

Parking and Traffic Regulations
Ridgewater College
Willmar & Hutchinson

Update 06/08/2012

INTRODUCTION

The 1994 Minnesota state legislature passed a law that specifies that state appropriations for college parking lots cannot be more than one-half of the construction or repair cost at any campus. The remaining costs are to be provided through direct fees to persons using parking services.

POLICY

In response to state statute MS136F.53, Ridgewater College will assess a parking user fee to support the cost of annual and long term parking facility maintenance and renewal.

1. General Regulations

Every vehicle on the campuses of Ridgewater College will have a Ridgewater College parking permit displayed in a designated spot on the vehicle. Failure to have or display a parking permit will result in a fine. (See section 8). Exceptions to this regulation are visitors parking in “Handicapped” spaces, “Photography patron only” spaces, and “Cosmetology patron only” spaces. Parking will be enforced Monday through Friday, 7:45 a.m. – 3:00 p.m.

2. Vehicle Registration

- ◆ All administration, faculty, staff, students, and other persons associated with or using the facilities of any of the two campuses must register any vehicle and properly display a parking permit when parking in designated lots.
- ◆ Permit is for use in registered vehicle only. Additional permits are available for \$1.00.
- ◆ Any vehicle registered at the Willmar or Hutchinson campus may also park with the same permit on the other campus.
- ◆ Administrators, faculty, and other staff will clearly display parking permits on the lower, front windshield on the passenger side. Staff permits will not be replaced every year. The red parking permit is valid, unless notified that a new permit is required.
- ◆ Students will display a valid parking permit by hanging the permit on the rearview mirror so it can be read from the front of the vehicle. The red and white parking permit does not expire, but can be rescinded at any time. Students will be notified if a new parking permit is required.
- ◆ Failure to properly display the permit (such as permits on front seat, on visor, on the floor, not properly displayed, etc.) will result in ticketing and will not be considered a valid excuse for appeal.
- ◆ Two-wheeled motor driven vehicles will not be ticketed for having “no or outdated permit” if the vehicle is parked in the designated motorcycle parking area.
- ◆ Vehicles which bear tax exempt plates do not require parking permits of any type.
- ◆ Failure to comply with any of the above paragraphs shall constitute a violation of the Parking and Traffic Regulations. The absence of a parking permit may result in the issuance of a traffic violation citation or the impounding of the vehicle or both.

2. Vehicle Registration (continued)

- ◆ A parking permit will be issued upon request at the Business Office or designated areas.
- ◆ Parking permits shall be properly displayed on vehicles within five (5) instructional days following the start of a semester or as announced by the college.
- ◆ Students shall register their vehicles and obtain parking permits and a copy of the Parking and Traffic Regulations manual during semester registration or at a location shown in section 11.
- ◆ Visitors, guests, sales representatives, repair workers, employees of construction firms, vending agents, and others who frequent the campus shall properly display a visitors permit which can be obtained free of charge at a location shown in section 11.
- ◆ ABE (Adult Basic Education) students on campus between 8:00 a.m. and 3:00 p.m. must register any vehicle and properly display a parking permit when parking in a campus lot. Permits and parking regulations are available at the Business Office.
- ◆ ***Customized education services/continuing education:*** Students taking hourly courses/workshops (non-credit) or credit courses between 7:30 and 3:00 during instructional days must properly display a parking permit when parking in a campus lot. Parking permits may be e-mailed or mailed prior to the course/workshop start date. Check with your instructor to obtain a permit and information as to where you can park.

3. Parking Locations

- ◆ Student parking is in lots C East and West, E West, and F East and West on the Willmar campus. Student parking on the Hutchinson campus is in Lots C and D located west and southwest of the main building and Lot E on the East Campus. Students from either campus can park in any student lot on either campus. Maps can be obtained at a location shown in Section 11. Students may park in Lots A East and West after 3:00 p.m. on the Willmar Campus.
- ◆ Designated parking for visitors is located on the Willmar campus in Lots A West, B West, and D West. Designated parking for visitors on the Hutchinson campus is located west of the main building by Student Lot D. Visitors parking will need a visitor's permit, which is available from the reception area of each campus at no cost.
-All other parking is for staff and visitors unless otherwise marked.
- ◆ Handicapped parking is open to those with a state-issued handicapped permit. Permits must be properly displayed. Students and staff may park in **any approved marked handicap spot**, regardless of their student/employment status.
- ◆ No parking is permitted by anyone on service roads, yellow marked areas, and/or posted areas.
- ◆ 30 minute temporary parking spots are available for students in lot A-West. Vehicles that exceed the 30 minute limit will be ticketed.
- ◆ Students and staff are responsible to park within/between designated yellow lines. Vehicles are not to be parked three deep.

4. Permit Fees

- ◆ Student permits for credit courses will cost \$2.05 per credit taken at any campus up to a maximum of \$32.80 per semester. Permits may be obtained for additional vehicles for \$1.00 each. If your automobile is traded

or sold, the permit should be removed from the vehicle, and notification of the change should be given to the business office.

- ◆ Parking permits will cost \$65.60 for each full-time employee and part-time employees less than 75% will be assessed a prorated fee. Additional vehicle permits, for use by the employee only, may be purchased for \$1. Vehicles with current staff permits must park in lots designated as staff parking.

5. Lost or Stolen Permits

- ◆ Permit holders should do all they can to avoid being victimized by thieves. Always lock your vehicle when you leave it unattended. If a permit is lost or stolen, report to the location shown in Section 11. Replacement of lost or stolen permits may be obtained at the Business Office at a cost of \$1.00.
- ◆ A fine of \$75.00 will be assessed against individuals who are in possession of and using unauthorized permits (lost, stolen, transferred from someone else, purchased from another student, etc.). The vehicle/persons will also be reported to the local police, and the vehicle may be towed or immobilized without additional notice. Permits can only be used by those in whose name the vehicle is registered on the permit registration form; they are not for resale or transfer.

6. Refund Policy

- ◆ Refunds for parking permits will be made if a student withdraws from the college according to the tuition and fees refund policy of each campus. Refunds will be made by turning in your withdrawal form and parking permits at the following locations: Business Office on either campus.

7. Motorcycle Parking

- ◆ Motorcycles with a paid vehicle permit may be parked in designated (concrete areas) motorcycle parking areas. These are located in Lot B West and Lot C East on the Willmar campus and by the visitor parking area in Lot D on the Hutchinson campus.

8. Enforcement/Fines

- ◆ Vehicles parking without a permit will be subject to a fine of \$20.00 and should report to the Business Office to register their vehicle and obtain a permit.
- ◆ Citations will be issued for violations beginning the first day of the semester. With one exception, you are allowed five (5) instructional days following the start of a semester to properly display your permit.
- ◆ Parking violation will be listed on each ticket issued. A first violation fine of \$20.00 will be assessed. Citations paid within 14 calendar days will be reduced to \$10.00. Fines are payable at the Business Office.
- ◆ For second and subsequent violations, fines will be doubled. \$40.00 will be assessed for vehicles with a permit that are parked in the wrong lot, a non-parking spot, or parked incorrectly. Citations paid within 14 calendar days will be reduced to \$10.00. Fines are payable at the Business Office.
- ◆ Citations not paid within 14 calendar days of the date indicated on the citation will be assessed the full amount, as indicated on the ticket. Fines are payable at the Business Office.
- ◆ Citations not paid within 30 calendar days of the date indicated on the citation will result in a \$30.00 late fee and will be put into the Ridgewater collection process.
- ◆ Persons parked in a Handicap parking spot without the appropriate state permit will be fined \$200.
- ◆ Students with three unpaid tickets may have their car towed or immobilized without further notice. Enforcement will be from Monday through Friday, 7:45 a.m. – 3:00 p.m.
- ◆ The fact that a person parks in violation of any law, ordinance, or regulation and does not receive a citation does not mean that the law, ordinance, or regulation is no longer in effect.

- ◆ The fact that a person receives a citation in a specific location and someone else does not, will not be grounds for an appeal.
- ◆ Fines cannot be deferred against financial aid or any other funding source. They must be paid before registering for the next semester. Failure to pay fines will result in not being able to register for the next semester, official transcripts being held, and other stipulations regarding money owed the college.
- ◆ Individuals will be fined for failure to display, or display properly, the appropriate vehicle parking permit.
- ◆ No camping will be allowed in the College parking lots, the Police will be notified if this should occur. Overnight parking will be allowed in the event that the student or faculty is attending an overnight college sponsored event or conference.

9. Responsibility

- ◆ The person in whose name the vehicle is registered shall be held liable for all violations attached to the vehicle, and is subject to any and all fines or disciplinary action resulting from the violations. In the event the vehicle does not have a permit, the registered owner of the vehicle will be assessed a parking violation fine.
- ◆ Anyone operating or parking vehicles on campus is responsible for becoming knowledgeable with and complying with all regulations and posted signs pertaining to the operation and parking of a motor vehicle. Ignorance of the parking and traffic regulations of the college will not be grounds for an appeal.
- ◆ Physical damage to a vehicle, or loss of property due to a crime or accident, should be reported to the city police department.

10. Appeals

- ◆ Appeal forms and parking information may be obtained from the locations indicated in Section 11.
- ◆ An appeal should be based on the fact that the violation notice was issued contrary to the “Parking and Traffic Regulations” manual or in error. The appeals procedure is as follows:
 1. The appeal form and citation must be received within **ten (10) calendar days** of the date the citation was issued.
 2. Citations appealed are not eligible for the reduced rate (only citations paid within 10 calendar days will be assessed a reduced rate of \$10.00)
 3. The form must be delivered to the location indicated in Section 11.
 4. The appeal form must be filled out in its entirety.
 5. Student, Faculty, and Staff appeals are reviewed weekly by a Student Appeals Board.
 6. Students, Faculty and Staff are notified of appeal results via e-mail to their Ridgewater e-mail address and allowed 14 calendar days to remit payment in full.
 7. An appearance before the Student Parking Appeals Board conducting the appeal is optional.
- ◆ The payment of the citation under appeal is suspended without penalty during the appeal process. Upon an affirmative decision, the appeal will be upheld and the citation canceled. A decision to deny the appeal requires that the appellant pay the citation for violations as indicated on the ticket.
- ◆ If the appeal is denied, failure to pay the issued citation within 14 calendar days from the date of notification will result the addition of a \$30.00 late fee.

******Only one appeal per citation is allowed. ******

11. Parking Information and Visitor Permits

Hutchinson Campus: Receptionist Area

Willmar Campus: Receptionist Area

◆ **Obtaining Permits, Paying Fines, Appeal Forms**

Hutchinson Campus: Obtaining Visitor Parking Permits: Receptionist Area
Obtaining Student & Staff Parking Permits: Business Office
Paying for Permits/Fines: Business Office
Appeal Forms: Business Office

Willmar Campus: Obtaining Visitor Parking Permits: Receptionist area
Obtaining Student & Staff Parking Permits: Business Office
Paying for Permits/Fines: Business Office
Appeal forms: Business Office

(Revised 6/08/2012)