



WINTER BREAK PARKING INSTRUCTIONS

The campus may be under a snow alert during the break. If you park your vehicle in an area other than what is designated, it will be towed at your expense.

As a student of Endicott College you have the option to leave your vehicle on campus while you return home during the Winter Break period. To do so, the following requirements must be met:

1. You **must** be a registered full-time or part-time student returning for the spring semester.
2. You **must** live more than 180 miles away from Endicott College.
3. You **must** have a current academic year decal and vehicle registration on file with Public Safety.
4. You **must** have insurance on the vehicle and a current license plate attached to the vehicle while it is stored on campus.
5. You **must** have a Public Safety Officer inspect your vehicle once it is parked in order to make sure that it is parked properly and to record any pre-existing damage.

Instructions for leaving your vehicle:

1. Those who plan to leave their vehicles on campus during winter break **REGARDLESS OF THE COLOR DECAL ON YOUR VEHICLE**, **must** park in Lot #25 (Solar Lot). Use the center aisles first before parking along the outer perimeter.
2. Do NOT park in any space designated for Snow Emergency. If you do not park where instructed, your vehicle will be relocated and you will be charged for the towing fees.
3. Please park between, not on, the yellow lines.
4. If you choose to cover your vehicle, make sure the cover is securely attached to your vehicle. The College is not responsible for reattaching the cover if it should blow off.
5. If your vehicle has an anti-theft alarm, please disable it. Should it go off, Public Safety has no way of silencing the alarm and it may result in a dead battery upon your return.

These instructions and the form are also available on the Parking and Traffic Office website at endicott.edu/trafficoffice. When students are ready to leave campus they should fill out the "Winter Break Parking Permit" form and return it to Public Safety. An officer will inspect your vehicle and instruct you on where to park it.



WINTER BREAK PARKING PERMIT

NAME: _____ STUDENT ID# _____

VEHICLE MAKE: _____ MODEL: _____

COLOR: _____ DECAL COLOR & #: _____

STATE: _____ LICENSE PLATE: _____

EMERGENCY PHONE NUMBER: _____

DATE DEPARTING CAMPUS: _____

DATE RETURNING TO CAMPUS: _____

I HAVE READ AND UNDERSTAND THE RULES FOR STORING MY VEHICLE ON CAMPUS DURING THE WINTER BREAK. BY SIGNING THIS FORM, I ACKNOWLEDGE THAT ENDICOTT COLLEGE IS NOT RESPONSIBLE FOR ANY DAMAGE MY VEHICLE SUSTAINS DURING WINTER BREAK, NOR WILL THE COLLEGE PAY FOR ANY DAMAGE OR TOWING FEES I MAY INCUR.

Student Signature Date

Officer Signature Date

Officer Comments:

