

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: PARKING REGULATIONS, STUDENT**

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**Administrative Procedure Number: 402.01**

**Date adopted: 2/15/75 Revised: 10/6/82, 2/93, 4/10/00, 6/17/02 , 2/23/04, 3/11/11,  
2/18/20**

Parking Regulations

- A. All vehicles (including motorcycles) using the College parking lots (paved or gravel) must display a valid GHC parking permit which may be obtained at the Cashier's Office or at an Education Center office. If different cars are driven at various times, the driver will need a decal for each car. There is no fee for the first decal. If a second vehicle permit is needed, a charge will apply. Decals are non-transferable between individuals and vehicles. Decals are valid at any GHC educational location.

The following information must be supplied when the vehicle is registered:

1. Student name and identification number.
  2. License plate number.
  3. Year and make of vehicle.
- B. The parking permit is to be applied on the lower left corner of the rear window (driver's side) on the inside of the window. On motorcycles, apply the sticker on the left side near the seat. Decals must be placed in these areas to be valid.

Decals may be purchased quarterly or yearly and are valid for the school year issued. Any decal that has expired is no longer valid and should be removed.

- C. Use of student parking space in the parking lots is on a "first-come, first served" basis, subject to specific restrictions. In the paved areas, cars must be properly parked between the lines only. Cars must not be parked in roadways or other open spaces. Cars are to be headed straight in toward the lane dividers.

All stop signs, exits from lots, speed signs, and all signs and arrows indicating traffic direction, and the direction of college employees are to be obeyed. Failure to comply with these regulations will be considered a violation of regulations and subject to citation.

- D. The reserved parking spaces in the lower and upper parking lots on the Aberdeen Campus are for employees, medical reserve and others with special permits. Unauthorized cars will be issued a parking citation and may be towed away at owner's expense. Washington State Disabled spaces require state permits 24 hours a day.

General student parking is prohibited at all times in the following areas:

1. Any area or space marked for state disabled or service vehicles.
2. Any roadway, including the triangles at the ends of the designated parking zones as well as any space marked by a yellow curb or buffer.

General student parking is prohibited prior to 3:00 p.m. in areas or parking stalls marked "reserved", "visitor", "part-time faculty/staff" or "medical reserved".

Part-time faculty spaces are reserved until 10:00 p.m.

- E. Violations of above parking regulations will result in a citation being issued. Registrations and official college transcripts will be withheld for failure to meet financial obligations to the college, including parking fines.
- F. Parking Appeals

Parking citations may initially be appealed to the Student Services representative or designee. Appeals should be filed within ten days of receipt of the citation. Obtain appeal forms from Students Services, Parking Office, Education Center Office or on-line at <https://www.ghc.edu/parking> . Return completed appeal form with a copy of the citation to the Office of Vice President for Student Services at the main campus.

- G. Parking Changes

Whenever there are to be changes to the parking lots, parking space allocations, parking charges and fees, etc., students will be involved in the decision of those potential changes through a committee. Campus administration will ensure that the student voice is included as part of this decision making process when it relates to parking, outside of changes that need to be made in emergencies or other reasons outline in other operation policies.