

PARKING RULES & REGULATIONS

The following regulations apply to all Albany Law School and joint owned parking areas.

- To use an Albany Law School parking space, students must obtain a permit from the Administrative Services Office. **Parking fines from the previous year must be satisfied before receiving a new permit.** Parking permits must be hung from the rear-view mirror when parked, but should be removed from the mirror when driving.
- Only vehicles registered in the name of the applying student, the student's parent or guardian, or the student's spouse are eligible for permits. There is a limit of one permit per student. Students using two vehicles must transfer the permit between vehicles. Both vehicles must be registered with the Administrative Services Office.
- It is an ethics violation under the student code of conduct to allow another student to use your permit or to use another student's permit. It is also an ethics violation to use a forged or altered permit and can also affect a student's character and fitness.
- Albany Law School student parking permits are issued to any enrolled student of the Law School upon payment and completing the permit application on Web Advisor at www.albanylaw.edu. Parking permits are non-refundable. As the number of permits issued always exceed the number of spaces available, it will occasionally be impossible for everyone to find a space. The Law School does not guarantee that parking will be available in the student lots. When no space is available, the only option is to find legal parking available elsewhere.
- Students are prohibited from parking in any spaces reserved for faculty, staff and visitors weekdays between the hours of 7:00am – 4:00pm. After that time a permit will not be required to use these lots.
- Faculty and staff are prohibited from parking in any spaces reserved for students.

Lot #1 is limited each week day until 4:00pm to third year students and visitors with a valid law school parking permit

Lot #11 is available for use by all students who have a valid law school parking permit.

- Vehicles parked within the parking lot must be parked in such a manner that they do not interfere with any other vehicles or occupy more than a single parking space. Your vehicle must be parked within three white lines or two if the space is along the edge of a lot. No "creative parking" is permitted.
- Parking is at vehicle owner's risk. The Albany Law School and associated institutions assume no responsibility for vehicles or their contents. Students are advised to lock vehicles parked in any of these lots and always place valuables out of sight in the trunk or glove compartment.
- Permanent handicapped parking permits will be issued to students holding such permits from any state or municipality. Both permits must be displayed while vehicle is parked in Albany Law School lots. Students requiring temporary permits for handicapped parking must provide the Administrative Services Office with a current doctor's statement of the necessity for the permit. A doctor's statement form is

- available in the Administrative Services Office. This requirement also applies to underclass students with medical justification for a senior lot permit. Handicapped parking rules and regulations will be strictly enforced.
- Temporary student parking permits, including handicapped permits, are to be displayed on the vehicle dashboard so that they are completely visible. Permits that are altered or obscured will be considered invalid. Temporary parking permits may be obtained in the Administrative Services Office.
 - Illegally parked vehicles are subject to fines, revocation of parking permit and/or being towed or booted. Parking violation tickets are issued by the University Heights Association Public Safety. **Vehicles with parking fines from the previous year will be booted immediately.** Vehicles with a permit will be towed/booted upon receiving a third (3rd) unpaid violation. Vehicles with no permit are subject to towing or booting immediately. Permits are voided when a student receives a total of five (5) parking violations.
 - A boot is a mechanical device that is attached to the wheel assembly of a vehicle and prevents the vehicle from being operated. A notice will be placed in the vicinity of the operator's window to advise that a boot has been applied. Vehicles that have been booted are subject to being towed if the operator does not pay their fines in a timely fashion as determined by Administrative Services.
NOTE: Do not attempt to remove the boot. You will be subject to additional sanctions through Albany Law School and will be financially responsible for any damage to the boot. In addition, anyone who causes damage to a boot is subject to arrest and prosecution through the criminal courts.
 - When a vehicle has been "booted" the boot will not be removed until the operator appears in the Office of Administrative Services and presents proof that the "booted" tickets have been paid to the Business Office. Office hours are from 8:30am to 4:30pm, Monday through Friday.

Parking fines are listed below:

1st offense - \$50.00, 2nd offense - \$75.00, 3rd offense - \$100.00 subsequent offense - \$100.00

Albany Law School reserves the right to tow or immobilize the offending vehicle. Albany Law School reserves the right to tow any vehicle blocking vehicular or pedestrian traffic, creating an unsafe condition or apparently abandoned.

- All appeals of parking violations must be made to the UHA Public Safety in writing within seven (7) days. **Tickets not appealed within the allotted time will not be waived.** Appeals may be made on-line at www.universityheights.org.
- Grades, transcripts, academic regalia, and diplomas will not be released to individuals with outstanding parking fines.
- Parking rules and regulations are always in effect.
- No overnight parking is permitted in any Albany Law School owned lots. Vehicles may not be left in the lot for extended periods of time as over vacations or summer break.
- When selling or transferring ownership of a vehicle registered with the school, contact Administrative Services with new vehicle information.

Driving Regulations

- The driving regulations and requirements of the New York State Motor Vehicle Code shall apply to all driving on campus.
- Drivers must obey all traffic control devices, including One Way signs
- Drivers must YIELD to pedestrians as they have the right of way at all times.
- If a driving infraction is observed by Campus Safety and attempting to make contact with the vehicle might jeopardize the safety of others, a college traffic violation may be e-mailed directly to the registered owner of the vehicle.
- Traffic accidents occurring on campus must be reported to Campus Safety. Traffic accidents involving personal injury will also be reported to the police.