GRINNELL COLLEGE

Grinnell College
Motor Vehicle Parking Regulations
2015-2016

Parking Manual for Motor Vehicles, Bicycles, Inline Skates, Roller Skates and Skate boards.

I. AUTHORITY, PURPOSE AND POLICY, APPLICATION AND EFFECTIVE DATE; August 21, 2011.

1.1 Authority

(a) These regulations are adopted pursuant to the authority conferred upon the Campus Parking Committee with the consent of the Vice President of Student Affairs and the Vice President of Institutional Planning. These adopted regulations govern the parking and travel over Grinnell College property by students, faculty, employees, visitors, and all other persons. These regulations are in effect as of August 21st, 2011.

1.2 Purpose and Policy

(a) The purpose of the campus parking policy is to establish and enforce regulations for the safety and welfare of students, faculty, employees, visitors, or any other person or persons traveling on or parking on the property of Grinnell College property.

1.3 Application

(a) These regulations shall be applicable to all students, faculty, and employees of the college and all other persons while on college property. It shall be part of the terms and conditions of the admission and enrollment of students and of the employment of faculty, staff or other persons responsible to any administrative agency of the college. These regulations shall also be applicable to all visitors or other persons and shall be deemed part of the terms and conditions of their permission to enter the grounds of the college, and to drive or operate vehicles on the property of Grinnell College.

II. Grinnell College Parking Regulations

2.1 Student Parking

(a) All student vehicle parking spaces on the Grinnell College campus are restricted to assigned holders of student parking permits and are under exclusive control of the Campus Safety & Security Office. Students who bring a motor vehicle to the City of Grinnell are required to have the current year parking permit every year if they park on campus, and are responsible for all fines attributed to that vehicle.

(b) As a condition of issuance, retention, and continued use of student parking permits, all applicants for permits shall at all times be in compliance with campus parking regulations which pertain to the operation of motor vehicles.

(c) Health/disabled parking permits shall be available to students on an individual need basis. The Campus Safety & Security Office has the authority to require the student to obtain a doctors or the Student Health Center Directors approval prior to any disabled parking permit being issued. A disabled parking permit is issued for two months. If an extension is required, the person requesting needs to contact the Iowa Division of Motor Vehicle for a State permit.

(d) Student parking lots are designated as such either at the entrance to the lot or by signage within the lot.

(e) Student parking regulations are enforced 24 hours a day, seven days a week in all student parking areas, and tow away zones. Student paid parking permits are good from August 1 thru July 31st of every year.

2.2 Faculty/Staff Parking

(a) All parking lots/structures for staff are restricted to holders of paid parking permits during the restricted hours for each lot. No other person may hold a parking permit for these lots except as authorized by the Campus Safety & Security Office.
(b) All faculty/staff that elect to use Grinnell College parking lots are required to obtain and display a parking permit.
(c) All employee and faculty-staff parking permits are restricted to designated parking lots Monday thru Friday from 7-5pm.
(d) Health/Disabled parking permits shall be available to faculty/staff on an individual need basis. The Campus Safety & Security Office has the authority to require medical opinion of the degree of the condition before issuing the special assignment.

(e) As a condition of issuance, retention, and continued use of faculty/staff parking permits, all applicants for permits shall at all times meet the parking regulations of the Campus Safety & Security Office.
(f) A parking permit that is lost or mutilated, or in any way not identifiable as a valid parking permit for a restricted parking lot shall not be considered a valid permit. A replacement for a lost or mutilated permit may be obtained at the Campus Safety & Security Office upon sufficient proof of loss or mutilation.

2.3 **Official College Vehicle Parking**.

(a) The college shall provide parking and/or storage facilities for all vehicles owned, operated and/or administered by Grinnell College.
(b) Drivers of official vehicles are subject to all Traffic and Parking Regulations.
(c) College vehicles are exempt from having parking permits as long as they are designated as a Grinnell College vehicle.
(d) The Campus Safety & Security Office may designate official vehicle parking and/or storage areas and may limit and control the use of all official vehicle parking spaces within restricted parking areas for students, staff, or any other area in order that the safety and security of these vehicles may be achieved and to establish priorities that will ensure the best use of all parking lots on the Grinnell College campus.

2.4 **Special Parking Permits**

(a) Faculty/Staff/Students needing special permits should discuss this with the Campus Safety & Security Office. Special permits are issued for visitors, vendors, etc.

2.5 **Retire Faculty/Staff Permits**

(a) It shall be the policy of the Campus Safety & Security Office to issue parking permits to retired faculty/staff persons who request, provided that: (1) parking space is available in the area for which a request is made, (2) that the applicant shall meet all other requirements of these regulations.

X. Parking Regulations Enforcement

(a) Parking of motor vehicles is prohibited on all Grinnell College property except those locations which have been established for parking and marked by signs controlling their use. It is illegal to park in any area that is not specifically designated for parking and violators will be ticketed and are subject to tow.

(b) Vehicles must be parked between parking stall markings.

(c) All parking regulations are enforced during semester breaks, seasonal holidays and during the summer break.
(d) Pedestrians shall have the right-of-way at all crosswalks. They are expected to cross at properly marked crosswalks. Vehicles must yield to pedestrians in crosswalks on college owned property.
(e) The speed limit on all campus streets and drives is 20 mph. Driving within this speed does not relieve the operator of the responsibility of having the vehicle under control at all times.
(f) “Head-In" parking is recommended, particularly in angle parking spaces.
(g) All vehicles parked in violation of these regulations shall be subject to tow at the expense of the owner or registrant.
(h) Disabled vehicles must be moved within twenty-four hours. Vehicles are subject to tow immediately if they present a traffic hazard.
(i) Vehicles using Grinnell College parking facilities must have a current State Vehicle Registration, a valid Grinnell College parking permit, and be operable. Vehicles are deemed inoperable when they are not currently licensed and/or in disrepair, and they are subject to removal from college property at the owner's expense.
(j) Those persons displaying an altered or stolen parking permit are subject to revocation of their college parking privileges. Those persons deemed to be habitual violators of the college parking rules and regulations are also subject to revocation of their parking privileges.

XI. Penalties and Appeals

2.4 Non-Moving Vehicle Violations and Penalties

(a) Failure to Display a Parking Permit: $20.00
(b) Parking at a yellow curb: $20.00
(c) Parking on a pedestrian crosswalk: $20.00
(d) Parking in an area in which a permit does not apply: $20.00
(e) Parking in a driveway, fire lane or loading zone: $20.00
(f) Falsifying a Parking Permit: $100.00
(g) Parking In an accessible parking space without displaying a disabled parking permit: $100.00.
(h) Parking on the Grass: $20.00
(i) Being in possession of a Non-Registered Vehicle while on College Property: $20.00
(j) Parking in a Non-Designated Parking Area (Any area not clearly posted as a parking area): $20.00
(k) Expired Parking Meter: $10.00
(l) Parking in a visitors’ space: $20.00
(m) Parking overtime in a visitors space: $20.00
(n) Parking taking up two parking spaces: $20.00

2.5 Moving Vehicle Violations and Penalties

(a) Parking in a visitors’ space: $20.00

(b) Improper Driving: $20.00
(c) Driving On the Lawn: $20.00
(d) Driving in Excess of 20mph on a drive or property of the college: $20.00
(e) Obstructing Vehicular Traffic: $20.00
(f) Moped on Grinnell College sidewalks. $20.00
(Mopeds are not allowed on sidewalks within the campus unless they are being used by college officials engaged in college business.)

2.6 Additional Imposition of Penalties

(a) In addition to the imposition of penalties and charges hereby established by the Parking Committee, the Campus Safety and Security Office may refer any violator of the said regulations to the appropriate Grinnell College Conduct Board for additional action.

III. Parking Lot Designation

Location Code	Parking Lot Location/Description
A	Observatory Lot
B	Osgood Natatorium
C	Field House Bus Drive
D	Tennis Court Lot
E	10th Ave./East St. Lot
F	Norris Hall Lot
G	Cowles Hall Lot
H	Harris Center Lot
I	Ward Field Lot
J	Rathje Hall Lot
K	Campus Security Lot
L	1321 Park St./Read Lab Lot
M	Rosenfield Center Lot
N	9th Ave./East St. Lot
O	Loose Hall/RR Tracks Lot
P	1200 Block of Park St. Lot
Q	Forum Lot
R	South Campus Lot (Loose Hall to Quad)
S	1100 Block of Park St. Lot
T	1102 Broad St. Lot
U	Bucksbaum Accessible Lot
V	Burling Library Lot
W	Mears Hall Lot
X	Old Cooper School Lot
Y	1000 Block of Park St. Lot
Z	Preschool Lot

Joe Rosenfield Lot – Accessible parking lot for persons with disabled parking permits, Dining Services & Motorcycle Parking in rear by Dumpsters.

Noyce Science Building – FM Parking

Preschool Parking – 20 Minute Zone

Forum Science Parking Space – Faculty/Staff 20 minute Delivery Zone

Lot Restrictions

- Faculty/Staff Lots – Restricted Monday thru Friday, 7am thru 5pm.
- Student Lots – Restricted 7 days a week 24 hours a day 365 days a year.
- Visitor Lots – For visitors to the campus only. Restricted Monday thru Friday 7am thru 5pm. Faculty, Staff, Students are not allowed to park in visitors spaces.
- Loading Zones - Restricted 24 hours a day 7 days a week, 365 days a year.
- Delivery Zones – Restricted 24 hours a day 7 days a week, 365 days a year.
- JRC/8th Avenue Loading and Unloading Areas (Restricted 24/7)
- Norris Hall/Park Street Loading and Unloading Areas (Restricted 24/7)
- Rathje Hall/Rose Hall-East Street Loading Zone Area (Restricted 24/7)

Long Term Storage of Vehicles

Campus parking lots are not designated for the long term storage of vehicles. Faculty/Staff, Visitors, and student lots should not be used for long term storage and vehicles should be moved when they are not being used for college business or activities. There is a $50 fine for storing a vehicle on campus without permission from the Campus Safety and Security Office.

VI. Motorcycles

1.4 Operation of Motorcycles

(a) All operators of motorcycles who intend to use the campus parking facilities must purchase a parking permit which must be permanently affixed to the vehicle. Motorcycles are allowed to park in regular vehicle parking areas, by bicycle racks or designated motorcycle parking areas.

VI. Mopeds

6.2 Operation of Mopeds

(a) Mopeds are classified as motorcycles and are not allowed on college sidewalks unless they are being used by college officials conducting official college business.
(b) Mopeds are allowed to park in regular vehicle parking areas, by bicycle racks or designated motorcycle parking areas.

XI. Issuance of Citations for Violation of these Regulations

(a) A citation for a violation of these regulations may be issued by any employee of the Campus Safety & Security Office on forms prescribed by the Director of Campus Safety & Security. A copy of the citation shall be delivered to each person at the time of issuance or, if the violation involves a vehicle without an operator or person in charge thereof, a copy of the citation shall be conspicuously affixed to the vehicle. Each citation issued shall state the substance of the violation and the penalty for such violation.

(b) ITS, Security, Facilities Management, Dining Services, Health Center and the Sciences Department employees are exempt from the non moving parking regulation when they are performing college functions in any specific execution of their duties.

XII. Appeals

6.2 Right to Appeal

(a) An appeals process exists for persons whose vehicle has been ticketed or towed. A person who wishes to appeal a ticket or tow must return the completed appeals form to the Campus Safety and Security Office within 10 days of receiving the ticket for the appeal to be reviewed. Further information on the appeals forms and process can be obtained from the Campus Safety and Security Office.

XIII. Visitors and Guests

13.1 Visitors and guests are expected to observe the campus traffic regulations. They shall not use restricted areas, service areas, and zones for disabled or loading zones except in accordance with these regulations.

13.2 All overnight visitors or guests shall park in the visitor parking areas of the campus or obtain a visitor's permit from the Campus Safety and Security Office.

13.3 Visitors can request that their first ticket be waived. However, if the vehicle is in violation of campus parking regulations other fees such as a towing fee, are still the responsibility of the said visitor.

13.4 For a copy of the city of Grinnell parking regulations concerning street parking around the campus area please go to www.grinnelliowa.gov. At the website click on the city departments section and then go to the Public Services area.

XIV. Other Regulations

14.1 General:

(a) It is a violation of these regulations to commit any act prohibited by these regulations or to fail to do any act in accordance with these regulations.

14.2 Persons Responsible for Violations:

(a) A motor vehicle is the responsibility of the person whose name is on the most current registration card. Each person is responsible for all violations (moving or non-moving) of these regulations committed by that person. All persons (first parties) owning or having in their custody a motor vehicle shall be responsible for all non-moving violations of these regulations committed by other persons (second parties) operating vehicles owned by the first party or in their custody with their express or implied permission to operate that vehicle, unless the person (second party) actually operating the vehicle acknowledges and accepts the responsibility for the violation.

14.3 False Parking Permits:

(a) Counterfeiting, altering, defacing, or transferring a parking permit to another person for which a parking permit was not issued, or giving any false information in an application or at any hearing is a violation of college parking policy.

14.4 Failure to Display a Parking Permit as Required:

(a) Failure of any person to display a parking permit as directed by the Campus Safety & Security Office is a violation of campus parking policy.

14.5 Closure of Parking Lots:

(a) College parking lots may be temporarily closed to facilitate cleaning, maintenance or other purposes. Parking lots may also be temporarily reassigned or restricted in the case of special events on campus.

14.6 Number of Parking Permits

(a) Students are issued only one parking permit.
(b) Faculty/Staff are issued one parking permit and can purchase another parking permit for a car for $15.00.

XV. Towing Policy

15.1 Tow Away Zones

(a) All drives, delivery zones, loading/unloading areas and other areas not specifically designated for long term parking are considered tow away zones. Vehicles that are parked in these areas need to have their flashers on and can park to unload for only 30 minutes at a time. Signs are in place indicating these areas.

(b) Only college and U.S. Postal vehicles will be allowed to park in the Carnegie Hall Delivery area. Any motor vehicle parked in this area is subject to immediate towing and a $20 fine.

(c) Vehicles may be towed if any of (but not limited to) the following conditions exist:

- The vehicle is improperly or illegally parked, and poses a traffic hazard or an obstruction to the normal movement of traffic.
- The vehicle remains improperly or illegally parked for a period exceeding eight hours.
- The vehicle appears to be abandoned or left unattended for a period of time exceeding twenty-four hours.
- The vehicle habitually violates the parking rules. (The receipt of three parking tickets within any academic year will establish the vehicle owner as a habitual violator.)
- Vehicle needs to be moved in order for the college to conduct its business (removal fee paid for by the college).

(d) College owned vehicles are allowed to park in drives, delivery zones, loading/unloading areas when conducting college business. There are designated locations for college owned vehicles to park when conducting business.

XVI. Lawns & Loggias, etc;

16.1 Lawns, walkways, and Fields

(a) These areas are not considered parking or driving areas. Any motor vehicle parked or driven in such an area is subject to immediate towing and fines. Some leniency is provided at the beginning of the college term, semester break and at the end of the year departure days for students. Vehicles which are marked and owned by the college and are used for maintenance and other activities ITS, Security, Facilities Management, Dining Services , Health Center, Admissions and the Sciences Department are exempt from this regulation when employees are performing college functions in any specific execution of their duties.

V. Bicycles

14.6 Regulations

(a) Students who have bicycles on campus are required to register their bike. Registration is free of charge. Students may register bikes at the Campus Safety and Security Office, the local police department, or the local bike shop (Bikes to You). The registration of the bicycles helps to curb bicycle theft, and enables Security to contact the owner if and when necessary. The college will not accept any responsibility for non registered bicycles.
(b) Students are responsible for storing their bicycles throughout the year. While school is in session, bicycles should be parked and locked in loggia bike racks or any of the other bike racks throughout the campus.
(c) Bicycles that are found parked outside of designated bicycle parking areas may be removed and the owner will be billed $10 for the violation.
(d) Bicycles parked in the common areas of the residence halls are considered a fire hazard.
(e) At the close of the academic year, students should take their bicycles with them or make arrangements to store them.
(f) Bicycles left unattended on Grinnell College property at the end of an academic year will be considered abandoned and will be picked up by the Campus Safety and Security Office. They will be held in storage for at least 120 days. Bicycles which remain unclaimed after 120 days will be sold, given away, or discarded.
(g) All bicyclists should familiarize themselves with all appropriate laws regulating bicycle operation on and off campus. Extreme caution should be exercised when riding on campus walkways. Pedestrians shall be given the right of way at all times. Bicyclists riding on campus need to exercise caution when operating on campus sidewalks, drives and city streets.
(h) Any time the Campus Safety and Security Office holds onto a bicycle for a month or more and the owner request that his/her bicycle is returned a $25 storage fee per month will be billed to the student's account.

XVII. Inline Skating, Roller Skating, and Skate Boarding

14.6 Regulations

(a) Inline skates, roller skates, and skate boards may be used on the campus sidewalks only in a safe courteous manner. Campus benches, steps, handrails and retaining walls may not be used in these activities because of risk of personal danger and that posed to others. Such activities are also damaging to the college property.

(b) Skates and skate boards may not be used inside buildings because it is deemed disruptive and dangerous. Instances of noncompliance will be subject to disciplinary action.

XVIII. Campus Parking Advisory Committee

18.1 Membership

(a) The committee shall be made up of eight members. The term of office for all faculty /staff and student members of the committee is one year. There shall be one student from SGA, one student from the student body, one faculty member, one member from the Support Staff Committee and one staff council member from the campus. There shall be two members from the Campus Safety & Security Office, the Director and the Parking Coordinator. There shall be one member from the Grinnell Police Department.

18.2 Committee Responsibilities Shall Include/But not Limited To:

(a) Recommending regulations governing the conduct of its business including the appointment of and delegation of powers to sub-committees.
(b) Recommending supplementary regulations to control pedestrian and vehicular traffic and parking as provided below.
(c) Reviewing and recommending the use of all parking lots.
(d) Reviewing policies and programs implemented to carry out the responsibilities delegated to the Committee and making recommendations for the improvement of the safe and efficient use of college parking facilities.
(e) Reviewing and recommending the regulations governing the classification and use of all parking lots; the regulations, applications, issuance, and use of parking permits; and any other regulations needed to control traffic and parking, subject to approval of the Director of Campus Safety & Security.
(f) Making recommendations or changes in these rules or regulations to facilitate and promote the safety and welfare of all members of the Grinnell College community, visitors, and guests.
(g) The committee is an Advisory Committee to the Director of Campus Safety & Security concerning parking and moving violations at the college.

IX. Permit and Fees

9.1 Student Permit Fees

(a) Student permits cost $75.00 per year. (Permits are billed to the students' accounts).

9.1 Faculty/Staff Fees

(a) The 1st Faculty/Staff permit is free.
(b) A 2nd permit for College Faculty/Staff will cost $15.00.
(c) Faculty/Staff are allowed a maximum of two parking permits.

9.1 Hang Tags

(a) Transferable hanging permits must be displayed on the rear view mirror of the vehicle.

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9.1 Stolen Hang Tags

(a) There is no replacement fee to those persons whose permit has been stolen through forced entry (Security Report required) to their vehicle.

9.1 Refund Process

(a) When making an application for the refund of a parking permit fee, the permit must be returned to the Campus Safety and Security Office within the first two weeks of any given semester or the full permit cost will be charged.

XIX. Payment of Fines:

9.1 Fines

(a) It shall be the duty of any person receiving a parking notice advising that he/she has violated a parking regulation, to make payment of any assessed monetary fee to the Cashiers Office at the college. All such payments or an appeal of the ticket are to be made within 10 days of the receipt of the notice.
(b) Faculty/Staff/Students/Visitors forfeit their right to appeal a ticket after the 10 day period.
(c) The 10 day period starts at the time and date in which the ticket was issued.
(d) After the 10 day period the cashier's office shall have the right to deduct all fines from all faculty/staff or student accounts and place holds on their accounts until all fines are paid.
(e) In addition faculty/staff and students who acquire parking permits after July 1, 2002 are required to sign new parking forms authorizing payroll deduction of outstanding parking fines.
(f) The deduction form shall say: "I hereby acknowledge that I fully understand and take responsibility for the Motor Vehicle and Grinnell College Parking Regulations. I understand that Grinnell College does not assume any liability while my motor vehicle is on campus for theft or damage to my vehicle which is not caused by the college. By signing this agreement I agree to pay any fines within 10 days from the date of issue or file an appeal within said period. If I fail to pay or file an appeal within said period, I authorize Grinnell College to deduct any fines from my paycheck or student account."