

Minnesota State University Moorhead

TRAFFIC and PARKING Regulations

2008-2009

August 25, 2008 through August 14, 2009



“Our goal is to provide parking and transportation alternatives to meet the needs of the students, faculty, staff and guests of the University.”

Parking Website at: www.mnstate.edu/parking

Contents

I. Introduction and General Information.....	2
II. Registration and Fees	3
A. Registration	3
B. Types of Permits/Fees/Privileges	3
III. Policies and Regulations	5
A. Space Definition	5
B. Permit Space Coverage	6
C. Permit Placement	6
D. Substitute Vehicles	6
E. Permit Resale/Transferring Prohibited	6
F. Parking for the Disabled	6
G. Reserved Space Parking	7
H. Permit Application and Selection	7
I. Lost or Stolen Permits	7
J. Fraud	7
K. State Vehicle Parking	7
L. Refund Policy	8
M. Map Adjustments	8
N. Metered Parking	8
O. Battery Jump Start.....	8
P. Snow Removal	8
IV. Temporary Parking	9
A. Temporary Parking Permits	9
B. Guest/Visitor's Parking	9
C. Pay Lot Rates	9
D. Vendors	9
E. Loading Zones	9
V. Enforcement and Penalties	10
A. Ticketing, Immobilization, Towing	10
B. Persistent Violators May Have Their Parking Privileges Revoked	10
C. Emergency Flashers	10
D. Enforcement Coverage.....	11
E. Emergency Parking Situations	11
F. Violations	11
G. Immobilization Fees	12
H. Fine Payment	12
I. Warning Citations Permitted	13
J. Late Payment Penalty	13
K. Motorcycles	13
L. Bicycles and Motorized Scooters/Mopeds	13
M. Electric Vehicles	14
VI. Appeals	14
VII. The University Area Defined	14
VIII. Tri-College Rules and Regulations	14
IX. MSCTC Students/ Faculty	15
X. Metro Area Transit.....	15
XI Parking Permit Thefts and Vandalism	15
Index.....	16

I. Introduction and General Information

- A. **Anyone operating or parking a vehicle on campus is responsible for being familiar with and complying with all traffic and parking regulations.**
- B. **Parking permits allow parking in assigned parking lots, campus streets, or parking areas within lots. The purchase of a parking permit DOES NOT GUARANTEE space availability unless specific assignment of a space is made. The vehicle operator is responsible for finding a legal parking space.**
- C. In accordance with State of Minnesota Statute 169.34, no vehicle shall be parked in crosswalks, landscaped areas, driveways, fire lanes, within 15 feet of fire hydrants, along yellow painted curbs, in front of any removable barricade, on sidewalks, no parking areas, or in a space which obstructs traffic.
- D. All persons operating vehicles in the University area shall do so at their own risk. No responsibility shall be assumed by the University, City of Moorhead, or State of Minnesota for loss of property, damage to the vehicle while parked or being driven on campus property, damage which may be incurred through the process of impounding the vehicle, immobilizing the vehicle, or for any other damage or loss sustained while on the University campus.
- E. The maximum speed limit within the University campus is 15 miles per hour.
- F. **Minnesota State University Moorhead reserves the right to cite, immobilize, or tow any vehicle in violation of parking regulations.** This will be done at the owner's expense. Drivers with repeated violations or who commit a serious parking violation may have parking privileges revoked.
- G. The Vice-President for Facilities and Administration is authorized by the President to make all necessary operational decisions affecting parking regulations/policies and shall be directly involved in the development of proposals affecting lot construction, landscaping and other parking facility improvements.
- H. No vehicle shall be used for temporary lodging while parking on the campus. All persons found in violation will be referred to the proper authorities.
- I. All University permits must be properly displayed by being hung from the rear-view mirror with no obstructions.
- J. Authority for establishing traffic and parking regulations on the State University campuses is granted to the State University campuses by Minnesota Statute Section 169.966, subd. 8 (1988) and the Minnesota State University Board of Trustees. These regulations are effective beginning with the 2008-2009 academic year, and have been approved by the Minnesota State University Moorhead President pursuant to Minnesota Statutes Chapter 169.966, subd. 8. The Board of Trustees 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, regulation, or ordinance enacted pursuant thereto. These rules shall remain in effect until amended.

Further information may be obtained from the Parking Office.

- K. These regulations herein apply to the Minnesota State University Moorhead campus as defined in Section VII. Streets in and around campus, disability zones, and fire lanes are governed by State law and City of Moorhead ordinances unless otherwise posted.

II. Registration and Fees

A. Registration

To park on the Minnesota State University Moorhead campus, all student, faculty, staff, and whomever else is associated with the University need to register their vehicles and obtain a parking permit with the Parking Office. The Parking Office must be notified if there is a change in the ownership of the registered vehicle listed on the permit registration form. **ALL** lots will be monitored beginning August 25, 2008, See section V, letter D for specific enforcement dates. **Payment of permit fees does NOT guarantee a parking space.**

Permits may be purchased from the Parking Office. Guest passes are available at the Parking Office from 8:00 AM through 4:30 PM, Monday through Friday, or at the Security Office on weekends and evenings.

It is the responsibility of the permit holder to check their vehicle on a daily basis for compliance with parking regulations.

Note: Vehicles with any university permit will be subject to citation if parked in an expired meter space. No permit except disabled or special permits overrides metered spaces—See Section III Letter F.

Parking is enforced during all breaks, excluding specific dates listed under Section V, Letter D, Number 6.

B. Types of Permits/Fees/Privileges

Green

Resident Hall Permit, Cost: \$95/yr., \$48/semester, \$16/summer

The green permit allows vehicles to park in the residence hall lots D, E, N and S. If space is not available in these lots, vehicles with green permits properly displayed can park in lots ED, F, I, J, K or P. Residence hall lots are enforced 24 hours per day, 7 days per week. Visitors to campus must use short-term meters or display a guest permit hanging from their rear view mirror in their vehicle when parking in residence hall lots. Refer to the table on page 15 for enforcement days and hours.

Contact either the Parking Office at (477-2675) from 8:00 AM to 4:30 PM Monday through Friday, or the Security Office at (477-2449) after 4:30 PM and on weekends.

Red

Commuter Permit, Cost: \$95/yr., \$48/semester, \$16/summer

The red permit allows vehicles to park in commuter lots A, A-1, A-2, A-3, and the south part of lot R. If space is not available in these lots, vehicles with red permits properly displayed may park in lots ED, F, I, J, K, N or P. Commuter lots are enforced from 7:00 AM to 4:30 PM Monday through Friday, excluding holidays. Parking is free in commuter lots after 4:30 PM. Refer to table on page 15 for enforcement days and hours.

Purple

K lot only permit, Cost: \$50/yr., \$25/semester, \$10/summer

The purple permit is available at a reduced rate, but allows

vehicles to park in K lot only. K lot is enforced from 7:00 AM to 4:30 PM, Monday through Friday, excluding holidays. Parking is free after 4:30 PM and on weekends. Permits must be properly displayed. Refer to the table on page 15 for enforcement days and hours.

Silver

Ballard Reserved Permit, Cost: \$135/yr., \$68/semester, \$23/summer

The Ballard Reserved permit may be purchased by Ballard residents only and will be available on a first-come, first-served basis. This permit will be valid for parking in reserved lot B, and multi-purpose lots ED, F, I, J, K, N, and P. Ballard Reserved lot will be enforced 24 hours per day, 7 days per week. Any vehicle parked in this lot without a silver permit properly displayed is subject to citation, autoclamp, or towing at the owner's expense. Refer to the table on page 15 for enforcement days and hours.

Orange

*Faculty/Staff **Reserved** Permit, Cost: \$175/yr., \$88/semester, \$29/summer*

The reserved orange permit allows a vehicle to park in the designated numbered lots W-1, W-2, W-3, W-4, W-5, W-6, or individual numbered spaces. The lot will be designated to the individual at the time of purchase.

Any vehicle parked in these lots or spaces without an authorized orange permit displayed is subject to citation, autoclamp, or towing at owner's expense. Overflow lots are C, C-1, ED, F, I, J, K, N, and P. Refer to the table on page 15 for enforcement days and hours.

The orange permits with lot lettering WG, WL, and WR will allow a permit holder to park in the designated lots G, L, or R. The lettered lots are not reserved lots, therefore they are oversold. These lots and spaces are enforced as signage indicates. Any vehicle parked in these lots or spaces without an authorized orange permit displayed is subject to citation, autoclamp, or towing at owner's expense. Overflow lots are C, C-1, ED, F, I, J, K, N, or P. Refer to the table on page 15 for enforcement days and hours.

Dark Blue

Faculty/Staff Permit, Cost: \$140/yr., \$70/semester, \$23/summer

The dark blue permit allows a vehicle to park in Faculty/Staff lot G, L, R, or C **as designated on the permit**. If space is not available in the designated lot, vehicles with dark blue permits may park in lots C, C -1, ED, F, I, J, K, N, or P. Refer to the table on page 15 for enforcement days and hours.

Light Blue

Disability Permit, Student cost: \$95/yr., \$48/semester, \$16/summer

Faculty/Staff cost: \$140/yr., \$70/semester, \$23/summer

Properly displayed state issued disability permits and/or certificate is required prior to issuance of this permit. See Section III, Letter F. State issued disability permits and/or those issued at Minnesota State University Moorhead may override parking meters. Refer to the table on page 15 for enforcement days and hours.

Yellow

Special permit -Free Permit

The yellow permit is issued to frequent campus visitors, repair workers, sales representatives, vending agents, and others in similar positions for their business use only. Use of this permit for any other purpose than to conduct business with Minnesota State University Moorhead representatives can result in revocation

of parking privileges on the campus. **Vehicles with the yellow permit properly displayed may park in the following lots: A, A-1, A-2, A-3, ED, F, I, J, JS, K, N, P, V-2, V-3, or V5.** Refer to the table on page 15 for enforcement days and hours.

Maroon

Speech and Hearing Clinic Permit-Free Permit

The maroon permit is issued to clients of the SLHS clinic and is to be used while conducting clinic business only. Vehicles with the maroon permit properly displayed may park only in the spaces designated for their use in lots G, ED, or SLHS. If these spaces are all occupied, maroon permit holders may park in lot C. Permits are only valid during scheduled SLHS appointment times.

Brown

Daycare Permit-Free Permit

This properly displayed permit is for individuals whose children are enrolled in the center. This is for 15 minutes only in lot X or in designated spaces on 6th Avenue. Refer to the table on page 15 for enforcement days and hours.

Black

No Zone Permit, Cost: \$175/yr., \$88/semester, \$29/summer.

The black permit is a *No Zone Permit* and is only given through the Vice President of Facilities and Administration. This properly displayed permit allows the vehicle owner to park in any legal parking space on campus except disability spaces.

Guest Permits

Free guest permits are issued for up to 2 days from the Parking Office or Campus Security located at 1616 9th Avenue South.

Guest permits must be properly displayed from the rear-view mirror.

Temporary Permits

Permits needed for more than 2 consecutive days are sold as temporary permits at \$5.00 per week. These permits are lot specific and must be purchased at the Parking Office. All temporary permits must be hung from the rear view mirror to be valid. See also Section III, letter N. Metered Parking.

Temporary disability permits are also available for \$5.00 per week and a physician's documentation is required. See also Section III, letter F. Parking for the Disabled.

CMU Special Services

The reserved spaces on the northeast end of the CMU are for the Affinity Plus Credit Union and Hotheads Hair Salon. To park in these spaces a designated permit must be hanging in the rear view mirror at all times. These permits may be obtained at Affinity Plus Credit Union or Hotheads Hair Salon. These parking spaces are monitored 24 hours per day, 7 days per week.

III. Policies and Regulations

A. Space Definition

A legal parking space is defined by painted curbs, painted lines on the lot, or stationary parking guides which designate a single parking space. Oversized vehicles that extend beyond the space defined by the yellow lines are to be parked in lot K. **It is the responsibility of the vehicle owners/operators to familiarize themselves with the legal parking spaces within the lots.**

B. Permit Space Coverage

The parking permit shall correspond with the permit sign posted at the entrance to the parking lots, inside parking lots, or on campus streets. **It is the responsibility of the vehicle owner/operator to be aware of the locations of legal parking spaces.**

C. Permit Placement

Permits are to be hung from the rearview mirror of the vehicle. Failure to properly display the permit (such as permits on the dash, front seat, visor, or floor) will result in the issuance of a citation. Permits should be clearly visible from both the front and back windows. Citations will be issued if there are other objects hanging from the windows or mirror.

D. Substitute Vehicles

When using a substitute vehicle, the permit holders will either use their regular permit, or if regular permit is not available, may obtain a guest permit from the Parking Office or the Security Office (See also Temporary Parking, Section IV.) Parking permit holders must contact the Parking Office in the Security Building and identify what substitute vehicle is being used. Individuals will not be allowed to park more than one vehicle in University lots at the same time using the same permit number.

E. Permit Resale/Transfer

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

- When the permit holder is no longer associated with the University.
- When a student holding a residence hall permit no longer resides in a residence hall, he/she shall turn in the green permit within five working days from the termination date of his/her residence hall contract. A prorated refund will be issued, or the permit may be exchanged for another permit type.
- A commuter moving into a residence hall must exchange his/her commuter permit for a residence hall permit within five working days of the effective date of the housing contract.

F. Parking for the Disabled

In compliance with Minnesota Statutes 169.345 and 169.346 use of disability parking spaces is restricted only to those vehicles with an MSUM issued light blue disability permit. Guest vehicles bearing state-issued disability license plates or certificates must be accompanied by a MSUM guest permit.

Minnesota state law requires disability parking spaces be enforced on a 24-hour basis, 7 days a week, including holiday periods. Violators' vehicles will be cited or immobilized. Should disability spaces not be available, MSUM light blue permit holders and/or disabled visitors with guest permits may use metered spaces.

Individuals with temporary disabilities should apply to the State for a disability parking certificate. The University's Disability Services Office is available for assistance in applying for exclusive state issued certificates. Issuance of a temporary permit for use

on the MSUM campus is at the sole discretion of the University. Contact Disability Services in the Comstock Memorial Union or the Parking Office. MSUM is committed to providing access to the campus parking areas in accordance with Minnesota law. If additional assistance is needed contact the Parking Office (477-2675).

Quick errands, deliveries, or drop offs are not valid excuses for parking in or obstructing disability spaces.

G. Reserved Space Parking

1. **Areas in certain lots are posted as reserved. Any vehicle not authorized to park in these reserved areas will be subject to citation, immobilization, or towing at owner's expense, pursuant to Minnesota Statute 169.041.**
2. Reserved permits are valid in the assigned lot and in lots C, C-1, ED, F, I, J, K, N, or P. Parking in unauthorized areas on campus will result in a citation or immobilization.

H. Permit Application and Selection

1. Permits are issued on an annual basis beginning August 18, 2008. Each permit is good only for the time period indicated on the permit.
2. To obtain a permit, an individual must complete a parking permit registration form in the Parking Office, or at our website www.mnstate.edu/parking. All vehicles parked in MSUM lots must be registered with a complete license plate number and University ID number. Information can be obtained from the Parking Office as to what permits are available.
3. ***Permits must be displayed in all lots by August 25, 2008.***

I. Lost or Stolen Permits

Lost or stolen permits must be reported as such to the Parking Office (477-2675). The first replacement permit is \$10.00 and is a non-refundable service fee. Any further replacement will cost the value of the permit desired, prorated by the academic year. In case the missing permit is found, it is to be returned to the Parking Office immediately. Use of this "missing" permit will result in an autoboot and applicable citations. (See Section III, letter J.) Violators may be subject to disciplinary action, criminal charges, and appropriate parking sanctions. Providing inaccurate information in an attempt to obtain a permit may result in fraud charges.

J. Fraud

Any person involved in, but not limited to, the use, sale or manufacture of fraudulent, stolen, or missing permits, or any other attempt to defraud the Traffic and Parking Regulations is subject to disciplinary action, criminal charges, and appropriate parking sanctions. Removal of signage by unauthorized personnel may result in fraud charges. Repeated use of an expired permit is considered fraud.

Displaying previously issued citations on any vehicle parked on MSUM campus is considered fraud.

K. Government Vehicle Parking

Government vehicles may park in any parking lot except reserved parking spaces or disabled parking spaces. Misuse will result in applicable citations.

L. Refund Policy

- Fall Semester: 100% of the permit price will be refunded if the permit is returned by the 15th instructional day. After the 15th instructional day, the refund equals the Spring Semester permit price. The refund amount will be reduced by any outstanding citations.
- Spring Semester: 100% of the Spring Semester permit price will be refunded if the permit is returned by the 15th instructional day. After the 15th instructional day there is no refund. The refund amount will be reduced by any outstanding citations.
- Revoked permits are non-refundable.

M. Map Adjustments

The University reserves the right, based on demand and vacancy studies, to adjust permit color designation shown on the campus map. Lot colorations may be modified mid-year following review and recommendation of the Parking Committee. Notice of such changes will be published in Continews, The Advocate, and on the parking website.

N. Metered Parking

Regular permits do not override meters, with the exception of state-issued or MSUM-issued disabled permits. Parking meters are available in many lots to accommodate short-term parking needs. Visitor parking meters are programmed from 30-minute to 2-hour maximums. The V-3 pay lot north of Hagen Hall and the V-5 pay lot north of the Center for Business are available for more long-term parking without a permit. **Residence hall meters are monitored 24 hours a day with the exception of holidays. See enforcement table, page 15.** Lot X is monitored from 7:00 AM until 5:30 PM. Lot U is monitored 7:00 AM to 8:00 PM, Monday through Friday, excluding holidays. Each meter is marked with the maximum time allowed. Vehicles parked in expired meter spaces will be subject to citation. **If parking meters are jammed or not working, do not park your vehicle in that metered parking space.** Report any problems to the Parking Office (477-2675) or Security Office (477-2449).

O. Jumpstart

The Campus Security Office has a jump-starting service for vehicles that are located on to MSUM property. This service is available on a “first come, first served” basis, as time permits. Jumpstarts will be given at the discretion of Campus Security. Contact the Campus Security Office (477-2449).

P. Snow Removal

1. ***The University reserves the right to cite and/or tow vehicles, at owner's expense, which obstruct snow removal operations, pursuant to Minnesota Statute 169.041.***
2. Snow removal of driving areas and parking spaces will begin following each substantial snowfall. Snow may be piled in individual lots until it can be hauled away. Do not park near or play in piled snow.
3. Notices will be sent to residence halls with snow removal information not less than 24 hours before the comprehensive snow removal operation begins. The information will include a snow removal schedule and alternate lot designations for temporary parking during snow removal operations. All vehicles must be moved to designated lots prior to the snow

removal operations. **Snow removal vehicles have the right of way during snow removal operations.**

IV. Temporary Parking

A. Temporary Parking Permits

Temporary parking permits may be issued to persons holding paid permits when their registered vehicles are unavailable.

1. If a substitute vehicle is used and the original permit is not available, a temporary permit will be issued and will include all the privileges of the original permit.
2. Meetings, conferences and larger public events: it is the responsibility of the event coordinator to arrange with the Parking Office for parking accommodations for guests 2 business days in advance of the meeting or conference. Guest permits are issued for only 2 consecutive days. Parking for longer periods of time requires temporary permits at \$5.00 per week. Permits are obtained from the Parking Office. Where possible, special event parking will be assigned in lots K or P. Vans for shuttle services can be reserved at the Physical Plant by the event host.
3. Residence hall temporary guest permits for overnight parking in lots J, K, or P are available from the Security Office and the Parking Office. Guest permits are issued for only consecutive days. Parking for longer periods of time requires a temporary permit at \$5.00 per week.

B. Guest/Visitor Parking

Guest permits may be obtained from 8:00 AM to 4:30 PM Monday through Friday at the Parking Office (477-2675), or after 4:30 PM and on weekends from the Security Office (477-2449). Guest permits/visitor passes may override parking meters if issued for lots U, V-1, V-2, V-3, V-5 and X as specified on the individual permit. Altering a Guest Permit will result in a fraudulent permit fine and an autoboot fine. See Section III, Letter J.

C. Pay Lot Rates

The pay lots are located on 11th Street at 5th Avenue (Lot V-3), and 7th Avenue (Lot V-5). The pay lot rate is \$.50 per hour. Parking is free in these lots from 4:30 PM to 7:00 AM weekdays and all day on weekends and designated university holidays. See Section V, Letter D. Number 6.

D. Vendors

Vendor parking requires a permit from the Parking Office. This is to be used by the Vendor only during his/her service hours. It is not transferrable. See Yellow Permits under Section II, Letter B. Refer to Section III, Letter J.

E. Loading Zones

Designated loading zones are solely for loading and unloading purposes. Trucks and other types of commercial vehicles may be parked in these zones only during actual loading/unloading operation. Private vehicles are not to exceed 15 minutes of parking in these areas to conduct their loading/unloading. ***Flashers must be used to indicate loading/unloading status.*** **Parking in loading zones for purposes other than loading/unloading will result in a fine and/or autoboot.**

V. Enforcement and Penalties

A. Ticketing, Immobilization, Towing

The University reserves the right to cite, immobilize, or tow vehicles parked on campus in violation of any rule established in the current *Traffic and Parking Regulations* pursuant to Minnesota Statute 169.041. **The person who registers the vehicle and obtains the permit is responsible for the vehicle's operation on campus, and for all charges against the vehicle including ticketing, immobilization, and/or towing of the vehicle. The registered owner is ultimately responsible for all charges.**

1. Failure to pay any citation within 10 calendar days will result in a \$10.00 penalty. In addition, a hold may be placed on the responsible party's student records until all outstanding amounts are paid.
2. The University may tow a vehicle due to snow removal, repair work, or abandonment. Any vehicle that has not been moved in 30 days will be considered abandoned. See Section III, Letter P.
3. **Vehicles with three or more outstanding parking citations which are not in appeal status will be immobilized and assessed a \$50 fee. There is an additional storage charge of \$10 a day for vehicle autoboot. This charge will be invoked after 24 hours.**
4. **Vehicles with a previous citation in reserved lots or spaces will be immobilized and assessed a \$50 immobilization fee. There is an additional storage charge of \$10 a day for vehicle autoboot. This charge will be invoked after 24 hours.**

Immobilized vehicles will remain autobooted until the outstanding fine is paid. Responsible parties/owners of immobilized vehicles should contact the Parking Office (477-2675) from 8:00 AM to 4:30 PM Monday through Friday, or the Security Office (477-2449) after 4:30 PM and on weekends.

B. Persistent Violators May Have Their Parking Privileges Revoked

1. Registered owners with repeated violations of University parking rules and regulations may have their particular cases referred to the Parking Committee or the Student Disciplinary Committee for resolution. The registered owner will be notified of the recommended resolution by U.S. Mail.
2. Registered owners remain responsible for any outstanding parking fines.
3. A vehicle with a revoked parking permit will be immobilized each time it is found parked on the University campus.
4. Revoked permits are non-refundable.

C. Emergency Flashers

Flashers must be used to indicate loading/unloading status in loading zones only, for a maximum of 15 minutes. Using emergency flashers does not allow drivers to park their vehicles in disabled areas, fire lanes, metered spaces, no parking zones, or regular lot spaces. See also Section IV, Letter E. Loading Zones.

D. Enforcement Coverage

Parking regulations remain in force for all lots during breaks and the summer.

1. Residence hall lots B, D, E, and S (including metered spaces) are monitored on a 24-hour basis, 7 days a week.
2. Reserved space lots W1, W2, W3, W4, and W6, are enforced from 7:00 AM to 4:30 PM Monday through Friday. **Lot W5 is monitored on a 24 hour basis, 7 days a week.** All vehicles that park in these lots without the proper permit are subject to a citation, autoboot, or towing pursuant to Minnesota Statute 169.041.
3. Lots C, C-1, G, J, L, N and R are enforced Monday through Friday from 7:00 AM to 4:30 PM, excluding University designated holidays.
4. Lots A, A1, A2, A3, ED, F, I, JS, K, P, V1, V2, V3, V4, V5, V6, and V7 are enforced 7:00 AM to 4:30 PM, Monday through Friday except University designated holidays.
5. Lot U is enforced Monday through Friday from 7:00 AM to 8:00 PM, excluding University designated holidays.
6. **Lot X and 6th Avenue areas used for Daycare drop-off and metered parking are enforced from 7:00 AM to 5:30 PM, Monday through Friday.**
7. Permits will not be required on the following University designated holidays: Labor Day, September 1, 2008; Thanksgiving, November 27 and 28, 2008; Christmas, December 24 and 25, 2008; New Year's Day, January 1, 2009; Martin Luther King Day, January 26, 2009; Memorial Day, May 25, 2009; and Independence Day, July 4, 2009. **Class break periods and non-instructional days are not holidays.**

E. Emergency Parking Situations

To obtain a guest permit in the event of vehicle breakdowns or emergency parking situations, contact the Parking Office (477-2675) or the Security Office (477-2449). See Section IV, Letter B.

F. Violations

Individuals may be penalized by citation, immobilization, or towing at the owner's expense for any violation. Permit holders are responsible for any citation issued to vehicles in which their permit appears. See Section I, Letter F, and Section V, Letter J. It is unlawful for any person, as the permit holder of a vehicle or as the registered owner 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:

1. No permit visible. Fine \$10.00
2. Permit improperly displayed. (You have a permit but it is not hanging on the rear view mirror. Permit must be clearly visible from the front and rear windows.) Fine \$10.00
3. Expired permit. Fine \$20.00. See Section III, Letter J. Fraud. Repeat use of an expired permit constitutes fraud.
4. Parked in reserved space. Fine \$20.00. Immobilization \$50.00. Towing at owner's expense.
5. Parked in a No Parking Zone, a Service Vehicle Zone, Driving Lane or overtime in a Loading Zone. Fine \$20.00
6. Parked on lawn, boulevard, or sidewalk. Fine \$50.00
7. Parked along yellow curb, X'd, or striped spaces. Fine \$20.00

8. Parked in a traffic lane, double parked, or parked obstructing driveway or sidewalk. Fine \$20.00
9. Parked over or outside space lines. Parking over space lines because of other illegally parked vehicles is not considered a valid excuse and will be cited, towed, or autobooted. Fine \$10.00
10. Parked in metered or time limited space over the time allowed-includes expired meter situations. Fine \$10.00
11. Involvement with or use of stolen, fraudulent, lost, altered, revoked parking permit, guest permit or fraudulent citation. Fine \$200.00, plus autoboot fine of \$50.00. Violators are referred to the Student Disciplinary Committee. See Section III, Letter J.
12. The display of a previously issued citation on a vehicle in violation of any of the parking regulations will be deemed fraud. Fine \$200.00. Immobilization \$50.00.
13. Tampering with or unauthorized removal of autoboot. Fine \$200.00, towing at owner's expense, and any charges incurred for the autoboot repair or replacement. Violators are referred to the Student Disciplinary Committee. See Section V, Letter G, Number 2.
14. Parked in a fire lane. Fine \$25.00.
15. Parked in or obstructing posted disability space. See Minnesota statutes 169.346 sub 3. Fine \$100.00 to \$200.00 (excluding court costs).
16. Persons who fraudulently use disability parking plates or certificates in violation of state law are subject to a fine of \$500.00.
17. Parked in wrong lot for assigned permit. Fine \$10.00 to \$20.00. (Parking in reserved lots or spaces without appropriate permit may result in immobilization or towing.)
18. Abandoned vehicle. Fine \$10.00. Immobilization fee \$50.00. Towing at owner's expense.
19. Snow removal hazard. Fine \$35.00. (Also subject to cost of towing.)

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.

G. Immobilization Fees

1. Immobilization fee of a vehicle is \$50.00, in addition to applicable fines. See Section V, Letter A.
2. If the autoboot is damaged beyond repair or missing after being placed on a vehicle, the vehicle owner will be responsible for a replacement cost. Fee \$500.00.
3. Towing fee for a vehicle is at the discretion of the local towing company hired to provide this service to the University, pursuant to Minnesota Statute 169.041. All towing fees are the responsibility of the vehicle owner. Contact the Parking Office (477-2675) or the Security Office (477-2449) to obtain the telephone number of the towing company.
4. Vehicles parked in a **reserved space or lot** will be towed after 72 hours. Vehicles parked in any other lot besides reserved will be towed after 7 calendar days. Vehicles that have been autobooted for 72 hours in reserved lots and

spaces and 7 days in all other lots are considered abandoned property. All expenses and fines incurred will be the responsibility of the owner.

H. Fine Payment

All fines and penalties assessed on MSUM parking citations are to be paid to MSUM at the Parking Office (477-2675) from 8:00 AM to 4:30 PM, Monday through Friday. Payment by check or money order (with actual citation or letter) may also be mailed to Minnesota State University Moorhead, Box 24, Moorhead, MN 56563 or put in the drop box at the Campus Post Office or at Campus Security. (Please do **NOT** mail cash.)

All citations assigned to unregistered vehicles that require the MSUM Parking Office to download registered owner information from the Department of Motor Vehicles will be assessed an additional \$10.00 fee to pay for the cost of retrieving the owner's information.

All fines and penalties assessed on City of Moorhead citations (including fire lane and disability parking violations) are to be paid to the City of Moorhead as indicated on the citations.

I. Warning Citations

The Parking Office is authorized to issue warning citations. These warning citations carry no fine or penalty. They are issued as a courtesy to notify the driver of a vehicle that the University policy has been violated.

J. Late Payment Penalty

If payment is not made within 10 calendar days, the following sanctions may be applied:

1. A \$10.00 late fee will be assessed in addition to the original fine.
2. A hold will be placed on student records for non-payment of late citations.
3. Failure to pay 3 or more citations may result in the immobilization of the vehicle. See also Section V, Letter G. Autoboot fees of \$10.00 per day will be invoked beginning 24 hours after autoboot placement.

K. Motorcycles

Motorcycles are allowed to park in the designated motorcycle areas. Those parked in any other lot or area will be subject to citation. All motorcycles are to be removed from campus when the need for snow removal is required. They may return when the need for snow removal is not required.

L. Bicycles and Motorized Scooters/Mopeds

Bicycles and motorized scooters/mopeds under 50 cc are required to be parked in bicycle racks in designated areas. Scooters with tires too large to fit into a rack may be parked in space adjacent to the rack. Such means of transportation are not to be chained to lamp posts, trees, etc. If found chained to a lamp post, tree, building component, etc., chains will be cut and the vehicles will be impounded by the Moorhead Police Department.

M. Electrical Vehicles

Recharging electronically powered vehicles with campus utilities is not permitted.

VI. Appeals

- A. **Only those citations issued by MSUM may be appealed through the University. All City of Moorhead citations must be appealed or paid to the City of Moorhead.** Individuals who believe they have been cited, fined, towed, or immobilized in error may appeal the case. The appeals must fully state the grounds on which the appeal is based.
- B. MSUM Appeal forms must be filed within 10 days of issue date in writing or on-line at our website: (www.mnstate.edu/parking) by the individual who received the citation. Forms are available in the Parking Office (477-2675) and at the Security Office (477-2449). Appeals will not be accepted after 10 calendar days.
- C. The Parking Committee will serve as the appeal body for all citations issued and render a decision in each case. **All decisions by the Parking Committee are final.**
- D. The fine for a violation which has been appealed and subsequently denied must be paid to MSUM within 10 days after notification of the appeal decision. See Section V, Letter A. Number 1.

VII. The University Area Defined

The University area is that area generally east of 10th Street South, south of 6th Avenue South, north of 9th Avenue South, and west of Main Avenue city streets. Also included are the three blocks south of 4th Avenue between 10th Street and 11th Street, and the Higher Ed Building, between 14th and 16th Streets south and 11th to 12th Avenues south. Parking space on the above streets shall not be included in the University area, with the exception of the Tow Away Zone on 6th Avenue between the east and west drives into Lommen Hall, the recessed parking area west of Nemzek Hall, the recessed parking area west of the Higher Ed building just off 14th Street. These three areas are monitored by MSUM. Additional areas acquired through the purchase of property shall be included and identified by University signage.

VIII. Tri-College Rules and Regulations

Concordia College, North Dakota State University, and Minnesota State University Moorhead

Purchase of a permit from the school to which you pay your tuition will enable you to park your vehicle in specified parking lots at each institution. Parking permits are available at these respective locations and hours:

**Minnesota State
University Moorhead**
Parking Office
Monday through Friday
8:00 AM to 4:30 PM
(218) 477-2675

North Dakota State University
Campus Police
Thorson Maintenance Center
Monday through Friday
8:00 AM to 4:30 PM
(701) 231-8998

MSUM parking permits for students and faculty will be honored at Concordia in their Parking Lot C (commuter lot). MSUM faculty permits will be honored at NDSU in their T-1 lot, and student permits will be honored at NDSU in their R lot.

Concordia College Campus Security

Campus Information, Knutson Center
Monday through Friday
8:00 AM to 5:00 PM
(218) 299-3123

NDSU and Concordia student permit holders may park in MSUM lots ED, K and P. NDSU and Concordia College faculty permit holders may park in MSUM lots ED, F, K, and P.

All drivers are subject to traffic regulations of the respective institutions.

Please display parking permits as follows: MSUM—Hanging permits must be displayed on the inside rear view mirror so the permit number is visible from the front of the vehicle. Concordia and NDSU—Contact your home institution for correct placement of your permits.

IX. Minnesota State Community and Technical College (MSCTC) Students/Faculty

All students registered at MSCTC possessing a MSCTC parking permit may also park in MSUM lots K, P and ED for no additional fee. If MSCTC students are residing in MSUM residence halls, they will need to acquire either the MSCTC permit allowing them to park in MSCTC lots and MSUM lots K, P, and ED, or purchase a MSUM permit to park in the residence hall lots (D, E, N, S). The MSUM resident permits are allowed in the MSCTC student lot. The MSCTC Faculty permits will be honored in lots ED, F, K and P.

X. Metro Area Transit

Metro Area Transit provides bus service in Moorhead, Fargo, and West Fargo **free of charge** to all MSUM Faculty/Staff and Students with a current MSUM ID card. Bus schedules and maps are available in the Parking Office, at the circulation desk in the Library, at the Compass in the CMU, and from the MAT Bus Drivers.

XI. Parking Permit Thefts and Vandalism

Secure Your Vehicle and Report Thefts

Permit holders should do all they can to avoid being victimized. These permits are easily stolen from the mirrors of unlocked vehicles. Always secure your vehicle when you leave it unattended. Be sure to notify the Parking Office (477-2675) or the Security Office (477-2449) as soon as you believe your permit is lost or stolen. Once notified of a permit loss, these offices will attempt to spot check the lots to determine if the permit is being used by someone else. Vandalism should be reported to Campus Security. Check your vehicle daily.

Enforcement Hours

Lot	Monday-Friday	Sat. and Sun	Holidays	Breaks
All Commuter	7:00 AM-4:30 PM	No Ticketing	No Ticketing	7:00 AM-4:30 PM
All Resident	24 hours daily	24 hours daily	No Ticketing	24 hours daily
All Faculty/Staff	7:00 AM-4:30 PM	No Ticketing	No Ticketing	7:00 AM-4:30 PM
Lot W-5	24 hours daily	24 hours daily	No Ticketing	24 hours daily
Metered Lots	7:00 AM-4:30 PM	No Ticketing	No Ticketing	7:00 AM-4:30 PM
N-Lot	7:00 AM to 4:30 PM	No Ticketing	No Ticketing	7:00 AM to 4:30 PM
X-Lot	7:00 AM-5:30 PM	No Ticketing	No Ticketing	7:00 AM- 5:30 PM
ED	7:00 AM-4:30 PM	No Ticketing	No Ticketing	7:00 AM- 4:30 PM
U	7:00 AM-8:00 PM	No Ticketing	No Ticketing	7:00 AM-8:00 PM

See Section V, Letter D, Number 6 for specific Holiday dates.

Index

Appeals.....	14
Autoboot Device.....	10,11,12,13
Battery Jump Start	8
Bicycles	13
Bus Services (Section VIII).....	15
Enforcement Coverage	10,11
Fines/Citations	11-13
Government Vehicles Parking	7
Guest Parking	5,9
Disability Parking	4,6
Loading/Unloading Areas	9,10
Lost or Stolen Permit	7
Fraud	7
Map of Campus and Lot Designations.....	17
Metered Parking	8
Moped Parking.....	13
Motorcycle Parking.....	13
Permit Types/Fees/Privileges.....	3-9
Daycare— Brown Permit	5
Faculty/Staff — Dark Blue Permit.....	4
Faculty/Staff-Reserved — Orange Permit	4
Parking for Disabled — Light Blue Permit.....	4
Speech/Language/Hearing Clinic — Maroon Permit	5
Special — Yellow Permit.....	4
Student-Commuter— Red Permit	3
K Lot Only— Purple Permit.....	3
Student-Residence Hall — Green Permit.....	3
Student-Ballard Hall — Silver Permit.....	4
Reserved Parking.....	7
Revoked Permits	10
Snow Removal.....	8
Speed Limit.....	2
Substitute Vehicles.....	6
Temporary Permits	9
Theft of Permits.....	7,15
Ticketing	10-13
Tri-College	14-15
Visitor Parking	5,9

**Contact the following offices
with any questions:**

8:00 am to 4:30 pm

Parking Office

1616 9th Ave South

Minnesota State University Moorhead

Moorhead, MN 56563

(218) 477-2675 (Voice)

1.800.627.3529 (MRS/TTY)

Ask for Parking Services

After 4:30 pm until midnight

Security Office/Police Substation

1616 9th Ave South

Minnesota State University Moorhead

Moorhead, MN 56563

(218) 477-2449 (Voice)

1.800.627.3529 (MRS/TTY)

4:30 pm to midnight

**Keep a copy of these regulations in the glove compartment of
your vehicle.**

Regulations enforced all days except:

Labor Day, September 1, 2008

Thanksgiving, November 27 and 28, 2008

Christmas, December 24 and 25, 2008

New Year's Day, January 1, 2009

Memorial Day, May 25, 2009

Independence Day, July 4, 2009



Minnesota State University Moorhead is an equal opportunity educator and employer and is a member of the Minnesota State Colleges and Universities system. This document can be made available in alternate formats by calling 218.477.5859 (Voice), or 1.800.627.3529 (MRS/TTY).