

# Traffic & Parking Regulations



**2011-2012**  
July 1, 2011 through August 18, 2012

# Contents

<b>I. Introduction and General Information .....</b>	<b>2</b>
<b>II. Registration and Fees .....</b>	<b>3</b>
A. Registration .....	3
B. Types of Permits/Fees/Privileges.....	3
<b>III. Policies and Regulations .....</b>	<b>5</b>
A. Space Definition .....	5
B. Permit Space Coverage .....	5
C. Permit Placement .....	5
D. Substitute Vehicles .....	5
E. Permit Resale/Transferring Prohibited .....	5
F. Parking for the Disabled.....	5
G. Reserved Space Parking .....	6
H. Permit Application and Selection .....	6
I. Lost or Stolen Permits .....	6
J. Fraud .....	6
K. Government Vehicle Parking .....	7
L. Refund Policy .....	7
M. Map Adjustments .....	7
N. Metered Parking .....	7
O. Battery Jump Start .....	7
P. Snow Removal .....	7
<b>IV. Temporary Parking .....</b>	<b>8</b>
A. Temporary Parking Permits .....	8
B. Guest/Visitor's Parking .....	8
C. Pay Lot Rates .....	8
D. Vendors .....	8
E. Loading Zones .....	8
<b>V. Enforcement and Penalties .....</b>	<b>9</b>
A. Ticketing, Immobilization, Towing.....	9
B. Persistent Violators May Have Their Parking Privileges Revoked .....	9
C. Emergency Flashers .....	9
D. Enforcement Coverage .....	10
E. Emergency Parking Situations .....	10
F. Violations .....	10
G. Immobilization Fees .....	11
H. Fine Payment .....	11
I. Late Payment Penalty .....	12
J. Motorcycles .....	12
K. Bicycles and Motorized Scooters/Mopeds .....	12
L. Utilities and Vehicles .....	13
<b>VI. Appeals .....</b>	<b>13</b>
<b>VII. The University Area Defined .....</b>	<b>13</b>
<b>VIII. Tri-College Rules and Regulations .....</b>	<b>13</b>
<b>IX. MSCTC Students/ Faculty .....</b>	<b>14</b>
<b>X. Metro Area Transit.....</b>	<b>14</b>
<b>XI Parking Permit Thefts and Vandalism .....</b>	<b>14</b>
<b>Index .....</b>	<b>15</b>

## I. Introduction and General Information

- A. **Anyone operating or parking a vehicle on campus is responsible for being familiar with and complying with all traffic and parking regulations.**
- B. **Parking permits allow parking in assigned parking lots, campus streets, or parking areas within lots. The purchase of a parking permit DOES NOT GUARANTEE space availability unless specific assignment of a space is made. The vehicle operator is responsible for finding a legal parking space.**
- C. In accordance with State of Minnesota Statute 169.34, no vehicle shall be parked in crosswalks, landscaped areas, driveways, fire lanes, within 15 feet of fire hydrants, along yellow painted curbs, in front of any removable barricade, on sidewalks, no parking areas, or in a space which obstructs traffic.
- D. All persons operating vehicles in the University area shall do so at their own risk. No responsibility shall be assumed by the University, City of Moorhead, or State of Minnesota for loss of property, damage to the vehicle while parked or being driven on campus property, damage which may be incurred through the process of impounding the vehicle, immobilizing the vehicle, or for any other damage or loss sustained while on the University campus.
- E. The maximum speed limit within the University campus is 15 miles per hour.
- F. **Minnesota State University Moorhead reserves the right to cite, immobilize, or tow any vehicle in violation of parking regulations.** This will be done at the owner's expense. Drivers with repeated violations or who commit a serious parking violation may have parking privileges revoked.
- G. The Vice-President for Finance and Administration is authorized by the President to make all necessary operational decisions affecting parking regulations/policies and shall be directly involved in the development of proposals affecting lot construction, landscaping, and other parking facility improvements.
- H. No vehicle shall be used for temporary lodging while on the campus. All persons found in violation will be referred to the proper authorities.
- I. All University permits must be properly displayed by being hung from the rear-view mirror with no obstructions.
- J. Authority for establishing traffic and parking regulations on the State University campuses is granted to the State University campuses by Minnesota Statute Section 169.966, subd. 8 (1988) and the Minnesota State University Board of Trustees. These regulations are effective beginning with the 2008-2009 academic year, and have been approved by the Minnesota State University Moorhead President pursuant to Minnesota Statute Section 169.966, subd. 8. The Board of Trustees may delegate its responsibilities under this section to a State University President. Actions of the President shall be presumed to be those of the Board. The University President shall file with the Board President the results of any public hearings and the subsequent adoption of any proposed rule, regulation, or ordinance enacted pursuant thereto. These rules shall remain in effect until amended.

Further information may be obtained from the Parking Office.

- K. These regulations herein apply to the Minnesota State University Moorhead campus as defined in Section VII. Streets in and around campus, disability zones, and fire lanes are governed by State law and City of Moorhead ordinances unless otherwise posted.

## II. Registration and Fees

### A. Registration

To park on the Minnesota State University Moorhead campus, all students, faculty, staff, and others associated with the University need to register their vehicles and obtain a parking permit with the Public Safety Office. The Public Safety Office must be notified if there is a change in the ownership of the registered vehicle listed on the permit registration form. **ALL** lots will be monitored beginning the first day of class. See section V, letter D for specific enforcement dates. **Payment of permit fees does NOT guarantee a parking space.**

Permits may be purchased from the Public Safety Office: 1616 9th Ave S. Hours are 7:00 AM-5:00 PM Monday through Friday. Guest passes are available 24 hours a day.

**Note: Vehicles with any University permit will be subject to citation if parked in an expired meter space. No permits except disabled, special permits, vendor/contractor, no zone, and guest passes overrides metered spaces—(See Section III Letter F)**

**Parking is enforced during all breaks, excluding specific dates listed under Section V, Letter D, Number 7.**

### B. Types of Permits/Fees/Privileges

Contact Public Safety at 218-477-2675 with any questions.

#### Red

*General Permit, Cost: \$110/yr., \$55/semester, \$20/summer*

The red permit allows vehicles to park in general lots A, A-1, A-2, A-3, F, J, N, P, E, D, S. General lots are enforced from 7:00 AM to 4:30 PM Monday through Friday, excluding holidays. Parking is free in general lots after 4:30 PM. Refer to table on page 15 for enforcement days and hours.

#### Purple

*Faculty/Staff Reserved Permit, Cost: \$204/yr., \$102/semester, \$34/summer*

The reserved purple permit allows a vehicle to park in the designated numbered lots W-1, W-4, W-5, W-6, that is listed on the permit. The lot will be designated to the individual at the time of purchase.

Any vehicle parked in these lots or spaces without an authorized purple permit displayed is subject to citation, autoclamp, or towing at the owner's expense.

## Blue

*Faculty/Staff Permit, Cost: \$160/yr., \$80/semester, \$26/summer*  
The blue permit allows a vehicle to park in Faculty/Staff lots R, L, & C as well as general parking lots. Refer to the table on page 15 for enforcement days and hours.

## Yellow

*Special permit, Cost: Free*

The yellow permit is issued to frequent campus visitors, and retired faculty and staff. Use of this permit for any other purpose than to conduct business with Minnesota State University Moorhead representatives can result in revocation of parking privileges on the campus. **Vehicles with the yellow permit properly displayed may park in any lots except W Reserve lots.**

## Teal

*Vendor/Contractor, Cost: Free*

The light green permit is issued to sales representatives, vending agents, contractors and others in similar positions for their business use only. Use of this permit for any other purpose than to conduct business with Minnesota State University Moorhead representatives can result in revocation of parking privileges on the campus. **Vehicles with the teal permit properly displayed may park in any lots except W Reserve lots.**

## Maroon

*Speech and Hearing Clinic, Cost: Free*

The maroon permit is issued to clients of the SLHS clinic and is to be used while conducting clinic business only. Vehicles with the maroon permit properly displayed may park only in the spaces designated for their use in lot SLHS. Permits are only valid during scheduled SLHS appointment times.

## Silver

*Daycare Permit, Cost: Free*

This properly displayed permit is for individuals whose children are enrolled in the center. This is for 15 minutes only in lot X or in designated spaces on 6th Avenue. Refer to the table on page 15 for enforcement days and hours.

## Black

*No Zone Permit, Cost: \$204/yr., \$102/semester, \$34/summer.*

The black permit is only given through the Vice President of Finance or Director of Public Safety. This properly displayed permit allows the vehicle owner to park in any legal parking space on campus except disability spaces.

## Guest Permits

Free guest permits are issued for up to 2 days from the Public Safety Office located at 1616 9th Avenue South 24 hours a day.

Guest permits must be properly displayed from the rear-view mirror or vehicle is subject to a citation. Valid in lots listed on pass ONLY.

## Temporary Permits

Permits needed for more than 2 consecutive days are sold as temporary permits at \$5.00 per week. These permits are lot specific and must be purchased at the Public Safety Office from 7:00 AM to 5:00 PM Monday through Friday. All temporary per-

mits must be hung from the rear view mirror to be valid. (See also Section III, Letter N, Metered Parking.)

## CMU Special Services

The reserved spaces on the northeast end of the CMU are for the Affinity Plus Credit Union and Hotheads Hair Salon. To park in these spaces a designated permit must be hanging on the rear view mirror at all times. These permits may be obtained at Affinity Plus Credit Union or Hotheads Hair Salon. These parking spaces are monitored 24 hours per day, 7 days per week.

## III. Policies and Regulations

### A. Space Definition

A legal parking space is defined by painted curbs, painted lines on the lot, or stationary parking guides which designate a single parking space. Oversized vehicles that extend beyond the space defined by the yellow lines are to be parked in lot K. **It is the responsibility of the vehicle owners/operators to familiarize themselves with the legal parking spaces within the lots.**

### B. Permit Space Coverage

The parking permit shall correspond with the permit sign posted at the entrance to the parking lots, inside parking lots, or on campus streets. **It is the responsibility of the vehicle owner/operator to be aware of the locations of legal parking spaces.**

### C. Permit Placement

**Permits are to be hung from the rearview mirror of the vehicle. Failure to properly display the permit (such as permits on the dash, front seat, visor, or floor) will result in the issuance of a citation. Permits should be clearly visible from both the front and back windows. Citations will be issued if there are other objects hanging from the windows or mirror.**

### D. Substitute Vehicles

When using a substitute vehicle, the permit holders will either use their regular permit, or if regular permit is not available, may obtain a guest permit from the Public Safety Office. See also Temporary Parking, Section IV. Parking permit holders must contact the Public Safety Office and identify the substitute vehicle being used. Individuals will not be allowed to park more than one vehicle in University lots at the same time using the same permit number.

### E. Permit Resale/Transfer

**Permits may only be sold by the University and not offered for resale or exchange between, among, or by individuals.** See Section III, Letter J. Each vehicle using a permit must be registered with the Parking Office. A permit holder should remove or turn in their permit under the following conditions:

- When the permit holder is no longer associated with the University.
- A prorated refund will be issued, or the permit may be exchanged for another permit type.

### F. Parking for the Disabled - Free, no cost

In compliance with Minnesota Statutes 169.345 and 169.346, use of disability parking spaces is restricted only to those vehicles with an State-issued disability permit.

**Minnesota state law requires disability parking spaces be enforced on a 24-**

hour basis, 7 days a week, including holiday periods. Violators' vehicles will be cited or immobilized. Should disability spaces not be available, disabled visitors with a State-issued disability permit may use metered spaces.

Individuals with temporary disabilities should apply to the State for a disability parking certificate. The University's Disability Services Office is available for assistance in applying for exclusive State-issued certificates. Designated HC or Meter only unless purchased separate permit. MSUM is committed to providing access to the campus parking areas in accordance with Minnesota law. If additional assistance is needed contact the Public Safety Office (477-2675).

**Quick errands, deliveries, or drop offs are not valid excuses for parking in or obstructing disability spaces.**

**Public safety does not give temporary Handicap permits.**

### G. Reserved Space Parking

1. Areas in certain lots are posted as reserved. Any vehicle not authorized to park in these reserved areas will be subject to citation, immobilization, or towing at the owner's expense, pursuant to Minnesota Statute 169.041.
2. Reserved permits are valid in the assigned lot only. Parking in unauthorized areas on campus will result in a citation or immobilization.

### H. Permit Application and Selection

1. Permits are issued on an annual basis. Permit sales for 2011-2012 academic year will begin on June 20, 2011. Each permit is good only for the time period indicated on the permit.
2. To obtain a permit, an individual must purchase a parking permit in person at the Public Safety Building, 1616 9th Ave South. Information can be obtained from the Public Safety Office as to what permits are available.
3. **Permits must be displayed in all lots by August 22, 2011.**

### I. Lost or Stolen Permits

Lost or stolen permits must be reported as such to the Public Safety Office (477-2675). The first replacement permit is \$10.00, is a non-refundable service fee. Any further replacement will cost the value of the permit desired, prorated by the academic year. In case the missing permit is found, it is to be returned to the Public Safety Office immediately. Use of a permit that has been reported missing will result in an autoboot and applicable citations. (See Section III, Letter J.) Violators may be subject to disciplinary action, criminal charges, and appropriate parking sanctions. Providing inaccurate information in an attempt to obtain a permit may result in fraud charges.

### J. Fraud

Any person involved in the use, sale, or manufacture of fraudulent, stolen, or missing permits, or any other attempt to defraud the Traffic and Parking Regulations is subject to disciplinary action, criminal charges, and appropriate parking sanctions. Removal of signage by unauthorized personnel may result in fraud charges. Repeated use of an expired permit is considered fraud.

Displaying previously issued citations on any vehicle parked on MSUM campus is considered fraud.

### K. Government Vehicle Parking

Government vehicles may park in any marked parking spaces except reserved parking spaces or disabled parking spaces. Misuse will result in applicable citations.

### L. Refund Policy

- Fall Semester: 100% of the permit price will be refunded if the permit is returned by the 15th instructional day. After the 15th instructional day, the refund equals the Spring Semester permit price. The refund amount will be reduced by any outstanding citations.
- Spring Semester: 100% of the Spring Semester permit price will be refunded if the permit is returned by the 15th instructional day. The refund amount will be reduced by any outstanding citations. After the 15th instructional day there is no refund.
- Revoked permits are non-refundable.

### M. Map Adjustments

The University reserves the right, based on demand and vacancy studies, to adjust permit color designation shown on the campus map. Lot colorations may be modified mid-year following review and recommendation of the Parking Committee. Notice of such changes will be published via campus media.

### N. Metered Parking

Regular permits do not override meters, with the exception of State-issued disability permits, no zone, guest passes and vendor/contractor permits. Parking meters are available in many lots to accommodate short-term parking needs. Visitor parking meters are programmed from 30-minute to 2-hour maximums. The V-5 pay lot north of the Center for Business are available for more long-term parking without a permit. **Residence hall meters are monitored 24 hours a day with the exception of holidays.** Lot X is monitored from 7:00 AM until 5:30 PM. Lot U is monitored 7:00 AM to 4:30 PM, Monday through Friday, excluding holidays. Each meter is marked with the maximum time allowed. Vehicles parked in expired meter spaces will be subject to citation. **If parking meters are not working, do not park your vehicle in that metered parking space.** Report any problems to the Public Safety Office (477-2675) or (477-2449).

Meters are located at a centralized paystation in lot V-5. Meters can be programmed up to 6 hours.

### O. Battery Jump-start

The Public Safety Office has a jump-starting service for vehicles that are located on MSUM property. This service is available on a first-come-first served basis, as time permits. Jump-starts will be given at the discretion of the Public Safety Office. Contact the Public Safety Office (477-2449).

### P. Snow Removal

1. **The University reserves the right to cite and/or tow vehicles, at owner's expense, which obstruct snow removal operations, pursuant to Minnesota Statute 169.041.**
2. Snow removal of driving areas and parking spaces will begin following each substantial snowfall. Snow will be piled in individual lots until it can be hauled away. Do not park near or play in piled snow.

3. Notices will be sent to residence halls with snow removal information not less than 24 hours before the comprehensive snow removal operation begins. The information will include a snow removal schedule and alternate lot designations for temporary parking during snow removal operations. All vehicles must be moved to designated lots prior to the snow removal operations. **Snow removal vehicles have the right of way during snow removal operations.**

## IV. Temporary Parking

### A. Temporary Parking Permits

Temporary parking permits may be issued to persons holding paid permits when their registered vehicles are unavailable.

1. If a substitute vehicle is used and the original permit is not available, a temporary permit will be issued and will include all the privileges of the original permit.
2. Meetings, conferences, and larger public events: it is the responsibility of the event coordinator to arrange with the Public Safety Office for parking accommodations for guests 2 business days in advance of the meeting or conference. Guest permits are issued for only 2 consecutive days. Parking for longer periods of time requires temporary permits at \$5.00 per week. Permits are obtained from the Public Safety Office. Where possible, special event parking will be assigned in lots K or P. Vans for shuttle services can be reserved at the Physical Plant by the event host.

### B. Guest/Visitor Parking

Guest permits may be obtained from the Public Safety Office 24 hours a day, 7 days a week. Guest permits/visitor passes may override parking meters if issued for lots U, V-1, V-2, V-3, V-5, or X as specified on the individual permit. Altering a Guest Permit will result in a fraudulent permit fine and an autoboot fine. (See Section III, Letter J.) Guests may also park in I and K lot free of charge 6:00 AM to 3:00 AM. No overnight parking permitted.

### C. Pay Lot Rates

The pay lots are located on 11th Street at 5th Avenue (Lot V-3), and 7th Avenue (Lot V-5). The pay lot rate is \$.50 per hour. Parking is free in these lots from 4:30 PM to 7:00 AM weekdays and all day on weekends and designated university holidays. (See Section V, Letter D, Number 6.)

### D. Vendors

Vendor parking requires a permit from the Public Safety Office. This is to be used by the vendor only during service hours. It is not transferrable. See Vendor Permits under Section II, Letter B. Refer to Section III, Letter J.

### E. Loading Zones - Enforced 24 hours a day

Designated loading zones are solely for loading and unloading purposes. Trucks and other types of commercial vehicles may be parked in these zones only during actual loading/unloading operation. Private vehicles are not to exceed 15

minutes of parking in these areas to conduct their loading/unloading. **Flashers must be used to indicate loading/unloading status. Parking in loading zones for purposes other than loading/unloading will result in a fine and/or autoboot.**

## V. Enforcement and Penalties

### A. Ticketing, Immobilization, and Towing

The University reserves the right to cite, immobilize, or tow vehicles parked on campus in violation of any rule established in the current Traffic and Parking Regulations pursuant to Minnesota Statute 169.041. **The person who registers the vehicle and obtains the permit is responsible for the vehicle's operation on campus, and for all charges against the vehicle including ticketing, immobilization, and/or towing of the vehicle. The registered vehicle owner is ultimately responsible for all charges.**

1. Failure to pay any citation within 10 calendar days will result in a \$10.00 penalty. In addition, a hold may be placed on the responsible party's student records until all outstanding amounts are paid.
2. The University may tow a vehicle due to snow removal, repair work, or abandonment. Any vehicle that has not been moved in 30 days will be considered abandoned. (See Section III, Letter P.)
3. **Vehicles with three or more outstanding parking citations that are 10 days late will be immobilized and assessed a \$50 fee. There is an additional storage charge of \$10 a day for vehicle autoboot. This charge will be invoked after 24 hours.**

Immobilized vehicles will remain autobooted until the outstanding fine is paid. Responsible parties/owners of immobilized vehicles should contact the Public Safety Office at 477-2675 or 477-2449, 24 hours a day, 7 days a week.

### B. Persistent Violators May Have Their Parking Privileges Revoked

1. Registered owners with repeated violations of University parking rules and regulations may have their particular cases referred to the Parking Committee or the Student Disciplinary Committee for resolution. The registered owner will be notified of the recommended resolution by U.S. Mail.
2. Registered owners remain responsible for any outstanding parking fines.
3. A vehicle with a revoked parking permit will be immobilized each time it is found parked on the University campus.
4. Revoked permits are non-refundable.

### C. Emergency Flashers - Enforced 24 hours a day

**Flashers must be used to indicate loading/unloading status in loading zones only, for a maximum of 15 minutes. Using emergency flashers does not allow drivers to park their vehicles in disability areas, fire lanes, metered spaces, no parking zones, or regular lot spaces. (See Section IV, Letter E, Loading Zones.)**

## D. Enforcement Coverage

**Parking regulations remain in force for all lots during breaks and the summer.**

1. Residence hall lots B, D, E, and S (including metered spaces) are monitored on a 24-hour basis, 7 days a week.
2. All other lots are enforced from 7:00 AM to 4:30 PM Monday through Friday. **Lot W-5 is monitored on a 24 hour basis, 7 days a week.** All vehicles that park in these lots without the proper permit are subject to a citation, autoboot, or towing pursuant to Minnesota Statute 169.041.
3. **Lot X and 6th Avenue areas used for daycare center drop-off and metered parking are enforced from 7:00 AM to 5:30 PM, Monday through Friday.**
4. Permits will not be required on the following University designated holidays: Labor Day, September 5, 2011; Thanksgiving, November 24 and 25, 2011; Christmas, December 24 and 25, 2011; New Year's Day, January 1, 2012; Martin Luther King Day, January 16, 2012; Memorial Day, May 28, 2012; and Independence Day, July 4, 2012. **Class break periods and non-instructional days are not holidays.**

## E. Emergency Parking Situations

To obtain a guest permit in the event of vehicle breakdowns or emergency parking situations, contact the Public Safety Office (477-2675) or (477-2449). (See Section IV, Letter B.)

## F. Violations

**Individuals may be penalized by citation, immobilization, or towing at the owner's expense for any violation.** Permit holders are responsible for any citation issued to vehicles in which their permit appears. (See Section I, Letter F, and Section V, Letter J.) It is unlawful for any person, as the permit holder of a vehicle or as the registered owner of a vehicle to park, stop or leave unattended, or to cause, allow, or permit to be parked, stopped, or left standing whether knowingly or unknowingly, any such vehicle under any of the following circumstances or places:

1. No permit visible. Fine \$25.00
2. Permit improperly displayed. (You have a permit but it is not hanging on the rear view mirror. Permit must be clearly visible from the front and rear windows.) Fine \$25.00
3. Expired permit. Repeat use of an expired permit constitutes fraud. Fine \$25.00. (See Section III, Letter J, Fraud.)
4. Parked in reserved space or service vehicle zone. Fine \$35.00
5. Parked in a No Parking Zone or Driving Lane. Fine \$40.00
6. Parked on lawn, boulevard, or sidewalk. Fine \$50.00
7. Parked along yellow curb, X'd, or striped spaces. Fine \$40.00
8. Parked in a traffic lane, double parked, or parked obstructing driveway or sidewalk. Fine \$40.00, towing at owner's expense
9. Parked over or outside space lines. Parking over space lines because of other illegally parked vehicles is not considered a valid claim and will be cited, towed, or autobooted. Fine \$25.00
10. Parked in metered or time limited space over the time

allowed-includes expired meter situations. Fine \$25.00

11. Involvement with or use of stolen, fraudulent, lost, altered, revoked parking permit, guest permit, or fraudulent citation. Fine \$200.00, plus autoboot fine of \$50.00. Violators are referred to the Student Disciplinary Committee. (See Section III, Letter J.)
12. The display of a previously issued citation on a vehicle in violation of any of the parking regulations will be deemed fraud. Fine \$200.00, immobilization \$50.00
13. Tampering with or unauthorized removal of autoboot. Fine \$200.00, towing at owner's expense, and any charges incurred for the autoboot repair or replacement. (See Section V, Letter G, Number 2.) Violators are referred to the Student Disciplinary Committee.
14. Parked in a fire lane. Fine \$40.00
15. Parked in or obstructing posted disability space. See Minnesota statute 169.346 subd 3. Fine \$100.00 to \$200.00 (excluding court costs).
16. Persons who fraudulently use disability parking plates or certificates in violation of state law are subject to a fine of \$500.00.
17. Parked in wrong lot for assigned permit. Fine \$25.00.
18. Abandoned vehicle. Fine \$25.00. Immobilization fee \$50.00. Towing at owner's expense. (See Section V, Letter A, Number 2.)
19. Snow removal hazard. Fine \$35.00. (Also subject to cost of towing.) (See Section III, Letter P.)
20. Overnight parking from 3:00 AM - 6:00 AM in K and I lot. Fine \$20.00

**The fact that a person parks in violation of any law, policy, or regulation and does not receive a citation, does not mean that the law, policy, or regulation is no longer in effect.**

## G. Immobilization Fees

1. Immobilization fee of a vehicle is \$50.00, in addition to applicable fines. (See Section V, Letter A.)
2. If the autoboot is damaged beyond repair or missing after being placed on a vehicle, the vehicle owner will be responsible for a replacement cost. Fee \$500.00.
3. Towing fee for a vehicle is at the discretion of the local towing company hired to provide this service to the University, pursuant to Minnesota Statute 169.041. All towing fees are the responsibility of the vehicle owner. Contact the Public Safety Office (477-2675) or (477-2449) to obtain the telephone number of the towing company.

## H. Fine Payment

All fines and penalties assessed on MSUM parking citations are to be paid within 10 calendar days.

1. You may pay online at: [www.mnstate.edu/parking](http://www.mnstate.edu/parking)

2. Pay the fine by mailing the notice of violation and check or money order to:

Public Safety Office  
Minnesota State University Moorhead  
PO BOX 24  
Moorhead, MN 56563

**Make check or money order payable to:**

Minnesota State University Moorhead

**Please do not send cash by mail**

3. Pay the fine in person at:  
MSUM Public Safety Office  
1616 9th Ave South  
Moorhead, MN 56563

All fines and penalties assessed on City of Moorhead citations (including fire lane and disability parking violations) are to be paid to the City of Moorhead as indicated on the citations. There is a drop box for citations payment at the Public Safety Office, 1616 9th Ave South.

### **I. Late Payment Penalty**

If payment is not made within 10 calendar days, the following sanctions may be applied:

1. A \$10.00 late fee will be assessed in addition to the original fine.
2. A hold may be placed on student records for non-payment of late citations.
3. Failure to pay 3 or more citations may result in the immobilization of the vehicle. (See also Section V, Letter G.) Autoboot fees of \$10.00 per day will be invoked beginning 24 hours after autoboot placement.
4. The Public Safety Office reserves the right to apply all or any outstanding charges to the student account.

### **J. Motorcycles**

Motorcycles are allowed to park in the designated motorcycle areas. Those parked in any other lot or area will be subject to citation. All motorcycles are to be removed from campus when snow removal is required. They may return when snow removal is not required.

### **K. Bicycles and Motorized Scooters/Mopeds**

Bicycles are required to be parked in bicycle racks in designated areas. Such means of transportation are not to be chained to lamp posts, building components, etc. If found chained to these objects, chains will be cut and the vehicle will be impounded by the Moorhead Police Department.

Motorized Scooters/Mopeds either gas powered or electrically powered are not authorized to drive on all MSUM sidewalks. Violation fine amount \$25.00.

Operators of bikes, scooters, mopeds, and other personal transportation devices must yield the right of way and always be courteous to pedestrians.

### **L. Utilities and Vehicles**

Recharging electricity powered vehicles or using engine block heaters with campus utilities is not permitted. If found responsible parties may be charged with theft of services.

## **VI. Appeals**

- A. Only those citations issued by MSUM may be appealed through the University. All City of Moorhead citations must be appealed or paid to the City of Moorhead. Individuals who believe they have been cited, fined, towed, or immobilized in error may appeal the case. The appeals must fully state the grounds on which the appeal is based.
- B. MSUM Appeal forms must be filed within 10 calendar days of issue date in writing or online at our website ([www.mnstate.edu/parking](http://www.mnstate.edu/parking)) by the individual who received the citation. Appeals may not be submitted on behalf of someone else. Forms are available in the Public Safety Office (477-2675) or (477-2449). Appeals will not be accepted after 10 calendar days from ticket issue.
- C. The Parking Committee will serve as the appeal body for all citations issued and render a decision in each case. All decisions by the Parking Committee are final.
- D. The fine for a violation which has been appealed and subsequently denied must be paid to MSUM within 10 days after notification of the appeal decision. (See Section V, Letter A, Number 1.)

## **VII. The University Area Defined**

The University area is that area generally east of 10th Street south, south of 6th Avenue, north of 9th Avenue south, and west of 20th street. Also included are the three blocks south of 4th Avenue between 10th Street and 12th Street, Parking on the above streets shall not be included in the University area, with the exception of the Tow Away Zone on 6th Avenue between the east and west drives into Lommen Hall and the recessed parking area west of Nemzek Hall. These areas are monitored by MSUM. Additional areas acquired through the purchase of property shall be included and identified by University Signage.

## **VIII. Tri-College Rules and Regulations**

### **Concordia College, North Dakota State University, and Minnesota State University Moorhead**

Purchase of a permit from the school to which you pay your tuition will enable you to park your vehicle in specified parking lots at each institution.

NDSU and Concordia student permit holders may park in MSUM lot P. NDSU and Concordia College faculty permit holders may park in MSUM lots F and P.

Drivers are subject to traffic regulations of the respective institutions.

Please display parking permits as follows: MSUM—Hanging permits must be displayed on the inside rear view mirror so the permit number is visible from the front of the vehicle. Concordia and NDSU—Contact your home institution for correct placement of your permits.

## IX. Minnesota State Community and Technical College (MSCTC) Students/Faculty

All students registered at MSCTC possessing an MSCTC parking permit may also park in MSUM lot P for no additional fee. If MSCTC students are residing in MSUM residence halls, they will need to acquire either the MSCTC permit allowing them to park in MSCTC lots and MSUM lot P, and or purchase a MSUM permit to park in general lots. The MSUM resident permits are allowed in the MSCTC student lot. The MSCTC Faculty permits will be honored in lots F and P.

## X. Metro Area Transit

Metro Area Transit provides bus service in Moorhead, Fargo, and West Fargo **free of charge** to all MSUM Faculty/Staff and Students with a current MSUM ID card. Bus schedules and maps are available in the Public Safety Office, at the circulation desk in the Library, at the Compass in the CMU, and from the MAT Bus Drivers.

## XI. Parking Permit Thefts and Vandalism

### Secure Your Vehicle and Report Thefts

Permit holders should do all they can to avoid being victimized. These permits are easily stolen from the mirrors of unlocked vehicles. Always secure your vehicle when you leave it unattended. Be sure to notify the Parking Office (477-2675) or (477-2449) as soon as you believe your permit is lost or stolen. Once notified of a permit loss, these offices will attempt to spot check the lots to determine if the permit is being used by someone else. Vandalism should be reported to Public Safety. Check your vehicle daily.

### Enforcement Hours

Lot	Monday-Friday	Sat. and Sun	Holidays	Breaks
X-Lot	7:00 AM-5:30 PM	No Ticketing	No Ticketing	7:00 AM- 5:30 PM
Other Lots	7:00 AM-4:30 PM	No Ticketing	No Ticketing	7:00 AM-4:30 PM

See Section V, Letter D, Number 6 for specific Holiday dates.

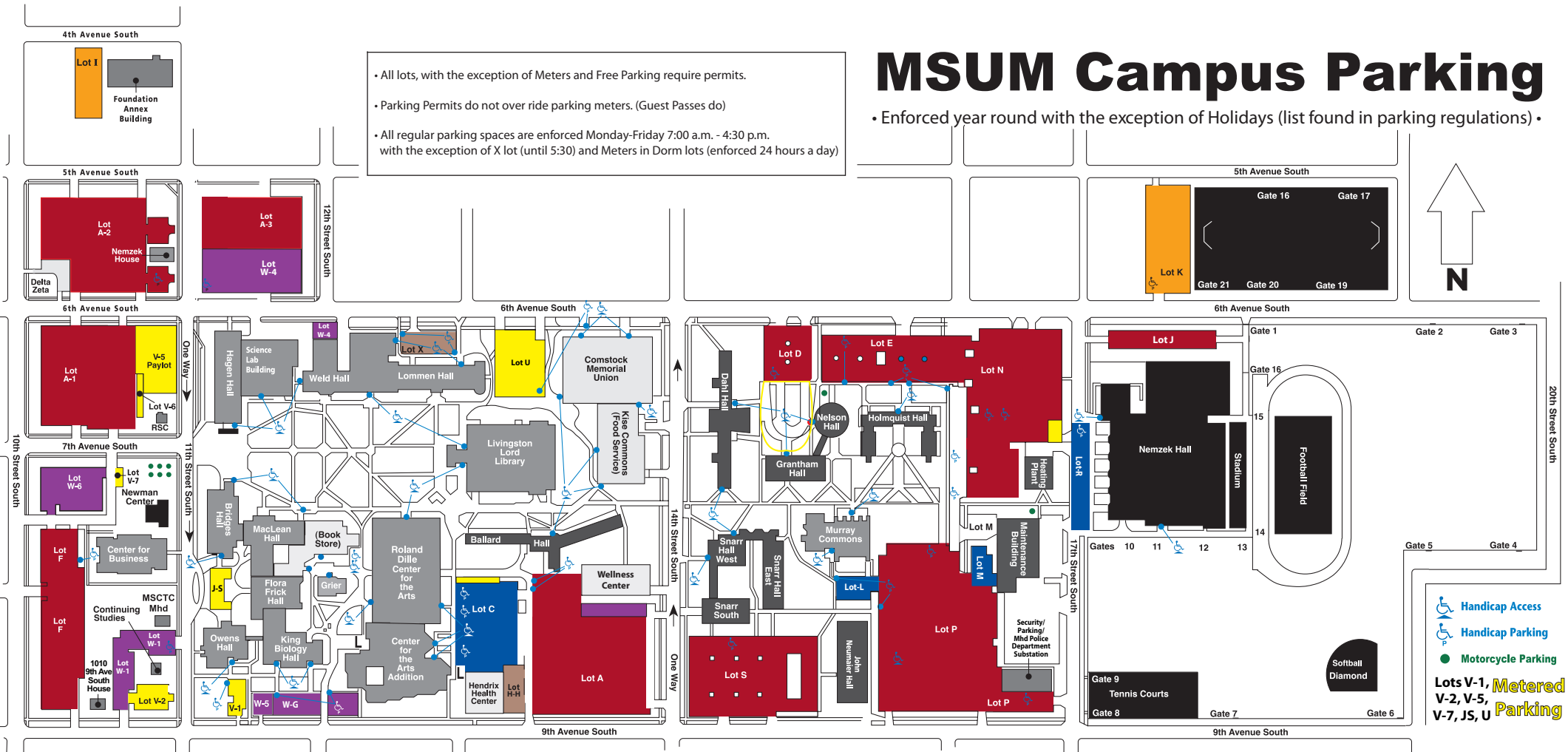
## Index

Appeals .....	13
Autoboot Device .....	9,10,11,12
Battery Jump Start .....	7
Bicycles .....	12
Bus Services (Section VIII) .....	13,14
Enforcement Coverage .....	9,10
Fines/Citations .....	10-12
Government Vehicles Parking .....	7
Guest Parking .....	4,8
Disability Parking .....	4,5
Loading/Unloading Areas .....	8,9
Lost or Stolen Permit .....	6
Fraud .....	6
Map of Campus and Lot Designations.....	17
Metered Parking .....	7
Moped Parking .....	12
Motorcycle Parking.....	12
Permit Types/Fees/Privileges.....	3-9
Daycare— Silver Permit .....	4
Faculty/Staff — Dark Blue Permit.....	4
Faculty/Staff-Reserved — Purple Permit .....	3
Speech/Language/Hearing Clinic — Maroon Permit .....	4
Special — Yellow Permit.....	4
General— Red Permit .....	3
Reserved Parking .....	6
Revoked Permits .....	9
Snow Removal .....	7,8
Speed Limit.....	2
Substitute Vehicles .....	5
Temporary Permits .....	8
Theft of Permits .....	6,14
Ticketing.....	9-12
Tri-College.....	13-14
Visitor Parking.....	4,8

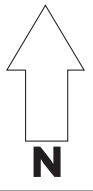
# MSUM Campus Parking

• Enforced year round with the exception of Holidays (list found in parking regulations) •

- All lots, with the exception of Meters and Free Parking require permits.
- Parking Permits do not over ride parking meters. (Guest Passes do)
- All regular parking spaces are enforced Monday-Friday 7:00 a.m. - 4:30 p.m. with the exception of X lot (until 5:30) and Meters in Dorm lots (enforced 24 hours a day)



- General
- Metered
- Free Parking  
6:00 a.m. - 3:00 a.m.  
No Overnight Parking
- Reserved
- Faculty/Staff



- Handicap Access
- Handicap Parking
- Motorcycle Parking
- Lots V-1, V-2, V-5, V-7, JS, U** Metered Parking

Contact the following offices with any questions:

7:00 am to 5:00 pm

Public Safety

1616 9th Ave South

Minnesota State University Moorhead

Moorhead, MN 56563

(218) 477-2675 (Voice) - Answered 24 hours

1.800.627.3529 (MRS/TTY)

Ask for Parking Services

**Keep a copy of these regulations in the glove compartment of your vehicle.**

**Regulations enforced all days except:**

Labor Day, September 5, 2011

Thanksgiving, November 24 and 25, 2011

Christmas, December 24 and 25, 2011

New Year's Day, January 1, 2012

Martin Luther King Day, January 16, 2012

Memorial Day, May 28, 2012

Independence Day, July 4, 2012

[www.mnstate.edu/parking](http://www.mnstate.edu/parking)



MINNESOTA STATE UNIVERSITY  
MOORHEAD®

Minnesota State University Moorhead is an equal opportunity educator & employer and is a member of the Minnesota State Colleges & Universities System. This information will be made available in alternate format upon request by contacting Disability Services at 218.477.4318 (voice) or 1.800.627.3529 (MRS/TTY).