

February 28, 2014

The Honorable Arthur James Auxer  
Mayor of Shepherdstown  
P O Box 248  
Shepherdstown, WV 25443

Dear Mayor Auxer:

With this Letter of Agreement, Shepherd University and the Corporation of Shepherdstown shall enter into an Agreement further expanding our efforts at the University to be a partner with the Town and its Business Association in welcoming visitors to Shepherdstown. We have worked in a variety of ways during the past several years to try to improve the experience for visitors and business patrons of the Town, and we are pleased to build upon those efforts.

Shepherd and the Town will work together to make A-Lot (corner of Princess St and High St) open and inviting to visitors to the downtown in the following ways:

- A-Lot is restricted to commuter student parking on all weekdays from 7:00am to 5:00pm, August 1 – May 1.
- Except as otherwise expressly noted, from May 1 to August 1, Shepherd University will designate A-Lot as “Free Parking” available without restriction and on a first-come, first-serve basis.
- On or about May 1 each spring, the University will remove/cover all signage for A-Lot which designates the lot as restricted to students only.
- Between August 1 and May 1, the Town shall be authorized to advertise by sidewalk signboards and by any other means of its discretion the availability of A-Lot for free and unrestricted parking on Friday evenings after 5:00pm and on weekends.
- Notwithstanding the foregoing, the University may during any such periods of free parking identify selected periods in which some or all of the parking spaces in A-Lot will be restricted to University-related activities. On such occasions, the University will give notice of same to the Town at least one week in advance, or as soon as is practical in the event of an emergency.
- When A-Lot is opened for Free Parking, all conventional rules relating to parking apply and the University retains the authority to tow or issue citations to vehicles which block traffic, fire lanes, or otherwise obstruct designated no-parking zones, as well as improper use of handicap parking.
- If the implementation of this Agreement results in increased expense to the University, relating to maintenance of the parking lot or otherwise, additional negotiations may be necessary.

Either the Town or the University may terminate this Agreement upon 30 days written notice to the other.

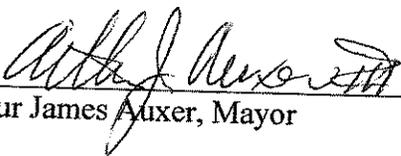
We look forward to continuing to work together to advance the common concerns of the Town and the University.

Sincerely,



Suzanne Shipley  
President

Agreed to by the Corporation of Shepherdstown  
By



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Arthur James Auxer, Mayor