

1. GENERAL REGULATIONS

1.1 The Minnesota Highway Traffic Regulations (Chapter 169MSS) and the applicable ordinances of the City of Marshall are in effect in the University area.

1.2 Parking facilities at Southwest Minnesota State University are intended to be used by those associated with the University. All persons operating motor vehicles in the University area shall do so at their own risk. No responsibility shall be assumed by the University, the State of Minnesota, or the City of Marshall for loss of property and damage to the owner's vehicle while parked at the University property, while being towed, including but not limited to putting on the auto clamp to the owner's vehicle and also while the owner's vehicle is parked at the impound lot.

1.3 A vehicle must be parked so that the entire vehicle is within any marked boundaries. Being ticketed for parking on a line will not be considered a valid cause for an appeal.

1.4 No vehicle, except for authorized service and maintenance vehicles, shall at any time be parked on sidewalks, on the grass, in crosswalks, landscaped areas, driveways, fire lanes, within 15 feet of fire hydrants, along yellow painted curbs, in front of any removable barricade, in a space which obstructs vehicle or pedestrian traffic, or in any other space where signs indicate No Parking.

1.5 Improperly parked vehicles may be removed and the cost of the removal will be charged against the individual in whose name the vehicle is registered.

1.6 Drivers of vehicles on campus property must yield the right of way to pedestrians.

1.7 No vehicle shall be used as a camper or for temporary lodging while parked on the campus.

1.8 Purchasing a parking permit does not guarantee a parking space for anyone, except for those who have purchased a permit for a Specific Reserved parking space.

1.9 Anyone operating or parking vehicles on campus is responsible for becoming familiar with and complying with all regulations and posted signs pertaining to the operation and parking of a motor vehicle.

1.10 Loading Zones are intended to be used solely for loading and unloading purposes. Trucks and other types of commercial vehicles may be parked in such spaces only for whatever length of time actual loading and unloading operations and activities related thereto are in progress. Passenger cars may be parked in loading zones 15 minutes to conduct the loading or unloading operations required. **Any vehicles parked in a loading zone when loading or unloading operations are not plainly visible are subject to ticketing.** These areas are enforced at all times throughout the year.

1.11 Parking permits are required in University parking areas from the beginning of fall semester to the last regular class day of spring semester. Lots C, RA and A2 are enforced 24 hours per day from 8:00 a.m. Monday through 4:30 p.m. Friday. Permits are needed 8 a.m. - 4:30 p.m. in Lots A1, A2, B1, B2, B3, SS and RA. **Specific University regulations apply to HANDICAPPED, SPECIFIC AND GENERAL RESERVED, RESTRICTED, and NO PARKING spaces, which are enforced 24 hours per day, 7 days a week.**

1.12 Between the hours of 1:00 a.m. to 7:00 a.m., parking is prohibited on all of Birch Street, State Street, Wefald Drive, Stadium Drive and Mustang Trail. **There will be no parking on the north side of Birch Street or on all of O'Connell Street.**

1.13 The University reserves the right to remove or to have removed any vehicle that is parked in such a way as to constitute a hazard or to impede vehicular or pedestrian movement, operation of emergency equipment, making of essential repairs, or snow removal. Cost of removal will be at the owner's expense.

1.14 **Registered vehicles parked in a University parking area and not used or moved within a 30 day period shall be deemed abandoned vehicles and will be ticketed and towed, at the owner's expense.**

2. AMENDMENTS TO THE REGULATIONS

2.1 Amendments to the Parking and Traffic Regulations shall be approved by the president of the University. The amendment will not be considered in force until all provisions of state statute have been met.

2.2 Changes in regulations which govern the use of a specific area will become effective when signs reflecting the changes are posted at the appropriate location.

3. VEHICLE REGISTRATION

3.1 GENERAL INFORMATION

3.11 All administrators, faculty, staff, students, and other persons associated with the University must register any motor vehicle and properly display a parking permit on the motor vehicle operated in parking areas under university control.

3.12 On motorcycles, the parking permit shall be affixed in a visible area near the license plate.

3.13 Vehicles must be registered each year. The registration year will be from the first day of fall semester to the end of spring semester. Permits are not required from the end of spring semester until the beginning of fall semester **except in R Lot and Reserved areas.**

3.14 Vehicles which are clearly marked as State-owned vehicles do not require parking permits of any type.

3.15 Failure to comply with any of the above paragraphs shall constitute a violation of the Parking and Traffic Regulations. The absence of a parking permit may result in the issuance of a traffic violation citation and/or in the immobilization or impoundment of the vehicle at the owner's expense.

3.16 Upon completion of the parking permit registration and payment of the registration fee, a parking permit will be issued. Registration is considered complete when the permit is properly displayed on the vehicle. Proper display is considered as being attached to the rearview mirror, numbers facing windshield so they are clearly visible. **Failure to properly display the permit will not be considered a valid cause for appeal.**

3.2 STUDENT REGISTRATION

3.21 Parking permits shall be properly displayed on student vehicles within ten (10) instructional days following the start of fall semester, or as announced by the University. Students only registering for spring semester shall properly display a permit on their vehicles within three (3) instructional days following the start of the semester. Permits are required as indicated in the regulations and parking lot signage.

3.22 Students shall register their vehicles and obtain parking permits and a copy of the Parking and Traffic Regulations website address during semester academic registration at the Cashier Window in the Individualized Learning Center. Specific and General Reserved permits will be issued at the Public Safety Office, located in the basement of Founders Hall. Visitors shall obtain temporary parking permits from the Public Safety Office desk in the basement of Founders Hall. Photo I.D. required. **Visitor permits will not be issued to students, faculty or staff. Exceptions may be made only by the Director of Public Safety.**

3.3 FACULTY, STAFF, OTHER PERSONNEL REGISTRATION

3.31 Administrators, faculty, staff and all other persons employed by agencies or organizations housed on the University campus shall display parking permits on their vehicles within ten (10) instructional days following the start of fall semester or as announced by the University. Any individual employed after that date who wishes to park in the University parking areas between the hours of 8:00 a.m. and 4:30 p.m. on University class days shall display a permit on their vehicle the day starting employment.

3.32 Administrators, faculty, staff and other persons employed by agencies or organizations housed on the University campus shall register their vehicles and obtain their parking permits and a copy of the Parking and Traffic Regulations website address at the Cashier's Window in the Office of Business Services located in the Individualized Learning Center.

3.4 VISITOR, VENDOR REGISTRATION

3.41 Visitors, guests, sales representatives, and others who frequent the campus may purchase a reduced-price permit and shall display the permit properly.

3.42 Vendors are to coordinate permit issuance with their sponsor. Failure to display a permit will result in the issuance of a citation.

4. TYPES OF PARKING AND LOCATIONS

TYPE/DESCRIPTION

Commuter Parking: Open to vehicles with an SMSU paid parking permit. Permits required between 8:00 a.m. and 4:30 p.m. on University class days.

LOCATIONS

Lots A1, B1, B2, B3,
Stadium Drive,
Mustang Trail, and SS

Open to vehicles with an SMSU paid parking permit. Permits required between 6:00a.m. to 4:30p.m.daily. No parking 4:30p.m. to 6:00a.m. daily.

BA/PE Gravel Lot

Residential Permit: Required 24 hours per day 8:00a.m. Monday through 4:30p.m. Friday, beginning of fall semester to the last class day of spring semester.

Lot C, RA and A2

Handicapped Parking: Open to those with State-issued handicap logo.

Designated spaces in all lots (exception – E Lot permit required)

Visitor Parking: Open to campus visitors displaying an SMSU visitor permit.

Stadium Drive, Lots A1, A2, B1, B2, B3, Mustang Trail, RA, BA/PE and SS

Restricted Parking: Open only to those with Specific Reserved permits properly numbered for those spaces.

Lot R

Vendor Parking: Open to vendors conducting business with SMSU on a regular basis and displaying an SMSU vendor permit.

Stadium Drive, Lots B1, B2, B3, SS, R Lot Mustang Trail and BA/PE

Specific Reserved Parking: Specific parking spaces assigned by color and number. **These spaces are enforced at all times.**

Lots A1, A2, B1, B2, B3, SM, ST and PE

General Reserved Parking: Specific parking spaces assigned by color. **These areas are enforced at all times.**

Lots A1, A2, C, B1, B2, B3, E and SS

Two-Hour Parking: Spaces where parking is allowed for two hours with no permit required.

South side of Birch Street

Overflow Parking: Permit required. For special event parking as needed, no permit is required.

Grass parking area by Mattke Field

No Parking: Area where parking is not permitted at any time.

Yellow curbed and/or posted areas, O'Connell Street, and the north side of Birch Street

Snow Removal Routes: No parking from 1 a.m. to 7 a.m. November 1 through April 1.

Mustang Trail,
Stadium Drive, Wefald
Drive, Birch Street,
State Street North

10 Minute Parking: Area where parking is only permitted for 10 minutes.

Wefald Drive

4.2 Only vehicles identified as being operated by vendors with a GREEN vendor parking permit may be parked in the space reserved for vendor parking.

4.3 Only vehicles with the universal handicapped logo, permits issued by the MN Department of Public Safety or other valid out-of-state handicapped permits can park in designated handicapped spaces.

4.4 As the name implies, Loading Zones are intended to be used solely for loading and unloading purposes. Trucks and other types of commercial vehicles may be parked in such space only for whatever length of time actual loading and unloading operations and activities related thereto are in progress. Passenger cars may be parked in loading zones only 15 minutes to conduct the loading or unloading operations required. **Any vehicles parked in a loading zone when loading or unloading operations are not plainly visible are subject to ticketing.**

4.5 State vehicles may be parked in any University non-reserved or service vehicle parking area at any time.

4.6 Only vehicles identified as being operated by visitors with a YELLOW visitor permit or vendors with a GREEN vendor permit may be parked in the spaces reserved specifically for visitors.

4.7 Vehicles not parked in accordance with this section of the Regulations will constitute a violation of the parking regulations and may be ticketed.

4.8 The five (5) parking spaces identified behind the Science and Math Building require a current paid Specific Reserved parking permit properly displayed.

4.9 Yellow-painted sections on any curbs on University property indicate “No Parking” at any time. Other No Parking areas will be identified with appropriate No Parking signs.

4.10 PARKING LOT LISTING AND ABBREVIATIONS

<u>ID Letters</u>	<u>Parking Lot</u>
A1	North section of Lot A
A2	South section of Lot A
B1	South section of Lot B
B2	Middle section of Lot B
B3	North section of Lot B
C	Residence Hall parking Lot C
MT	Mustang Trail
PE	Lot behind the Physical Education Building
E	Parking lot south of Residential Apartments
BA/PE Gravel	Lot behind Bellows Academic Building
RA	Parking lot west of the RA Facility

R	Lot east of the library
SM	Spaces behind the SM Building
ST	Spaces behind the ST Building
SS	Lot north of Social Science Building

Street Parking:

Stadium Drive	Paved street on north end of campus
Mustang Trail	Road running west and north of the RA Facility
McLaughlin Drive	Paved road south of Residential Apartments

5.1 VISITOR PARKING

5.11 Special YELLOW visitor parking permits can be issued to guests and visitors to the campus. A YELLOW visitor parking permit allows visitors to park on Stadium Drive, Mustang Trail, or in Lots A1, A2, B1, B2, B3. This permit is free-of charge and can be obtained in the basement of Founders Hall. **Visitor permits may not be issued to students, faculty or staff. Exceptions may be made only by the Director of Public Safety. No more than three (3) visitor permits will be issued to any person per semester.**

5.12 Visitor parking permits must be displayed on the inside rear view mirror with the numbers visible from outside the 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 cause for appeal.**

5.13 Visitor parking permits are not to be issued for more than a 5-day period with exceptions allowed by only the Director of Public Safety or the Parking Clerk, both located at FH 16. Visitor permits must be dated and signed by an authorized person. **These permits are non-renewable.**

5.14 Buses, when not loading or unloading passengers, **must be parked in lot B3**. Buses are not to be parked in any other parking lots between the hours of 8:00 a.m. and 4:30 p.m. on University class days.

5.15 Visitor vehicles displaying the universal handicapped logo permit issued by the MN Department of Public Safety and other state handicapped permit may utilize designated handicapped parking spaces.

5.2 HANDICAPPED PARKING

5.21 Only vehicles with a properly displayed universal handicapped logo permit issued by the MN Department of Public Safety, and other state handicapped permit, can park in designated handicapped spaces.

5.22 State and University regulations regarding handicapped parking spaces are enforced at all times throughout the year. Parking in a handicap space without the proper permit is a petty misdemeanor. **A penalty of up to \$250 may be assessed for a handicapped parking violation.**

5.23 Persons with limited mobility and the proper handicapped permit, as well as an SMSU permit, may park in any of the seven handicap parking stalls found in R

Lot or any of the other handicap stalls found throughout the University parking lots.

5.3 RESTRICTED/RESERVED PARKING

5.31 State and University Regulations regarding restricted and reserved parking spaces are enforced at all times throughout the year. Parking in a restricted or reserved parking space without the proper permit will constitute a violation of the parking regulations.

5.32 Only vehicles identified as being operated by the Residential Life Staff, SBDC, and AURI may park in areas reserved for their use.

5.33 The two (2) parking spaces identified behind the Physical Education Building are for use by the Health and Physical Education Department. These spaces are to be allocated by the Department Chair and the Athletic Director to the coaches in that department on a semester basis. These vehicles must be identified by a special permit and must also properly display a current paid parking permit. **These spaces are enforced at all times.**

5.4 VENDOR PARKING

5.41 A special vendor parking space is identified in Lot R. This space is set aside for use by sales representatives, repair workers, vending agents, and others in similar positions that frequent the campus. GREEN vendor permits are required.

5.42 Special GREEN vendor parking permits shall be issued to vendors visiting the campus. Vendors are to coordinate permit issuance with their sponsor.

5.43 Vendor permits must be displayed on the inside rear view mirror. **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 cause for appeal.**

5.44 Vehicles with special vendor permits are only valid in the spaces set aside for vendor parking. If these spaces are not available, the vendor must park his/her vehicle in Lots B1, B2, B3, on Stadium Drive, Mustang Trail, or in overflow parking.

6.1 PERMIT COLORS

6.11 The color of University parking permits may be changed annually.

6.12 Visitor parking permits are YELLOW.

6.13 Vendor parking permits are GREEN.

6.2 PERMIT DISPLAY

6.21 On motorcycles the parking permit must be affixed in a visible area near the license plate.

6.22 Visitor permits and vendor permits must be displayed on the inside rear view mirror with the dates for which the permit is issued facing outward. **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 cause for appeal.**

6.23 Regular parking permits shall be displayed on student vehicles within ten (10) instructional days after the start of fall semester or as announced by the University. Students registering for spring semester shall display a permit on their vehicles within three (3) instructional days after the start of the semester. Permits are required as indicated in these regulations and per posted parking signs. The permits are to be displayed on the rear view mirror facing windshield with the numbers clearly visible from the outside.

6.24 Administrators, faculty, staff and all other persons employed by agencies or organizations housed on the University campus shall display parking permits on their vehicles within ten (10) instructional days after the start of fall semester or as announced by the University. Any individual employed after that date who wishes to park in the University parking lots between the hours of 8:00 a.m. and 4:30 p.m., on University class days, shall display a permit on their vehicle the day starting employment. **These permits shall be displayed on the rear view mirror numbers facing the windshield clearly visible from the outside.**

6.3 PERMIT FEES

6.31 An annual rate for University parking permits will be established. The parking fee will be estimated at an amount necessary to service and maintain the University parking facilities. Parking permit fee rates may be obtained from the SMSU Parking Office located in FH16. There is no reduced rate for the purchase of parking permits for additional vehicles if both vehicles will be on campus at the same time. There is, however, the opportunity to purchase a second permit for the purpose of not having to move permits from one vehicle to another. A second permit may be purchased and registered to the same vehicle and individual for the purpose of convenience. Permits acquired under false pretenses, with both permits being utilized at the same time on campus, will be confiscated. The person who requested the permit, and the person using the second permit, will be subjected to a \$25 fine, each. The second permits are available to employees of the University and employees of other agencies housed on campus. Students are not eligible to purchase the second permit. Employees of the University and employees of other agencies will be assessed a fee for the second permit.

6.32 Parking permits may only be sold by the University and not offered for resale or exchange between, among, or by individuals.

6.33 Fees are established and pro-rated on the following basis:

Fall Semester	Full Rate
Spring Semester	1/2 Full Rate
Summer Session	Permit not required except for Reserved spaces

7. LOST OR STOLEN PERMITS

Permit holders should do all they can to avoid being victimized by thieves. Always secure your vehicle when you leave it unattended. **If a permit is lost or stolen, report it to the Department of Public Safety. If it is not reported, Public Safety will not be responsible for any citations that may be issued to the vehicle and the owner of the lost/stolen permit will not be able to appeal the citations.**

7.1 Lost or Stolen Permits: Replacement of a lost or stolen permit will cost the permit holder the same amount as a second permit. Recovered lost or stolen permits will adhere to the refund policy.

8. REFUND POLICY

Refunds requested during the year will be issued only to the permit owner on record at the University. Refunds will be made if the permit is returned to the Department of Public Safety. The parking permit must be returned to receive a refund.

8.1 Fall Semester: 100% 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.

8.2 Spring Semester: 100% of the Spring Semester price if the permit is returned by the 10th instructional day. After the 10th instructional day there is no refund.

8.3 Refunds will be processed within fourteen (14) days of the refund request.

9. MOTORCYCLE PARKING

9.1 Motorcycles with a paid parking permit may be parked in any of the University parking lots. Seasonally, there are designated motorcycle parking areas in Lots A and B.

9.2 On motorcycles the parking permit must be affixed in a visible area near the license plate.

10.1 ENFORCEMENT

10.11 The University reserves the right to ticket and/or immobilize or tow vehicles which are parked on campus in violation of any rule as established in the current "Parking and Traffic Regulations," **at the owner's expense.** If the vehicle is immobilized, a \$40 autoclamp fee will be added to existing fines. **All fines, including the autoclamp fee, will be paid before the vehicle will be released from the autoclamp or impoundment. Stolen boots can incur criminal charges.**

10.12 SMSU Department of Public Safety shall be responsible for enforcement of campus parking and traffic regulations.

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

10.2 RESPONSIBILITY

10.21 The person in whose name the vehicle is registered, or if the vehicle is not properly registered, the person who has legal custody of the vehicle, shall be held liable for all citations issued to the vehicle, and is subject to any and all fines or disciplinary action resulting from the violations.

10.22 Anyone operating or parking vehicles on campus is responsible for becoming knowledgeable of, and complying with, all regulations and posted signs pertaining to the operation and parking of a motor vehicle.

10.3 APPEALS

10.31 Appeals of parking violations must be filed on forms available from the Office of Business Services, or the University Public Safety office within five (5) working days of issuance of the citation. **The decision of the appeals committee is final.**

10.32 The fine for a violation which has been appealed and denied should be paid within five (5) days of issuance of the appeal decision.

10.33 Visitors, prospective students, and volunteers: If an appeal is filed as per 10.31, one (1) citation waiver will be granted.

11.1 VIOLATION PENALTIES

11.11 Southwest Minnesota State University shall be responsible for the collection of all traffic and parking fines on the campus. Failure to pay fines may result in actions including, but not limited to, issuance of warning letters, holding of transcripts, holding of financial aid, academic holds, state collection by a Revenue Recapture Agency, and/or registration lockout.

11.12 The schedule of traffic and parking fines shall be listed on the ticket issued. All fines will be payable to Southwest Minnesota State University at the Cashier's Window located in the Individualized Learning Center, the University Public Safety Office, FH16, or the payment may be made by depositing the fine in the courtesy box located in the lobby of Founders Hall. Information regarding the schedule of fines and payment may be obtained by calling or writing the Department of Public Safety, 537-7252.

11.13 Individuals will be fined for failure to display or display properly the appropriate vehicle parking permit. This will not be considered a valid

cause for appeal. Appeals for Improper Display will not be heard by the Parking Appeals Committee.

11.14 Repeated violations or failure to pay parking fines may result in the immobilization of the vehicle or impoundment at the owner's expense.

11.15 Vehicles which have accumulated in excess of \$60 in outstanding fines may be immobilized and not released until all fines have been paid. **Also, vehicles parked in handicap spaces without the proper state-issued logo may be autoclamped.**

11.16 Vehicles which have been towed or immobilized will be released when outstanding fines and towing/impounding charges are paid in full at the Cashier's Window located in the Individualized Learning Building. These charges are the responsibility of the vehicle owner/registrant.

11.17 Individuals refusing to pay in a timely manner for citations of parking violations are subject to, but not limited to, the following sanctions:

- a. If the violator is a student, a financial "hold" may be placed on his/her academic records. Registration opportunities to students with unpaid parking citations may be denied.
- b. The University may immobilize and/or tow vehicles of individuals with unpaid citations at the owner's expense.
- c. The University may refuse to sell a permit to an individual who has an outstanding parking fine with the University.
- d. The University may, after a written warning to the delinquent party, refer the collection of citation fines to a private firm.

OBJECTIVES AND AUTHORITY

These regulations are promulgated under the Laws of the State of Minnesota, 1986, pursuant to Minnesota Statute, Section 169.966, MnSCU to Regulate Traffic; Volume 4, Chapters 160-174A, Highways; Roads.

169.966 MnSCU TO REGULATE TRAFFIC

Subdivision 1 MnSCU may from time to time make, adopt, and enforce such rules or ordinances not inconsistent with this chapter, as it may find expedient or necessary relating to the regulation of traffic and parking upon parking facilities and private roads and roadways situated on property owned, leased, occupied or operated by state universities.

Subd. 1a MnSCU may establish rents, charges, or fees for the use of parking facilities owned, leased, occupied, or operated by MnSCU. The money collected by the Board as rents, charges or fees in accordance with this subdivision shall be deposited in the university activity fund and is annually appropriated to MnSCU for state university purposes and to maintain and operate parking lots and parking facilities.

Subd. 2 Any person violating such rule or ordinance shall be guilty of a petty misdemeanor and subject to the provisions of sections 169.891 and 169.90, Subdivision 1.

Subd. 3 Prosecution. The prosecution may be before any county or municipal court having jurisdiction over the place where the violation occurs.

Subd. 4 Every sheriff, constable, police officer, or other peace officer shall see that all rules and ordinances are obeyed and shall arrest and prosecute offenders.

Subd. 5 MnSCU may appoint and employ, and fix the compensation to be paid out of funds which may be available for such purposes, persons who shall have and may exercise on property owned, leased or occupied by the state universities the same powers of arrest for violation of rules or ordinances adopted by the board as possessed by sheriff, constable, police officer, or peace officer.

Subd. 6 All persons shall take notice of such rules and ordinances without pleading and proof of the same.

Subd. 7 MnSCU shall fix a date for a public hearing on the adoption of any such proposed rule or ordinance. Notice of such hearing shall be published in a legal newspaper in the county in which the property affected by the rule or ordinance is located. The publication shall be at least 15 days and not more than 45 days before the date of the hearing. If, after the public hearing, the proposed rule or ordinance shall be adopted by a majority of the members of the board, the same shall be considered to have been enacted by the board. A copy of the same shall be signed by the president and filed with the county recorder of each county where the rule or ordinance shall be in effect, together with proof of publication. Upon such filing, the rule or ordinance, as the case may be, shall thenceforth be in full force and effect.

Subd. 8 Delegation. MnSCU may delegate its responsibilities under this section to a state university president. Actions of the president shall be presumed to be those of the board. The university president shall file with the board president the results of any public hearings and the subsequent adoption of any proposed rule or ordinance enacted pursuant thereto.

Effective July 30, 2010

Deb Kerkaert, Vice President for Finance & Administration