parking permit.

10c. Alumni Lot Visitors

GVPS Visitors
Visitor Daytime Granite Valley Prep: This VIRTUAL 1-Day permit is valid for Granite Valley Preparatory School visitors who may park only in the GVPS signed spot in the Alumni lot. Faculty, Staff, Students or Associated Affiliates, cannot obtain this permit.

KSC Visitors
Visitor Daytime Alumni Lot for KSC: This VIRTUAL 1-Day permit is for Keene State College visitors to campus Monday-Friday from 7:00 AM to 4:00 PM who may park only in the signed KSC Visitor spots in the Alumni lot. Faculty, Staff, Students or Associated Affiliates, cannot obtain this permit.

10d. Daytime Visitors

Visitor Daytime Wyman Way Lot: Parking in the Visitor Lot is not for Faculty/Staff/Affiliates or Students who must park in the lot for which their permit is for, unless prior permission has been given.

All visitors to campus Monday-Friday from 7:00 AM to 4:00 PM and visitors without a valid permit must create their own account in the Permit Store and

AFTER they park in the Visitor parking lot located adjacent to Keddy House on Wyman Way, they must obtain a "_Visitor Daytime…" permit from the Permit Store by scanning the QR code displayed at each entrance, or by coming into the parking office and providing the vehicle information in person. This permit cannot be obtained in advance of a visit, should the 'Visitor Lot' be full, the visitor should park in a metered spot on the main road. Visitors may receive a $50.00 No Permit citation if they choose to park in any other lot on Campus.

This is a VIRTUAL permit. When we check the plate details, we will see the vehicle has a permit to park in the Visitor lot for that day until midnight. No overnight parking will be permitted.

Any vehicle may park in the Faculty/Staff and Commuter Parking Lots on campus after 4:00 PM to midnight Monday through Thursday and from 4:00 PM Friday until midnight on Sunday. All vehicles without valid permits to be in these lots must be removed from the campus by midnight.

The visitor lot is located on Wyman Way between Keddy House and the Living Learning Commons. Admissions visitors must park in designated admissions parking spaces in the Elliot Lot, located on Wyman Way next to the playground, or in the visitor lot along the fence. Students, staff, and faculty should not be parking in this lot.

10e. Event Visitor Parking

Visitors to the campus (non KSC faculty/staff/students/affiliate employees & students) outside of the working week (Friday 4:00 PM to Sunday midnight) may park in any Faculty/Staff or Commuter parking lot without a permit one hour before and after an event. KSC students are not permitted to park in any Faculty/Staff parking lot during the working week from 8:00 AM to 4:00 PM on Monday, Tuesday, Wednesday, Thursday & Friday.

With reference to the Visitor Daytime Parking map; nearby parking for events outside of the working week (Friday 4:00 PM to Sunday midnight) is available to visitors in any of the following lots:

- Holloway Commuter lot
- Student Center lot

- Redfern Commuter lot
- Spaulding lot
- Elliot lot

Any parking tickets issued for violation of our parking policies will be the responsibility of the visiting driver.

10f. River Valley Community College Visitors

Visitor Daytime Science Lot RVCC: There are 3 spaces in the Science lot set aside for RVCC visitors. Visitors must obtain a permit that is to be displayed on the vehicle's dashboard, face up, so the words can be seen through the windshield. Faculty/Staff/Affiliates, KSC and RVCC students are not permitted to park in these spaces at any time.

10g. Routine Visitors

Visitors who park on campus regularly may apply for a "Temporary Visitor Long Term" parking permit at a cost of $5.00, in person at the parking office, or online here the applicant must provide information regarding their purpose for parking on campus regularly (use of specific facilities, business associations, etc.)

There is no cost for a "Temporary Visitor less than 2 weeks" parking permit.

10h. Thorne Sagendorph Art Gallery Visitors

There are 3 spaces set aside for TSAG visitors. Faculty/Staff/Affiliates, and students are not permitted to park in these spaces, unless prior permission has been given.

10i. USNH Faculty/Staff Visitors

Faculty/Staff visitors from within the University System of New Hampshire* may park in any Faculty/Staff parking area while displaying a valid hangtag from the any of the system colleges. This does not apply to visiting students.

* Applies to the University of New Hampshire - Durham, the University of New Hampshire School of Law, the University of New Hampshire College of Professional Studies, and Plymouth State University.

10j. Vendors/Contractors

Routine vendors or contractors who park on campus regularly may apply for a “Temporary Vendor parking permit online here. Vendor permits are valid for the fiscal year and authorize parking in any Faculty/Staff, Visitor, or Commuter parking space.

11. Visitor Overnight Guest of Student

Overnight guests must create an account in the Permit Store and provide the first & last name of the student they are visiting and their Residence Hall. Overnight guests are expected to park in the Winchester St lot after creating an account and obtaining a permit. The Winchester St. lot is located behind Walmart on Winchester Street. Accessible by foot from the rail trail and by vehicle on Winchester Street. It may help if you refer to the campus map. When looking at the map, the Winchester St. lot is located to the left of the Ashuelot River, KSC Campus Parking Lots.

The overnight guest permits will be available to purchase from the first day of classes to the Thursday before ‘Finals Week’ each semester.

The cost for a **Visitor Overnight Guest of Student** permit for, Sunday, Monday, Tuesday, Wednesday, and Thursday is $5.00 per night. Friday and Saturday, overnight guest parking is free. There is no limit on the number of overnight guest permits that can be purchased throughout the academic year. Be cognizant of the terms set by the Transitions and Community Living Office regarding guests and the number of times a guest can stay. You will be able to purchase an overnight guest permit ahead of time but be sure of the dates you are opting for when obtaining an overnight guest permit as a refund will not be possible.

Overnight guests of KSC students must have a permit to park on campus during the week, including parking from midnight on Sunday to Monday, Tuesday, Wednesday, Thursday & Friday mornings and may only park in the Winchester St. lot. However, from 4:00 PM Friday through midnight on Sunday overnight guests of students may park without a permit in any of the Faculty/Staff or Commuter parking lots on Campus. Parking in the residential lots at any time of day or night is reserved for students who have purchased the appropriate permit for Blake, Owls Nest, One Butler Court, Madison Street Residential, Pondside 2, or Pondside 3 lots.

Student hosts are reminded that they MUST REGISTER their guests with the Office of Transitions and Community Living. A guest is considered "…anyone who is not a KSC student. Guests must be registered by their host and must be accompanied by their host at all times while on campus… students with guests are expected to complete and submit the Community Living Guest Registration Form for a guest who will be in the building between 8 pm and 8 am the following day". * Read more here.

Student hosts are also responsible for notifying their guests or visitors of the parking rules and regulations and ensuring compliance and any parking violations incurred by their guest will be transferred to the student hosts' account.

Please review the Frequently Asked Questions page on the Campus Safety website for the reasons for this per night fee.

Visitors not planning on staying overnight are welcome to park during the day, in the visitor lot located adjacent to Keddy House on Wyman Way. Please read section 10d for full details.

12. Parking Restrictions

- a. Days & Times
- b. Weekday Evening Parking
- c. Overnight Weekend Parking
- d. Loading/Unloading Areas
- e. Parking During School Breaks

12a. Days & Times

Overnight parking is only allowed with the appropriate permit and in designated parking lots.

Any vehicle parked on campus without the appropriate permit between midnight and 6:00 AM on Monday, Tuesday, Wednesday, Thursday & Friday mornings, will be considered as being parked on campus overnight and will be issued either a $35.00 ‘No Parking midnight to 6AM, Wrong Lot’ or a $50.00 ‘No Parking midnight to 6AM, No Permit’ parking ticket.

There is no parking at any time of the day or night in any of the residential lots (Blake, Owls Nest, One Butler Court, Madison Street Residential, Pondside 2, or Pondside 3) unless the vehicle displays a residential permit for that lot. Parking in these lots is reserved for students who have purchased the appropriate permit for Blake, Owls Nest, One Butler Court, Madison Street Residential, Pondside 2, or Pondside 3 lots.

No overnight parking in the Faculty/Staff or Commuter Parking lots midnight to 6:00 AM on Monday, Tuesday, Wednesday, Thursday & Friday mornings.

Any vehicle may park in the Faculty/Staff or Commuter parking lots from 4:00 PM Friday through midnight on Sunday. Parking in the residential lots at any time of the day or night is prohibited without the appropriate permit for Blake, Owls Nest, One Butler Court, Madison Street Residential, Pondside 2, or Pondside 3 lots.

Parking regulations and permit requirements remain in effect when the following special circumstances apply:

- Winter, Spring, and summer breaks
- During finals week
- Fall Break Day
- Reading days,
- Snow days
- During curtailed operations
- On days not included as Observed Holidays

- On days when no classes are scheduled but college offices are open

12b. Weekday Evening Parking

No overnight parking in the Faculty/Staff or Commuter Parking lots from midnight to 6:00 AM on Monday, Tuesday, Wednesday, Thursday & Friday mornings without prior permission.

Any vehicle may park in the Faculty/Staff and Commuter Parking Lots on campus Monday through Thursday from 4:00 PM to midnight. All vehicles without valid permits to be in these lots must be removed from the campus by midnight.

Unpermitted vehicles must obtain a temporary student or an overnight guest permit to park in the Winchester Street lot overnight.

- Students should purchase the Student Winchester St. Overnight permit from the Permit Store.
- A student's guest should purchase the Visitor Overnight Guest of Student permit from the Permit Store.

Parking in the residential lots at any time of day or night is reserved for students who have purchased the appropriate permit for Blake, Owls Nest, One Butler Court, Madison Street Residential, Pondside 2, or Pondside 3 lots.

12c. Overnight Weekend Parking

Any vehicle may park in the Faculty/Staff or Commuter parking lots from 4:00 PM Friday through midnight on Sunday.

Parking in the residential lots at any time of day or night is reserved for students who have purchased the appropriate permit for Blake, Owls Nest, One Butler Court, Madison Street Residential, Pondside 2, or Pondside 3 lots.

12d. Loading/Unloading Areas

There are designated loading/unloading zones on campus which allow vehicles to park for a maximum of fifteen (15) minutes while actively

loading/unloading their vehicle. Vehicles left unattended for longer than 15 minutes may be ticketed and/or towed/immobilized.

- **Butler Court**
  - one (1) zone for (3) spaces outside of One Butler Court
  - one (1) zone for (3) spaces outside of Holloway Hall
  - one (1) zone for (2) spaces outside of the Laundry House
- **Elliot Lot**
  - one (1) space next to the Sculpture Studio
  - two (2) spaces between TSAG and MAC
- **Fiske Lot**
  - one (1) close to the Fiske Basement entry doors
- **Student Center Lot**
  - four (4) spaces located by the covered bike rack
- **Rhodes Driveway**
  - one (1) space adjacent to the Elliot Atrium entrance
- **Spaulding Lot**
  - two (2) spaces adjacent to the first grass median, directly opposite Wyman Way
- **Redfern Commuter Lot**
  - one (1) space adjacent to the exterior staircase
- **Visitor Lot**
  - two (2) spaces adjacent to the LLC

12e. Parking During School Breaks

All residential student vehicles parked on campus during a school break must display a valid parking permit. Students who do not have a permit must apply for one by contacting the Parking Services office.

Summer Break

For those students who have permission from Community Living to stay on

campus for a short period of time are permitted to remain in the lot they have a permit to park in.

Residential students taking classes over the summer break will be housed in Pondside 2 and will need to purchase a permit to park in the Pondside 2 lot. Fees will be:

- $50.00 for the full summer break
- $25.00 for half the summer break
- $10.00 for one month or less

Temporary permits will be issued for the duration of the summer stay and must be displayed on the vehicle's dashboard, face up, so the words can be seen through the windshield.

Spring, Thanksgiving and Winter Breaks
For those students who have permission from Community Living to stay on campus during any of these breaks are permitted to remain in the lot they have a permit to park in. All residential student vehicles parked on campus during a school break must display a valid parking permit for the designated lot.

All other campus parking policies are in effect during break periods.

13. Parking Lot Closures

- a. Parking During Snowstorms
- b. Snow Cleanup and Removal

The College reserves the right to close campus parking lots at any time to accommodate parking for campus events, snow removal, or construction. Parking Services or Campus Safety will provide notice of parking lot closures via campus email. Vehicles parked on campus during these restricted times are subject to ticketing and towing.

13a. Parking During Snowstorms

During snowstorms, the Grounds Department Supervisor will begin snow removal as early as possible; however, the Grounds Department Supervisors may delay snow removal if staff safety is compromised by the weather conditions. The Grounds Department's primary focus is snow removal from campus roadways, parking lot travel lanes, and campus walkways.

Members of the college facilities and Campus Safety department are not responsible for cleaning off or shoveling out vehicles. Community members are strongly encouraged to keep a shovel and ice scraper/broom in their vehicle for winter months, to assist with snow removal from on and around their vehicle.

Community members who live outside of the geographical boundaries of the college are reminded that the college does not perform winter maintenance of the public roads and sidewalks. Individuals with concerns about the condition of the roads and sidewalks outside of the geographical boundaries of the campus are encouraged to contact the City of Keene, Public Works Department at 603-352-6550. The Department of Campus Safety does not have jurisdiction beyond the geographical boundaries of the college – therefore safety related concerns should be brought to the City of Keene. If you have a life threatening or urgent concern outside of the geographical boundaries of the college, you are strongly encouraged to contact the City of Keene Police Department at 603-357-9815.

During snowstorms or when the College has declared curtailed operations for a specified period of time, vehicles must remain in the parking lots for which their permits are for. Vehicles parked in the wrong lots during this time may be subject to ticketing and towing.

13b. Snow Cleanup and Removal

Snow cleanup and removal is conducted during the early morning hours however, the Grounds Department reserves the right to conduct these operations at other times when circumstances dictate. During the week prior to snow cleanup operations, the Grounds Department will provide a snow removal plan to Campus Safety and Parking Services to include which lots will be plowed and the approximate days and times the plowing will begin and end.

Campus Safety or Parking Services will notify the campus community via email as to which lots are scheduled for snow removal, the approximate time frames for which lots will be closed and which lots will be available for alternate parking. Notification will occur no less than twelve (12) hours prior to scheduled snow removal operations. There may be weather events which make it impossible to make the notification prior. Notice will be provided as soon as possible.

Barricades or cones will be positioned at the entrance(s) to the parking lot(s) scheduled for snow removal operations. Existing vehicles found in the lot after notice may be towed at the owner's expense. In emergency situations, the College may elect to tow vehicles from the lot without notice. Approximately two (2) hours prior to scheduled snow removal operations, without individual notice, Campus Safety officers will begin ticketing vehicles remaining in the lot(s) scheduled for snow removal operations. Approximately one (1) hour prior to scheduled snow removal operations, Campus Safety officers will begin towing vehicles remaining in the lot(s) scheduled for snow removal operations. All vehicles will be towed off campus, and the vehicle operator/owner assumes responsibility for ticketing/towing charges. Once snow removal operations have been completed, the parking lot will be re-opened for parking in accordance with campus policies.

If needed, snow shovels are available to borrow from Campus Safety. Come to the Campus Safety office to sign out a shovel. You only need your OWL card to borrow a shovel for one hour.

Driving or parking a snow-covered vehicle compromises safety and visibility. It is also a violation of New Hampshire Law, RSA 265:79-b.

14. Vehicle Issues

- a. Abandoned Vehicles
- b. Vehicle Breakdowns
- c. Vehicle Maintenance and Repairs

Owners of vehicles parked on Keene State College property do so at their own risk. Keene State College is not responsible or liable for theft, fire, water

damage, vandalism, or any other damage that might occur while parked on Keene State College property. Vehicle owners are strongly encouraged to regularly monitor their vehicles parked in Keene State College lots, especially during adverse weather conditions such as heavy rain, which may cause flooding of flat spaces such as parking lots.

14a. Abandoned Vehicles

Vehicles that are not registered with a state Motor Vehicle Department or have no license plate, or no permit will be considered abandoned 72 hours after they have been immobilized (booted) and will be towed. All the costs associated with the tow, including storage fees are the responsibility of the vehicle owner. Campus Safety officers will inspect the exterior of all towed vehicles prior to them leaving campus and will document deficiencies. Campus Safety officers are not authorized to conduct motor vehicle inventories.

14b. Vehicle Breakdowns

The Department of Campus Safety provides vehicle jump-starts to cars in need of assistance which are parked on campus, at any time of the day or night. Campus Safety is open 24 hours a day, 7 days a week. The Department of Campus Safety reserves the right to refuse this courtesy for just cause.

If the vehicle is unable to be moved, the person will need to contact Campus Safety or Parking Services with the details of the vehicle issues and estimated time of removal. Campus Safety officers do not assist with vehicle jumpstarts off campus. Information for local garages and locksmiths may be provided upon request.

14c. Vehicle Maintenance and Repairs

Limited vehicle maintenance or repairs can occur in campus parking lots. Such maintenance and repairs are limited to windshield replacement, tire maintenance, or jump starts.

Improperly disposing of hazardous materials, oil, power steering fluid,

antifreeze, batteries, car parts etc. is a safety issue. Individuals found to be carrying out these types of repairs will be reported to Keene State College's Environmental Health and Safety Office in addition to the Office of Community Standards. Individuals also run the risk of revocation of their permit.

15. Safety Tips

- Always lock your vehicle, even if you plan to be away from it for only a few minutes.
- Always make sure your windows are fully closed and not left down.
- When you park your car, do not leave valuables in plain sight.
- If you are returning to your vehicle after dark, try to park under a light and close to a building, or call Campus Safety for an on-campus safety escort.
- When driving, keep your doors locked.
- If you believe that you are being followed, do not drive to your parking area. Instead drive to a place where there are people and call the local authorities.
- Report all unusual circumstances to the Department of Campus Safety or the Keene Police Department immediately.

16. Contact Campus Safety (603-358-2228)

- If you are sick and cannot move your vehicle, phone Campus Safety to let them know, and depending on the circumstances they may place a 'Do Not Ticket or Tow' notice for your vehicle for 24 hours.
- If it is snowing or other hazardous weather preventing you from moving your vehicle, phone Campus Safety to let them know, and depending on the circumstances they may place a 'Do Not Ticket or Tow' notice for your vehicle for 24 hours. However, if you have been given prior warning to move your vehicle for inclement weather conditions and did not attempt to move your vehicle in a timely manner, your vehicle may be towed.

- If your vehicle won’t start, phone Campus Safety, they will provide a jump start at no cost. If the jump start is unsuccessful, you must make arrangements with a local garage to get your vehicle moving.
- If in doubt, phone Campus Safety! Campus Safety is open 24 hours a day, 7 days a week for emergency requests by calling 603-358-2228 or stopping by Keddy House located on Wyman Way.

17. Contact Parking Services

Phone: 603-358-2227. If no-one picks up your call, please leave a voicemail. Someone will respond as soon as possible. If you have an urgent inquiry, please phone Campus Safety 603-358-2228 (someone is there 24/7).

Email: parkingservices@keene.edu Please provide full contact details, Name, ID and vehicle plate details if applicable.

The Parking Office opening hours are determined by when the student employees are available. The office is located at Keddy House, off Wyman Way.

Mailing address is: Parking Services, Keddy House, 229 Main St, Keene, New Hampshire 03435-3701

Campus Safety is open 24 hours a day, 7 days a week for emergency requests by calling 603-358-2228 or stopping by Keddy House located on Wyman Way.

18. Family Rights and Privacy Act (FERPA)

Inquiries regarding student parking permits and parking violations must be initiated by the student, not by a parent, in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. Part 99). FERPA is a federal law that protects the privacy of student educational records to include parking records.