CHAPTER HOUSE MOVE-OUT PARKING GUIDELINES

EFFECTIVE MAY 4, 2018 – MAY 15, 2018:

Overview:

The Office of Fraternity & Sorority Life offers special parking privileges to chapter house residents during the move-out period. Follow these established procedures to avoid any problems or possible towing of your vehicle from May 4, 2018 – May 15, 2018.

- One-hour parking permits will be available according to the specific dates, time, and location-based information provided in this guide. Details are subject to change.
- Residents are able to request and pick-up a one-hour parking permit at OFSL (3933 Walnut Street) between 9:00 am – 5:00 pm on Monday – Friday. One-hour permits can be utilized for a time outside of business hours if the resident is moving during the evening and/or on the weekend.
- Permits will not be available for pickup at OFSL outside of 9:00 am – 5:00 pm, Monday – Friday.
- Permits are not available online; they must be picked up in person. Please contact OFSL if accessibility accommodations are needed.
- If you receive a ticket while parked in an area officially posted by the Division of Public Safety (DPS) while the proper OFSL permit is visible on your dashboard, take a picture and submit the ticket to DPS immediately at 4040 Chestnut Street to resolve the issue. There is only a short window of time DPS can have a ticket reversed by the City of Philadelphia/Philadelphia Parking Authority.
- Residents should have all belongings packed and ready to load before utilizing a parking permit to reduce time and congestion in the area.
- Report suspicious activity and/or emergencies to the Division of Public Safety (DPS) at 215-573-3333.
- Moving companies are prohibited from parking near residence hall entrances during peak time.
- To maintain loading areas and traffic movement, vehicles larger than a typical passenger van will be directed to park in an area specifically identified for large vehicles.

Parking Instructions for Walnut, Spruce, and 39th Streets:

Permits are valid for use in specifically posted areas around the 3800 block of Walnut from May 5 – 10. Look for posted signs and follow them accordingly.

Spruce Street will be closed from 34th – 40th on May 8 and May 9 from 6:30 am – 8:00 pm. Residents who need to access this area must do so from either 40th St. or 38th St. Residents need to be prepared to share where they are going when they reach the road closure points.
- Residents using Taxi or Ride-share service (Lyft & UBER) should schedule their pick-up at 39th and Spruce or 37th and Spruce; be advised that 38th and Spruce can be a busy intersection. There will be a 5-minute loading zone at these locations when Spruce Street is closed. Residents should be outside and ready to go before scheduling a pick-up.
Some meters adjacent to the College Housing residences will be labeled for Move-Out; loading and unloading will be permitted at these meters. Meters will be posted from 8:00 am – 8:00 pm on May 5 – May 9, 8:00 am – 8:00 pm on May 14, and 8:00 am – 4:00 pm on May 15. Residents moving outside of these time periods should follow the regular PPA street parking rules.

**Alpha Chi Rho (219 S. 36th Street)**
Access the house from 36th and Walnut. Parking is available on the south side of Walnut Street.

**Alpha Tau Omega (225 S. 39th Street)**
Residents will be permitted to pull vehicles (ONLY ONE AT A TIME) onto the sidewalk that leads to the front door. This would mean bringing vehicles from Walnut Street onto 39th and then onto the front sidewalk while keeping vehicles OFF 39th Street AT ALL TIMES. Vehicles may not park on 39th Street at any time—it is a fire lane, and there is not enough room for other vehicles to pass. You will need to call DPS at 215-573-3333 to put down the bollard on 39th Street between the Fels Center and Hillel. Inform the dispatcher you live in ATO and are moving out.

**Delta Phi, Delta Psi, and Phi Gamma Delta (3627, 3637, and 3619 Locust Walk)**
Access 37th Street from Walnut Street (you may also utilize 36th Street if accessible from Walnut Street). Unloading must take no longer than one hour.

**Kappa Sigma and Phi Delta Theta (3706 and 3700 Locust Walk)**
Access 37th Street from Spruce Street only. Unloading must take no longer than one hour.

**Psi Upsilon (250 S. 36th Street)**
Access 36th Street from Spruce and park on the SIDE OF THE HOUSE ONLY for unloading purposes. No vehicles are allowed on 36th Street in front of the Psi Upsilon House at any time.

**Sigma Chi (3809 Locust Walk)**
Residents will have access to the back of the chapter house. Residents will need to call DPS at 215-573-3333 to put down the bollard on 39th Street between the Fels Center and Hillel to drive around the back of Hillel to the Sigma Chi house. Inform the dispatcher you live in Sigma Chi and are moving out. NO MORE THAN TWO CARS CAN BE PRESENT AT A TIME. Members should plan to unload in 30 minutes or less. Large trucks cannot fit behind the Hillel Building; thus, they are not allowed.

**Zeta Beta Tau (235 S. 39th Street)**
Residents are only able to park on Spruce Street using a permit from OFSL. Vehicles may not park on 39th Street at any time—it is a fire lane, and there is not enough room for other vehicles to pass. The area behind Mayer Hall is NOT designated for parking. If spaces are “open” in the small area of parking spaces directly opposite the front of ZBT on 39th Street (next to the dumpsters), residents may park there for no longer than 30 minutes. ALSO NOTE: Unless otherwise posted, parking on Spruce Street will require the use of the parking meters.

**Zeta Psi (3337 Walnut Street)**
Parking will be blocked off for Hill House move-out. Zeta Psi Residents can park in the same areas reserved for Hill House; try to park near the Zeta Psi house as best as possible. You must have an OFSL parking pass. Parking is limited to one hour.
**Reminders & Helpful Tips:**

- **You must obtain a Parking Permit from OFSL at 3933 Walnut Street during business hours,** (Monday through Friday, 9:00 am – 5:00 pm).
  - Residents should be packed and ready to load their cars, and have their permit to show the officer if they call University Police to come and put down a bollard.
  - Permits must be displayed on the dashboard of the vehicle **at all times** while being used or when on location at the chapter house.
  - Name, cell phone number, and chapter house name must be clearly visible on the permit when being utilized. Vehicles are subject to being towed otherwise.
  - The permits will be valid for one hour during the period May 4 – May 15 and for the duration of the time and date specified on it.
- **Parking areas near chapter houses will be monitored to ensure parking privileges are not abused.**
  - Penn Police will note the time that vehicles are parked and the vehicle could be towed if there longer than 1 hour.
- **Accessing a chapter house beyond locked bollards:**
  - You must pull up to the bollards at 36th and Spruce or, 37th and Walnut and then contact DPS at 215-573-3333.
  - Inform the dispatcher you are requesting access beyond the bollard and that you are in possession of a permit. A security guard will be dispatched to the location if your information is validated.
  - Students MUST be prepared to show the security officer their photo driver’s license or PennCard along with the Permit.
- **No more than 2 or 3 vehicles at a time will be permitted in the area of each chapter house.**
  - Vehicles cannot block pedestrian or vehicular access on walkways to ensure pedestrian and emergency access.
  - Cars should not be double-parked.
- **Vehicles are not allowed on Locust Walk at any time.**
- **Parking is not allowed on any grassy areas in Hamilton Village at any time.**
- **University Police will be working with R&K Towing during move-out to ensure compliance.**
- **Never leave possessions unattended, whether in a moving cart or in a car.**
- **Always lock your car doors and close windows.**
- **Do not leave people or animals inside a vehicle.**
- **Do not leave the chapter house or your bedroom door unlocked.**
- **Do not prop a door and leave it unattended.**