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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 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.

PARKING IS ENFORCED YEAR ROUND INCLUDING DURING ALL BREAKS AND EXCLUDING SPECIFIC HOLIDAYS LISTED UNDER SECTION V, LETTER D.

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 Finance 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 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 Statute Section 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.

L. The Public Safety Dept. reserves the right to decide that any vehicle parked on campus be moved at any time. Failure to vacate may result in citation issuance, immobilization or towing of the vehicle at the owner’s expense.

II. Registration and Fees

A. Registration
To park on the Minnesota State University Moorhead campus, all students, faculty, staff, and others associated with the University need to register their vehicles and obtain a parking permit with the Public Safety Dept. The Public Safety Dept. 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 the first day of class. All citations must be paid prior to purchasing a new permit.

Permits must be registered for online at www.mnstate.edu/parking or at the Public Safety Dept.: 1616 9th Ave S. Hours are 8:00 AM-4:30 PM Monday through Friday. Day permits are available 24 hours a day.

B. Types of Permits/ Fees/ Privileges
Contact Public Safety at 218-477-2675 with any questions.

General Permit
Cost: $135/yr., $80/spring, $30/summer
The red general permit allows vehicles to park in general lots. All general lots start with the letter G. General lots are enforced from 7:00 AM to 4:30 PM Monday through Friday, excluding holidays. General lots are red on the parking map.

Fall Only
Cost: $75.00
General permit expires on graduation day Fall Semester.

Reserved
Cost: $209/yr., $110/spring semester, $50/summer
The reserved purple permit allows a vehicle to park in the designated lot, that is listed on the permit. The lot will be designated to the individual at the time of purchase.

Any vehicle parked in these lots or spaces without an authorized purple permit displayed is subject to citation, autoclamp, or towing at the owner’s expense.

Retired
Cost: Free
The yellow retired permit is issued to retired faculty and staff. 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 retired permit properly displayed may park in any lots except Reserved lots.

Vendor/Contractor
Cost: $50/yr., $25/semester, $10/summer
The teal permit is issued to sales representatives, vending agents, contractors and others in similar positions using unmarked vehicles for their business use only. Use of this permit for any other purpose than to conduct business with Minnesota State

Vendor/Contractor
Cost: $50/yr., $25/semester, $10/summer
The teal permit is issued to sales representatives, vending agents, contractors and others in similar positions using unmarked vehicles for their business use only. Use of this permit for any other purpose than to conduct business with Minnesota State
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 F1. It is the responsibility of the vehicle owner/operator 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 streets. It is the responsibility of the vehicle owner/operator to be aware of the locations of legal parking spaces.

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

D. Substitute Vehicles
When using a substitute vehicle, the permit holder will either use their regular permit, or if regular permit is not available, may obtain a day permit from the Public Safety Dept. at no charge. Parking permit holders must contact the Public Safety Dept. and identify the substitute vehicle 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 Public Safety Department.

A prorated refund may be issued, or the permit may be exchanged for another permit type.

F. Parking for the Disabled - Free, no cost
In compliance with Minnesota Statutes 169.345 and 169.346, use of disability parking spaces is restricted only to those vehicles with a State-issued disability 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, disabled visitors with a State-issued disability permit may use general and metered spaces.

Individuals with temporary disabilities should apply to the University’s Disability Services Office for assistance in applying for exclusive State-issued certificates. (The University’s Disability Services Office is available for assistance in applying for exclusive State-issued certificates.) [Designated HC or Meter only unless purchased separate permit.] MSUM is committed to providing access to the campus parking areas in accordance with Minnesota law. If additional assistance is needed contact the Public Safety Dept. (477-2675).

Quick errands, deliveries, or drop offs are not valid excuses for parking in or obstructing disability spaces.
Public Safety does not give temporary Handicap permits.

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 the owner’s expense, pursuant to Minnesota Statute 169.041.
2. Reserved permits are valid in the assigned lot only. Parking in unauthorized areas on campus may result in a citation or immobilization.

H. Permit Application and Selection
1. Permits are issued on an annual basis. Permit sales for each year begin in April. Each permit is good only for the time period indicated on the permit.
2. To obtain a permit, an individual must register online and pick it up at the Public Safety Dept., 1616 9th Ave South. Information can be obtained from the Public Safety Dept. as to what permits are available.
3. All citations must be paid in full prior to obtaining a parking permit. The Parking Dept. reserves the right to apply outstanding citations to student accounts.

I. Lost or Stolen Permits
Lost or stolen permits must be reported as such to the Public Safety Dept. (477-2675). The first replacement permit is $10.00, 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 Public Safety Dept. immediately. Use of a permit that has been reported missing may 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 the use, sale, or manufacture of fraudulent, stolen, or missing permits, or any other attempt to defraud the Public Safety Department is subject to disciplinary action, criminal charges, and appropriate parking sanctions. 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 marked parking space except reserved or disabled parking spaces. Misuse may result in applicable citations.

L. Refund Policy
  o 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. Fall Only permits are not refundable after the 15th instructional day of the Fall Semester.
  o Spring Semester: When purchased in the Spring, 100% of the permit price will be refunded if the permit is returned by the 15th instructional day. After the 15th instructional day permit refunds will be granted only by approved extenuating circumstances.
  o Summer: Passes purchased for the summer only are not refundable.
  o The refund amount will be reduced by any outstanding citations.

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 via campus media.

N. Metered Parking
Regular permits do not override meters, with the exception of State-issued disability permits, retired, special, no zone, and vendor/contractor permits. Parking meters are available in many lots to accommodate short-term parking needs. Meters are located at a centralized paystation in lots M-1 and M-5. Residence hall meters are monitored 24 hours a day with the exception of holidays. Lot D-1 is monitored from 7:00 AM until 5:30 PM. Each meter is marked with the maximum time allowed. Vehicles parked in expired meter spaces are subject to citation. If parking meters are not working, do not park your vehicle in that metered parking space. Report any problems to the Public Safety Dept. (477-2675) or (477-2449).

O. Battery Jump-start
The Public Safety Dept. has a free jump-starting service for vehicles that are located on MSUM property. This service is available on a first-come-first serve basis, as time permits. Jump-starts will be given at the discretion of the Public Safety Dept. Contact the Public Safety Dept. (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 will be piled in individual lots until it can be hauled away. Do not park near 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.
4. The Public Safety Dept. reserves the right to declare that any vehicle parked on campus be moved for snow removal. Failure to comply within 24 hours of contact (established or attempted) may result in citation or tow of the vehicle at the owner's expense.

IV. Short Term Parking
A. Short Term Parking Permits
Short term parking permits may be issued to persons holding paid permits when their registered vehicles are unavailable at no cost.
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 Public Safety Dept. for parking accommodations for guests at least 2 business days in advance of the meeting or conference. Permits are obtained from the Public Safety Dept. and held by campus parking services for temporary parking during snow removal operations.

B. Guest/Visitor Parking
Day permits may be obtained from the Public Safety Dept. 24 hours a day, 7 days a week. Day permits may override parking meters if specified on the individual permit. Altering a Day Permit will result in a fraudulent permit fine and an autoboot fine. (See Section III, Letter J.) Guests may also park in F-1 lots free of charge 6:00 AM to 3:00 AM. No overnight parking permitted (3:00 AM to 6:00 AM).
C. Pay Lot Rates
The pay lots are located on 11th Street at 9th Avenue (Lot M-1), and 6th Avenue (Lot M-5). The pay lot rate is $1.00 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 3.)

D. Vendors
Vendor parking requires a permit from the Public Safety Dept. This is to be used by the vendor only during service hours. It is not transferrable. See Vendor Permits under Section II, Letter B. Refer to Section III, Letter J.

E. Loading Zones and 15 minute parking spaces - Enforced 24 hours a day
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. Parking in loading zones for purposes other than loading/unloading may result in a fine and/or autoboot.

V. Enforcement and Penalties
A. Ticketing, Immobilization, and 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 vehicle 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. Vehilces with three or more outstanding parking citations that are 10 days late or a balance due of $75 with 1-10 days late 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 invoiced after 24 hours. Immobilized vehicles will remain autobooted until the outstanding fine is paid. Responsible parties/owners of immobilized vehicles should contact the Public Safety Dept. at 477-2675 or 477-2449, 24 hours a day, 7 days a week.

B. Persistent Violators May Have Their Parking Privileges Revoked
1. Registered owners with repeated violations of University parking rules and regulations may have their parking privileges revoked by the Director of Public Safety and/or the Parking Manager. Cases may be referred to the Parking Committee or the Student Disciplinary Committee for consultation. 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
Using emergency flashers does not allow drivers to park their vehicles in disability areas, fire lanes, metered spaces, no parking zones, or regular lot spaces. (See Section IV, Letter E, Loading Zones.)

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

1. All lots are enforced from 7:00 AM to 4:30 PM Monday through Friday. 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. Some spaces within the parking lots marked otherwise (ex. 15 minute loading areas, marked meters, no parking zones) are subject to enforcement appropriate to their defined enforcement timeframes.

2. D-1 and 6th Avenue areas used for daycare center drop-off and metered parking are enforced from 7:00 AM to 5:30 PM, Monday through Friday.

3. Permits will not be required on the following University designated holidays: Labor Day, Thanksgiving, Christmas Eve and Christmas Day, New Year’s Day, Martin Luther King Day, Memorial Day, and Independence Day. Class break periods and non-instructional days are not holidays.

E. Emergency Parking Situations
To obtain a day permit in the event of vehicle breakdowns or emergency parking situations, contact the Public Safety Dept. (477-2675) or (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 unattended, or to cause, allow, or permit to be parked, stopped, or left standing whether knowingly or unknowingly, any such vehicle in any place not designated for parking.

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 the replacement cost at $500.00 and may result in criminal charges.

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 Public Safety Dept. (477-2675) or (477-2449) to obtain the telephone number of the towing company.

### H. Fine Payment
All fines and penalties assessed on MSUM parking citations are to be paid within 10 calendar days.

1. You may pay online at: www.mnstate.edu/parking
2. Pay the fine by mailing the notice of violation and check or money order to:
   - Public Safety Dept.
   - Minnesota State University Moorhead
   - PO BOX 24
   - Moorhead, MN 56563

Make check or money order payable to:
   - Minnesota State University Moorhead

Please do not send cash by mail

3. Pay the fine in person at:
   - MSUM Public Safety Dept.
   - 1616 9th Ave South
   - Moorhead, MN 56563

All fines and penalties assessed on City of Moorhead parking citations (including fire lane and parking violations) are to be paid to the City of Moorhead as indicated on the citations. There is a drop box for citation payment at the Public Safety Dept., 1616 9th Ave South. Credit Cards are not accepted at Public Safety for Moorhead Police citations.

### I. 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 may 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.
4. The Public Safety Dept. reserves the right to apply all or any outstanding charges to the student account.

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

Motorized Scooters/Mopeds either gas powered or electrically powered are not allowed to be driven on any MSUM sidewalks. Motorized Scooters/Mopeds are allowed to park in designated motorcycle parking areas only.

### K. Bicycles and Motorized Scooters/Mopeds
Bicycles are required to be parked in bicycle racks in designated areas. Such means of transportation are not to be chained to lamp posts, trees, building components, etc. If bicycles are found chained to these objects; chains will be cut and the bicycle will be impounded by the Moorhead Police Department.

In cases of required maintenance issues and to manage abandoned bicycles in bicycle racks, Public Safety may post signage on bicycle racks requiring bicycles be removed and moved to other bicycle racks. The notice will be posted on the bicycle racks for two weeks. Bicycles still attached to bicycle racks after the two week notice will have the chains cut and the bicycle impounded by the Moorhead Police Department. Owners should check their bicycles attached to bicycle racks on campus at least once every two weeks. Owners of bicycles left on campus are encouraged to register the bicycle including the serial number with the MSUM Public Safety Department in the property registration section at the following site: https://msumapps.mnstate.edu/security/students

MSUM Public Safety is not responsible for bicycle locks that are cut for violations of the above policy or that may need to be cut with no notice in cases of maintenance issues that may arise. Owners of bicycles parked on campus assume this risk when bringing a bicycle onto the MSUM campus.

### L. Utilities and Vehicles
Recharging electric powered vehicles or using engine block heaters with campus utilities is not permitted. If found responsible parties may be charged with theft of services.

### 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 calendar days of issue date in writing or online at our website (www.mnstate.edu/parking) by the individual who received the citation. Appeals may not be submitted on behalf of someone else. Forms are available in the Public Safety Dept. (477-2675) or (477-2449). Appeals will not be accepted after 10 calendar days from ticket issue.

C. The Parking Committee will serve as the appeal body for all citations issued and render a decision in each case.

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. MSCTC, Concordia & NDSU Students/Faculty
All students registered at MSCTC, Concordia, or NDSU possessing an MSCTC, Concordia, or NDSU parking permit may also park in MSUM G lots for no additional fee.

### VIII. 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 (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 Public Safety. Check your vehicle daily.
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<td>7:00 AM-4:30 PM</td>
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<td>7:00 AM-4:30 PM</td>
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See Section V, Letter D for specific Holidays.