



MORAVIAN  
COLLEGE

*PARKING RULES  
AND  
REGULATIONS  
2019– 2020*

*2019 – 2020*

**MORAVIAN COLLEGE  
CAMPUS PARKING RULES AND REGULATIONS  
2019-2020**

**Introduction**

The following regulations apply to the Moravian College campus and to all members of the College community. **For purposes of enforcement, the Moravian College campus is defined as all property owned by Moravian College and all roadways and lots within a half-mile of campus.** (The half-mile boundaries are as follows: from campus **north** to Dewberry Avenue; from campus **east** to Linden Street; from campus **west** to Eighth Avenue and Schoenersville Road; **south** to Third Street. The defined area includes the streets between the Main Street Campus and the Hurd Campus and the parking lot under the Hill-to-Hill Bridge.) [[Click here to view half-mile radius map](#)] The regulations have been established and are enforced to provide employees, students, and visitors with a safe campus environment and reasonable access to campus facilities. Moravian College reserves the right to revoke or deny parking privileges to individuals who fail to comply with these stated regulations.

*Regulation of off campus parking by Campus Police is not a “police” function in the traditional sense of the word. Rather, it is regulation enforced by Campus Police to assure fulfillment of contractual obligations, which Moravian Faculty, Staff and Students have as members of the Moravian community. Moravian has a significant impact upon the neighbors who live and work around the College and, to mitigate that impact, has promised to control parking practices of those who participate in its community activities. It does that by advising campus constituents about where parking is allowed, and where it is not, and, if those parking restrictions are breached, the violations are enforced with the issuance of noncriminal notice of parking violation with which members of the College community are obligated to comply. They are enforced as any other contractual obligation would be. That is, fines may be levied, and if they remain unpaid, the College has the opportunity to withhold rights and privileges otherwise accorded to that member of the College community.*

**Effective August 1, 2019**, the regulations contained herein supersedes and replaces all previous regulations to parking on Moravian College property and surrounding Bethlehem community. Any subsequent changes in rules and regulations will be announced through College announcements. Questions related to parking and motor vehicle operation on campus should be directed to the Department of Campus Police, 119 W. Greenwich St. Bethlehem PA, 18018, 610-861-1421.

Registration, vehicle hangtags and parking permits enable the campus police to enforce these regulations, protect available space, and identify owners of vehicles without having to contact local or state authorities.

## **CONTENTS**

- I. Operator and College Responsibilities
- II. Registration Requirements
  - A. Conditions
  - B. Proper Display of Parking Hangtags
  - C. Employee Registration
  - D. Student Registration
- III. Parking Permits and Areas
  - A. General
  - B. Areas
- IV. Hours of Regulation
  - A. General
  - B. Emergencies and Special Situations
  - C. Snow Emergencies and Special Situations
- V. Operation of Motor Vehicles on Campus
  - A. Parking Rules
- VI. Fines
  - A. General
  - B. Towing
  - C. Payment of Fines
  - D. Appeals
- VII. Lot Designations
- VIII. Freshman Vehicle Policy
- IX. Vehicle Safety

## I. Operator and College Responsibilities

- A. All vehicles parked on Moravian College property or **within a half-mile** of College property must be registered. Registering a vehicle with Campus Police is required to obtain a Faculty, Staff or Commuter parking permit. Resident student parking permits are issued through an application process. Any unregistered vehicle operated by a member of the Moravian College community, which is parked in these designated areas, shall constitute a violation of College policy.
- B. It is the responsibility of all individuals who operate or maintain vehicles on the campus to be aware of these regulations and to abide by them. Operating a vehicle on Moravian College property will be seen as agreement to abide by these regulations.
- C. All drivers and parking permit holders assume responsibility when parking their vehicle on college owned properties and surrounding streets. Moravian College is not liable for matters involving snow, flooding, fire or natural disasters
- D. Moravian College attempts to enforce these regulations consistently and fairly. However, the fact that a particular infraction goes undetected does not excuse other infractions. Undetected infractions should be reported to the Department of Campus Police.
- E. Inclement weather conditions do not alter any of the provisions of these regulations.
- F. Moravian College is responsible for establishing and maintaining the signs and markings necessary to enforce these regulations.
- G. These regulations, as well as all applicable local and state laws, including but not limited to those dealing with stop signs and speed limits, will be enforced through the Department of Campus Police.

## II. Registration Requirements

- A. Conditions
  - 1. A valid driver's license, vehicle registration card, vehicle insurance card, and a Moravian College ID card are required when registering the vehicle.
  - 2. The vehicle registered must be owned, leased, or operated by the applicant, or applicant's spouse, partner or family member.
  - 3. Applicants with any outstanding charges to the College will be denied registration.
  - 4. Freshmen are not permitted to have vehicles on campus. See Freshman Vehicle Policy below (item VIII).

B. Proper Display of Parking Hangtags and Parking Permits

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

C. Employee Registration

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

D. Student Registration

1. All resident, commuting, seminary, graduate and continuing education students who are permitted to own or operate a motor vehicle on campus must register their vehicles with the Department of Campus Police and clearly display the permit or hangtag assigned to the vehicle. Registration is valid for a full academic year or for whatever portion of the year the student is officially enrolled. All questions regarding registration should be directed to the Department of Campus Police at 610 861-1421.

2. Any vehicle parked on campus or within a half-mile of campus without a hangtag or parking permit will be ticketed and the owner fined. Those students who were approved to live off campus and who live within the half-mile radius may not register their vehicle if the residence is located in a Resident Permit Zone. Per the Bethlehem Parking Authority, each structure located in a resident permitted zone is allowed a maximum of two student permits. More information is available through the Bethlehem Parking Authority at 610-865-7123. ([Click to view Bethlehem Parking Authority](#)). For those students approved to live off campus within the half-mile radius and the residence is not located in a Resident Permit Zone, the student is allowed to park their vehicle not more than one block from the address. For those off-campus students that reside beyond the half-mile radius, they are authorized to purchase a commuter pass by producing proof of a signed lease to Campus Police. A commuter pass does not authorize the permit holder to park their vehicle overnight in a campus lot or surrounding street with-in a half-mile of campus except for designated lots.
3. Students shall be responsible for compliance with all Moravian College traffic regulations and state regulations as per the PA Vehicle Code.
4. Any change of vehicle or vehicle registration must be reported to the Department of Campus Police.
5. Annual cost of registration and hangtag for commuter, seminary, graduate and continuing education students is \$100.00.
6. Resident students may submit a seniority-based parking selection application to purchase a parking permit for the following designated parking lots:
  - i. Premium Spaces (W. Laurel Street, Geissinger St Lot, Archives Lot) \$400.00  
Premium Spaces on the Hurd Campus (South Campus) Lot Z \$400.00
  - ii. Guaranteed Resident Student Parking (Main Campus) \$250.00
  - iii. Guaranteed Resident Student Parking Lot Q (Steel Field) \$ 75.00

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

7. At the conclusion of the Fall Semester, any student who no longer requires a parking permit for the Spring Semester can return the permit to Campus Police Headquarters at 119 W. Greenwich St. Bethlehem PA, 18018 no later than the last day of final exams. You will be entitled to receive a refund equal to half of the initial cost.

### III. Parking Permits and Areas

#### A. General

1. All resident parking on campus is guaranteed for the designated lot(s) or designated premium street parking and does not permit street parking on all roadways and lots within a half-mile radius of campus.
2. Visitor spaces are intended for short-term parking not to exceed one hour and do not require a visitor's pass. Visitor passes entitling guests to park for longer periods in regular spaces are available at the Department of Campus Police, 119 W. Greenwich Street Bethlehem PA, 18018. **Moravian College students, faculty, and staff members are not permitted to park in visitor spaces.**
3. Handicapped permits allowing use of handicapped parking spaces (on the Moravian College campus only) are available through the Department of Campus Police and are reserved for any qualifying individual with a vehicle currently registered by the College. These permits do not allow overnight parking in handicapped parking spaces. These permits are *not* valid for handicapped parking off campus.

#### B. Areas

1. Areas designated for handicapped parking have been established at the rear of Comenius Hall, (Elizabeth Ave), Main St & Elizabeth Ave (Lot A), Monocacy St & Elizabeth Ave. (Lot B), W. Greenwich St & Monocacy St East (Lot C), W. Greenwich St & Monocacy St West (Lot D), Johnston Hall (Lot F), Breidegam Field House (Lot H), Geissinger St & W. Laurel St (Lot I), the HUB (Lot J), Locust St & Masslich St (Lot M), Archives Building Locust St & Masslich St (Lot P), Steel Field (Lot Q), in front of Alumni House (Lot R), Iron St & W. Greenwich St (Lot S), Hurd Campus (Lot U), The Sports Medicine & Rehabilitation Center (Lot W), Mauch Chunk Rd. (Lot X), The HILL (Lot Z), W. Locust St adjacent to the PPHAC Courtyard, Monocacy St south of HUB loading dock and 100 Block of W. Greenwich St. .
2. Spaces have been reserved for visitors in Johnston Hall (Lot F), Monocacy St (Westside) North of W. Laurel St (Next to HUB) and for Health Center Staff & Visitors W. Laurel St. **Parking is prohibited in visitor spaces at all times for permit holders unless visiting the Health Center during hours of operation.**
3. Spaces have been reserved specifically for Admissions Visitors Parking in Locust St (Lot M), Benigna Hall Visitors in Monocacy St & W. Elizabeth Ave

(Lot A) and HUB Visitors in W. Laurel St (Lot J). **Due to the importance of availability for visitors arriving to campus, these spaces are considered a premium space and violators are subject to \$75.00 fine.**

4. Loading zones are designated in the rear of the Collier Hall of Science, Health Science Building, the northwest corner of Comenius Hall, the rear of Colonial Hall, and the Hurd Campus lot.
5. Fire lanes are designated at the Dorm Circle (W. Locust St), the townhouse driveway (Access Road between W. Laurel St and Dorm Circle), the east (Access Road between W. Locust St and Lot F) and north sides of Johnston Hall, and the Hurd Campus lot. **Parking is prohibited in fire lanes at all times with the exception of moving-in days or unless specified by the Department of Campus Police.**
6. The following lots may be used, **at the times posted**, by faculty, staff and students who have registered their vehicles:
  - i. Student residents with Resident Guaranteed Permits are only authorized to park in Lots B, C, D, G, & T. Student residents issued Reserved Guaranteed Permits for Lots Q are only authorized to park in Lot Q. Students issued Premium Parking Permits (Main Campus) may only park at red spaces only located on W. Laurel St., Lot I (Geissinger St & W. Laurel St) & Archives Lot P (Masslich St). Students issued a Lot Z premium permit (Hurd Campus) are only authorized to park in Lot Z (Green spaces).
  - ii. Lot U is to be used by faculty, staff and commuters in designated areas only.
  - iii. Commuters are the only authorized students to park in Lot X. **Commuters are not permitted to park on the roadways within a half-mile of campus.** Resident Guaranteed permit holders are not permitted to park in Lot X.
  - iv. Faculty and staff and may use their corresponding hangtags for lots A, F, H, M, N, O, R, S, U & W. **Commuters may park in Lots A, F, H, M, N, O, R & S between 4:00 pm – 12:00 am. Commuters are authorized to park in Lot U & W between 3:00 am – 12:00 am.**
  - v. Lot J is designated for faculty parking only between 7:00 AM – 4:00 PM. Faculty, staff and commuters are permitted to park in Lot J between 4:00 PM – 12:00 AM.
  - vi. Lot V is designated for Facilities employees only.



#### IV. Hours of Regulation

##### A. General

1. Parking Rules and Regulations are in effect throughout the year including recesses and vacations.
2. The use of all lots is restricted to holders of a valid permit.
3. All “No Parking” zones are in effect at all times.
4. Restricted parking areas are clearly marked by appropriate signs.
5. Lot designations are effective at all times.
6. Students with Main Street Campus Premium and Guaranteed Parking permits may not park in the Hurd Campus Lot (Lot U) or The HILL (Lot Z) including the Historic Bethlehem Partnership Lot under the Hill-to-Hill Bridge at any time.
7. Students with The HILL (Lot Z) Premium parking permit may park on Main Street Campus streets or Faculty/Staff/Commuter lots from 4 pm. Friday to 4 p.m. Sunday only. **No student issued a Resident Permit may park in the HUB Lot J at any time. Only commuters are permitted to park in the HUB Lot J after 4:00 pm–12:00 am.**

##### B. Emergencies and Special Situations

1. During emergencies and special circumstances, it may become necessary for the Department of Campus Police to temporarily suspend or otherwise modify specific regulations found in this policy. In such cases, signs or other markings, public announcement, or on-site supervision will communicate those actions. Temporary regulations and restrictions will be enforced accordingly.

##### C. Snow Emergency and Removal Regulations

1. In order to provide both expedient snow removal and safe travel conditions across campus during winter months, special parking regulations may be instituted when deemed necessary.
2. Students parking in Premium Parking or Guaranteed Parking are responsible for clearing the snow immediately around their vehicles. The College supplies a limited number of snow shovels that can be obtained from Campus Police Headquarters or the HUB information desk
3. Once the amount of snow between vehicles has reached a depth of approximately six (6) inches or when deemed necessary, an announcement will be sent by Campus Police informing students when they are to have their

vehicles moved out of Premium Parking or Guaranteed Parking to allow for snow removal. The notice will provide ample time for the removal of vehicles; indicate the time period for temporary parking restrictions and provide direction on where to park the vehicle. **Any vehicle that is not removed after notice is given may be towed at the owner's expense. Any student planning to leave Campus prior to or during a heavy snowfall should make arrangements to move their vehicle to an alternate location such as the North Street Parking Garage that has daily rates available.**

4. The following lots are designated as a "Snow Lot" in which parking is prohibited between the hours of 11:00 PM and 7:00 AM and/or parking is only permitted when special snow regulations are in effect:
  - i. Lot A Main Street & W. Elizabeth Avenue
  - ii. Lot F Johnston Hall
  - iii. Lot H Breidegam Field House
  - iv. Lot J The HUB
  - v. Lot M Locust Street & Masslich Street & Visitor Spaces
  - vi. Lot N Masslich Street
  - vii. Lot O Masslich Street
  - viii. Lot R Colonial Hall
  - ix. Lot S Iron Street
  - x. Lot U Hurd Campus
  - xi. Lot W Sports Medicine & Rehabilitation Center
  - xii. Lot X Mauch Chunk Rd
5. The following "Snow Lots" will be utilized to provide alternate parking locations once notice is given to vacate a specific parking area:
  - i. Lot I on W. Laurel St & Geissinger St and W. Laurel St Premium Parking will move their vehicles to Lot A on W. Elizabeth Ave & Monocacy St when the notice is for removal during the weekend (Saturday–Sunday). If removal is requested during the week (Monday–Friday), the vehicles will be relocated to the Historic Bethlehem Partnership Lot located under the Hill to Hill Bridge Main Street Ramp. Transportation will assure that shuttles will be available during normal shuttle hours and if weather permits safe operation.
  - ii. Lot P on W. Locust St & Masslich St will move their vehicles to Lot A on W. Elizabeth Ave & Monocacy St when the notice is for removal during the weekend (Saturday–Sunday). If removal is requested during the week (Monday–Friday), the vehicles will be relocated to the Historic Bethlehem Partnership Lot located under the Hill to Hill Bridge Main Street Ramp. Transportation will

assure that shuttles will be available during normal shuttle hours and if weather permits safe operation.

- iii. Lot T Fork Street & W. Greenwich Street will move their vehicles to Lot F Johnston Hall or Lot A W. Elizabeth Ave & Monocacy St when the notice is for removal during the weekend (Saturday–Sunday). If removal is requested during the week (Monday–Friday), the vehicles will be relocated to the Historic Bethlehem Partnership Lot located under the Hill to Hill Bridge Main Street Ramp. Transportation will assure that shuttles will be available during normal shuttle hours and if weather permits safe operation.
  - iv. Lot Q Steel Field will move their vehicles to Lot A W. Elizabeth Ave & Monocacy St.
  - v. Lot U & Lot Z Hurd Campus will move their vehicles to the Historic Bethlehem Partnership Lot located under the Hill to Hill Bridge Main Street Ramp.
  - vi. Lots B will move their vehicles to Lot A on W. Elizabeth Ave & Monocacy St when the notice is for removal during the weekend (Saturday–Sunday). If removal is requested during the week (Monday–Friday), the location will be TBD.
  - vii. Lots C, D, G & T will move their vehicles to Lot M, N, O on Masslich St when the notice is for removal during the weekend (Saturday–Sunday). If removal is requested during the week (Monday–Friday), the location will be TBD.
  - viii.
6. Failure to comply with notice to remove a vehicle during extreme snow conditions may result in the vehicle being towed at the owner’s expense.

## V. Operation of Motor Vehicles on Campus

### A. Parking Rules

- 1. Parking of a motor vehicle on College property is restricted to visitors using designated spaces and to individuals who have properly registered their vehicle with the Department of Campus Police and who display a valid parking permit. All other vehicles will be considered illegally parked and will be subject to a fine and/or towing.
- 2. Vehicles may be operated or parked on College property only in areas designated by signs, street markings, or the College map. Any street spaces designated by white lines are restricted for use by Faculty, Staff and Commuter permit holders only.
- 3. The following practices are specifically prohibited:

- i. Double parking.
  - ii. Parking on left side of street facing traffic.
  - iii. Parking over a white line or across the line indicating a parking space.
  - iv. Parking on grass, landscaped areas, sidewalks, or other areas not designated as parking areas.
  - v. Parking in front of a driveway, doorway, steps, or in any manner that blocks traffic, parked vehicles, or roadways, or hinders the passage of pedestrians or vehicles.
  - vi. Parking in fire lanes, loading zones, emergency areas, or areas marked as no-parking zones.
  - vii. Parking in a handicapped area without having a state issued HP placard or registration plate or temporary HP permit issued by Campus Police.
  - viii. Parking an unregistered vehicle, except by visitors, anywhere on the Moravian College campus or within one-half mile of campus.
  - ix. Parking in spaces reserved for Admissions Visitors (Lot M), Benigna Hall Visitors (Lot A), Johnston Hall (Lot F), HUB (Lot J) Visitors, Health Center Visitors & Staff (W. Laurel St.) or Monocacy St. & W. Laurel next to HUB by any faculty/staff or student of the college.
  - x. Parking a mobile home, RV or structure adapted for overnight accommodations.
  - xi. Parking a vehicle in any lot or parking space(s) temporarily closed for special events or refusing to remove a vehicle after notice was sent though campus email, text messaging, social media or by actual communication by the Department of Campus Police. It shall be the responsibility of the owner to make arrangements in the event there is a temporary closure, to have the vehicle removed prior to leaving the campus for an extended period of time.
4. It is the responsibility of the motor vehicle operator to find a legal parking space. Lack of space is not considered a valid excuse for the violation of any parking regulation.
  5. Lateness for classes or appointments does not constitute a valid excuse for violating a parking regulation.
  6. Students and employees are responsible for informing their guests of approved parking areas. Students and employees can be held accountable for parking violations and fines of guests. All visitors must appear at the Department of Campus Police with the student they are visiting in order to receive a Visitor's Pass. Visitors must provide their registration; proof of Insurance and their

Driver's License, the student must bring their Moravian ID. Overnight visitors may stay the maximum of three nights.

7. Disabled vehicles must be reported to the Department of Campus Police immediately. Such vehicles must be attended to within 24 hours of the breakdown unless a campus police officer grants a time extension.
8. No person shall operate a motor vehicle recklessly within or around the roadways or property of Moravian College.
9. Pedestrians have the right of way on the College campus.
10. All accidents involving a motor vehicle on campus must be reported to the Department of Campus Police at the time of the accident.
11. Motorcycles, mopeds, motor scooters, or bicycles may not be operated on or around the lawn areas of campus or on walkways. They may not be parked in a way that blocks an entrance to a building or sidewalks.

## VI. Fines

### A. General

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

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

\*\* Note: Unauthorized parking in Admissions Visitors (Lot M), Benigna

Hall Visitors (Lot A) or HUB Visitor (Lot J) spaces will be considered premium spaces.

**Further disciplinary action.** In addition to the assessed fines, any student who accumulates three or more violations during any school year will be forwarded to Student Affairs for appropriate administrative action. In addition, the parking privileges will be revoked for the following semester.

#### B. Towing

A licensed operator will do towing, and all charges will be the responsibility of the owner of the vehicle towed. Any vehicle parked in a tow-away zone or parking lots or spaces temporarily closed for special events will be towed under the following guidelines:

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

#### C. Payment of Fines

1. All fines must be paid within five days of issuance at the Cashier's Office, Colonial Hall, Monday–Friday between 8:00 am and 4:00 pm or mailed to: Cashier's Office Moravian College, 1200 Main Street, Bethlehem, PA 18018 or appeal filed within five (5) days with the Parking Appeals Committee.
2. If the fine has not been paid or appealed within five days, the amount of the violation will be placed on the student account and an ebill will be forwarded to the student.
3. Unpaid parking fines will be treated like any other unpaid charges levied by the College, which may result in a hold being placed on their student account. A hold on a student account may result in not being able to register for classes or it may place a hold on transcripts.
4. If the violation is appealed, the Parking Appeals Committee will forward Campus Police the disposition in the case. If the appeal is upheld, the amount

will be charged to the student's account. If the appeal is granted and money was received, the violator will be notified that the monies paid will be returned.

5. A faculty or staff member's failure to pay a fine will be sent to the Business Office and will be deducted from payroll.
6. If the violator is a non-student's vehicle, the registered owner will be sent a letter indicating they need to respond to the violation.

#### D. Appeals

All appeals must be submitted following Link: [Moravian College Online Parking Appeals](#) within five days of the date of the violation. Failure to appeal a violation within five days will result in the amount of the violation being placed on the student's account and an ebill will be forwarded to the student. All appeals will be heard by The Parking Appeals Committee whose **decision is final. There are no second appeals.** Notice will be sent by email to the person making the appeal. **If the appeal is upheld, the amount of the violation will be charged to the student's account. If the appeal is granted and money was received, the violator will be notified that that monies paid will be returned.**

#### VII. Moravian College Parking Lot Designations

Letter	Lot Location	Spaces	Handicap Spaces	Designation
A (SL)	Main St./Elizabeth Ave. (4:00 pm -12:00 am)	103	6	FS FSC
B	Monocacy St./Elizabeth Ave.	95	5	R
C	W. Greenwich St./Monocacy St. East	22	1	R
D	W. Greenwich St./Monocacy St. West	12	1	R
F (SL)	Johnston Hall (4:00 pm -12:00 am)	57	3	FS FSC
G	Iron St./Elizabeth Ave.	22	0	R
H** (SL)	Breidegam Field House (4:00 pm – 12:00 am)	19	2	FS FSC
I	Geissinger St. Lot & W. Laurel St	22	3	PR
J** (SL)	The HUB (7:00 am – 4:00 pm) (4:00 pm – 12:00 am)	5 16	2	VPR F FSC
M** (SL)	Locust St. and Masslich St. (4:00 pm – 12:00 am)	18	3	FS FSC
N** (SL)	Locust St. and Masslich St. (4:00 pm – 12:00 am)	20	0	FS FSC
O** (SL)	Locust St. and Masslich St. (4:00 pm -12:00 am)	16	0	FS FSC



Letter	Lot Location	Spaces	Handicap Spaces	Designation
P	Archives Lot – Masslich St	17	2	PR
Q	Steel Field	42	1	R
R* (SL)	Colonial Hall (4:00 pm – 12:00 am)	22	2	FS FSC
S (SL)	Fork St. (4:00 pm -12:00 am)	26	1	FS FSC
T	Fork St. gravel	49	0	R
U** (SL)	Hurd Campus	88	2	FSC
W** (SL)	Sports Medicine & Rehabilitation Center	112	9	FSC
X** (SL)	Mauch Chunk Road	249	7	C
Z	Hurd Campus HILL	37	7	PR
W. Laurel St	Geissinger St west on W. Laurel St	18	0	PR

\* No parking 12 a.m. to 7 a.m.    \*\* No parking 12 a.m. to 3 a.m.    (SL) Snow Lot–No parking 11 p.m. to 7:00 a.m.  
 FSC: Faculty/Staff/Commuter; FS: Faculty/Staff; PR: Premium Resident; R: Other Resident; VPR – Visitor/Premium;  
 VR–Visitor/Resident

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

#### VIII. Moravian College Freshman Vehicle Policy

- A. Freshmen are not permitted to have vehicles on campus or parked on all roadways and lots within a half-mile of campus.  
**Freshmen are granted an exception if they are registered for a class that requires them to have a car to get to their assignment: for example, student teaching experience, field experience, ROTC, nursing, etc. Documented proof of registration for the class is required and/or confirmation from the faculty advisor. Exceptions will also be granted for medical reasons with documentation supported by the treating physician. All medical documentation must be first submitted to the Director of Academic & Accessibility Support, who will notify Campus Police upon receipt.**
- B. This policy is administered and enforced by the Department of Campus Police.
- C. The Parking Task Force Committee under the direction of the Department of Campus Police makes decisions on exceptions when the College is in session.
- D. When the College is not in session decisions on exceptions are made by an ad hoc committee consisting of the chief of police and the vice president for student affairs and dean of students.

**Violations of the policy will result in sanctions imposed by the Department of Campus Police including violations, fines, and/or suspension of parking**



**privileges during the present and/or future term(s), towing and administrative action by Student Affairs.**

**North Street Parking Garage:** The City of Bethlehem has a covered parking deck at North and Main Streets, between the Main Street Campus and the Hurd Campus. Through an arrangement with the Parking Authority and Moravian, students, including freshmen, may purchase a parking pass to use the facility. The Parking Authority is located at 85 W. North St., Bethlehem, PA 18018 can be reached at Phone: 610 865-7123. Payment can be made by cash, check, or money order. **The city issued parking pass does not allow the purchaser to park on campus property or on streets within a half-mile of campus.** The Moravian College shuttle stops at the garage on its regular run between the Main Street Campus and the Hurd Campus. College ID must be shown to get on the bus.

**Hill-to-Hill Bridge Main St. Ramp:** The Historic Bethlehem Partnership (HBP) provides half semester and full year parking permits for under the Hill-to-Hill Bridge Main St Ramp located at Main St & Spring St. Parking Permits for HBP are only issued in person at the Visitor Center 505 Main St. Bethlehem, PA 18018 / Phone: 610-691-6055. **The HBP parking permit does not allow the purchaser to park on campus property or on streets within a half-mile of campus.** The Moravian College shuttle stops in front of the HILL located on the Hurd Campus for students requiring transportation to Main Campus.

**Both North Street Parking Garage and Historic Bethlehem Partnership Parking Permits are private agreements entered into between the purchaser and the entities. Moravian College has no responsibility to provide parking during temporary closures of these parking facilities.**

**Resident Permit Zone:** Per the Bethlehem Parking Authority, each structure located in a resident permitted zone is allowed a maximum of two student permits. More information is available through the Bethlehem Parking Authority located at 85 W. North St., Bethlehem, PA 18018 can be reached at Phone: 610 865-7123 ([Click to view Bethlehem Parking Authority](#))

## IX. Vehicle Safety

- A. Have your vehicle keys in hand before you get to your vehicle.
- B. Lock your vehicle at all times.
- C. Always check the surroundings around your vehicle before getting in.
- D. If you are followed while driving, go to a service station, or to a police station.
- E. Keep your vehicle in gear at traffic lights and intersections.
- F. Park in well-lit areas. Look around before leaving or returning to your vehicle.
- G. If you break down on the highway, tie a white cloth to the roadside door handle. Roll up your windows, lock all doors, and stay in the vehicle until official help



arrives. If someone else stops to help you, do not get out, and do not roll your window down more than a crack.

- H. Keep packages and valuables out of sight in vehicles; secure in trunk (for example, laptops, purses, electronic devices and GPS devices).
- I. Report the license plate number of a suspicious vehicle to the police.
- J. When parking your vehicle for extended periods of time, frequently visit your vehicle. This activity may prevent a vehicle break-in.
- K. Custom wheels are a target for thieves. Precautions should be taken to safeguard these items. It is recommended that custom or expensive wheels be secured with a proper locking device.
- L. Report suspicious activity and crime to the police immediately.

*Provided by the Moravian College Department of Campus Police  
Crime Prevention.*

*For further information, call the Department of Campus Police at 610 861-1421.*