

ST. OLAF COLLEGE PARKING POLICY 2020-2021

St. Olaf College is a residential campus and as such, the campus community (faculty, staff and students) will be asked to support and help enforce the parking policy to ensure that all vehicles are being operated safely and parked in appropriately assigned spaces.

TO OBTAIN A FACULTY, STAFF, BON APPETIT OR STUDENT PARKING PERMIT

Faculty, Staff and Bon Appetit employees: Complete the online registration form found at wp.stolaf.edu/parking/forms/. The Business Office will notify you by email once your permit has been processed and is ready for you to pick up at the Business Office, 134 Tomson Hall. Each employee will receive one hang tag parking permit at no charge, transferable to another vehicle. Please register **all** vehicles that the permit may be used in when applying for your permit. The hang tag issued is College property and **must be returned to the Business Office or your supervisor** when the employee leaves the employ of the College. Replacement permits are required to be purchased for \$20.00 if lost. |

Students: Complete the online application at wp.stolaf.edu/parking/forms/. When your application has been reviewed, the Business Office will send an email informing you how to pay for your permit online. Once approved and paid for, you will be notified your permit is ready to be picked up at the Business Office 134 Tomson Hall.-

VISITOR PARKING & PERMITS

Visitors to the campus during business hours do NOT need a visitor parking permit. All visitors to St. Olaf should park only in parking areas designated as "Faculty/Staff/Visitor" or "Visitor Only". To obtain an **overnight visitor permit**, contact Public Safety at 507-786-3666 and an officer will meet the visitor and the student at his/her vehicle to issue the permit. Any campus visitor who receives a parking citation must present the citation to the Business Office to have the citation voided. Visitor permits will not be issued to St. Olaf students who are currently registered as a student.

GENERAL PARKING POLICY (Applies to all students, faculty, staff and visitors)

1. The parking policy is administered by the Business Office located in 134 Tomson Hall. Any questions regarding this policy should be directed to parking@stolaf.edu or by calling 507-786-2972. If no one answers, please leave a detailed voicemail and someone will return your call.
2. The parking policy is in effect the entire year, 24 hours a day, seven days a week.
3. All motor vehicles including motorcycles, mopeds, and scooters operated on the St. Olaf campus by students, faculty, staff or Bon Appetit employees must display a current license plate, be registered with the Business Office and display a current parking permit.
4. Parking permits are assigned to a specific employee and can be transferred to an additional vehicle if that vehicle has been registered with the Parking Office. If a permit is needed for a different vehicle, please contact the Parking Office to verify the additional vehicle has been registered.
5. Campus parking areas are designated by the type of parking permit issued. Faculty and staff may park in any lot designated faculty/staff/visitor. Visitors may utilize any lot designated faculty/staff/visitor or visitor only. Students are assigned to specific lots based on availability.

Vehicles must be parked only in areas designated by the type of parking permit displayed on the vehicle.

6. All drivers of motor vehicles shall operate their vehicle in a responsible manner, obey all traffic control devices and the posted speed limit. Failure to operate a motor vehicle in a safe and responsible manner will result in revocation or denial of a parking permit.
7. St. Olaf College is a residential campus and as such, all operators of motor vehicles will give pedestrians the right-of-way on campus.
8. Short-term parking (less than 15-minutes) will be permitted in areas near residence halls (i.e. fire lanes) for purposes of loading and unloading only. Vehicles parked in these areas **must display the emergency flashers and limit parking to 15 minutes**. Failure to display the emergency flashers or exceeding 15 minutes will result in the issuance of a parking citation.
9. To improve vehicular safety and to assist with snow removal on campus, several faculty/staff/visitor parking areas have been designated as "no overnight parking/tow away zone" areas. Parking will be prohibited from Midnight to 6:00 a.m. every day on a year-round basis in these areas.
10. Verbal or physical harassment of any person responsible for helping our community with parking management on campus, is a violation of college policy and cause for disciplinary action.
11. The registered permit holder is responsible for all citations written on the vehicle regardless of who parked or was operating the vehicle at the time the citation was issued. A vehicle registered with Public Safety cannot be considered a visitor.
12. If it becomes necessary to change vehicles, Public Safety must be advised in advance of the change and a permit must be secured for the new vehicle prior to its arrival on campus. Public Safety must also be advised if license plates on your vehicle change.
13. Any vehicle that accumulates more than six (6) parking citations during an academic year (June 1-May 31) will have the permit revoked for the remainder of the academic year. No refund will be available.

PARKING VIOLATIONS

The following parking or permit violations will result in a parking citation being issued.

Violations of parking regulations are the responsibility of the person who registered the vehicle involved. If the vehicle is not registered, violations shall be the responsibility of the vehicle owner. The fine amount is listed with each violation.

- a. Parking permits shall be affixed as provided in the instructions accompanying the permit (upper left corner of the driver's side rear window for student permits/hung from rearview mirror facing outward for staff/faculty). Expired permits shall be removed from all vehicles. (\$5.00) Note: The fine for "failure to remove expired permit" will be waived if the expired permit is brought into the Parking Office within seven days from the date the citation was issued.
- b. All vehicles, including motorcycles, scooters and mopeds operated on the St. Olaf campus by students, faculty, staff or Bon Appetit employees must be registered with the Business Office and display a current parking permit. (\$50.00)
- c. Only those vehicles authorized by the Business Office shall possess a parking permit. (\$75.00)
- d. No vehicle shall display an altered or counterfeit parking permit or misuse a permit. If this occurs, the permit will be revoked and the students involved will be referred to the appropriate judicial authority. (\$75.00)
- e. Vehicles must display a state issued handicap permit to park in a stall specifically reserved for handicap permit holders. (\$100.00)
- f. Vehicles shall be parked **only** in those areas designated by the type of parking permit displayed. (\$40.00)

- g. No vehicle shall be parked in an area designated "No Parking" whether permanent or temporary (\$35.00)
- h. No vehicle shall be parked in a designated "Fire Lane" for a period longer than 15 minutes. Vehicles must also display the emergency flashers. (\$50.00)
- i. No vehicle, other than the authorized vehicle, shall be parked in a stall marked "Reserved". (\$40.00)
- j. No student, faculty, staff or Bon Appetit vehicle shall be parked in a space specifically reserved for "Visitors Only". (\$30.00)
- k. No student, faculty, staff or Bon Appetit vehicle shall be parked in a space specifically reserved for "Admissions Visitors Only". (\$40.00)
- l. Vehicles shall be parked only in areas designated for parking. (\$30.00)
- m. No vehicle shall be parked on or over a stall line, which restricts the use of the next parking stall. (\$20.00)
- n. No vehicle shall be parked or driven on sidewalks or grass areas except for authorized service vehicles. (\$50.00)
- o. No vehicle shall be parked in spaces posted "No Overnight Parking" or in a loading zone over the posted time limit. (\$25.00)
- p. No vehicle shall be parked by a yellow painted curb, except for authorized service vehicles, for a period longer than 15 minutes. Vehicles must also display the emergency flashers. (\$20.00)
- q. No vehicle shall be parked over a crosswalk which interferes with pedestrian movement. (\$20.00)
- r. No vehicle shall be parked that blocks access to any refuse container. (\$50.00)
- s. No vehicle shall be parked in a charging station stall when not actively charging (\$50.00)
 - t. No vehicle shall be parked in a charging station stall for more than 4 hours. (\$30.00)
- u. No vehicle shall be parked blocking access to a fire hydrant. (\$50.00)

CITATION (TICKET) PAYMENT

All parking fines shall be paid by credit card at <https://stolaf.afford.com/PPT/MakeAPayment> . If a student citation is not paid within fourteen (14) days of issuance, the citation will be forwarded to the Business Office and added to the student's comprehensive fee statement. Faculty and staff who fail to pay the citation within fourteen (14) days, will be referred to their respective Vice President. A late fee of \$3.00 will be charged for all citations not paid within 14 days. To facilitate end of the fiscal year bookkeeping, all citations issued after May 10th will be sent directly to the Business Office and will be applied to the student's account. Failure to clear outstanding parking fines shall be grounds to deny future parking permits and withhold official academic transcripts and/or diploma.

APPEAL POLICY

An appeal of a citation issued under these regulations must be filed within seven (7) days from the date the citation was issued or the right to appeal will be forfeited and the amount of the fine billed. To appeal a citation, complete the [Google Form](#) located on the Parking website with all required information. All student, faculty/staff and Bon Appetit appeals shall be reviewed by an appeals committee. The appellant will be notified by email of the committee's decision within two weeks. The appeal committee's decision is final and there are no further appeal options. Public Safety staff cannot void a citation once it has been written except for a legitimate visitor.

IMMOBILIZED (BOOTED) VEHICLES

Any vehicle parked on campus property that does not display a current permit and has accumulated 3 parking citations, will be booted. Vehicles deemed suspicious or appear to be

abandoned may also be booted by Public Safety. If your vehicle has been booted, call Public Safety at 507-786-3666 to have the boot removed. Attempts to remove the boot by anyone other than a Public Safety officer, will result in a \$100.00 fine to either the owner of the vehicle or the individual responsible for such action and the action will be considered a conduct violation. Damage to or theft of the boot will result in a fine assessed to the owner of the vehicle equal to the full replacement value of the device. If a vehicle is booted and the operator does not contact Public Safety within 48 hours, the vehicle may be towed at the owner's expense. Students involved will be referred to Student Conduct. Faculty and staff so involved will be referred to their respective Vice President.

TOWING AND IMPOUNDMENT

Vehicles may be towed off-campus **at the owner's expense** if any of the following conditions exist:

- Any vehicle parked on St. Olaf property without a current parking permit and without current license plates.
- Any vehicle that accumulates more than six (6) parking citations in an academic year (June 1-May 31) and the parking permit (if applicable) will be revoked for the remainder of the academic year. No refund will be available.
- Any vehicle that poses a traffic hazard or an obstruction to the safe movement of traffic and pedestrians
- Any vehicle blocking access to trash receptacles or dumpsters
- Any vehicle parked in a handicap space without a state issued handicap permit
- Any vehicle parked in an area designated as a Fire Lane
- Any vehicle that has been immobilized (booted) for more than 48 hours

CITY OF NORTHFIELD PARKING REGULATIONS (applies to all city owned streets)

Overtime parking-Unmetered

No person shall leave a vehicle in one space upon a street for a period exceeding forty-eight (48) hours).

Winter Street Parking

It shall be illegal for any person to park a motor vehicle on any public street in the City of Northfield from 2:00 AM to 6:00 AM from November 15 to March 15 in any year.

STUDENT POLICIES AND INFORMATION

Students are responsible for adhering to the entire St. Olaf Motor Vehicle Policy. The St. Olaf campus is a residential campus and as such, the number of student parking permits issued must be regulated. Students should apply for permits needed for Semester I, Interim, Semester 2 or for the full academic year. If a permit is needed for Semester I or Semester 2 plus Interim, you will need to complete a separate application for each permit period.

St. Olaf College has a “need based” policy for students parking. Permit priority will be given to those students who demonstrate a verifiable “**need**” to maintain a car on campus based on class year. Subject to the availability of parking spaces, students with documented and verifiable commuter, academic, storage, service or work-related needs will be allowed to purchase a permit and maintain a car on campus. Once all need based permits have been issued, additional “**general**” student permits will be issued based on class year beginning with seniors. If space is

still available, juniors, sophomores and first-year students will be eligible to apply for a permit. See Section 2 (Permit Application Information) for the General Permit application dates based on classification and term. Only two (2) permits per Honor/Language house will be issued for purposes of Honor or Language house projects. When student parking spaces are exhausted, no additional permits will be issued.

Students are considered to be St. Olaf College students whether they are registered for on-campus course work or off-campus programs through St. Olaf College. If you are participating in an off-campus program but plan to spend a short time on campus, a temporary permit must be obtained for that period of time. Registered students are not considered visitors to St. Olaf College. To accommodate extraordinary circumstances when a student must unexpectedly bring a permit eligible vehicle to campus or change vehicles, contact Public Safety at extension x3666 (507) 786-3666 to obtain a temporary (7 day permit). Temporary permits are available for (\$30.00) for 7 consecutive days as space permits. A student may only purchase a temporary permit three (3) times during an academic term. Failure to follow this procedure will result in the vehicle being ticketed.

1. Permit Application Information

All students seeking a parking permit **must** complete the online application at wp.stolaf.edu/parking/forms. Once your application has been reviewed, the Business Office will email you with instructions on how to pay for your permit online. Once approved and paid for, you will be notified with instructions on how to obtain your permit upon arrival to campus. *Note:* Falsifying information on the permit application will automatically result in denial or revocation of the permit and will be grounds for disciplinary action.

2. Early Application Dates for 2020-21

Applications for the 2020-21 academic year will be accepted starting May 1, 2020. Students who find it necessary to apply for a parking permit after they arrive on campus, must complete their online application and pay for a permit **prior** to bringing a vehicle to St. Olaf

3. Qualification Categories

- a. **Academic** - Nursing Practicums, Student Teaching, Ed. 290 & 330, or an off-campus senior project. Qualifications will be determined with specific departments.
- b. **Commuter** - Students living off-campus.
- c. **Service** - Students must volunteer at least 8 hours/week off-campus.
- d. **Storage** - Subject to space availability, students living beyond a two hundred mile radius from campus.
- e. **Work** – Students must be employed off-campus, working more than 10 hours per week.
- f. **Medical** - Medical permits will be issued on a **short term, as needed only basis**, based on physical limitations. Medical permits must be approved by the Disability and Access Office. https://wp.stolaf.edu/academic-support/getting_started/.
- g. **Temporary** - Subject to space availability, temporary permits will be issued for seven (7) days. Temporary permits will be issued no more than three (3) times during an academic term. The temporary permit fee will be applied to a semester or year-long permit if the student chooses to apply for a long term permit *within* the seven (7) day period. Temporary permits can be obtained 24 hours a day by contacting Public Safety (507)786-3666.

4. Student Parking Areas

Student parking assignments are designated by the type of permit issued to the student. The Business Office may modify the lot assignments each term as space availability dictates. The types of parking permits available and the corresponding parking areas for students are as follows:

Commuter Permit - Lot H (West of the Thompson House), Lot B (Rand Lot), Lot C (next to Mohn Hall) and in the lot West of Tostrud.

Honor House/Language House Permit - Honor or Language house driveway designated on the permit (limit 2 per house).

Lincoln Lot Permit - Lincoln Lot only (East of Manitou Field)

Lot I Permit – Lot I only

Motorcycle Permit - Permitted areas on campus.

Skoglund/Frequent Use Permit – Student section of the main Skoglund Lot or the lot West of Tostrud only. *NOTE: After returning from Thanksgiving Break, all students with Skoglund parking permits must park their vehicle in the “alternate lot” (grass field North of Lot I) until the Monday following Christmas Festival.*

Lot J/Occasional Use Permit - Lot J only

Temporary Permit – Parking lot West of Tostrud only *NOTE: After returning from Thanksgiving Break, all students with Temporary parking permits must park their vehicle in the “alternate lot” (grass field North of Lot I) until the Monday following Christmas Festival.*

NOTE: Student vehicles displaying a current honor house, commuter or Lincoln Lot permit will be permitted to park in Lot A (Buntrock Lot) and Lot B (Rand Lot) from 6:00 PM to 2:00 AM all days **except** during the week of Christmas Festival Monday through Sunday.

5. Permit Costs

All student permits are purchased online except temporary permits. Students who are on off-campus programs will not be entitled to a refund. Revocation of a parking permit for habitual violations of this policy will not entitle the student to a refund of the permit cost. A \$25.00 fee will be charged to replace any permit reported lost/stolen. Parking fees for student permits, including required Minnesota sales tax, are as follows:

Type of Permit	Sem. I	Interim	Sem. II	Year-Long
Commuter	\$130.00	\$35.00	\$130.00	\$280.00
Honor/Language	\$130.00	\$35.00	\$130.00	\$280.00
Lincoln Lot	\$130.00	\$35.00	\$130.00	\$280.00
Lot I	\$130.00	\$35.00	\$130.00	\$280.00
Motorcycle/Scooter	N/A	N/A	N/A	\$80.00
Skoglund Lot	\$130.00	\$35.00	\$130.00	\$280.00
Storage - Lot J	\$130.00	\$35.00	\$130.00	\$280.00
Temporary	\$30.00 for 7 consecutive days			
Summer Permit	\$35.00 for both summer sessions			
Replacing Lost Permit	\$25.00/permit			

6. Permit Pick Up Information

Students will receive instructions regarding permit pickups later this summer.

7. Move-In Process

To facilitate the move-in process, students will be allowed to park next to their residence hall (i.e. fire lanes) for a period not to exceed two (2) hours. Immediately after unloading the vehicle, students must park in their assigned area designated by their parking permit. All student vehicles **without** a current parking permit must be parked in the **student sections** of the Skoglund lot, the lot West of Tostrud, Lot I or Lot J. Non-permit vehicles parked anywhere other than the Skoglund lot, the lot West of Tostrud, Lot I or Lot J, will be ticketed. All student vehicles must display a current parking permit by the first day of classes and be parked in their assigned area. At all other times, permits must be obtained prior to bringing a vehicle to campus. Throughout the year, short-term parking (less than 15 minutes) will be permitted near the residence halls **only** if the emergency flashers are displayed.

8. Student Permit Valid Dates

Year-long permits are valid September 1 – May 31.

Semester I permits are valid from September 1 through December 31.

Interim permits are valid from January 1 through January 31.

Semester II permits are valid February 1 through May 31.

Summer permits are valid from June 1 through August 31.

9. Leaving Student Vehicles on Campus During Breaks

Student vehicles may **not** be left on campus while students are participating in a semester long off-campus program or over the summer.

10. Summer Parking Permit Information

Students who will be living or working on campus over the summer (Memorial Day through August 31) will need to obtain a summer parking permit. Applications for **summer 2020** may be submitted beginning May 1, 2020. There is a \$35.00 charge for summer student permits valid for Summer Session I and II.

11. Summer Student Parking Lot Assignments

a. On-campus students: will be assigned to the Skoglund Lot

b. Off-campus students: park in commuter designated spaces by the Thompson House, Lot C (by Mohn Hall), or Lot B (Rand Lot).

c. **No overnight parking** will be permitted in Lot I or Lot J during the summer as these spaces are reserved for conferences and events hosted by the College.

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