



**Public Safety and Police Services**

Kutztown University of Pennsylvania | Kutztown, PA 19530

Phone: 610.683.4002

Anne K. Reel | Director of Parking, Transportation and Security Services

TO: University Community Members  
FROM: Anne K. Reel, Director of Parking, Transportation and Security Services  
DATE: September 2011  
RE: **CAMPUS VISITOR PARKING PLACARDS**

All vehicles that enter campus must have a parking placard displayed in order to park on campus. This year, we are utilizing a new visitor parking hang tag that departments may distribute to guests they bring to campus. The following details and procedures apply:

- Hang tags are sequentially numbered and are assigned to the requesting department, after which they are recorded and tracked.
- Visitor parking hang tags may be issued to people who are not Kutztown University students or employees (or employees of businesses which have entered into a contract for services with Kutztown University) who visit campus for reasons of business, friendship, duty or the like for a specified period of time (a maximum of one week).
- Departments that wish to issue hang tags to their campus visitors may request a pack of 25 or less by contacting Public Safety and Police Services at x34864. Departments may also refer their guests to Public Safety (OM 13) to pick up a parking hang tag.
- Visitor parking placards are made with 2-part NCR paper. Once completed, the top portion of the hang tag must be returned immediately to Public Safety and the 2<sup>nd</sup> part is given to the visitor to hang from their vehicle's rearview mirror.
- Visitors should be instructed to bring their vehicle registration to the department they are visiting. The department is responsible for completing the requested information on the hang tag by referring to the vehicle registration card and issuing the hang tag to the visitor. This information includes:
  - expiration date of hang tag (maximum of five days)
  - license plate number
  - state issuing registration
  - vehicle make and model (in most cases, the model will not be listed. Ask the visitor for it.)
  - color of vehicle
  - driver's/visitor's name
  - the vehicle's owner's name: this is the name listed on the vehicle registration card and may differ from the visitor's name. (This information will NOT be displayed on the hang tag that is placed in the vehicle.)
  - Obtain the visitor's/driver's signature and have the person date the hang tag (This information will NOT be displayed on the hang tag that is placed in the vehicle.)
  - Sign your name and list your department.
- Visitors who will be on campus for a period of longer than five days should be referred to Public Safety and Police Services to retrieve a hang tag.
- Vendors who visit campus on a regular basis should not be issued a Visitor hang tag and should be referred to Public Safety and Police Services to retrieve a hang tag.
- Visitor hang tags should not be issued to any student, staff member or faculty member at any time.
- Visitors may park in any green, white or yellow space that is not marked for special use (i.e., 24-hour reserved, VIP parking, loading area, campus vehicle only, etc.)
- Failure to follow these procedures may result in the issuance of a parking violation. Any violation may be appealed through the University Traffic Bureau.
- Questions regarding the use of this Visitor hang tag should be directed to Public Safety and Police Services prior to its issuance.

Please place this pass on your rearview mirror with this side facing the front of your vehicle. Register your vehicle to avoid tickets.



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# VISITOR

VISITORS: All visitor's vehicles must display a "Visitor" permit on the rearview mirror of their vehicle Monday-Friday between the hours of 7:00am and 4:30pm (or as designated by signage in the lot of choice). Visitor permits are available from Public Safety & Police Services (Old Main 13).

|  |                                  |
|--|----------------------------------|
| <b>1 EXPIRES:</b>  |                                  |
| <small>License #</small><br><b>2</b>   | <small>State</small><br><b>3</b> |
| <small>Vehicle Make/Model#</small><br><b>4</b>   | <small>Color</small><br><b>5</b> |
| <small>Driver's Name</small><br><b>6</b>   |                                  |
| <small>Owner's Name</small><br><b>7</b>  |                                  |
| <small>READ AND SIGN: I acknowledge that I have read and understand the KU Motor Vehicle Regulations and further understand this vehicle's description will be permanently recorded.</small> |                                  |
| <small>Driver Signature</small><br><b>8</b>  | <small>Date</small>              |
| <small>Issued By</small><br><b>9</b>   | <small>Dept.</small>             |