

University Parking Map



Selected Parking Regulations for Longwood University

*See website for full listing of parking regulations, questions & answers, and other information.

PARKING

- A. **Parking zones will be enforced seven days a week, 24 hours a day.** Parking is restricted to specific permit zones—Faculty/Staff, Commuter, and Resident Student parking. Parking areas will be identified by signage or paint color on curbs or surfaces. **There will be NO LIBERAL PARKING AT NIGHT OR ON WEEKENDS. Everyone must remain in their assigned decal zones at all times.** Students must remain in the appropriate decal zones at all times. Visitors must obtain a guest pass and park in the assigned location given when the pass is assigned. **Lancer Park residents may use campus commuter parking areas during the evenings from 5:30pm to 2:30am only, in order to use the Library and other academic buildings or to attend club functions.** Freshman students parking at Lancer Park are not permitted to park on the main campus at any time.
- B. Town, county, and state laws must be observed when parking on the Longwood University campus. **Parking in a Town Municipal Lot by a student or employee in an attempt to avoid purchasing a university parking permit will be punishable by ticketing and/or towing at the owners expense, by the Town of Farmville.**
- C. Parking on the Town of Farmville streets is at the driver’s risk. University parking decals do not authorize parking in the Town of Farmville “Resident Only” parking areas. The Farmville Police patrol these areas and will issue own citations if violations are observed. Longwood parking signs will state “Resident Student Parking”.
- D. Parking in a fire lane or by a fire hydrant, in a loading zone, or areas where the curbs or bumper stops are painted yellow is strictly prohibited.
- E. Loading/unloading locations have been designated throughout the campus. Parking in these areas is limited to ten (10) minutes WITH the use of hazard lights. During peak times of check-in and check-out, University Police will be available to provide assistance. Drivers are duly warned that the Town of Farmville may still issue citations for violations on town property during these peak times. Drivers are also warned not to park on street facing the traffic flow.
- F. Persons requiring the use of handicapped spaces on the campus and/or Town of Farmville streets must receive a permit from the Division of Motor Vehicles. Temporary (5 days only) handicapped permits may be obtained from the Longwood University Office of Disability Services with proper verification.
- G. Student use of the Brock Commons Garage is restricted at all times. Students will NOT be allowed to park in the garage regardless of time of day, or day of week.
- H. Freshman (those with less than 25 credit hours of work completed) may not bring a vehicle to the campus. Exceptions to the policy may be granted by the Parking Services Manager based on certain exemption criteria. All requests for exceptions must be made in writing. See the Freshman Motor Vehicle Policy below.
- I. Students who opt to act as Designated Drivers will be accepting all liability related to such action. Designated Drivers **may not** park out of their decal zones overnight.

GUEST PARKING

- A. A limited number of two hour visitor parking spaces are available on campus. **Students, faculty, and staff of the University may not use visitor spaces at any time as they are not considered visitors to the campus.**
- B. Visitor parking spaces are designated at the Craft Lot for use by PROSPECTIVE STUDENTS AND OFFICIAL UNIVERSITY VISITORS ONLY. Individuals using the Craft Lot must obtain a parking pass from the Admissions Office.
- C. If a guest is to be on campus anytime during the day, Monday through Friday, the host and guest MUST come to the Parking Services Office to receive a guest pass for the visitor’s car. Guests of

students will be instructed to park in the Vernon Street or Wynne Lots. Failure to register a guest’s car is not grounds for appeal. **Remember that all vehicles parking on University property must display a Longwood parking decal or guest pass.**

- D. Guest permits will be required on all guest vehicles on the main campus Monday through 5:00pm Friday. During business hours a guest pass may be obtained from the Parking Services Office in Lancaster Hall. If a guest arrives **after business hours**, the guest pass may be obtained from the Police Dispatch Office in the lower level of Dorrill Hall. The information required for the permit includes the vehicle license tag number, vehicle description, and the guests address.
- E. Visitors of students residing at Lancer Park will park in the spaces near the athletic fields on Cormier Drive. (see Lancer Park map). Visitors of students residing at Longwood Village are to park in the areas identified for visitor use. **Guests may not park in front of the student housing units which they are visiting.**
- F. Faculty and staff needing guest parking may email their needs to the Parking Reservations Coordinator seven (7) days in advance of the guests arrival. If planning parking for an event, your request must be filed with the Conference and Scheduling Office at the time you make your facility request as parking spaces considered campus resources. Events requiring large numbers of parking spaces or that require you to send invitations should be made known to us at least one month in advance in writing.

PARKING VIOLATIONS

- A. The Parking Services Office and Longwood Police Department are charged with the enforcement of all parking regulations. **Parking citations for unregistered (any car not exhibiting a parking permit) or improperly parked vehicles will be issued year round, whenever the University is open, regardless if classes are in session or not.**
- B. Automobiles parked illegally in areas listed below will be issued a parking citation and may be towed at the owner’s expense. **Please note that all zones are enforced seven days a week, 24 hours per day.**
 - a. Parked outside of decal zone. \$ 50.00
 - b. Parked in Handicap spaces without appropriate tag \$125.00
 - c. Parked in a Prohibited Zone (on the grass, yellow curb, loading zone, blocking normal traffic flow, visitor spaces, reserved spaces, not parked in a space, parked facing traffic flow) \$ 50.00
 - d. Parked in a Fire Lane or by a Hydrant \$125.00
 - e. No decal, Improper decal placement, Expired decal \$ 50.00
- C. Parking citations must be paid or appealed within five (5) working days (Monday – Friday) excluding holidays. Appeals can be submitted on line from the Parking Services webpage. Forms may also be obtained from the Police Dispatch Center in Dorrill Hall or Parking Services in Lancaster Hall at Cashiering.
- D. Drivers are expected to pay fines in a timely fashion. Unpaid fines may be referred to the Virginia Department of Taxation and/or to a collection agency. A hold will be placed on the record of any student when he or she has unpaid fines. If the vehicle appears on the campus after the suspension of privileges has occurred, the vehicle may be towed, a \$50.00 fine may be assessed, and/or disciplinary action may be taken. Seniors will have a hold placed on their records prior to graduation unless ALL fines have been paid. Flagrant disregard of the parking regulations may result in the revocation of parking privileges.

If a driver accumulates three or more unpaid parking citations, the driver’s vehicle may be towed at the owner’s expense. **Vehicles parked in tow-away zones will be towed.** If a driver accumulates five (5) tickets in one semester, his or her privilege to park on the campus may be suspended. Suspension will be for the remainder of the current semester and all of the next. There will be no refunding of the unused parking permit balance in such instances. The Parking Appeals Committee will hear appeals for these suspensions