

VEHICLE REGISTRATION, PENALTIES, AND PARKING REGULATIONS 2013-2014



VEHICLE REGISTRATION, PENALTIES, AND PARKING REGULATIONS

We are a residential pedestrian campus with a limited number of parking spaces available. Therefore, we restrict the availability of parking not only for philosophical reasons but also for purely practical ones – there simply are not enough spaces to provide parking for everyone who would like to have a car on campus.

The following will govern College policy related to registration of vehicles, penalties for violation, and parking regulations and rules. Through inclusion in the Student Handbook, all students are expected to know and abide by these policies.

VEHICLE REGISTRATION

All vehicles on this campus must be registered with the Department of Public Safety of Lake Forest College.

Fees

Vehicle permits purchased at the beginning of the fall semester cost \$200 for the academic year. Students who, for whatever reason, do not need their permit for the spring semester can remove the sticker and bring it to Public Safety who will inform the Business Office that a credit/refund is due.

Vehicle permits purchased at the beginning of the spring semester cost \$100 for the academic year.

Permits purchased after a semester has started will be charged a prorated amount. Permits returned will be issued a credit/refund on a prorated schedule.

Students whose vehicle will no longer be used (due to a sale, un-drivable due to an accident, etc.) must return the permit in order to not be charged for a replacement.

Permit Eligibility

Parking is limited to junior and senior residents and commuter students. Payment for the permit must be made in the Business Office or on-line. Students should bring their Business Office receipt (or printed e-mail receipt) to the Department of Public Safety, along with their vehicle registration (to prove ownership) to obtain their permit sticker.



Students eligible to register autos cannot register a motor vehicle belonging to a friend, relative, etc., of another currently enrolled student. Any violation of this nature will result in immediate revocation of the campus permit and possible sanction for deceptive practice.

First-year students or sophomores are not permitted to register a vehicle on campus except in rare and demonstrated cases of extreme need or hardship, or for documented medical reasons. Exceptions must be requested by applying through the Department of Public Safety <u>prior to bringing a vehicle on campus</u>.

Display of Parking Permit

Permits must be displayed by completely affixing them using the permit's adhesive on the rear window, driver's side. If the rear window is tinted, the alternate location is on the driver's side front windshield. Motorcycle permits must be mounted on one of the front forks. Permits affixed in any other manner are deemed a violation and subject to a fine for "Improper Display."

A regular permit holder who parks a vehicle on campus other than the one registered (usually for emergency reasons), must obtain a temporary permit in Public Safety immediately upon arrival to campus with the vehicle. Under these circumstances, there will be no charge for the temporary permit, which must be displayed by hanging it from the mirror with the expiration date facing forward so it can be seen through the windshield.

Additional Permits for Commuter Students

Commuting students who have purchased an academic year permit for their primary vehicle and who find it necessary to use a different vehicle on a regular basis may purchase an additional permit for a fee of \$25. Payment for the additional permit may be made in Public Safety (check or cash) and the student must present their vehicle registration (to prove ownership) to obtain their permit sticker. The sticker must also be affixed to the additional vehicle as previously described.

Temporary Permits

Students not entitled to regular permits can apply for a temporary permit for a period not exceeding one week (seven days) per semester at a fee of \$2 per day. Payment for the temporary permit may be made in Public Safety (check or cash) and the student must present their vehicle registration (to prove ownership) to obtain their temporary permit.



The temporary permit must be displayed by hanging it from the mirror with the expiration date facing forward so it can be seen through the windshield.

Temporary Permits for Medical Reasons

Students who require a permit for medical reasons will be required to provide a physician note explaining the need for the permit. The note <u>must identify an expiration date</u> when the accommodation will no longer be needed.

The identified medical need will determine which campus (North Only, Middle Only, South Only, All Campuses) parking will be approved for.

A fee of \$2 per day will be assessed unless the medical need is result of an injury sustained in NCAA intercollegiate participation and confirmed by the College's Athletic Training Staff, or a medical requirement imposed by Health & Wellness as a condition of continued enrollment and will require confirmation by the Director of Health & Wellness or their designee.

Payment (if any as described above) for the temporary permit may be made in Public Safety and the student must present their vehicle registration (to prove ownership) to obtain their temporary permit.

The temporary permit must be displayed by hanging it from the mirror with the expiration date facing forward so it can be seen through the windshield.

Visitors / Guests with Vehicles

Students who have visitors to campus who drive are required to call Public Safety and register the visitor's car by phone (or in person) upon their arrival. Students who fail to have their guest's register their vehicle may be held responsible for tickets issued to that vehicle.

PENALTIES

Penalties

Penalties for violations vary with the severity of the infraction. All fines must be paid at the Business Office or online with a credit card at http://prostores2.carrierzone.com/servlet/lakeforest/StoreFront

The following violations carry a \$100 fine:

Parking In A Handicapped/Disabled Space*



- Reckless Driving
- Stop Sign Violation
- Immobilization (Boot)
- Repeated Offenses

The following violations carry a \$50 fine:

- Speeding
- Blocking A Fire Lane*
- Blocking A Roadway Or Driveway
- Driving The Wrong Direction
- Driving On Grass Or Pedestrian Path
- Parking On A City Street Surrounding The College
- South Campus Parking Restriction Violation

The following violations carry a \$25 fine:

- No Valid Permit Displayed
- Improper Display Of Permit
- Posted No Parking
- Not A Valid Marked Space
- Posted Faculty & Staff Only
- Posted Resident Reserved
- Posted Visitor Parkina

The following violations carry a \$20 fine:

- Permit Not Valid For Campus (Parking On Wrong Campus)
- Parking On Grass
- Parked In 2 Spaces

*Fire Lane and Handicapped parking violators are also subject to ticketing by the Lake Forest Police Department.

In addition to monetary penalties identified on the parking citation for the observed infraction, the College may,

- Add an additional \$100 Repeat Offense fine on the fourth (4th) and every subsequent ticket issued,
- Revoke the parking privileges of any person who is cited for any reckless driving,
- Revoke the parking privileges of any person who receives a total of six (6) parking violations during the course of any two (2) consecutive semesters.

In these situations, all fees already paid will be forfeited. Any vehicle that is found to be on campus after written notice has been issued for its



removal will be subject to such action as the College deems appropriate which will likely include towing at the owner's expense.

Students whose unregistered vehicles required immobilization may no longer be permitted to obtain a permit (if eligible). Penalties are not forgiven because the vehicle is registered after receiving citations.

Exceeding the posted speed limit may be considered reckless driving at the Officer's discretion. Driving on the grass or the sidewalk may also be considered reckless driving.

False registration of a vehicle will lead to loss of parking privileges, as well as, forfeiture of any fees paid. Aside from the preceding penalties, the College reserves the right to take whatever action is deemed necessary or appropriate in any given situation.

Vehicle Immobilization

Any vehicle that is found to be in violation of campus traffic rules and regulations or the Illinois State Vehicle Code may be immobilized or towed at the owner's expense at the discretion of the College.

Unregistered vehicles will be immobilized or towed at the owner's expense at the discretion of the College after receiving multiple citations.

Appeal of Traffic Citations

Tickets may be appealed to the Director of Public Safety within seven days of the date of issuance. The following violations may not be appealed unless the ticket was issued in error by the Officer:

- Parking too close to a fire hydrant (15-foot distance);
- Parking in a disabled space;
- Blocking a fire lane;
- Parking so as to block a roadway or driveway (to include a building delivery area, garbage pick-up area, and other truck or loading zones);
- South Campus Restriction Violation;
- Parking on a City street; and
- Parking on the wrong campus;

Unlicensed, Improperly Licensed, and Inoperable Vehicles

Unlicensed, improperly licensed, and inoperable vehicles may not be left on campus for extended periods while the owner is absent (that is,



summer vacation, winter vacation) without the expressed consent of the Director of Public Safety.

PARKING REGULATIONS

Students enrolled at Lake Forest College are not permitted to park on City of Lake Forest streets surrounding the College. Vehicles found in violation will be subject to a \$50 fine for each occurrence by the College.

The issued permit identifies which campus a student can park their car on (North, Middle, South, or All Campuses) weekdays between 7:00am to 5:00pm and you may only register your vehicle for the campus in which you reside. All three campuses will be open to all <u>registered</u> vehicles weekdays from 5:00pm until 7:00am, and anytime on Saturday & Sunday (unless another restriction applies). This includes spaces designated as Faculty & Staff, but <u>excludes</u> Faculty & Staff spaces by Faculty housing on Middle and South campuses, and by the Admissions Office, which will remain No Student Parking Any Time.

Students may not park in any spaces on campus designated for Residence Life staff, Residents Only (Campus Circle), Visitors, or any location that is not marked as an identified parking space at any time for any reason unless otherwise directed to do so.

However, in order to allow students enough time to drop off a book, copy a paper, or make any other type of quick stop that may need to be accomplished, between 7:00am and 5:00pm on weekdays, students may park a properly registered vehicle on a campus other than the one designated by their permit provided the following two conditions are met:

- 1. You are parked in a student-permitted space for less than 15 minutes, and
- 2. You turn your hazard flashers on.

South Campus Parking Athletic Event Restrictions

Lake Forest College hosts a number of athletic contests that require the College to provide as much on campus parking for Forester parents & friends, visiting team parents & fans, and guests to the College and in doing so limit congestion on the streets surrounding the College. To accomplish this, **students will be prohibited from parking anywhere on South Campus from 10:00am until 6:00pm on the following dates:**

Saturday, September 7, 2013 Saturday, September 21, 2013 Friday, October 4, 2013 Saturday, October 5, 2013



Saturday, October 19, 2013 Saturday, November 2, 2013 Saturday, November 16, 2013 Saturday, February 1, 2014 Sunday, February 9, 2014 Saturday, March 22, 2014

On these dates, students may move their cars to Middle or North Campus any time after 4:00pm on Friday unless otherwise directed by e-mail from Public Safety. Students who moved their cars to another Campus should plan to return to a parking lot that their permit defines any time after the restriction ends and must be moved before 7:00am Monday morning.

Should any additional dates be added, or adjustment of a restriction's timeframe become necessary, students will be notified by campus-wide e-mail.

South Campus is defined as the Halas Hall lots, Buchanan Hall lot, the Ice Rink/Sports Center lot, the gravel lot, and spaces along Maplewood/South Campus Drive.

Winter Break Parking

Students who have registered cars and wish to leave their cars on campus during the winter break are required to register with Public Safety before doing so and leaving campus. Public Safety will designate a specific area cars are to be parked during this break and must be returned to the campus the vehicle is permitted for by 7:00am on the 1st day Spring Semester begins.

Summer Session Parking

During the summer months, registration is still required but no fee is charged nor are there any eligibility requirements other than being a registered student. Between the spring day following Commencement until the first day of class in the fall, all parking rules and regulations remain enforceable except for parking on the campus identified by the issued permit.

City of Lake Forest – Beach Parking

A City of Lake Forest vehicle permit or beach permit is required and is enforced by the Lake Forest Police Department. Please contact the City of Lake Forest Finance Department at 847-810-3622.

The campus speed limit is 15 M.P.H. Please drive carefully.

See the following campus parking map for visual reference.



