

Important Notes

Campus Security is located in Botetourt Hall and is open 24/7 and 365 days to register your vehicle.

A **guest is defined as** any person who is present at the invitation of a student, received by a student, or accompanied by a student (whether invited or not). Students are responsible for informing their guests of university policies and community standards and may be held responsible through the student conduct system for the behavior of their guests.

A **visitor is defined as** a person who is attending a public event on campus, who is neither invited nor received by a student.

The fine for not registering your vehicle (Permit Violation) is \$25.00. A new ticket for the same violation may be written every 24 hours.

There is no official 'grace period' when bringing a vehicle onto the campus. Security officers patrol 24/7 searching for registration/parking violations.

The Student Host **MUST** be present with their Student Guest to obtain a parking permit.

Please read this summary completely!

This will be the ONLY warning given in regards to the Student Guest vehicle policy!

Failure to read and heed this Summary may result in university fines!



Issued July 1, 2016

**HU Campus Security
Hollins Campus**

7916 Williamson Road
Box 9525
Roanoke, VA 24020
Botetourt Hall

Phone: 540-362-6419
Fax: 540-362-6624
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HUDCS

Student Guest Vehicle Policy Summary

- Registration
- Guest Permits
- Guest Fees
- Disabled Persons
- Placement of Permits
- Lost/stolen Permits
- Parking Areas
- Parking Restrictions
- Vehicle Operation
- Important Notes

All Vehicles operated or parked on University property MUST be registered with the University through HU Campus Security.

**HU Campus Security
Hollins Campus**

540-362-6419

Student Guests are responsible for any and all parking tickets issued against their vehicles!

- **Registration Required**—Any vehicle belonging to or operated by any Guest of a student, must display a valid Hollins University parking permit issued by Campus Security. Parking is a privilege and vehicle owners are expected to abide by the vehicle regulations. The university assumes no responsibility or liability for the care or protection of any vehicle or its contents while operated or parked on university property.
- **Guest Permits**— Guest Hangtag Permits are NOT transferable between Guest vehicles. Campus Security collects vehicle information on the Guest Parking Permit Application form. Each Guest Parking Permit is registered under the name of the Guest and Guest's are responsible for any parking tickets issued against their vehicles. **Guests may never lend hangtag permits to another Guest or to a student.**
- **Guest Fees**—Guests are issued hangtags (Pink) to be used on their registered vehicle at no charge. Guest permits have an expiration date.

- **Disabled Persons** MUST display a current Hollins University Guest parking permit in addition to State issued disabled plates or placards. Hollins University CANNOT give permission to Guests to use Disabled Spaces if the Guest does not have a state issued disabled plate or placard! Disabled parking spaces are enforced under Virginia state laws.
- **Placement of Permits**—Guests will hang permits from the rear view mirror. Hangtags MUST be secured in the vehicle to prevent unauthorized persons from removing and falsely using an issued hangtag.
- **Lost or stolen permits** will require a Campus Security written report and will be replaced without fee.
- **Parking Areas**
Arts/Theatre Lot—FACULTY ONLY-Monday thru Friday
Bergman Lot-Employee Lot
Boiler Lot-Employee Lot
Botetourt Lot-Employee Lot
Carvin Lot-Disabled parking ONLY
East Lot-Employee in first section
Library Loop Lot-Visitors ONLY-May use time restricted spaces
Rose Hill Lot-Employee, Malvern Hill residents, and Barbee guests
Taylor Lot-Employee Lot
West Drive Lot-Employee in first section; Student

in second section

West Rear Access-Disabled parking ONLY

• **Parking Restrictions**

You are receiving a Pink Guest Parking Tag because you are a guest of a student. You are not considered a visitor.

You may park at the Apartments, Student East, and the West Lots (AKA Siberia).


On evenings and weekends, you may use:

- ⇒ All Student lots, EXCEPT Randolph and Tinker lots;
- ⇒ Employee lots, EXCEPT, you may ONLY use the Art/Theatre Lot after 8pm on Friday until 7am on Monday and you may ONLY use the Boiler Lot between 8pm and 7am, Monday through Friday, and weekends from 8pm of Friday until 7am on Monday. There are no exceptions to the times listed.

• **Vehicle Operation**

The speed limit on campus is 25 MPH or less!

All traffic control signs/signals/devices on campus MUST be obeyed!

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