



8700 College View Drive
Saint Bonifacius, Minnesota 55375

Motor Vehicle Regulations 2024-2025

The following regulations have been set by Crown College Administration. 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 feel you received a ticket in error, please contact the Operations Office to discuss your concern or see the "Appealing a Ticket" section on page 6.

Highlights:

- **PLEASE NOTE: Ticketing will begin after the deadline of September 1, 2024. Please put your permit on your vehicle immediately.**
- Vehicle Registrations are valid for the entire academic year.
- Overnight parking (between the hours of 12:30 am and 7 am) is not allowed in the Main Lot and the first three rows of the Athletic Lot.
- Please only park in the Lot you registered for. If you are parked in any other Lot at any time (including during visitation hours), you may be subject to ticketing, immobilization, and/or impounding at your expense.
- Tickets can be appealed by submitting a Letter of Appeal within five (5) working days of the date the ticket was issued. Appeals submitted beyond the five (5) working days will not be accepted.

Registration Procedures

Each motor vehicle operated by students (residential and commuter), faculty, and staff must be registered on our.crown.edu. The Main Lot and Athletic Lot are open parking areas during business hours; however, permits are required for students, faculty, and staff so our ticketing staff can distinguish them from guest vehicles.

Once the vehicle registration has been completed on our.crown.edu, please allow 1-3 business days for processing. Students will then receive an email to pick up their permit in the Operations Office (W215/W216). Faculty and staff members will receive their new permits through Campus Mail. Student vehicles that are not registered and/or do not have a current permit with the appropriate year and lot stickers displayed on the rearview mirror by the deadline will be subject to ticketing, immobilization, and/or impounding at the owner's expense. **The deadline to register vehicles for the '24-'25 academic year is September 1, 2024.**

Non-registered vehicles brought on-campus during the school year must be registered on our.crown.edu immediately after their initial arrival. The front desk receptionist can issue a



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temporary parking pass for the Athletic Lot. This pass will be good for a period of up to two weeks to prevent any tickets while the permit is processed. Immobile vehicles are not allowed on-campus at any time.

Each student is allowed one (1) vehicle on-campus. 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. Requests for exceptions may be submitted to the Operations Office. To change lots after a vehicle has already been registered, please contact the Operations Office.

Petition for a 2nd vehicle

Students can petition to have a second vehicle on campus under the following conditions:

- Both vehicles must be registered.
- The second vehicle must be registered for and parked in the Athletic Lot. It cannot be parked in any other lot.
- Both vehicles must be in working condition.
- All rules in Crown's Parking Policy apply to both vehicles.
- The petition must be directed to the Operations Office and a decision will be made by the Head of Security.
- The petition will only be allowed if there is room on-campus for extra vehicles.
- If the second vehicle is a motorcycle, it must be covered and parked by the shed in the winter.

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 our.crown.edu. When a student vehicle is registered, a new permit with new year and lot stickers will be prepared. Once it is ready, an email will be sent, notifying the student that the permit is ready to be picked up in the Operations Offices (W215/W216). When a faculty or staff vehicle is registered, a permit sticker will be sent to the employee through Campus Mail. If a student permit is misplaced or lost, a new permit will need to be requested. This will add a replacement fee of \$25 to the students' account.

Permits will not be issued to students, faculty, or staff with incomplete or missing vehicle information.

Current Permit Renewal/Editing Vehicle

Parking permits assigned to students must be renewed each academic year. The white or purple plastic permit, that is displayed on the rearview mirror, needs to be kept for the duration of the students' time at Crown College. The new year and lot stickers should be placed on top of the old stickers on the existing permit. Renewal is not required for faculty/staff permits.



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To renew a permit for a new year or to edit vehicle information (due to a change in plate information), select the "Renew Current Permit or View/Edit Vehicle Information Associated with Current Permit" option on our.crown.edu. Once the vehicle permit is renewed, students will receive an email to pick up their new year sticker in the Operations Offices (W215 or W216). A new lot sticker will also be issued, if applicable. When vehicle information associated with a current permit is edited, a new permit (the plastic hangtag) and number will not be issued.

Parking Permit Location

Student parking permits should be hung on the rearview mirror of the vehicle with the stickers facing the front of the vehicle. The appropriate year and lot stickers must be affixed to the front of the parking permit. Permits without the appropriate year and lot stickers, and permits not hanging visibly from the rearview mirror will be subject to ticketing, immobilization, and/or impounding at the owner's expense.

Faculty/staff parking permit stickers should be placed on the front windshield near the rearview mirror.

Parking Permit Fees

The first permit and permit renewals are free!

In the case of a lost permit, the owner must register the vehicle as a new registration. A \$25 fine will be assessed. The fine does not need to be paid before the permit is picked up.

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. This includes spaces reserved for handicapped individuals, Resident Directors, and FMS.

- FMS Only spots are always considered no parking spots. These spots are reserved for our Facilities Management Services personnel and for emergency purposes.
- Handicapped spots are available to vehicles with the proper identification issued by the state.
- "No Parking" areas 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 Main Lot or the first three rows of the Athletic Lot from 12:30 am to 7:00 am.



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- The following parking areas are designated resident parking only and a permit is required: Valley Parking, Hill Parking, the Faith Village Student Lot, and the Faith Village Family Lot. If there aren't any parking spaces available in the lot the vehicle is registered for, the Athletic Lot (except for the first three rows) can be utilized 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 impounding at the owner's expense.

Guests

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

Any guest parking on campus OVERNIGHT (12:30 am – 7 am) 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), not the Main Lot.

Guest vehicles with multiple infractions will be subject to immobilization and/or impounding 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 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. The owner of the vehicle is responsible for all moving and non-moving violations incurred against their vehicle, even if the owner allowed someone else to use it.

Loss or damage to student personal property (clothing, books, cell phones, electronics, etc.) is not insured by Crown College and must be insured by the student or his/her parents. This applies to student personal property on-campus, in residence halls, in Crown College vehicles (athletic or academic trips, etc.), and in personal vehicles being used for Crown business.



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Driving or Parking on Grass Prohibited

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

- Fines: \$50 and restitution for damages.

Speed Limits

Due to high pedestrian traffic on campus, the speed limit is 20 mph on main roadways and 5 mph in residential 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.

Drivers clocked at speeds above the speed limit are subject to ticketing and impounding at the vehicle owner's expense.

Other fines/tickets may also be served by the State of Minnesota. All Minnesota statutes that apply are enforceable.

Motorcycles and Other Vehicles

Like all other motor vehicles, motorcycles operated, owned, and parked on campus by students (residential and commuter status), faculty, and staff must be registered on our.crown.edu. A parking permit must be displayed where it is easily visible. (Please secure student permits to the vehicle by using tape since student permits do not have adhesive). 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. Snowmobiles and minibikes are not allowed on campus grounds.

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 and must have functional safety equipment.

Minibike Policy

Operators of minibikes are required to comply with state law concerning motor vehicles and must have functional safety conditions. Minibikes without a functional license and not registered with the state, will not be allowed a parking permit. Students who fail to comply with this rule will be subject to ticketing, immobilization, and/or impounding at the owner's expense.



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Snow Removal Event Policy

Snow removal is an on-going winter event with a season that can stretch from October to April. In the case of a Snow Removal Event (the period of 2-3 days following significant snowfall of 4 inches or more, when parking lots need to be plowed), vehicles must be moved in coordination with the Snow Removal Event schedules. Snow Removal Event schedules will be posted around Main, included in the daily announcements, and posted on the Crown app. Vehicles that are not moved before the scheduled time, according to the posted schedule, will be ticketed or towed to a location on campus that is already plowed to facilitate the plowing schedule. A \$100 fine will be added to the owner's account to cover the towing fee.

Violations & Penalties – Parking and Speeding

The owner of the vehicle is responsible for all moving and non-moving violations incurred against their vehicle, even if someone else uses it.

Tickets are placed on the car window and the student will receive an email notification. Fines associated with the ticket may be paid at the Student Billing Office or on our.crown.edu through the "Pay My Bill" button.

Violations and penalties are by semester and are as follows:

- 1st offense = Warning
- 1st ticket = \$25.00
- 2nd ticket = \$50.00
- 3rd ticket = \$75.00
- 4th ticket = Vehicle will be towed to the Waconia impound lot at the owner's expense.

Fines are not exhaustive and other fines may be given based on the situation and severity of the offense. Tickets may be given for the same offense on the following day if the first ticket has not been resolved.

Appealing a Ticket

Questions about tickets may be directed to the Operations Offices in W216/W215. Tickets can be appealed by emailing a Letter of Appeal to the Operations Office at operations@crown.edu within five (5) working days of the date the ticket was issued. Appeals submitted beyond the five (5) working days will not be accepted. The Operations Office will submit the Letter of Appeal to the Security Manager. The decision will be communicated to the student by the Operations Office.

Faith Village Parking Areas

100, 200, 300, 400 and 500 building tenants **do not** receive an assigned parking space in



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the Faith Village Student Lot. All vehicles parked in the Student Lot need to have a valid parking permit and may park in any valid parking space 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.

Residents living in the 600 buildings receive one assigned parking space per unit in the Faith Village Family Lot. The reflective posts include numbers that correspond with the unit number. Valid parking permits are required on all vehicles. Any additional vehicles registered for this lot may park in a non-designated parking space on a first-come, first-served basis.

Please direct questions to the Operations Office.

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