

# CARLETON COLLEGE

## Faculty/Staff Parking Regulations

PERSONS WHO OPERATE A MOTOR VEHICLE ON COLLEGE PROPERTY ARE RESPONSIBLE FOR KNOWING AND COMPLYING WITH THESE REGULATIONS.

### I. REGISTRATION

- A. All faculty and staff motor vehicles to be parked on campus must be registered with Security Services.
- B. Motor vehicle registration is for two years, from September 1 through August 31.
- C. The registration process is not complete until the parking permit is properly displayed on the vehicle being registered.
- D. Security Services should be notified whenever a registered vehicle is traded or sold.
- E. Lost or stolen permits must be reported to Security Services immediately.
- F. Possession of a parking permit does **NOT** guarantee a parking space on campus.

### II. PARKING PERMITS

- A. Hang tag permits must be displayed from the rear view mirror of the registered vehicle.
- B. State issued handicapped permits or license plates will be honored.
- C. Individuals with a temporary handicap which limits mobility may apply for a temporary handicap permit through their physician and the MN Department of Motor Vehicles.
- D. Failure to properly display a valid permit may result in ticketing and will not be considered a valid excuse for dismissal of a parking fine.

### III. ENFORCEMENT AND PENALTY

- A. Carleton College reserves the right to ticket and/or immobilize or tow any vehicle at owner's expense in violation of parking regulations.
- B. All campus parking and traffic regulations are enforced on a 24-hour basis with the exception of permit regulations. Permit enforcement shall be in effect Monday through Friday from 7:30 A.M. to 5:00 P.M.
- C. Any vehicle on which three (3) outstanding parking citations have been issued and not appealed or paid by the due date may be immobilized or towed at the owner's expense each time it is parked on College property.
- D. Drivers of towed or immobilized vehicles should contact Security Services to facilitate release of the vehicle. Immobilized vehicles shall remain "autoclamped" until the outstanding fine is paid or the Director of Security approves their release.
- E. Persistent violators may have their parking privileges revoked for up to one (1) year.
- F. 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law, ordinance or regulation and does not receive a citation, does not mean that the law, ordinance or regulation is no longer in effect.

### V. VIOLATIONS, FINES AND PAYMENTS

- A. The following are parking violations:
  - 1. Failure to display a valid permit.
  - 2. Parked over time limit.
  - 3. Use of a stolen/fraudulent/lost/altered parking permit.
  - 4. Parked where prohibited.
  - 5. Parked in visitor stall.
  - 6. Parked on sidewalk, lawn or boulevard.
  - 7. Parked along yellow curb.
  - 8. Parked in traffic lane, double parked, parked in or obstructing driveway.
  - 9. Parked over or outside stall lines.
  - 10. Parked within ten feet of hydrant.
  - 11. Parked in a fire lane.
  - 12. Parked in or obstructing a posted handicapped stall (MSA 169.346).
- B. The speed limit on campus is 15 miles per hour.
- C. The following fines will be assessed:
  - 1. \$100 for being parked in or obstructing a posted handicapped stall.
  - 2. \$25 for being parked in a fire lane or within 10 feet of a hydrant.
  - 3. \$25 for the use of a stolen, fraudulent, lost or altered parking permit.
  - 4. \$25 for any vehicle immobilized, plus applicable fine.
  - 5. \$15 for all other parking violations.
- D. Parking citations shall be paid in person or mailed to the business office within ten (10) working days after receipt of the violation.
- E. Failure to pay a fine or appeal within ten (10) working days, will result in the fine being doubled.

### VI. APPEALS

- A. A parking citation may be appealed to the Director of Security within ten (10) days after receipt of the citation. Late appeals will not be accepted.
- B. A correctly filled out and issued parking citation is considered to be prima facie evidence that a violation has occurred. **Therefore, an appeal must be based on the fact that the citation was issued contrary to Carleton College Parking Regulations.**
- C. Lack of space shall **NOT** be considered a valid excuse for violation of established parking regulations.
- D. The decision of the Director of Security shall be final.

### IV. NEIGHBORHOOD PARKING

Out of respect for Northfield residents who live near the College, please avoid parking your vehicle on city streets in the neighborhood adjacent to campus whenever possible.

**CARLETON COLLEGE ASSUMES NO LIABILITY FOR LOSS OR DAMAGE TO A VEHICLE OR ITS CONTENTS.  
ALL VEHICLES SHOULD BE LOCKED WHEN LEFT UNATTENDED.**