

The following regulations have been set by Crown College Administration. In order to effectively regulate parking for the entire Crown community, this policy will be enforced. The Operations Office will oversee administration of the regulations. If you have questions, or if you received a ticket in error, please contact the Operations Office (N210) to discuss your concern.

2017-2018 Updates:

- Vehicles must be registered for the spring 2018 semester on or before **January 17, 2018**.
 - Ticketing will begin after the deadline. Any vehicles on campus without a proper permit (including the correct lot and semester stickers) displayed in the window will be subject to ticketing, immobilization, and/or impound at the owner's expense.
- When registering your vehicle via the our.crown.edu website you need to enter license plate information without any spaces or dashes.
- After a vehicle is registered you will be issued a parking permit.
 - Student parking permits will be available for pick up in the Operations Office (N210). Students will need to pick up their permit and display the permit with the appropriate semester and lot on their rearview mirror. *Permits and stickers will no longer be mailed to students.*
- All vehicles must be properly parked in a legitimate parking space and the correct lot at all times, otherwise the vehicle will be subject to ticketing.
 - Overflow parking is available in the back rows of the Athletic Lot.
- All motorcycles must be properly registered and parked in a legitimate parking space at all times. Parking by the housing units is not allowed.
- No immobile vehicles will be allowed on campus at any time.

Registration Procedures

Each motor vehicle operated by students (residential and commuter status), faculty, and staff must be registered on the our.crown.edu website. The front Main Lot and Athletic Lot are open parking areas during business hours, however, permits are required for students, faculty, and staff so that our Ticketing Staff are able to distinguish campus guest vehicles from student, faculty, and staff vehicles.

Once the vehicle registration has been completed on the our.crown.edu website, please allow 1-3 business days for processing after which time students will receive an email to pick up their permit in the Operations Office (N210). A parking permit fee will be added to students' billing account at that time. Faculty and staff members will receive their new vehicle permits through Campus Mail. Student vehicles that are not registered and/or do not have the current permit with the appropriate semester and lot stickers displayed on the rearview mirror by the last day of registration for each semester will be subject to ticketing, immobilization, and/or impound at the owner's expense. **The deadline to register vehicles for spring 2018 is January 17, 2018.**

If a vehicle is brought on campus during the school year, it must be registered on the our.crown.edu website immediately after its initial arrival. The front desk receptionist can issue a temporary parking pass for the Athletic Lot until the vehicle registration has been processed and the vehicle permit,

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semester and lot stickers have been received. Immobile vehicles are not allowed on campus at any time.

Each student is allowed one vehicle on campus. Requests for exceptions may be submitted to the Operations Office. Due to limited parking space, students are not guaranteed a permit in their preferred lot. Permits will be issued on a first come, first served basis. To change lots after a vehicle has already been registered, please contact the Operations Office.

New or Misplaced Permit Registration

Students, faculty, and staff that have never had a parking permit, or have misplaced their current permit, need to register for a new permit. To do so, select the “Request New Permit for Vehicle” option on the our.crown.edu website. When a student vehicle is registered, a new permit, semester and lot stickers will be prepared. Once they are ready, an email will be sent to the student notifying them that the permit is ready to be picked up in the Operations Office (N210). A parking permit fee will be added to their account. When a faculty or staff vehicle is registered, a permit sticker will be sent to the employee through Campus Mail. There is no fee for faculty/staff permits.

Permits will not be issued to students, faculty, or staff with incomplete or missing vehicle information. When registering your vehicle on the our.crown.edu website, please enter license plate information **without any spaces or dashes**.

Current Permit Renewal/Editing Vehicle

Parking permits assigned to students must be renewed and paid for each semester. The actual permit that is displayed in the rearview mirror is kept for the duration of the students’ time at Crown College. However, new semester stickers are required each semester and should be placed on top of the old stickers on the existing permit. Renewal is not required for faculty/staff permits. To renew a permit or edit vehicle information associated with a current permit (due to a change in vehicle or plate information, or change of parking lot), select the “Renew Current Permit or View/Edit Vehicle Information Associated with Current Permit” option on the our.crown.edu website. Once the vehicle permit is renewed, students will receive an email to pick up their new semester stickers in the Operations Office (N210). If a lot change was requested, new lot stickers will also be issued and will be available in the Operations Office (N210). A parking permit fee will be added to the student’s account. The new semester and/or lot stickers should be placed on top of the old stickers on the existing permit. When vehicle information associated with a current permit is edited, the existing permit will be updated but a new permit will not be issued.

Parking Permit Location

Student parking permit tags should be hung on the rearview mirror of the vehicle. The appropriate semester and lot stickers must be affixed to the front of the parking permit. Permits without the appropriate semester and lot stickers, and permits not hanging visibly from the rearview mirror will be subject to ticketing, immobilization, and/or impound at the owner's expense. Faculty/Staff parking permit stickers should be placed on the front windshield near the rearview mirror.

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Parking Permit Fees

The student parking permit fee of \$100.00/semester will be applied to the student's bill upon completion of the vehicle registration and can be paid in the Student Billing Office. In the case of a lost permit, a new vehicle registration must be created at the expense of the owner (\$100.00).

No Parking Zones

Every member of the campus community is expected to read and observe all parking signage. Vehicles parked in no parking zones will be subject to ticketing, immobilization, and/or impound at the owner's expense.

- Only vehicles with the proper handicapped sticker issued by the state may park in handicapped areas.
- "No Parking" areas or spots indicated as having a time limit are restricted as marked.
- No parking is allowed along any of the roadways or on the grass in any area unless approved by the Operations Office.
- There is no overnight parking in the front main lot or the first three rows of the Athletic Lot.
- The following parking areas are designated resident parking only and a permit is required: Strohm Hall/Richardson Hall, Weldin Hall, Miller Hall, Hardwick Hall, Tewinkel Hall, and Faith Village. If there are no parking spaces available in the lot that the vehicle is registered for, utilize the Athletic Lot (with the exception of the first three rows) for overflow parking. Parking in a lot in which the vehicle is not registered (with the exception of the overflow Athletic Lot) is not permitted at any time and will result in ticketing, immobilization, and/or impound at the owner's expense.

Guests

Guests are not permitted to park in designated residence parking areas at any time. The front Main Lot and the Athletic Lot are the only lots available for guest parking.

Any guest parking on campus OVERNIGHT should register their vehicle at the Reception Desk to receive a temporary parking pass. The temporary parking pass must be displayed on the dashboard of the vehicle to avoid ticketing. Overnight guest parking is only allowed in the Athletic Lot (except the first three rows).

Guest vehicles with multiple infractions will be subject to immobilization and/or impound at the owner's expense.

Semester Break Parking

There will be designated semester break parking areas, which will be determined and communicated via email prior to the break.

Driver Eligibility

Bodily injury and property damage liability insurance that meets or exceeds state requirements must be carried and in force by the student who owns or operates a motor vehicle on campus. A driver

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must also possess a valid driver's license and vehicle registration. Any student possessing a motor vehicle should not permit another student to operate their vehicle unless the guest driver is a licensed driver. All students are advised to check their insurance coverage before lending their automobile to others. If the person the vehicle is registered to allows someone else to use their vehicle they are responsible for all moving and non-moving violations incurred against that vehicle.

Driving or Parking on Grass Prohibited

Please respect your campus. Driving off roadways onto the grounds or parking on any grass area are strictly prohibited unless approved by the Operations Office. A vehicle that is seen driving or parking on the grounds by Administration, Campus Safety, or the Grounds and Maintenance team will be subject to ticketing, immobilization, and/or impound at the owner's expense.

- Fines: \$500 minimum and assessment of damages.

Speed Limits

Due to high pedestrian traffic on campus, the speed limit is 15-20 mph on main roadways and 5 mph in residence areas. Always drive cautiously and slowly and be aware of pedestrian traffic. It is the driver's responsibility to know all Minnesota Motor Vehicle laws. Other fines/tickets may also be served by the State of Minnesota. All Minnesota statutes that apply are enforceable.

- 1st Offense: \$150 fine and police contact.
- 2nd Offense: \$300 fine and police contact; Owner's vehicle is no longer permitted on campus.

Motorcycle Regulations

Like all other motor vehicles, motorcycles operated by students (residential and commuter status), faculty, and staff must be registered on the our.crown.edu website. Motorcycle parking permits must be displayed where it is easily visible (students will need to secure the permit to the motorcycle by using tape of some kind since student permits are hanging permits). All motorcycles must be properly licensed and parked in a legitimate parking space at all times, not by any housing unit. All parking rules and regulations apply to motorcycles.

In order to carry passengers, the motorcycle must be properly equipped for that purpose. It is mandatory that all motorcycles be equipped with unmodified baffled mufflers and not make excessive noise.

Operators of motorcycles are required to comply with state law concerning motor vehicles.

1. The headlight must be used at all times.
2. Brakes are to be in working condition on both front and rear wheels.
3. Footrests are to be provided for both rider and passenger.
4. Proper lights and reflectors must be installed according to standards of the U.S. Department of Commerce.

Snow Removal Policy

Snow removal is an on-going winter event with a season that can stretch from October to April. In the event of a Snow Emergency (the period of 2-3 days following significant snowfall- an inch or more- where parking lots need to be plowed), you will be required to move your vehicle in

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coordination with the Snow Removal schedules. Snow Removal schedules will be posted around the Main Campus and the dorm buildings and will be included in the daily announcements. Vehicles that are not moved during a scheduled snow emergency will be towed at the owner's expense so that snow removal can proceed on schedule.

Violations & Penalties

The person the vehicle is registered to is responsible for all moving and non-moving violations incurred against that vehicle. If a friend borrows your vehicle, please make sure that he/she is aware of your assigned parking area and returns your vehicle to the proper lot. You are responsible for your vehicle and where it is parked. Ticketing Staff will issue a ticket on your car window and you will receive an email notification.

The bill may be paid at the Student Billing Office.

Violations and penalties are by semester and are as follows:

- 1st ticket = \$25.00
- 2nd ticket = \$50.00
- 3rd ticket = \$75.00
- 4th ticket = \$75.00 and vehicle immobilization (boot). All parking violation fees incurred need to be paid before the boot will be removed from the vehicle (Any damage to the boot itself will result in a \$400 fine to replace the boot).
- 5th ticket = Vehicle towed to the Waconia impound lot at the owner's expense.

Safety fines are not exhaustive and other fines may be given based on the situation and severity of the offense. If you have been ticketed and you do not resolve the issue, you may receive another ticket the following day for the same offense.

Faith Village Parking Areas

100, 200, 300 building tenants **do not** receive an assigned parking space in the Faith Village Student Lot. All vehicles parked in the spaces designated for 100, 200, and 300 buildings need to have a valid parking permit and may park anywhere within the lot on a first-come, first-served basis. Vehicles with a permit for the Faith Village Student Lot may not park in the Family Lot at any time.

400, 500, 600 building tenants receive one assigned parking space per unit in the Faith Village Family Lot. The posted parking space numbers correspond with the unit number. All vehicles need to have a valid parking permit. Any additional vehicles registered for this lot may park in a non-designated parking space on a first-come, first-served basis. The parking spaces for Unit #406 and #410 are reserved spaces and are not open to students or their families.

If you have questions or if you received a ticket and feel you received it in error, please go to Operations Office (N210) to discuss your concern.