



MANHATTAN COLLEGE BROADWAY PARKING FACILITY

PUBLIC PARKING AGREEMENT

This agreement, between Manhattan College, having offices at 4513 Manhattan College Parkway, Riverdale, NY 10471, (the “College”) and the community member listed below and executing this Agreement, is entered into under the following terms and conditions:

1. Manhattan College will permit the community member to park one vehicle on the 1st level of the Manhattan College Broadway Parking Facility, 5935 Broadway, Bronx, New York (“Parking Facility”) only in a parking space designated by the College and will display the parking permit provided by the College.
2. Community member shall at all times be a resident of the 10463 or 10471 area zip codes of the Bronx (as verified by a valid New York State driver’s license) and the vehicle shall be registered and insured to an address in these zip codes.
3. Community member shall have completed the application form provided by the College and shall at all times have a current and up to date copy of the community member’s driver’s license, registration, and insurance card on file with the College. It is the community member’s responsibility to provide updated documents to the College as they renew or are changed. A one hundred (\$100.00) security deposit must be provided to the College with the completed application. The damage deposit will be used to offset any damages to College property and/or to offset non-payment of fines. The security deposit will be otherwise refundable within 60 days of the termination of this agreement.
4. Community member understands and agrees that the College may close the Parking Facility from time to time for special College events, emergencies or other reasons. The College will provide advance notice via email and/or postings when possible for such closings.
5. Community member agrees to observe and comply with all rules and regulations of the College with respect to parking in the Parking Facility, including the payment of fines for violations. A copy of the current rules and regulations is included as **Attachment 1** to this Agreement. The College may modify such rules and regulations and shall provide notice of changes by mail, e-mail or as otherwise determined appropriate by the College.
6. Community member understands and agrees that the College can terminate this agreement and rescind community member’s parking permit for violation of or non-compliance with the parking rules, including non-payment of parking fines, without recourse.



ATTACHMENT 1
MANHATTAN COLLEGE BROADWAY PARKING FACILITY
PUBLIC PARKING PROGRAM

APPLICATION PROCESS

- On a designated date, usually once per year in the spring, the College will open the application process for public parking permits. The date will be announced on this web site. The application process will close once enough applications are received to fill the available spaces.
- On the designated date, applicants should submit the on-line application from this web site. All properly submitted applications are automatically electronically date and time stamped at the time of submission.
- One on-line application per household only. Duplicated applications will not be accepted. Applicants who submit more than one application will be disqualified.
- Completing an application form does not guarantee a parking space. If selected for a parking space, applicant will be notified by E-mail with further instructions.
- Applicant will then be instructed to submit a copy of a valid vehicle registration, insurance card and driver's license. The vehicle registration, insurance card and driver's license address must be in zip codes 10463 or 10471. Copies must be mailed to Manhattan College at 4513 Manhattan College Parkway Riverdale, NY 10471 ATTN: Public Safety.
- If handicapped parking is required, submit a copy of a valid handicapped permit along with a copy of a valid vehicle registration, insurance card and driver's license with address in zip codes 10463 or 10471.
- Applicants must submit all required copies by regular mail only (no priority, certified, registered, express, oversized, or overnight mail will be accepted) to Manhattan College at 4513 Manhattan College Parkway Riverdale, NY 10471 ATTN: Public Safety, and must be postmarked by June 16, 2017. **Applications postmarked after June 16, 2017** will be set aside and placed on a waiting list. Applications with invalid or missing copies will be disqualified. Disqualified applications will not be accepted.
- Selection of applicants is on a first-come, first served basis. After being notified, applicant must meet all aforementioned requirements and any deadlines set by Manhattan College. Failure to do so will be understood to mean that the applicant is no longer interested in the public parking program. The space will then be offered to the next applicant on the list. Again, this selection is on a first come, first served basis.
- Each parking space will be designated to a specific applicant's vehicle. Park in assigned space only.
- The college reserves the right to restrict parking to accommodate special events on campus. All accepted applicants are advised to review their E-mails for parking restriction updates. On those dates, holders of these permits will be required to remove their vehicle from the garage.
- Any questions can be addressed via email to parking@manhattan.edu



OPERATING PROCEDURES

Anyone who uses the Manhattan College Broadway Parking Facility is required to abide by Manhattan College parking regulations, instructions given by public safety personnel and vehicle traffic signs.

The following parking actions are prohibited:

- Parking in handicapped space without authorized hang tag
- Parking in an unauthorized area may result in the vehicle being ticketed and/or towed away at the owner's expense
- Blocking other vehicles may result in the vehicle being towed at the owner's expense
- Tampering with or removing a college parking permit without permission
- Resale or transfer of a parking permit. Permits are issued to a specific vehicle and are not transferrable.
- Involvement with the production or use of a forged parking permit
- Displaying an expired decal or an unauthorized parking permit
- Speeding or driving in a reckless manner
- Failure to yield to pedestrians at all times
- Failure to obey parking signs and/or traffic signs and regulations.
- Parking anywhere other than the spot corresponding to the vehicle's permit.
- Failure to display a valid New York State vehicle registration sticker on the vehicle.
- Littering, loitering or repairing vehicles on the premises.

Any violation of the aforementioned parking-permit regulations or directives may result in suspension/loss of parking privileges.

If someone is parked in your assigned space, report that to Manhattan College Public Safety. **This situation does not authorize you to park in another space.** Manhattan College will resolve the issue as soon as possible, but it will likely mean you will not be able to park in the garage until the offending vehicle is removed.

Parking Fines and Late Fees

Summons may be issued for parking violations. If summons is not paid within 20 calendar days, a \$5 late fee will be assessed. Unpaid fines will result in suspension/loss of parking privileges. Citation payments may be mailed in using the envelope provided at time of citation. For additional instructions or questions, call Public Safety at 718-862-7240.