



**THE ACADEMY OF THE NEW CHURCH
CONSOLIDATED PLANT OPERATIONS
SECURITY AND SAFETY DEPARTMENT**

CAMPUS PARKING PLAN & ENFORCEMENT POLICY

REVISED MARCH 2004

This policy applies to all parking areas on the Academy of the New Church campus, including Asplundh Field House, Benade Hall, Bryn Athyn Municipal Building, Cairnwood, Childs Hall, Consolidated Plant Operations, de Charms Hall, Dining Hall, Fine Arts Center, Glencairn, Glenn Hall, Grant Hall, Heating Plant, John Pitcairn Archives, Junge House, Mitchell Performing Arts Center, Pavilion, Pendleton Hall, Pitcairn Hall, Social Center, Stuart Hall, Swedenborg Library, and Synnestvedt House. The policy applies to paved and unpaved roadways, pathways and access roads, and all areas around athletic fields.

- 1) **Lot Numbers, Names, Descriptions and Capacities;** each major lot has been assigned a number and name, and descriptive information is included. All major lots are listed below.
 - a) **Lot #1 – Asplundh Field House North**
 - i) Standard hard-surface parking lot north of Asplundh Field House, including the entrance drives, the Municipal Building areas, the Heating Plant ramps, the gravel road past the Bryn Athyn Swim Club to the Sewage Plant gate, and the private driveway for the house at 2785 Buck Road
 - ii) 127 general-use spaces
 - iii) 6 disabled spaces near Asplundh Field House
 - iv) 1 disabled space near Police Station
 - v) 2 reserved spaces near Police Station
 - vi) 1 restricted space near Borough Garage
 - vii) 2 visitor spaces near Police Station
 - b) **Lot #2 – Consolidated Plant Operations (CPO)**
 - i) Standard hard-surface parking lots west and south of CPO and the drives from Buck Road to Huntingdon Pike
 - ii) 4 reserved spaces
 - iii) 23 restricted spaces
 - c) **Lot #3 – de Charms Hall**
 - i) Standard hard-surface parking lot south of de Charms Hall, including the connecting road from CPO to Benade Circle
 - ii) 1 disabled space
 - iii) 24 restricted spaces
 - d) **Lot #4 – Benade Circle**
 - i) Triangular hard-surface drive west of Benade Hall, including the connecting portion to Tomlinson Road near Huntingdon Pike
 - ii) 2 disabled spaces
 - iii) 11 restricted spaces
 - iv) 2 visitor spaces
 - v) 1 loading zone near Benade Hall

- e) **Lot #5 – Dining Hall**
 - i) Standard hard-surface parking lot east of the Dining Hall, Glenn Hall and Stuart Hall, including the private driveway at the east end of Stuart Hall
 - ii) 12 reserved spaces
 - iii) 10 restricted spaces
 - iv) 1 loading zone near Dining Hall

- f) **Lot #6 – Mitchell Performing Arts Center (MPAC)**
 - i) Standard hard-surface parking lot east of MPAC and the drive around MPAC, including the private driveway at the west end of Stuart Hall
 - ii) 42 general-use spaces
 - iii) 4 disabled spaces
 - iv) 1 loading zone between the MPAC main entrance and Stuart Hall
 - v) 1 unmarked loading zone at MPAC stage entrance

- g) **Lot #7 – Pitcairn Hall**
 - i) Standard hard-surface parking lot and loop east of Pitcairn Hall
 - ii) 84 general-use spaces
 - iii) 3 short-term spaces

- h) **Lot #8 – Grant Hall**
 - i) Standard hard-surface parking lot north of Grant Hall
 - ii) 18 general-use spaces
 - iii) 4 reserved spaces

- i) **Lot #9 – Childs Hall**
 - i) Standard hard-surface parking lot east of Childs Hall
 - ii) 8 general-use spaces
 - iii) 3 reserved spaces

- j) **Lot #10 – Pendleton Hall**
 - i) Standard hard-surface parking lot north of Pendleton Hall, and grass on north edge of College Drive from Cairnwood Drive to Buck Road
 - ii) 46 general-use spaces
 - iii) 2 disabled spaces

- k) **Lot #11 – Swedenborg Library**
 - i) Standard hard-surface parking lot north of Swedenborg Library, and hard surface loading dock area at southwest corner of Swedenborg Library
 - ii) 10 general-use spaces
 - iii) 2 disabled spaces
 - iv) 12 restricted spaces
 - v) 2 short-term spaces
 - vi) 1 unmarked loading zone at north end of Swedenborg Library

- l) **Lot #12 – Pavilion and Social Center**
 - i) Standard hard-surface parking lot east of Pavilion, standard hard-surface parking lot north of the Social Center and the Locker Room building, and driveway to the Zamboni garage on south side of Pavilion
 - ii) 78 general-use spaces
 - iii) 3 disabled spaces
 - iv) 12 restricted spaces
 - v) Loading zone east of Pavilion

- m) **Lot #13 – Cairnwood**
 - i) Standard hard-surface parking lot and drives north of Cairnwood, from Huntingdon Pike to just west of the Cairnwood main entrance loop, including the drive in front of John Pitcairn Archives
 - ii) 51 general-use spaces
 - iii) 3 disabled spaces
 - iv) 2 reserved spaces

- n) **Lot #14 – Glencairn North**
 - i) Standard hard-surface parking lot and drives north of Glencairn, from Cathedral road to Cairnwood main entrance loop, including the cobblestone parking areas just north of Glencairn.
 - ii) 59 general-use spaces
 - iii) 1 disabled space
 - iv) 1 reserved space
 - v) 2 restricted spaces
 - vi) 3 short-term spaces
 - vii) 5 visitor spaces (convertible to disabled)
- o) **Lot #15 – Glencairn South**
 - i) Standard hard-surface parking lot south of Glencairn, on north side of Cathedral Road
 - ii) 115 general-use spaces
- p) **Lot #16 – Asplundh Field House South**
 - i) Gravel lot and service road south of Asplundh Field House
 - ii) Approximately 40 general-use spaces
- q) **Lot #17 – Jungé House**
 - i) Asphalt residential-type driveway
- r) **Lot #18 – Synnestvedt House**
 - i) Asphalt and gravel residential-type driveway

2) **Definitions;** for purposes of this policy, certain terms have been defined as follows:

- a) **Authority Having Jurisdiction (AHJ).** For purposes of parking enforcement, the Security and Safety Department will at times request assistance from persons or entities that have authority over selected portions of the campus community. These AHJs are specifically mentioned in the enforcement section of this policy.
- b) **General-use** parking spaces are available to everyone on a first-come first-serve basis. These spaces are normally marked with white paint.
- c) **Short-term parking** is defined as parking for less than 15 minutes, in areas designated for this purpose. Operators must use their 4-way flashers as an acknowledgement of the brief duration of their visit. Operators should be prepared to move their vehicles at a moment's notice to allow proper access for emergency vehicles and deliveries. Vehicles should be moved to another acceptable parking space as soon as loading/unloading is complete.
- d) **Reserved** parking spaces are specified for the use of a particular person or a small set of people. These spaces are normally marked with yellow paint.
- e) **Restricted** parking spaces are specified for the use of a specific set of people, or patrons of a particular building. Restricted spaces often exclude a specific set of people. These spaces are normally marked with yellow paint.
- f) **Faculty** are any employees whose primary job involves teaching.
- g) **Staff** are any employees not directly involved with teaching. This includes persons volunteering in any capacity for the Academy of the New Church or Bryn Athyn College. It also includes individuals leasing residence space in a building covered by this policy who are not otherwise employed on campus.
- h) **Service Providers** are non-employees who are on campus to provide a service. This includes contractors, groundskeepers, service technicians and delivery persons.
- i) **Students** are individuals currently enrolled in the Secondary Schools, College or Theological School. This definition applies to any returning Students when school is not in session and during all breaks. This definition also applies to any individuals attending camps or other school-sponsored activities when school is not in session.

- j) **Disabled** spaces are designated for the exclusive use of people who have a valid license plate or placard issued by an accepted authority that indicates an occupant of the vehicle has a physical disability. These spaces are normally marked with blue and white paint and accompanying signage.
- k) **Visitors** include customers of the institution, parents, invited guests, event speakers, and the general public.
- l) **School Hours** are defined as 6:00 A.M. to 6:00 P.M. on days when any school (Secondary Schools, College, or Theological School) is in session or in a registration period.

3) Universal Conditions and Regulations; The regulations in this section are applicable under all circumstances.

- a) Parking areas are designated with a variety of pavement markings and signs, in an assortment of colors. Industry standards are normally adhered to, but in the interest of economy and esthetics some deviation is common.
- b) Parking in areas that are not specifically designated as parking spaces is generally **prohibited**. Contrary to common practice elsewhere, lack of a “No Parking” sign in a given location **does not** indicate that parking is permitted in that area.
- c) All short-term parking should be accompanied by the use of four-way flashers. Short-term parking is acceptable in areas marked “Loading Zone” and other areas defined elsewhere in this policy.
- d) Special permission for parking on grass for special events and other use of grass areas may be sought from the Academy of the New Church Business Office. Permission, if granted, will come in the form of a Field Use Permit.
- e) Parking in a disabled space without proper documentation is prohibited.
- f) Parking on grass or any unpaved surface, even at the edge of a roadway, is prohibited except in certain areas under circumstances defined elsewhere in this policy.
- g) The use of motorized vehicles is strictly limited to roads and parking lots. Motorized vehicles are not permitted on pathways or grass areas, with certain specific exceptions described elsewhere in this policy. Specific policies on vehicle use are defined in the Policy on Motorized & Human-powered Vehicles; this policy is available upon request from the Security and Safety Department.
- h) Overnight parking by on-campus residents, their guests, and in Lot #1, Bryn Athyn Borough employees and Bryn Athyn Fire Company members, is permitted. Prior notification of all other overnight parking must be made to the Security and Safety Department. Operators of vehicles that will be parked for more than one night due to school trips or other off-campus events must provide to the Security and Safety Department a local contact who is available 24 hours a day for emergencies, etc. The Security and Safety Department reserves the right to specify the location of long-term parking, particularly when large groups are involved.

4) Regulations by Group; certain regulations apply to specific groups:

- a) **Students**
 - i) Student parking is always permitted in Lots #1, #6, #7, #8, #9, #10, #12, #13, #14, #15, #16.
 - ii) Student parking is permitted in Lots #17 & #18, under the terms set forth by the College personnel responsible for these areas.
 - iii) Student parking is permitted in CPO restricted spaces in Lot #2 while conducting business at CPO, and in all Lot #2 restricted spaces after school hours. Student parking is never permitted in reserved spaces in Lot #2.
 - iv) Student parking is permitted in Lots #3 & #4 after school hours.
 - v) Student parking is prohibited in Lot #5 except under certain circumstances defined elsewhere in this policy.
 - vi) Student parking is prohibited in Lot #11 restricted spaces when the Library is open.
 - vii) Students operating a vehicle with proper documentation are always permitted to park in disabled spaces.

viii) Some Students may have access to vehicles with Faculty/Staff permits. These Students are expected to comply with the restrictions on Student parking, especially during school hours, unless extenuating circumstances exist.

b) Faculty and Staff

- i) Faculty and Staff are expected to comply with all regulations included in this policy.
- ii) Faculty and Staff may not park in spaces designated for visitors.
- iii) Consolidated Plant Operations (CPO)
 - (1) Every effort should be made for CPO vehicles to be parked in a manner that is in compliance with this policy. CPO vehicles may be parked and/or operated on pathways and grass areas only as needed for maintenance. CPO vehicles may be parked in loading zones and other areas while tools and materials are being moved to or from the vehicles; otherwise they should be parked in normal parking spaces. These regulations apply to all service providers working for CPO.
 - (2) Security and Safety Department vehicles may be parked in any location that is required by the operational needs of the Department. Under most circumstances Security and Safety Department vehicles will be parked in marked spaces or short-term parking areas defined elsewhere in this policy.
 - (3) Complaints regarding the parking of CPO vehicles, Security and Safety Department vehicles and service provider vehicles should be directed to the Security and Safety Manager.

c) Visitors

- i) Adult visitors are generally permitted to park in any space, except reserved spaces. They may use disabled spaces with proper documentation.
- ii) Temporary parking permits may be issued to visitors under certain circumstances defined elsewhere in this policy.
- iii) Visitors should always be informed of parking regulations, and they are expected to comply with all of them. Enforcement of visitor violations is necessary to maintain order and public safety. When enforcing violations, Security Officers will normally extend additional courtesy to visitors, and will attempt to assist them with their parking needs when possible.

5) Regulations by Location; certain regulations apply to specific lots:

a) Lot #1 – Asplundh Field House North

- i) Short-term parking is permitted along the curb at the main entrance to the Field House, primarily for loading and unloading. Operators are strongly encouraged to park in a marked space if they are not loading or unloading a significant amount of material or personnel.
- ii) The Bryn Athyn Municipal Building is located on the north side of Lot #1. It is controlled by the Borough of Bryn Athyn, and houses the Bryn Athyn Borough Offices and the Borough Garage, the Bryn Athyn Police Department, and the Bryn Athyn Fire Company. The Borough and the Security and Safety Department cooperate to maintain orderly parking and traffic flow in this area, as defined below:
 - (1) Two areas are restricted for Fire Company use, primarily for emergency response parking. They are the lane between the Fire House and Buck Road, and along the fence between the Fire House and Ebert Field. No parking is permitted in these areas at any time without prior permission of the Fire Chief or Fire Company President or their designee. The Security and Safety Department will assist the Fire Company with enforcement in these areas.
 - (2) Two spaces are reserved for police car parking and two spaces are reserved for visitors to the police station. Enforcement of these spaces is handled by the Bryn Athyn Police Department.
 - (3) Parking in front of the Fire Company apparatus bays and the Police Department garage is controlled by those agencies. The Security and Safety Department will assist with enforcement of these areas upon request from those agencies.
 - (4) Parking at the Borough Garage is restricted to certain persons and vehicles. No Faculty, Staff or Student parking is permitted in this area without permission from a Borough representative.
 - (5) Borough employees, police officers, fire company members and others having business in the Municipal Building are permitted to park in Lot #1. They must comply with all terms of this policy.
 - (6) The Borough is permitted to informally designate sections or spaces in Lot #1 as temporarily restricted for Borough use. This is strictly a request for courtesy and cooperation from other users of Lot #1. It is not enforced by the Security and Safety Department.

- iii) The Bryn Athyn Swim Club is located on the east side of Lot #1. Swim Club members, employees and guests are permitted to park in Lot #1 as defined below:
 - (1) Parking on or near the gravel road past the Swim Club is limited to three vehicles on the south side of the tennis courts, just across from the main entrance to the Swim Club. Enforcement of reserved spaces defined by the Swim Club in this area is the responsibility of Swim Club management.
 - (2) Short-term parking is permitted on the drive between the Swim Club and the tennis courts, but great care must be taken to keep this drive clear, as it provides critical emergency access to the rear of the Bryn Athyn Church School.
 - (3) Short-term parking is permitted on the sides of the gravel road south of the Swim Club for loading and unloading for Swim Club business only. This road must be kept clear for emergency vehicles, so other vehicles should be moved to an acceptable parking space as soon as loading/unloading is complete.
 - (4) Swim Club management is responsible for communicating the applicable terms of this policy to the Swim Club members, employees and guests. Swim Club management is responsible for ensuring compliance by all persons visiting the Swim Club.
 - (5) The Security and Safety Department will assist Swim Club management with enforcement, and will handle all enforcement in this area when the Swim Club is not open.
 - (6) The Swim Club is permitted to informally designate sections or spaces in Lot #1 as temporarily restricted for Swim Club use. This is strictly a request for courtesy and cooperation from other users of Lot #1. It is not enforced by the Security and Safety Department.
 - iv) Parking between the Swim Club and the Sewage Plant gate is prohibited except for CPO vehicles and Service Providers working in that area. Vehicles parked along the edge of the road hamper emergency access and do damage to the grounds.
- b) Lot #2 – Consolidated Plant Operations (CPO)**
- i) 13 spaces are restricted for CPO use. These spaces are for the use of CPO Staff and persons having business at CPO.
 - ii) 4 spaces are reserved for Glenn Hall Staff.
 - iii) 10 spaces are restricted for Faculty and Staff use, and for the use of residents of and visitors to the house at 2761 Huntingdon Pike.
 - iv) Students are not permitted to park in Lot #2 during school hours, with the exception of while they are conducting business at CPO.
 - v) Use of Lot #2 as a thoroughfare between Huntingdon Pike and Buck Road is discouraged.
 - vi) Limited sight lines create a hazardous condition, so all operators are expected to honor the stop signs at CPO.
- c) Lot #3 – de Charms Hall**
- i) 24 spaces are restricted for Faculty and Staff use during school hours.
 - ii) Students are permitted to park in Lot #3 after school hours.
 - iii) The connecting road from CPO to Benade Circle is narrow, so all operators should use extra caution and courtesy in this area.
 - iv) Visitors may park in Lot #3 at any time.
- d) Lot #4 – Benade Circle**
- i) 11 spaces are restricted for Faculty and Staff use during school hours.
 - ii) 2 spaces are designated for visitors to the Secondary Schools. Faculty, Staff and Students are not permitted to park in these spaces at any time.
 - iii) Parallel parking is permitted on the east side of the connecting portion to Tomlinson Road, during athletic events and other events sponsored or permitted by the Academy in that area. Parking on grass is always prohibited if the grass is wet.
 - iv) Students are permitted to park in Lot #4 after school hours.
 - v) Short-term parking is permitted in the loading zone in front of Benade Hall. Short-term parking rules apply in this loading zone at all times. All operators should make an extra effort to keep their wheels off the concrete pathway.
 - vi) The Bryn Athyn Borough crossing guards may park on the grass near the Huntingdon Pike crossing while performing their duties.
 - vii) Visitors may park in Lot #4 at any time.

- e) **Lot #5 – Dining Hall**
 - i) No Students may park in Lot #5 at any time with the following exceptions:
 - (1) Students and individuals employed as Resident Assistants in Glenn Hall or Stuart Hall may park in Lot #5. They may use the Glenn Hall Staff reserved spaces or the restricted spaces.
 - (2) Students employed by the food service contractor in the Dining Hall may park in Lot #5 while they are working on meals that are served in the Dining Hall. They may use the Dining Hall Staff reserved spaces or the restricted spaces.
 - ii) Lot #5 has Reserved Parking signs, and every space is at least marked “Reserved.” Spaces that do not have other specific markings on the pavement and/or parking block are restricted. The use of all of these spaces is defined below:
 - iii) 12 spaces are reserved for the following:
 - (1) 5 spaces for Dining Hall and food service contractor staff and van
 - (2) 3 spaces for apartments
 - (3) 1 space for the school nurse
 - (4) 2 spaces for Glenn Hall Staff
 - (5) 1 space for the IT Department golf cart
 - iv) 10 restricted spaces are available for the following:
 - (1) Resident Assistants and Houseparents of Glenn Hall and Stuart Hall
 - (2) Faculty and Staff
 - (3) Visitors, except for Students
 - v) The private driveway for the Stuart Hall east apartment is reserved for the occupants of this apartment and their guests.
 - vi) Lot #5 should not be considered an overflow lot for Lots #1, #6, #7, or #16.
 - vii) Short term parking is acceptable on the pathways from Lot #5 to the front entrances of Glenn Hall and Stuart Hall under the following circumstances:
 - (1) Students and their parents may load and unload in these areas when moving into or out of the dormitories. Parking on the grass is not acceptable, nor is traffic permitted to proceed west of the main entrance of either building.
 - (2) Dormitory Staff may load and unload in these areas at any time.
 - (3) Short-term parking rules apply.
 - (4) Pedestrian traffic is common in these areas, so operators must be extremely careful.
 - (5) Visitors to Glenn Hall should not proceed past the No Parking area at the bottom of the pathway.

- f) **Lot #6 – Mitchell Performing Arts Center (MPAC)**
 - i) The private driveway for the Stuart Hall west apartment is reserved for the occupants of this apartment and their guests.
 - ii) Short-term parking is permitted in each loading zone by one vehicle at a time.
 - iii) Parking adjacent to the main entrance to MPAC and on the pathway to the below-grade entrance near the southwest corner of MPAC is prohibited.

- g) **Lot #7 – Pitcairn Hall**
 - i) Short-term parking only is permitted in the three marked spaces on the loop. The rest of the loop should be kept clear. This applies to all vehicles.

- h) **Lot #8 – Grant Hall**
 - i) 4 spaces are reserved for Grant Hall Houseparents and Resident Assistants.
 - ii) Short-term parking is permitted in front of the main entrance.
 - iii) Parallel parking is acceptable on the north side only of College Drive (Lot #10), when Lots #8 & #9 are full.

- i) **Lot #9 – Childs Hall**
 - i) 3 spaces are reserved for Childs Hall Houseparents.
 - ii) Short-term parking is permitted on the west side of the lot.
 - iii) Parallel parking is acceptable on the north side only of College Drive (Lot #10), when Lots #8 & #9 are full.

- j) Lot #10 – Pendleton Hall**
 - i) Parallel parking is acceptable on the north side only of College Drive, when Lots #10 & #11 are full.
 - ii) Short-term parking by one vehicle at a time is acceptable on the short driveway from this lot to the Pendleton Hall mechanical room.

- k) Lot #11 – Swedenborg Library**
 - i) Parking in the loading dock is limited to short-term parking, deliveries, CPO vehicles and service providers.
 - ii) 12 spaces are restricted for use by Library patrons only. These spaces are available for general use when the Library is closed.
 - iii) Student parking is prohibited in restricted spaces when the Library is open.
 - iv) Parallel parking is acceptable on the north side only of College Drive (Lot #10), east of Cairnwood Drive, when Lots #10 & #11 are full.
 - v) Short-term parking should normally take place in the two spaces provided for this purpose. If neither space is available, or if a vehicle will not fit in a parking space, short-term parking by one vehicle at a time is acceptable on the asphalt just north of the building, next to the exterior stairwell. Care should be taken to not block access to the disabled spaces.
 - vi) The concrete and brick circle between Swedenborg Library and Pendleton Hall is considered a pathway. Operation of motor vehicles on pathways is addressed elsewhere in this policy, and is strongly discouraged in this area.

- l) Lot #12 – Pavilion and Social Center**
 - i) All spaces in the section north of the Social Center and Locker Rooms are restricted for maintenance vehicles, occupants of the Social Center apartments, and their guests. This area also has one disabled space.
 - ii) Authorized vehicles (Zamboni operators, etc.) only may park in the Zamboni shed driveway. All other parking must be in marked spaces.
 - iii) Short term parking only is acceptable in the following areas:
 - (1) Loading zone east of the Pavilion by Cairnwood Drive (vehicle operators must stay with vehicles)
 - (2) In the driveway north of the Locker Rooms (take care not to block other vehicles)
 - (3) In the driveway east of the Locker Rooms (must be kept clear for emergency vehicles)
 - iv) Parking is not permitted immediately adjacent to the Locker Rooms on the north side.

- m) Lot #13 – Cairnwood**
 - i) 1 space is reserved at the Cairnwood Stable for residents of the apartment.
 - ii) 1 space is reserved at the John Pitcairn Archives for the Archivist.
 - iii) Up to three vehicles may be parked in the John Pitcairn Archives driveway. At no time should vehicles be parked behind each other. This driveway provides access to the Cairnwood courtyard for deliveries and emergency vehicles.
 - iv) Short-term parking on the two loops in front of Cairnwood is acceptable. Delivery vehicles may use the loading dock on the porte cochere loop.
 - v) Parking on the grass edges and unmarked areas is prohibited.

- n) Lot #14 – Glencairn North**
 - i) 3 spaces near the main entrance are restricted for short-term parking, visitors, and the desk volunteer.
 - ii) 5 spaces near the fountain are for visitors. These spaces are convertible to disabled spaces at the discretion of Glencairn management
 - iii) 1 space near the apartment is reserved for the occupants.
 - iv) 2 spaces at the garage are restricted to certain Staff and service vehicles.
 - v) Parking on the grass edges and unmarked areas is prohibited.

- o) Lot #15 – Glencairn South**
 - i) Parking should be limited to marked spaces only.
 - ii) Parking on the grass immediately adjacent to Cathedral Road just east of the Cairncrest and Glencairn driveways is not permitted. Enforcement in this area is the responsibility of the Bryn Athyn Police Department.

- p) Lot #16 – Asplundh Field House South**
 - i) Parking on the grass anywhere in the vicinity of Lot #16 is not permitted.

q) Lot #17 – Jungé House

- i) This lot is restricted to residents of Junge House and their guests.

r) Lot #18 – Synnestvedt House

- i) This lot is restricted to residents of Synnestvedt House, the Synnestvedt House Garage apartment, and their guests.

6) Special Circumstances

a) Campus Events

- i) Occasionally special events require an above-normal amount of parking spaces. Event coordinators must take responsibility for managing the parking requirements of their events. Advance planning is essential to ensure that order is maintained and public safety is not compromised. Proper management of overflow parking is critical.
- ii) Coordinators of events with parking requirements that might overburden available parking resources must make contact with the Security and Safety Department well in advance of the event.
- iii) Event coordinators must make proper arrangements for parking management. This might include, but is not limited to, parking attendants, shuttle buses, advance information to attendees, etc.
- iv) The Security and Safety Department is available to assist with arrangements for event parking management. The Department is not prepared to take on complete responsibility for this.
- v) Some events, due to their broad nature, require a higher level of proactive action from the Security and Safety Department. Examples include Independence Day and Charter Day, and move-in/move-out days for residence halls. Proactive action might include, but is not limited to, advance planning, road closures, shuttle buses, and temporary suspension of parking regulations.

b) Other Events

- i) Occasionally, non-Academy groups request the use of Academy lots for parking or other activities. These requests are normally handled through the Academy Business Office. The Security and Safety Department will assist with these activities if necessary.

c) Parking Shuttles

- i) Parking shuttles are often used to enable the use of parking lots that are remote from a specific event. This is encouraged as a means to reduce overcrowding. The use of parking lots covered under this policy for shuttle service must be arranged in advance with the Security and Safety Department.

d) Weather Emergencies

- i) Severe weather may require temporary parking changes and might reduce the capacity of certain lots, particularly during and after a snowfall. Access to some lots might be restricted in order to allow for snow removal.

e) Maintenance and Construction

- i) Facilities maintenance and construction will sometimes affect the availability of parking, and might result in temporary or permanent changes to this policy. Reasonable attempts will be made to reduce the impact of these events, and advance notification will usually be provided.

f) Lot Maintenance

- i) Maintenance will occasionally require the temporary closure of parking lots or portions of them. This will normally be done during periods of reduced demand, and advance notice will usually be given. Unforeseen circumstances may require a lot closure on short notice or at an inconvenient time.

g) Special Arrangements

- i) The Security and Safety Department is available to assist with special or unusual parking needs. Please contact us well in advance of any events that require special consideration or assistance.

h) Temporary Suspension of Parking Regulations

- i) May only be executed in consultation with the Security and Safety Department.
- ii) Should always be planned in advance when possible.
- iii) Examples:
 - (1) Overflow parking on grass is acceptable for major events.

(2) Closure of spaces to enhance traffic flow is acceptable for certain events, such as parades.

7) Registration of Vehicles

a) Long-Term Registration for Students, Faculty and Staff

- i) All vehicles that are regularly parked by Students, Faculty or Staff in lots 1 through 18 must be registered with the Security and Safety Department and display a valid Campus Parking Sticker. Stickers may be obtained by submitting a Campus Parking Sticker & Vehicle Registration Form to the Security and Safety Department. A copy of the current registration information for the vehicle must be submitted with the form.
- ii) Stickers are intended for use on one vehicle; each vehicle should have a unique sticker. Each Faculty or Staff member is entitled to their first two stickers at no charge. Each Student is entitled to their first sticker at no charge. Replacement stickers or stickers for additional vehicles may be obtained for \$5.00.

b) Long-Term Registration for Other Individuals

- i) Many other individuals regularly park in lots covered by this policy. Examples include:
 - (1) Bryn Athyn Borough employees
 - (2) Bryn Athyn Community Theater members
 - (3) Bryn Athyn Fire Company members
 - (4) Bryn Athyn Swim Club employees and members
 - (5) Fitness Center members
 - (6) Tennis court patrons
- ii) Individuals who fit into this type of category are requested (but not required) to register their vehicle(s) with the Security and Safety Department and display a valid Campus Parking Sticker. Stickers may be obtained by submitting a Campus Parking Sticker & Vehicle Registration Form to the Security and Safety Department. A copy of the current registration information for the vehicle must be submitted with the form.
- iii) Stickers are intended for use on one vehicle; each vehicle should have a unique sticker. Each household is entitled to their first two stickers at no charge. Replacement stickers or stickers for additional vehicles may be obtained for \$5.00.

c) General Notes

- i) All parking stickers and permits remain the property of the Security and Safety Department. Stickers and permits must be surrendered upon demand to any Security Officer.
- ii) Stickers that become damaged or illegible will be replaced upon request. Damaged stickers should be returned to the Security and Safety Department.
- iii) Stickers are color-coded to indicate the status of the vehicle operator. Student stickers are red; Faculty and Staff stickers are blue. Other stickers are green. Each sticker has a unique identification number.
- iv) The stickers are made of plastic material that adheres with static cling, allowing easy removal without adhesive residue. Stickers should be placed on the inside lower corner of the rear window on the operator's side. If window tinting or other circumstances in this location make the number illegible from outside the vehicle the sticker should be placed on the inside lower corner of the windshield on the passenger's side. In the case of convertibles or other vehicles with removable tops the sticker should always be placed on the windshield. The sticker should be placed right side up so that the information is legible from outside the vehicle. In no cases should the sticker be placed in an area where it could obstruct the operator's vision. The interior of the vehicle needs to be at room temperature for the sticker to adhere well.
- v) Stickers may be transferred to other vehicles, such as when a new vehicle is purchased. A new Campus Parking Sticker & Vehicle Registration Form must be submitted in a timely manner, along with a copy of the current registration information for the new vehicle.
- vi) Annual registration renewal is not required unless there has been a significant change, such as a new vehicle or address.
- vii) Motorcycles are not currently required to be registered or display a sticker.
- viii) Registration may be completed by mail, or in person at the Security and Safety office. Registrations submitted by mail must be accurate and complete. Incomplete registrations will not be accepted. Campus Parking Stickers will be delivered in person at the time of registration or by return mail.
- ix) For the convenience of Students, Faculty and Staff, the Security and Safety Department will normally be available to process Vehicle Registrations in the Secondary Schools and College during Fall registration periods.

d) Temporary Parking Permits

- i) Temporary Parking Permits may be issued by the Security and Safety Department or certain Faculty and Staff members to persons who have short-term business on the campus. The permits are uniquely numbered yellow paper tags that hang from the rearview mirror.
- ii) Temporary Parking Permits are intended as a means for Security Officers and others to identify visitor vehicles, and each permit is normally marked with an expiration date and time when it is issued. In very few cases should a temporary parking permit be valid for more than three months.
 - (1) The only exception to this will be permits that are allocated to individuals leasing residence space in a building covered by this policy, for use by their houseguests. These permits are specially marked and are only valid in the immediate vicinity of the residence in question.
- iii) Visitors with Temporary Parking Permits are permitted to park in restricted spaces.
- iv) Visitors should always be informed of parking regulations, and they are expected to comply with all of them. Enforcement of visitor violations is necessary to maintain order and public safety. When enforcing violations, Security Officers will normally extend additional courtesy to visitors, and will attempt to assist them with their parking needs when possible.
- v) Temporary Parking Permits are not transferable or re-usable, except in specific cases outlined elsewhere in this policy.
- vi) Temporary Parking Permits are commonly issued to the following:
 - (1) Parents of dormitory residents at move-in/move-out times
 - (2) Contractors working on campus for extended periods
 - (3) VIPs, such as guest speakers, performers, etc.
 - (4) Guests of on-campus residents
- vii) Temporary Parking Permits for Disabled Spaces
 - (1) Temporary Parking Permits may also be issued to persons with temporary physical disabilities due to sports injuries or other short-term health problems.
 - (2) In these cases the Permit should be clearly marked "HANDICAPPED" with a bold marker.
 - (3) Bryn Athyn Police will not issue a parking violation to vehicles that display such a Permit while they are parked in disabled spaces in lots covered by this policy.
 - (4) Persons with chronic or long-lasting disabilities will not be issued Temporary Parking Permits for periods longer than three months.
- viii) Issuers of Temporary Parking Permits should complete a Temporary Parking Permit form and forward it to the Security and Safety Manager promptly. This applies to all uses of Temporary Parking Permits, including those allocated to campus residents.

e) Reasons for Requiring Registration

- i) Ensures that operators are familiar with the parking policy.
- ii) Enhances parking enforcement through the ability to quickly identify vehicles.
- iii) Increases effectiveness of routine security measures and investigations.
- iv) Provides a means to quickly identify visitors and provide assistance.
- v) Accelerates notification of operators when lights are left on, etc.
- vi) Reduces necessity for police involvement.

8) Enforcement

a) Violation Types

- i) Parking in unmarked areas
- ii) Parking in disabled spaces
- iii) Parking in reserved, restricted or other unauthorized spaces
- iv) Parking in visitor spaces
- v) Unauthorized use of Campus Parking Permit
- vi) Parking on grass
- vii) Misuse of short-term parking

b) Enforcement Methods

- i) While it is not possible to actively enforce all violations, every effort is made to ensure consistent methods are applied. Requests for enforcement of specific violations will be handled as promptly as possible. Enforcement is generally prioritized in the following order:
 - (1) Hazards to public safety (blocked emergency access, blocked driving lanes, etc.)
 - (2) Disabled violations

- (3) Unauthorized use of space violations
- (4) All other violations
- ii) A system of escalating measures is used to enforce parking violations.
 - (1) Verbal Warning
 - (a) Verbal Warnings are only given at the discretion of the Security Officer, and must be documented in Security and Safety Department records.
 - (2) Parking Violation Notice
 - (a) Written documentation of the violation, with copies for the operator and the Security and Safety Department.
 - (b) Does not currently specify fines or other penalties.
 - (3) Move Request
 - (a) A Security Officer might request the immediate relocation of vehicles that are in violation of this policy. This will be done at the discretion of the Security Officer, based upon various factors. Under these circumstances, move requests are considered violations and will be documented as such. They may also be accompanied by Verbal Warnings or Parking Violation Notices.
 - (i) Unforeseen circumstances might require Security Officers to request that properly parked vehicles be moved. These move requests are not considered violations.
 - (4) Referral to Police
 - (a) The Bryn Athyn Police Department has limited direct involvement in parking enforcement on the campus. The Police have permission to enforce disabled parking laws in all lots covered by this policy. This enforcement is performed at the discretion of the Police, and in some cases will be done at the request of a Security Officer.
 - (b) Security Officers may write Parking Violation Notices for disabled violations.
 - (c) Local ordinances and state laws apply to disabled parking. Penalties may include fines and or towing of the vehicle.
 - (5) Specific enforcement methods by group
 - (a) Students
 - (i) All enforced violations will receive a Verbal Warning or a Parking Violation Notice.
 - (ii) The second and subsequent enforced violations that result in a Parking Violation Notice will prompt referral to the authority having jurisdiction (AHJ), with a request for written documentation of the disciplinary measures taken:
 1. Dean of Theological School
 2. Associate Dean of Student Affairs
 3. Boys School Principal
 4. Girls School Principal
 - (b) Faculty and Staff
 - (i) All enforced violations will prompt a Verbal Warning or a Parking Violation Notice.
 - (ii) The third and subsequent enforced violations that result in a Parking Violation Notice will prompt a written warning from the Security and Safety Manager with a copy to the authority having jurisdiction (AHJ).
 - (iii) The fifth and subsequent enforced violations that result in a Parking Violation Notice will prompt referral to the authority having jurisdiction (AHJ), with a request for written documentation of the action taken:
 1. President
 2. Vice President
 3. Director of Business Administration
 4. Director of Consolidated Plant Operations
 5. Director of Development
 6. Director of Finance
 7. Director of Glencairn
 8. Director of Human Resources
 9. Director of Information Technology
 10. Dean of Theological School
 11. Dean of College
 12. Boys School Principal
 13. Girls School Principal
 - (c) Others (not Students, Faculty, or Staff)
 - (i) All enforced violations will receive a Verbal Warning or a Parking Violation Notice.

- (ii) The third and subsequent enforced violations that result in a Parking Violation Notice will prompt a written warning from the Security and Safety Manager with a copy to any on-campus entity having business with the operator.
 - (iii) The fifth and subsequent enforced violations that result in a Parking Violation Notice will prompt further sanctions to be determined on a case-by-case basis, including, but not limited to, restriction of on-campus vehicle use, restriction of other campus privileges, denial of access to buildings or events, etc. These sanctions may be temporary or permanent.
- (6) Other enforcement options
- (a) Fines
 - (i) There are no current plans to collect fines for parking violations, although this might be considered in the future.
 - (b) Immobilization (Boots)
 - (i) Boots are commonly used only in conjunction with a fine program, so there are no current plans to use boots for enforcement.
 - (c) Towing
 - (i) Towing is normally only used as a last resort in cases that present a danger to public safety, and only if all efforts to contact the operator have been exhausted or if the operator is uncooperative.

9) ALL PARKING REGULATIONS AND POLICIES ARE IN EFFECT AND ENFORCEABLE 24 HOURS A DAY, 365 DAYS A YEAR, INCLUDING HOLIDAYS AND BREAKS.

10) Revision History

- a) March 2004 – Major revisions and re-publication, effective April 5, 2004.

The Security and Safety Department is responsible for developing, updating, and enforcing this parking policy. We count on compliance by everyone who enters the campus, and in particular we look for all Faculty and Staff to lead by example. This policy is intended to be user-friendly, while ensuring an orderly and safe campus by preserving access for emergency vehicles, delivery trucks, and the public in general. The most current and complete official policy is maintained on the Security and Safety Department website at www.newchurch.edu/cpo/security. The policy will be published via other media in whole or in part when any significant revisions take place. We welcome your comments, preferably in writing.

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