

**BOROUGH OF STATE COLLEGE
COMMUTER PERMIT CONTRACT**



1. **TO CANCEL YOUR PERMIT AND AVOID FURTHER CHARGES, YOU MUST NOTIFY THE PARKING DEPARTMENT IN PERSON, VIA EMAIL, OR BY PHONE ON OR BEFORE THE EFFECTIVE CANCELLATION DATE.**
2. Permit billing cycles begin on the 1st of each month and end on the last day of the month. **Payment for your parking permit is due on the 1st of each month. If payment is not received by the 1st of the month, parking permit privileges will be revoked. Any vehicle parked in the commuter zone beyond the posted time limit will be subject to ticketing if rent is not paid in full.** Monthly payments are not automatically withdrawn from customer financial institutions. Permits will automatically renew, however, it is the permit holder's responsibility to make timely payments.
3. Permits cancelled **between the 1st and the 15th of the month** will be required to **pay half of the monthly rate.** Permits cancelled **after the 15th of the month** will be required to **pay the full monthly rate.** No refunds will be issued for permits cancelled after the 15th of the month.
4. The commuter permit allows vehicles to park for longer than the posted 1-hour or 2-hour restriction in commuter areas. The permit is only valid in areas signed for "C Permit" parking.
5. Permits are valid during 6 AM to 6PM. **A commuter permit does NOT grant overnight parking.** The "No Parking 2AM to 6AM" restriction will be strictly enforced. Violation of this regulation will result in ticketing.
6. Pennsylvania Motor Vehicle Code violations, No Parking Anytime violations, and all other local ordinance/non-PA Vehicle Code violations will be strictly enforced.
7. Permit invoices are sent to the email address on file. Permit holders are responsible for ensuring that account information is accurate and up-to-date.
8. Permit payments can be made online with a credit card or debit card, or by check/money order in person or by mail:

**State College Parking Office
243 South Allen Street
State College, PA 16801**

Make check/money order payments payable to **State College Borough.** Please enclose your invoice with your payment, and/or include the account name and permit number on the check/money order.

9. You may link up to three vehicles to your permit, however, **only one vehicle may use the permit at a time.** Violation of this regulation may result in ticketing, the revocation of parking privileges, and/or forfeiture of any prepaid account balance.

10. **In the event of an accumulated snowfall of 3 or more inches, on street parking is prohibited** until the street has been plowed to the curb. If a Snow Emergency has been declared, vehicles that have not been removed from the street are subject to ticket issuance. If you choose to utilize municipal lots or garages, you are responsible for payment at the applicable rate. **No refunds will be issued.**

