



LAKE FOREST  
COLLEGE

# CAMPUS PARKING

## 2017-2018

### **POLICY, PROCESS & RULES GOVERNING PARKING ON CAMPUS**

The following information will articulate the College's policy governing the required student and guest vehicle registration process, student parking permit eligibility, campus-wide penalties for violation, and general parking regulations and rules. Through inclusion in the Student Handbook, all students are expected to know and abide by these policies.

### **VISITORS / GUESTS WITH VEHICLES**

Residential students are required to register their guest's vehicle whenever the vehicle will be parked on any campus between midnight and 7 a.m. regardless of the expected duration.

Upon the guest's first visit to campus, the student host must bring the guest to the Public Safety Center promptly to register their vehicle. At the time of registration, the guest must bring an original or copy of vehicle's current year license registration card (which is used to verify registered ownership and the license plate number).

After the guest's initial registration of their vehicle in Public Safety, the guest's vehicle information will be uploaded for use in the required Residence Life guest registration form which can be found on line at [https://my.lakeforest.edu/ICS/Students/Student\\_Forms.jnz](https://my.lakeforest.edu/ICS/Students/Student_Forms.jnz). Students who fail to have their guest's register their vehicle may be held responsible for tickets issued to that vehicle.

Students are not allowed to register a car as a guest/visitor's vehicle that they are personally using. Doing so is a deceptive practice and may result in a disciplinary sanction. Additionally, unregistered vehicles with three or more tickets will be immobilized or may be towed at the owner's expense.

Guests are permitted to park in any non-reserved space on campus in addition to those that are identified for "visitors." Guests may also park in spaces reserved for "Faculty and Staff" in the event there are no non-reserved spaces available. However, guests may not park in any spaces on campus designated as "Residents Only (Campus Circle)", "Reserved for RL Staff", shuttle bus or College vans, or those reserved for Mail Services or Public Safety vehicles at any time.

### **PERMIT ELIGIBILITY**

Lake Forest College is a residential pedestrian campus with a limited number of parking spaces on campus. Therefore, it is necessary to 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.

Therefore, student parking and permit eligibility is limited to

- 1) all commuter students,
- 2) all junior students
- 3) all senior students.

First-year and second-year residential students are not permitted to acquire a regular permit (although a limited number of temporary permits are available to them per semester) except in rare and demonstrated cases of extreme need or hardship, or for documented medical reasons.

Students seeking a waiver to obtain a permit for medical reasons must submit a Special Needs Request form, which can be found online at [https://my.lakeforest.edu/ICS/Students/Student\\_Forms.jnz](https://my.lakeforest.edu/ICS/Students/Student_Forms.jnz).

Demonstrated cases of extreme need or hardship waivers (which only last for as long as a demonstrable need continues) require submission of an application form which may be picked up in Public Safety or found on-line at <https://www.lakeforest.edu/live/files/3377-parking-permit-application-form>.

All exceptions must be requested and approved prior to bringing a vehicle on campus.

## PAYMENT AND FEES

Three options for purchase of a permit are available to eligible students. Payment may be made in Public Safety or on-line with a credit or debit card only, or in the Business Office.

Permits purchased at the beginning of the fall semester cost \$220 for the academic year. Permits purchased after a semester has started (approximately late September) will be charged a pro-rated amount. Permits purchased at the beginning of the spring semester cost \$110 for the remainder of the academic year. Permits purchased after a semester has started (approximately early February) will be charged a pro-rated amount.

Students who no longer need their permit, for whatever reason, can obtain a pro-rated credit/refund provided they remove the sticker and bring it to Public Safety who will then notify the Business Office of the returned permit.

Students who still require a permit but whose registered vehicle is no longer usable (due to a sale, accident, etc.) will not be charged for a replacement provided they remove the sticker and bring it to the Public Safety Center.

## PERMIT REGISTRATION PROCESS

Eligible students are not permitted to obtain a parking permit for a vehicle belonging to a relative or friend of another currently enrolled student. Any violation of this nature will result in immediate revocation of the campus permit, loss of any fee paid, and possible sanction for deceptive practice.

Students must come to the Public Safety Center to obtain the permit. If payment is not made in Public Safety, at the time of registration, students must bring a hard copy of their receipt from the Business Office or E-Commerce site along with an original or copy of vehicle's current year license registration card (see example below), which is used to verify registered ownership and the license plate number. At the time the permit is issued, students will be issued a copy of this policy which includes a map and explanation of rules of use.

### Example

PLATE NUMBER: [REDACTED]

Registration ID: 1256 7258 PIN: 4485

▼If paying by mail, return the portion below with your payment▼

JOHN Q PUBLIC  
JANE Q PUBLIC  
1234 SOUTH  
ANYCITY IL 90909

Vehicle Year 2012		Vehicle Make FORD		VIN [REDACTED]	
Weight or CC's		Body Style 4 DOOR		Application Type PASSENGER	
Axles	Leased/Rental	Unit Number	File Number	County 022	DU PAGE
Driver's License Number(s)			Expiration Date 08/31/2012	Plate Number	
<b>Renewal Fee</b>					<b>\$99.00</b>

▲TEAR HERE▲  
Tear off this grey stub  
returning portion with payment

### ADDITIONAL PERMITS (FOR COMMUTER STUDENTS)

Commuting students who have purchased an academic year permit for their primary car, and who find it necessary to use a different car on a regular basis, may purchase an additional permit for a fee of \$25 which can be paid in the Public Safety Center with a credit or debit card, cash, or check. If purchased through the Business Office or on-line, students must bring a hard copy of their receipt. Students must also bring an original or copy of vehicle's current year license registration card (which is used to verify registered ownership and the license plate number).

The additional parking permit must be completely affixed to the vehicle as described in the section "Display of Permits."

### TEMPORARY PERMITS

Students not entitled to regular permits can obtain a temporary permit for a period not exceeding one week (seven days) per semester at a fee of \$2 per day. Payment is made in Public Safety with cash or by check. Students must also bring an original or copy of vehicle's current year license registration card (which is used to verify registered ownership and the license plate number).

A regular permit holder who must use a different car for a short, temporary period of time (usually for emergency maintenance 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. Students must bring an original or copy of vehicle's current year license registration card, which is used to verify registered ownership and the license plate number) to obtain the temporary permit.

The temporary permit must be displayed by hanging it from the rear-view mirror with the location authorized facing forward so it can be seen through the windshield. At the time the permit is issued, an explanation of rules of use will be provided.

### TEMPORARY PERMITS FOR MEDICAL REASONS

Students who require a temporary permit for medical reasons will be required to provide a physician statement/note explaining the need for such a permit. The note must identify an expected expiration date of when the accommodation will no longer be needed.

If the medical need is result of an injury sustained during athletic team participation, the physician statement/note must be confirmed by the College's Athletic Training Staff. If the medical need is imposed by Health & Wellness as a condition of continued enrollment, confirmation must be obtained by the Director of Health & Wellness. All other physician statement/notes will be confirmed by Health & Wellness staff.

Temporary medical permits will be issued in no more than 15 day increments and will require a newly dated physician statement/note explaining the need extending the accommodation. Reconfirmation of the physician statement/notes will also be required as stated above and must identify an expected expiration date of when the accommodation will no longer be needed. The identified medical need will determine which campus (North Only, Middle Only, South Only, or All Campuses) parking will be approved for.

The temporary permit must be displayed by hanging it from the rear-view mirror with the location authorized facing forward so it can be seen through the windshield. At the time the permit is issued, an explanation of rules of use will be provided.

## DISPLAY OF PARKING PERMIT

Prior year permits should be removed before affixing the new permit.

The new academic year permit must be displayed by completely affixing it on the rear driver's side window using the permit's adhesive. If the rear window is tinted, the alternate location is on the front driver's side windshield. Motorcycle permits can 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."

## CAMPUS PARKING EVENT RESTRICTIONS

Lake Forest College hosts a number of large events and athletic contests that require the College to provide as much on campus parking for invited guests, Forester parents & friends, visiting team parents, and fans, and in doing so, limit congestion on the streets surrounding the College. To accomplish this, event restrictions are instituted. Notification of parking restrictions is made in advance via email from the Director of Public Safety. Students are responsible for regularly checking their email (including the "clutter folder") any notification of any restrictions.

## PENALTIES

Payment of fines may be made mail, in Public Safety or on-line (credit or debit card only), or in the Business Office as soon as possible and at least prior to the conclusion of each semester.

### The following violations carry a \$100 fine:

- Parking in a handicapped/disabled space\*
- Reckless driving
- Stop sign violation
- Immobilization (Boot)
- Repeated offenses (after official notice)

\* Violators are also subject to ticketing by the Lake Forest Police.

### 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
- Campus event 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 and staff only
- Posted resident reserved
- Posted visitor parking

**The following violations carry a \$20 fine:**

- Permit not valid for campus (Parking on wrong campus)
- Parking on grass
- Parked in 2 spaces

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,
- Refer the matter to the Office of Student Affairs as a conduct violation,
- 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 eight (8) parking violations during the course of the current and two previous 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.

Penalties are not forgiven because a vehicle is registered after receiving citations. Students whose unregistered car required immobilization will be subject to the additional \$100 “Repeat offense” fine (in addition to the observed infraction) on every subsequent ticket issued thereafter.

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 in violation of campus parking policies may, at the discretion of the College, be immobilized or towed at the owners’ expense. Unregistered vehicles will be immobilized after receiving multiple citations and/or towed at the discretion of the College, at the owner’s expense.

## **APPEAL OF CITATIONS**

Appeal of a ticket requires the submission of a Ticket Appeal form which can be located at [www.lakeforest.edu/about/ourcampus/safety/disputes/form.php](http://www.lakeforest.edu/about/ourcampus/safety/disputes/form.php) and is submitted on-line.

For an appeal to be successful, the petitioner must articulate in writing that some exceptional circumstance beyond your control existed, (such as having been hospitalized and unable to relocate the car) or, that the ticket was issued in error by the Officer. However, the following reasons will not be considered as acceptable justification to grant an appeal:

- Being unaware of Lake Forest College parking policies

- Being late for class or a meeting
- Not having time to come to Public Safety to obtain a temporary or permanent permit
- Being told by someone other than Public Safety where you may or may not park or whether a permit is needed
- Being unable to afford to pay the ticket

Appeals are reviewed by a Ticket Appeal Advisory Group (TAAG) who then makes a recommendation to the Director of Public Safety whether to grant or deny it.

### **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 prior consent of the Director of Public Safety.

### **GENERAL RULES OF USE**

The issued permit identifies which campus a student can park their car on (North, Middle, South, or All Campuses) weekdays between 7 a.m. to 4 p.m. (unless another posted or published restriction applies). Commuter students are issued “All Campus” permits. Eligible residential students will be issued a permit for the campus on which they reside.

All three campuses will be open to all registered vehicles weekdays after 4 p.m. until 7 a.m. the following morning, and anytime on Saturday & Sunday (unless another restriction applies). This includes spaces designated as Faculty and Staff parking, but excludes those restricted spaces near Faculty and Staff housing on South Campus (on Maplewood near Washington Road) which will remain no student parking at any time. Students may not park in any spaces on campus designated as Reserved for RL Staff, Residents Only (Campus Circle), or any location that is not marked as an identified parking space at any time for any reason unless otherwise directed to do so.

Student parking is prohibited in all spaces designated as Visitor Parking on any campus at any time (excluding the Mailroom/Bookstore spaces where hazard flashers must be on and time is limited).

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 a.m. and 4 p.m. 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. They are parked in a student-permitted space for less than 15 minutes, **and**
2. The vehicle’s hazard flashers are turned on.

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.

### **MID-SEMESTER BREAKS**

All parking rules and regulations remain enforceable unless otherwise notified by Public Safety.

### **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 a.m. on the first day the Spring Semester begins. All parking rules and regulations remain enforceable unless otherwise notified by Public Safety.

### **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 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.

### **SPEED LIMIT**

The campus speed limit is 15 M.P.H. Extra care is required when approaching pedestrian crosswalks, particularly those that cross city streets. Please drive carefully.

### **SOUTH CAMPUS PARKING RESTRICTIONS - INFORMATION & DATES**

The College hosts several special events each year that brings lots of invited guests, friends, and families, to campus. Since the streets that surround Lake Forest College do not accommodate two-way traffic and parked cars very easily, we need to be thoughtful of our neighbors by providing ample parking on campus for our extra guests. The numerous athletic contests we host (sometimes occurring consecutively or concurrently) also brings visiting teams, their families, and friends who we must accommodate, and our student parking restriction program allows us to do so.

Whenever any type of event parking restriction is instituted, the Director of Public Safety will send an email to all students, faculty, and staff prior to the restriction date.

It is the student's responsibility to regularly check both their "Inbox" and "Clutter" folder for these announcements.

Parking restriction dates for regular season athletic events are included in this pamphlet. If a team advances to post-season play, while the dates are known, the specific type of restriction is not. Once the specific type of restriction is determined, an email will be sent to the community announcing the details.

Other events that typically involve some type of parking restriction will include but are not limited to:

- Admissions Open House Events
- Career Advancement Center's Speed Networking
- Admissions Admitted Student Open House

Restrictions typically involve some, or all of South Campus, however, they can be used on Middle or North Campus if necessary.

Event restrictions carry a \$50 fine (which doubles to \$100 on Homecoming dates).

Since ample notice is given for these event restrictions, this violation is not subject to appeal.

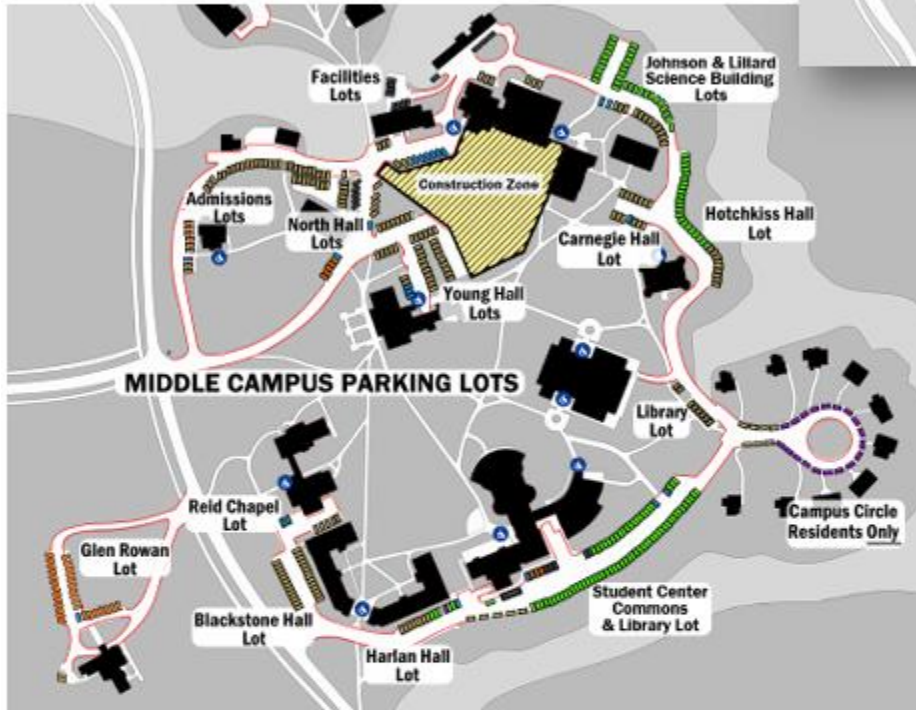
We have developed several different plans that are intended to meet our anticipated guest parking needs while also retaining as much parking for students (with proper permits) as possible.

Illustrated after the Campus Parking Plan map are the five most used South Campus event restriction configurations and event dates known at this time.



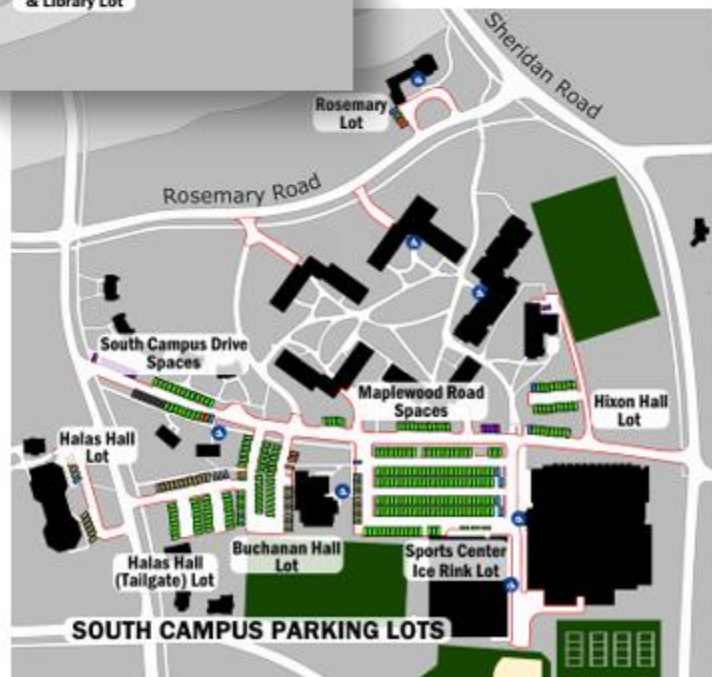
LAKE FOREST  
COLLEGE

## Campus Parking Plan



Please  
Drive  
Carefully

	<b>NO PARKING ANY TIME</b>
	<b>HANDICAP PARKING</b>
	<b>FACULTY/STAFF PARKING</b> No Student Parking M-F 7a.m. to 4p.m. Unless Otherwise Posted
	<b>RESIDENT (STAFF) PARKING</b> No Student Parking Any Time
	<b>VISITOR DESIGNATED PARKING</b> No Student Parking Any Time Unless Otherwise Posted
	<b>STUDENT PARKING</b> With Valid Permit Only



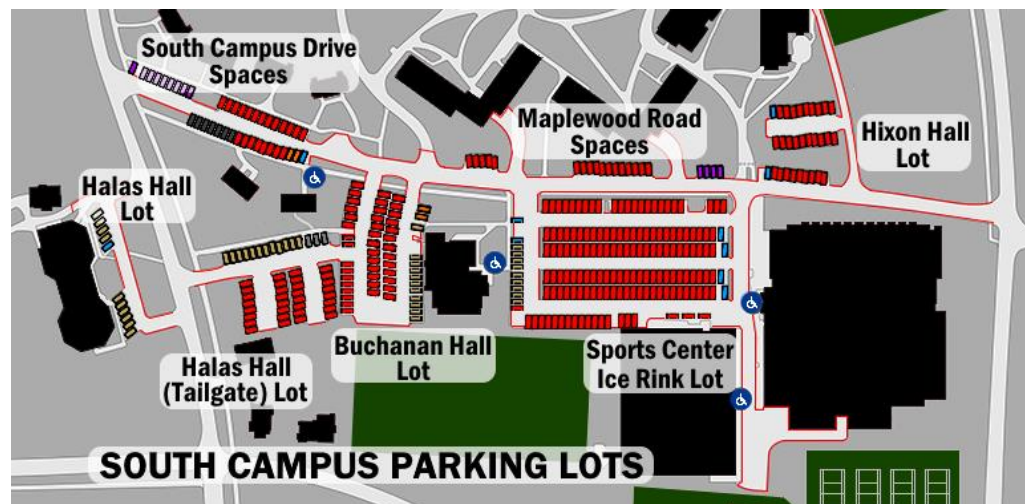


## 2017-2018 KNOWN DATES

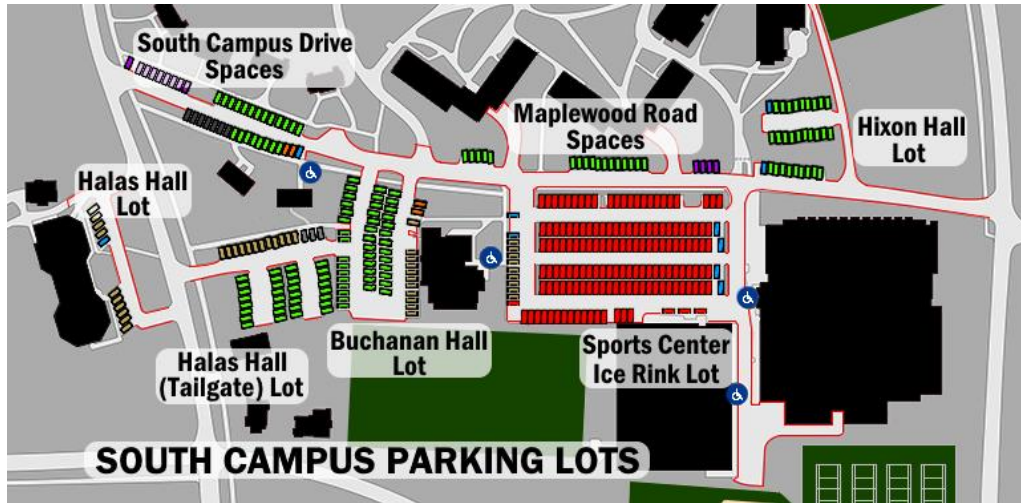
<u>DAY</u>	<u>DATE</u>	<u>BEGINS</u>	<u>ENDS</u>	<u>RESTRICTION TYPE</u>
Saturday	9/9/2017	10 a.m.	6 p.m.	Entire South Campus
Saturday	9/30/2017	10 a.m.	6 p.m.	Entire South Campus
Thursday	10/5/2017	10 a.m.		Sports Center / Ice Rink Lot (Homecoming)
Friday	10/6/2017			Sports Center / Ice Rink Lot (Homecoming)
Saturday	10/7/2017	6 a.m.	6 p.m.	Entire South Campus (Homecoming)
Saturday	10/21/2017	10 a.m.	6 p.m.	Entire South Campus
Thursday	10/26/2017	4 p.m.	7 p.m.	Sports Center / Ice Rink Lot & Maplewood Road Spaces
Saturday	10/28/2017	10 a.m.	6 p.m.	Entire South Campus
Saturday	11/11/2017	10 a.m.	6 p.m.	Entire South Campus
Saturday	12/2/2017	Noon	8 p.m.	Sports Center / Ice Rink Lot & Maplewood Road Spaces
Saturday	1/27/2018	1 p.m.	8 p.m.	Sports Center / Ice Rink Lot & Maplewood Road Spaces
Sunday	1/28/2018	1 p.m.	6 p.m.	Sports Center / Ice Rink Lot & Maplewood Road Spaces
Saturday	2/3/2018	Noon	8 p.m.	Sports Center / Ice Rink Lot & Maplewood Road Spaces
Saturday	3/24/2018	8 a.m.	6 p.m.	Entire South Campus
Post-Season — 11/3/2017 and 11/4/2017 (Men's and/or Women's Soccer, Volleyball)				
Post-Season — 2/23/2018 and 2/24/2018 (Men's and/or Women's Basketball, Men's and/or Women's Hockey)				
Post-Season — 3/3/2018 (Men's and/or Women's Hockey)				
Post-Season — 5/4/2018 and 5/5/2018 (Softball)				

## SOUTH CAMPUS RESTRICTION MAPS (MOST COMMON TYPES)

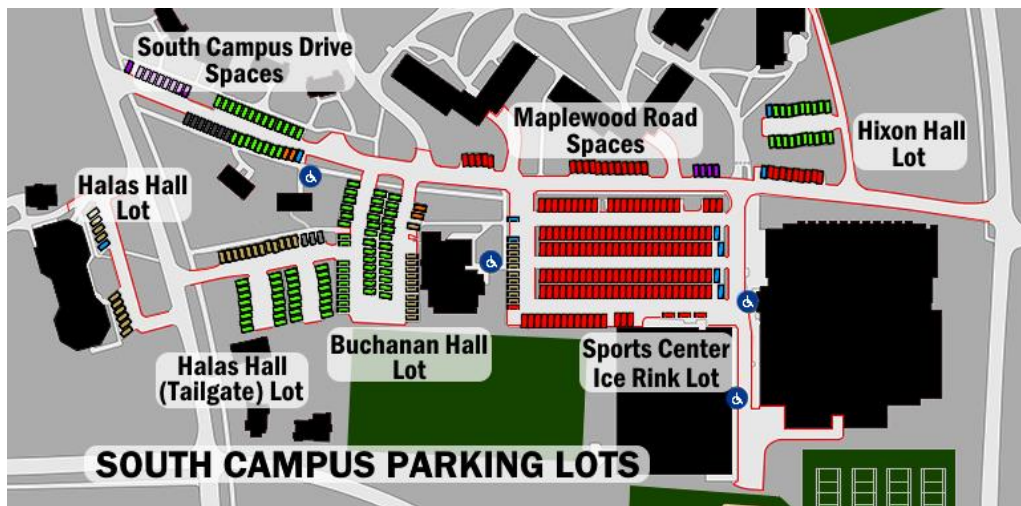
### No Student Parking - Entire South Campus



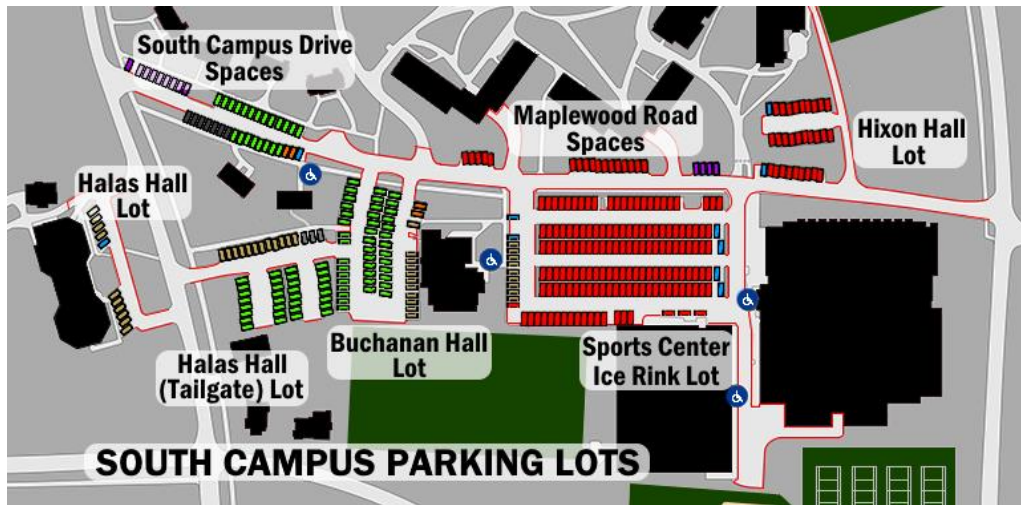
**No Student Parking - Sports Center / Ice Rink Lot**



**No Student Parking - Sports Center / Ice Rink Lot and Maplewood Road Spaces**



**No Student Parking - East of Buchanan Hall**



**No Student Parking - West of Buchanan Hall**

