

In an effort to make parking on our campuses as safe and as well-managed as possible, the college has adopted a parking policy, which is an important part of its overall Public Safety Plan. Parking at any of the college's campuses is a privilege not a right. Failure to abide by NECC's parking policy may result in fines, and/or booting* (*refer to footnote on page 4*) and/or loss of parking privileges. Any questions regarding the policy can be directed to the Public Safety and Security Office, Haverhill Campus: 978-556-3689; or Lawrence Campus: 978-738-7499; or the Office of the Vice President of Administration and Finance: 978-556-3224; or email parking@necc.mass.edu.

The Parking Policy was created for three reasons:

- **Accessibility:** To provide adequate parking for students, faculty, staff, and visitors and to promote walking campuses.
- **Safety:** To make our campuses as safe as possible for both vehicles and pedestrians, and to ensure that access for emergency vehicles and equipment is maintained.
- **Upkeep:** To ensure we have a minimal supplemental resource to adequately maintain our parking lots.

Parking Information for Students, Faculty, and Staff

We have contracted with a parking management company that will manufacture parking decals, and provides software to manage our parking.

- All students, faculty and staff must register their vehicle online at www.PermitSales.net/NECC. Unless they are coming to campus for a special event, anyone who parks on the NECC Haverhill or Lawrence campus must have a parking decal or a valid temporary parking pass. Cars without decals can park for free in the *designated* parking area in the Hartleb Technology Center parking lot. In Lawrence, free parking is available in the Buckley Garage (validate your parking ticket at any Public Safety desk). The parking year runs from September 1st to August 31st.
- The parking fee for students is \$8.50 per semester. Students need a new parking decal for each semester they are enrolled: fall, spring, and summer. Parking decals will not be required for students enrolled during winter intercession (January 1st through January 15th).
- The parking fee for all others (full-time and part-time faculty, full-time and part-time staff) is \$12.00 annually. The \$12.00 fee applies to a full year, or any part of a year, and is not prorated.
- When you register online at www.PermitSales.net/NECC for your parking decal, you may pay by debit or credit card, VISA, MasterCard, or Discover. Individuals will receive a receipt via email, which needs to be printed out, and then placed on their driver side dashboard until they receive their parking decal in the mail. If a student, faculty, or staff member does not have access to a debit or

credit card they can pay by personal check or with exact change (cash) at the Payments Window on the ground floor of the Ourania Behrakis Student One-Stop Center on the Haverhill campus, or the Welcome Express Center in the Dr. Ibrahim El-Hefni Allied Health and Technology Center at 414 Common St. in Lawrence. For questions about purchasing a decal call the Student Accounts Office at 978.556.3895 during regular office hours, or email bursar@necc.mass.edu.

- Students without a personal computer can access www.PermitSales.net/NECC through computers located in each of the campus libraries. There is also an open computer lab on the ground floor of the Ourania Behrakis Student One-Stop Center in Haverhill, and computer kiosks in the lobby of the Dr. Ibrahim El-Hefni Allied Health and Technology Center.
- If free parking lots are full, Public Safety may designate other areas on either campus as available without a decal.
- If an individual demonstrates that they use two vehicles on a routine basis, after purchasing an initial parking decal, a second parking decal may be requested at no cost from Public Safety and Security Office, Haverhill Campus, Hartleb Technology Center, Room TC-122 or Lawrence Campus, Dr. Ibrahim El-Hefni Allied Health and Technology Center at 414 Common Street, Public Safety Desk. For the temporary use of an alternative vehicle a temporary parking permit may be requested at no cost from the Public Safety and Security Office, Haverhill Campus: 978-556-3689, Hartleb Technology Center, Room TC-122 or Lawrence Campus, Dr. Ibrahim El-Hefni Allied Health and Technology Center at 414 Common St., Public Safety Desk.

Disabled/ Handicapped Parking Decals

Designated Disabled/Handicapped parking space is available on each campus. Parking in a designated handicapped parking space, requires you to display an official disability parking placard/plate issued by a state. Students, faculty, and staff that require handicapped parking are encouraged, but not required to have a valid NECC parking decal. It is recommended that individuals purchase a NECC parking decal in the event that a handicap parking space is not available and the individual must park elsewhere. In addition, by purchasing a NECC parking decal the individual's vehicle record is on file in case of an emergency.

Student, Faculty, Staff, and Visitor Parking - Haverhill Campus Only

During elections and other special events at the Hartleb Technology Center, students, faculty, staff and visitors without a parking decal may be directed to park at locations other than the Hartleb Technology Parking Lot by Public Safety Officers. There will be no charge for the use of the other spaces.

Visitor Information – Haverhill Campus

Visitors to the Haverhill Campus may park for free in the designated Hartleb Technology Center parking lot. During special events, Public Safety will designate certain areas for event parking.

Visitor Information – Lawrence Campus

Visitors to the Lawrence Campus may park for free in the Buckley Garage and may have their parking ticket validated at any Public Safety desk. Individuals who choose to park on the street must adhere to

the city parking guidelines. There are visitor parking spots located in the Goudreault Parking Lot and the iHealth Parking Lot. The iHealth visitor spaces are for visitors of the iHealth building ONLY. Guests and invitees to NECC events will have designated parking based on where the event is located.

Contractors

All contractors shall apply for temporary ID and parking decal at The Facilities Office located at Building G, or the Public Safety and Security Office, Haverhill Campus: 978-556-3689, Hartleb Technology Center, Room TC-122 or Lawrence Campus: 978-738-7696, Dr. Ibrahim El-Hefni Allied Health and Technology Center at 414 Common Street, Public Safety Desk or email parking@necc.mass.edu.

Traffic Violations, Citations (Fines), and Appeals

- 1 Parking in fire lanes or the spaces reserved for Handicap Parking is prohibited and violators will receive a citation (fine), and may have their vehicle booted* (*refer to footnote on page 4*) at the discretion of the Public Safety & Security Office at the owner's expense.
- 2 Traffic citations can be paid at www.PermitSales.net/NECC. The citation fees are: first offense \$5.00, second offense \$10.00, third offense \$20.00. If not paid within 14 days and specified time, a late fee of \$5.00 will be added to each citation.
- 3 When a driver is issued a citation, they may view and pay for their citation through the same site they used to purchase decals (www.PermitSales.net/NECC). When a driver reaches the screen to pay for the citation they are able to send a message to appeal the citation.
- 4 Appeals for citations should be directed to the Director of Public Safety and Security Office, Haverhill Campus: 978-556-3689, Hartleb Technology Center, Room TC-122 or Lawrence Campus: 978-738-7696, Dr. Ibrahim El-Hefni Allied Health and Technology Center at 414 Common Street, Public Safety Desk or www.PermitSales.net/NECC.
- 5 Drivers will receive a decision regarding their appeal within 7 business days of filing the appeal.
- 6 All fines are due within 14 calendar days and specified time of the offense and may be paid for, or appealed, during that time frame. If not paid within 14 days and specified time, a late fee of \$5.00 will be added and the citation will no longer be eligible for appeal.
- 7 Payment for citations and/or late fees can be paid online by using a debit/credit card displaying a Visa, MasterCard, or Discover logo by visiting www.PermitSales.net/NECC. If a student, faculty or staff does not have access to a debit or credit card they can pay by submitting all their citation notices, with exact change (cash), at the Payments Window on the ground floor of the Ourania Behrakis Student One-Stop Center on the Haverhill campus.
- 8 Individuals with unpaid citations and/or late fees that total \$75.00 or more, will have their vehicle booted* (*refer to footnote on page 4*), and the boot cannot be removed until all citations and/or late fees have been paid. *You will be required to pay an administrative fee of \$20.00 in order to have the boot removed.* When the citations, and/or late fees, and administrative fee have all been paid, the Public Safety and Security Office will remove the boot. These may be paid online at

www.PermitSales.net/NECC or in person by submitting all your citation notices with exact change (cash) at the Haverhill campus at the Payments Window on the ground floor of the Ourania Behrakis Student One-Stop Center.

* A **wheel clamp**, also known as **wheel boot** or **Denver boot** is a device that is designed to prevent vehicles from being moved. In its most common form, it consists of a clamp that surrounds a vehicle wheel, designed to prevent removal of both itself and the wheel. You will be required to pay an administrative fee of \$20.00 in order to have the boot removed. The citation fees are as follows: first offense \$5.00, second offense \$10.00, and third offense \$20.00. If a citation is not paid within 14 days and specified time, and is not appealed, then a late fee of \$5.00 will be assessed FOR EACH CITATION. When the citations, and/or late fees, and administrative fee (\$20.00) have all been paid, the Public Safety and Security Office will remove the boot. These may be paid online at www.PermitSales.net/NECC or in person by submitting all your citation notices with exact change (cash) at the Haverhill campus at the Payments Window on the ground floor of the Ourania Behrakis Student One-Stop Center.

Damage or Theft and Prevention

To report damage or theft to your vehicle, please call the Public Safety and Security Office at the Haverhill Campus: 978-556-3689 Hartleb Technology Center, Room TC-122 or Lawrence Campus: Dr. Ibrahim El-Hefni Allied Health and Technology Center at 414 Common Street, Public Safety Desk, 978-738-7499, or 45 Franklin Street in the Atrium. NECC is not responsible for damage or theft of motor vehicles while on college property. Owners should always lock valuables in their trunk.

Jumpstart of Motor Vehicle-Release of Liability

The Public Safety and Security Office has the capability to jumpstart cars if needed. Please see the Jumpstart Policy on our college website at: <http://facstaff.necc.mass.edu/departments-andorganizations/administration-finance/forms>.

Public Safety Escort

If requested, Public Safety officers can provide a safety escort to your vehicle. Officers will respond as soon as possible; however, emergency or high-priority calls may delay the response for the escort. If this occurs, persons should remain in a secure location until Public Safety arrives. To request an escort, contact Public Safety at: Haverhill Campus: 978-556-3689 or Ext. 3689, Lawrence Campus: 978-655-5939 or Ext. 5939, or Riverwalk Campus: 978-659-1299 or Ext. 1299. In case of an emergency on any campus call 978-556-3333 or dial Ext. 3333.