

MACALESTER COLLEGE



MOTOR
VEHICLE
&
BICYCLE
PARKING
REGULATIONS
January 21, 2015

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Limited parking facilities on campus and the large volume of motor vehicles coming to campus have made the following policies necessary. They have been developed under the guidelines of safety and security.

MOTOR VEHICLE REGISTRATION

- a. All vehicles parked by Macalester College students, faculty, and staff in College parking facilities must be registered with the Facilities Services Safety and Security Office.
- b. Registration for faculty and staff will be valid until such times as all vehicles are re-registered (typically every 4 years). Residential student registration is valid for **one year**. September to May. Non-resident student registration is valid for **one semester** at a time. First-year students are not eligible for a campus parking permit. Medical and work-related exceptions may be requested from the Director of Safety and Security. Registration is not transferrable. Parking permits are issued to Macalester faculty, staff, and eligible current students upon completion and signature of a vehicle registration form at the Facilities Services Office.
- c. Vehicles parked in Macalester College parking facilities must be licensed and insured with the minimum amount of the liability insurance mandated by the State of Minnesota or the state in which the vehicle is licensed.
- d. Vehicles can be registered during College business hours (8:00 a.m. – 4:00 p.m., Monday – Friday) at the Facilities Services Office. You can also request a registration form to be sent to you by inter-office mail.
- e. The parking registration decal shall be affixed to the lower right hand corner of the left side rear window of the vehicle (see pictures on page 11 of the regulations). For vehicles without rear side windows, the decal shall be affixed to the rear windshield, lower corner on the driver side.
- f. In the event the vehicle is sold or transferred, the parking decal should be removed and Facilities Services should be notified at (651) 696-6278.

Macalester College strongly recommends that vehicles also be covered by comprehensive insurance in case of any damage or vandalism.

THE COLLEGE DOES NOT ASSUME RESPONSIBILITY FOR VEHICLES AND THE CONTENTS THAT ARE PARKED ON CAMPUS PROPERTY

PARKING FACILITIES

The following is a list of parking facilities available for vehicles registered with Macalester College. Please note restrictions for each lot. All vehicles must have a current Macalester parking permit.

NO OVERNIGHT PARKING: No parking in these facilities from 1:00am - 6am or as posted.

- a. **1536 Grand Avenue Lot**—This lot is located on the south side of Grand Avenue, about one half blocks east of Snelling Avenue. This lot is primarily for Lampert building occupants.
- b. **1549 Grand Avenue Lot** – This lot on the north side of Grand Avenue is a City Municipal parking lot, Macalester Faculty, Staff and Students are not allowed to use this lot, and this lot is for the use by customers to local business with a 2 hour maximum time limit.
- c. **1561 Grand Avenue**—This lot is on the north side of Grand avenue next to Dunn Brothers Coffee Shop. This lot will also be used for visitors to retail spaces within the Lampert building.
- d. **1550 Summit Avenue** – The parking associated with this building is for tenants, their guests and building events.
- e. **1576 Summit Avenue**—Vehicles must be registered with the College in order to park.
- f. **Immanuel Lutheran Church Lot—No Weekend Parking or when posted “Church Parking Only”**—Vehicles must have a valid Macalester Parking Permit to park weekdays from 6:00 a.m. – 9:00 p.m. in this lot. The lot will be closed to Macalester use and posted “Church Parking Only” when special church events are scheduled. There is no parking in the spaces on the south and east sides of the lot, which are posted “Immanuel Lutheran Church Parking Only”. Vehicles not registered with the College and parked in this lot may be subject to towing at the owner’s expense. **DO NOT USE THIS LOT FOR VISITOR PARKING.**
- g. **Janet Wallace Fine Arts ART Building - North Parking Lot**—This lot is located on the north side of the Art building. This lot is designated for visitors only.
- h. **Janet Wallace Fine Arts MUSIC Building - North Parking Lot**—This lot is located on the north side of the Music building.
- i. **Janet Wallace Fine Arts THEATRE Building - South Parking Lot**—This lot is located on the south side of the Theater building and west of Olin-Rice Hall and is accessible from Macalester Street/Macalester Drive.
- j. **Leonard Center – South Parking Lot**—This lot is located on the south side of the Athletic Center and is accessible from Snelling Avenue.
- k. **Macalester Drive**—Vehicles must be registered with the College in order to park along this street. Guest parking permits are available from the Facilities Services Office. Parking permits on the east side of the street only.
- l. **Macalester Plymouth Church Lot—No weekend parking or when posted “Church Only Parking”**. Vehicles must have a valid Macalester parking permit to park weekdays from 9:30 a.m. until 1:00 a.m. on the south side of the church parking lot. This lot will be closed to Macalester use and posted “Church Parking Only” when special church events are scheduled. Parking spaces adjacent to the Church are reserved for Church Only Parking. DO NOT use for visitor parking.
- m. **Markim Hall Lot**—This lot is located on the north east side of Markim Hall and is accessible from Snelling Avenue has one van accessible handicapped parking space and a drop off space.
- n. **Motor Cycle – Scooter parking pad** – Southside Carnegie Hall or 37 Mac west side.
- o. **Olin-Rice Lot**—This lot is located on the south side of Rice Hall and is accessible from Macalester Drive.

UNRESTRICTED PARKING

- a. **37 Macalester Lot**—No restrictions, except as posted
- b. **Janet Wallace Fine Arts Music Building - West Parking Lot**—**Overnight parking permitted, maximum 72 hours.** This lot is located on the west side of the Music Building and is accessible from Macalester Street—Macalester Drive. Within 48 hours of snowfall of 1” or more, all vehicles in the Janet Wallace Fine Arts Music Building West Lot must be moved to a plowed portion of the lot to accommodate final snow removal. Any vehicle not moved within 48 hours may be ticketed and towed at the owner’s expense.
- c. **Stadium North Parking Lot**—No restrictions, except as posted. This lot is located on the north side of the stadium.

MISCELLANEOUS PARKING

Restrictions apply as specified below

- a. **77 Macalester Lot (Admissions Visitor Parking Only)**—This parking lot is reserved for Admissions visitor parking only. A visitor parking permit is required. These spaces are reserved 24 hours a day, Monday thru Saturday. “No Parking” 1 a.m. to 6 a.m.
- b. **Janet Wallace Fine Arts ART Building North Parking Lot (Visitor Parking Only)**— This lot is located on the north side of the Art building – This parking lot is reserved for visitor parking only. A visitor permit is required. These spaces are reserved for Visitors only 7am to 5pm. Monday through Friday. “No Parking” 1 a.m. to 6 a.m.
- c. **196 Vernon, Language House—Reserved for 196 Residents Only.** A valid Macalester Parking Permit is required.
- d. **Grand Cambridge Apartment (GCA) lot, 1679 Grand Avenue, east side of the building—Apartment Tenant Parking Only.** One parking space per apartment. Permits are available from Facilities Services Office (651-696-6278). If more than one resident of an apartment has a vehicle, roommates may share/take turns using the GCA space and park the additional vehicles in other parking facilities such as Janet Wallace Fine Arts West Lot.
- e. **Grand-Cambridge Lot (Behind the building) – Pad Thai Customer Parking Only.** No Macalester parking at any time. Restaurant and other business Management will ticket and tow without notice at the owner’s expense.
- f. **Vernon Street Houses with Garage or Parking Pad**—For Tenant or Facilities Services as assigned. Contact Facilities Services for details. A valid Macalester permit is required.
- g. **Vernon Street Houses** – Tenants living in the even numbered houses along Vernon Street should only park along the east side of the street. This will allow neighbors to park along the west side of the street.

HANDICAP PARKING

- a. Handicap parking spaces are provided and marked with a state handicap parking sign in parking lots on campus per city and state codes.
- b. State issued handicap parking permit or license plates are required to park in the designated handicap parking spaces.
- c. Vehicles improperly parked without a valid handicap license plate or permit may be ticketed by the City of St. Paul parking control.
- d. Persons requiring an official state handicap permit must contact the state for the permit. Macalester College cannot issue a handicap permit for parking in the city or state designated handicap parking spaces.

Van accessible handicap parking spaces are located in the following lots:

37 Macalester Street	Janet Wallace Fine Arts West
196 Vernon Street	Leonard Center South
Markim Hall	Olin Rice Hall
Janet Wallace Fine Arts North	Stadium North
Janet Wallace Fine Arts South	

LOW EMITTING VEHICLES, CAR/VAN POOL PERMITS, AND ELECTRIC VEHICLE CHARGING STATION AND PARKING LOCATIONS

- a. Low-emitting vehicles, meeting the most current EPA Smartway Elite (not the Smartway program) or with a minimum green score of 40 points or higher from the American Council for an Energy Efficient Economy (ACEEE) annual guide will be eligible to register for a low-emitting vehicle parking permit.
 1. A list of LEED My low emission vehicles is available at: LEED MY Low Emission Vehicles www.greenercars.org/news/list-leed-qualified-cars
 2. ACEEE information is available at: www.greenercars.org/news-resources
- b. Campus wide, there will be a limited number of alternate low emitting or car/vanpool parking spaces available with appropriate signage at each parking location.
- c. Vehicles displaying this permit will be allowed priority parking in these designated parking spaces, if available, from Monday-Friday between the hours of 7:00 a.m. – 5:00 p.m.
- d. The registration or display of the permit does not guarantee a parking space.
- e. Owners of the low emitting vehicles must meet the following criteria:
 1. Register the vehicle at Macalester as a low-emitting vehicle by presenting proof of state vehicle registration documents and meeting the requirements noted in paragraph (a.) above
 2. Display the permit as required while parking in the posted spaces.
 3. Resident students are not eligible for this permit.

- f. Owners who register for carpool/vanpool permits must meet the following criteria:
 - 1. Be a full time Macalester faculty, staff employee or registered student at Macalester.
 - 2. Transport themselves and at least one or more Macalester faculty, staff or students to campus, three days per week, a minimum of two miles or more from campus.
 - 3. Register with Metro Transit guaranteed ride home program: www.metrotransit.org/rideshare
 - 4. Register the names of riders with Macalester carpool program
 - 5. Properly display the permits as required.
 - 6. The permit and parking space may only be used for the days that two or more carpool persons use the vehicle
 - 7. Improper use of the permit may mean the revocation of the permit.
 - 8. Resident students are not eligible for this permit.
- g. Vehicles requiring electricity for charging or re-charging power systems may only use provided electrical charging stations. Vehicles may not be plugged into campus buildings outlets with extension cords.
- h. Vehicles requiring an electrical charge are allowed to park at the charging stations while actively charging during the posted charging hours.
- i. For more information and electric vehicle charging rates contact the Facilities Services Office.

VISITOR AND CONTRACTOR PARKING

- a. Visitors may park in College lots with restrictions as noted, with a visitor permit for a 72 hour period while visiting the College or are engaged in business on the campus. The exception to this is the 77 Macalester Lot, and Fine Arts Art building north parking lot areas posted (Visitor permits are available from the Facilities Services Office).
- b. Contractors and their employees may park vehicles in campus lots without registering them, except as job conditions state. Contractors are not allowed to park any vehicles on sidewalks or turf areas without specific approval from a Facilities Grounds Services Supervisor.
- c. During special events on campus, such as Commencement, parking space will be used to the fullest advantage to accommodate visitors. Registration requirements will be waived for the duration of the event.

LONG TERM PARKING OF VEHICLES

- a. MACALESTER COLLEGE PARKING FACILITIES ARE INTENDED FOR DAY-TO-DAY USE—NOT FOR LONG TERM STORAGE OF VEHICLES. THE COLLEGE URGES STUDENTS NOT TO BRING A VEHICLE TO CAMPUS IF IT WILL NOT BE USED FREQUENTLY.
- b. Vehicles may be parked over academic break periods for a maximum of 45 days. This is generally during fall, winter, and spring breaks. (Resident Students Only).
- c. Such vehicles must be parked in the Janet Wallace Fine Arts West Lot (eastern most or south rows). See map for long term or low vehicle use parking.

- d. Facilities Services must be notified of the location of the vehicle being parked long term, the vehicle registration number, and the name, telephone number and email address of a contact person.
- e. Vehicles improperly parked may be ticketed and towed at the owner's expense.
- f. NO VEHICLES MAY BE STORED DURING THE MONTHS OF JUNE, JULY, AND AUGUST IN ANY LOTS.

SWEEPING, SNOW REMOVAL, AND MAINTENANCE

- a. Due to necessary sweeping, snow removal or other parking lot maintenance, vehicles may be required to park in other lots or on city streets for brief periods of time. Parking may be prohibited in any parking lot with notification in campus publications and posted signs.
- b. All vehicles in the Janet Wallace Fine Arts West Lot must be moved within 48 hours after a 1" or more snowfall to accommodate snow removal. Vehicles are to be moved to another plowed lot or a plowed portion of the same lot. Any vehicle not moved after 48 hours may be ticketed and towed at the owner's expense.
- c. Macalester College does not assume liability for individual or campus wide notification for City of St. Paul street maintenance, snow removal, sweeping, or cleaning. It is the owner/operator's responsibility to check their vehicle on a regular basis (daily) to ensure compliance with Macalester's regulations, city ordinances and postings.
- d. City snow removal information may be obtained by calling 651-266-PLOW (7569) or on the City of St. Paul website at www.ci.stpaul.mn.us/index.aspx?nid=905

PARKING AND OPERATION OF MOTOR VEHICLES

- a. Vehicles operated on College property are subject to Minnesota law pertaining to use of motor vehicles, including the display of current license plates.
- b. The campus speed limit is 15 m.p.h. on access roads and 5 m.p.h. in College parking lots.
- c. No vehicle shall be parked or operated on any area which is not designated as a parking lot or roadway. Vehicles may not be driven or parked on sidewalks or on any grass areas on the campus at any time.
- d. No vehicle shall be parked adjacent to a yellow curb or blocking a building entrance, fire lane, loading zone, sidewalk, driveway, or any other location that blocks vehicular or pedestrian traffic.
- e. No vehicle may be parked in a manner that uses more spaces than is reasonably required for that vehicle.
- f. Distributing material and placing it on vehicles parked on College property is not permitted.
- g. The College reserves the right to exclude any person or vehicle from use of campus parking facilities.
- h. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF ANY PARKING REGULATIONS.
- i. Members of the Macalester community are asked to refrain from parking on city streets in front of neighborhood homes. This is requested to maintain a good relationship between Macalester College and the surrounding neighborhood.

- j. Vehicles parked for more than seven (7) consecutive days must follow the long-term vehicle parking policy section in these regulations.

ACCIDENT REPORTING PROCEDURES

- a. In the case of an accident involving vehicles on College property, call Security at 651-696-6555 immediately. If any injuries are caused or suspected, call 911, as appropriate, to notify paramedics and police, then call the Security Office. Vehicles should not be moved until a police officer is present.
- b. Vehicle operators are responsible for making reports to the proper City of St. Paul & State of Minnesota authorities.

TOWS AND FINES

- a. Violation of any item in the Parking and Traffic Regulations may result in a ticket and/or the vehicle being towed.
- b. Designated parking spaces have been reserved and identified for handicapped individuals, specific visitors, staff, and service vehicles. Failure to observe and comply with such reservations will result in a fine and/or towing of the vehicle.
- c. Within 48 hours after 1" or more snowfall, all vehicles in Janet Wallace Fine Arts West Lot must be moved to a plowed portion of the lot to accommodate final snow removal. Any vehicle not moved after 48 hours may be ticketed and towed at the owner's expense.
- d. Any vehicle that is deemed by the College to be in questionable condition, attracting vandalism, interfering with parking activities, or without current license tabs will be removed at the owner's expense, after the Security Office's attempt to notify the owner.
- e. Failure to register a vehicle or to properly display the registration decal according to these regulations may result in a parking ticket.
- f. Most parking violation charges will be assessed at a rate of \$10.00 for each violation. Parking in a fire lane or a handicapped space will be assessed at a minimum of \$20.00 per violation. If it is necessary to establish ownership of an unregistered vehicle, an additional minimum fee of \$25.00 will be assessed.
- g. Parking violation charges are to be paid within ten business days after the ticket is received. Students who fail to pay for parking tickets will have their student account charged the amount of the ticket plus an additional \$ 10.00 service fee.
- h. Any unpaid parking or traffic fine(s) may result in a denial of vehicle registration for the subsequent semester for the owner or operator of the vehicle.

APPEALS

- a. An appeal from any penalty prescribed by these regulations may be made within ten school or work days after the violation.
- b. The Security Office Supervisor or the Director of Security will hear the appeals.
- c. If the determination of the Security Office Supervisor is not satisfactory, the recipient may appeal the decision to the Campus Judicial Form, The Faculty Advisory Council, or the Staff Advisory Council. Appeals to those bodies must be filed in accordance with their established procedures.

BICYCLE REGULATIONS AND REGISTRATION

- a. Bicycles must be parked and attached to bike racks on campus.
- b. Bicycles may not be attached to trees, light poles, fences, benches, or any location that would impede access to or egress from a building or the operation of maintenance equipment.
- c. Bikes may not be stored or ridden in campus buildings. Bikes may be stored in your Campus Residence Hall room: so long as it does not impede on the exiting from the room in any way.
- d. Bicycles may not be stored in campus bike racks over summer break.
- e. **LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF ANY BICYCLE PARKING REGULATIONS.**
- f. Bicycles that are in violation of these regulations will be removed without notice at the owner's expense.

BICYCLE REMOVAL AND RETRIEVAL

- a. Bikes that appear not to have been used and/or are attached to bike racks or other locations at the end of May will be removed at the owner's expense and given away. A notice of the removal date will be published in The Daily Piper.
- b. To claim your bike, contact the Security Office at 651-696-6555 with the following information: Manufacturer, model, serial number, color, bill of sale and a picture (would be helpful).
- c. If the owner has contacted Security to claim the bicycle, they have 30 days to make arrangements to pick up the bicycle. After 30 days the bicycle will be given away.

MOTORCYCLE, MOPED, OR OTHER POWERED VEHICLE PARKING AND REGISTRATION

- a. Registration of motorcycles, mopeds, or other powered vehicles is not required.
- b. These vehicles should not be driven on campus walkways or green areas.
- c. These vehicles should be parked in designated spaces, or if not available in regular parking spaces. They may not be driven or stored in any campus building. Motorcycles etc. may be parked on the Motorcycle area south of Carnegie and west of 37 Mac.
- d. Powered bicycles, mopeds, or scooters with a motor of less than 49cc may be parked at bike racks but may not be driven on campus walkways.
- e. All other Macalester vehicle regulations apply to these vehicles.

Pickup Truck - place here
Do not place on back
Window or topper



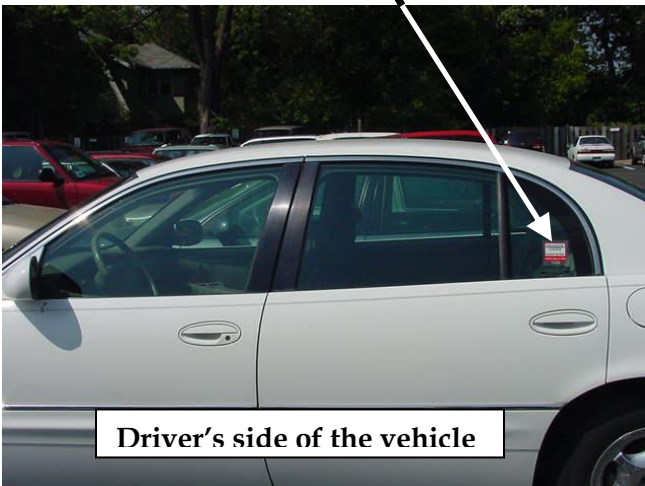
Sport Utility - place here or here



Mini Van - place here or here



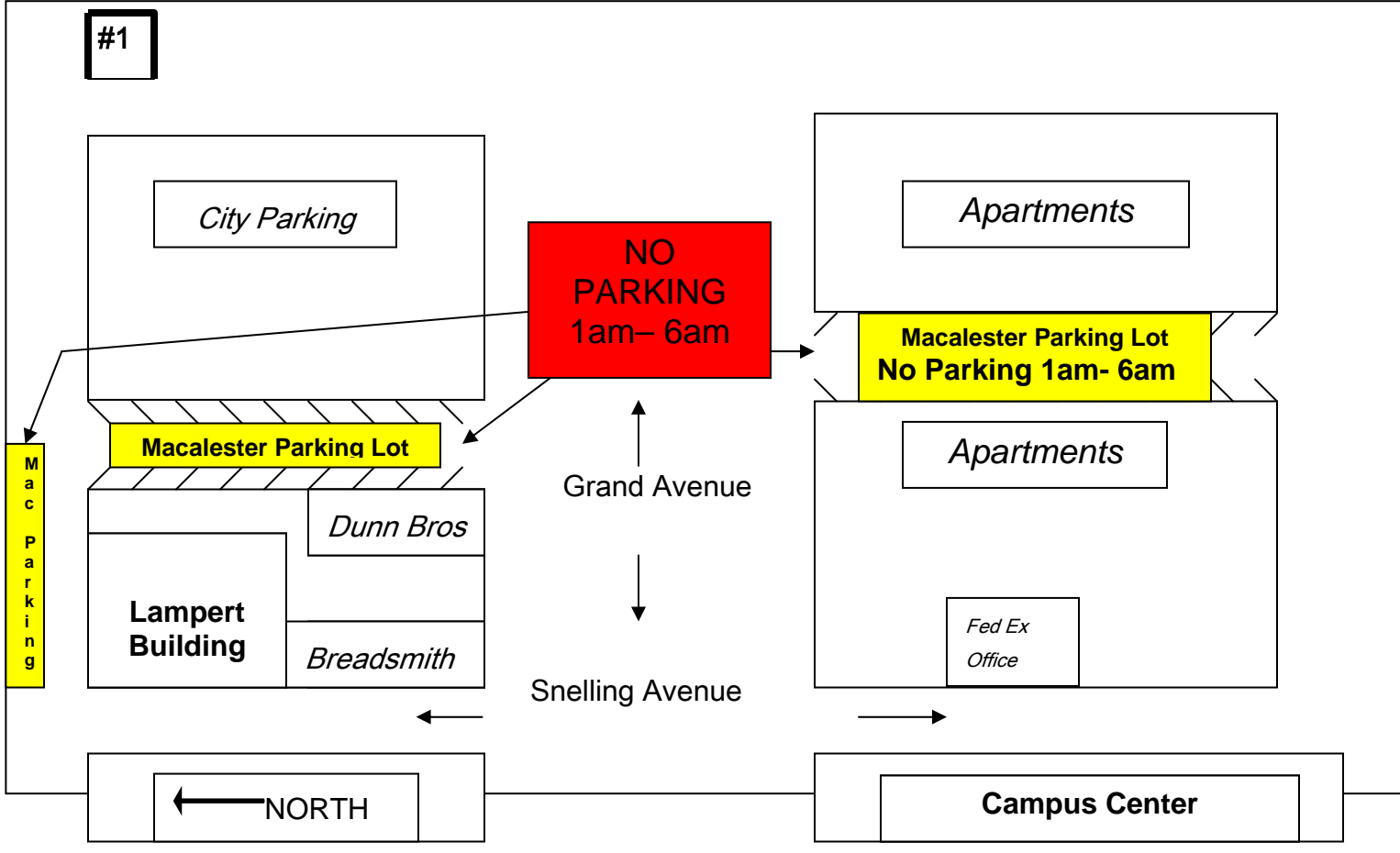
4-Door Sedan - place here



2-Door - place here



#1



#2

