

For up to date information related to campus parking and transportation changes, roadway closings and Midnight Clear, visit parking.psu.edu, like us on Facebook at Penn State University Transportation Services, follow us on Twitter at @psuparking, or sign up for our email Listserv. TO SUBSCRIBE: visit parking.psu.edu and click on the “Transportation Services Listserv” link.

INNOVATION PARK PARKING INFORMATION

A. Vehicle Registration

1. GENERAL. Every faculty/staff employee (**regardless of shift or office location**) wishing to use parking facilities at University Park campus, including Innovation Park and the Technology Support Building, MUST register their vehicle with the Parking Office and, while parked on campus, properly display an authorized parking permit. Visitors are free to use the designated visitor spaces. Visitors are invitees of Innovation Park tenants. Faculty and staff employees of any Penn State location or campus are **not** considered visitors. Non-University Park Penn State faculty/staff permits are valid in Innovation Park parking facilities. All permits remain the property of PSU and must be returned upon request. Permits are specific to the employee and the vehicles (license plates) to which they are registered. Permits may not be transferred, sold or duplicated.

2. ELIGIBILITY. Any faculty/staff employee of the University or of an affiliated program, working on campus, is eligible for campus parking privileges, **unless privileges have been revoked.**

3. REGISTRATION. Vehicle registration, assignment to a parking area, and issuance of a parking permit is made by the hiring college or department.

4. FEES.

a. Parking permit fees may be paid either through payroll deduction or by advance payment. Fees must be paid while in possession of the permit, regardless of use. Sabbatical, medical leave, or absence from the campus does not excuse the permit holder from payment.

b. Payment is required unless the permit is returned to the Parking Chairperson or the Parking Office. Failure to remit payment will result in permit revocation. Vehicles associated with revoked permits will be towed at the owner’s expense.

c. Permits **must** be returned upon leave without pay, termination, retirement, or by request of the Parking Office to end responsibility of fees.

d. Lost/Stolen permits. If a permit is lost or stolen, report the incident to your designated parking chair immediately. A **non-refundable** processing fee of \$25 will be assessed for all lost or stolen permits. This is not a replacement fee. The fee must be paid regardless of whether or not a new permit is issued.

5. SHORT-TERM PERMITS.

a. Vehicles may be registered for weekly or daily periods for employees who use vehicles on an occasional basis.

b. “One Day” permits may be purchased at any Parking Information Kiosk, the Centre County/Penn State Visitor Center, or the Parking Office.

c. Permits exceeding one week in duration are available **ONLY** at the Parking Office.

6. ADDRESS AND LICENSE PLATE CHANGES.

a. Permit holders are responsible for reporting address and license plate changes to the Parking Office. These changes may be made online by visiting the “Manage Vehicle Information” page at parking.psu.edu.

b. Failure to report these changes may result in tickets being processed to collections, at which time additional fees are assessed by the collections agency.

B. ALL PARKING LOTS AT INNOVATION PARK ARE PRIVATE

1. Parking at Innovation Park is authorized by the individual lot owners and governed by these rules and regulations. Questions regarding parking permits should be referred to your department’s designated Parking Chairperson or your employer’s Human Resources representative.

2. ALL PSU employees assigned to Innovation Park are required to adhere to University Policy BS-03 governing faculty and staff parking.

3. Parking is authorized **ONLY** in lots identified by color and lot designation of the assigned parking permit.

4. If the assigned lot is full or unavailable for any reason, vehicles must be parked in the next available signed Innovation Park lot.

5. Each “Reserved” lot entrance is signed, listing specific hours of reservation and restrictions.

6. Any vehicle parked at Innovation Park is parked at the owner’s risk. Neither the lot owner nor the University assumes liability for vehicles parked at Innovation Park.

C. PARKING LOT CLASSIFICATIONS

1. Innovation Park. Signed Innovation Park Lots

These lots are authorized for use by any Innovation Park parking permit and all PSU faculty/staff permits, with the exception of the Commuter (CR) and Evening/Weekend (EVM) permits.

D. REGULATIONS

1. PERMIT DISPLAY. Parking permits MUST always be properly displayed:

a. Motorcycles: Permit display is not required for motorcycles, but the motorcycle **MUST** be registered as an authorized vehicle with a valid permit.

b. Automobiles: Hang permit from rearview mirror, facing forward. Permit must be clearly visible. If windshield tint strip prevents clear display, permit hangers are available from the Parking Office.

c. Exceptions must be approved by the Parking Office in advance.

Placing a note on a vehicle, in lieu of properly displaying a valid faculty/staff parking permit, will be given no consideration by enforcement personnel.

d. Vehicle covers are strictly prohibited, unless the permit AND license plate can be clearly seen without moving or removing the cover. No exceptions.

2. PARKING SPACES.

a. All parts of the vehicle (not just the tires) **MUST** be inside the designated parking space; generally indicated by two white lines. NOTE: Some spaces also include a front and/or back line. Parking in grassed areas is not permitted unless at the direction of event parking staff.

b. Motorcycles associated with a valid faculty/staff permit may be parked in designated motorcycles spaces or standard vehicle spaces in the assigned lot.

c. Any vehicle not parked in a designated legal space is subject to ticketing and/or towing at the owner’s expense.

d. Any vehicle parked along curbs or on sidewalks, hindering/damaging university operations or property, or obstructing roadways, designated handicap spaces, wheelchair ramp laydown (hashed out) areas, or reserved spaces is subject to ticketing and/or towing at the owner’s expense. Vehicles are not permitted to park in any space that may have any type of obstruction. This includes, but is not limited to, snow piles or spaces where the adjacent vehicle is encroaching into that space.

e. Parking is not permitted in Americans with Disabilities Act (ADA) spaces without a state issued handicap placard and a valid PSU parking permit for the designated lot (additional fees may be assessed). The ramp laydown (hashed out) area adjacent to the space is considered part of the ADA space and will be enforced accordingly.

f. ALL reserved spaces, such as ADA, service/delivery, manager spaces, etc., are reserved 24 hours a day, 7 days per week unless otherwise noted on the sign. This includes holidays and when the university is not in full operation.

3. DISABLED VEHICLES.

a. If a vehicle becomes disabled on a weekday between 7:30 a.m. and 5 p.m., the permit holder must notify the *Parking Office* (865-1436) IMMEDIATELY with their name, the vehicle’s license plate number, and location. If a vehicle becomes disabled on a weekday between 5 p.m. and 7:30 a.m. or any time on a Saturday or Sunday, the permit holder must IMMEDIATELY notify *University Police* (863-1111) with the above-listed information. A grace period of up to 12 hours may be allowed. **NO EXTENSIONS!** If 12 hours is not sufficient time to remove the vehicle, the owner is required to contract a towing company to have the vehicle removed at their expense.

b. This grace period does not automatically exempt your vehicle from being ticketed; however, it may be used as a basis for appeal.

c. Notes left on a vehicle stating that the vehicle is mechanically disabled are given no consideration by enforcement personnel. Vehicles not properly reported to the Parking Office or University Police may be

ticketed and/or towed at the owner’s expense.

4. SEMESTER/UNIVERSITY HOLIDAYS, ARRIVAL, AND DEPARTURE PERIODS.

a. During the first week of each semester, finals week, and University holiday breaks, student or parent vehicles are authorized temporary (15 minutes) parking in faculty/staff lots to facilitate moving in or out of residence halls. Flashers **MUST** be used or the vehicle attended. Vehicles must be moved to a designated visitor parking lot immediately upon completion of the act of loading or unloading. All parking regulations remain in effect, regardless of whether or not classes are in session.

b. Faculty/staff employees may be asked to use alternate parking areas during the move in period.

5. MIDNIGHT CLEAR/WINTER PARKING. No parking is allowed in any faculty/staff surface lot on nights of announced “Midnight Clear” activity. The snow restriction hours are 12 a.m. to 7 a.m. in most lots. Check lot entry signs for specifics.

Employees wishing to leave a vehicle on campus overnight at Innovation Park during snow removal must use the designated “Midnight Clear Overnight Parking” spaces located at the Outreach Building (100 Building), MRI Building (230), 329 and 331 buildings, and the 328/330 buildings. Midnight Clear activity is announced over local radio, television stations, parking.psu.edu and social media pages, and the Transportation Services Listserv. This policy also extends to University vehicles.

6. DISABLED PERSONS (TEMPORARY OR PERMANENT).

Transportation Services offers a campus-wide, ADA compliant, mass transit system. In most cases, transit services provide closer access to destinations than available parking spaces. Schedules are available from the Parking Office and at parking.psu.edu.

Individuals who require access to marked handicap accessible parking spaces must apply for a state-issued handicap parking placard. Applications for Pennsylvania ADA placards and information for obtaining the placard are available from the Parking Office, 1 Eisenhower Parking Deck. Penn State is not authorized to issue handicap parking placards. All handicap parking placards must be obtained through the state. An additional fee may be charged for access to core parking areas. Faculty/staff employees must display both their ADA placard and PSU parking permit for the designated lot. More information on temporary impairments is available at psu.edu/dept/aaoffice/access.htm.

E. PARKING TICKETS

1. PAYMENT.

a. Tickets issued to vehicles registered with a valid parking permit through the Parking Office are the responsibility of the permit holder, regardless of who drives the vehicle. Tickets issued to vehicles NOT registered with a valid parking permit through the Parking Office are held 30 days for payment. After 30 days, tickets are sent to a collections agency, where additional fees will be assessed.

b. Tickets can be paid online with Visa, Mastercard, or Discover at parking.psu.edu. Payment may also be made by mail or in person with a check or money order payable to: *The Pennsylvania State University*. Cash payments are also accepted in person. Do not send cash through the mail.

c. If payment is NOT received within 30 calendar days from date of the violation, the penalty will be payroll deducted for current permit holders. Please note that the ticket date is counted as day one.

d. All payments are processed through the Parking Office, 1 Eisenhower Parking Deck, University Park, PA 16802-2116.

e. The Parking Office is not responsible for payments or correspondence lost in the mail.

2. APPEAL.

a. Parking violations may be appealed online at parking.psu.edu or by submitting a written appeal with full payment to the Parking Office. Frivolous appeals will not be accepted. Not all tickets can be appealed online.

b. Appeals must be received within 20 calendar days of the date of the violation in order to be accepted and processed to the Appeals Committee. Please note that the ticket date is counted as day one.

c. PAYMENT IN FULL MUST ACCOMPANY ALL WRITTEN APPEALS. If the appeal is decided in favor of the appellant, the full amount of the ticket will be refunded. If the appeal decision is in favor of the University, the ticket will be considered paid in full and the matter closed.

d. The Parking Office submits appeals to the appropriate Appeals Committee for independent review. The appellant is notified of the committee’s decision. NOTE: The ticket history (if any) and any photos of the violation taken by the Parking Office are attached to the appeals form for the committee’s consideration.

e. APPEALS COMMITTEE DECISIONS ARE FINAL.

3. ABUSE OF PARKING PRIVILEGES.

a. *Warnings* are sent by email to permit holders after *four* tickets are written against his/her permit in a fiscal year (July 1 through June 30).

b. If *eight* or more tickets are issued during a fiscal year (July 1 through June 30), the assigned permit will be revoked for one month. No parking is permitted on campus at any time, for any reason, if parking privileges are revoked.

c. All tickets written for **fraudulent/altered/unauthorized use of a permit** carry severe penalties that include, but are not limited to, a large fine, referral to Human Resources, and revocation of parking privileges. It is also possible that charges of theft of service will be filed by University Police. These matters are not taken lightly and are immediately addressed.

d. Failure to follow direction of Parking Office personnel or blatant disregard of parking policies will result in immediate revocation of parking privileges.

e. There are no refunds of money paid for a revoked permit.

f. All revoked permits must be returned IMMEDIATELY to the Parking Office.

g. Additional tickets issued while under revocation, or subsequent to a revocation within the same fiscal year, will result in an additional month added to the revocation period, an additional fine, referral to Human Resources and/or towing of the vehicle at the owner’s expense.

h. APPEALS FOR REVOCATIONS WILL NOT BE ACCEPTED.

F. Visitor Parking

1. Invited visitors to Innovation Park are required to park in the signed visitor parking areas noted on this map.

2. Overnight parking is prohibited in designated visitor parking areas.

3. Meters are available (at the Outreach Building only) for short-term parking, provided time is showing on the meter.

a. Meters accept U.S. quarters only. Use of flashers is not permitted at any time.

b. Hours of operation are posted on the back of the meter head.

c. Meters have a time limit of one (1) hour.

4. Recreational vehicle parking is NOT permitted at Innovation Park.

NOTE: Penn State and Innovation Park students and employees are not considered visitors and are prohibited from using the designated visitor parking spaces.

RULES AND REGULATIONS ARE SUBJECT TO CHANGE. PERMIT HOLDERS ARE RESPONSIBLE FOR ALL REGULATIONS CURRENTLY IN EFFECT. A COMPLETE LIST OF FACULTY/STAFF PARKING REGULATIONS CAN BE FOUND AT [PARKING.PSU.EDU](http://parking.psu.edu).

The University is committed to equal access to programs, facilities, admission and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University’s educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Office, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901, Email: aa@psu.edu, Tel (814) 863-0471. U.Ed. AUX 17-30