



PHILLIPS EXETER ACADEMY PARKING POLICY

Phillips Exeter Academy parking regulations are intended to protect and control pedestrian and vehicular traffic, to assure access at all times for emergency equipment, to reduce damage to campus landscape, to help prevent accidents, and to prioritize use of limited parking areas.

STUDENT PARKING

Boarding students may not possess or have a motor vehicle on campus or in the Exeter vicinity. The Dean of Students may grant an exception to this rule for a specific reason, (i.e. doctor's appointments, college interviews, etc.).

If a day student is a licensed driver, he or she may drive between home and campus. Assuming proper insurance and parental approval, he or she may also give rides to other day students for commuting. Once on campus, the vehicle must remain parked in approved locations.

Approved Student Parking Areas - Student vehicles may be parked on public streets including Tan Lane (except during snowstorms), Water Street Parking lot or designated parking lots in the South Campus and the Fieldhouse parking garage.

Non-approved Student Parking Areas - Students may not use the parking lots reserved for faculty and staff next to dormitories, Jeremiah Smith Hall, Nathaniel Gilman House, the Tan Lane lot, the Admissions lot, the Spring Street lot, the Davis Center, the Elm Street Dining Hall, on Abbot Lane, on Easy Street, behind the Lamont Health & Wellness Center, assigned resident faculty and assigned service vehicle parking spaces.

Students may park in the Jeremiah Smith lot, Tan Lane lot and Nathaniel Gilman lot after 5:00 pm weeknights and all day on Saturday, Sunday and holidays unless the lot is closed for a specific event (i.e. alumni reunions, opening of school, etc.)

FACULTY PARKING

Faculty residing in dormitories have been provided with assigned parking spaces near their residences. Students, staff and other faculty **MUST NOT** park in these assigned spaces. Likewise faculty residing in dormitories should refrain as much as possible from using other parking lots on campus.

Resident faculty who find unauthorized vehicles in their assigned space should call Campus Safety to identify the owner of the vehicle and to have it removed. Resident faculty should not double park behind the offending vehicle or park in nearby accessible spaces or fire lanes simply because they could not use their assigned space. It is illegal to do so and a ticket may be issued by the Exeter Police Department.

Adjunct faculty may arrive to find all parking spaces near their classroom are occupied. In such instances, they should park their car on a public street, Tan Lane lot, Water Street lot or designated parking lots in the South Campus and the Fieldhouse parking garage.

STAFF PARKING

Limited parking is available for staff in the general vicinity of where they work. Spaces are occupied on a "first come, first serve" basis. Alternate parking is available at the Tan Lane lot, Water Street lot, designated parking lots in the South Campus and the Fieldhouse parking garage, or on public streets.

SERVICE VEHICLES

A "service vehicle" is defined as a PEA owned vehicle operated by an Academy employee who is providing service in the immediate area. Employees who have been authorized to use their own vehicle by their supervisor may park in a service vehicle space while performing service in the immediate area. Parking for service vehicles have been reserved at various locations. Service vehicles may not be parked on walkways, on the grass, or in areas specifically marked "No Parking" except under the following conditions:

- An emergency situation exists, or
- To unload equipment (vehicle must be moved to a legitimate parking space as soon as the equipment is unloaded from the vehicle)

VISITORS

Visitors to the Academy may park in the semi-circle in front of Jeremiah Smith Hall designated spaces, in front of and behind Admissions (Bissell House), in any parking lot with assigned visitor parking, designated parking lots in the South Campus and the Fieldhouse parking garage, or on nearby public streets.

FIELDHOUSE PARKING GARAGE

The parking garage located underneath the Fieldhouse is to be used by visitors attending events in the Fieldhouse, Love Gym Athletic Complex, Ice Rinks and Center for Theater and Dance. It is also available to students, faculty and staff for daily parking while they are on campus. Designated parking spaces will be reserved for accessible parking, Athletic Trainer vehicles, and Academy owned vehicles. There will be no long-term parking of personal vehicles allowed in the parking garage.

PARKING DECAL

All regular session students, faculty and staff wishing to park a personal vehicle on campus must first obtain a parking decal. **VEHICLES PARKED WITHOUT A PARKING DECAL WILL NOT BE ALLOWED IN CAMPUS PARKING LOTS AND WILL BE SUBJECT TO TOWING.** Each employee/student will go to Exeter Connect and under Services Menu complete the online Motor Vehicle Decal Registration. Once the application is received and processed, Campus Safety will mail your new Decal and instructions to the Academy Mail Room.

All students must have a decal on their vehicle within five days of the beginning of school. All employees must have a decal on their vehicle within five days of the beginning of their employment.

Multiple decals may be issued to the same person if more than one vehicle is registered to the immediate family.

Parking decals must be displayed on inside lower left corner of the rear window so that the decal is clearly visible from the exterior of the vehicle. On convertible cars the decal should be placed on the left side of the rear bumper. Do not tape the decal to vehicle. Permits not properly affixed will be considered invalid.

Parking decals are valid as long as the owner or driver of the vehicle is a student or an employee of the Academy. Decals do not need to be replaced annually, but a new decal is required if you trade to a different vehicle.

Parking decals will be coded to identify a student vehicle vs. a faculty or staff vehicle.

RESTRICTED PARKING AREAS

- Assigned resident faculty parking spaces and dormitory lots
- Accessible spaces (valid state parking permit required)
- Phelps Academy Center drop-off on Tan Lane
- J. Smith circular drive and Admissions (“visitors only” designated spaces)
- J. Smith lower lot, Gilman House, 40 Front Street, Music Building, Lamont Health Center (no student vehicles)
- Assigned spaces for service vehicles
- Loading docks or delivery entrances
- Fire Lanes
- Within 15 feet of fire hydrants
- Within 20 feet of crosswalks
- Blocking of driveways/walkways
- On the lawns and landscaped areas
- Posted "No Parking" areas
- Parking on campus without valid parking decal displayed on vehicle
- Failure to park vehicle so as not to occupy more than one space
- Parking on walkways
- Tan Lane lot Faculty/Staff decal only parking Monday – Friday, 7AM – 5PM
- WINTER PARKING – TOWN OF EXETER WINTER PARKING BAN Parking is banned on all town streets (Midnight to 6:00am Dec. 1 to March 15)

LONG TERM PARKING

When a faculty resident is away from campus for an extended period, please inform Campus Safety Services to make arrangements to move vehicles away from the main campus and park them in designated over-flow parking lots in the South Campus. No unregistered vehicles will be allowed to be parked on any PEA owned or leased property.

NO-IDLING POLICY

Vehicles may not be left idling, whether attended or unattended, in any parking area or pickup/drop off area on campus. This policy applies to all vehicles including but not limited to personal vehicles of faculty, staff, and students, service and delivery vehicles, buses, Red Dragons, commercial coach buses, visitors’ vehicles, contractors’ vehicles, and any other vehicles on campus for any reason. Campus Safety may issue a warning to the owner of any vehicle found idling.

PENALTIES

All parking violations on public ways (streets and sidewalks), and all on-campus parking violations involving accessible spaces and fire lanes, are enforceable by the Exeter Police Department. Tickets issued by the Exeter Police Department include a monetary penalty. Campus Safety officers may issue a ticket to remind drivers they have parked improperly on campus. There is no monetary fine associated with these tickets.

Vehicles found to be in violation of this policy are subject to towing without notice. A second offense will be documented in writing and the employee’s supervisor or Dean of Student’s Office will be notified.