Please read the following information carefully if you plan to bring a car to campus, as parking is limited and based on a first-come, first-serve basis:

**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 may not be eligible to receive copies of transcripts from the University.

Any person wishing to park a vehicle on Clark University property must obtain 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 decals applications are processed through the University Police Department beginning on August 1st. Faculty/Staff may purchase decals via Clark Mail any time after 8/1/15 or in person in the University Center on either Tuesday, August 25th from 9:00 am to noon or Thursday, August 27th from 2:00 pm – 4:30 pm. Application forms may be filled out on-line at www.clarku.edu/offices/police/parking.cfm and should be mailed, with a check or money order to:

Clark University Police Department
950 Main Street
Worcester, MA 01610
Attn: Parking

**Student decals will be mailed to student mailboxes or resident addresses prior to the first day of classes. Decals are valid from September 1st through August 31st of the following year. If you do not include your Clark University mail box number on the parking application, the decal will be mailed to your home address.**

If a student is bringing a vehicle to campus with an out-of-state registration, a “Nonresident Driver Statement” must be filed with the decal registration. This form can be found at www.clarku.edu/offices/police/parking.cfm.

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 windshield.

**Commuter Decal (Red)**

Decal Cost: $40 per year

ALL commuting students (including COPACE and Graduate students), faculty and staff must purchase a commuter decal if parking in a commuter lot (see campus map for locations) between 7am – 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, but you are not guaranteed a spot in any one lot.

Commuter Lots:
- 112/114 Woodland St (Limited Spots)
- Admissions Lot
- Alumni House Lot
- Charlotte St Lot
- Claremont St Lot
- Downing St Entrance of the Parking Garage
- English House Lot
- IDCE Lot
- IDRISI Lot
- Traina Center Lot

**Gated Parking Garage (Dk. Blue)**

Decal Cost: $350 per year

The designated overnight, gated section of the parking garage is entered from Shirley Street. Entrance to the garage is gained by swiping a Clark University ID/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 24 hr. parking and vehicles parked in this area without a commuter decal will be ticketed.***

**Designated 24-hour Outdoor Lots**

Decal Cost: $110.00 per year

- Birch Street Lot (Orange) – This lot is located on the edge of campus property. Check campus map for location.

Decal Cost: $240 per year

- 13 Beaver St Lot (Brown)
- 112/114 Woodland St Lot (Grey)
- 29 Maywood St Lot (Yellow)
- 906 Main St Lot (Pink)
- 914 Main St Lot (Green)
- 926 Main St Lot (Purple)
- Blackstone Lot (Light Blue)
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 basement of Bullock Hall. Return the original decal with a newly completed parking application and a replacement decal will be issued.

If, at any time during the year, a rental or substitute vehicle is parked on campus, a temporary decal must be obtained from the parking office and hung from the rearview mirror prior to bringing the vehicle on campus.

Regulations Concerning Snow Removal

The University requires all vehicles be moved, as necessary, during and/or after a snow storm to allow our Physical Plant Department to safely and effectively remove snow from parking areas. Any motor vehicle obstructing snow removal operations may be subject to towing at the owner’s expense.

Winter parking regulations are dictated by the City of Worcester and change periodically. For updated information, please call (508) 929-1300 or on the web at www.ci.worcester.ma.us/dpw.

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

Disabled Persons

The University provides several handicap-only parking spots throughout campus. Please see the parking map located at www.clarku.edu/offices/police/parking.cfm for specific locations. Proper decals or plates from the Registry of Motor Vehicles must be displayed when utilizing designated parking spaces.

Parking Violations

Parking violations issued by Clark University Police Department may be paid via mail or in-person at the Parking Office (Bullock Hall basement). The office accepts checks, cash or money orders. If you wish to appeal a violation, appeal forms may be found on the Campus Police parking site and should be either mailed in to the parking office or dropped off in person with the actual violation on or before 10 days after citation date. Persons appealing citations will be notified by email within 10 days.

After (3) parking citations, the violator’s vehicle is subject to wheel clamping (parking boot) and/or towing. The boot will not be removed until all outstanding citations are paid in full. There is a $75 fee for removal of the clamp.

Vehicles may be towed, at the owner’s expense, based upon an officer’s discretion.

Temporary Guest Parking

Any guest staying overnight must fill out a parking application and bring it to the University Police Department, located in the basement of Bullock Hall. Overnight guest passes are sold for $5/night with a 3-night maximum Thursday through Sunday.
Temporary Parking decals will not be issued during or before an anticipated snow storm.

Guests wishing to park on Campus must obtain a temporary decal, and will be required to park in the commuter section of the parking garage.

**UNIVERSITY POLICE WILL BEGIN ISSUING CITATIONS ON SEPTEMBER 2, 2015 TO ALL IMPROPERLY PARKED VEHICLES. BE SURE TO HAVE YOUR DECAL PURCHASED AND PROPERLY AFFIXED TO YOUR VEHICLE BY THAT DATE. **

**Parking Office Information**

The parking division of University Police 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:** universitypolice@clarku.edu

***Parking Office hours are Monday through Friday 09:00am until 03:00pm.***