CAMPUS PARKING
2020 – 2021
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INTRODUCTION

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.

Students are expected to comply with the information contained herein and governs the privilege of being granted permission to purchase a permit to park on campus.

Lake Forest College assumes no responsibility or liability, for the care and/or protection of any vehicle or its contents while parked on campus, and all community members and guests use the College’s parking facilities at their own risk.

PARKING PERMITS

ELIGIBILITY

Student parking and permit eligibility is limited to all commuting students, students residing in College contracted off-campus housing, and any junior or senior level residential student who wishes to obtain one, and no application form is required prior to purchase.

While first-year and sophomore residential students are not eligible to obtain a permit to park on campus, ineligible students can seek permission to purchase a regular permit through an application process for documented medical reasons or in rare and demonstrated cases of extreme financial need or hardship. Since display of a valid permit is required, exceptions and waivers should be requested and approved prior to bringing a vehicle on campus.

- First-year and sophomore residential students seeking a waiver and permission to purchase a permit for medical reasons must submit a Verification of Need for Accessibility Services form.
- First-year and sophomore residential students seeking a waiver and permission to purchase a permit for demonstrated cases of extreme financial need or hardship must submit a First-Year or Sophomore Resident Parking Permit Application form, which can also be picked up at the Public Safety Center.

TEMPORARY PERMITS

Since first-year and sophomore residential students are not eligible to obtain a permit to park on campus, they are granted the ability to purchase no more than seven (7) daily temporary permits each semester, which will cost $2 per day, with payment at the Public Safety Center at the time of purchase along with registration of the vehicle.

Temporary Permits for Regular Permit Holders

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.
While there will be no charge for the temporary permit under these circumstances, registration of the vehicle is required.

**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 that 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 location parking will be approved for.

**DISPLAY OF PARKING PERMITS**

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.

Temporary permits must be displayed by hanging them from the rear-view mirror with the location the vehicle is authorized to be parked in facing forward so it can be seen through the windshield.

Permits affixed in any other manner are deemed a violation and subject to a fine for “Improper Display.”

**PERMIT FEES AND PAYMENT OPTIONS**

**2020-2021 FEES FOR RESIDENTIAL STUDENTS**

All eligible and accommodation approved permits purchased at the beginning of the fall semester cost $250 for the academic year. Permits purchased after the semester has started (beginning approximately late September) will be charged a prorated amount.

Permits purchased at the beginning of the spring semester cost $125 for the remainder of the academic year. Permits purchased after the semester has started (beginning approximately early February) will be charged a pro-rated amount.
2020-2021 FEES FOR COMMUTING STUDENTS

While no fees will be charged for commuting students to park on campus, a parking permit will still be required and must be displayed.

Students who are commuting from locations other than College contracted off-campus housing will be issued an academic year “All Campus Permit” that will expire in August 25, 2021.

Students who are residing in College contracted off-campus housing will be issued a “Fall 2020 All Campus Permit” which will expire on December 31, 2020.

If College contracted off-campus housing remains in effect for the spring semester, any student who will remain in contracted off-campus housing will be required to obtain a new permit (at no charge) to park on campus after December 31, 2020.

PAYMENT OPTIONS

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.

Students who receive an exception or waiver will receive an email that fully explains their payment options and what documents they will need to present to obtain the approved permit.

PERMIT REPLACEMENT OR RETURN

Students who no longer need their permit, for whatever reason, can obtain a pro-rated credit/refund provided they remove at least 3/4 of 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 at least 3/4 of the sticker and bring it to the Public Safety Center.

Commuting students who move to campus at any time after obtaining an “All Campus Permit” will become subject to residential student eligibility requirements and fees. When this occurs, the student must return at least 3/4 of the “All Campus Permit” at which time if eligible, a new resident permit will be issued. If the student is ineligible, a pro-rated return for credit/refund message will be sent to the Business Office.

VEHICLE REGISTRATION

STUDENT VEHICLE REGISTRATION PROCESS

Students must come to the Public Safety Center and register their vehicle to obtain any type of permit.

Students must bring an original or copy of the vehicle’s current year license registration card (which is used to verify the license plate number and registered ownership) at which time registration will only be permitted if the license registration card bears the name of the student or the name of a member of their immediate family. Any discrepancy or dispute will require approval by the Director or Assistant Director of Public Safety.
Any violation, whether willful or unintentional, will result in immediate revocation of parking privileges, the loss of any fee(s) paid, and notification to the Office of Student Affairs to report the deceptive conduct.

*Illinois License Registration Card (Example)*

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**Guest Vehicle Policy & Registration Process**

*In compliance with the College’s published COVID-19 response plan that prohibits guests from visiting residence halls, the Guest Vehicle Policy and Registration Process is suspended until further notice and guest vehicles found parked on campus will be subject to ticketing.*

**Guest Parking Policy**

Residential students are required to register their guest’s vehicle any time the vehicle will be parked on any campus between 2 a.m. and 7 a.m. regardless of the expected duration. Guest vehicle registration is a separate process that does not relieve residential students of their responsibility to adhere to published Office of Residence Life guest registration policies.

Guests are permitted to park in any marked, non-reserved space on any campus, including spaces specifically designated as “Reserved Parking – Faculty, Staff, & Guests Only”.

Students who fail to have their guest’s register their vehicle may be held responsible for tickets issued to that vehicle. Additionally, unregistered vehicles with three or more tickets will be immobilized or may be towed at the owner’s expense.

**Guest Vehicle Registration Process**

Upon a guest’s first visit to campus each academic year, the student host must bring the guest to the Public Safety Center promptly to register that guest’s vehicle.

The guest must bring an original or copy of their vehicle’s current year license registration card (which is used to verify the license plate number and registered ownership) at which time registration will only be permitted if the license registration card bears either the name of that guest or reflects the same address that appears on that guest’s Driver’s License.

After the initial in-person guest vehicle registration has been completed in the Public Safety Center, students hosting a previously registered guest will be permitted to call the Public Safety Center to register that guest’s subsequent overnight visits by phone provided that the guest’s vehicle make, model, and license plate had not changed since the first in-person registration.

After the initial in-person guest vehicle registration has been completed in the Public Safety Center, students hosting a previously registered guest must call the Public Safety Center to register every subsequent overnight visit that guest has provided that the guest’s vehicle make, model, and license plate had not changed since the first in-person registration. If the guest is driving a different vehicle, the new vehicle must be registered as if it was their first visit to campus.
GENERAL RULES

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.

Students are not permitted to park at any time in reserved/designated spaces or areas identified as:

- 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)

RULES GOVERNING USE OF A NORTH CAMPUS PERMIT

Weekdays between 7 a.m. and 4 p.m.

Vehicles displaying this permit must be parked on North Campus and in one of the spaces that are designated exclusively for North Campus Permit holders. During this time, permit holders must call Public Safety to receive authorization and instruction of where they can park (without being ticketed) in the event a space in the designated area cannot be found.

Weekdays after 4 p.m. until 7 a.m. the following morning, and anytime on weekends

Vehicles displaying this permit are allowed to be parked in spaces specifically designated as “Reserved Parking – Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies).

RULES GOVERNING USE OF A MIDDLE CAMPUS PERMIT

Weekdays between 7 a.m. and 4 p.m.

Vehicles displaying this permit must be parked on Middle Campus in the lot adjacent to Blackstone Hall, which is designated exclusively for Middle Campus permit holders. During this time, permit holders must call Public Safety to receive authorization and instruction of where they can park (without being ticketed) in the event a space in the designated area cannot be found.
Weekdays after 4 p.m. until 7 a.m. the following morning, and anytime on weekends

Vehicles displaying this permit are allowed to be parked in spaces specifically designated as “Reserved Parking – Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies).

**RULES GOVERNING USE OF A SOUTH CAMPUS PERMIT**

**Weekdays between 7 a.m. and 4 p.m.**

Vehicles displaying this permit must be parked on South Campus in any marked, student-permitted space. During this time, permit holders must call Public Safety to receive authorization and instruction of where they can park (without being ticketed) in the event a space in the designated area cannot be found.

**Weekdays after 4 p.m. until 7 a.m. the following morning, and anytime on weekends**

Vehicles displaying this permit are allowed to be parked in spaces specifically designated as “Reserved Parking – Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies).

**RULES GOVERNING USE OF AN ALL CAMPUS PERMIT**

**Weekdays between 7 a.m. and 4 p.m.**

Vehicles displaying this permit may be parked on any campus in any marked, non-reserved student-permitted space, and only when the registered permit holder is physically on campus. During this time, permit holders are also allowed to use any marked, non-reserved space in the Glen Rowan Lot unless it is closed for an event with a sign posted “No Student Parking Today. If a space still cannot be found, permit holders must call Public Safety to receive authorization and instruction of where they can park (without being ticketed).

**Weekdays after 4 p.m. until 2 a.m. the following morning**

Vehicles displaying this permit are allowed to be parked in spaces specifically designated as “Reserved Parking – Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies) and only when the registered permit holder is physically on campus.

**Every night from 2 a.m. until 7 a.m.**

Vehicles displaying this permit are allowed to be parked in spaces specifically designated as “Reserved Parking – Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies) provided that the registered permit holder is physically on campus and has been registered as a guest by a residential host or directly with Public Safety.

**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 contact the Public Safety Center before leaving campus at which time travel date information will be obtained, and direction will be given regarding where the vehicle must be parked. Vehicles left on campus must be relocated to the parking area their permit is valid 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.

FINES, PENALTIES, AND TICKET APPEALS

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, whether willful or unintentional, will result in immediate revocation of parking privileges, forfeiture of any fee(s) paid, and notification to the Office of Student Affairs to report the deceptive conduct.

**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 an on-line **Ticket Appeal** form.

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 typically 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.

**CAMPUS PARKING RESTRICTIONS & MAPS**

**PARKING RESTRICTION PROGRAM INTRODUCTION**

The College hosts several special events each year that brings a lot of invited guests, friends, and families, to campus. We also host numerous athletic contests (sometimes occurring consecutively or concurrently) that brings visiting teams, their families, and friends. Other events that typically bring a high volume of guests include, but are not limited to Admissions Open House Events, Career Advancement Center’s Speed Networking, and building grand or re-opening ceremonies.

Since the streets that surround Lake Forest College do not easily accommodate two-way traffic when cars are parked along the roadway, the College’s student parking restriction program was developed
to provide the convenience of greater on-campus parking capacity for invited guests while simultaneously minimizing congestion on the neighboring streets.

While the vast majority of restrictions typically involve some, or all of South Campus, they are occasionally instituted on Middle or North Campus if necessary.

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, particularly because event restriction violations carry a $50 fine (which doubles to $100 during Homecoming). Since ample notice is given in advance of every event that will impact parking, event restriction violation are not subject to appeal.

2020-2021 RESTRICTION DATES

Due to the COVID-19 pandemic, no restriction dates have been scheduled at this time.