



# LEHIGH UNIVERSITY

## **PARKING REGULATIONS**

**EFFECTIVE MAY 4, 2022**

***REVISED MAY 4, 2022***

### **PARKING OFFICE**

622 BROADHEAD AVENUE, BETHLEHEM, PA 18015  
610-758-PARK (610-758-7275)

#### **Normal Hours:**

8:15 A.M. to 4:00 P.M.

#### **Academic Break Hours:**

8:15 A.M. to 12 P.M.

1 P.M. to 4 P.M.

Outside of regular business hours,  
please call Lehigh University Police at (610) 758-4200 to report disabled vehicles.



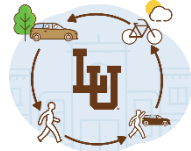
# CONNECTIONS

Building a Connected Community



Parking  
System

[Parking System](#)



Mobility  
Solutions

[Mobility Solutions](#)



#HowLehighWorks

[How Lehigh Works](#)



Gateways

[Gateways](#)



Pedestrian  
Experience

[The Pedestrian Experience](#)



Transit  
System

[Transit System](#)

## GLOSSARY

**Faculty and Staff** - Faculty and staff refers to academic, administrative and supporting staff personnel. This includes both full-time and part-time faculty and staff.

**Student** - Students refers to anyone enrolled in a course or courses at Lehigh, including full or part-time undergraduate, graduate, ROTC, LVAIC, and GCD students and graduate assistants, teaching assistants and research assistants.

**Non-residential** – Applies to anyone who does not reside in a University-owned housing facility.

**Upperclass Students** - Students with sophomore, junior or senior standing at Lehigh University as defined by the Registrar's office. First-year students with Advanced Placement credits do not qualify as sophomores.

**Adjunct Faculty/Wage Employees** - Hourly paid employee, with appointment intended to last no more than 6 months, who performs various work assignments on a temporary or intermittent, as needed, basis.

**Disability** - As defined by the Americans with Disabilities Act.

**RA/GA/TA** - Research Assistant, Graduate Assistant, Teaching Assistant, which may include Grant and Fellowship graduate students as defined by the College of enrollment.

**Vendors** – Includes On-Campus Vendors and Project Based Vendors.

**On-Campus Vendor** - On-Campus Vendors include those employed by Sodexo, ABM, Brightview, RICOH, PSECU, Wells Fargo, and Barnes & Noble.

**Project Based Vendor** - Consultants, vendors, or contractors performing small projects on campus that involve 10 or less workers at one time on the jobsite.

**Capital Project Contractors** - Contractors working on projects that involve more than 10 workers (including subcontractors) at one time on the jobsite.

**Visitor** - Any person on campus for Lehigh University related personal or business reasons.

**Faculty/Staff Parking Facility** - A parking lot or parking garage intended for Faculty, Staff, Adjunct Faculty/Wage Employee, RA/GA/TA, On-Campus Vendor, Project Based Vendor, or Capital Project Contractors. Lot assignment hours are 6 A.M. to 4 P.M. Monday through Friday.

**Student Parking Facility** - A parking lot or parking garage intended for students only. Lot assignment hours are 24 hours and 7 days a week.

**Event Coordinators** - The Event Coordinator is the Host Department representative or responsible Project Manager serving as the primary contact to the Parking Office.

**Project Manager or University Representative** - These terms can be used interchangeably as they relate to Capital Projects. A Lehigh Project Manager is also a University Representative. In some instances, projects on campus are run by University Representatives who do not have a title of Lehigh Project Manager. For purposes of this policy, the terms are used interchangeably, and what applies to one, also applies to the other.

**Personal Vehicle** – A personal vehicle is one that is owned by an individual and primarily used to transport an individual or group of individuals to and from a worksite or place of employment.

**Commercial Delivery** – A commercial vehicle is any type of motor vehicle used for transporting goods or paying passengers designated “commercial” by title or is registered to a company. Examples of commercial delivery vehicles include FedEx, UPS, USPS, WB Mason, Food Service Delivery, and Armored Truck Transport.

**Contractor Vehicle** – A contractor vehicle is one that is owned by a business and is primarily used for business. Examples of contractor vehicles include pick-up trucks, work vans or company cars upon which the business identification is permanently displayed.

**Construction Equipment** – Construction equipment is a vehicle that is owned, leased or rented by a University-contracted business primarily for use on a construction site to perform specific construction work or specific construction activity. Examples of construction equipment include cranes, mobile cranes, backhoes, front-loaders, rollers, and trailers.

**Construction Delivery Vehicles** – A construction delivery vehicle is one that is primarily used to transport materials or personnel to or from a worksite. Examples of a construction delivery vehicle includes dump trucks, tractor trailers, flatbed trailers, and shuttles.

**Authorized Vehicle** - Lehigh University Authorized Vehicles are defined as vehicles registered to Lehigh University and affixed with proper identification. Authorized vehicles are also considered the work-related vehicles for On-Campus Vendors (not personal vehicles) and affixed with proper identification.

## INSTRUCTIONS

### TO OBTAIN A PERMIT

#### 1. Faculty and Staff

Faculty/Staff registration for the July 1, 2022 to June 30, 2022 cycle will operate in the following way:

- a. Faculty/staff must login to <http://go.lehigh.edu/parking> with their Lehigh ID and password. Permit options available are based on assigned campus address.
- b. Permit holders may select to change their permit location/designation to a different location, Mountaintop Campus, the Goodman Commuter Lot, or the Sayre Zone Commuter Lots. It is noted that all Faculty/Staff are eligible for a Mountaintop permit location, however, eligibility to Asa Packer Campus Parking Zones is based upon Campus Address and availability.
- c. For all those that wish to change their permit to an Asa Packer Campus Parking Zone, you will be added to the waitlist for these parking zones on a first-come first-serve basis. You may keep your current Campus Parking Zone permit designation until the waitlist permit becomes available.
- d. Permits will be mailed to the address selected/added.
- e. **Medical Leave** – Faculty and staff who wish to keep their preferred Campus Parking Zone must continue to pay monthly/semi-monthly permit fees to keep their preferred permit destination. Those on unpaid medical leave must contact the Parking Office to submit payment. Those on medical leave can be placed on a waitlist for their preferred Campus Parking Zone for their estimated return date.
- f. **New Hires**
  - i. Departments may apply for a permit to be held for a new hire position. Permits will only be held if cost of permit is paid for by the Department prior to employee start date.
  - ii. Departments can place new hires on a waitlist for a Campus Parking Zone. Please provide full name of employee, department, anticipated Campus Address, and estimated start date of the new hire. The earlier a department notifies the Parking Office of the new hire, the higher they will appear on the waitlist.

The Parking Office is here to assist you if you are unable to complete your Parking Permit Registration form online. Please visit during the Parking Permit Registration period. The Parking Office staff will assist and walk you through the process. You will need to bring your vehicle registration(s) to complete the process.

2. Undergraduate and Graduate Students

- a. Apply online at <http://go.lehigh.edu/parking>
- b. You MUST log in with your Lehigh ID and password. Do not create an account.
- c. Print out your receipt and display it on your dashboard until your permit arrives.
- d. If your vehicle was not previously registered with Lehigh, you will be required to scan and upload a copy of your state vehicle registration. Your state vehicle registration must be included with your submission or you will NOT be able to complete your purchase and your application will not be processed. When entering your vehicle registration, do not use spaces and/or dashes.
- e. Shipping: All orders will be shipped as orders are received. Please allow 5-7 business days for delivery. All permits will be shipped USPS. Please be mindful of your correct campus mailing address when shipping to campus and where you will be residing at the time of shipment. Shipping is free.
- f. State-issued motor vehicle registration must be uploaded.
- g. Payment – We accept American Express, Visa, MasterCard, and Discover. GoldPLUS, and personal check are not accepted online, however, they personal checks be accepted if application is made at the Parking office.

3. RA/GA/TA Students

- a. Complete the RA/GA/TA Permit Requirements [Form](#). Once the form is submitted to Parking Services, permits will be made available for purchase online.
- b. Login to <http://go.lehigh.edu/parking> with their Lehigh ID and password.

4. All others

- a. Apply in person at the Parking office and complete the appropriate registration form.
- b. Provide State-issued motor vehicle registration must be provided at time of application.
- c. Payment – We accept personal check, American Express, Visa, MasterCard, Discover and GoldPlus.

*PAYMENT OF VIOLATIONS AND FINES*

Fines may be paid online, by visiting: [go.lehigh.edu/parking](https://go.lehigh.edu/parking)

Fines may also be paid at the Parking Office.

**1. Student Fines**

Fine will be transferred to the student's account at the Bursar's Office if not paid after 10 business days. If a fine is not paid promptly, the student's credit and privilege of further class registration at the University will be withheld until the fine or fines are paid.

Fines will not be deducted until the latter of:

1. At least ten (10) business days after the date of violation. -or-
2. Until such time as the fine has been sustained by the Parking Appeals Committee if an appeal was received within seven (7) business days of the date of the violation.

**2. Faculty and Staff Fines**

Faculty and staff fines may be paid at the Parking Office. To reduce administrative expenses, parking fines for all full-time faculty and staff will be payroll deducted after the 30-day waiting period has expired. Payments of parking fines from faculty and staff are not accepted at the Bursar's office.

Fines will not be deducted until the latter of:

1. At least thirty (30) calendar days after the date of violation. -or-
2. Until such time as the fine has been sustained by the Parking Appeals Committee if an appeal was received within seven (7) business days of the date of the violation.

American Express, Visa, Mastercard, Discover, GoldPlus, and check are accepted. If paying by check, please make the check payable to "Lehigh University" and ensure that your name, address and phone number are on the face of the check.

*DAILY VISITOR PASS/VISITOR PERMITS*

1. Undergraduate, Graduate and RA/GA/TA Students, parents, or visitors of students

*Option 1:*

If you need a visitor permit for Monday through Thursday, please visit the Parking office to purchase.

Visitors may purchase a visitor parking permit in the Parking office, located at 622 Brodhead Avenue. Please note, students are responsible for obtaining permits for their visitors.

*Option 2:*

Visitors may park and pay at a meter or pay-by-space/plate if they are unable to obtain a permit or, if they arrive when the Parking office is closed, Text to Park is also available in the Alumni parking Pavilion after 4pm and also on weekends.

*Options 3:*

Visitor permits for Friday, Saturday and Sunday are available online for students to purchase. If your visitor is coming to campus any time after 4:00 P.M. on Friday, or anytime Saturday or Sunday, you may purchase and print a permit online at: [go.lehigh.edu/parking](https://go.lehigh.edu/parking)

- You MUST log in with your Lehigh ID and password. Do not create an account.
- You must pay the Visitor Permit fee.
- Print out the permit. You have only the day you purchased the permit to print it.
- The permit is valid in the assigned Faculty/Staff Campus Parking Zone only for the date(s) purchased and after 4:00 P.M. on Fridays through 11:59 P.M. on Sundays.
- The permit is NOT valid at parking meters.
- The student purchasing the permit is responsible for any citations issued to the vehicle displaying the permit.
- Permit cannot be duplicated.

These visitor permits are only available online to current registered students.

## 2. Faculty, Staff, Adjunct Faculty/Wage Employee, Host LU Department, and Vendors

Faculty, Staff, Adjunct Faculty/Wage Employee, Host LU Department, and Vendors may acquire a Daily Visitor Pass for their own use in a zone they are not assigned to for one-day, as parking capacity allows.

### Option 1:

Daily Visitor Passes may be obtained online [here](#). Please note, based upon availability and date of request, we may not always have capacity available for visitors in all zones. The Parking office will try to accommodate you in the closest available location to your requested parking location.

The default form of Daily Visitor Pass will be provided as a Passport app validation code. To download Passport, go to <https://www.passportparking.com/>.

### Option 2:

Visitors or their hosts may purchase a visitor parking permit in the Parking office, located at 622 Brodhead Avenue.

### Option 3:

Visitors may park and pay at a meter or pay-by-space/plate if they are unable to obtain a permit or if they arrive when the Parking office is closed.

Download the Passport App for use at Lehigh University Parking Meters.



Download ParkMobile App for use at Bethlehem Parking Authority Meters.



Text to Park is available in the following locations after 4:00 PM and on weekends:

The Alumni Building Parking Pavilion



The Farrington Zone (Farrington Square garage, Brodhead & Morton lot)



There is no app to download. You have two options to pay for your parking:

Text "LU11" or "LU183" to 25023. Enter your license plate number, amount of time you want to park, and payment information. You will receive a text message 15 minutes before your time

**Lehigh University Parking Regulations**  
**Effective 5/4/2022**

expires with a link to add more time. Alternatively, you can reopen the webpage where you originally paid to add more time as well.

Scan the QR code as depicted on the sign. Enter the license plate number, amount of time you want to park, and payment information. If you would like to receive a text message 15 minutes before your time expires, you must create an account and add your phone number.

**Rates:**

Parking rates are \$1/hour plus a one-time \$.25 service fee per parking session. If you extend your time, there will be no additional service fee.

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## TABLE OF CONTENTS

PARKING OFFICE.....	1
CONNECTIONS.....	2
GLOSSARY.....	3
INSTRUCTIONS .....	5
TABLE OF CONTENTS.....	12
1.0 GENERAL .....	15
2.0 MOTORCYCLES .....	15
3.0 DUTY TO REPORT ACCIDENTS .....	15
4.0 REGISTRATION.....	15
5.0 PROHIBITED REGISTRATION.....	16
6.0 PARKING ZONE ASSIGNMENT .....	17
6.1 GENERAL .....	17
6.2 ALL ACCESS PERMIT .....	17
7.0 PERMIT INFORMATION .....	17
7.1 GENERAL PERMIT INFORMATION .....	17
7.2 PERMIT FEE SCHEDULE .....	19
7.3 PERMIT FEE CYCLES.....	24
7.4 UNDERGRADUATE, GRADUATE, AND RESIDENTIAL RA/GA/TA STUDENTS .....	24
7.5 STUDENT COMMUTER PARKING.....	24
7.6 OFF-CAMPUS RESIDENTIAL STUDENTS.....	25
7.7 SUMMER STUDENT PARKING PERMITS .....	25
7.8 EVENING AND WEEKEND PRIVILEGES.....	25
7.9 FACULTY AND STAFF PARKING PERMITS .....	25
7.10 NON-RESIDENTIAL RA/GA/TA STUDENTS .....	26
7.11 faculty/staff commuter parking permits.....	27
7.12 RETIRED FACULTY AND STAFF.....	28
7.13 ADJUNCT FACULTY/WAGE EMPLOYEES.....	29
7.14 ON-CAMPUS VENDORS .....	30
7.15 PROJECT BASED VENDOR.....	31
7.16 CAPITAL PROJECT CONTRACTOR .....	32
7.17 AUTHORIZED VEHICLE ZONE ANNUAL PERMIT FOR CONTRACTORS AND VENDORS.....	34
7.18 LEHIGH UNIVERSITY AUTHORIZED VEHICLES.....	35
7.19 LOADING ZONE .....	35
7.20 PEDESTRIAN ZONE .....	36
7.21 DAILY VISITOR PASS.....	37
7.22 ADMISSIONS VISITORS – PROSPECTIVE STUDENTS AND FAMILIES .....	37
7.23 IACocca VISITOR LOT .....	37
7.24 VOLUNTEER.....	38
7.25 SHARED DEPARTMENTAL MULTI-ZONE PERMIT.....	38
7.26 SHORT TERM PARKING .....	38
7.27 REAL ESTATE TENANT PERMITS .....	39
7.28 CARPOOL PERMITS.....	39
7.29 WALKABLE ZONE .....	40
7.30 TRANSPORTATION OFFICE RENTAL VEHICLES .....	40
8.0 CAMPUS PROJECTS AND EVENTS.....	40

8.1	SPECIAL EVENTS AND PROJECTS RESULTING IN LOSS OF PARKING.....	40
8.2	EVENT PARKING SHUTTLES .....	41
8.3	VISITOR COORDINATION COMMITTEE .....	41
9.0	PERSONS WITH DISABILITIES .....	42
9.1	DISABILITY PARKING SPACES.....	42
9.2	ACCESSIBILITY SHUTTLE .....	42
9.3	APPLICATION FOR A LU DISABILITY PARKING .....	43
10.0	PARKING METERS AND PAY-BY-SPACE AREAS .....	44
10.1	BLUE METERS .....	44
10.2	AVAILABLE PARKING METERS AND PAY-BY-SPACE/plate and text to park AREAS .....	44
10.3	SMARTCARD .....	44
11.0	SNOW EMERGENCY REGULATIONS .....	44
12.0	TEMPORARY LOT CLOSURES, LOSS OF PARKING, OR TRANSIT INTERRUPTIONS.....	45
13.0	ON-DEMAND TRANSPORTATION PROGRAM .....	46
14.0	TEMPORARY VEHICLE REGISTRATION.....	47
15.0	DISABLED VEHICLES .....	47
16.0	VEHICLES MOVED WITHOUT AUTHORIZATION .....	47
17.0	BORROWED VEHICLE .....	47
18.0	LOSS OF TICKET .....	47
19.0	ADDITIONAL SANCTIONS .....	47
21.0	CONTINUED ILLEGAL PARKING .....	49
22.0	INCORRECT ADVICE.....	49
23.0	IGNORANCE OF THE LAW.....	49
24.0	RECURRING VIOLATORS.....	49
25.0	PROHIBITED PARKING .....	49
27.0	PROCEDURE FOR APPEALS.....	51
28.0	EV CHARGING STATION.....	51
28.1	GENERAL .....	51
28.2	ETIQUETTE GUIDELINES .....	51
	APPENDIX A - CAMPUS PARKING ZONE MAPS .....	52
	APPENDIX B - PERMIT DESIGNATIONS.....	53
	APPENDIX C - WALKABLE ZONE MAP.....	55
	APPENDIX D - DESIGNATED PARKING ZONE PER CAMPUS ADDRESS .....	56

## APPENDICES

APPENDIX A – CAMPUS PARKING ZONE MAP

APPENDIX B – PERMIT DESIGNATIONS

APPENDIX C – WALKABLE ZONE MAP

**APPENDIX D – DESIGNATED PARKING ZONE PER CAMPUS ADDRESS**

## **PARKING REGULATIONS**

### **1.0 GENERAL**

ALL MOTOR VEHICLE REGULATIONS ARE IN EFFECT 24 HOURS DAY, 12 MONTHS A YEAR, UNLESS OTHERWISE STATED. ALL REGULATIONS ARE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE UNIVERSITY.

The motor vehicle must be absolutely under control at all times. Courtesy to other drivers and considerate concern for pedestrians are basic prerequisites for the privilege to drive on campus. The privilege to drive on campus will be revoked whenever it appears that an operator is guilty of reckless or inconsiderate driving, or willfully disobeys regulations governing the use or parking of a motor vehicle.

All motor vehicles operated on any University property, either regularly or temporarily, must be registered with the parking office and are subject to all the parking and other motor vehicle regulations issued by the University.

All students, faculty and staff will be held responsible for the violations of any vehicle registered to any member of their family or other visitors.

There is a fee for parking on any University-owned property. Under Pennsylvania law the University may have unauthorized vehicles removed from its property and held until the towing and storage charges have been paid (75 Pa. C. S. 3353).

### **2.0 MOTORCYCLES**

Requirements of Pennsylvania law for motorcycles, including headgear and eye protective devices if required, will be enforced on campus.

### **3.0 DUTY TO REPORT ACCIDENTS**

The operator of a motor vehicle involved in any accident resulting in personal injuries in any degree, or damage to any property must immediately, by the quickest means of communication possible, notify the University Police. Failure in this regard will result in suspension of motor vehicle privileges.

### **4.0 REGISTRATION**

All vehicles operated or parked on Lehigh property, either regularly or temporarily, must be registered with the Parking office and must display a valid parking permit. Visitors may park at a parking meter or pay-by-space areas without displaying a permit or may obtain a permit from the Parking Office.

A maximum of one permit will be issued per person, except Visitor and Pedestrian Zone temporary permits.

All student parking fees are due prior to the issuance of a permit. Student parking permits are valid for the Fall and Spring semesters. Parking for either (or both) Summer Session(s) requires an additional permit and fee.

The Parking office is located at 622 Brodhead Avenue. Registrations are not accepted by phone. No student may register the vehicle of another student. Temporary and visitor parking is available at meters or pay-by-space areas.

Changes in license plates and/or vehicles must be reported immediately to the parking office.

## **5.0 PROHIBITED REGISTRATION**

First-Year students, excluding nonresident commuting students, are not permitted to have, park, or operate any motor vehicle while in residence. A First-Year student, for purposes of determining eligibility to obtain a parking permit, is a person who is attending college for the first time or a person who has not yet achieved sophomore academic standing. A student's class-year status is determined by entry date and a minimum number of credits need to be earned. This distinction is important in that students bringing AP credits into Lehigh University do not advance in class year for purposes of obtaining on-campus parking.

First-Year residential students are not permitted to park vehicles on University property. It is important that non-eligible resident students DO NOT bring their vehicles to campus or park in the residential areas surrounding Lehigh University since the adjacent City prohibit non-residential parking on many local streets. Non-eligible resident students found parking in the neighborhoods surrounding the campus may be subject to disciplinary action through the Dean of Students Office and may be prohibited from obtaining a permit in their upperclass years.

All First-Year student violations carry a minimum fine and vehicles are subject to towing at the owner's expense.

First-Year student violators are subject to additional penalties including, but not limited to, suspension of privileges for subsequent years.

All students are encouraged to review the Multi-Modal Transportation options offered to the Lehigh University community as presented at the front of this document.

Exceptions to the resident student parking restrictions for First-Year Students are extremely limited. First-Year Students may appeal for medical reasons in order to seek off-campus treatment, provided appropriate documentation from a physician that details the student's treatment schedule is provided. First-Year Students with a credit bearing internship may also apply for an exception. Students should keep in mind that First-Year Students who receive an exception in these limited instances are most often assigned to park where student parking capacity is available. Students who intentionally submit false documentation in order to obtain a parking permit are referred to the Dean of Students Office for disciplinary action. To be considered for an exception permit, First-Year Students resident students must submit an online appeal to the Parking Office before the vehicle is brought to campus. Documentation from a physician (including a treatment schedule) or an employer (only academic credit bearing internship employment will be considered) should be emailed to [inpark@lehigh.edu](mailto:inpark@lehigh.edu) on official letterhead. Medical and/or employment (credit bearing) will not necessarily be reasons for an appeal to be granted. No temporary permits will be issued unless permission has been granted in advance. This includes periods before and after holidays and breaks. Please check with the Parking Office for appeal information and deadlines.

## 6.0 PARKING ZONE ASSIGNMENT

### 6.1 GENERAL

Generally, all Lehigh University Parking Facilities, except for metered and pay-by-space areas, will be assigned during the academic day to specific users based upon Campus Address (refer to Appendix A). Please refer to the respective permit regulation section for your permit type for further information.

In general, permits will be assigned to one zone and will not allow students, faculty, staff or any other Lehigh University permit holder to park in multiple permit zones during the academic day. Parking zone assignments are applicable to Faculty/Staff Parking Facilities between 6:00 A.M. to 4:00 P.M. Parking zone assignments are applicable to Student Parking Facilities 24 hours a day.

Regardless of the parking zone a permit holder is assigned to, permit holders will not be permitted to park in any other Campus Parking Zone between the hours of 6 A.M. and 4 P.M. Monday through Friday.

Permit holders who park in Commuter Lots must have an “Evening and Weekend” permit if they wish to park in any other Faculty/Staff Campus Parking Zone after 4 P.M. and on weekends.

In the event all parking permits available for a parking zone are sold out, users may choose to be placed on a waitlist for their preferred zone.

Reserved Spaces are reserved at all times for properly identified vehicles.

### 6.2 ALL ACCESS PERMIT

#### 1. *ALL ACCESS PERMIT*

All Access permits allow Campus Parking Zone Assignment to all Asa Packer Campus Parking Zones, the Mountaintop and Goodman Parking Zones. All Faculty and Staff are eligible for this permit.

- Faculty/Staff member must work on both the Mountaintop campus and Asa Packer Campus two full days of the work week between the hours of 8 AM and 5 PM.

All Access permits are \$750 per year and will be sold on a first come first served basis.

## 7.0 PERMIT INFORMATION

### 7.1 GENERAL PERMIT INFORMATION

A parking permit is required to park in all Lehigh University Parking Facilities 24 hours a day and 7 days a week. Meters and pay-by-space areas are located in the Alumni Parking Garage, Iacocca Hall, Iacocca Visitor Lot, and Zoellner Parking Garage for visitors. On-street meters are under the jurisdiction of the Bethlehem Parking Authority.

Parking permits are issued in several different colors and designs designating the individual’s specific privileges. Information concerning authorized parking areas is distributed with each permit. Absence of signs (due to theft or vandalism) is not an excuse for improper parking. Parking permits must be displayed as indicated on the permit.

**Lehigh University Parking Regulations**  
**Effective 5/4/2022**

Registered vehicles may only have one permit displayed at a time. Operators must remove outdated and expired permits and be sure the most recent permit is the one being displayed. If this is not done, a citation for Improper Display of a Permit may be issued.

It is the responsibility of the individual to display a valid parking permit on his/her vehicle whenever parked on any Lehigh University owned property. In cases when an individual forgets to bring his/her parking permit to campus, the vehicle must either be parked at a meter, and the meter fee or pay-by-space fee paid. A temporary permit can be obtained from the parking office until the requested permit can be displayed.

All permits remain the property of Lehigh University, and are non-transferable to other persons. Financial responsibility for each permit remains with the person to whom issued until returned to The Parking Office.

The responsibility of the permit owner is to safeguard his/her parking permit as any other valuable. Locking your vehicle at all times is a good way to deter theft of your permit and other valuables which may be in your vehicle. In cases where a permit is stolen, a Lehigh Police report must be filed. In cases where a permit is lost, it must be reported to The Parking Office. Permit registrants are responsible for all violations incurred on their permit prior to notification being received by the Parking Office of lost or stolen permit. The student replacement permit fees are full price, payable in full prior to a replacement permit being issued. For more information, please contact The Parking Office.

## 7.2 PERMIT FEE SCHEDULE

### 1. STUDENTS PERMIT FEES - FALL, WINTER AND SPRING SEMESTERS

Undergraduate, Graduate and RA/GA/TA Student Resident permits and Off-Campus Residential Students, Undergraduate and Graduate Commuter permits will be sold for the time period from August 10 to the May Commencement Date (Graduation).

Permits fees do not include Summer Sessions.

Section No.	Permit User Group	Valid Campus Parking Permit Zone	Permit Rates	Permit Inclusions
5.0	First-Year Residential Students	If exception allowed, refer to Section 7.4		
7.4	Undergraduate and Graduate Student Resident	Campus Address or Asa Packer Residential	\$450	Includes: Evening & Weekend privileges
		Commuter Lot	\$90	Includes: Evening & Weekend privileges
6.2.2		Dual Saucon Village and Mountaintop, Alumni, Farrington of Alumni Campus Parking Zone	\$500	Includes: Evening & Weekend privileges
7.6	Off-Campus Residential Students, Undergraduate and Graduate Commuter	Asa Packer Residential	\$550	Includes: Evening & Weekend privileges
		Commuter Lot	\$90	Includes: Evening & Weekend privileges
7.4 and 7.6	RA/GA/TA Student Resident or RA/GA/TA Off-Campus Residential	Campus Address or Asa Packer Residential	\$450	Includes: Evening & Weekend privileges
		Commuter Lot	\$90	Includes: Evening & Weekend privileges

## 2. STUDENTS PERMIT FEES – SUMMER SESSIONS

Undergraduate, Graduate and RA/GA/TA Student Resident permits and Off-Campus Residential Students, Undergraduate and Graduate Commuter permits will be sold for Summer Sessions.

Permits fees include Evening & Weekends and overnight parking.

<b>Section No.</b>	<b>Permit User Group</b>	<b>Valid Campus Parking Permit Zone</b>	<b>Permit Rates</b>
7.7	Summer Student – Session 1	Asa Packer – TBD Assigned Campus Parking Zone	\$70
7.7	Summer Student – Session 2	Asa Packer – TBD Assigned Campus Parking Zone	\$70
7.7	Summer Student – Both Sessions	Asa Packer – TBD Assigned Campus Parking Zone	\$135

### 3. SPECIALTY PERMIT FEES

Section No.	Permit User Group	Valid Campus Parking Permit Zone	Permit Rates
7.11	Dual Zone permits	Asa Packer - TBD Assigned Campus Parking Zone and Mountaintop and Goodman zones	\$625 per year
7.11	Dual Zone Permit for Saucon Village faculty, staff and RA/GA/TA	Asa packer – TBD Assigned Campus parking zone or Mountaintop zone	\$500 per year; \$250 per semester
7.11	All Access	Alumni, Farrington, Zoellner, Mountaintop AND Goodman Zones. Employees assigned to the Southside zone will have that option included.	\$750 per year
7.20	Pedestrian Zone	Pedestrian Zone	\$500 per year; \$8 per day
7.25	Shared Departmental Multi-Zone Permit	Multiple Faculty/Staff Campus Parking Zones	\$500 per year; \$8 per day
7.28	Carpool Program	Assigned Campus Parking Zone	Refer to "Faculty and Staff" permit rates.
7.21	Daily Visitor Pass	Assigned Campus Parking Zone	\$8 per space per day

### 4. COMMUTER LOT FEES

The University has two commuter lots: Goodman Commuter Lot and the Sayre Zone Commuter Lots.

These incentives will be provided to all Faculty and Staff, Adjunct Faculty/Wage Employees, On-Campus Vendors, and Non-Residential RA/GA/TA's who elect to park in a Commuter lot.

- Four (4) free Daily Visitor Passes per semester (8 total)
- Alternate Parking Location during "Commuter Alerts" within walking distance of Asa Packer Campus.
- \$25 Passport Mobile credit to be used as payment at meters, and pay by space/plate parking areas
- \$20 for on demand transportation per semester
- Free Evening & Weekend access to all unreserved Faculty/Staff Campus Parking Zones
- Free Academic Break access to parking zone based upon Campus Address

**Lehigh University Parking Regulations**  
**Effective 5/4/2022**

5. FACULTY, STAFF, NON-RESIDENTIAL RA/GA/TA, AND ADJUNCT FACULTY/WAGE EMPLOYEES PERMIT FEES

Section No.	Permit User Group	Valid Campus Parking Permit Zone	Permit Rates	Permit Inclusions
7.9	Faculty, Staff, and On-Campus Vendors	Campus Parking Zones on Asa Packer Campus or SouthSide (New Street Garage)	\$500 per year	Includes: 2 Daily Visitor Passes Evening & Weekend privileges <b>+ \$0 Access to Mountaintop during Academic Breaks</b>
		Mountaintop, Asa Packer Residential, 125 Goodman, 126 Goodman, Goodman Lot E, or Saucon Village Day Care	\$250 per year	Includes: 2 Daily Visitor Passes Evening & Weekend privileges <b>+ \$0 Academic Break access to Asa Packer Residential Zone</b>
7.14		Commuter Lot	\$0	Includes: Commuter Lot Perks <b>Evening &amp; Weekend privileges</b> <b>Academic Break permit</b>
7.10	Non-Residential RA/GA/TA, Wage Employees and Adjunct Faculty	Campus Parking Zones on Asa Packer Campus	\$250 per year	Includes: 2 Daily Visitor Passes Evening & Weekend privileges <b>+ \$0 Access to Mountaintop during Academic Breaks</b>
		Mountaintop, Asa Packer Residential, 125 Goodman, 126 Goodman, Goodman Lot E, or Saucon Village Day Care	\$125 per year	Includes: 2 Daily Visitor Passes Evening & Weekend privileges <b>\$0 Academic Break access to Asa Packer Residential Zone</b>
7.13		Commuter Lot	\$0	Includes: Commuter Lot Perks <b>Evening &amp; Weekend privileges</b> <b>Academic Break permit</b>

**6. RETIRED FACULTY AND STAFF AND VOLUNTEERS PERMIT FEES**

Section No.	Permit User Group	Valid Campus Parking Permit Zone	Permit Rates	Permit Inclusions
7.12	Retired Faculty and Staff	All Faculty/Staff Campus Parking Zones (except New Street Garage)	\$0	Evening and Weekend permit privileges only.
		Assigned Campus Parking Zone	\$8 per day Daily Visitor Pass	6 A.M. to 4 P.M. during Academic Day
7.24	Volunteers	All Faculty/Staff Campus Parking Zones (except New Street Garage)	\$0	Evening and Weekend permit privileges only.
		Assigned Campus Parking Zone	Refer to Daily Visitor Pass or Adjunct Faculty/Wage Employee permit rates.	

**7. VENDORS, CONTRACTORS AND REAL ESTATE TENANTS PERMIT FEES**

Section No.	Permit User Group	Valid Campus Parking Permit Zone	Permit Rates
7.15	Project Based Vendors/Contractors	Assignment per project location and based upon availability.	\$8 per day (minimum) Daily, Weekly, Monthly or Annually per contract schedule and location.
7.17	Annual Permits for Vendors/Contractors	Authorized Vehicle Parking Zones/Spaces	\$500 per year Pre-qualifications must be met.
7.16	Capital Project Contractors	Assignment per project location and based upon availability.	\$8 per day Daily Visitor Pass or Shuttle Cost and Off-Site Locations
7.27	Real Estate Tenant	Per Lease Agreement	
7.18	Lehigh University Authorized Vehicles	All Faculty/Staff Campus Parking Zones (except New Street Garage)	\$0

**8. OTHER FEES**

Section No.	Program	Fee
9.2	AccessLU (Accessibility Shuttle)	Free
26.0	Violations & Fines	Refer to Section 26.0
-	LANTA Fares	Free
-	Add License Plate to Permit Registration	Free
-	Loss of Permit/Cost to Replace	\$50

### **7.3 PERMIT FEE CYCLES**

In general, permits will be sold on an academic year basis from July 1 to June 30.

### **7.4 UNDERGRADUATE, GRADUATE, AND RESIDENTIAL RA/GA/TA STUDENTS**

Students will be assigned to a specific parking facility. Students may not park motor vehicles in Faculty/Staff Parking Facilities on the Mountaintop, Goodman, or Asa Packer Campus during the restricted hours between 6:00 A.M. to 4:00 P.M., weekdays. During these hours, students may only park in their assigned parking facility or on Asa Packer campus at parking meters or pay-by-space areas.

Students are encouraged to obtain a Commuter Permit valid at Goodman Campus in lieu of a permit adjacent to their Campus Address to foster a multi-modal culture and reduce parking congestion at Lehigh University as presented in the front end of this document.

#### **1. Parking Facility Assignment**

- a. Students will be assigned on a first-come first-serve basis based upon Campus Address. Student permits are valid 24-hours a day within their assigned campus parking facility. During these hours, students may only park in available parking meters or pay-by-space locations. On-street parking meters are enforced and under the jurisdiction of the City of Bethlehem Parking Authority. This regulation is applicable to all undergraduate and graduate residents living on-campus.
- b. Students with a valid Lehigh University permit may park in Faculty/Staff Parking Facilities during evenings and weekends. Evenings and weekends are defined as Monday through Thursday 4:00 P.M. to 6:00 A.M. and Friday, 4:00 P.M. through Monday 6:00 A.M.
- c. Students residing in Lehigh University affiliated or owned housing will have a choice to be assigned to a student parking facility as close as possible to their on-campus residence or to park in the Commuter lot. Student parking facilities will be offered on a first-come first-serve basis until filled. An alternate lot will be assigned if capacity is not available in the closest available parking facility.
- d. Residential RA/GA/TA Students may purchase Academic Break privileges for Asa Packer Campus (refer to section 7.11) in addition to their assigned permit zone.

### **7.5 STUDENT COMMUTER PARKING**

A commuter student is defined as a student who does not reside in University-owned housing. Commuter students shall be assigned to the Goodman Campus Commuter Lot. All students are encouraged to utilize the multi-modal transportation options provided at the front of this document.

Students with a valid Lehigh University permit may park in Faculty/Staff Parking Facilities during evenings and weekends. Evenings and weekends are defined as Monday through Thursday 4:00 P.M. to 6:00 A.M. and Friday, 4:00 P.M. through Monday 6:00 A.M.

All student permit holders may also store vehicles in the Goodman Commuter lot during school breaks, if needed.

Residential students may choose the option of obtaining a permit for the Goodman Commuter Lot. Any Commuter lot not located on Lehigh University property is not available to undergraduate and graduate students.

## **7.6 OFF-CAMPUS RESIDENTIAL STUDENTS**

Any student enrolled full or part-time, living off campus (including undergraduate, graduate, ROTC, LVAIC, and RA/GA/TA students), are required to purchase a parking permit if they wish to park on campus.

All students may purchase a Goodman Commuter Lot permit for the academic year.

Residential student campus parking zones are offered based upon available parking facility capacity to Off-Campus Residential Students, to assist the City in reducing the University's public street parking impact.

## **7.7 SUMMER STUDENT PARKING PERMITS**

The Parking Office will announce sale of Summer Session permits in May of each year.

Generally, permits will be provided for Summer Session 1, Summer Session 2 or Full Summer Session within assigned zones.

## **7.8 EVENING AND WEEKEND PRIVILEGES**

Evening and Weekend privileges allow parking in all Faculty/Staff Campus Parking Zones (except reserved, prohibited, metered, and pay-by-space zones) Monday through Friday from 4 P.M. to 6 A.M. and on weekends from 6 A.M. to 6 A.M.

The following is noted for the SouthSide Campus Parking Zone (New Street Garage):

- This zone is owned, operated and under the jurisdiction of Bethlehem Parking Authority.
- Only SouthSide permit holders who are issued an access card by the Parking Office may park in the New Street Garage as part of their permit privileges.
- Anyone may pay to park in this garage at the BPA parking rate of \$1 per hour or for \$65 per month.
- Chaser cards for Visitors may be purchased for use in the New Street Garage.
- LU permits issued for any other parking zone are not valid in the New Street Garage at any time.
- Evening and Weekend Permit rules do not apply to the SouthSide Campus Parking Zone.

## **7.9 FACULTY AND STAFF PARKING PERMITS**

1. Faculty and staff who choose to park on Lehigh University property must purchase a parking permit regardless of work hours.
2. Exempt and nonexempt faculty and staff, both full and part-time, may purchase an annual permit for parking. These permits will be valid for up to one year from the time of issuance until June 30. Although the fee is levied on an annual basis, it will be deducted from each regular paycheck over the course of the fiscal year.
3. Faculty and staff permits may be used only by the person to whom the permit is registered. Specifically, children of employees attending the University may not use an employee's permit to park on campus.
4. Please refer to Instructions in the front end of this document for Parking Registration information.
5. Payment by payroll deduction reduces administrative expenses and streamlines the registration process, thus helping to maintain lower parking fees.
6. Payroll deduction is required for most salaried, full-time and part-time, faculty and staff requesting a parking permit. Payroll deduction will start at the time the parking permit is issued.

7. Please contact the Payroll department for more information on how payroll deduction is performed.
8. Once a Payroll Deduction Authorization has been signed, it will remain in effect until the faculty returns the permit to Parking Services. Prior to cancellation, all outstanding fees and fines will be deducted.
9. In cases where both partners/spouses are employed by the University, each may purchase a permit at his/her qualifying rate, or one permit may be purchased for use by both.
10. Adjunct faculty shall refer to the Adjunct Faculty/Wage Employee permit regulations and fees.
11. Daily visitor passes may be purchased by any LU permit holder outside of their 'assigned' permit zone on special need days (The Parking Office will assign a zone based upon daily availability of parking). Two (2) daily visitor passes are included with all faculty and staff permits, including the Commuter Lot permit zones.
12. Faculty and Staff parking permits are not eligible expenses for University Department funding. If a Department chose to, they may purchase a Shared Departmental Multi-Zone Permit (Refer to Section 7.25) or link their Passport Mobile parking account to a OneCard for payment of parking while on University business.

#### **7.10 NON-RESIDENTIAL RA/GA/TA STUDENTS**

1. RA/GA/TA includes Research Assistant, Graduate Assistants, Grant and Fellowship Graduate Students.
2. Non-Residential RA/GA/TA Students are eligible for parking permits in Faculty/Staff Campus Parking Zones, which includes the Sayre Zone Commuter Lots and Mountaintop campus.
3. Non-Residential RA/GA/TA Students are *not* eligible for the New Street Parking Garage (SouthSide Campus Parking Zone).
4. Qualifications to obtain a Non-Residential RA/GA/TA Students permit:
  - a. You should be on the list submitted by the Dean's Office. You should have a work assignment of at least 20 hours per week as verified by the Dean's Office.
  - b. Those with dual work locations will be issued Commuter permits and should use the Lehigh University Transit Service to commute between facilities before 4:00 P.M. After 4:00 P.M., Commuter permits are valid for any Faculty/Staff Parking Facility.
  - c. Your local residence (residence while you are attending Lehigh) should not be in the Walkable Zone (Refer to Appendix C). Proof of address, in the form of current lease agreement, is required. Refer to Section 7.29 "Walkable Zone" if local residence is within Walkable Zone.
5. Non-residential RA/GA/TA students who choose to park on Lehigh University property must purchase a parking permit regardless of work hours.
6. Permits will be valid for up to one year from the time of issuance until June 30.
7. Non-residential RA/GA/TA student permits may be used only by the person to whom the permit is registered.
8. Regardless of the parking zone a non-residential RA/GA/TA student is assigned to, non-residential RA/GA/TA students will not be permitted to park in any other Campus Parking Zone between the hours of 6 A.M. and 4 P.M. Monday through Friday unless they are issued an All Access Permit for. On evenings (after 4 P.M.) and weekends, non-residential RA/GA/TA students with valid Lehigh University parking permits may park in any Faculty/Staff Campus Parking Zone.
9. Parking registration is done online please refer to . Please refer to the Instructions in the front end of this document.

10. Non-residential RA/GA/TA students on campus on a semester-basis may purchase a pro-rated permit valid for one semester or may choose to pay to park in parking meters or pay-by-space/plate areas.
11. Daily visitor passes may be purchased by any LU permit holder outside of their 'assigned' permit zone on special need days (The Parking Office will assign a zone based upon daily availability of parking). Two (2) daily visitor passes are included with all non-residential RA/GA/TA permits, including the Commuter Lot permit zones.

#### **7.11 FACULTY/STAFF COMMUTER PARKING PERMITS**

Any non-residential faculty, staff, adjunct, wage, RA/GA/TA and on campus vendor may obtain a faculty/staff commuter permit. There are two (2) faculty/staff commuter parking lot options:

1. Goodman Commuter Lot
2. Sayre Zone Commuter Lot. The Sayre Zone commuter parking permits will be available on a first come, first serve basis in the following parking lots: House 87, House 88, House 89, House 93, Umoja and Sayre Park Village.

The faculty/staff commuter permits include the following:

- Evening & weekend parking privileges in all faculty/staff parking zones.
- Academic break parking privileges in assigned parking zone based on campus address.

<b>Academic Break</b>	<b>Start Date</b>	<b>End Date</b>
Summer Break Permit Cycle 2022	July 1, 2022	August 21, 2022
Pacing Break	October 10, 2022	October 10, 2022
Winter Break	December 15, 2022	January 22, 2023
Spring Break	March 13, 2023	March 17, 2023
Summer Break Permit Cycle 2022	May 18, 2023	June 30, 2023

- 4 daily visitor parking permits per semester
- \$25 Passport Mobile credit per semester
- \$20 Lyft credit per semester

These items will be mailed with your permit.

All those with **Alumni, Zoellner, Farrington, and SouthSide** Campus Parking Zone permits qualify for free (\$0) access to **Mountaintop** parking zone during Academic Breaks per the above schedule.

All those faculty/staff equivalent permits with **Mountaintop, Goodman FS, and Saucon Village** Campus Parking Zone permits qualify for free (\$0) access to the **Asa Packer Residential** Campus Parking Zone during Academic Breaks per the above-schedule (refer to the Purple Zone on the [Campus Parking Zone Map](#)).

#### *Special Incentive for Commuter Lot Permit Holders*

This incentive will be provided to all Faculty and Staff, Adjunct Faculty/Wage Employees, On-Campus Vendors, and Non-Residential RA/GA/TA's who elect to park in a Commuter lot.

Beginning July 1, 2020, Academic Break access (which includes Evening & Weekend Access) will be provided for \$0 to Commuter Lot permit holders. Commuter Lot permit holders will be assigned to a parking zone based upon Campus Address during Academic Breaks. In order to qualify for the \$0

Commuter Lot permit with Evening & Weekend and Academic Break access, permit holders must hold the permit for the entire annual permit cycle. In the case of non-residential RA/GA/TA, wage and adjunct faculty who purchase half-year permits, the commuter lot permit must be held for the entire half-year permit period (July 1 to December 31 or January 1 to June 30). Commuter Lot permit holders may elect to change their permit designation at any time, however, they will be responsible for the retroactive cost of their Academic Break parking zone permit provided within the annual or half-year permit cycle or period, respectively. If a Commuter Lot permit holder has a campus address of 306 S. New Street, they will be assigned to the Farrington Square Campus Parking Zone during Academic Breaks.

*CHANGE CLARIFICATION: Academic Break permits were sold on an annual basis in the past permit cycle. Moving forward in the July 1, 2020 to June 30, 2021 permit cycle, Academic Break Permits will be sold prior to each individual Academic Break.*

#### **7.12 RETIRED FACULTY AND STAFF**

Retired faculty and staff are eligible for an “Evening and Weekend” parking permit at no charge.

Retiree's will be eligible to purchase standard daily visitor permits if they wish to park on campus between the hours of 6 A.M. and 4 P.M. Monday through Friday.

Retirees still employed by the University or volunteering are eligible to purchase an annual permit in accordance with the same regulations as Faculty and Staff parking permits.

**7.13        ADJUNCT FACULTY/WAGE EMPLOYEES**

1. Adjunct Faculty/Wage employees are eligible for parking permits in Faculty/Staff Campus Parking Zones.
2. Adjunct Faculty/Wage employees are not eligible for the New Street Parking Garage (SouthSide Campus Parking Zone).
3. Adjunct Faculty/Wage Employees who choose to park on Lehigh University property must purchase a parking permit regardless of work hours.
4. Adjunct Faculty/Wage employees may purchase an annual permit for parking. These permits will be valid for up to one year from the time of issuance until June 30.
5. Adjunct Faculty/Wage employee permits may be used only by the person to whom the permit is registered. Specifically, children of employees attending the University may not use an employee's permit to park on campus.
6. Please refer to Instructions in the front end of this document for Parking Registration information.
7. In cases where both partners/spouses are employed by the University, each may purchase a permit at his/her qualifying rate, or one permit may be purchased for use by both.
8. Adjunct Faculty/Wage Employees are eligible for an annual permit, a pro-rated permit valid for one semester, or may choose to pay to park in parking meters or pay-by-space areas.
9. Daily visitor passes may be purchased by any Adjunct Faculty/Wage Employee outside of their 'assigned' permit zone on special need days (The Parking Office will assign a zone based upon daily availability of parking). Two (2) daily visitor passes are included with all Adjunct Faculty/Wage Employee permits, including the Commuter Lot permit zones.

#### **7.14 ON-CAMPUS VENDORS**

All motor vehicles operated on any Lehigh University property, either regularly or temporarily, must be registered with The Parking Office and are subject to all parking and motor vehicle regulations issued by the University. This includes motor vehicles owned by vendors, or any employee of any vendor, working for or on any Lehigh University property. Registered vehicles may have only one parking permit displayed at a time. Operators must remove all outdated and expired permits and be sure the most recent parking permit is the one being displayed. If this is not done, a citation for Improper Display of a Permit may be issued. Financial responsibility for each permit remains with the person to whom issued until returned to The Parking Office. Changes in license plates, additions, corrections or deletions must be reported immediately to The Parking Office.

Lehigh University has limited parking resources available. Permits are issued on a space-available and first-come first-served basis. All vendors requesting a permit will need to supply information as to the nature of their business with Lehigh University and parking permits may, or may not, be made available based upon consideration of the needs of the University and the availability of parking spaces in the areas frequented by the vendor. This will be particularly evident in areas with major construction. Lehigh University may not be able to issue parking permits for all vendors, or vendor employees, and reserves the right to do so at its sole discretion.

Vendors may not reserve parking spaces without first consulting the Project Manager and The Parking Office.

Vendors may not block off parking spaces without first consulting with the Project Manager and The Parking Office.

Multiple vehicles owned and operated by the same company may be registered under one permit. All vehicles on campus within Lehigh University parking facilities must display a valid permit at all times.

Vendors are not eligible for permits in the New Street Garage parking zone.

In accordance with the permit requirements indicated below, eligible Vendors may qualify for Authorized Vehicle Zone permits and access to the Pedestrian Zone. Permit holders with Authorized Vehicle Zone permits must comply with the Pedestrian Zone regulation. If an Authorized Vehicle Zone permit holder is found abusing the privilege by using the parking zone for personal, lunch break, or other non-University related reasons, The Parking Office reserves the right to revoke parking privileges.

On-Campus Vendors are eligible for parking permits in Faculty/Staff Campus Parking Zones at the same parking permit rates and with the same parking zone assignment regulations as Faculty/Staff.

On-Campus Vendors are not eligible for the New Street Garage.

On-Campus Vendors who choose to park on Lehigh University property must purchase a parking permit regardless of work hours.

On-Campus Vendors, both full and part-time, may purchase an annual permit for parking. These permits will be valid for up to one year from the time of issuance until June 30.

On-Campus Vendors permits may be used only by the person to whom the permit is registered for personal vehicles. Specifically, children of employees attending the University may not use an employee's permit to park on campus.

Please refer to Instructions in the front end of this document for Parking Registration information.

In cases where both partners/spouses are employed by the University, each may purchase a permit at his/her qualifying rate, or one permit may be purchased for use by both.

Daily visitor passes may be purchased by any LU permit holder outside of their 'assigned' permit zone on special need days (The Parking Office will assign a zone based upon daily availability of parking). Two (2) daily visitor passes are included with all On-Campus Vendors permits, including the Commuter Lot permit zones.

#### **7.15 PROJECT BASED VENDOR**

All motor vehicles operated on any Lehigh University property, either regularly or temporarily, must be registered with The Parking Office and are subject to all parking and motor vehicle regulations issued by the University. This includes motor vehicles owned by contractors, their subcontractors, or any employee of any contractor, working for or on any Lehigh University property. Registered vehicles may have only one parking permit displayed at a time. Operators must remove all outdated and expired permits and be sure the most recent parking permit is the one being displayed. If this is not done, a citation for Improper Display of a Permit may be issued. Financial responsibility for each permit remains with the person to whom issued until returned to The Parking Office. Changes in license plates, additions, corrections or deletions must be reported immediately to The Parking Office.

Lehigh University has limited parking resources available. Permits are issued on a space-available and first-come first-served basis. All vendors requesting a permit will need to supply information as to the nature of their business with Lehigh University and parking permits may, or may not, be made available based upon consideration of the needs of the University and the availability of parking spaces in the areas frequented by the vendor. This will be particularly evident in areas with major construction. Lehigh University may not be able to issue parking permits for all vendors, or vendor employees, and reserves the right to do so at its sole discretion.

Vendors may not reserve parking spaces without first consulting the Project Manager and The Parking Office.

Vendors may not block off parking spaces without first consulting with the Project Manager and The Parking Office.

Multiple vehicles owned and operated by the same company may be registered under one permit. All vehicles on campus within Lehigh University parking facilities must display a valid permit at all times.

Vendors are not eligible for permits in the New Street Garage parking zone.

To expedite the permit process for vendor permits, The Parking Office' will maintain a list of Vendors that are eligible for parking permits specifying duration, type of work, and assigned location(s) at Lehigh University for various departmental specific needs, such as the Facilities Department, Housing Services, IDEAL office, Alumni Relations, and LTS. If a vendor wishes to be placed on this list, it must be requested by the Department for whom they perform work.

Except in emergency situations, The Parking Office should be notified of any special projects at least two (2) weeks in advance so that we can discuss and accommodate special requests and notify the Lehigh community. This is especially critical for academic areas during the academic workday. When work is being performed in any residence hall, fraternity and sorority, advance notice allows us to clear necessary work zones, alert residents and assist them with alternative parking.

Vendors may acquire a daily, weekly monthly, pro-rated or annual permit based upon project duration and location. Parking permits will be issued per the same fees and assignment protocol of the Faculty and Staff permit regulation. If a project involves multiple locations, The Parking Office will review the project work locations and assign parking to multiple locations if required.

If the Vendor is not on The Parking Office's list of Vendors, a purchase order or project proposal will be required at time of permit request to demonstrate the need for a permit, including specific Campus Parking Zone assignment and project duration.

Project Based Vendors may request assignment to specific Loading Zone or Authorized Vehicle locations. Project Based Vendors may qualify for an Authorized Vehicle Zone access (refer to Section 7.17).

## **7.16 CAPITAL PROJECT CONTRACTOR**

### **1. GENERAL**

All motor vehicles operated on any Lehigh University property, either regularly or temporarily, must be registered with The Parking Office and are subject to all parking and motor vehicle regulations issued by the University. This includes motor vehicles owned by contractors, their subcontractors, or any employee of any contractor, working for or on any Lehigh University property. Registered vehicles may have only one parking permit displayed at a time. Operators must remove all outdated and expired permits and be sure the most recent parking permit is the one being displayed. If this is not done, a citation for Improper Display of a Permit may be issued. Financial responsibility for each permit remains with the person to whom issued until returned to The Parking Office. Changes in license plates, additions, corrections or deletions must be reported immediately to The Parking Office.

Contractors may not reserve parking spaces without first consulting the Project Manager and The Parking Office.

Contractors may not block off parking spaces without first consulting with the Project Manager and The Parking Office.

Multiple vehicles owned and operated by the same company may be registered under one permit. All vehicles on campus within Lehigh University parking facilities must display a valid permit at all times.

Contractors are not eligible for permits in the New Street Garage parking zone.

### **1. PARKING PERMITS**

Lehigh University has limited parking resources available. Permits are issued on a space-available and first-come first-served basis. There is no personal vehicle or contractor vehicle parking on the main Packer campus for workers during the University's academic year.

During the University's academic year, from mid-August to mid-May, Capital Project Contractors can request and receive parking permits from The Parking Office for Capital Project Contractors Personal Vehicles and company-owned Capital Project Contractors Vehicles in designated parking areas on the **Goodman Campus**. This location is approximately three miles from the main Packer campus. Parking permits that authorize parking on the Goodman campus will be issued to Capital Project Contractors at no-charge and may be used in Capital Project Contractors Personal Vehicles or company-owned Capital Project Contractor Vehicles.

Parking permits are issued on a space-available and first-come, first-served basis. There is no Capital Project Contractors Personal Vehicle or company-owned Capital Project Contractor Vehicle parking on the main Packer campus for Capital Project Contractors during the University's academic year, except as specified herein.

During the University's summer term (mid-May to mid-August), Capital Project Contractors may request parking permits, for a fee, for Capital Project Contractors Personal Vehicle or company-owned Capital Project Contractor vehicles at designated parking lots on the Upper Sayre Drive of the main Packer Campus on a space available basis. These parking lots are, generally, in closer proximity to worksites than the Goodman Campus. The available parking lots, typically in student fraternity and sorority parking lots on Upper Sayre Drive, will be identified by The Parking Office.

The Capital Project Contractor may only have Contractor Vehicles, Construction Equipment, and Construction Delivery Vehicles within the fenced in jobsite area, as required for construction, and approved by the Construction Manager. Any Capital Project Contractor (personal or company-owned) vehicles without valid parking passes and found to be parking on Lehigh's campus in permitted parking facilities, will be issued a citation by The Parking Office.

## 2. TRANSPORTATION

Capital Project Contractors parking in designated areas at the Goodman Campus have the option of riding the Lehigh University Transit System to the Asa Packer Campus. Capital Project Contractors must present their Lehigh ID to ride the Lehigh University Transit System. The system runs from the Goodman Campus to Packer Campus every 15 minutes from 6:30 A.M. to 8:00 P.M. (effective 8/23/21). For up-to-date bus tracking, please visit [bus.lehigh.edu](https://bus.lehigh.edu).

**There is no charge for riding the Lehigh bus.**

Capital Project Contractors working on campus may also arrange for a shuttle system or carpool system for their Capital Project Contractors Personal Vehicles and company-owned Capital Project Contractor Vehicles, at their expense, from Goodman Campus to the jobsite. Carpool vehicles are to comply with all rules and regulations herein.

## 3. BETHLEHEM PARKING AUTHORITY

Capital Project Contractors also have the option of arranging parking through the Bethlehem Parking Authority, within the City of Bethlehem, at the Capital Project Contractor's expense. Parking on City streets is at your own risk.

**Prior to the start of each project, the Lehigh Project Manager and a representative for the Construction Manager can arrange a meeting with the Bethlehem Parking Authority to review parking options within the City. The information from the City based on this meeting, is to be**

**related to all Capital Project Contractors on the jobsite by the representative for the Construction Manager.**

**4. PARKING OF VEHICLES INSIDE THE PERIMETER OF A JOBSITE**

The University understands that a certain number of vehicles are required on jobsites in order to conduct the work. The parking of personal vehicles on a worksite is highly discouraged, and only Contractor Vehicles, Construction Equipment and Construction Delivery Vehicles that are deemed required by the Construction Manager to be on the jobsite, should be on the jobsite.

Construction Equipment parked on the jobsite does not require a parking permit. If not in use, the long-term storage of Construction Equipment on jobsites or University property, without specific written permission by the University representative and The Parking Office, is prohibited. Construction Equipment is expected to remain on the designated jobsite within the perimeter of the jobsite.

Contractor vehicles making occasional or periodic material deliveries or being used in conjunction with specific work on the jobsite, do not require a parking permit when they are idle within the perimeter of a jobsite. Contractor vehicles idle within the perimeter of a jobsite must be accompanied by a driver at all times and must not block traffic or the Lehigh University Transit System.

**5. WORKSITE LOGISTICS CONSIDERATIONS**

If any existing parking areas are to be utilized during construction, the Construction Manager or Capital Project Contractor shall take photographs of the area prior to utilization and restore the areas to “like new” condition, including the parking surfaces, curbs, sidewalks, lawn, soil de-compaction, plantings and any other surrounding area or items that are damaged during use.

The parking of Capital Project Contractors Personal Vehicles at construction trailers without a jobsite parking permit is prohibited. The Construction Manager or Capital Project Contractor may utilize its jobsite parking permits for parking at jobsite trailers if approved in advance as part of its site logistics plans.

**7.17 AUTHORIZED VEHICLE ZONE ANNUAL PERMIT FOR CONTRACTORS AND VENDORS**

Annual permits for authorized vehicle permit zones will be provided to a select group of Vendors based upon scope and need. The Authorized Vehicle Zone Annual Permit includes access to the Pedestrian Zone and Loading Zones. Permit holders under this category must comply with the Pedestrian Zone regulation. If a permit holder is found abusing the Authorized Vehicle Zone permit by using parking zones for personal, lunch break, or other non-University related reasons, The Parking Office reserves the right to revoke parking privileges.

To qualify for an Authorized Vehicle Zone Annual Permit the following must be provided to The Parking Office by the Department/Lehigh University Project Manager:

- Vendor is on campus more than 100 academic days per year (cumulative)
- Vendor is on campus at minimum two (2) days per week
- List of zones Vendor performs work.
- Vendor has a need for close-proximity parking to multiple zones.
- Consultants on campus for meetings with Lehigh University personnel are not eligible for Authorized Vehicle Zone Permits.

Contractors and vendors may also qualify for Authorized Vehicle Zone permits for less than a year (daily, weekly monthly) pro-rated based upon project duration.

#### **7.18 LEHIGH UNIVERSITY AUTHORIZED VEHICLES**

Lehigh University Authorized Vehicles are defined as vehicles registered to Lehigh University and affixed with proper identification. Authorized vehicles are also considered the work-related vehicles for On-Campus Vendors (not personal vehicles) and affixed with proper identification.

Authorized Vehicles may park in any Lehigh University Campus Zone within unreserved parking spaces. If a vehicle is found to be parked in an area blocking the pedestrian path or generally causing unnecessary disturbance to the pedestrian environment, a Parking Citation will be issued. Three (3) parking citations shall result in review of Authorized Vehicle use privileges.

LU Authorized Vehicles will be required to acquire a Pedestrian Zone placard at no cost; placards will be issued on an as-needed basis.

LU Authorized Vehicles may utilize Loading Zones and must comply with Section 7.19 "Loading Zone".

LU Authorized Vehicles must register overnight parking locations at the Parking Office.

Commercial delivery trucks without Lehigh University permits may utilize Authorized Parking spaces if it is not within the Pedestrian Zone. The maximum allowable time for a commercial delivery truck to be parked in an authorized parking space is 15 minutes.

#### **7.19 LOADING ZONE**

Loading zones may only be utilized for the active loading and unloading of vehicles. If a vehicle is found to be parked in a loading zone without active loading for more than 15 minutes, it will be issued a citation.

Commercial delivery trucks without Lehigh University permits may utilize loading zones if it is not within the Pedestrian Zone. The maximum allowable time for a commercial delivery truck to be parked in an authorized parking space is 15 minutes.

## **7.20 PEDESTRIAN ZONE**

Permission to operate a vehicle in a Pedestrian Zone is provided on an as-needed basis to maintenance contractors, event coordinators, and vendors to allow access to parking/loading zones for equipment and material delivery. Permission to access a Pedestrian Zone is not provided for any other reason, including personal dining options, personal use, or to attend meetings. The Pedestrian Zone may not be utilized for through traffic of any kind.

The Pedestrian Zone placard must be displayed on the vehicle dashboard with the vehicles valid Lehigh University parking permit.

Lehigh University Authorized Vehicles must also display a Pedestrian Zone placard to obtain access to the Pedestrian Zone.

Multiple vehicles owned and operated by the same company may be registered under one permit.

Drivers operating vehicles in the Pedestrian Zone shall:

- Maintain speed at or below 5 MPH
- Yield to right-of-way to pedestrians at all times
- Utilize emergency flashing lights
- Park only in designated loading areas or authorized vehicle spaces
- Maintain a six (6) foot wide minimum pedestrian path adjacent to both parked and moving vehicles.
- Remain alert at all times. Exercise caution and do not assume that pedestrians are aware of your presence. Vehicles are not expected within Pedestrian Zones and may startle pedestrians.
- Only operate or park a vehicle in a Pedestrian zone for a permitted purpose
- Comply with all other applicable Lehigh University Parking Regulations and any safety regulation agreement between Lehigh University and the primary permit holder

If a parked vehicle is blocking the pedestrian path or generally causing unnecessary disturbance or safety-impact to the pedestrian environment or otherwise violating applicable parking laws or regulations, a parking citation will be issued.

Three (3) parking citations within the Pedestrian Zone shall result in the revocation of permission to access the Pedestrian Zone.

Use of the Pedestrian Zone placard indicates that the above terms of use have been reviewed, understood and agreed to by all drivers utilizing the Pedestrian Zone placard.

### **7.21 DAILY VISITOR PASS**

Any member of the Lehigh University Community may purchase a Daily Visitor Pass for guests to campus or for their own use. Visitors not within the campus community must demonstrate cause for Daily Visitor Pass. Visitors of students must have the Lehigh University registered student obtain the Daily Visitor Pass.

Any Department at Lehigh University may request up to ten (10) Daily Visitor Passes through the online Parking Portal. The parking permit(s) fee shall be paid in advance by Department or individual requesting visitor pass. If more than ten (10) Daily Visitor Passes are required, please refer to Section 8.0 "Campus Projects and Events". The default form of Visitor Pass shall be issued via a validation code for the smartphone application Passport Parking Mobile Pay.

The Parking Office shall assign Daily Visitor Passes to a specific Campus Parking Zone location based upon available parking facility capacity. Daily Visitor Passes are valid from 6 A.M. on the day of issuance to 6 A.M. the next day.

Permit holders who wish to park in a different parking zone due to special circumstance (such as doctor's appointment, early-dismissal for a child, or temporary change in work address) may obtain a Daily Visitor Pass.

### **7.22 ADMISSIONS VISITORS – PROSPECTIVE STUDENTS AND FAMILIES**

Admissions visitors may park in the Alumni Building parking Pavilion at the following locations:

1. Level 1 in the "Reserved for Admissions Visitors 6 AM – 4PM/Mon-Fri"
2. Parking meters at \$1 per hour with coins or the Passport Mobile app.

### **7.23 IACocca VISITOR LOT**

The Iacocca Visitor Lot is a pay-by-space parking lot. The Parking Office reserves the right to reserve spaces for events on Mountaintop Campus.

If peak hour academic day events are scheduled that require reserved spaces, a Parking Attendant shall be required to ensure visitor lot users are attending the scheduled event. It is recommended that a Parking Attendant be provided for events exceeding 50 attendees. If event attendees are Lehigh University permit holders, they will not be eligible to park in the reserved event spaces at the Iacocca Visitor lot within the hours of 6 A.M. to 4 P.M. It is expected that they utilize the Lehigh University Transit System and follow all rules pertaining to their assigned permit.

#### **7.24 VOLUNTEER**

1. Free "Evening and Weekend" Permits
  - a. Volunteers will be issued Commuter Lot permits with "Evening and Weekend" permit privileges at no cost valid in the Goodman Commuter Lot and/or the Founder's Way Commuter Lot, and in Faculty/Staff parking areas Monday through Friday from 4:00 P.M. to 6:00 A.M.
  - b. Volunteers on campus during peak academic hours may obtain a Daily Visitor Pass (obtained and paid for by their assigned department).
  - c. Free Volunteer permits and Volunteers with Daily Visitor passes will not be eligible to park in Short Term Faculty/Staff Parking Spaces.
2. Academic Day Faculty/Staff Campus Parking Zone Permits (If a Volunteer is on campus more than weekly):
  - a. The department they volunteer for may choose to cover the cost of an annual permit per the same fees and regulations as Adjunct Faculty/Wage Employees.
  - b. The Volunteer may purchase an annual permit per the same fees and regulations of Adjunct Faculty/Wage Employees.
  - c. Only Volunteers who purchase an Adjunct Faculty/Wage Employee equivalent permit are eligible for Short Term Faculty/Staff Parking.

#### **7.25 SHARED DEPARTMENTAL MULTI-ZONE PERMIT**

A Department may provide a written request for a shared permit allowing access to Lehigh University multiple Campus Parking Zones. If access to Pedestrian Zones is required, a Pedestrian permit must be acquired at additional cost. The department must demonstrate need and justify the number of permits requested and the zones the permit is requested to be valid within. This request must be submitted in writing to The Parking Office.

All users of the shared permit must be a valid Lehigh University parking permit holder.

#### **7.26 SHORT TERM PARKING**

##### ***FACULTY/STAFF***

"Short Term Faculty/Staff" parking spaces will allow parking for a maximum of 2 hours in designated spaces on the Asa Packer campus, and a maximum of 4 hours in designated spaces on the Mountaintop campus. After exceeding the time limit, cars may NOT be relocated within the same parking area/lot, regardless if the car leaves the area/lot and returns. If a car is relocated from one "Short Term Faculty/Staff" space to another within the same parking area/lot, resulting in the vehicle being present in excess of 2 or 4 hours since the start time of being parked within the same day, it will be issued a citation.

Permit holders will be notified at time of permit application if their permit is valid in these spaces.

Permit holders who purchase a Faculty, Staff, Non-Residential RA/GA/TA, Adjunct Faculty/Wage Employee, or Vendors permit will be eligible to park in "Short Term Faculty/Staff" parking spaces

All eligible users of the "Short Term Faculty/Staff" parking spaces must display a valid Lehigh University parking permit.

Daily visitor passes, Evening & Weekend (only), and residential permits are not valid in the Short-Term Faculty/Staff parking spaces.

Only Volunteers who purchase an Adjunct Faculty/Wage Employee permit are eligible for Short Term Faculty/Staff Parking.

Prohibited to all students with on and off-campus residential permits between the hours of 6 A.M. and 4 P.M.

Refer to Appendix A for the Short-Term Faculty/Staff parking space locations.

#### **STUDENT**

"Short Term Student" parking spaces will allow parking for a maximum of 4 hours in designated spaces on the Mountaintop campus. After exceeding the time limit, cars may NOT be relocated within the same parking area/lot, regardless if the car leaves the area/lot and returns. If a car is relocated from one "Short Term Student" space to another within the same parking area/lot, resulting in the vehicle being present in excess of 2 or 4 hours since the start time of being parked within the same day, it will be issued a citation.

Permit holders will be notified at time of permit application if their permit is valid in these spaces.

Permit holders who purchase a Student permit, with the exception of "GC" prefixed permits and any others that are restricted to specific lots, will be eligible to park in "Short Term Student" parking spaces.

Faculty, Staff, Non-Residential RA/GA/TA, Adjunct Faculty/Wage Employee, and Vendor permits are not valid in the Short Term Student parking spaces, at any time.

#### **7.27 REAL ESTATE TENANT PERMITS**

Tenant parking shall be adjusted in future lease agreements to meet minimum parking requirements as provided in the City of Bethlehem Zoning Ordinances and shall not exceed these requirements.

#### **7.28 CARPOOL PERMITS**

Anyone within the Lehigh University community may choose to carpool to campus. Those sharing the ride to campus make their own arrangements for sharing commuting costs and making sure the carpool permit is properly displayed in the vehicle being used on any given day.

One (1) permit will be issued per Carpool group at the same fee rate as an individual Faculty and Staff Permit within one assigned Campus Parking Zone, in accordance with the parking permit regulations of Faculty and Staff. A Carpool Permit may include up to four (4) individuals. The Carpool permit will be issued and billed to one primary user, with the cost of the permit to be split by all carpool participants. If you elect to purchase a Carpool permit, please contact The Parking Office to complete the Carpool application. The agreement must be signed and agreed to by all parties involved in the Carpool.

Car Pool participants must register any personal vehicle driven or parked on campus. Up to six (6) vehicles may be linked to a carpool permit.

All carpool participants will receive:

- Preferred Campus Parking Zone
- Four (4) free Daily Visitor Passes per semester, per carpool participant per semester
- Passport Wallet Credit of \$25 to use at Lehigh University meters and pay-by-space areas.

- \$20 code for On-Demand Transportation program (LYFT) per semester
- Goodman Commuter lot parking permit

Multiple permits may not be acquired by carpool participants to be eligible for this program.

Parking permits should not be displayed on vehicles that are not registered with the university unless it is a loaner or rental vehicle. If a loaner or rental vehicle is being used, please make sure you provide the vehicle information and rental agreement to The Parking Office prior to driving or parking it on campus.

### **7.29 WALKABLE ZONE**

All permit holders who live within the defined 'walkable' boundary of campus will only be eligible for parking permits located in the Asa Packer Campus Residential zone, Mountaintop Campus, Saucon Village Campus or Commuter Lots based upon available capacity.

Refer to Section 7.6 and 7.8, "Off-Campus Residential Students".

### **7.30 TRANSPORTATION OFFICE RENTAL VEHICLES**

Rental vehicles will be parked at 125 Goodman or 126 Goodman. The rental customer may park one (1) vehicle in the 125 Goodman lot while vehicle rental is active. A placard will be issued by Transportation Office for placement in the dashboard to allow parking at 125 Goodman or 126 Goodman.

Additional parking spaces will not be available at 125 or 126 Goodman for other passengers of rental vehicles. Additional personal vehicles may be parked in the Goodman Commuter Lot. Please notify The Parking Office if you intend to leave your vehicle parked overnight in the Goodman Commuter Lot.

Rental vehicles are not considered Lehigh University Authorized Vehicles. They may not enter the Pedestrian Zone, utilize Loading Zones, or park in any parking facilities on campus without purchase of a daily visitor pass or the approval of the Parking Office. If you wish to utilize your current Lehigh University Permit with your rental vehicle, please contact The Parking Office to add the vehicle to your permit.

## **8.0 CAMPUS PROJECTS AND EVENTS**

### **8.1 SPECIAL EVENTS AND PROJECTS RESULTING IN LOSS OF PARKING**

The definition for Event Coordinator is the Host Department or responsible Project Manager serving as the primary contact to Parking Service Department

Reserved parking for special events and projects resulting in loss of parking will no longer be allowed during the academic day in permit locations. Event coordinators and Project Managers will be encouraged to utilize a shuttle from a remote location such as Goodman Campus or a Bethlehem Parking Authority parking facility within the City of Bethlehem. Special exceptions to this rule must be submitted to and approved by the Provost and VP Finance & Administration. Requests for special events and reserved parking must be submitted a minimum of two (2) weeks prior to the event date.

**8.2           EVENT PARKING SHUTTLES**

By Zoning Code, shuttles to/from additional Lehigh University parking garages shall be provided when Special Events exceed anticipated attendance of 1,050 people in Zoellner Arts Center and Grace Hall (combined attendance). This expense will be paid for by the Event Coordinator(s) whose events projected attendance exceeds the attendance criteria.

**8.3           VISITOR COORDINATION COMMITTEE**

Planning and Scheduling of Special Events and Campus Projects will be coordinated through a committee comprised of each University Department to plan for transportation and parking needs. Meetings will be held monthly, and committee members will be bound by the "Special Event and Projects Resulting in Loss of Parking" regulation.

## 9.0 PERSONS WITH DISABILITIES

### 9.1 DISABILITY PARKING SPACES

Lehigh University permit holders may only park in disability parking spaces if they are displaying a state issued disability plate or hangtag or a Lehigh issued disability hangtag.

Vehicles in an unmetered space must display a permit valid for the designated Lehigh University parking zone.

Vehicles in a metered space with a Blue Meter must pay meter rate.

Disability Parking Spaces provided in Faculty/Staff Parking Facilities or Student Parking Facilities (permitted lots) are only available for assigned permit holders to that Campus Parking Zone. Visitors eligible for use of disability parking spaces must have a Daily Visitor Pass for the desired zone or utilize the pay-by-space or meters available in Zoellner Garage, Alumni Garage and Mountaintop Campus. On-street meters are under the jurisdiction of the Bethlehem Parking Authority.

The Parking Office will make every effort to provide an assigned location for Daily Visitor Pass permittees eligible for disability parking spaces to the closest location to their destination. In the event the location is within the Pedestrian Zone, the AccessLU Shuttle may be utilized.

Individual reserved spaces will not be provided for medical needs.

### 9.2 ACCESSIBILITY SHUTTLE

Lehigh University permit holders (or anyone with a valid Lehigh University ID) with a state issued disability plate or hangtag or a Lehigh issued hangtag may utilize AccessLU (Accessibility Shuttle). AccessLU is being piloted as an on-demand system on a first-come first-serve basis. AccessLU will provide pick-up/drop-off at university parking facilities and buildings as requested. Please call ahead to schedule service if possible.

Provide a copy of your state issued disability permit, placard, or plate to the Transportation Office. Copies may be scanned to [intransp@lehigh.edu](mailto:intransp@lehigh.edu).

### 9.3 APPLICATION FOR A LU DISABILITY PARKING

To apply for LU disability parking, please complete the following forms:

- Faculty and Staff Forms
  - [Reasonable Accommodation Request Form](#)
  - [Alternate Parking/Transportation Request Form](#)
- Student Forms
  - [Student Request for Alternative Parking and/or Transportation Office Form](#)

Please submit the above forms to the following individuals for review and approval:

**Faculty:** Pat Mann, Provost Office, (610) 758-3813, [pam8@lehigh.edu](mailto:pam8@lehigh.edu)

**Staff:** Linda Lefever, Human Resources, (610) 758-5195, [lip3@lehigh.edu](mailto:lip3@lehigh.edu)

**Student:** Maria Zullo, Disability Support Services Office, (610) 758-4152, [maz317@lehigh.edu](mailto:maz317@lehigh.edu)

Lehigh-issued disability parking permits and AccessLU privileges may be available for employees of Vendors (including On-Campus Vendors) if deemed appropriate following consultation with the vendor's Human Resources office or other comparable office.

Approved applicants who wish to utilize the AccessLU shuttle should contact Transportation Office at (610) 758-4410 to schedule transportation.

Those approved for LU disability parking will have access to park in the available Disability Parking Spaces located in their assigned Campus Parking Zone as well as to utilize the University's new accessible shuttle service, AccessLU.

An LU disability parking application is not required if you already have a State Issue Disability parking hangtag or license plate.

## **10.0 PARKING METERS AND PAY-BY-SPACE AREAS**

### **10.1 BLUE METERS**

Refer to Section 9.0 “Persons with Disabilities”.

### **10.2 AVAILABLE PARKING METERS AND PAY-BY-SPACE/PLATE AND TEXT TO PARK AREAS**

<b>Location</b>	<b>Price</b>	<b>Features</b>
Zoellner Garage, Level 1	\$1.00/hour	Pay-by-Space: Pay upon arrival at kiosk or on the Passport Mobile App. 6:00 A.M. – 6 A.M. Everyday.
Alumni Building Parking Pavilion	\$1.00/hour, first 10 mins free	Brown and Blue (DISABILITY) meters. Pay upon arrival via coin, or Passport Mobile App. 6:00 A.M. – 6 A.M. Everyday.
Alumni Building Parking Pavilion – levels 2-6	\$1.25 for first hour, \$1/hour per hour	Text to Park Available Monday – Friday from 4:00 P.M. to 6:00 A.M. and weekends
Farrington Square Garage, Levels 1-2	\$1.25 for first hour, \$1/hour per hour	Text to Park Available Monday – Friday from 4:00 P.M. to 6:00 A.M. and weekends
Mountaintop Campus – Iacocca Hall	\$1.00/hour, first 10 mins free	Brown and Blue (DISABILITY) meters. Pay upon arrival via coin, or Passport Mobile App. 6:00 A.M. – 6 A.M. Everyday.
Mountaintop Campus – Iacocca Visitor Lot	\$1.00/hour	Pay-by-Plate: Pay upon arrival at Kiosk or on the Passport Mobile App. 6:00 A.M. – 6 A.M. Everyday.

Download the Passport app here: [www.ppprk.com](http://www.ppprk.com)

### **10.3 SMARTCARD**

Lehigh University’s parking meters are being phased out of compatibility with SMART Parking Cards. Should you have questions about existing SmartCards and their use, please contact The Parking Office.

## **11.0 SNOW EMERGENCY REGULATIONS**

Snow Emergency regulations are automatically in effect when the official accumulation of snow for the Allentown/Bethlehem area reaches one inch. They will remain in effect until 7:30 A.M. on the third day following the end of the snow fall, unless canceled earlier.

The snow emergency regulations that follow apply to all members of the Lehigh community, guests, visitors, etc.

Prohibited parking regulations will be strictly enforced. Violations during periods of snow emergencies carry a minimum fine of \$50.00.

Parking is prohibited on Asa Packer Campus (not including Sayre) for any reason between the hours of 12:00 midnight and 7:30 A.M., unless otherwise posted.

If classes are canceled and the University is officially closed, parking is prohibited on Asa Packer Campus (not including Sayre) and Mountaintop Campus until 7:30 A.M. on the day following the closing.

Parking is prohibited on Asa Packer Campus (not including Sayre) and Mountaintop Campus from Friday at 5:00 P.M. through Monday at 7:30 A.M.

In addition to the above, it may be necessary to temporarily close lots at other times or to temporarily close additional lots. When this occurs, lots or areas must be vacated according to the posted snow emergency to a temporary parking area.

It is the responsibility of the individual to ascertain whether the snow emergency regulations are in effect. VIOLATORS WILL BE TOWED AT THEIR OWN EXPENSE.

During a Snow Emergency, Essential Staff (as defined by Human Resources) regardless of permit assigned location will be permitted to park on Asa Packer campus.

## **12.0 TEMPORARY LOT CLOSURES, LOSS OF PARKING, OR TRANSIT INTERRUPTIONS**

The Parking Office reserves the right to close parking facilities for events, maintenance and other university needs. The Parking Office shall notify those assigned to affected parking facilities seven (7) business days prior to impact of temporary closure and the relocated parking location for permit holders. In case of emergency, notification may be provided day of, and the same accommodations will be made for Permit Holders as during Commuter Alerts (refer to Section 11.0 "Snow Emergency Regulations").

### *Commuter Alerts*

On days of inclement weather or events that cause interruption to normal Lehigh University Transit Service, accommodations will be made for those parking remotely to get them safely to their vehicles.

The procedure for ensuring access to the Commuter Lots will be as follows:

1. The Lehigh University Transit System will continue operation as normal for as long as roadway conditions allow.
2. The Parking Office will issue **Commuter Alerts**, to Commuter lot users only, allowing alternate parking locations within walking distance to Asa Packer Campus and Mountaintop Campus in the event operations to the Lehigh University Transit System is anticipated to be impacted by an upcoming storm or event.
3. In the event a **Commuter Alert** was not issued, and the Lehigh University Transit System is not operating, **please call (610) 758-4410** to secure a safe ride from the Transportation Office.
4. Please note that the Transportation Office will have schedule limitations based upon demand and storm severity and there may be a wait time for safe rides.

Commuter Alerts will be issued by the Parking Office when weather indicates that a Snow Emergency may

occur. Commuter Alerts will be issued the night before an anticipated Snow Emergency or by 6 A.M. the morning before an anticipated Snow Emergency. A Commuter Alert does not indicate that Lehigh University facilities are closed, or classes cancelled. A Commuter Alert will provide information to Commuter Lot users of available Asa Packer Campus or Mountaintop Campus parking locations. These alerts may allow Commuter Lot users an exception to the parking assignment regulation. Commuter Lot users without a valid Lehigh University Parking Permit will not be eligible for parking assignment exceptions.

Asa Packer or Mountaintop Campus parking facilities may not always have available parking capacity to accommodate Goodman Commuter Lot users during a Commuter Alert, as determined by the Parking Office. In these cases, the Commuter Alert may notify Commuter Lot users that they will be eligible for parking fee reimbursement at the New Street Garage (324 S. New Street, Bethlehem). To receive reimbursement, Lehigh University Permit Holders must present the time and date stamped receipt from the New Street Garage to the Parking Office in person at 622 Brodhead Avenue by May 31 of the academic fiscal year. Parking will not be reimbursed unless the Commuter Alert issued by The Parking Office specifically directs Commuter Lot users of this exception. Vehicles will not receive reimbursement for parking 12:00 midnight to 7:30 A.M. at the New Street Garage.

### **13.0 ON-DEMAND TRANSPORTATION PROGRAM**

The University is piloting a program with Lyft to provide an on-demand transportation service to the Lehigh University community.

Departments or other organizations within the Lehigh University community may sign-up for an account promotion code through the Parking Office. These codes will allow the designated users of the promotional code a ride generated on-campus to any other campus location up to a maximum of \$5. The code can be limited to specific users (through use of Lehigh University email address) or to groups through distribution of a code. If the ride exceeds \$5, the user will be responsible for the balance. Eligible trips are limited to the campus boundaries (refer to Appendix C).

Current Departments signed up for this program include:

#### **Architecture, Art and Design (AAD)**

Students must sign up their email address with AAD to participate in this program. Eligible hours for this program are from 8:00 P.M. to 6:30 A.M. on weekdays and 12 A.M. to 10:00 A.M. and are intended for trips from Mountaintop Campus to their residence at hours when the Lehigh Transit System is not in operation. A code will be issued to AAD eligible students upon request.

#### **Commuter Lots**

Faculty, staff, on-campus vendors, and Adjunct Faculty/Wage employees who utilize the Commuter Lots are eligible for this program. This program is intended to supplement the Lehigh Transit System while bus service is not in operation or when Commuter Lot users have a direct access need such as doctor's appointment, early-school dismissal for children, etc. \$20 codes will be issued to Remote Parkers.

#### **ATLSS – Buildings H & J**

Students must sign up their email address with The Parking Office to participate in this program. Eligible hours for this program are from 12 A.M. to 6:30 A.M. on weekdays and 2 A.M. to 6:30 AM on weekends and are intended for trips from any Lehigh University Campus to their residence at hours when the Lehigh Transit System is not in operation. A group code will be issued to eligible students.

Codes will be issued as a one-time use code or as a repetitive group code for a group of users. If a group code is issued, you must have a valid Lehigh University email address.

#### **14.0 TEMPORARY VEHICLE REGISTRATION**

Temporary parking permits, for vehicles in temporary use, must be obtained in advance of a vehicle appearing on any Lehigh property. The vehicle should be kept off campus until such a permit is obtained.

#### **15.0 DISABLED VEHICLES**

Disabled vehicles must be completely removed from the roadway and a sign placed in plain view that the vehicle is disabled, and steps must be taken to remove the vehicle as soon as possible.

A disabled vehicle must be reported to The Parking Office at 610-758-PARK (610-758-7275) during regular business hours or to the Lehigh University Police Department at (610) 758-4200 during off-hours if the vehicle is not legally parked in its designated permit area. A disabled car report will be posted on the vehicle and the owner will have 24 hours to remove the vehicle.

#### **16.0 VEHICLES MOVED WITHOUT AUTHORIZATION**

When a vehicle has been moved (either driven or pushed) by someone other than the operator, the registered operator will nevertheless be responsible. Since this has been known to happen, the owner should set the brake, lock the vehicle and retain the keys.

#### **17.0 BORROWED VEHICLE**

When a vehicle has been loaned to another person and is subsequently issued a ticket, the person to whom the vehicle is registered with responsible for such violation.

#### **18.0 LOSS OF TICKET**

It is impossible to determine whether a ticket was on the car when the owner returned. A presumption will therefore, govern: a ticket placed on a vehicle is there when the owner returns.

#### **19.0 ADDITIONAL SANCTIONS**

FIRST-YEAR STUDENT violators are subject to additional penalties including, but not limited to, suspension of privileges for subsequent years.

UPPERCLASS violators are subject to additional penalties including, but not limited to, suspension of privileges, upon receipt of the fourth violation in one academic year.

**Lehigh University Parking Regulations**  
**Effective 5/4/2022**

ALL MOVING VIOLATIONS will be issued state citations by the Lehigh Police and will be turned over to the Pennsylvania judicial authorities.

The University reserves the right to issue state citations for certain parking offenses in place of University tickets. Student fines may be paid at the Parking Office. If a fine is not paid promptly, the student's credit and privilege of further registration at the University will be withheld until the fine or fines are paid. Faculty and staff fines may be paid at the Parking Office until submitted for payroll deduction.

## **20.0 TEMPORARY ILLEGAL PARKING**

The fact that illegal parking was brief does not constitute an excuse, or a special or unusual circumstance.

## **21.0 CONTINUED ILLEGAL PARKING**

The fact that the operator has in the past parked illegally without receiving a ticket does not constitute an excuse, or a special or unusual circumstance.

## **22.0 INCORRECT ADVICE**

The fact that a person has been incorrectly advised does not constitute an excuse. In this regard, the authority is the Lehigh University Handbook, Parking Regulations, and any superseding Motor Vehicle Regulations.

## **23.0 IGNORANCE OF THE LAW**

Ignorance of any regulations concerning the operation or parking of a vehicle on any University property is not valid justification to request that a fine or penalty be waived. All members of the University community are expected to be familiar with these regulations and subsequent revisions.

## **24.0 RECURRING VIOLATORS**

Upon receipt of the third ticket in one academic year, upperclass students, whose vehicle is registered with the Parking Office, can expect to receive a warning letter and may be issued further sanctions including loss of parking privileges. Additionally, all violations subsequent to the third are \$50.00 for each time observed and ticketed, or the fine stated in Section 26.0 "Violations and Fines", whichever is higher.

## **25.0 PROHIBITED PARKING**

Parking is prohibited as follows:

- On either side of the road anywhere on the campus.
- On any road except where specific parking areas are marked.
- On any sidewalk, in such a manner that the wheels of the vehicle rest on the grass.
- In fire zones.
- Against the flow of traffic.

If there are no white lines, parking is not permitted.

## 26.0 VIOLATIONS & FINES

Violations are cumulative during each academic year and all violations subsequent to the third are assessed at \$50.00 for each time observed and ticketed, or the fine stated in this section, whichever is higher. Violations and fines issued to Capital Project Vendors, Project Based Vendors, or On-Campus Vendors will not be disputed by the Lehigh Project Manager on behalf of the contractor/vendor. These fines will not be paid by the Lehigh Project Manager. These tickets will be paid directly by the contractor/vendor, without reimbursement from Lehigh or the project.

VIOLATION CODE	VIOLATION	FINE
01	RESTRICTED PARKING – STUDENT PARKING IN FACULTY/STAFF PARKING LOTS/AREAS MONDAY-FRIDAY FROM 6:00 A.M. TO 4:00 P.M.	\$50
02	PROHIBITED PARKING ON ROADWAY	\$25
03	NO OVERNIGHT PARKING IN PARKING LOTS/AREAS AS POSTED	\$25
04	FAILURE TO REGISTER THE MOTOR VEHICLE WITH THE PARKING OFFICE	\$50
05	PERMIT NOT VALID FOR AREA	\$50
06	UNAUTHORIZED DISPLAY OF OR IMPROPERLY OBTAINING A PARKING PERMIT	\$150*
07	DISPLAYING AN EXPIRED PERMIT	\$50
08	PARKING NOT WITHIN MARKED SPACE	\$25
09	PROHIBITED PARKING ON SIDEWALK	\$25
10	PROHIBITED PARKING ON GRASS	\$25
11	PROHIBITED PARKING AT BUS STOP	\$25
12	PARKED AT FIRE ZONE/LANE	\$75
13	VIOLATION OF HEAD-ON PARKING ONLY	\$25
14	UNAUTHORIZED PARKING IN LOADING ZONE	\$25
15	PROHIBITED IN MARKED “NO PARKING ANYTIME”	\$25
17	OVERTIME PARKING IN 4 HOUR SHORT TERM PARKING	\$25
18	OVERTIME PARKING IN 2 HOUR SHORT TERM PARKING	\$25
19	VIOLATION OF SNOW EMERGENCY REGULATIONS	\$50
20	UNAUTHORIZED PARKING IN A TOW AWAY ZONE	\$25
21	PROHIBITED PARKING AGAINST TRAFFIC	\$25
22	EXPIRED METER/SPACE	\$25
23	PARKING WITHIN 15’ FIRE HYDRANT	\$75
25	PARKED WHILE OBSTRUCTING TRAFFIC	\$25
26	PARKED WHILE BLOCKING INTERSECTION	\$25
27	DOUBLE PARKED	\$25
28	PARKED WHILE BLOCKING DRIVEWAY	\$25
30	PARKED WHILE BLOCKING CROSSWALK	\$25
31	ILLEGAL PARKING IN DISABILITY SPACE	\$100
34	UNAUTHORIZED PARKING IN RESERVED SPACE	\$25
35	PARKING IN VISITOR SPACE	\$25
37	DISABLED VEHICLE	\$0
38	UNAUTHORIZED ENTRY INTO A GARAGE	\$100*
40	OVERTIME PARKING IN 15 MINUTE LOADING ZONE	\$25
80	PARKING PRIVILEGES SUSPENDED	\$150
81	VIOLATION OF FIRST-YEAR STUDENT REGULATIONS	\$75
82	FAILURE TO DISPLAY THE PARKING PERMIT IN PLAIN VIEW WHERE SPECIFIED AND/OR DISPLAYING MULTIPLE PERMITS	\$25
84	VIOLATION OF PEDESTRIAN ZONE TERMS OF USE	\$75
88	UNAUTHORIZED PARKING IN PEDESTRIAN ZONE	\$75

\*All persons involved will be ticketed. Disciplinary action may also be pursued.

## **27.0 PROCEDURE FOR APPEALS**

Appeals must be submitted within seven business days from the day the ticket was issued. To appeal a parking ticket, please visit <http://go.lehigh.edu/parking>. The appellant will receive e-mail notification indicating the action taken on the appeal by the Parking Appeals Committee, whose decision is final.

The Parking Appeals Committee is comprised of students, faculty and staff. It is noted that staff of Parking Office are not eligible to participate in the Parking Appeals Committee due conflict of interest.

## **28.0 EV CHARGING STATION**

### **28.1 GENERAL**

Electric Vehicle Charging Stations are available at the following locations:

- Alumni Building Parking Pavilion Level 1
- Farrington Square Parking Garage Level 1
- Zoellner Parking Garage Level 1
- Iacocca Hall North Lot (Lot 901)

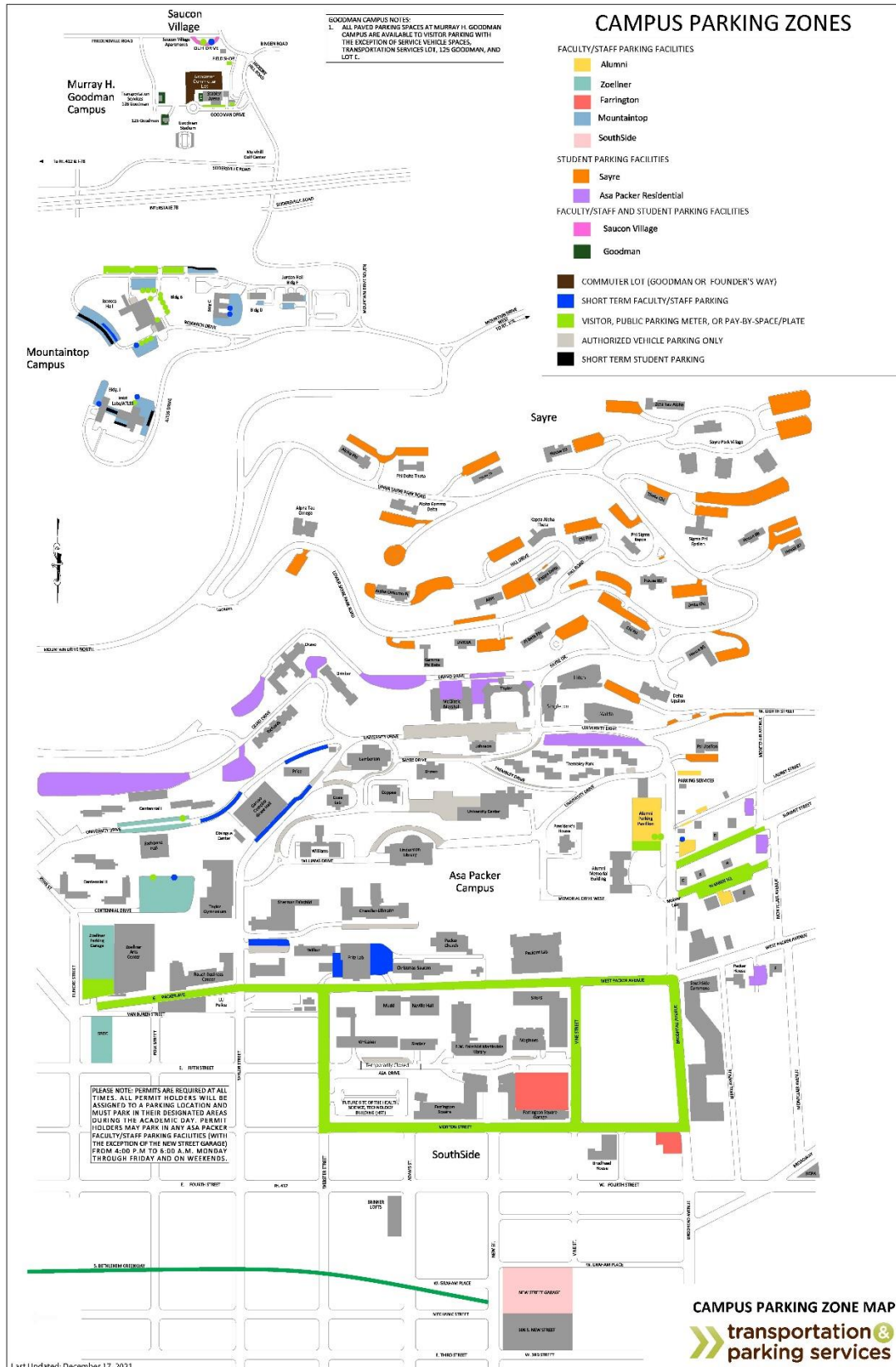
These stations are now available on campus for use by faculty, staff, students, alumni and visitors based upon the following guidelines:

- Charging your EV at Lehigh University is on a first-come, first-served basis. We do not guarantee that a charging station will be available for participants' use.
- To use Lehigh University's EV charging stations, you must sign up at: <http://www.chargepoint.com/>
- Lehigh faculty, staff, students and vendors with a valid Lehigh parking permit may use the charging station at the following rate: first 4 hours are free plus \$2/hour thereafter. To receive this rate, please email [inpark@lehigh.edu](mailto:inpark@lehigh.edu) to obtain the connections code.
- Non-Lehigh parking permit holders may use the charging station at the following rate: \$1/hour for the first 4 hours plus \$2/hour thereafter.
- Parking in the EV charging station stalls is restricted to vehicles plugged in for charging.
- EV charging station stalls may be closed for maintenance, construction, and special event parking without notice.
- The University assumes no responsibility or liability for damage to vehicles using the EV charging stations.
- The EV Charging program is a pilot, and the regulation and fees are subject to change in the future.

### **28.2 ETIQUETTE GUIDELINES**

- Don't charge if you don't need to. Leave the spot free for another EV driver that might really need the charge.
- Only occupy an EV charging spot while your car is being charged. When the charging session is completed, unplug and move your car to free up the spot for another EV driver.
- Wind the charging cord neatly and place it back on the charger or where no one can trip on it.

APPENDIX A - CAMPUS PARKING ZONE MAPS



**Lehigh University Parking Regulations**  
**Effective 5/4/2022**

**APPENDIX B - PERMIT DESIGNATIONS**

<b>Permit User Group</b>	<b>Permit Designation 2020-2021</b>	<b>Permit Designation 2021-2022</b>	<b>Permit Location</b>
Student Residents (Undergraduate and Graduate)	AP21	AP22	Lot 71, 371, 441, 451, 471, 531, 541, 551, 561, 571, 581, and 591.
	FR21-Lot #	SP22	Sayre Campus – Specific lot assignment
	SP21	SP22	Sayre Park Village – Lot 709
	SV21	SV22	Saucon Village
	CM21	CM22	Commuter Lot – Includes Evening & Weekend privileges
Off-Campus Residential Students, Undergraduate and Graduate Commuter	CM21	CM22	Commuter Lot – Includes Evening & Weekend privileges
	See Student Residents	AP22	Assigned Parking Facility in Asa Packer Residential Campus Parking Zone
Summer Student - Session 1	S121	S122	Assigned Campus Parking Zone
Summer Student - Session 2	S221	S222	Assigned Campus Parking Zone
Summer Student - Both Sessions	SF21	SF22	Assigned Campus Parking Zone
Faculty and Staff, Adjunct Faculty/Wage Employees, RA/GA/TA Student Non-Residential, Daytime Volunteers, and On-Campus Vendors	A21	22A	Alumni Campus Parking Zone
		22A	All Access – Alumni Zone
	Z21	22Z	Zoellner Campus Parking Zone
		22Z	All Access – Zoellner Zone
	F21	22F	Farrington Campus Parking Zone
	F21M	F21M	All Access – Farrington Zone
	M21	22M	Mountaintop Campus Parking Zone
	SVF21	22SV	Saucon Village Campus Parking Zone
	G21	22G	125 Goodman, 126 Goodman, Goodman Lot E
	3N21	223N	SouthSide - New Street Garage
	3N21M	223N	All Access – Southside Zone
	GCF21-Zone	22(Zone)GC	Goodman Commuter Lot - Includes access to Asa Packer Campus on Academic Breaks
		22SP	22SP – Includes access to Asa Packer Campus on Academic Breaks
Trustees	TE21	22TE	All Campus Parking Zones
Retired Faculty and Staff	RE21	22RE	Commuter Lot and Evening and Weekend only Not eligible for Short Term
On-Campus Vendors & Residential FS	SP21	22SP	Sayre Park Village - Sodexo
	SZ21	SP22F	Sayre Campus Parking Zone – Permit Valid in entire Campus Parking Zone
	AP21	22AP	Asa Packer Residential Campus Parking Zone – Permit Valid in entire Campus Parking Zone

**Lehigh University Parking Regulations**  
**Effective 5/4/2022**

**Permit Designations (Continued)**

<b>Permit User Group</b>	<b>Permit Designation 2019-2020</b>	<b>Permit Designation 2020-2021</b>	<b>Permit Location</b>
Project Based Vendors	LUA	LUA	Alumni Campus Parking Zone
	LUZ	LUZ	Zoellner Campus Parking Zone
	LUF	LUF	Farrington Campus Parking Zone
	LUM	LUM	Mountaintop Campus Parking Zone
	LUSV	LUSV	Saucon Village Campus Parking Zone
	LUG	LUG	125 Goodman, 126 Goodman, Goodman Lot E
	LUS	LUS	Sayre Campus Parking Zone - Permit Valid in entire Campus Parking Zone
	LUAP	LUAP	Asa Packer Residential Campus Parking Zone
	LUAV	LUAV	Authorized Vehicle Only Campus Parking Zone
Lehigh University and On-Campus Vendor Authorized Vehicles	Dashboard Placard	Dashboard Placard	Authorized Vehicle Zones and Pedestrian Zone
Authorized Vehicle Zone for Contractors / Vendor	AV20 and Dashboard Placard	AUV23	Authorized Vehicle Zones and Pedestrian Zone
Daily Visitor Pass	Dashboard Placard or Validation Code	Dashboard Placard or Validation Code	Assigned Campus Parking Zone
Volunteers	VO21	22V0	Commuter Lot and Evening and Weekend only Not eligible for Short Term
Shared Departmental Multi-Zone Permit	Dashboard Placard	Dashboard Placard	Valid in all applicable Campus Parking Zones
Transportation Office Rental Vehicle	Dashboard Placard	Dashboard Placard	Valid only in 125 Goodman

APPENDIX C - WALKABLE ZONE MAP



**APPENDIX D - DESIGNATED PARKING ZONE PER CAMPUS ADDRESS**