

EAST STROUDSBURG UNIVERSITY
PARKING PROCEDURES
FALL 2021/SPRING 2022

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Article 1 - General Info

1.01 Parking Office Information

The University Parking Office can be found inside the University Police Department located at:

Hemlock Suites, lower level
161 Smith Street
East Stroudsburg, Pa 18301

The ESU Parking Office phone number is 570-422-3630

The ESU Parking Office hours are 8am-4pm Monday-Friday.

The ESU Parking website is:

https://www.esu.edu/university_police/parking-transportation/index.cfm

All online interactions with the parking website or on the MyESU portal should be conducted through Internet Explorer, as other browsers are prone to errors when interacting with our parking software.

1.02 General Statement

East Stroudsburg University's Police and Security/Parking Departments work together to support the mission and vision of the University by providing the best possible support to its students, faculty, staff and visitors. By maximizing the use of campus parking lots and providing safe and clean parking, both departments can provide the University community with an orderly environment in which to conduct its business and studies. The University Police and Security/Parking Departments are responsible for enforcing campus Parking and Traffic Guidelines, which are in effect 24 hours a day, 7 days a week, throughout the calendar year.

The authority to regulate traffic and parking comes from Title 18, Section 7505 (Violation of Governmental Rules Regarding Traffic) of the Consolidated Pennsylvania Statutes, which allows each Commonwealth agency to promulgate rules and regulations governing both parking and vehicular traffic on properties under the jurisdiction of that agency. Pennsylvania's State System of Higher Education Act 188, Section 20-2006-A (13.1) authorizes the University to set the amounts for fines for violations of rules respecting the use, parking and operation of motor vehicles on system facilities, which may be established to exceed the amounts which municipalities are authorized to assess

for such offenses under 75 Pa.C.S. Such fines are used to offset the cost of maintaining the University's parking system, including parking lot maintenance, signage and equipment.

The University and Commonwealth of Pennsylvania assume no responsibility or liability for loss or damage to any motor vehicle or its contents parked or driven on campus property. The University Police shall have the authority to temporarily close or restrict parking or traffic flow on the ESU campus. This includes but is not limited to special events, snow removal and athletic contests.

It should be noted that Title 75, The Pennsylvania Vehicle Code, is enforced on all properties of the University and that all roadways are considered highways for enforcement purposes. The Vehicle Code defines a highway as "The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel. The term includes a roadway open to the use of the public for vehicular travel on grounds of a college or university or public or private school or public or historical park."

The University Police Department is open 24 hours daily; however, normal business hours for the Police Department and Security/Parking Office are Monday through Friday from 8:00am to 4:00pm.

Parking, for the purposes of these guidelines, is defined as leaving a vehicle without a driver in attendance regardless of the time period involved.

University parking lots are numbered and designated as either Faculty/Staff, Commuter, Resident or Visitor. All lots are restricted by parking permit designation and all vehicles parked on campus must display a valid permit.

The Chief of University Police and/or the Director of Parking and Transportation reserve the right to revoke or suspend a person's parking privileges based on cause.

1.03 Operator Responsibility

The operation of a motor vehicle on this campus is a privilege, and the University reserves the right to restrict, suspend or revoke this privilege for just cause. Failure to have read the guidelines governing all motor vehicles on the campus of East Stroudsburg University shall not constitute a valid excuse for non-compliance.

Registration of a vehicle in no way guarantees that a parking space convenient for the individual will be available. Giving yourself extra time as the responsibility for finding a legal space rests with the motor vehicle operator. Extra time to walk or ride the shuttle bus may be necessary. Being prepared to spend an additional 10 to 15 minutes getting

to your destination once you arrive on campus may help you be on time and less stressed.

Lack of a parking space close to your destination, mechanical problems, inclement weather or other problems do not justify parking violations.

Students, faculty and staff members are responsible for parking tickets issued to vehicles they register for a parking permit. When the vehicle is not registered, the University will assign parking tickets to a student, faculty or staff member for vehicles registered in his/her name or to his/her family.

Article 2 - Parking Regulations and Restrictions

2.01 General Parking Prohibitions

Except when necessary to avoid conflict with other traffic or to protect the safety of any person or vehicle or in compliance with law or the directions of a police officer or official traffic control device, no person shall stop, stand or park a vehicle:

- a) Without displaying a currently valid parking permit in any university lot.
- b) On the roadway side of any vehicle stopped or parked at the edge or curb of a street (double-parked).
- c) On a sidewalk.
- d) Within an intersection.
- e) On a roadway where parking is not designated.
- f) On a greenspace or grassed area.
- g) Outside of a designated parking space.
- h) Against the flow of traffic.
- i) Within fifteen (15) feet of a fire hydrant.
- j) Within fifteen (15) feet of a crosswalk.
- k) Within thirty (30) feet of a stop sign.

Violations of Section 2.01 will carry with them a minimum fine of \$25.

2.02 Prohibitions on Reserved Spaces

No person shall stop, stand or park their vehicle in a space signed or labeled as "Reserved".

Violations of Section 2.02 will carry with them a minimum fine of \$50.

2.03 Fraudulent Use and Misuse of a Permit

Parking permits are non-transferable and may only be issued to a qualified person/vehicle. Any person displaying a permit that is not registered to their vehicle will be considered misusing the permit.

Any person that is displaying a parking permit that they are not eligible to have, as set out in Article 3 of this document, will be considered to be fraudulently displaying the permit.

Any misrepresentation of information made in the purchase of a parking permit will cause the purchase to be considered fraudulent.

Any persons/vehicles found fraudulently displaying a parking permit or misusing a parking permit will be fined a minimum of \$50 and may have their parking privileges revoked.

2.04 Prohibitions on Accessible Parking Spaces

No person shall stop, stand or park a vehicle in a parking spot or parking area designated by sign or paint as a persons with disabilities parking spot, without the proper permit displayed. Guidelines as to what constitutes, and how to obtain the proper permit can be found under section 3.10 of this document.

Any violations of section 2.04 will carry with them a minimum fine of \$100 for the first offense, and \$200 for any subsequent offenses.

2.05 Additional Parking Regulations

(A) Summer Parking

When the spring and fall semesters are not in session, parking permits are not required when parking in a legal non-reserved space in any commuter or resident lot. However, a valid faculty/staff parking permit is required to park in any faculty/staff space or lot 24 hours a day, 7 days a week, throughout the calendar year.

Faculty and staff must continue to park in designated faculty-staff lots when the spring and fall semesters are not in session.

(B) Thanksgiving, Christmas and Spring Break Parking

Vehicles should not be left on campus during the Thanksgiving, Christmas or Spring breaks unless for University business, athletic away games, or residents granted permission by Residence Life and Housing to remain on campus. Those vehicles must be parked behind Kemp Library in Commuter Lot C38(A) as close to the building as possible. Vehicles parked elsewhere on campus may be subject to ticketing and/or towing at the owner/operator's expense.

(C) Parking During Snowstorms

During snow storms, all ESU students with vehicles on campus will be asked to move their vehicles to the following lots for the duration of the storm, and subsequent plowing of the core campus lots: C38(A), R38(B) (behind Kemp Library), CR40 (the Marguerite Street lot), and CR52 and CR53 (the Fine Arts lots). Any vehicles in violation of this policy will be subject to ticketing and/or towing.

(D) Disabled or Inoperable Vehicles

It is the responsibility of the owner/operator to report a disabled vehicle to the University Police Department and Security/Parking Office and complete a disabled vehicle report. The person operating the vehicle must remain with it until the officer arrives to determine if there is a hazard. If a hazard exists, the operator must arrange to have it removed immediately, otherwise the operator has 24 hours to remove the vehicle from campus.

Failure to notify University Police concerning a disabled vehicle will result in the operator being held responsible for any parking tickets issued to that vehicle and/or any fee associated with removal of the vehicle from campus.

(E) Closed Areas

Vehicles cannot enter any area closed by barricade or other traffic control device except as authorized by the University Police Department. Vehicles in violation of this section will be subject to ticketing and/or towing at the owner's expense.

(F) Repairing/Greasing

Any person desiring to make other than emergency repairs on his/her vehicle may not use University property to do so. Violations of this policy will result in ticketing and/or having the vehicle towed at the owner's expense.

(G) Storage of Vehicles

Parking lots may not be used for storage of vehicles. Owners of multiple vehicles may only park one vehicle on campus at any given time. Violations will result in ticketing and/or towing at the owner's expense.

(H) Abandoned Vehicles

Vehicles left on University properties for more than five (5) days will be declared abandoned or derelict and will be towed at the owner's expense.

(I) University Vehicles

Vehicles registered to the University must be legally parked at all times with exception of police vehicles and emergency response vehicles.

(J) Loading and Unloading

For the purpose of loading/unloading, commuters and residents housed on main campus may temporarily park in any legal student space for a maximum time of 20 minutes providing their vehicle flashers are on.

(K) Bicycles

Bicycles are not required to be registered. When operated outdoors, bicycles must be used in accordance with Pennsylvania Laws and University Regulations. Bicycles may not be ridden in a University building and operators must yield to pedestrians.

(L) Parking During the First Two Weeks of Semester

Due to the core area congestion the first two weeks of classes, students who are at least 21 years of age or have at least 30 credits completed, may display an expired permit from the most recent previous semester in any lots that it was valid for. This is done to ensure all students have enough time to purchase and pick up their new permit. After the second week of classes ends, expired permits are no longer considered valid.

Students who are at least 21 years of age or have at least 30 credits completed, but do not have an expired permit from the most recent previous semester may park their vehicles in the following lots during the first two weeks of classes without displaying a permit: C38(A), R38(B), CR40, CR52, CR53, Mary Street Lots 43 and 44, and R42.

Students who are under 21 years of age and have less than 30 credits completed are still prohibited from bringing their vehicle to campus during the first two weeks of classes unless displaying a Special Permission Parking Permit.

2.06 Immobilization/Booting and Towing

The University reserves the right to immobilize (boot) or to remove and impound any vehicle found on campus for the following reasons:

- a) A person or vehicle with three or more open unpaid parking tickets.
- b) A vehicle displaying an unauthorized, altered or revoked permit.
- c) A vehicle without a license plate.
- d) A vehicle with an expired license plate/vehicle registration.
- e) A vehicle parked in a driveway, fire lane, reserved for service vehicle space, or reserved lot.
- f) A person in repeated violation of parking guidelines.
- g) A vehicle parked in such a way that it is blocking a loading dock or trash dumpster.

- h) A vehicle parked in an area designated as a construction zone or in an area which requires emergency repairs
- i) A vehicle deemed to be abandoned, as per section 2.05(l) of this document.
- j) A vehicle parked in such a way as to constitute a hazard to vehicular or pedestrian traffic or to the movement and operation of emergency equipment

The fee to remove a mechanical restraint/boot will be no less than \$50 for the first offense, \$100 for the second offense, and \$150 for the third and all subsequent offenses. All outstanding tickets must be paid in full before a boot will be removed.

If a vehicle's outstanding tickets and boot fees are not paid within 72 hours of the vehicle being immobilized, the vehicle will be subject to towing at the owners expense. The vehicle will not be released by the towing company until all fines are paid in full to the University, and a release form has been obtained.

Any person who shall tamper with, damage, deface, remove or attempt to remove any device used to immobilize a vehicle by the University Police or Security, or who shall move or attempt to move the booted vehicle before the release of the vehicle has been officially secured, shall be reported to Student Conduct, may be prosecuted to the full extent of the law and shall be required to make full restitution for damages caused by such actions

2.07 Fine Payment

Payment of fines associated with parking tickets can be made online through the MyESU portal, or in person in Zimbar Hall or by mail at:

ESU Zimbar Hall
200 Prospect Street
East Stroudsburg, Pa 18301

All checks and money orders should be made payable to East Stroudsburg University and contain the ticket number and the license plate number of your vehicle.

The University will not be responsible for cash sent through the mail.

Failure to pay fines issued through parking tickets will result in a hold being placed on a student's diploma and transcript until such time that all fines are satisfied.

2.08 Appeals

Operators wishing to challenge a parking ticket must file an appeal with the Parking Office online at https://www.esu.edu/university_police/parking-transportation/ticket-appeal.cfm within 5 business days of receiving the violation. The Parking Manager or an appointed representative has 10 business days to review the appeal and render a decision which will be emailed to the applicant.

Appeals not resolved by the Parking Manager or Issuing Officer may be forwarded to the University Parking Appeals Committee at the request of the violator. Decision of the Appeals Committee will be final. Notification will be sent to each applicant of the action taken by the Committee.

The following are not considered valid reasons to appeal a ticket:

- A) **Loss of ticket** – It is impossible to determine whether or not a ticket was on the car when the owner returned. The parking office will therefore presume that a ticket placed on a vehicle is there when the owner returns.
- B) **Temporary Illegal Parking** – The assertion that a vehicle was only illegally parked for a short period of time is not grounds for a ticket's dismissal.
- C) **Continued Illegal Parking** – The fact that the operator has parked illegally in the past and not received a ticket is not grounds for a ticket's dismissal.
- D) **Incorrect Advice** – A person being incorrectly advised to park illegally is not grounds for a ticket's dismissal. In such situations the authority is this guide and the University Parking Department.
- E) **Ignorance of the Law** – Not being aware of the rules and regulations for parking a vehicle on campus is not valid grounds for a ticket's dismissal. All members of the University community are expected to review and be familiar with the regulations provided herein.

Violations of the Pennsylvania Vehicle Code may be enforced by state citation in lieu of an ESU ticket. State citations are not covered by ESU's appeal policy and instructions for appealing/contesting a state citation can be found on the back of the citation itself.

Article 3 - Parking Permits

All vehicles parked on campus must display a valid parking permit. Vehicles not displaying a valid permit are subject to ticketing, immobilization and/or towing. Permits may only be displayed on vehicles that the student, faculty or staff member has legally registered with the University.

Students are not permitted to display their permit on another student's vehicle or register a vehicle whose owner/operator is another student, or the parent(s) or relatives of another student.

3.01 Commuter Permits

Commuting students who wish to park on campus are required to purchase and display a valid commuter parking permit. Commuter permits can be purchased through the MyESU portal for either a single-semester or the entire academic year. Commuter permits are valid daily from 7:00 am to 2:00 am. To be eligible for a commuter permit, the student must live off campus.

If a student who has purchased a commuter permit later becomes a resident student then he/she has 48 hours to report to the Security/Parking Office to turn in the commuter parking permit and obtain a resident permit. Vehicles in violation of this policy will be subject to ticketing, immobilization and/or towing of the vehicle at the owner's expense.

Commuter students with a valid permit must park in the following designated commuter lots: C6, C7, C8, C9, C10, C11, C12, C23, C25, C31, C38(A), CR40, CR52, and CR53.

Students displaying a current commuter permit may park in lot FS20 from 3:30pm to 2:00am on weekdays, as well as 3:30pm Friday to 2:00am Monday.

Students with a valid commuter permit wanting to park a vehicle on campus on weeknights between the hours of 2:00 am and 8:00 am may only park in the CR40 or R42 lot.

Commuter students are permitted to park a vehicle on campus in non-core area commuter lots and stay in main campus housing overnight on weekends from 3:30pm on Friday until 2:00am on Monday.

3.02 Resident Permits

Resident Permits are restricted to students residing in main campus housing who are at least 21 years of age **or** have at least 30 credits completed. Resident Parking Permits can be purchased through the MyESU portal for either a single-semester or the entire academic year.

If a student who has purchased a residential permit later moves off campus and becomes a commuter or moves into the University Ridge Apartments, then he/she has 48 hours to report to the Security/Parking Office to turn in the resident parking permit and receive the appropriate permit. Vehicles in violation of this policy will be subject to ticketing, immobilization and/or towing of the vehicle at the owner's expense.

Resident students must park in the following designated resident lots Monday through Friday: R26, R27, R30, R32, R38(B), CR40, R42 CR52, and CR53.

3.03 University Ridge Permits

Students who live at the University Ridge Apartments are required to have a valid parking permit if parking a vehicle on campus. University Ridge Permits can be purchased through the MyESU portal for either a single-semester or the entire academic year. University Ridge permits allow the operator to park at the University Ridge Apartments at any time and on campus from 3:30pm to 2:00am during weekdays and from 3:30pm Friday until 2:00am Monday in any commuter lot.

If a student who has purchased a University Ridge permit later becomes a resident student on main campus or moves out of the University Ridge Apartments and becomes a commuting student, then he/she has 48 hours to report to the Security Parking Office to turn in the University Ridge permit and receive the appropriate permit. Vehicles in violation of this policy will be subject to ticketing, immobilization and/or towing of the vehicle at the owner's expense.

3.04 Special Permission Parking Permits

Students residing in main campus housing who are under the age of 21 or with less than 30 credits and are not permitted to have their vehicles on campus may apply for a Special Permission Parking Permit. Students must demonstrate a compelling need or condition involving unusual personal hardship to secure a Special Permission Parking Permit to have a car on campus.

Students must reapply for a Special Permission Parking Permit every semester, and the application and instructions can be found online at:

https://www.esu.edu/university_police/parking-transportation/special_parking.cfm

The University considers the following reasons valid for needing a Special Permission Parking Permit: Medical, Financial/Employment, Academic, and Military. The Special Permission Parking Permit is approved or denied by the Special Parking Appeals Committee. The committee meets on a regularly scheduled basis, and will review all requests on a first-come, first-serve basis **when accompanied by the appropriate documentation listed below:**

1. **Medical:** A signed and dated physician's statement on his/her letterhead detailing why the student's condition cannot be treated by a local physician or prescription cannot be filled at a local pharmacy. The physician's statement must include the frequency and duration of treatment
2. **Financial/Employment:** A signed and dated statement on the employer's letterhead or a notarized note certifying the nature of the position and verifying the student's employment throughout the specific semester for which the student is applying. The University's Financial Aid Office must also verify unmet financial need, a requirement to obtain a Special Permission Parking permit. If you have not applied for financial aid, this cannot be assessed. Due to the limited number of parking spaces available, employment to **supplement income** for educational purposes **WILL NOT** be considered an extenuating circumstance unless there exists verifiable need as defined by the University's Financial Aid Office.
3. **Academically Related:** A statement from the student's professor, department chairperson or academic advisor attesting to the off-campus academic-related activity (e.g., internship, pre-student teaching, observations, classes, etc.) including the total number of hours of that activity during the semester in which the student is applying
4. **Military:** A signed and dated statement on military stationery which must include the student's name and training/reserve schedule.

Students granted a Special Permission Parking Permit that receive five or more parking tickets (paid or unpaid) within a semester may have their parking privileges revoked. Those with ten or more may be reported to the Office of Student Conduct and Community Standards.

Students applying for a Special Permission parking permit **MAY NOT** purchase a resident, commuter or University Ridge permit through the MyESU Portal. Doing so is considered a fraudulent purchase and is **non-refundable**. Once approved for a Special Permission parking permit, students will be instructed to pick up their permit at the Parking Office and complete paperwork authorizing the permit fee to be placed on their student account.

Students with Special Permission Parking permits must park in the Gwendolyn Street parking lot (R42) on weekdays. If the Gwendolyn Street lot (R42) is full, students with Special Permission Parking Permits may park in the Marguerite Street Lot (CR40). The vehicle must then be returned to the Gwendolyn Street lot (R42) within 24 hours. Additionally, from 3:30pm Friday to 10:00pm Sunday, resident students displaying a Special Permission Parking permit may also park in student lot R38(B) behind Kemp Library.

3.05 Motorcycle Permits

For the purpose of these guidelines, the term “motorcycle” includes mopeds, motor scooters and all other two and three wheeled vehicles operated by motor. Parking permits are required for all motorcycles. Motorcycle permits can be obtained in person at the University Parking Office.

Motorcycles with a current parking permit decal must park in the following designated motorcycle parking areas: across from the entrance to Lot C8, Lots FS5, C23, R30, and FS55.

3.06 Temporary Permits

Main campus students ineligible for parking privileges may request permission from the Parking Office for up to two weeks (not exceeding 10 weekdays) of temporary on campus parking privileges per semester. If granted, a no cost temporary parking permit will be issued for either the R42 Gwendolyn Street lot or the Mary Street lots, depending on availability. Documentation verifying the need for the permit may be required.

3.07 Vendor Permits

Representatives of service companies and contractors may apply for a parking permit via email from the department they are visiting or through the Security/Parking Office.

Vendors with highly recognizable vehicle logos performing routine deliveries/pick-ups at University buildings and requiring less than 30 minutes temporary parking are exempt from any permit requirement.

Government vehicles displaying municipal, state or federal license plates are exempt from the permit requirements.

3.08 Visitor Permits

A visitor is defined as anyone who is not a student or an employee of East Stroudsburg University.

Monday through Friday, 8:00 a.m. - 3:30 p.m.: All vehicles on campus must display a parking permit to park on campus. Official visitors to campus must get a permit to park from the department they are visiting during these times. Personal visitors must get a day-pass to park from the parking department located at the University Police department. There is no charge for either permit.

Monday through Friday, 3:30 p.m. – 2:00 a.m.: visitors can park in any student lot without displaying a permit. All other parking rules and signs still apply.

Monday through Friday, 2:00 a.m. - 8:00 a.m.: visitors do not need a parking permit to park, but must park in lots C/R40 (Marguerite) or R42 (Gwendolyn). Parking outside these lots will result in ticketing. Please refer to the [campus map](#) to locate these lots.

Weekends from 3:30 p.m. on Friday afternoon to 2:00 a.m. on Monday morning: visitors may park in any student lot without displaying a parking permit. All other parking rules and signs still apply.

Visitors associated with the Admission's Office should receive a parking permit from that office. If one was not provided, a permit may be obtained from the Security/Parking Office upon arriving on campus.

Visitors receiving a parking ticket for not displaying a valid permit may have the fine excused by submitting an appeal to the university within 5 days of the ticket's issuance. The University will only excuse this type of violation one time.

Visitors with unpaid parking tickets will not be issued a permit until all fines have been paid in full.

3.09 Faculty/Staff Permits

Each Faculty member, Staff member or Emeritus retired employee who wishes to park a vehicle on University property must have a valid faculty/staff parking permit displayed on their vehicle at all times. This permit can be obtained at the Security/Parking Office during regular business hours and must be obtained within one (1) week of the employees' start date. Vehicle registration, eCard or driver's license is required. Retired Emeritus employees will also need to present their ESU eCard/ID or copy of the ESU letter appointing them Emeritus.

Faculty/ Staff permits expire and vehicle information is updated every two years. The current permits expire on 12/31/2021 and emails will sent out by the Parking Department to facilitate their replacement.

Faculty/Staff (F/S) permits are exclusively for use by the employees of the University and are not transferable. The employee's spouse, significant other, or dependents attending class on campus may not park a vehicle on University property displaying a Faculty/Staff permit

Faculty and Staff may only park in the following designated F/S lots 24 hours a day, 7 days a week, throughout the calendar year: FS1, FS2, FS3, FS4, FS5, FS13, FS14, FS19, FS20, FS21, FS22, FS24, FS36, FS39, FS50, and FS55.

Students or student employees may not be issued Faculty/Staff permits or be permitted to park in Faculty/Staff lots with the exception of certain student summer workers granted approval by the Director of Parking and Transportation.

Faculty and staff members are not permitted to leave their personal vehicles on campus overnight unless it is for ESU business or if granted approval by the Director of Parking and Transportation. The Parking Office must be contacted for approval of overnight parking, to obtain the appropriate parking pass and provide emergency contact information.

3.10 Accessible Parking Permits

Students, faculty and staff members who have been issued a state Person with Disabilities placard and/or license plate are required to bring into the Security/Parking Office their vehicle registration, state identification card for the Persons with Disabilities placard and their ESU eCard for verification. The ESU issued permit will then be marked in such a way that it is deemed eligible to park in accessible parking spaces.

Students with a temporary injury or other physical disability but who do not have a state Persons with Disabilities placard or license plate issued to them may request accommodations through the Office of Accessible Services Individualized for Students (OASIS). For further information contact OASIS at (570) 422-3954. Once the request is approved, the approval letter must be brought to the Security/Parking Office for issuance of a Physically Disabled permit.

A Physically Disabled permit does **not** allow students to park in accessible spaces. It **does** allow students to park in any legal student space as well as any space in visitor lot V29.

A Physically Disabled permit must be reapplied for every semester unless the approval from OASIS indicates that a full-year accommodation is necessary.

3.11 Additional Permit Rules and Regulations

(A) Alternate Vehicles

Faculty, staff, commuter students, resident students, and University Ridge Apartment students who operate an alternate vehicle, for less than 48 hours, when a registered vehicle is temporarily not available may transfer his/her permit (hang tag) to the new vehicle. If use of an alternate vehicle is needed for longer than 48 hours, then the vehicle must be registered with the Security/Parking Office.

(B) Lost or Stolen Permits

It is the responsibility of the registered owner of a permit to report the loss or theft of such permit to the University Police Department and Security/Parking Office and to complete a Parking Permit Lost or Stolen Report. There is a non-refundable \$20 replacement fee for lost or stolen permits.

Any person found in possession of a lost or stolen permit may have his/her parking privileges suspended or revoked for a period of not less than six (6) months or more than one (1) year and also faces the possibility of having charges filed against them under the most appropriate sections(s) of the Pennsylvania Crimes Code and referred to University Student Conduct. It is also a violation of Pennsylvania Law for a person to make a false report to law enforcement authorities. Violators may be prosecuted under section 4906 of the Pennsylvania Crimes Code: False Reports to Law Enforcement Authorities.

(C) Proper Display of Parking Permits

(i) Faculty/Staff and Student Parking Permits – All faculty, staff, commuter, resident, University Ridge, persons with disabilities, and special permission parking permits must be displayed hanging from the rearview mirror with the permit number and date facing the windshield in clear view from the outside of the vehicle

(ii) Motorcycle Permits – Faculty, staff and student motorcycle permit decals must be displayed on the front fork by the inspection sticker

(iii) Visitor Parking Permits – A visitor hangtag must be displayed on the rearview mirror with the expiration date facing the windshield. If a paper hangtag is issued, it must be displayed on the front dash with all entries visible.

(iv) Vendor Permits – Vendor hanging permits must be displayed on the rearview mirror with the expiration date facing the windshield. If a day pass is issued then it must be displayed on the front dash with all entries visible.

(D) Permit issuance

Students, faculty and staff members with unpaid parking violations may not be issued a parking permit until all violations have been paid in full.

3.12 Permit Costs

The following is a comprehensive list of permits and their associated costs.

Permit Type	Cost
Resident - Single-Semester	\$70.00
Resident - Full-Year	\$100.00
Commuter - Single-Semester*	\$100.00
Commuter - Full-Year*	\$150.00
University Ridge - Single-Semester	\$70.00
University Ridge - Full-Year	\$100.00
Special Permission - Single-Semester	\$70.00
Physically Disabled	\$70.00
Motorcycle	Free
Temporary	Free
Vendor	Free
Visitor	Free
Faculty	Free
Staff	Free

*Early purchase incentive rates may apply for Commuter Permits. These incentive rates are communicated through official ESU emails.

3.13 Refunds

Refunds for parking permits will be issued on the same basis as the Tuition Refund Policy, which can be reviewed on the ESU webpage. Students who are asked to leave for disciplinary reasons, who have their parking privileges revoked, fraudulently register a vehicle, or are in repeated violation of ESU parking regulations are not eligible to receive a refund.

Refund requests will be submitted in the Security/Parking Office and processed by the Business Office.

Payments for parking tickets are non-refundable.

Article 4 – Additional Information

4.01 Off Campus and Meter Parking

The metered parking located on campus is owned and enforced by the Borough of East Stroudsburg. It is enforced 7:00 a.m. to 5:00 p.m., Monday through Saturday. There is no overnight parking in the metered spaces from 11:00 p.m. to 7:00 a.m. There is also no overnight parking on Normal Street.

For more information about parking on borough streets surrounding campus and metered parking, please visit the East Stroudsburg Borough website and go to the parking services link, or call (570) 421-8300.

East Stroudsburg Borough automatically declares a snow emergency prohibiting parking on snow emergency routes throughout the borough when there is an accumulation of 3" or more of snow, sleet and/or ice. The only area on campus that this affects is the west side of Ransberry Avenue.

East Stroudsburg Borough parking meters are still enforced when classes are delayed and/or cancelled due to inclement weather.

If you receive a parking violation at a parking meter or in the Borough, you can make payment to the following address or at one of the red ticket fine payment boxes. There is one located on Normal Street in front of the Gessner Science building. You can also pay online on the Borough's website.

East Stroudsburg Borough Municipal Office
24 Analomink Street
East Stroudsburg, PA 18301