

MINNESOTA STATE UNIVERSITY

MANKATO



2009-2010 Parking and Traffic Guidelines

Minnesota State Parking

The Ground Rules: This policy and procedures handbook was developed for your use. It includes changes from past editions that are the result of proposals adopted following public hearings and lengthy sessions of the Parking Advisory Committee. This document contains more than one fragile consensus and reflects a series of compromises hammered out from among committee volunteers. Those volunteers represent the interests of the various campus component groups including students, faculty, support staff, and administrators.

As you peruse these pages, should you have a question, feel free to call the Campus Hub (389-1866), Parking Services (389-2111), or send an e-mail [campushub@mnsu.edu]. Comments and recommendations for change are welcome and will not be ignored.

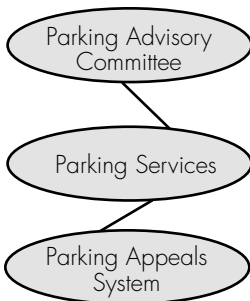
Something for Everyone: Over a period of twenty-two years, the University has established a parking program with options ranging from expensive close-in premium parking to a distant parking lot where free parking is provided.

The University has the capacity to handle its parking needs, though what vacant stalls exist are located further out from the coveted inner campus core. During mid-morning peak load periods there are as many as 200 of Minnesota State Mankato's 5,400 stalls vacant in one of the more distant permit lots like Lot 21 and 22 on the east side of campus. Bus service from the distant lots is free if you are a orange, purple, or dark green permit holder. The Red Eye Shuttle operates class-nights and Sundays when buses are not operating.

Budget: The \$1.4 million parking budget is self-supporting and used to maintain the lots, cover the cost of enforcement, and buy additional land for future expansion. Direct tax dollar support has been limited to specific items like traffic safety, lighting, trash pickup, lawn mowing around lots and berms, etc. Tuition receipts have not been used and student activity fees have not been tapped for parking needs.

Security: Efforts continue to be made to further enhance security in and around on-campus parking areas. Investments continue in the form of remote cameras, state-of-the-art lighting, escort services, emergency telephones, shuttles, and security patrols. Prudent attention and care by those who use the lots makes sense and can ensure that the parking lots remain relatively free of vandalism, theft, and assaults.

Easing the Burden: We are all part of the same campus community, and those involved in parking sometimes take an unwelcomed front row seat. The parking program is not run by any one administrator, relying instead on built-in checks and balances utilizing these three components:



The Parking Advisory Committee provides recommendations to the President on policies, budget, map changes, signage, and construction. Volunteers serve on this six-member panel. Call the PAC Chairperson at 389-5466 or e-mail: campushub@mnsu.edu

Parking Services officers enforce parking policy, coordinate special event parking, and provide vehicle jump starts and door unlock service at no cost. Call 389-2111 or e-mail: security@mnsu.edu

Citation appeals are reviewed by the independent six member volunteer **Parking Citation Appeals Board**. E-mail online at www.mnsu.edu/parking/

Dividing parking into these interrelated segments seems to work. Clue us in on needed changes or suggestions.

David Cowan, Chairperson
Parking Advisory Committee
david.cowan@mnsu.edu

Parking & Traffic Guidelines 2009-2010

"Our
mission is to
provide parking
and transportation alternatives
to meet the needs of the
students, faculty, staff,
and guests of the
campus."

Parking Advisory Committee

Parking Emergencies / Special Arrangements: 389-2111
or e-mail security@mnsu.edu

Citation Appeals: 389-2111
www.mnsu.edu/parking/appeals

Parking Policy/Permit Questions: 389-1866
or e-mail campushub@mnsu.edu
www.mnsu.edu/parking

*A member of the Minnesota State Colleges and Universities System.
Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University.
This document is available in alternative format to individuals with disabilities by calling
the Campus Hub at 507-389-1866 (V), 800-627-3529 or 711 (MRS/TTY).*

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MINNESOTA STATE UNIVERSITY, MANKATO PARKING & TRAFFIC GUIDELINES

I. INTRODUCTION AND GENERAL INFORMATION

- A. Authority for establishing parking & traffic regulations on State University campuses is granted by Minnesota Statute Chapter 136F.53 and Minnesota Statute Chapter 169.966. Minnesota State Colleges and Universities (MNSCU) procedure 5.11.1 Part 4 Mandatory fees Subpart B states that colleges and universities may collect fines and towing fees for parking violations as well as authorizes the development of a policy to change parking fees to generate revenue for parking lot construction, improvements and maintenance, and parking enforcement. The president shall determine the fees. Students shall pay amount that is equal to or less than that paid by the institutions employees for the same type of parking.

These regulations are effective beginning with the 2009-2010 academic year and have been approved by the President of Minnesota State University, Mankato. These rules shall remain in effect until modified. More information may be obtained from the Campus Hub (phone 389-1866, e-mail: campushub@mnsu.edu) or Parking Services (phone 389-2111).

- B. These regulations herein apply to Minnesota State University, Mankato only. Streets in and around the campus are governed by State law and City of Mankato ordinances.
- C. Parking and driving on campus is permitted in accordance with these regulations which are designed to control movement of vehicles. **Anyone operating a vehicle on campus is responsible for being familiar with and complying with all parking and traffic regulations.**

Parking permits allow parking in designated parking lots, campus streets, or parking areas within lots. The responsibility for finding a legal parking space rests with the vehicle operator. **Lack of space is not considered a valid excuse for violation of these regulations.**

- D. Minnesota State University, Mankato assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at any time while it is operated or parked on the campus. All vehicles should be locked when left unattended.
- E. Drivers shall observe the University parking and traffic regulations and drive safely, giving pedestrians the right of way at all times.
- F. Minnesota State University, Mankato reserves the right to ticket, im-

mobilize, and/or tow at the owner's expense any vehicle in violation of established parking regulations. Persistent violators may have their parking privileges denied or revoked.

- G. The Facilities Services Director as Parking Advisory Committee Chairperson is authorized to make all necessary operational decisions affecting parking policy. The Chairperson shall frequently consult with Parking Services to determine what enforcement problems may occur should proposed policies be implemented. The Facilities Management Planning and Construction Director shall be directly involved in the development of proposals affecting lot construction, landscaping, and other parking facility improvements.

II. REGISTRATION AND FEES

- A. Registration in permit enforced areas: It is mandatory for all motor vehicles parked by faculty, staff and students (regardless of ownership of the vehicle) to be registered with the Cashier's Office, 128 Wigley Administration Center. (Students and University employees holding state handicap certificates or having state issued handicap plates are also required to buy a University handicap permit.) Registration is considered complete when the permit is properly affixed to the vehicle being registered. **The fees paid for permits are registration fees and do not reserve nor guarantee a specific parking stall.**

Please keep your vehicle license number changes up-to-date at the Cashier's Office.

- B. Type of Permit/Privileges

COLOR

PRIVILEGES

Gold

12 Months
\$236 fall-summer
\$142 spring-summer
\$46 summer

Guaranteed daytime central campus parking in a specific lot or lot section. Oversell of Gold designated spaces is limited. Gold permit spaces are enforced from 6:00 A.M. to 6:30 P.M., Monday through Thursday and 6:00 A.M. to 4:00 P.M., Friday. Gold permits are lot specific and cannot be used in Gold spaces in lots other than the one indicated on the permit until after 4:00 P.M. Should a Gold permit holder find all the spaces filled in his/her assigned lot, the permit holder may park free in the visitor Paylot (Lot 4) by showing their Gold permit to the Paylot attendant or may contact Parking Services for assistance. **Gold permit holders may bump to Purple and Orange permit stalls.**

Gold permit holders are allowed to move to other

Reserved Gold Lots after 4:00 P.M. Gold permit spaces are in Lots 2, 4A, 5, 6, 7, 8, 10, 11, 11A, 12, 14, 16, 17, 18, 19, Maywood Avenue North, behind the Utility plant, Malin Street, and Trafton, Nelson, McElroy and Rugby Curbside Gold (West Road).

Enforcement coverage begins Monday, August 24, 2009 and ends Friday, August 20, 2010. During summer semester, enforcement is until 4 P.M.

Nighttime Gold
\$22 Per semester

Special Nighttime Gold parking permits are available for all Gold permit spaces and provide guaranteed central campus parking from 4:00 P.M. to 2:00 A.M., Monday thru Thursday. Nighttime Gold permits are available to those who already possess a Purple permit. Should sales of Nighttime Gold permits fall below expectations, the Facilities Services Manager may open up sales to Orange permit holders. Both the Purple (or Orange) permit and the Nighttime Gold permit must be displayed at the same time.

Enforcement coverage occurs during fall and spring semesters.

General Purple
-Daytime-
Academic Year
\$134 fall-spring,
\$67 spring

Daytime parking. Though there is a 35 percent oversell ceiling of Purple permits, vacant purple permit spaces can be found at peak load times in Purple permit Lot 21 North. Permit holders may only park in General Purple and Orange permit stalls. Purple permit holders are eligible to obtain a free keychain tag to allow holder to ride the bus and/or nighttime Red Eye Shuttle to and from Purple permit Lot 20 and Lot 21 North and the campus core.

Enforcement coverage occurs from Monday, August 24, 2009 to Friday, May 7, 2010. Purple permit stalls are not enforced between 6:30 P.M. and 2 A.M. on weekdays during the academic year, during summer semester and when classes are not in session.

Nighttime Purple Permit
Academic Year
\$72 fall-spring,
\$36 spring

The Nighttime permit allows the permit holder to park in any Purple permit stall starting at 4 P.M., Monday - Thursday until 2 A.M. A keychain tag is provided to allow permit holders to ride the bus and/or nighttime Red Eye Shuttle to and from campus core.

Orange Permit
Academic Year
\$96 fall-spring,
\$48 spring

Orange stalls are found in Lot 21 South and Lot 22 North and South. A keychain tag is provided to allow the permit holder to ride the bus and/or nighttime Red Eye Shuttle to and from the campus core. No overnight parking.

Brown Permit
Academic Year
\$96 fall-spring,
\$48 spring

Brown plastic permit is good in Brown permit stalls in Lot 22 North only. A keychain tag is available to Brown permit holders who are not part of the private leased parking program. The Brown permit Lot 22 North has 24 hour enforcement where permit holders can park overnight.

Though most of the Brown permit inventory has already been committed to the private leased program with University Square Village Apartments, a small inventory is held back for purchase should no orange permit stall vacancies appear during peak load times.

**Residence Hall
Green Permit**
–Overnight &
Daytime–
Academic Year
\$170 fall-spring,
\$85 spring

Residence hall 24-hour enforcement parking only. The University is committed to trying to provide enough Green permit parking stalls to meet the parking needs of all residence hall permit holders. This commitment to close-in, overnight parking for residence hall permit holders relates in part to safety concerns.

Residents are strongly advised to check their vehicle every 24 hours to: 1) ensure against the accumulation of parking citations; and 2) better detect theft and vandalism in a timely manner.

Residence hall Green permit stall parking is divided into three zones: the Gage area zone includes lots 1 and 3; the Lot 13 Green; and the Lot 16 Green. If spaces are unavailable in these close-in lots, regular green permit holders are to park in Lot 20a, or if that is full, Lot 20a Dark Green permit holders can park in Lot 21 Orange permit stalls (south half of Lot 21).

McElroy, Crawford, and Sears residents may apply for Lot 13, and Lot 16 on the northern end of campus. Once those fill up a limited number of Gage Zone parking stalls will be available to residents of McElroy, Crawford, and Sears - those

Gage stalls are on the south end of campus and are being made available because the two Gage towers will not be fully occupied. Gage residents, however, cannot buy a Lot 13 or Lot 16 Green permit.

Green permit holders may park only in the zone designated on their permit. Citations will be issued to violators.

Enforcement coverage occurs Monday, August 24, 2009 to Friday, May 7, 2010. Green permit Lots are not enforced during summer semester and semester breaks.

**Residence Hall
Lot 20a Discount
– Dark Green –
Daytime & Overnight
Academic Year
\$72 fall-spring,
\$36 spring**

Discount residence hall parking. Permit holders park in Lot 20a, or Orange Lot 21 South, should Lot 20a be full. It is recommended that residents check their vehicles every 24 hours. There are buses, as well as a Red Eye Shuttle that runs from Lot 20a to residence halls. Discount green permit holders are provided a keychain tag that allows them to ride free any bus or the Red Eye Shuttle to and from Lot 20a.

**Residence Hall
Yellow Guest
Permit
(Free)**

Residence hall guests may receive a Yellow Guest paper hanging permit issued by each residence hall center desk. Guests must be non-University affiliated. **Minnesota State Mankato students are not eligible for a Yellow Permit.** Yellow Permit parking stalls are available in front of each residence hall with Lot 20a or Orange Lot 21 South handling any overflow.

**Overnight
Red Permit
Academic Year
\$42 fall-spring,
\$21 spring
–Free to other
permit holders**

Employees or students (with departmental approval) assigned to the nighttime shifts are required to have a red permit if they wish to park at the University between 12 A.M.-7:30 A.M. Red permit holders shall park, with the approval of Parking Services, in selected close-in Gold and Purple. This permit expires at 7:30 A.M. weekdays for employees or at other times as approved by Parking Services. Gold, Purple, and Orange permit holders may apply for a Red overnight permit which are issued free by the Facility Services Director. Both the Red and regular permit must be displayed at the same time.

**Handicap
Blue Permit**

–Daytime–
\$96 12 month
permit;
\$56 spring;
\$13 summer

Handicap parking is provided in specially designated close-in areas. Because lot maintenance costs need to be shared by all permit holders, the University requires the purchase of a Blue permit by faculty, staff and students who qualify to park in handicap stalls. Visitors with state-issued handicap certificates and/or license plates may park without the Minnesota State Mankato Blue permit. Handicap stalls are enforced on a 24-hour basis. Faculty, staff, and students who are handicapped shall register with the Office of Disability Services to help the University determine the demand for handicap stalls. Assuming nearby handicap stalls are occupied, Blue permit holders may park in Gold, Purple, Green permit spaces or timed meter stalls.

Year-round 24 hour enforcement coverage.

**Nighttime
Handicap**

\$36 academic
year; \$18 spring

Nighttime Handicap permits are offered on a yearly basis. The Nighttime Handicap permits allow the permit holder to park in any Handicap permit stall starting at 4 P.M. Monday-Thursday until 2 a.m.

**Handicap
Temporary Permit**
\$5/week

Those needing a temporary handicap permit should apply to the Campus Hub (address on back cover). The University reserves the right to require verification in the form of a doctor's note.

Silver Permit

–Daytime–
\$42 academic year
(\$21 w/another
regular permit)

Motorcycle, mopeds, motorized scooters and mini-bikes are required to buy a permit to park at Minnesota State Mankato. All such vehicles shall park in designated areas. (Some Purple and Green permit stalls are converted to accommodate motorcycle parking demand during favorable weather.) **During winter months motorcycle stalls are not available.**

Vendor Delivery

\$236 /12-months
\$142 spring
\$46 summer

Commercial vendor zone 24-hour enforcement parking. Vendors providing services to Minnesota State Mankato may purchase a dashboard vendor delivery permit which allows them to park in specially designated, close-in stalls. (Vendors may make copies of the permit, however only one permit is allowed on campus at one time.) Year-round enforcement coverage on a 24 hour basis. Temporary permits are available for \$15 a week or \$5 for one day from the Campus Hub or Security Office (address on back cover).

**Facilities Delivery
Dashboard Permit**

University departments and/or employees who, as a matter of their responsibilities, are required to frequently deliver products and/or services across campus may apply for a dashboard Facilities Delivery permit. Permit holders are approved by the Assistant Vice President for Facilities Management or designee and shall only park in designated stalls.
Year-round enforcement on a 24 hour basis.

White Permit
–Daytime–

White complimentary permits are issued by the University to accommodate needs of civic and government leaders, certain labor business agents, MnSCU leadership, those providing free services to the University and emeriti faculty and other University retirees. When visiting the campus on weekdays, White permit holders may park in General Purple or Orange stalls and after 3 P.M. may park in Green stalls, as well as in Gold stalls available in the Maywood Gold area (West Road), Rugby Gold area, and Lots 11 and 11a. White permit holders can park in Gold stalls during summer. A special white permit is provided to board members of the Minnesota State Mankato Foundation and the Alumni Association which allows them extended privileges, including parking in Purple, Green, and Gold permit stalls.

In certain circumstances white permits may be sold to individuals providing special services to the University.

**Universal
Gold Permit**

Special benefit provided to large donors and those non-University individuals providing extraordinary volunteer service to the University. Permit holders may park in any stall on campus (except handicap stalls and those stalls with vendor related restrictions and signage). Universal Gold also provided to University employees who have a compelling campus-wide need but they shall pay the regular Gold permit price. Universal Gold Permit holders are asked to avoid using the smaller gold lots (e.g., Lot 10, 12, Nelson curbside Gold spaces, etc.). The Facilities Services Director shall approve the issuing of all Universal Gold permits.

**Lot 16 Daytime
Green Permit**
\$236 9 months
\$118 Spring

Viewed as the “close-in permit of last resort” this 9 month academic year permit is sold on a very limited basis. Should a reliable pattern of vacancies be anticipated week days during peak use times

in the Green permit zone of Lot 16, the Facilities Services Director is authorized to sell Daytime Green permits. Lot 16 Daytime Green permit holders can expect the same vacancy guarantee enjoyed by Gold permit holders. (Lot 16 Daytime Green permit holders can park in the Visitors Paylot (Lot 4) free of charge on work days from 3:30 P.M. to 10:30 P.M. Monday-Thursday and from 3:30 P.M. to 6:00 P.M. on Fridays.) Good from 6 A.M. through 2 A.M. class days, though permit holders are encouraged to vacate Lot 16 Green permit spaces by midnight Monday through Thursday.

- C. Outstanding Fines, Permit Purchase Prohibited, Upgrades Prorated
No permit will be sold to anyone who has an outstanding parking fine with the University. Though there is no processing fee for people eligible to upgrade their permit classification, they will pay the prorated difference in permit costs should they choose to exchange a lower grade permit for one that is higher.
- D. State Employee "Transit Expense Plan"
For those buying permits the pretax transit expense plan allows you to pay for qualified transportation expenses with money that is sheltered from taxes by deducting the funds from your pay before it is taxed. See www.doer.state.mn.us/ei-segip/docs/transit.pdf

III. PROCEDURES AND SERVICES

- A. Stall Definition
A legal parking stall consists of the area within painted lines on the curb, street, and/or lot, designating a single parking area.
- B. Stall Coverage
The parking permit shall correspond with the permit sign posted at the entrance to parking lots, signs posted inside parking lots, or on streets. The approved standard is one vehicle per standard length parking stall. Boats, trailer attachments, campers, etc. are not allowed on campus without special permission from Parking Services.
- C. Permit Placement
Hanging permits must be displayed from the inside rearview mirror so as to be visible from rear of vehicle. **Failure to properly display the permit (such as permits on dash, front seat, on visor, on floor, not properly hung, etc.) will result in ticketing and will not be considered a valid excuse for dismissal. (Exception: See Article V, section F of these regulations.)**
NOTE: Hanging permits must be removed from the rearview mirror when the vehicle is being operated.

D. Motorcycle, Moped and Scooter Permit Placement

Permits are to be placed on a visible area on the windshield or on the rear fender so the sticker is visible from the rear of the vehicle. Covers should be adjusted to avoid obscuring the permit. If inventory is available the University Cashiers can issue special plastic parking permit sleeves which are relatively easy to affix to a scooter or motorcycle.

E. Substitute Vehicles

If a substitute vehicle is being used by a regular permit holder in any lot, a temporary permit must be obtained from the Campus Hub or Parking Services. **Individuals shall not park more than one vehicle in University lots at the same time using the same permit number. (This includes motorcycle permits purchased with a second permit.)**

F. Permit Resale/Transferring Prohibited

Permits may only be sold by the University and not offered for resale or exchange between, among, or by individuals. Each vehicle using a permit must be registered with the Cashier's Office. A permit holder should remove or turn in their permit under the following conditions:

1. When the permit holder is no longer associated with or has terminated his/her relationship to the University.
2. When the permit has expired.
3. **When a student holding a residence hall Green permit no longer resides in a residence hall, the student should turn in the Green permit within ten working days from the termination date of his/her residence hall contract at which time a prorated refund will be issued. The student need not turn in his or her regular permit when it expires at the end of the nine-month academic year.** A \$100 fine will be levied against those ex-residence hall renters who fail to turn in their Green permits for a prorated refund when they terminate their residence hall contracts.
4. A \$100 fine will be levied against those who use their status as a residence hall student to purchase a Green permit which is then used by a non-residence hall student or anyone fraudulently representing themselves as a residence hall student.

G. Handicap Parking

In compliance with MN Statute 169.346, use of handicap parking stalls is restricted **ONLY** to those vehicles with a Minnesota State Mankato issued Blue permit and/or bearing state issued handicap license plates or displaying a state issued certificate. **Quick errands, deliveries, or drop offs are not a valid excuse for parking in or obstructing handicap stalls.** Students, faculty, and staff with disabilities using these handicap stalls should register their vehicles with the Office of Disability Services and buy a Minnesota State Mankato handicap permit. **Campus visitors and guests may park in the handicap parking stalls if their vehicles bear state issued handicap license plates or display a state issued certificate.** Should no handicap stalls be readily available, visitors

who have handicap license plates or display a state issued handicap certificate **may park in Gold permit stalls, Purple permit stalls, Green permit stalls, or meter stalls**—in such instances visitors are asked to notify Parking Services as soon as possible.

Minnesota State Law requires handicap parking stalls be enforced on a 24-hour basis, seven days a week including holiday periods. Violators will be ticketed and towed or immobilized.

For students, faculty and staff who are temporarily disabled, a temporary disabled permit is available at the Campus Hub, SU 117. Supporting documentation of temporary disability from a physician is required prior to issuance of a temporary disabled permit. Temporary disabled permits may be issued for up to two weeks. Persons whose disability will require disabled parking privileges beyond two weeks must apply to the State of Minnesota for a temporary disabled parking permit. The Campus Hub provides assistance for those applying for the state issued permit. There is a \$5/week charge for non-Minnesota State Mankato permit holders. With permit, there is no cost.

Minnesota State University, Mankato is committed to providing access to campus parking areas in accordance with the spirit and intent of Minnesota law and the Federal Americans with Disabilities Act.

H. Reserved Stall Parking

Areas in certain lots are posted reserved. Any vehicle not authorized to park in these reserved areas will be subject to ticket and/or immobilization or tow at the owner's expense. Regular Minnesota State Mankato permit holders violating these reserved stall restrictions are subject to appropriate fines, and/or autclamp or tow. Departments annually pay \$340 for each stall; \$260 for health and safety program related and academic recruitment; and \$180 each for state vehicle stalls. These stalls are enforced 24 hours a day or as otherwise stated on sign.

I. Permit Application and Selection

1. Permits are issued on an annual basis beginning with an effective date in August. Each permit is good only for the semester or time period indicated on its face.
2. To obtain a permit, a parking permit registration form must be completed in writing, or electronically using Minnesota State Mankato's on-line parking registration system. Information on what permits are available can be obtained from the cashiers, the Campus Hub or on-line at www.mnsu.edu/parking.

Gold Permit Drawing

Gold permit awards are made by drawing each spring when applicants submit registration forms indicating their first, second, third or fourth Gold lot choices. Not all Gold permit lots are as popular as others,

so many Gold lot vacancies remain for redistribution and sale to Gold permit buyers who did not participate in the spring drawing.

Gold applicants who are unsuccessful will automatically receive a Purple permit (if they choose to pay for it) and be placed on a Gold waiting list. (See also Lot 16 Daytime Green permit option.)

Purple and Green Permit Distribution

Purple or Residence Hall Green permit applicants who submit their registration forms in the Spring will be assured a permit when permits are released in August. Permits not committed in the Spring will be made available in the Fall and will be sold on a first come, first served basis.

3. Residence Hall Registration Requirement

To ensure that residence hall parking stalls are being used by only residence hall students, the University may, at anytime, require a registrant or existing Green permit holder to provide a copy of the vehicle registration form for every vehicle license plate number listed on a permit holder's registration form. Those found to be in violation are subject to ticket and/or autoclamp.

4. Gold, Purple and Green Application Submission Deadline:

| 2009-2010 Permits | | |
|--|---------|--------------|
| Application | Gold | Purple/Green |
| Open - initial deposit down option available | 4/1/10 | 4/1/10 |
| Deadline - initial deposit down option ends | 4/15/10 | 5/7/10 |
| Gold Spring Drawing | 4/20/10 | — |
| Successful Gold Applicants Notified | 4/22/10 | — |

5. Gold Permit Spring Drawing Guidelines

Those desiring a Gold permit will designate which area, of those containing Gold stalls, they wish to apply for in a lot specific drawing. Gold Permit space is allocated on a priority basis for faculty and staff. Leftover or unsold Gold permits are allocated for off-campus student customers. No person may designate more than one Gold Lot as a first choice. Submissions are limited to no more than one application per person. **Applicants must have their permit registration form and participation fee submitted on-line using Parking's web site or turned into the Campus Hub or Cashier's Office office by the posted deadline. If the second payment is not received by the August 1 deadline, then the person will forfeit their place on the sequence list and will default to either a Lot 7 Gold or Lot 16 Gold permit if a leftover permit is even available after August 1. If**

a Gold permit is available, it will be issued only if a \$20 surcharge is paid to cover the cost of the late payment. (The cashier's receipt shall be used to determine if the registration met the deadline.) Late submissions will be entered into a pool for any leftover Gold permit stalls or if vacancy studies indicate that additional Gold permits may be sold. Minnesota State Mankato employees and students who apply do so with the understanding that if they are drawing winners the University expects that they would be the basic or sole user of the Gold permit. A participation fee will be required of all who enter the spring Gold permit drawing; those who are successful will have the fee applied against the Gold permit cost; others will have their participation fee applied against the purchase of a Purple permit or have it returned. *Applicant checks for the drawing will be immediately deposited.*

Should authorization to purchase a Gold permit be given to an individual who did not participate in the spring drawing, that individual shall be required to pay the full permit price when they register. The partial fee payment option cannot be extended to late purchasers of Gold permits.

Existing procedure creates two drawing pools. Those in the faculty/staff drawing pool will be the first to be issued Gold permits. The off-campus student pool is then accessed to allocated unsold Gold permits leftover from the faculty/staff pool drawing. Within each drawing awards of Gold permits will be by: 1) drawing sequence number; 2) 1st Gold Lot choice; and 3) if the lot of their first choice is already full, then they receive the lot of their second choice, and so forth.

6. Gold Safety Net Waivers

Gold safety net permits are regular Gold permits sold to those who can demonstrate a compelling need for a safety net Gold. A semi-independent oversight panel is charged by the Parking Advisory Committee with reviewing written requests of those who want to relocate to a close in Gold area which they might not have otherwise been assigned. Three of the PAC's six voting members serve, each representing one of these separate campus groups: Faculty Association, AFSCME Council 6, and the Student Association. Decisions of the panel are confidential and are considered final with no review by the full PAC. The PAC chairperson is nonvoting presiding officer of the panel. Contact the Campus Hub for details.

7. Spring Payment Guarantees: Fall Purple or Green Permit

Purple and Green permits are guaranteed to those who apply in the spring and pay 100 percent of the daytime permit cost for the next academic year.

8. Fall Purple Permit Sales

Purple permits are not tied to specific Lots but may be used in any Purple or Orange space throughout the campus. **Those who apply do so with the understanding that they would be the basic or sole user of the Purple permit.** Starting with the last week in August, the remaining Purple permits will be awarded on a first come, first serve basis. The allotment of Purple permits is generally exhausted during fall permit registration. Therefore, those interested in purchasing a Purple permit are encouraged to do so early.

9. Mailing Registration Forms

Permit registration forms, along with a check, money order, or valid credit card number and expiration date, are to be sent by U.S. mail to the Cashier's Office, Minnesota State University, Mankato, 128 Wigley Administration Center, Mankato, MN 56001. Registration may also be completed in person at the Cashier's Office or the Campus Hub.

10. On-Line Permit purchasing is encouraged.

Use this web site: mnsu.edu/parking.

J. Lost or Stolen Permits

Lost or stolen permits **must** be reported to the Cashier's Office immediately. Should a replacement be desired, the first replacement requires a \$10 (non-refundable) service fee. Any replacement thereafter will cost the permit holder the value of the permit desired prorated by the academic semester remaining or \$50, whichever is less. Should the missing permit turn up, return it to the Cashier's Office immediately as display of this "missing" permit will result in an citation and autoclamp.

K. U.S. Government/State Vehicle Parking

Marked U.S. Government vehicles and State vehicles (non Minnesota State University) may park in Gold, Purple or Green Lots. Rare instances may occur where such vehicles will park in Gold spaces — historically, there have usually been stall vacancies at any time in the Gold Lots so such a privilege should not interfere with the "guarantee" commitment to Gold permit holders. **Minnesota State Mankato vehicles may park in Purple without a permit.**

L. Refunds

Fall semester: 100 percent of the permit price if the permit is returned by the 10th instructional day. After the 10th instructional day the refund equals the spring semester permit price.

Spring semester: 100 percent of the spring semester permit price if the permit is returned by the 10th instructional day. After the 10th instructional day there is no refund.

Summer semester: Except for Vendor or Handicap permits, there is no refund unless the permit was purchased during summer semester. (12 month Gold permit holders, if they are not on-campus during the summer months, may apply to the cashiers for a \$46 summer refund.) 100 percent of the summer semester permit price if the permit is returned by the fifth instructional day.

*NOTE: The Parking Permit **must be returned** to receive a refund.

M. Map Adjustments.

The University reserves the right, based on demand load and vacancy studies, to adjust permit color designations shown on the enclosed lot map. Lot colorations may be modified mid-year following review and recommendations by the Parking Advisory Committee. Such changes will be posted on the parking program's web page. Information on the changes are also available at the Campus Hub and the Cashier's Office.

N. Snow and Ice Removal

Snow / Ice Removal Priority Order

1. Main Roads owned by Minnesota State Mankato: Ellis, North Road, West Road and South Road.
2. Sidewalks and building entrances.
3. Handicap stalls.
4. Gold stalls.
5. Paylot (Lot 4).
6. Purple stalls and Orange Lots 21 South & 22 South.
7. Brown permit Lot 22 North
8. Free Lot 23
9. Green residence hall permit lots*

* Green residence hall permit stalls and Brown permit spaces have a unique overnight feature which doesn't allow for immediate nighttime snow removal. For such lots a notice is posted at least 24 hours prior to the time they have to be emptied for plowing. Such permit holders are asked to temporarily relocate their vehicles to Lots 20, 21 South, 22 South, or 23 until the snow is removed from their Green or Brown Lot. Watch for signs posted at lobby areas and lot entrances. Snow shovels and battery jump start cables are available for check-out at each residence hall complex front desk.

O. Notification of Procedural Changes

Unless an emergency is declared by the Facilities Services Director (PAC Chairperson), no changes can be made to these rules and regulations without review of the Parking Advisory Committee. All changes shall have an effective date and be communicated to the Parking Citation Appeals Board, Parking Services, and the campus community, where practical, at least seven calendar days before the effective date of change.

P. Warehousing of Vehicles

Parking lots are not to be used as a storage facility for vehicles while the owner/operator is not on campus.

Q. Metered Parking

If problems arise with a parking meter, please contact Parking Services at 2111 **immediately** with your license and meter numbers and location of the meter. Without this information you may be responsible for any citation received. Meters are enforced all year including summer semester – meters are not enforced during federal holidays, interims, weekends, or breaks between academic semesters.

High traffic areas have been provided with parking meters that accommodate the needs of short-term parkers. All of the meters are programmed for 30 minutes (25¢ for 15 minutes and 50¢ for 30 minutes). Meters are monitored and enforced class days (Monday-Thursday until 6:30 P.M.; Friday until 4:00 P.M.) except in residence hall lots which are enforced Monday through Thursday 6:00 A.M. to 2:00 A.M. and Friday 6:00 A.M. to NOON. **Meters cannot be used between 2:00 A.M. - 6:00 A.M. daily.**

R. Battery Jump Start and Door Unlocking Services

The following free services are provided on University property. If Parking Services Officers are not available, Security personnel may elect, but are not required, to provide this service. Vehicle registration, proof of insurance and personal identification must be provided. A waiver releasing the University from liability is to be completed.

• **Battery Jump Start Service**

Available on a first come, first serve basis, as time permits. If Parking Services Officers are unable to assist or if their attempts fail, they can place a call and service can be provided by a local vendor at the vehicle owner's expense.

Residence hall students can check out jumper cables at their respective residence hall main desk. (Jumper cables and safety face shields are provided by the Parking Advisory Committee.)

• **Vehicle Lock Outs:**

For those who have locked their keys in their vehicle. If Parking Services Officers are unable to assist or if their attempts fail, they can place a call and service can be provided by a local vendor at the owner's expense.

S. Bus and Red Eye Shuttle Services

The Campus Express is a Student Senate bus service which is subsidized from student activity fees and parking receipts. (Routes 1 & 8 are exclusively Minnesota State Mankato funded bus routes.) The service is provided during regular school days up to 10:00 P.M. except Fridays when the services ends at 4:20 P.M. Service is not provided during

summer semester. Schedules are available at the Campus Hub. The basic per ride cost is 50¢ though a number of special passes exist at different rates. (Semester city-wide U-Zone pass \$45; Thirty Day city-wide U-Zone pass \$16.) The Campus Express stops at high density apartment complexes near campus and routinely services the University's distant parking lots. Nighttime coverage is provided by the Red Eye Shuttle, and, to a degree the Maverick Shuttle.

The Stomper Express is a dedicated bus route from the campus out to the River Hills Mall area, Walmart, etc. It operates Thursday-Saturday 6:00 P.M. to 11:00 P.M. No cost to those with MavCard ID.

Bus pass options exist beyond the 50¢ per ride for the Campus Express and can be found on this web site: mnsu.edu/parking.

T. Repairs/Maintenance of Personal Vehicles

Repair/maintenance of personal vehicles is prohibited on campus grounds because of hazardous waste concerns and regulations. Repair and/or maintenance of personal vehicles on University property (e.g., changing oil, engine repairs, etc.) subjects any offender to paying the University for clean-up costs and penalties.

U. Safety Related Vehicle Violation

Any vehicle located on the campus which is in itself causing a safety hazard to property or persons may be, under the discretion of the Parking Services/Security, removed from the campus to an off campus impound lot.

1. For the purpose of this policy safety hazard shall be identified as but not limited to:
 - a. Vehicle leaking a hazardous substance i.e. – gas, oil, transmission fluid, etc.
 - b. Vehicle horns/intruder alarms sounding so as to disturb others.
 - c. Vehicles emitting possibly toxic fumes.
2. Parking Services/Security will make reasonable effort to locate the owner/operator so they may remove their vehicle or correct the hazard.
3. If the owner/operator of the vehicle can not be located, Parking Services/Security shall at their own discretion make the decision to have the vehicle towed by a private vendor to an off campus impound lot.
4. Any fines or costs related to relocation of a vehicle shall be the responsibility of the owner/operator.
5. Residents are strongly encouraged to check on the status of their parked vehicle at least once every 24 hours.

V. Unloading

If you need to use the loading/unloading zones, contact Parking Services with approximate times and vehicle type. If possible, authorization will be granted or an alternative area assigned. You must move your vehicle to a legal stall as soon as loading/unloading is completed.

W. South Central College Reciprocity Parking

South Central College parking permits are honored by Minnesota State and allow the permit holder to park in Lot 21 South or Lot 22 South Orange permit areas.

X. Solicitation/Advertising

To avoid hazards to traffic using University owned parking lots and streets, flyers handbills, coupons, and other solicitations or advertising are prohibited unless approved in advance by Facilities Services. Cost of clean-up of unapproved materials shall, where possible, be billed to the organization sponsoring the publication or advertising item.

IV. TEMPORARY PARKING

A. Temporary Parking Permits

1. Temporary parking permits may be issued free to persons holding a paid permit when their vehicle is out of use (provided that it is not parked in a University lot) and a substitute vehicle is used. The temporary permit includes all the privileges associated with the original permit. A brown paper hanging permit is the temporary permit and can range in cost from no charge to \$15 a week. Temporary permits are available at the Campus Hub, the Security Office, or Facilities Services.
2. **Meeting or conference: It is the responsibility of the sponsoring individual or department to identify parking needs when completing a facilities use request through the University Conference Center.**

Where possible, special event stall demand will be put in the visitors Paylot lot 4. Large stall requests will be assigned alternate space. (Request procedure requires two weeks lead time and allows for the distribution of free maps by the conference hosts.)

3. Residence hall guest one day free Yellow permits for daytime and overnight parking for non-University affiliated overnight visitors of residents. Permits are available at the front desk of each residence hall center. Sunday 6 P.M. to Thursday NOON Yellow permit holders shall park in the yellow designated stalls or in Lot 20a. Thursday NOON thru Sunday 6 P.M. yellow permit holders may park in yellow designated stalls or in green permit stalls.

As a matter of policy, residence hall students are responsible to ensure that their guests follow campus parking policies. Where a residence hall student (sponsor) has assisted in procuring a guest overnight residence hall parking permit for their visitor, should that visitor then illegally park, the residence hall student shall be held liable for parking related fines assuming non-payment on the part of the violator.

4. For short-term residence hall parking in Lot 20a and Lot 21 South, temporary permits are \$5/day, \$10/week and may be purchased at the Campus Hub, the Security Office, or Facilities Services.
5. Temporary permits for non residence hall visitors are obtained from the Campus Hub, Facilities Services and Parking Services at a cost of \$5/day or \$15/week per permit. Vendors: \$5/day or \$15 week.

B. Guest/Visitor's Parking

Guests of the University should use Paylot lot 4, meters, or Lot 21's paybox. Temporary brown permits may be obtained for other lots through the Campus Hub, Parking Services, or Facilities Services at a cost of \$5/day or \$15/week per permit.

1. **Visitors Paylot and Lot 21 Paybox Rates**

Individuals may park in Lot 4 at the rate of \$3 minimum (first hour), and \$2 per hour thereafter. Unless otherwise determined by the Parking Advisory Committee Chairperson, the hours of operation for the lot are from 7:00 A.M. to 10:30 P.M., Monday through Thursday; 7:00 A.M. to 6:00 P.M. Friday; and additional evening and weekend hours as deemed necessary by the University. Summer coverage will be from 7:00 A.M. to 4:00 P.M. unless otherwise determined by the Parking Advisory Committee Chairperson. All vehicles left in the Paylot after 10:30 P.M. are subject to a \$25 citation and/or autoclamp or tow. Lot 21's paybox rates are \$1 per hour minimum and 25¢ for each 15 minutes.

2. **Visitors Paylot Passes**

Paylot passes are available for departments to purchase to provide to special guests who park in the guest Lot 4. Guests will be required to turn the pass into the Paylot attendant along with their guest lot ticket. Guest passes are available at the Cashiers Office. The standards and procedures for the guest passes policy are as follows:

- a. Departments wishing to provide a Paylot pass to a guest may purchase these Paylot passes at the following rates: All Day pass at \$5 each; and Four Hour Paylot pass at \$2.50 each. **No Minnesota State Mankato employee or student is eligible to receive a guest Paylot pass unless otherwise specified and agreed to by the Parking Advisory Committee Chairperson. Those found in violation are subject to ticket and/or autoclamp.**

- b. Departments can buy up to 25 paylot passes at a time from the Cashier's Office if the passes are not for a single event. Departments are advised to secure such inventory to ensure that the paylot passes don't end up in the wrong hands.
- c. Perforated All Day Special Event Paylot passes (where the participant can leave and return to paylot during the day) can be purchased for \$6 per day for revenue generating events where participant gets charged by sponsoring department (i.e., seminars, workshops, conferences).
 - For a single event of 18 vehicles and under if event is Monday - Thursday.
 - For single event of 35 vehicles and under if event is on Friday.

3. **Residence Hall Guest Parking**

See Article IV, A.3. on Yellow guest parking permits.

C. Larger Public Events

Consistent with the prior notification rule described herein, parking space is provided during weekdays to spectators of larger public events held on the University campus. Event sponsors of such daytime programs must request parking with the University Conference Center. Lots 21 North and/or South or 22 South will be set aside for spectator use. Event planners must publicize this parking option and the lot location in their promotion materials and advertisements. (Nighttime events may utilize Purple, Orange, and free lots after 6:30 P.M., Monday-Thursday, until 4:00 P.M. Friday.)

- A Lot 22 dashboard pass with roundtrip bus passes attached is available for \$4. Such permits can be purchased from University Scheduling & Conference Services.

Unloading by buildings will be allowed with prior permission by Parking Services. All buses must park in Lot 22 South upon prior authorization from Parking Services.

D. Vendors

Vendors shall purchase a parking permit for all deliveries and services provided to and for Minnesota State Mankato and its residents. A temporary one week parking permit is available for \$15; Minimum charge is \$5 for first day. Vendor permits are available at the Campus Hub, the Security Office, or Facilities Services.

E. Citations to Departments

The Campus Hub will dismiss the first five citations forwarded by departments on behalf of their visitors and special guests if forwarded in the seven working day time frame. After five citations, the department account will be assessed

a \$5 charge per each additional citation and invoiced accordingly by the Campus Hub. To resolve a pending citation appeal of a guest, the Parking Citation Appeals Board may direct that the Campus Hub implement this policy. Departments are strongly encouraged to inform their visitors and special guests about available parking in an effort to avoid citations being issued. If employees receive a citation while loading or unloading, should the department approve, the ticket may be applied against the department's five ticket dismissal limit. Where the department has exhausted its five citation dismissal limit, and where the department seeks to dismiss yet another employee's citation, said citation cannot be dismissed as it would be interpreted as an employee benefit where the department would otherwise be assessed \$5. (Note: a \$25 citation counts as two department ticket dismissals; a \$15 citation counts as one dismissal.)

F. Participants and Spectators of Sport Programs

Participants and spectators of intramural and intercollegiate athletic sporting contests held in fields in back of Gage Center may park in designated areas within Lot 1 behind Gage from 2 P.M. to 8 P.M.. Other events held when permit coverage is enforced should be coordinated through Parking Services.

G. Overnight Parking Policy

1. Minnesota State Mankato organizations/teams which elect to leave their vehicles at Minnesota State Mankato while attending an out of town/overnight function shall be expected to contact Parking Services for prior authorizations and necessary paperwork.
2. An "Overnight Parking Arrangement" form must be completed in its entirety and returned to Parking Services no later than one working day prior to departure.
3. Vehicles will be authorized in Lot 20a or in another area approved by Parking Services.
4. All vehicles must have a permit displayed. If an individual does not have a permit a temporary permit must be obtained from Parking Services.
5. Any parking citations resulting in failure to supply complete and accurate information or late arrival of the list to Parking Services are the sole responsibility of the vehicle owner/operator. *Violation of these standards and procedures may result in any future arrangement being denied.*

V. **ENFORCEMENT AND PENALTY**

A. Ticketing/Immobilizing/Towing

The University reserves the right to ticket, immobilize and/or tow at the owners' expense, vehicles which are parked on campus in violation of any rule as established in the current *Parking & Traffic Guidelines* handbook. Any ticketed vehicle with a current Minnesota State Mankato permit displayed shall have the citation fine charged to the permit holder.

The presence of a correctly filled out and issued parking citation is considered to be prima facie evidence that a violation of parking regulations has occurred.

Consistent with the towing/autoclamp guidelines followed by Parking Services, should a decision to tow be made for a no permit violation, a check of existing permit records shall be made prior to authorization to tow.

1. Vehicles may be immobilized or towed which have three outstanding parking citations or have accumulated in excess of \$50 in parking fines which are not in appeal status and have not been paid. There is a storage charge of \$6 per day for vehicles autoclamped – this will be invoked after seven calendar days. No violator should assume that somehow the fine will be automatically paid by their financial aid.
2. The indicated vehicle will be immobilized or towed at the owner's expense each time it is found parked on the University campus. Immobilized vehicles shall remain autoclamped until the outstanding parking fine is paid or Parking Services approves release of the vehicle. Where practical, cashiers will contact Security to validate payment prior to removal of autoclamp. Drivers of immobilized vehicles should contact Parking Services to facilitate release of the vehicle. In addition, a financial hold will be placed on the operator's student records until all outstanding amounts are paid.
3. Any person whose vehicle has been immobilized or towed may appeal that decision through the Parking Appeals System. Should an appeal be judged in favor of the person autoclamped or towed, the Appeals Board may require the University to provide reimbursement for an appropriate amount. Forms are available at Parking Services, the Campus Hub, and the Cashier's Office or www.mnsu.edu/parking/appeals (see Article VI of this guide).
4. Generally, vehicles are subject to immobilization, towing and/or fines for the following violations:
 - a. Illegal parking.
 - b. Three or more outstanding citations, outstanding parking fines of \$50 or more, or revoked parking permit.
 - c. Not moving a vehicle when snow is being removed from a lot, when lot repairs are undertaken and abandoned vehicles.
 - d. Possession of Unapproved/Invalid Parking Permit.

In lieu of towing, the University reserves the right to immobilize vehicles parked illegally in Gold or Handicap spaces at its discretion based on parking space availability or other circumstances.

B. Persistent Violators

Persistent violators may have parking privileges revoked for one year.

1. In cases of flagrant disregard for university parking rules and regulations, a decision to revoke parking privileges may be made by either the

Parking Advisory Committee or the Parking Citation Appeals Board. An example would include accumulating five or more unpaid citations.

2. Parking privileges may be reinstated at the discretion of the initiating panel following payment of all outstanding parking citations and purchase of a valid parking permit.
3. The violator will be notified of the decision through U.S. mail as above.
4. A refund may not be granted for misuse of parking privileges.
5. A vehicle with a revoked parking permit will be immobilized or towed at the owner's expense each time it is found parked on the University campus. The revoked parking permit must be returned before the immobilization unit is released.

C. Violations Missed; Uneven Enforcement Alleged

The fact that a person parks in violation of any law, policy, or regulation and does not receive a citation does not mean that the law, policy, or regulation is no longer in effect.

D. Emergency Flashers

Using emergency flashers does not allow drivers to illegally park their vehicles anywhere (such as handicap stalls, fire lanes, or near yellow curbs, etc.).

E. Enforcement Coverage

1. All campus parking & traffic regulations are enforced on a 24-hour basis for designated streets and in parking lots except where otherwise indicated on parking signs. Reserved Gold permits will be enforced from 6:00 A.M. to 6:30 P.M. Monday through Thursday, 6:00 A.M. to 4:00 P.M. on Friday.

2. Overnight Parking

Except for parking meter and reserved stalls, overnight parking is permitted only in Residence Hall lots (Lots 1, 3, 13, 15, 16, and 20a) with proper permit. No parking between 2 A.M. thru 6 A.M. in all other lots and on streets – violators will be ticketed and immobilized or towed. Overnight parking is prohibited on campus streets and in the free lot (Lot 23), unless authorized by Parking Services. This is subject to change due to lot repair or snow removal. In such cases, notices will be posted at lot entrances at least eight hours in advance.

3. National Holidays

There are times when Minnesota State Mankato collective bargaining unit contracts require employees to work on national holidays. Except when a holiday falls on a class day, enforcement of parking

rules on national holidays shall be limited to handicap stalls, fire lanes, and other safety related areas.

4. Interim and Summer Periods

During interim periods when classes are not in session, overnight parking is not permitted between 2 A.M. and 6 A.M. in any lot, meter, or campus owned streets, unless otherwise designated, without a Red overnight permit. During summer semester and interim periods no permit is required in Lots 13, 15, 16, 17, 20, 21 South, 22 South, and 23 except in Gold and Brown stalls. An administrative procedure exists which allows, during interims and the summer, Gold permit holders to park in any larger Gold permit lot which has more than 80 stalls. (e.g., Lots 4a, 11/11/A, 16, and Lot 5.)

5. Summer Semester/Breaks

During Summer Semester and semester breaks, when classes are not in session, parking permits are not required in Green, Purple and Orange permit spaces and lots. **All other parking regulations are enforced.**

6. Evening Events

Evening Events (scheduled after 6:30 P.M. or public activities on non-class days): persons who attend a university activity open to the public will not be required to display a parking permit after 6:30 P.M., unless otherwise indicated in these regulations. **All lot stalls are free from 6:30 P.M. to 2 A.M. with exception of Handicap, Delivery, Facilities/Vendor, Brown, and Gold (6:00 A.M. - 6:30 P.M. Monday through Thursday, 6:00 A.M. - 4:00 P.M. on Friday), Paylot spaces, and Green stalls (lots 1, 3, 13, 15, 16 and 20a).**

Because of the need to better accommodate spectators attending theatre and music events, there will be no permit enforcement except for handicap stalls in Lot 16 from 7 P.M. to 11 P.M. on evenings of plays and recitals the dates of which were approved in advance. Parking Services relies on both the Theatre and Music Departments to notify them in advance of any performances to avoid citations being issued to guests and spectators on event dates.

7. Daytime Public Events

Daytime Public Events (scheduled between 8:00 A.M. and 6:30 P.M. on class days): guests on campus attending an event open to the public shall park in the Paylot or in a lot for which prior arrangements have been made two weeks in advance by the sponsor. (See also IV. A-C)

8. Abandoned Vehicles

Vehicles parked in lots more than seven calendar days will be deemed abandoned and will be ticketed and/or immobilized or towed.

9. Snow and Ice Removal and Lot Repairs

(See removal priority list: Article III - N)

- a. Lots will be posted at the entrances and exits prior to snow removal at least eight hours in advance. In situations where lots need to be closed for scheduled repairs and maintenance, prior notice of the closing shall be provided at least one workday in advance, except in the event of an emergency.
- b. During times of snow removal or lot repairs, vehicles will not be allowed to park in the lots) to be cleaned or repaired.
- c. Although the University will make an effort to notify the owner of any vehicle affected by snow removal or lot repair, vehicles hindering snow removal or lot repairs eight hours after posted notice are subject to ticket and immobilization (using an auto clamp) or tow. Questions concerning snow removal or lot repairs should be directed to Parking Services, 389-2111.

10. Free Parking

Individuals may park without permits from 6:30 P.M. to 2:00 A.M. Monday through Thursday, 4:00 P.M. to 2:00 A.M. Friday, and 6:00 A.M. to 2:00 A.M. on Saturday and Sunday. (Exceptions include the Paylot, Handicap spaces, Delivery zones, Facilities/ Vendor stalls, Green permit stalls, and Brown permit stalls.) There is no free parking during weekdays except in Lot 23, or other lots as designated during the winter months. Enforcement of Gold spaces will not occur between 6:30 P.M. and 2:00 A.M. During the summer months all Green, Purple and Orange stalls do not require a permit and are free unless otherwise indicated by the Facilities Services Manager. Free parking at meters is allowed from 6:30 P.M. - 2:00 A.M. Mon-Fri., 12:00 NOON - 2:00 A.M. Sat-Sun with the exception of residence hall meters which are free 12:00 NOON-2:00 A.M. Fri., 6:00 A.M. - 2:00 A.M. Sat., and 6:00 A.M.-6:00 P.M. Sun. (No parking between 2:00 A.M.-6:00 A.M. daily in any meter.)

11. Emergency Parking Situations

In the event of vehicle breakdown, flat tires or severe weather, parking penalties may be waived subject to the approval of Parking Services. **To obtain such short term exceptions to parking prohibitions, individuals shall immediately notify Parking Services concerning their particular emergency (phone 389-2111).** Parking Services cannot authorize a vehicle to remain illegally parked in handicap stalls, double parked, on the street, etc.

F. Violations

Individuals may be penalized by ticket, and/or immobilization or tow at the owner's expense for any violation. It is unlawful for any owner /operator of a vehicle to park, stop or leave standing, or to cause, allow, or permit

to be parked, stopped, or left standing whether knowingly or unknowingly, any such vehicle under any of the following circumstances or places.

To ensure that parking citation payment records are as up to date as possible, all fines and penalties are to be paid to the Cashier's Office located in 128 Wigley Administration Center, Minnesota State University, Mankato, Mankato, MN 56001. The Campus Hub is also authorized to accept fine payments though the Cashier's Office will actually update the citation records.

NOTE: In most cases, particularly when parking conditions are crowded, where a vehicle is illegally parked in "premium" or reserved parking stalls (which have oversell restrictions), a private towing contractor will be used to tow the vehicle to an off-campus storage site. Affected stalls include those set aside for gold, handicap, and green (residence hall) permit holders. Violators can expect to pay the higher private vendor towing and storage charges.

1. No permit properly displayed. (No permit visible at all.)** - \$15
2. Permit improperly displayed. (You have a permit but it is not hanging on the rearview mirror or sticking on the bumper.)** - \$15 in all instances except where the violator is parked in a Gold permit stall which subjects them to a \$25 fine.

***The first two citations issued to the paid permit holder or permit number for "improper display" or "no permit visible" will be dismissed. The person receiving the citation must bring the citation and some form of picture ID. Citations must be brought to the Campus Hub or Security, or appealed on-line within seven business days of the date received. Any citation that has been sent to term billing (past seven working days old) is ineligible for the early bird rate. For third and subsequent offenses, the permit holder will be fined \$20 for Gold permit holders or \$12 for other permit holders; however, they can still exercise their right to appeal these tickets to the Parking Citations Appeals Board (if within seven working days - See VI).*

3. Expired permit. \$15
4. No parking 2A.M. - 6A.M. \$15
5. Parked where prohibited. It is the vehicle operator/owner's responsibility to park in a legal parking stall. \$15
6. Parked on sidewalk, lawn, or boulevard. \$25
7. Parked along yellow curb. \$25
8. Parked within four feet of curb cut, 20 feet of crosswalk, and 30 feet of traffic signal/stop sign. \$15
9. Parked in loading or Facilities/Vendor zones. \$25
10. Parked in traffic lane, double parked, or in driveway/vehicle obstructing or parked obstructing driveway. \$25
11. Parked over or outside stall lines. Parking over stall lines because of other illegally parked vehicles is not considered a valid excuse

- and will be ticketed/towed/clamped. \$10
12. Parked in metered or timed stall over the time allowed -includes expired parking meter situations. \$15
 13. Use of stolen/fraudulent/lost/altered/revoked parking permit. - \$100
 14. Parked over 24 hours (University streets). - \$15
 15. Parked on emergency snow route. - \$15
 16. Parked within 10 feet of hydrant. - \$25
 17. Parked in fire lane. - \$25
 18. Parked in or obstructing posted handicap stall - \$200 (Violation: MS 169.346). Early bird payment of handicap violation \$150. **Remember appealed citations lose the right to the early bird payment.**

NOTE: Persons who fraudulently use handicap parking plates or certificates in violation of state law are subject to a fine of \$500. Suspected violators will be reported to the Mankato Department of Public Safety.

19. Wrong permit Lot. \$15
20. No parking bus stop. \$25
21. A special \$100 fine will be levied against those ex-residence hall renters who fail to turn in their Green permit for a prorated refund when they terminate their residence hall contract mid-year.
22. A \$100 fine will be levied for those who use their status as a residence hall student to purchase a Green permit which is then used by a non-residence hall student.
23. Abandoned Vehicle. \$25
24. Failure to park with right hand wheels of the vehicle within 12 inches of and parallel with the right hand curb. (Violation M.S. 169.35) \$15
25. A \$25 fine will be levied against those who remain parked in the Paylot (Lot 4) after close whenever the Paylot is operational the following day.
26. Safety Related Vehicle Violation. \$25
27. On-campus tow. \$55
28. Warning Citations Permitted
Parking Services is authorized to allow its parking services officers to issue warning citations. These warning citations carry no fine penalty, and are issued in those situations where, in the opinion of Parking Services, circumstances exist which, through no fault of the driver, a technical violation occurs (e.g., snow obscuring or covering stall lines).
29. Autoclamp fee. \$40
Off-campus towing charge and storage fees are paid by vehicle operator directly to private vendor. This can be approximately \$40 – subject to change, depending upon vendor contract bids). Applicable fine is paid to the University.

G. Paying Citations in a Timely Manner

- To exercise the “Early Bird” payment option, any “No Gold Permit” \$25 citation paid within four working days will be charged out at \$20, and any \$15 citation paid within four working days will be charged out at \$12.
- **The issued parking citation is considered your notice that a fine is due. It is the individual’s responsibility to ensure that all fines are taken care of in the allotted time. If a vehicle can be associated with an Minnesota State Mankato student, faculty or staff the fine will appear on your online Minnesota State Mankato statement.**

Those refusing to pay in a timely manner for citations of parking violations are subject to the following sanctions:

1. If the violator is a student, a financial hold will be placed on his/her academic records. Registration opportunities to students with unpaid parking citations may be denied.
2. The University may immobilize and/or tow vehicles of individuals with unpaid citations.
3. The University may refuse to accept any application or entry into the Reserved Gold or General purple drawings from those who have delinquent citations.
4. University may, after a written warning to the delinquent party, refer the collection of citation fines to a private firm.
5. Those receiving financial aid should not assume that outstanding parking fines will somehow be deducted from some future financial aid award. Financial aid recipients are expected to promptly pay citation fines as are all violators.
6. Those with delinquent fines need to pay the Cashier’s Office or the Campus Hub as soon as possible to avoid sanctions and penalties.

H. Motorcycles, Mopeds, Motorized Bikes and Scooters

Motorcycles, scooters, mopeds, motorized bikes, all of which require vehicle licences, also require special University issued parking stickers. These vehicles are to be parked in areas designated for motorcycles and scooters. Do not park these vehicles in or near bicycle racks, chained to lamp posts, trees, etc. If found chained to a lamp post, tree, building component, etc., the chain/lock will be cut off and the vehicle will be impounded. Cost of the chain, lock, etc. shall not be reimbursed or replaced by the University.

I. Bicycles

All bikes must use university bike racks (see locations at www.mnsu.edu/parking/bike_racks).

Bicycles are not allowed to be left parked or stored in any University building and will be impounded with a service and storage fee charge.

The University reserves the right to seize and impound any bicycle on University property, particularly those abandoned and chained to Min-

nesota State Mankato-owned bike racks. Prior to seizure, the University shall place an impound notice on the bike at least seven calendar days before the date designated for impounding. (See bicycle impound and storage procedures at www.mnsu.edu/parking/.)

J. In-Line Skating/Skateboards

Individuals on rollerblades and skateboards or inline skating are permitted to pass through campus utilizing paved areas. Avoid using streets whenever possible. While transiting the campus on rollerblades and skateboards, individuals must not endanger other individuals. Jumping off walls, stairs, and other hazardous activities are not permitted while transiting the campus. No skateboards or in-line skating are permitted in University buildings.

K. Speed Limit

The speed limit in all University parking lots is five miles per hour.

L. Electric Personal Assistive Mobility Device (EPAMD)

Those who operate a EPAMD on campus must register with the Cashier's Office, who will issue a sticker free of charge.

VI. **CITATION APPEALS** — University Policy Code No. MSU 3.8

Appeal on-line at: www.mnsu.edu/parking/appeals

Appeals forms and parking information may be obtained from Parking Services in Wiecking Center Room 222, the Cashier's Office in Wigley Administration Center Room 128, the Campus Hub or on the web.

A. Parking Citation Appeals Board

This six member board shall be appointed by the University President (or designee) and will consist of:

- One member from the Middle Management Association (MMA) or Local 638 (AFSCME, Council 6).
- Two members from the Minnesota State Student Association/Student Senate.
- One member from Minnesota State University Association of Administration and Service Faculty (MSUAASF)
- One member from IFO Faculty Association
- One from either the excluded group of university administrators or Minnesota Association of Professional Employees (MAPE)

B. Alternates Allowed/Dual Panel Membership Prohibited:

Board and Select Committee members may have alternates who serve with full voting privileges at meetings during the absence of regular members. An alternate is designated by the regular member and should be from the same constituency as the person for whom they are serving as a proxy.

Members serving as voting members of the Parking Citation Appeals Board or Select Committee on Residence Hall Citation Appeals cannot serve on the Parking Advisory Committee during the same academic term.

C. Select Committee

The Chairperson of the Parking Citation Appeals Board may, from time to time, establish a Select Committee on Residence Hall Citation Appeals. That Select Committee shall exercise all those powers and responsibilities as are delegated to it by the Appeals Board. It is anticipated that the Select Committee would be impaneled to help alleviate the work load of the Parking Citation Appeals Board when circumstances warrant. The Select Committee shall be appointed by the Appeals Board Chairperson and is comprised of two representatives recommended by the Residence Hall Association and one university employee recommended by and from among the membership of the MSUAASF bargaining unit. The Select Committee shall handle only those citation appeals affecting residence hall parking zones and stalls.

D. Appeals Procedure

An appeal should be based on the fact that the violation notice was issued contrary to the *Minnesota State Mankato Parking Rules and Regulations* or in error. Both the parking Citation Appeals Board and its Select Committee shall adhere to all the procedures and responsibilities described herein. The parking citation appeals procedure follows.

1. The appeal form and citation must be received by the Parking Services Office, Campus Hub or Cashier's Office within seven (7) working days of the date the citation was issued. The appeal form must be legible and filled out in its entirety including appropriate name and address. **Web address: www.mnsu.edu/parking/appeals**
2. Only unpaid citations may be appealed. An exception occurs when a vehicle is autoclamped and the payment releasing the autoclamp is made prior to the filing of an appeal within the seven working day appeal time frame. The payment of the citation under appeal is suspended without penalty during the appeal process. However, should the board vote to deny the appeal of an individual facing a \$15 regular citation or \$200 handicap fine, that person shall pay the fine and is not eligible for the early bird discount.
3. Following a review of each parking citation appeal, upon a majority vote of appeals panel members present and voting, one of the following actions may be taken:
 - appeal is approved and citation fine is dismissed
 - appeal results in citation being changed to a warning citation which carries no fine
 - citation is upheld and published fine is applied to appellant
 - citation is upheld but the appeals panel elects to reduce the fine because of special or unusual circumstances
 - citation is upheld and published fine is applied to the department

responsible

4. If action by an appeals panel results in a fine being levied the appellant shall pay the citation within seven (7) working days after notification is mailed. If the citation is not paid within the seven working day time period, the appellant is subject to further sanctions as determined by the Parking Advisory Committee Chairperson, including but not limited to, the autoclamping of their vehicle, the elimination of Minnesota State Mankato parking privileges, etc.
5. To facilitate quicker response to citation appeals, improve efficiency and make better use of the time spent on appeals by volunteers serving on citations appeals panel, in those instances where previous action by appeals panels would support such decisions, the clerical employee assigned to provide staff support for the Parking Citation Appeals System is authorized to dismiss a citation being appealed or downgrade it to a warning without that particular citation receiving a specific review by parking citation appeals board. The Parking Services Office provides clerical support for the processing of appeals only. They are not involved in the decisions made by independent panels of the Parking Citation Appeals System.

E. Decisions Final

Decisions from either the Appeals Board or the Select Committee on Residence Hall Parking Citation Appeal are final.

F. Administrative Procedures

1. Where a number of like citation appeals accumulate, the Appeals Board staff shall present only one or two which best represent arguments made concerning the common complaint. Decisions by the Board to uphold the citation shall be applied to all like citations without individual citation-by citation review by the Board.
2. The Citation Appeals Board Chair shall be elected by and from among the Board's members being present at the time of the election. The one year term of Board Chair commences at the first Board meeting during fall semester.
3. Board meeting will be conducted and decisions issued when there is 51% of active filled seats or two members present, whichever is less. If the majority of the voting members present cannot agree to a modification of the original citation as appealed, then the original citation remains as issued.
4. Practices established by Parking Services to provide parking services to the campus community shall be supported and considered standard procedures when appeals decisions surrounding the practices are made.
5. Citation appeals which have been submitted but were not received within seven working days of the date the citation was issued, may be heard by the Appeals board at its discretion, or upon formal request of

either the Campus Hub Coordinator, Parking Services Coordinator, Head Cashier, or the Parking Advisory Committee Chairperson.

The act of waiving the deadline by the Board should in no way be interpreted that the Board is predisposed to dismiss the ticket or supports arguments made in the appeal.

The Appeals Board agrees to hear such appeals as an interdepartmental courtesy extended to Parking Services, the Campus Hub, the Cashier's Office, and the Parking Advisory Committee Chairperson, in recognition that those offices will forward only citation appeals that merit such consideration.

VII. POLICY DEVELOPMENT AND PLANNING

The Parking Advisory Committee (PAC) exists to develop recommendations on all parking policies, lot maintenance projects and budgets of Minnesota State's self-sustaining parking program. The PAC also designates permit stall locations and permit color assignments, and submits lot development plans for review and modification. The Committee reports to the President through the Vice President for Finance and Administration (or designee). Voting members include a representative from the Minnesota State University, Mankato Faculty Association, Minnesota State University Association of Administrative and Service Faculty (MSUAASF), classified employee organizations, the Student Senate of the Minnesota State Student Association (MSSA), a representative of the Residence Hall Association of the MSSA, and the Administration. Nonvoting ex-officio members include but are not limited to a representative from MMA (Middle Management Association), MAPE (Minnesota Association of Professional Employees), Parking Citation Appeals Board liaison, Office of Business Affairs, Department of Residential Life, Residence Hall Association, Facilities Management construction liaison, and Parking Services. When regular PAC members cannot attend a meeting, designated alternates may be used. Contact David Cowan, Parking Advisory Committee Chair (389-7467) with your suggestions or concerns or in writing at david.cowan@mnsu.edu.

Parking Permit Thefts

Secure Your Vehicle — Report Thefts

With parking as limited as it is on campus, especially during peak demand load times (Monday - Thursday, 8 A.M.-11 A.M.), permit holders should do all they can to avoid being victimized by thieves. Permit holders with hanging permits are more vulnerable as those permits are easily lifted from the mirrors of unlocked vehicles, open windows, or convertibles, etc.

To better ensure a more timely response and investigation of thefts and/or vehicle vandalism, vehicle owners are strongly urged to check their vehicle at least once every 24 hours.

Once notified of a lost permit, Parking Services will attempt to spot check the lots to determine if the permit is being used by someone else.

Always secure your vehicle when you leave it unattended. Be sure to notify the University Cashier's Office as soon as you believe your permit was lost or stolen.

"Campus Hub"

Lobby of Centennial Student Union

8:00 A.M.-6:00 P.M., Monday-Thursday; 8:00 A.M.-5:00 P.M., Friday

Phone: 389-1866; Fax: 389-2227; E-mail: campushub@mnsu.edu

- Buy permits (9 month, 12 month, and temporary).
- Pay citation fines when cashiers is closed.
- Assist with the two ticket dismissal process.
- Assist with the parking citations appeal process.
- Get the latest information on parking, including regulations, budgets, lot improvements, signage, etc.
- Assist with updating permit information for new vehicle plates.
- Assist with billing questions.

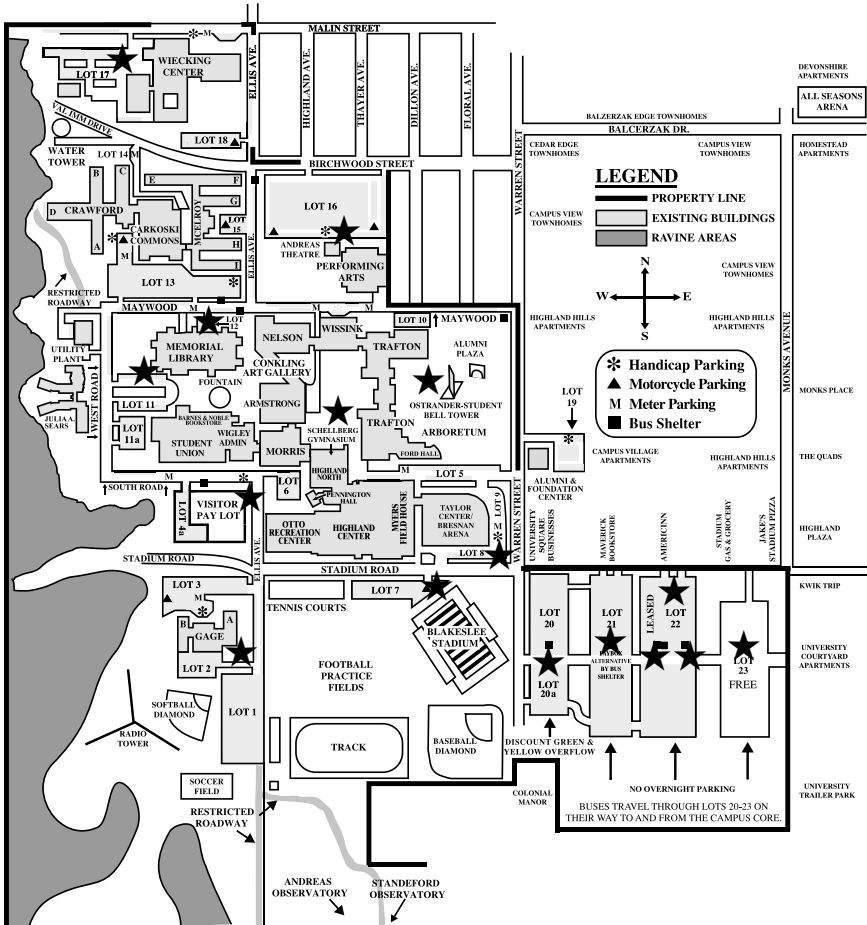
Paylot stickers are sold at the cashiers.

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Emergency Telephone Locations



★ Stars indicate location of emergency telephones.

NEED HELP?

Policy or Permit Questions

Campus Hub
Phone 389-1866
117 Centennial Student Union
E-mail: campushub@mnsu.edu
www.mnsu.edu/parking

Citation Appeals

www.mnsu.edu/parking/appeals
222 Wiecking Center

Temporary Permits, Special Parking Arrangements

Parking Services
Phone 389-2111
E-mail: security@mnsu.edu
222 Wiecking Center

Parking Organizational Chart

