

Motor Vehicle Parking Policies and Procedures

These Motor Vehicle Parking Policies and Procedures are designed specifically for all students, full-time and part-time faculty, adjuncts, administrators, and professional staff; interns; and volunteers (hereafter referred to as “Permitted Persons”). Concordia College recognizes the importance and benefit of ample parking for Permitted Persons; however, with limited parking space, Concordia College has established rules for parking on campus.

Policies and Procedures

All vehicles driven to campus by Permitted Persons must be parked on campus in designated areas as indicated below. Failure to park on campus in designated areas is a violation subject to fine(s), loss of privilege, and/or other disciplinary action. Parking space is very limited. Only commuting and upper class resident students may be approved to park on campus, with preference going first to juniors and seniors. All Permitted Persons who bring a car to campus are required to purchase a parking permit decal and display it as instructed. Parking off campus in the surrounding neighborhood whether or not you have a parking permit decal is against College policy, and any Permitted Persons with such infractions will be sanctioned accordingly. If you have any questions about parking, please contact the Director of Security (ext. 2300). Do not bring a car to campus without authorization.

Parking Permits

- a. All Permitted Persons must complete an application for a permit, be approved for parking, register their vehicles with the Director of Security, and pay any applicable fees at the Business Office.
- b. Traditional undergraduate student (residential and commuter) permits are valid for an academic year. c. Nursing, Rad Tech, Adult Ed, and Graduate student permits are valid for the length of the program.
- c. Employee permits are valid as long as the person is employed by the college.

Registration of Vehicles

Persons who wish to park on campus or on College property, whether a full or part-time student, faculty, staff, or visitor, are required to apply to the Director of Security for a parking permit.

- a. Permits must be clearly displayed on the EXTERIOR LOWER CORNER OF THE REAR WINDOW ON THE DRIVER’S SIDE.
- b. It is against College policy for Permitted Persons to park on neighboring streets while on campus.
- c. The person who registers a vehicle is responsible for assuring that the vehicle, regardless of who drives it, is parked in conformance with these regulations.
- d. Lack of parking space is not considered a valid excuse for violation of a regulation. A parking permit does not guarantee a parking space on campus.
- e. The College assumes no responsibility for the care or protection of vehicles or contents while operated or parked on College property. The College is not liable or responsible for damage, vandalism, or theft of cars while on College property.
- f. Security personnel and the local police patrol College parking facilities.

Parking Regulations

The following regulations are in effect 24-hours a day, seven-days a week:

- a. Different colored lines designating parking spaces can be found in each of the parking lots. Below is the list of who may park within each parking space.
 - BLUE: Handicapped Parking Only (Various Locations)
 - YELLOW: Faculty, Staff, Visitors (Sommer lot)
 - WHITE: Faculty, Staff, Students (Stein lot, Meyer Athletic Center lot, Concordia Place, Rippe lot, Romoser lot, Rose Ave.)
- b. There are a limited number of parking spaces available for resident students. Priority will be given first to Graduate Students and Seniors then Juniors. First-Year, Sophomore, and non-matriculated resident students may not have a car on campus. There is a maximum of 50 parking spaces available for qualified resident students.
- c. **Parking in fire lanes is not permitted at any time.** This includes along the curb in front of Sommer Center, along the curb in front of Romoser and Rippe Halls, the curb along Brunn-Maier Hall, and the curbs on Concordia Place.
- d. Student, Faculty, and Staff Parking is not permitted in the front oval at any time.

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Parking Regulations, continued

- Overnight parking is prohibited except for on-campus Resident students with a valid parking permit and those faculty or staff living in campus apartments located in the Meyer Athletic Center, Romoser Hall, Rippe Hall, Sieker Hall, Bohm Hall, and the Commons.
- Permitted Persons may park no more than one car on campus at the same time and only in designated areas
- Permitted Persons who are not currently working (performing services) at Concordia College are not permitted to park on campus unless they obtain a Visitor's Parking Pass.
- Faculty and Staff permits are valid for the duration of employment and upon separation of employment the parking sticker must be removed from their car.

Visitor Parking

Parking arrangements for guests and visitors to the campus are the responsibility of the College sponsor or host.

- a. Visitors are required to complete a visitor's permit from the Security Office in Sieker Hall upon arrival.
- b. Visitor parking in the oval is allowed with a temporary parking permit.

Enforcement

- a. Vehicles found in violation of posted signs or regulations will be ticketed, "booted", or towed depending on the nature of the violation.
- b. The parking regulations are in effect 24-hours a day, seven-days a week, 365-days a year.
- c. Permitted Persons receiving three violations in a semester may have their permit revoked. Failure to remove a vehicle from College property within 72 hours of receipt of a revocation letter is cause to have the vehicle towed at the owner's expense.
- d. All fines will be posted to the Permitted Persons account and must be paid at the Business Office.
- e. The College reserves the right to remove and have impounded abandoned vehicles or any other vehicle found on campus or College owned property in violation of the following: posted parking signs or regulations, without a current parking permit, with an unauthorized or altered permit, parked in a fire lane or reserved spot, blocking a loading area, parked on the lawns or walkways, or if the vehicle is determined to be a health or safety hazard. The owner or operator will be responsible for the costs involved in removal and impounding of such vehicles.

Illegal and Suspicious Activity

The College reserves the right to take appropriate action when extraordinary circumstances, such as health concerns or suspicion of criminal activity, are taking place in vehicles on College property.

Sanctions

Permitted Persons who do not adhere to the Parking Policies and Procedures will be subject to disciplinary action, including, but not limited to, the following:

- a. Parking violation fees will be charged to the Permitted Person's College account and are due and payable upon receipt of the invoice/statement from the Business Office.
- b. Parking violation fees for parking in a Fire Lane, Handicapped Space or in the Oval without a Visitor's Parking Pass, are \$50.00 for each occurrence. All other parking violation fees are \$30.00 for each occurrence.
- c. After three parking violations within a semester, Security will place a "boot" on the Permitted Person's car; and, a removal of "boot" fee of \$100 will be charged. To remove the boot, payment must be made to the Business Office during normal business hours, Monday through Friday, 8:30 a.m. to 5:00 p.m.

Parking Citation Appeal Process

In order to give those receiving a parking citation the opportunity to appeal, it is the policy of the Security Office to review the circumstances surrounding the issuance of a parking citation upon the request of the person to whom the citation was issued. Requests are made by completing a Parking Citation Appeal form. The Appeal forms are available in the Security Office. The circumstances of the violation will then be reviewed in cooperation with the Director of Security. If the determination is that the violation was given in error, the citation will be dismissed in whole or in part. The person submitting the appeal will be notified of the results by mail or email. All appeals must be submitted within seven days of the issuance of the citation.

Thank you for your cooperation and adherence to this Policy and with these procedures.
