

# University Policies

<b>Policy Name:</b> Parking	<b>Effective Date:</b> July 1, 2011
<b>Custodian of Policy:</b> Vice President for Finance and Administration	<b>Last Review:</b> Unknown
	<b>Next Review:</b> September, 2018

## Policy

Minnesota State Mankato assigns responsibility for developing recommendations for parking fees and procedures, as well as administering the parking program, to an institutional staff member (currently the Facilities Services Director), who also serves as the Parking Advisory Committee Chairperson. A handbook is updated annually and made available which includes all regulations relating to parking, buses and shuttles, etc. Fees and procedures are approved annually by the University President (or designee).

Parking and driving on campus are permitted in accordance with 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.

Minnesota State University, Mankato assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at anytime while it is operated or parked on the campus. All Vehicles should be locked when left unattended.

## Procedures

1. University permits are required for parking on campus except for metered stalls, the Visitor Pay Lot and any lot designated as a "free parking" lot.
2. Space and rates are subject to change.
3. Parking permit registrants are assigned a color-coded permit valid in designated areas.
4. The purchase of a parking permit does not guarantee space availability unless specific assignment of a space is made. Over 5,000 parking spaces now exist on campus. Rates are based on proximity to the center of campus. *Parking & Traffic Guidelines Handbooks* are available from The Campus Hub, University Security, and the Cashier's Office. For parking permit prices and locations, go to <http://www.mnsu.edu/parking>
5. The vehicle owner is responsible for finding a legal parking space.
6. To purchase a University parking permit customers may: (1) go to Parking and Transportation's online purchasing process; (2) purchase directly from the University Cashiers (1<sup>st</sup> floor Wigley Administration Center); or (3) in the case of temporary permits, purchase a short-term temporary parking permit from The Campus Hub.
7. Permit coverage for stalls begins the first day of fall semester classes. Reduced rates are offered as the year progresses. To obtain a replacement permit, a person must bring in the permit or a portion of the damaged sticker and it will be replaced. Special parking arrangements should be made by using a Request for Guest Parking and/or Special Events form. One day free parking permits for special guests are available from The Campus Hub and the Facilities Services office. Departmental guests may park in the pay lot free using a one-usage complimentary pay lot pass which is provided by the department.

8. The Facilities Service Director, in consultation with the Parking Advisory Committee, administers the Parking & Transportation Program. A hearing is held in March of each year to seek formal public response of proposals for change.
9. A Parking Citation Appeals Board has been established to review written appeals from individuals challenging citations received for campus parking violations (personal appearance is optional).

10. Appeals

Policy and Budget

Parking Citation Appeals Board Liaison  
389-2111, WC 222  
[parking-appeals@mnsu.edu](mailto:parking-appeals@mnsu.edu)  
<http://www.mnsu.edu/parking>

Facilities Services Director  
389-5466  
Parking Website:  
<http://www.mnsu.edu/parking/contact/>

## Rationale

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. A Parking Advisory Committee, a panel which includes student representatives and collective bargaining unit members, exists for budget review, policy development and capacity enhancement. The parking budget, built on a self-supporting basis, is used to maintain the lots, cost of enforcement and administration of the overall program

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<b>Formal Review Process</b>	<b>Date Submitted</b>	<b>Date Reviewed</b>
MSUAASF Meet and Confer	February 17, 2011	April 14, 2011
Faculty Association Meet and Confer	February 17, 2011	April 14, 2011
Classified Meet and Confer	February 17, 2011	April 14, 2011
MSSA Meet and Confer	February 17, 2011	April 14, 2011
<b>✓ Vice President's Recommendation</b>		<b>Date</b>
<b>✓ President's Approval</b>		<b>Date</b>