



2024/2025 Clark University Parking Rules and Regulations



Please read the following information carefully if you plan to bring a vehicle to campus, as parking is limited and sold on a **first-come, first-serve basis**. Once 24-hour parking spots have sold out, students may ask to be placed on a waiting list but are NOT guaranteed a decal if this is the case. Individuals may only be placed on a waiting list if they are unable to secure a spot in any of our 24-hour lots. Once a decal is purchased for a certain lot, there is no option to change lots.

General

These rules and regulations are intended to promote the safety and convenience of the entire University community and to allow for maximum use of our available parking facilities. To that end, they will be strictly enforced. Sanctions include ticketing, booting, towing and revocation of parking privileges. Additionally, students with outstanding citations from the previous year may not be eligible to purchase a decal or receive copies of transcripts from the University.

Any person wishing to park a vehicle on Clark University property must purchase a parking decal. Parking decals will be issued in accordance with the provisions listed here and must be permanently affixed to the vehicles for which they are issued.

All persons who operate or park a vehicle on Clark University property are required to be familiar with, and abide by, the regulations outlined herein.

ALL PARKING ON CLARK UNIVERSITY PROPERTY IS AT THE VEHICLE OWNER'S RISK. CLARK UNIVERSITY IS NOT RESPONSIBLE FOR LOST OR DAMAGED PROPERTY.

Registration Procedure

Parking decal applications are processed through the University Police Department beginning on August 1st. Decals can be purchased online using a credit card or bank account routing number at our parking website: <https://www.clarku.edu/offices/university-police/campus-parking-permits/>. If you wish to purchase a second decal for an additional vehicle, you are required to complete a paper application at the University Police station and pay \$10.00 in cash (exact change only) or with a check made out to Clark University. Parking lot information can be found at <https://www.clarku.edu/offices/university-police/campus-parking-permits/>.

Any parking decal purchases made prior to or during the first semester of the academic year will be charged the yearly rate (see below) and are **NON-REFUNDABLE**. If, at the beginning of the academic year, you know that you will only park your vehicle at Clark for the first semester only, you must visit the University Police station to fill out a paper copy of a parking application and will be sold a FALL ONLY decal for the gated garage. Such decals are clearly marked and enforced. The rate for these decals is prorated at one-third less of the cost for a yearly decal (\$233.00) and must be purchased with cash (exact change only) or with a check made out to Clark University. Please note that any vehicle bearing a FALL ONLY decal will be cited if found parked after the first semester has ended.

Decals will be held at the police station to be picked up upon your arrival to campus, unless otherwise specified. Depending on your affiliation with the University, one of the following is applicable to you:

- Resident Student overnight decals (RLH) are valid from September 1st through May 31st of the following year.
- Faculty, staff, and student commuter decals are valid from September 1st through August 31st of the following year.
- Students who wish to house their vehicle overnight on campus during either the winter intersession or summer months are required to purchase a parking pass from the University Police station in the amount of \$75 for the winter intersession and/or \$150 during the summer. Any vehicles parked in any 24-hour lot during these times without a valid pass will be subject to towing.

If a student is bringing a vehicle to campus with an out-of-state registration and purchases a decal for a 24-hour lot, a “Nonresident Driver Statement” must be filed (free-of-charge) in conjunction with the purchase of a decal. This form can found at <https://www.clarku.edu/offices/university-police/campus-parking-permits/> and must either be delivered in-person to the Clark University Police station, mailed to the address below, or emailed to parking@clarku.edu.

Clark University Police
950 Main Street
Worcester, MA 01610

Clark University parking decals are to be placed on the inside of the rear passenger window. Out-of-state decals should be placed above or below the rear-view mirror on the inside of the vehicle’s windshield.

Commuter Decal (Red):

Decal Cost: \$40.00 per year

ALL commuting students (including HECCMA, SPS, SPS, undergraduate and graduate students), Faculty, and Staff must purchase a commuter decal if parking in a commuter lot (see campus map for locations) between 7:00 a.m. and midnight. Commuter lots are NOT 24-hour lots. Vehicles parked in these areas during restricted periods will be ticketed and subject to wheel clamping/towing.

If you purchase a commuter decal, you are entitled to park in any of the commuter lots listed below, however, you are not guaranteed a spot in any one lot.

- 112/114 Woodland Street
- Admissions Lot (Visitor Parking Only spots are restricted)
- Alumni House Lot
- Front section of the Charlotte Street Lot
- Half of IDRISI Lot
- Claremont Street Lot
- Commuter section of the parking garage accessed through Downing Street
- English House Lot
- IDCE Lot
- Traina Center Lot
- ASEC Lot

Gated Parking Garage (Dark Blue):

Decal Cost: \$350.00 per year (\$233.00 for FALL ONLY decals)

The designated overnight, gated section of the parking garage is accessed by Shirley Street. Entrance to the garage is gained by swiping your Clark University One Card, which is activated by the parking office at the time of purchase.

***Vehicles with dark blue decals MUST park in the gated section of the garage ONLY. The commuter section of the garage (entrance on Downing Street) is NOT a 24-hour parking lot and vehicles parked in this area without a commuter decal will be ticketed.

Residential Life and Housing (RLH) Designated 24-hour Outdoor Lots:

Decal Cost: \$240.00 per year

- 906 Main St Lot (Pink)
- 914 Main St Lot (Green)
- Blackstone Lot (Light Blue)
- Back Section of Charlotte Street Lot (Orange)
- 926 Main Street Lot (Purple)
- 29 Maywood Street Lot (Grey)
- Half of IDRISI Lot (Yellow)

Accessible/Disability Parking Spaces

The University provides several accessible-only parking spots throughout campus. Please see the parking map located at <https://www.clarku.edu/offices/university-police/campus-parking-permits/> for specific locations. Proper decals or plates from the Registry of Motor Vehicles must be displayed when utilizing accessible-designated parking spaces. Failure to do so will result in a citation and/or towing at the vehicle owner's expense.

Decals for these spots may only be purchased at the police station in person, as these cannot be added to the online inventory without proof of a disability placard or plate. Individuals requiring this type of decal shall email parking@clarku.edu informing us of your necessity to purchase such a decal, so that it can be held aside upon your arrival to campus. Please be sure to present either a photo of your disability license plate OR the physical placard upon purchase. These decals will not be sold without proof.

Electric Vehicles

Individuals with electric vehicles who have purchased a parking decal, whether it be 24-hour, or commuter, may park in a charging space for only as much time as it takes to charge the vehicle. Once the vehicle is fully charged, it must be moved back to the lot where the decal is valid. If the vehicle is parked in the space after it has fully charged, an officer will attempt to contact you using the contact information which was provided at the time of applying for a decal to move your vehicle. If we are unable to make contact, a citation will be issued.

Vehicles parked in these spaces overnight will be towed at the owner's expense.

Decal Replacement and Alternate Vehicle Instruction

If, during the course of the year, a replacement decal is needed due to a new vehicle purchase, the original decal MUST be returned to the parking office, located at University Police in the garden-level of Bullock Hall. The driver of the vehicle will be asked to fill out another parking application and will be given a replacement decal.

If, at any time during the year, a rental or substitute vehicle is parked on campus, a temporary pass must be obtained from the parking office and placed on the vehicle's dashboard.

Decal Fabrication

If a University Police Officer discovers a fabricated parking decal on a vehicle while on patrol, the vehicle will be towed immediately at the owner's expense.

Regulations Concerning Snow Removal

Any motor vehicle obstructing snow removal operations (vehicles blocking entrances and exits) will be subject to towing at the owner's expense.

Winter parking regulations are put in place by the City of Worcester and change periodically. For updated information, please call (508) 929-1300 or visit their website at www.ci.worcester.ma.us/dpw .

***Please note: decal exceptions will **not** be made during snow storms and temporary parking decals will not be issued due to inclement weather.

Parking Violations

Parking violations issued by Clark University Police Department may be paid via check or cash (exact change only) by either sending the citation along with payment through the mail or by visiting the parking office located in the garden-level of the University Police station. Unfortunately, we are not able to process credit cards. If you wish to appeal a violation, appeal forms may be found on the University Police parking site (<https://www.clarku.edu/offices/university-police/campus-parking-permits/>) and should be either mailed in to the parking office or dropped off in-person along with the violation on or before ten (10) days after citation date. Persons appealing citations will be notified by email within two weeks with a decision.

If three (3) or more parking citations have been issued on the same vehicle for the same violation, the violator's vehicle is subject to wheel clamping (parking boot) and/or towing. The clamp will not be removed until all outstanding citations are paid in full. There is an additional \$75 fee for removal of the clamp.

Temporary Guest Parking

Any guests staying overnight must purchase a temporary parking pass by visiting the University Police station, located in the garden-level of Bullock Hall. These passes must be clearly displayed on the vehicle's dashboard. Overnight guest passes are sold for \$5/night with a three-night maximum. Guests will be required to park in the commuter section of the parking garage.

Temporary Parking passes will not be issued during or before an anticipated snow storm or other severe weather event.

**** UNIVERSITY POLICE WILL BEGIN ISSUING CITATIONS ON SEPTEMBER 2, 2024, TO ALL IMPROPERLY PARKED VEHICLES. BE SURE TO HAVE YOUR DECAL PURCHASED AND PROPERLY AFFIXED TO YOUR VEHICLE BY THIS DATE. ****

Refunds

Once a parking decal is purchased, **refunds will not be granted for any reason**. If you are planning on attending the University for the Fall semester only the cost of your decal (with the exception of red commuter decals) will be prorated at 2/3 of the full cost **and** must be purchased by August 20, 2024. You will have the option to purchase a decal in the gated garage in this case. Failure to notify the parking office of your plans to park for the Fall semester only prior to August 20th will result in having to pay the yearly cost for a decal.

Parking Office Information

The parking office, located in the University Police department is open Monday through Friday from 9:00 a.m. – 4:00 p.m. and may be contacted at:

- **Mailing Address:**
Clark University Police Department
950 Main Street
Worcester, MA 01610
Basement of Bullock Hall
- **Phone:** 508-793-7598
- **Fax:** 508-793-7617
- **Email:** parking@clarku.edu