



## **Rowan University Parking Rules and Regulations** **Glassboro Campus**

Parking and traffic rules and regulations are in effect at all times (including weekends, holidays, and when classes are not in session).

All students, faculty and staff, contract workers, visitors and guests who park a vehicle on any authorized campus lot or garage must have a properly displayed valid parking permit or visitor parking pass.

Freshman AND Sophomore students living on campus are not permitted to purchase a permit or park on campus. For additional questions related to freshman and sophomore parking, please contact the Parking office at 856-256-4575 or email [Parking@rowan.edu](mailto:Parking@rowan.edu).

All vehicles must be parked properly within a designated **lined space** on paved surfaces. Vehicles parked in a gravel lot must be parked in front of a parking bumper.

A parking permit or pass does not guarantee you a parking space at any given time or location.

No leafleting or solicitation is permitted in the parking lots/garages of Rowan University.

### ***Visitor parking***

A “visitor” is defined as a guest on campus not otherwise affiliated with the University or may be affiliated with Rowan at another location other than the Glassboro campus.

Visitor parking spaces are available by the Welcome Gate in Lot H on Rt. 322. These visitor parking spaces are signed and limited to parking for 45 minutes only. If present, see the guard at the guard booth for a pass.

Otherwise, visitors must obtain a temporary pass to park a vehicle on campus. The only exception to this rule is when events are scheduled and parking is assigned through the Parking office. If you do not know where to park for an event, contact the Parking office at 856-256-4575 or email [parking@rowan.edu](mailto:parking@rowan.edu) for information.

If you are a visitor/guest of a college or department on campus, please contact that college or department directly. They should arrange issuing an electronic temporary pass for you in advance. You will need to provide them with your first and last name and vehicle information (license plate number, state, make, model, year and color).

**A visitor DAY pass** is free of charge and valid between the hours of 8:00 a.m. to 10:00 p.m. and can be obtained at:

- Parking Office – located in Bole Annex, 601 Whitney Ave., Parking lot P. Normal business hours are 8:30 a.m. to 4:30 p.m. Monday through Friday.
- Public Safety (DPS) Communications Center lobby window – located in Bole Annex, 601 Whitney Ave., Parking lot P and is open 24/7, seven days a week.
- Welcome Gate – located on Rt. 322 across from the Student Center, Parking lot H. The guard is available in the guard booth from 7:00 a.m. – 9:00 p.m., Monday through Thursday and 7:00 a.m. – 6:30 p.m. on Friday.

If possible, prior to your visit, access and complete the Request for Temporary Parking Pass form online at <http://www.rowan.edu/safety/parking/tempPass>. Type the information required and print the form. Submit this form in-person at any of the locations listed above. For your convenience, computers and printers are available at the Department of Public Safety (DPS) Communications Center lobby or the Parking office. Once staff reviews and approves your request; they will complete and issue you a temporary hang-tag specifying the lot to park. This hang tag is to be placed on the rear view mirror of the vehicle. The information written on the hang-tag should be facing outward for security officers to view.

**A visitor OVERNIGHT pass** can be purchased online at [RowanU.thepermitstore.com](http://RowanU.thepermitstore.com) for a fee of \$5.00 per night and is valid until 8:00 a.m. the following morning. This pass allows your registered vehicle to be parked in Lot B only and the pass must be properly displayed on the dashboard of the registered vehicle. How to apply may be viewed at <http://www.rowan.edu/safety/parking/documents/HowtoApplyforaVisitorOvernightpassatRowanU.thepermitstore.pdf>. For detailed ordering instructions, go to <http://www.rowan.edu/safety/parking/documents/OrderaVisitorOvernightPassatRowanU.thepermitstore.com.pdf>.

For your convenience, computers and printers are available at the Department of Public Safety (DPS) Communications Center lobby, open 24/7, seven days a week or the Parking office during normal business hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

## ***Permits and Parking lots/garages***

Parking permits are obtained using an online process at [Rowan.thepermitstore.com](http://Rowan.thepermitstore.com). For the permit types/valid dates available, go to <http://www.rowan.edu/safety/parking/documents/RU-PermitTypes-ValidDatesRowan.thepermitstore.pdf>. For detailed instructions, go to [http://www.rowan.edu/safety/parking/documents/OrderaPermitatRowan.thepermitstore\\_000.pdf](http://www.rowan.edu/safety/parking/documents/OrderaPermitatRowan.thepermitstore_000.pdf)

Once the permit application is approved, print out a temporary parking pass to place on the dashboard of your registered vehicle as it can take up to ten days to receive the stickered permit in the mail. If you need further assistance, contact the Parking office at 856-256-4575 or email [Parking@rowan.edu](mailto:Parking@rowan.edu). Detailed instructions may be viewed at [http://www.rowan.edu/safety/parking/documents/PrintaTemporaryParkingPassatRowan.thepermitstore\\_000.pdf](http://www.rowan.edu/safety/parking/documents/PrintaTemporaryParkingPassatRowan.thepermitstore_000.pdf)

All authorized campus parking lots have signage, indicating the permit type required to park a vehicle.

Students who become employees during their current academic semester may not be eligible for an adjunct or employee permit.

Permit and Lot designations include “Adjunct/Fellow”, “Employee,” “Commuter Student,” “411 Ellis Street”, “Resident Student,” “Townhouse Parking Garage,” “Rowan Blvd. Parking Garage”, “Resident Director/Graduate Coordinator”, “Senior Level Manager”, “Service” and “Recreation Center.” For parking permit purposes, Adjunct faculty and Fellows are considered “Employees.”

- A. **Employee lots** are reserved for employees with a valid “Employee” <sup>(E)</sup> or “Adjunct/Fellow” <sup>(A)</sup> permit. Employee lots are A-1, A-2, C-1, D-2, E, G, H, K, M, N, O-1, O-2, P, S, Spheen, T, U and Z-1. Employees may park in student lots only when necessary. Parking garages are excluded.
- B. **Commuter lots** are A, B-1, C, D, D-1, F-1, O, R, and Y. These Commuter lots are reserved for students with a valid “Commuter” <sup>(C)</sup> or “Resident” <sup>(R)</sup> permit. There is no parking allowed in Commuter lots from 2:00 a.m. to 6:00 a.m.
- C. **411 Ellis Street Lot** – this off-campus Commuter parking lot is reserved for students with a valid “Commuter” <sup>(C)</sup> permit or “411 Ellis Street” permit. Shuttle service is free to Rowan students with valid Rowan ID. Shuttle schedules and app instructions may be viewed at <http://www.rowan.edu/home/map/about/visiting-rowan-university/shuttle-services>.

A “411 Ellis Street” parking permit allows your registered vehicle to be parked in the 411 Ellis Street parking lot **only**. In other words, you cannot park in any other authorized campus lot or garage. Resident students are not permitted to park in the 411 Ellis Street lot.

There is no parking allowed in the 411 Ellis Street lot from 2:00 a.m. to 6:00 a.m.

- D. **Evening commuter students** with a valid Commuter © permit may only use employee lots H, O-1, P and Z-1 between 4:30 p.m. to 12:00 midnight, Monday through Friday.
- E. **Resident lots** are B, Chestnut, Chestnut-1, Edgewood, F-Triad, J and W. Resident lots are reserved for students with a valid “Resident” ® or “Commuter” © permit.  
A “Resident” permit is for students residing in Edgewood Park Apts. and the Chestnut, Evergreen, Laurel, Magnolia, Mimosa, Mullica, Oak, Triad and Willow halls (excludes Freshman and Sophomores). Commuter © permit holders cannot park in resident or commuter lots from 2:00 a.m. to 6:00 a.m.
- F. **The Townhouse Garage** (first and second level only) is reserved for Townhouse resident students only with a valid “Townhouse Garage” permit. A “Townhouse Garage” permit allows your registered vehicle to be parked on the first and second level in the Townhouse Garage **only**. A Townhouse Garage permit does not allow your registered vehicle to be parked in any other campus lot.
- G. **The Rowan Blvd. Garage** (upper levels only) is reserved for resident students of the Rowan Blvd. Apartments and Whitney with a valid “Rowan Blvd. Garage” permit. A “Rowan Blvd. Garage” permit allows your registered vehicle to be parked on the upper levels of the Rowan Blvd. Garage **only**. A Rowan Blvd. Garage permit does not allow your registered vehicle to be parked in any other Rowan University campus lot/garage. The Rowan Blvd. Garage is owned and operated by Nexus Parking Systems, therefore, the Nexus Parking Rules and Regulations also apply.
- H. The “Resident Director/Graduate Coordinator” <sup>(O)</sup> permit is issued when specific criteria is met and approval is submitted to the Parking office by the department head or designee. For additional information, contact the Parking office at 856-256-4575 or [Parking@rowan.edu](mailto:Parking@rowan.edu). A “Resident Director/Graduate Coordinator” permit allows your registered vehicle to be parked in Commuter or Resident lots **only**. There is no parking allowed in Commuter lots from 2:00 a.m. to 6:00 a.m.

- I. Recreation Center members, not otherwise affiliated with the University, are required to have a permit to park on campus. See the Recreation Center staff to order your permit. Recreation Center permit holders are permitted to park in Lot M from 6:00 a.m. to 7:00 a.m. and Lots B or C at other times. The Rowan University Parking Rules and Regulations apply to all Recreation Center members.
  
- J. Service permits are issued to contractors and/or vendors (including employees of the food service company contracted by Rowan and working on campus) and volunteers or uncompensated employees on campus for extended periods of time. These permit holders are permitted to park in lots A-1, A-2, C-1, D-2, E, G, H, K, M, N, O-1, O-2, P, S, Shpeen, T, U and Z-1. Service permit holders may park in student lots only when necessary. Parking garages are excluded.  
Service permits can be ordered at <https://rowanu.thepermitstore.com//>. For ordering instructions, go to [http://www.rowan.edu/safety/parking/documents/OrderaPermitatRowanU.thepermitstore\\_000.pdf](http://www.rowan.edu/safety/parking/documents/OrderaPermitatRowanU.thepermitstore_000.pdf)

**Note:**

**Holly Pointe (lot X)** – Residents eligible for a parking permit at Holly Pointe are required to contact the Parking office at 856-256-4575 or [parking@rowan.edu](mailto:parking@rowan.edu).

**Parking for Resident students residing in:**

**220 Rowan Blvd.**

**223 High Street**

**230 Victoria Street**

Rowan University will sell a limited number of permits for these residences on a first-come, first-served basis in the Rowan Blvd. Garage. Once Rowan University exhausts their supply, permits for these residences will need to be ordered directly through Nexus Parking Systems.

Students required to purchase their permits directly through Nexus Parking Systems are not permitted to park their vehicle in any Rowan University campus lot/garage.

**Overnight Parking** is limited to Resident ® permit holders in the following residential lots: B, Chestnut, Chestnut-1, Edgewood, F-Triad, J and W. Overnight parking is limited to Garage permit holders on the 1<sup>st</sup> and 2<sup>nd</sup> level of the Townhouse Garage and the upper levels of the Rowan Blvd. Garage.

Overnight visitors are required to purchase an Overnight Visitor pass for \$5.00 per night which is valid until 8:00 a.m. the following morning in lot B only.

**Motorcycles** are considered the same as an automobile and must be parked properly within a designated **lined space**. Permit holders registering a motorcycle to the permit are not required to place the permit on the motorcycle. Officers will run the license plate number to determine whether the motorcycle is registered to a valid permit.

**Reserved Spaces** - spaces signed “Reserved” are assigned and reserved for “M” permit holders **only**. Reserved parking is available for a fee to senior managerial staff only.

**Lost or Stolen Parking Permits:** Please review replacement fees in the Fees and Violation Section of this document.

**Displaying the Parking Permit** - A stickered permit must be displayed on the driver side, rear passenger window – on the inside bottom left corner of the window (*preferably, if available, place the permit on the small window portion that does not roll down*). Only if this placement is not possible, place the permit in the back window in the bottom left corner.

If windows are tinted, scanners may or may not be able to read the barcode on the permit. Therefore, officers will run the license plate number to determine whether the vehicle is registered to a valid permit.

**Permit Transferability Rules** - The Parking office issues one parking permit per parking patron. The permit is transferable to any vehicle owned or controlled by the permit holder. You may have up to three vehicles registered to the permit, although only one registered vehicle is permitted on campus at any given time. Student permit holders are required to transfer the stickered permit from one registered vehicle to the other with the exception of motorcycles. If you choose not to transfer the permit, then you must obtain a temporary pass. All vehicles displaying the permit must be registered to the permit in the Parking system.

Permits may not be lent, shared or sold by a permit holder to another individual under any circumstances. The permit holder could be subject to disciplinary action, fine, and/or immobilization.

### ***Handicapped Parking***

Handicapped spaces are reserved for handicapped persons displaying a legal, state-issued handicapped placard or license plate which must be obtained through the New Jersey Motor Vehicle Commission (or equivalent agency from other states). Temporary handicapped permits may be obtained through your local police department with appropriate medical certification. Persons parking in a designated handicapped parking space on University grounds **must** also have a valid Rowan University parking permit or visitor parking pass.

***Fees and Violations:*****Permit Fees:**

<b>Category</b>	<b>AY 17-18</b>
Commuter student	\$ 80 / semester \$ 140 / year (Fall/Spring semester)
Resident / Overnight student	\$ 125 /semester \$ 215 / year (Fall/Spring semester)
Townhouse / Rowan Blvd. Parking Garage	\$ 185 / semester \$ 340 / year (Fall/Spring semester)
411 Ellis Street (off campus Commuter parking at a reduced fee – shuttle service provided)	\$ 40 / semester \$ 80 / year (Fall/Spring semester)
Service / Vendor/Contract/Volunteers/Uncompensated employees on campus for an extended period of time.	\$ 25 / semester \$ 50 / year
Senior-Level Managers (Deans, AVPs, and above)	\$ 300 / year
Summer Semester	\$ 50
Recreation Center Member	\$ 25 / year
A permit replacement fee	\$ 25
Visitor Overnight Pass (expires at 8:00 a.m. the following morning)	\$5.00 / day
Visitor Day Pass (valid between the hours of 8:00 a.m. to 10.00 p.m.)	Free of Charge

**Other Fees:**

<b>Category</b>	<b>AY 17-18</b>
<p>Non-Sufficient Funds Check Processing</p> <p>Will be billed to Student's Bursar account</p> <p>Non-Sufficient check amount may be billed to Student's Bursar account</p>	<p>\$ 40 Per Transaction</p>
<p>Chargeback (Dispute on Credit Card) Credit Card Blocks Account Overdraw</p> <p>Will be billed to Student's Bursar account</p>	<p>\$ 40 Per Transaction</p>
<p>Refund and/or Exchange Fee</p> <p><b>Refunds are issued Before:</b> October 4 Fall Semester only February 16 Spring Semester only</p> <p>Subtracted from price of Permit</p>	<p>\$10 Per Transaction</p>



**Violations:**

<b>Violation</b>	<b>Violation Fee</b>
Parking in Handicapped space without a proper handicap permit Parking in a handicapped space with a handicap permit but not a valid Rowan Permit	\$ 250.00  \$75
Displaying a stolen or counterfeit parking permit  Transferring, lending, or selling a permit by a permit holder	\$ 275.00 <i>Will also result in referral to the appropriate disciplinary committee and/or criminal charges, towing, or immobilization.</i>
Administrative Violations, including: <ul style="list-style-type: none"> <li>• Failure to obey parking instructions as given by a Public Safety / Parking Officer</li> <li>• Parking in other than a designated space</li> <li>• Parking in other than a designated lot</li> <li>• Parking on other than designated level</li> <li>• Failure to obey regulatory signs</li> <li>• Failure to properly display a valid Rowan permit</li> <li>• Parking on sidewalks, landscaped areas or along a curb</li> <li>• Blocking, moving, or parking within Rowan University barricades</li> </ul>	\$ 50 (with valid Rowan University parking permit displayed)  \$ 75 (without valid Rowan University parking permit properly displayed)

***Excessive or Unresolved Parking Tickets***

Any vehicle receiving three or more citations within an academic year is subject to being towed or immobilized. Additionally, students may be referred to the Dean of Students for disciplinary action. Any vehicle parked in such a manner as to interfere with or obstruct University operations may be towed from the campus without warning. The person or permit holder to whom a vehicle is registered will be held responsible for any parking or traffic penalties or any liability or damage in which the vehicle is involved.

***Accidents***

Dangerous conditions or other parking problems should be reported to the Public Safety Department (DPS) at 856-256-4911.

***Abandoned Vehicles***

All vehicles parking on campus must be in working condition, display a valid state license plate, and where required, a valid inspection sticker. If your vehicle breaks down, contact the Department of Public Safety (DPS) at 856-256-4922 and press 1 with the vehicle information and location and have the vehicle removed from the premises as soon as possible.

***Processing of Violations:***

All students, faculty and staff, contract workers, visitors and guests are responsible for all fines due to illegal parking. Vehicles issued citations that are not registered in the Parking system will be researched and assigned appropriately. Tickets can be appealed by following the procedures noted below. Fines should be paid online at [Rowan.thepermitstore.com](http://Rowan.thepermitstore.com) or (if necessary) mailed to:

Rowan University  
Attn: Parking Office  
201 Mullica Hill Road  
Glassboro, NJ 08028

**Make check payable to:** Rowan University

Checks must include the citation number and/or license plate number when mailing payment.

All unresolved fines must be paid within 20 days of receiving the citation.

Failure to resolve unpaid parking tickets may include the following actions:

- Fines transferred into your Bursar Account and late fees may be assessed
- Denial of University services (i.e. unable to register for classes, unable to obtain transcripts, unable to participate in Graduation services)
- Your vehicle being placed on a tow list
- Your parking privileges revoked
- Future parking permits denied until all outstanding violations are resolved
- Your information turned over to a collection or state agency for collection efforts

**Note:** For fines transferred into your Bursar account, payment arrangements may be made through the Bursar's office in lieu of suspension or revocation of parking services.

### *Appeals:*

#### **Appeal Process for Rowan University Citations (Administrative Citations)**

If you feel a citation was issued in error, you may appeal the administrative citation online at [Rowan.thepermitstore.com](http://Rowan.thepermitstore.com) within ten (10) days. The Parking office does not accept appeals later than ten (10) days. Any appeal not appealed online at Rowan.thepermitstore.com will not be accepted. **There are no "in-person" appeals.**

The supervisor in the Parking office will review written appeals and then forward the appeal to the Parking Appeals Committee for further review. The Parking Appeals Committee consists of a student, faculty and staff member. The Parking Appeals Committee will notify you via email of their decision. If you disagree with the decision of an appeal, you have five (5) days to request that your appeal be reviewed again by the Parking Appeals Committee by responding online to the appealed decision. **The Parking Appeals Committee is the final authority for resolving appealed tickets.**

#### **Appeal Process for Municipal Citations**

Municipal citations (summons) must be addressed at the municipal court listed on the summons.

### ***Disclaimer***

Rowan University nor any of its officers, directors, employees, or student workers assumes any liability for damage to, or theft of, property or motor vehicles or personal injury on campus.

Nexus Parking Systems and Rowan University specifically disclaims any liability or responsibility for damage or loss due to fire, theft, collision, vandalism or otherwise to the vehicle and its contents, however caused, or personal injury in the Rowan Blvd. Parking Garage and the Mick Drive Parking Garage.

Rowan University reserves the right to modify or change these rules and regulations under existing guidelines as deemed necessary.

### ***Legal Authority***

These administrative rules and regulations are necessary and proper for the administration and operation of the University and have been adopted and promulgated in accordance with a resolution of the Board of Trustees of Rowan University # 2013.06.20 adopted on June 12, 2013 pursuant to N.J.S.A. 18A:3B-6b; N.J.S.A. 18A: 64-3, N.J.S.A. 18A: 64-6(m); N.J.S.A. 18A: 64-7 and N.J.S.A. 18A: 64-18c.

Student Ticket Writers, Security Guards, Security Officers, Police Officers, and supervisory and administrative staff members of the Public Safety Department are authorized by the Board of Trustees to write administrative tickets on behalf of Rowan University and enforce these rules and regulations.

Pursuant to 18A:6-4.7 University Police Officers are additionally authorized to issue municipal tickets (summons) for violations of the Motor Vehicle and Traffic Laws of the State of New Jersey (N.J.S.A. Title 39).