CAMPUS PARKING
2019-2020
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 online at 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. Guests may not park in any spaces on campus designated as “Reserved” unless specifically designated for guest/visitor use.

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 an Accessibility Services Request Form, which can be found on my.lakeforest.edu.
Demonstrated cases of extreme need or hardship waivers (which only last for as long as a demonstrable need continues) require submission of a First-Year or Sophomore Resident Parking Permit Application form, which may be picked up at the Public Safety Center or found online 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 the Business Office, at the Public Safety Center (with a credit or debit card only), or online.

Permits purchased at the beginning of the fall semester cost $250 for the academic year. Permits purchased after a semester has started (beginning approximately late September) will be charged a pro-rated amount. Permits purchased at the beginning of the spring semester cost $125 for the remainder of the academic year. Permits purchased after a semester has started (beginning 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 the Public Safety Center who will then notify the Business Office via email 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 (Illinois)
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 at the Public Safety Center at the time of purchase, and an original or copy of vehicle’s current year license registration card (which is used to verify registered ownership and the license plate number) must be presented.

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 at the Public Safety Center immediately upon arrival to campus with the temporary 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 must follow the following process.

1) If the medical need is result of an injury sustained during athletic team participation, a physician statement/note must be confirmed by the College’s Athletic Training Staff.

2) All other temporary permit for medical reason requests must be submitted to Health & Wellness along with the physician statement/notes which will be confirmed by Health & Wellness staff.
   a) 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.

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.”

**PENALTIES**

Payment of fines may be made by mail, at the Public Safety Center (credit or debit card only), online, 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

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

*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, and guest only
- Posted resident reserved
- Posted visitor parking
- Permit not valid for campus (Parking on wrong campus)
- Permit not valid for location (Proper campus but improper location)
- 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 and is submitted online.

For an appeal to be successful, the petitioner must articulate in writing that some exceptional circumstance beyond their 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 the Public Safety Center 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.

**GENERAL RULES OF USE**

Eligible residential students will be issued a permit for the campus on which they reside. All students issued a permit must observe the following general rules of use and Specific “Campus” Rules of Use provisions described below.

Students with any valid permit (North, Middle, South, or All Campus) are allowed to park in spaces designated as “Reserved Parking – Faculty, Staff, & Guests Only” weekdays after 4 p.m. until 7 a.m. the following morning, and anytime on Saturday & Sunday (unless another restriction applies).

Students may not park in the following reserved/designated spaces or areas at any time:

- Reserved Resident Parking (Campus Circle & designated spaces on South Campus Drive)
- Reserved Parking (Residence Life Staff Only)
- Reserved Guest/Visitor Parking (adjacent to North Hall & Patterson Lodge)
- Reserved Parking (College Vehicles, i.e. Public Safety, Mailroom, Food Service, Facilities Management, and Bus & Vans)
- Fire Lanes
- Roadways
- Loading Docks
- Posted “No Parking” areas
- Any other location that is not marked as an identified parking space, at any time, for any reason unless directed to do so by Public Safety
- City of Lake Forest streets surrounding the College (Deerpath, College, Rosemary, Illinois, Sheridan, and Washington Roads)

**SPECIFIC “CAMPUS” RULES OF USE**

**Parking on North Campus with a North Campus permit**

Students with “North” Campus permits must park in the spaces that are designated exclusively for North Campus permits weekdays between 7 a.m. to 4 p.m. North Campus permit holders must call Public Safety to receive authorization and instruction of where they can park (without being ticketed) in the event that a space in the designated area cannot be found.
Parking on Middle Campus with a Middle Campus permit

Students with “Middle” Campus permits must park in the lot adjacent to Blackstone Hall, which is designated exclusively for Middle Campus permits weekdays between 7 a.m. to 4 p.m. Middle Campus permit holders must call Public Safety to receive authorization and instruction of where they can park (without being ticketed) in the event that a space in the designated lot cannot be found.

Parking on South Campus with a South Campus or All Campus permit

Students with “South” Campus permits and All Campus permits may park in any marked, non-reserved South Campus space weekdays between 7 a.m. and 4 p.m. South Campus and All Campus permit holders must call Public Safety to receive authorization and instruction of where they can park (without being ticketed) in the event that a space in the designated lot cannot be found.

Parking with an All Campus permit

Commuter students with “All” Campus permits may park in any marked, non-reserved space weekdays between 7 a.m. and 4 p.m. In the event a permissible space cannot be found, “All” Campus permit holders are allowed to use any marked, non-reserved space in the Glen Rowan lot or on another campus.

COURTESY PARKING PROVISION

For the purpose of providing the ability to quickly pick up or drop off a book, copy a paper, or another similar reason weekdays between 7 a.m. and 4 p.m., student parking (with a valid permit) will be permitted in the Reserved – Guest/Visitor Parking spaces adjacent to the Student Center Mailroom/Bookstore entrance, or any other marked, non-reserved space provided the following two conditions are met:

1) The vehicle is parked for less than 15 minutes, and
2) The vehicle’s hazard lights are actively flashing.

Failure to meet both requirements will result in a ticket being issued.

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.

**UNLICENSED, IMPROPERLY LICENSED, AND INOPERABLE VEHICLES**

Unlicensed, improperly licensed, and inoperable vehicles may not be left on campus without the expressed prior consent of the Director of Public Safety.

**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 easily accommodate two-way traffic when cars are parked along the roadway, we need to be thoughtful of our neighbors by providing ample parking on campus for our extra guests.

We also host numerous athletic contests (sometimes occurring consecutively or concurrently) that 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.

A schedule of parking restriction dates for regular season athletic events is provided to (eligible) students when their parking permit is issued. 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 restriction violations carry a $50 fine (which doubles to $100 on Homecoming dates). Since ample notice is given for these event restrictions, event restriction violation are not subject to appeal.

**2019-2020 KNOWN RESTRICTION DATES**

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>BEGINS</th>
<th>ENDS</th>
<th>RESTRICTION TYPE</th>
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<tbody>
<tr>
<td>Friday</td>
<td>8/30/2019</td>
<td>3pm</td>
<td>8pm</td>
<td>No Student Parking - Sports Center / Ice Rink Lot</td>
</tr>
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<td>Saturday</td>
<td>8/31/2019</td>
<td>8am</td>
<td>4pm</td>
<td>No Student Parking - Sports Center / Ice Rink Lot</td>
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<td>Saturday</td>
<td>9/14/2019</td>
<td>10am</td>
<td>6pm</td>
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<td>Thursday</td>
<td>10/3/2019</td>
<td>10am</td>
<td>-</td>
<td>No Student Parking - Sports Center / Ice Rink Lot</td>
</tr>
<tr>
<td>Friday</td>
<td>10/4/2019</td>
<td>-</td>
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<td>No Student Parking - Sports Center / Ice Rink Lot</td>
</tr>
<tr>
<td>Saturday</td>
<td>10/5/2019</td>
<td>6am</td>
<td>6pm</td>
<td>No Student Parking - Entire South Campus (Homecoming)</td>
</tr>
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<td>10/19/2019</td>
<td>10am</td>
<td>6pm</td>
<td>No Student Parking - Entire South Campus</td>
</tr>
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<td>Saturday</td>
<td>11/9/2019</td>
<td>10am</td>
<td>6pm</td>
<td>No Student Parking - Entire South Campus</td>
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<td>Saturday</td>
<td>12/7/2019</td>
<td>Noon</td>
<td>7pm</td>
<td>No Student Parking - Sports Center / Ice Rink Lot</td>
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<td>Saturday</td>
<td>1/18/2020</td>
<td>Noon</td>
<td>3pm</td>
<td>No Student Parking - Sports Center / Ice Rink Lot</td>
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<tr>
<td>Saturday</td>
<td>2/1/2020</td>
<td>Noon</td>
<td>3pm</td>
<td>No Student Parking - Sports Center / Ice Rink Lot</td>
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<td>Sunday</td>
<td>2/9/2020</td>
<td>1pm</td>
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<td>2/22/2020</td>
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<td>3/21/2020</td>
<td>7am</td>
<td>6pm</td>
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**Potential Dates**

Post-Season — 11/8/2019 - 11/9/2019  (Men’s and/or Women’s Soccer, Volleyball)
Post-Season — 2/21/2020- 2/22/2020  (Men’s Hockey)
Post-Season — 2/28/2020 - 2/29/2020  (Men’s and/or Women’s Basketball, Men’s and/or Women’s Hockey)
Post-Season — 3/6/2020 - 3/7/2020     (Men’s and/or Women’s Hockey)
Post-Season — 5/1/2020 - 5/2/2020     (Softball)
**SOUTH CAMPUS RESTRICTION MAPS (MOST COMMON TYPES)**

The six most commonly used South Campus event restriction configurations (as illustrated) are:

**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

Student Parking is Not Permitted (Dark Red Shaded Areas)
Student Parking is Permitted In Non-Restricted Spaces (Marked Spaces In Green Shaded Areas)

No Student Parking – Partial Sports Center / Ice Rink Lot

Student Parking is Not Permitted (Dark Red Shaded Areas)
Student Parking is Permitted In Non-Restricted Spaces (Marked Spaces In Green Shaded Areas)