



**Minnesota State
University** MANKATO

2024-2025

Parking and Traffic Guidelines



*Stomper Waiting for a Bus –
Commencement Bound?*

Parking & Traffic Guidelines 2024-25

"Our mission is to provide parking and transportation alternatives to meet the needs of the students, faculty, staff, and guests of the campus."

*Parking and Transportation Advisory Committee
Purchasing Parking Portal www.mnsu.edu/parking*

Parking Emergencies / Special Arrangements: 507-389-2111
or email security@mnsu.edu

Citation Appeals: 507-389-2111
<https://link.mnsu.edu/parkingportal>

Parking Policy/Permit Questions: 507-389-2111
or email mnsu-parking@mnsu.edu
www.mnsu.edu/parking



Minnesota State University, Mankato
A member of Minnesota State

A member of the Minnesota State system and an Affirmative Action/Equal Opportunity University.
This document is available in alternative format to individuals with disabilities by calling
Accessibility Resources at 507-389-2825, (V), 800-627-3529 or 711 (MRS/TTY). SHOP10PU 06-24

Minnesota State Parking & Busing

The Ground Rules: This policy and procedures handbook includes changes from past editions that are the result of proposals adopted following public hearings and lengthy sessions of the Parking and Transportation Advisory Committee. This document contains more than one fragile consensus and reflects a series of compromises hammered out from among committee volunteers. Those volunteers represent the interests of the various campus component groups including students, faculty, support staff, and administrators.

As you peruse these pages, should you have a question, feel free to call Parking Services (507-389-2111), send an email [mnsu-parking@mnsu.edu], or call Facilities Services at 507-389-6931. Comments and recommendations for change are welcome and will not be ignored.

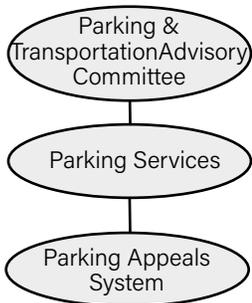
Something for Everyone: Over a period of 37 years, the University has established a parking program with options ranging from more expensive close-in premium parking to a distant parking lot where free parking is provided. Thanks to a referendum, Student Government is an active partner in a comprehensive busing program provided as an alternate to driving a vehicle into the campus. Minnesota State Mankato IT Solutions and City of Mankato's IT folks together created a popular bus tracking feature.

Thanks to a robust busing system, the University has the capacity to handle its parking needs, though what vacant stalls exist are located further out from the coveted inner campus core. During mid-morning peak load periods there are as many as 600 of Minnesota State Mankato's 4,690 stalls vacant in one of the more distant permit lots like Lot 21 and 22 on the east side of campus. Bus service is free with the MavCARD thanks in part from the "Green Transportation Fee" which was voted in by the student body. Daytime Maverick Shuttle and Nighttime Red Eye Shuttles are on-campus options which go where the larger buses don't.

Budget: The \$1.7 million Parking & Transportation operating budget along with \$500,000 for busing receives little support from State taxes or appropriations. It is primarily a self-supported operation.

Security: Efforts continue to be made to further enhance security in and around on-campus parking areas. Remote cameras, state-of-the-art lighting, safe walk services, blue tower emergency telephones, shuttles, and security patrols are investments which are enhanced each year. Prudent attention and care by those who use the lots makes sense and can ensure that the parking lots remain relatively free of vandalism, theft, and assaults. CCTV cameras are not perfect so if you see something wrong or out of place, contact us.

Easing the Burden: We are all part of the same campus community, and those involved in parking sometimes take an unwelcomed front row seat. The parking program is not run by any one administrator, relying instead on built-in checks and balances utilizing these three components:



The Parking and Transportation Advisory Committee provides recommendations to the President on policies, budget, map changes, signage, and construction. Volunteers serve on this six-member panel. Call the Advisory Committee's Chairperson at 507-389-5466 or Email: david.cowan@mnsu.edu

Parking Services officers enforce parking policy, coordinate special event parking, and provide vehicle jump starts and door unlock service at no cost. Call 507-389-2111 or Email: mnsu-parking@mnsu.edu

Citation appeals are reviewed by the independent six member volunteer **Parking Citation Appeals Board**. Email online at www.mnsu.edu/parking/

David Cowan, Chairperson
 Parking and Transportation Advisory Committee
 david.cowan@mnsu.edu

Table of Contents

- I. *Introduction and General Information* 1-2
- II. *Registration and Fees* 2-9
 - A. Registration 2
 - B. Type of Permits/Privileges 2-9
 - C. Permit Purchase Prohibitions; Prorated Upgrades 9
 - D. State Employee Transit Expense Plan 9
- III. *Procedures and Services* 9
 - A. Stall Definition 9
 - B. Permit Stall Coverage 9
 - C. License Plate Recognition (LPR) 10
 - D. Motorcycle, Mopeds and Scooters 10
 - E. Substitute Vehicles 10
 - F. Transfer of Parking Privileges 10
 - G. Temporary Accessible Parking 11
 - H. Reserved Stall Parking and Department Stalls 11
 - I. Parking Privileges/Permits 11-12
 - J. State Vehicles 12
 - K. Refunds 12-13
 - L. Map Adjustments 13
 - M. Snow and Ice Removal 13
 - N. Warehousing Vehicles 13
 - O. Timed Stalls 13-14
 - P. Battery Jump Start and Door Unlocking Services 14
 - Q. Bus and Shuttle Services 14-15
 - R. Repairs/Maintenance of Personal Vehicles 15
 - S. Safety Related Vehicle Policy 15
 - T. Unloading 15
 - U. Solicitation/Advertising 16
- IV. *Temporary Parking* 16-19
 - A. Temporary Parking Permits 16-17
 - B. Guest Parking 17
 - C. Electric Vehicle Charging Stations 17
 - D. Pay Kiosks and Apps 17-18
 - E. Larger Public Events 18
 - F. Vendors 18

G. Participants and Spectators of Sport Programs	18
H. Overnight Parking	18-19
V. Enforcement and Penalty	19-25
A. Ticketing/Immobilizing/Towing	19-20
B. Persistent Violators	20
C. Violations Missed; Uneven Enforcement Alleged	20
D. Emergency Flashers	21
E. Enforcement Coverage	20-23
F. Violations	23-24
G. Paying Citations in Timely Manner, "Early Bird" Option	24-25
H. Motorcycles, Mopeds, Motorized Bikes and Scooters	25
I. Bicycles	25-26
J. In-Line Skating/Skateboards	26
K. Speed Limit	26
L. Electric Personal Assistive Mobility Device (EPAMD)	26
VI. Citation Appeals	26-28
A. Parking Citation Appeals Board	26-27
B. Alternates Allowed/Dual Panel Membership Prohibited	27
C. Appeals Procedure	27-28
D. Decisions Final	28
VII. Policy Development and Planning	28
Secure Your Vehicle	28
Index	29-31
Emergency Phone Locations	32

MINNESOTA STATE UNIVERSITY, MANKATO PARKING & TRAFFIC GUIDELINES

I. INTRODUCTION AND GENERAL INFORMATION

A. Authority for establishing parking & traffic regulations on State University campuses is granted by Minnesota Statute Chapter 136F.53 and Minnesota Statute Chapter 169.966. Minnesota State Colleges and Universities (MNSCU) procedure 5.11.1 Part 4 Mandatory fees Subpart B states that colleges and universities may collect fines and towing fees for parking violations as well as authorizes the development of a policy to change parking fees to generate revenue for parking lot construction, improvements and maintenance, and parking enforcement. The president shall determine the fees. Students shall pay amount that is equal to or less than that paid by the institutions employees for the same type of parking.

These regulations are effective beginning with the 2024-25 academic year and have been approved by the President of Minnesota State University, Mankato. These rules shall remain in effect until modified. More information may be obtained from Parking Services (phone 507-389-2111, email: mnsu-parking@mnsu.edu).

B. These regulations herein apply to Minnesota State University, Mankato only. Streets in and around the campus are governed by State of Minnesota law and City of Mankato ordinances.

C. Parking and driving on campus is permitted in accordance with these regulations which are designed to control movement of vehicles. **Anyone operating a vehicle on campus is responsible for being familiar with and complying with all parking and traffic regulations.**

Submission of payment into the online Parking Portal for parking privilege allows parking in a designated parking lot, campus street, or parking area. The responsibility for finding a legal parking space rests with the vehicle operator. **Lack of space is not considered a valid excuse for violation of these regulations.**

D. Minnesota State University, Mankato assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at anytime while it is operated or parked on the campus. All vehicles should be locked when left unattended.

E. Drivers shall observe the University parking and traffic regulations and drive safely, giving pedestrians the right of way at all times.

F. Minnesota State University, Mankato reserves the right to ticket, immobilize, and/or tow at the owner's expense any vehicle in violation of established parking regulations. Persistent violators may have their parking privileges denied or revoked.

G. The Facilities Services Director, as Parking and Transportation Advisory Committee Chairperson and Parking and Transportation Administrator, is authorized to make all necessary operational decisions affecting parking policy. The Chairperson shall frequently consult with Parking Services to determine what enforcement problems may occur should proposed policies be implemented. Facilities Management Planning and Construction Director shall be

directly involved in the development of proposals affecting lot construction, landscaping, and other parking facility improvements.

- H. It is strongly recommended that vehicle owners/operators check their vehicles **at least once every day** to ensure your vehicle is not collecting citations for the same offenses.

II. REGISTRATION AND FEES

- A. Registration in permit enforced areas: It is mandatory for all motor vehicles parked by faculty, staff and students (regardless of ownership of the vehicle) to be registered with the Security Office. Permit owners, as well as Free Lot users, should be registered with Security with the latest vehicle plate number. **Purchase your dedicated parking privilege online at: www.mnsu.edu/parking. The fees paid for parking privileges are registration fees and do not reserve nor guarantee a specific parking stall.** Please keep your vehicle license number changes up-to-date by emailing mnsu-parking@mnsu.edu
- B. Type of Permit/Privileges

COLOR

Gold

12 Months
 \$388 fall-summer
 \$233 spring-summer
 \$ 75 summer

PRIVILEGES

Guaranteed daytime central campus parking in a specific lot or lot section. Gold permit spaces are enforced from 6:00 A.M. to 6:30 P.M., Monday through Thursday and 6:00 A.M. to 4:00 P.M., Friday. Gold permits are lot specific and cannot be used in Gold spaces in lots other than the one indicated at the time of purchase of permit until after 4:00 P.M. Should a Gold permit user find all the spaces filled in his/her assigned lot, the permit user may park free in the Visitors Paylot (Lot 4). **Gold permit users may bump down and park in Purple and Orange permit stalls.**

Gold permit users are allowed to move to other Gold Lots after 4:00 P.M. Gold permit spaces are found in Lots 4A, 5, 6, 7, 8, 10, 11, 11A, 12, 14, 16, 17, 18, 19, Maywood Avenue North Curbside, behind the Utility plant, Malin Street, and Trafton Curbside, Nelson Curbside, McElroy and South Road/West Road Curbside Gold.

No overnight parking 2:00 A.M. to 6:00 A.M.
Enforcement coverage begins Monday, August 26, 2024 and ends Friday, August 22, 2025. During summer semester, enforcement is until 4 P.M.

Nighttime Gold
 \$45 Per semester
 w/Purple
 or Orange
 Permit

Special Nighttime Gold parking privileges are available for all Gold permit spaces and provide guaranteed central campus parking from 4:00 P.M. to 2:00 A.M., Monday thru Thursday. Nighttime Gold permits are available to those who already paid for a Purple or Orange permit.

Enforcement coverage occurs during fall and spring semesters.

General Purple
 –Daytime–
 Academic Year
 \$247 fall-spring,
 \$124 fall
 \$123 spring

Purple Permit holders may only park in General Purple and Orange permit stalls.

Enforcement coverage occurs from Monday, August 26, 2024 to Friday, May 9, 2025. Purple permit stalls are not enforced between 6:30 P.M. and 2 A.M. on weekdays during the academic year. Stalls are enforced Monday - Thursday from 6:00 A.M. to 6:30 P.M., Friday 6:00 A.M.- 4:00 P.M. Outside of these listed times, during summer semester and when classes are not in session these stalls are NOT enforced. No overnight parking 2:00 A.M. to 6:00 A.M.

Nighttime Purple Permit
 Academic Year
 \$125 fall-spring,
 \$ 63 spring

The Nighttime permit allows the permit user to park in any Purple permit stall starting at 4 P.M., Monday - Thursday until 2 A.M.

Orange Permit
 Academic Year
 \$173 fall-spring,
 \$ 87 fall
 \$ 86 spring

Daytime parking. Orange stalls are found in Lot 21 South and Lot 22 North and South.
No overnight parking 2:00 a.m. to 6:00 a.m.

Enforcement coverage occurs from Monday, August 26, 2024 to Friday, May 9, 2025.
 During Fall 2024, a special sale price of \$70 is offered. Lot 22 South (except for Maverick Dome parking zone) will be free and open until Nov.1, after which it will revert back to an Orange Permit lot. Those using Lot 22 South and parking free during the promotional period must register as a lot 23 Free Lot user. Lot 22 will be viewed as an extension of free parking up to Nov. 1.

 \$70 Sale Price
 \$ 35 Fall
 \$ 35 Spring

Brown Permit
 Academic Year
 Leased parking
 rates vary consistent
 with contract.

Brown permit is good in Brown permit stalls in Lot 19 or 22 North only. The Brown permit has 24 hour enforcement where permit users can park overnight.

**Residence
Community
Lot 16 Light
Green Permit &
Lot 14 Stripe**

-Overnight &
Daytime-
Academic Year
\$321 fall-spring,
\$161 fall
\$160 spring

Residence community 24 hour enforcement parking only. Lot 16 Light Green must park in Lot 16 Light Green permit stalls. Lot 14 Stripe Permit holders can only park in Lot 14 Stripe Stalls, even on the weekends.

Residents are strongly advised to check their vehicle every day to: 1) ensure against the accumulation of parking citations; and 2) better detect theft and vandalism in a timely manner.

Residence Community Green permit stall parking is divided into zones: Dark Green Lot 1, Lot 2, and Lot 20a; Lot 14 Stripe; and Lot 16 Light Green. If spaces are unavailable in Lot 16 Light Green or Lot 14 Stripe permit areas users are to park in Lot 1, Lot 2, or 20a Dark Green permit area.

Residence Community permit users may park only in the zone designated. (i.e. Lot 14 Stripe can only park in 14 Stripe; 16 Light Green can only park in 16 Green Area- they are not interchangeable.) Citations will be issued to violators.

Enforcement coverage occurs from Monday, August 26, 2024 to Friday, May 9, 2025. Green permit Lots are not enforced during summer semester and semester breaks.

**Residence
Community
Lot 1, 2 & 20a
- Dark Green -**

Daytime &
Overnight
Academic Year
\$248 fall-spring,
\$124 fall
\$124 spring

Dark Green buyers in Lot 1, Lot 2 and Lot 20a. It is recommended that residents check their vehicles every day. There are buses, as well as the Daytime Maverick Shuttle and the Nighttime Red Eye Shuttle that run from Lots 1, 2 & 20a to Sears, Crawford, Preska, and McElroy Residence Communities. Use the Mavlife App for bus routes and schedules.

For Sears residents who are also Dark Green permit holders, they may register with the Sears front desk which then issues a laminated dashboard permits to park specifically in Lot 11a Gold permit stalls from 12 noon Friday to Sunday at 3:00 p.m. (Promotion of this feature was left up to Residential Life.)

NOTE: Designated athletic stalls in Lot 1 Dark Green along the football practice field and outdoor track require a special dashboard permit from August 14th to the end of the fall semester.

After the fall semester has concluded dark green permit holders may utilize these stalls like normal dark green parking privileges until March 14th.

March 15th until the end of the Spring Semester Dark Green permit holders may no longer utilize these stalls without a special dashboard permit. Violators are subject to ticketing.

**Residence
Community
Yellow Guest
Stalls**

(Free with
Validation)

Residence community guests may park for free 7 days a week in the Residence Community Guest parking stalls that are located in Lot 15 and Lot 14a. When guests arrive they must park in the designated guest stalls which are sign posted.

Guest must go to the lobby desk of the residence hall and validate their parking by providing the lobby employee their license plate. Parking validation is good for 24 hours. If the guest is staying another day they must go to the lobby and register their vehicle again. When the guest stalls are full the designated area for guest is Lot 20a dark green.

Residence community guest stalls are ONLY for non-University affiliated guests. Minnesota State University, Mankato Students, Faculty and Staff are not eligible for these stalls.

Overnight Red Permit
12 months
\$75 fall-summer,
\$45 spring/summer
\$20 summer
-Free to other permit holders

Employees or students (with departmental approval) assigned to the nighttime shifts are required to have a Red Permit if they wish to park at the University between 2 A.M.-7:30 A.M. Red permit users shall park, with the approval of Parking Services, in selected close-in Gold and Purple. This permit expires at 7:30 A.M. weekdays for employees or at other times as approved by Parking Services. Gold, Purple, and Orange permit users may apply for a Red Overnight Permit which are free by the Facilities Services Director.

Accessible Blue Permit
-Daytime-
\$173 - 12 month permit;
\$ 104 spring;
\$ 30 summer
Accessible Parking Stall Use

Accessible parking is provided in specially designated close-in areas. Because lot maintenance costs need to be shared by all permit users, the University requires the purchase of a Blue permit by faculty, staff and students who qualify to park in Accessible stalls.

In compliance with MN Statute 169.346, use of Accessible parking stalls is restricted ONLY to those vehicles with a Minnesota State Mankato registered Blue Accessible permit and/or bearing state issued Accessible license plates or displaying a state issued certificate.

Quick errands, deliveries, or drop offs are not a valid excuse for parking in or obstructing Accessible stalls. Students, faculty, and staff with disabilities using these Accessible stalls should register their vehicles with the Accessibility Resources Office and buy a Minnesota State Mankato Accessible permit. Campus visitors and guests may park in the Accessible parking stalls if their vehicle bears a State issued Accessible license plate or display a state issued certificate. Should no Accessible stalls be readily available, visitors who have Accessible license plates or display a state issued Accessible certificate may park in Gold permit stalls, Purple permit stalls, Green permit stalls, or timed stalls—in such instances visitors are asked to notify Parking Services at the Security Office as soon as possible.

Minnesota State Law requires accessible parking stalls be enforced on a 24 hour basis, seven days a week including holiday periods. Violators will be ticketed and towed or immobilized.

Minnesota State University, Mankato is committed to providing access to campus parking areas in accordance with the spirit and intent of Minnesota law and the Americans with Disabilities Act (ADA).

Platinum Permit
\$388/12 months
\$233 spring
\$ 75 summer

A Platinum Permit for use by Residence Community duty staff who live 24 hours a day, seven days a week in the residence communities. Lot 13 is where most of the stalls are located, with two stalls at Sears. The University reserves the right to sell to anyone should there be stall vacancies. (Enforcement year round)

Silver Permit
-Daytime-
\$74 academic year
(\$37 w/another regular permit)

Motorcycle, mopeds, non-rental electric scooters and mini-bikes are required to register vehicle and pay for parking privileges at Minnesota State Mankato. Buyers with a regular MSU permit may park their alternate vehicle (i.e. motorcycle) in a Permit Stall see Page 10 Section D. **During winter months motorcycle stalls are not available.**

Vendor, Dashboard Permit Delivery
\$388 /12 months
\$233 spring
\$ 75 summer

Commercial vendor zone 24 hour year round enforcement parking. Vendors providing services to Minnesota State Mankato may register vehicle and pay for parking privileges which allows them to park in specially designated, close-in stalls. Year-round enforcement coverage on a 24 hour basis. University departments and/or employees who, as a matter of their responsibilities, are required to frequently deliver products and/or services across campus may apply for parking privileges Facilities Delivery permit. Permit users are approved by the Assistant Vice President for Facilities Management or designee and shall only park in designated stalls. Year-round enforcement on a 24 hour basis.

Facilities Delivery

For those employees assigned a Lot 17 State Vehicle who wish to park in their state vehicle stall, to be eligible for a laminated dashboard permit, they must possess at least a Purple or Gold permit.

Free Daytime Parking in Lot 23
AND
Lot 22 South until Nov. 1 (Not in Sports Dome Parking Area)

Free Parkers must register on Parking Portal. www.mnsu.edu/parking (no overnight, Residence Hall student renters are not eligible and must buy a Green Permit. Registering in the free lot does not guarantee a parking spot. If the free lot is full parking along a yellow curb, in the grass, etc is not permitted.)

White Permit
-Daytime-

White complimentary parking privileges are used for the University to accommodate needs of civic and government leaders, certain labor business agents, Minnesota State system leadership, those providing free services to the University, emeriti faculty and other University retirees when visiting the campus on weekdays.

White permit users, who are members of the Emeriti Society (University retirees) may park in the Visitors Paylot free of charge. White permit users may park in General Purple or Orange stalls and after 3 P.M. may park in Green stalls, as well as in Gold stalls available in the Maywood Gold area, West Road/South Road curbside Gold area, and Lots 11, 11a, Lot 7 Gold, and Lot 5 Gold. White permit users can park in Gold stalls during summer but should avoid parking in the smaller Gold permit lots (e.g. Lots 10, 12, 14, etc.).

White Permit
Foundation and Board Members

A special white permit will be provided to Minnesota State Mankato Foundation Board members of the Minnesota State Mankato Foundation and the Alumni Association. It allows them extended privileges, including parking in Purple, Green, and Gold permit stalls and the Visitors Paylot.

In certain circumstances white permits may be registered to individuals providing special services to the University as approved by Facilities Services Director.

Universal Gold Permit
\$408

Universal Gold permit users may park in any stall on campus (except Accessible stalls and those stalls with vendor related restrictions and signage). Universal Gold privileges are for the University employees who have compelling campus-wide parking needs. **Universal Gold Permit users are to avoid using the smaller Gold lots (e.g., Lot 10, 12, 14, Nelson curbside Gold spaces, etc.).** The Facilities Services Director shall approve all Universal Gold permits.

Universal Gold Permit privileges may also be offered to Significant Donors or Friends of the University at the discretion of the Facilities Services Director.

Media Permit
(Must Qualify)
No charge

Provided privileges to qualifying members of media or government agency officials. Valid in Venders stalls, timed stalls, Gold, Purple, Green and Orange stalls. May park in the Visitors Paylot free of charge.

Lot 16 Daytime Green Permit
\$388 Academic Year
233 Spring

Viewed as the "close-in permit of the last resort" this permit is sold on a very limited basis. Should a reliable pattern of vacancies be anticipated week days during peak use times in the Daytime Green permit zone of Lot 16. Facilities Services Director is authorized to sell Daytime Green permit privileges. Lot 16 Daytime Green permit users can expect the same vacancy guarantee enjoyed by Gold permit holders. (Lot 16 Daytime Green permit users can park in the Visitors Paylot (Lot 4) free of charge on work days from 3:30 P.M. to 10:30 P.M. Monday-Thursday and from 3:30 P.M. to 6:00 P.M. on Fridays.) Good from 6:30 A.M. through 11:00 P.M. class days.

C. **No permit privilege will be sold to anyone who has an outstanding parking fine with the University.** Though there is no processing fee for people eligible to upgrade their permit classification, they will pay the prorated difference in permit costs should they choose to exchange a lower grade permit for one that is higher.

D. State Employee "Transit Expense Plan"

For those buying permits the pretax transit expense plan allows you to pay for qualified transportation expenses with money that is sheltered from taxes by deducting the funds from your pay before it is taxed. See www.state.mn.us/employee

E. Summer parking areas that are not enforced during the summer (May thru August) include Green residence hall stalls, Purple stalls, and Orange stalls. Lot 23 (a.k.a. "free lot") registration requirement is also not enforced during the summer months.

Enforcement continues in Gold parking areas (until 4 pm), Accessibility stalls, and Facilities Services/Vendor stalls. Overnight parking is prohibited in all but the Green parking stalls. Flowbird Timed Stalls are enforced year-round.

III. PROCEDURES AND SERVICES

A. Stall Definition

A legal parking stall consists of the area within painted lines on the curb, street, and/or lot, designating a single parking area.

B. Failing to display readable license plate towards the driving lane is a violation

The parking privilege shall correspond with the permit sign posted at the entrance to parking lots, signs posted inside parking lots, or on streets. The approved standard is one vehicle per standard length parking stall. Boats, trailer attachments, campers, etc. are not allowed on campus without special permission from Parking Services. Vehicles may pull into, back into or drive through stalls to park but they must have a readable license plate displayed and visible to the driving lane. This includes keeping the license plate free from dirt, mud and snow. Failing to display a readable license plate towards the driving lane is a violation and the vehicle is subject to ticketing.

C. License Plate Recognition (LPR) Software

Security vehicles equipped with LPR (License Plate Recognition) software will patrol lots and quickly image a plate to determine if they paid for a stall where they parked. Patrol vehicles use LPR software to scan vehicle license plates. "Permits" are virtual. When a customer wants to buy parking privileges (a.k.a. "permits") they go to www.mnsu.edu/parking (Parking Portal) to purchase parking privileges. The Visitor Paylot is now equipped with Flowbird app, pay by text and parking kiosk options. Another parking kiosk is located in Lot 11.

D. Motorcycle, Mopeds and Scooters

Motorcycle, moped and scooter owners must register and pay for parking privileges. Bird electric foot scooters are rental units (\$1 startup; 39 cents per minute) and should be parked in scooter racks located throughout the campus. Should regular permit buyers also own a motorcycle permit they may park in a vacant stall of their regular permit.

E. Substitute Vehicles

If a substitute vehicle is being used by a regular permit holder they need to notify Security/Parking Services, 507-389-2111, or email MSU parking. **Individuals shall not park more than one vehicle in University lots at the same time. (This includes motorcycle permit parking privileges purchased with a second permit.)**

F. Transfer of Parking Privileges Prohibited

Parking privileges may only be sold by the University and not offered for transfer by individuals. Each vehicle using Minnesota State Mankato parking privileges must be registered with the Security/Parking Office.

G. Temporary Accessible Parking – \$10 a week

For students, faculty and staff who are temporarily disabled, a temporary accessibility permit is available at the Security Office, WC222. Supporting documentation of temporary disability from a physician is required prior to issuance of a temporary Accessible permit. Temporary Accessible permits may be issued for up to two weeks. Persons whose disability will require Accessible parking privileges beyond two weeks must apply to the State of Minnesota for a temporary Accessible parking privileges. The Campus Hub provides assistance for those applying for the state issued permit. There is a \$10/week charge for non-Minnesota State Mankato permit users. With permit, there is no cost.

Minnesota State University, Mankato is committed to providing access to campus parking areas in accordance with the spirit and intent of Minnesota law and the Americans with Disabilities Act (ADA).

H. Reserved Stall Parking / Department Stalls

Areas in certain lots are posted reserved. Any vehicle not authorized to park in these reserved areas will be subject to ticket and/or immobilization or tow at the owner's expense. Regular Minnesota State Mankato permit users violating these reserved stall restrictions are subject to appropriate fines, and/or autoclamp or tow. These stalls are enforced 24 hours a day or as otherwise stated on sign.

I. Parking Privileges

1. Parking Privileges are initiated on an annual basis. Each parking privilege is good only for the timeframe selection per parking portal.

2. Parking privileges are purchased using Minnesota State Mankato's on-line Parking Portal Information on what permits are available can be obtained on-line at www.mnsu.edu/parking.

Permits are sold on a first come, first served basis.

3. Gold Permit Purchasing "Windows" will be Accepted in Two Phases.

Phase I - In the spring, employees get 2 weeks to purchase gold permit privileges are sold on a first come, first served basis.

Phase II - Follows the expiration date of Phase I. Students may purchase from Gold Permit area vacancies.

Purchase window may be open for weeks or until all available permits are sold out. <https://link.mnsu.edu/parkingportal>.

4. Res Hall Guests/Visitors:

- There are to be no guests parking in Lot 14 Stripe, even on the weekends.
- Lot 1, 2, 20a Dark Green and Lot 16 Light Green permit holders may NOT move into lot 14 on the weekends either. Lot 14 Stripe is ONLY for Lot 14 permit holders at all times.
- Lot 1, 2, 20a and 2 Dark Green permit holders may move into Lot 16 Light Green starting Fridays at noon until Sunday at 3pm.
- Lot 16 does not allow guest parking.
* See page 5 for more guest information

J. U.S. Government/State Vehicle Parking

Marked U.S. Government vehicles and State vehicles (non Minnesota State University) may park in Gold, Purple or Green Lots. Rare instances may occur where such vehicles will park in Gold spaces. **Minnesota State Mankato vehicles may park in Purple without a permit.**

K. Refunds

Fall semester: one hundred percent (100%) of the permit price if the permit is returned by the 10th instructional day. After the 10th instructional day the refund equals the spring semester permit price.

Spring semester: one hundred percent (100%) of the spring semester permit price if the permit is returned by the 10th instructional day. After the 10th instructional day there is no refund.

Summer semester: Except for Vendor or Accessible permits, there is no refund unless the permit was purchased during summer semester. (12 month Gold permit holders, if they are not on-campus during the summer months, may apply to Security for a \$75 summer refund.) One hundred percent (100%) of the summer semester permit price is refunded if the permit is returned by the fifth instructional day.

L. Map Adjustments.

The University reserves the right, based on demand load and vacancy studies, to adjust permit color designations shown on the enclosed lot map. Lot colorations may be modified mid-year following review and recommendations by the Parking and Transportation Advisory Committee. Such changes will be posted on the parking program's web page. Information on the changes are also available at the Campus Hub and the Cashier's Office.

M. Snow and Ice Removal

Snow / Ice Removal Priority Order

- a. Main Roads owned by Minnesota State Mankato: Ellis, North Road, West Road and South Road.
- b. Sidewalks and building entrances.
- c. Accessible stalls.
- d. Gold stalls.
- e. Paylot (Lot 4).
- f. Purple stalls and Orange Lots 21 South & 22 South.
- g. Brown permit Lot 22 North
- h. Free Lot 23
- i. Green Residence Community permit lots*

* Green residence community permit stalls and Brown permit users will have a notice posted at least 24 hours prior to the time they have to be emptied for plowing. Such permit users are asked to temporarily relocate their vehicles to Lots 20, 21 South, 22 South, or 23 until the snow is removed. Watch for signs posted at lobby areas and lot entrances. Snow shovels and battery jump start cables are available for check-out at each Residence Community complex front desk.

N. Warehousing of Vehicles

Parking lots are not to be used as a storage facility for vehicles while the owner/operator is not on campus.

O. Time Stall / Flowbird Stall Parking

Parking meters have been replaced with time stalls with time sold using a "Flowbird" app, Kiosk, or text to pay. Payment is required at the time of parking, not when you leave.

High traffic areas have been provided with curbside time stalls that accommodate the needs of short-term parkers. All of the time stalls are programmed. **Curbside time stalls cannot be used between 2:00 a.m. - 6:00 a.m. daily.**

P. Battery Jump Start and Door Unlocking Services

The following free services are provided on University property. If Parking Services officers are not available, Security personnel may elect, but are not required, to provide this service. Vehicle registration, proof of insurance and personal identification must be provided. A waiver releasing the University from liability is to be completed.

▪ **Battery Jump Start Service**

Available on a 'first come-first serve' basis, as time permits. If Parking Services Officers are unable to assist or if their attempts fail, they can place a call and service can be provided by a local vendor at the vehicle owner's expense.

Residence Community students can check out jumper cables at their respective Residence Community main desk.

▪ **Vehicle Lock Outs:**

For those who have locked their keys in their vehicle. If Parking Services officers are unable to assist or if their attempts fail, they can place a call and service can be provided by a local vendor at the owner's expense.

Q. Bus "U-Zone" Service, Daytime Maverick Shuttle and Red Eye Shuttle (Nighttime)

For all buses and shuttle tracking, **Download MavLife App. Use Smart Phone App Store, then search "MavLife" and download. Requires Star ID and MSU password.**

Bus services are financed in large part from a mandatory "Green Transportation Fee" (the equivalent of approximately \$1.10 per credit hour of the student activity fee). Any MavCard holder may ride "Free of Charge" all Minnesota State Mankato leased buses and city-wide buses by showing their MavCard. The service is provided during regular school days up to 10:00 p.m. except Fridays when the services ends at 4:20 p.m. Service is not provided during summer semester. Schedules are available at the Campus Hub or the Mavlife App. Nighttime coverage is provided by certain bus routes and the on-campus Red Eye Shuttles.

The Stomper Express is a dedicated bus route from the campus out to the River Hills Mall area, Walmart, etc. It operates Monday-Saturday 6:00 p.m. to 11:00 p.m. Sunday service for Route 10 10:00 a.m. to 4:00 p.m. No cost to those with MavCard ID.

Downtown Express - Route 7 is a dedicated bus route from between MSU - Downtown Mankato - Old Town - Hubbard Building/MSU Riverfront - Mosques and Churches. (5 minutes to downtown).



Bus Tracking
mnsu.edu/bus

R. Repairs/Maintenance of Personal Vehicles

Repair/maintenance of personal vehicles is prohibited on campus grounds because of hazardous waste concerns and regulations. Repair and/or maintenance of personal vehicles on University property (e.g., changing oil, engine repairs, etc.) subjects any offender to paying the University for clean-up costs and penalties.

S. Safety Related Vehicle Violation

Any vehicle located on the campus which is in itself causing a safety hazard to property or persons may be, under the discretion of the Parking Services/Security, removed from the campus to an off campus impound lot.

1. For the purpose of this policy safety hazard shall be identified as but not limited to:
 - a. Vehicle leaking a hazardous substance i.e. – gas, oil, transmission fluid, etc.
 - b. Vehicle horns/intruder alarms sounding so as to disturb others.
 - c. Vehicles emitting possibly toxic fumes.
2. Parking Services/Security will make reasonable effort to locate the owner/operator so they may remove their vehicle or correct the hazard.
3. If the owner/operator of the vehicle can not be located, Parking Services/Security shall at their own discretion make the decision to have the vehicle towed by a private vendor to an off campus impound lot.
4. Any fines or costs related to relocation of a vehicle shall be the responsibility of the owner/operator.
5. Residents are strongly encouraged to check on the status of their parked vehicle at least once every 24 hours.

T. Unloading

If you need to use the loading/unloading zones, contact Parking Services with approximate times and vehicle type. If possible, authorization will be granted or an alternative area assigned. You must move your vehicle to a legal stall as soon as loading/unloading is completed.

U. Solicitation/Advertising

To avoid hazards to traffic using University owned parking lots and streets, flyers handbills, coupons, and other solicitations or advertising are prohibited unless approved in advance by Facilities Services. Cost of clean-up of unapproved materials shall, where possible, be billed to the organization sponsoring the publication or advertising item.

IV. TEMPORARY PARKING

A. Temporary Parking Privileges

1. Departments requesting Visitor Paylot validation codes may contact the Parking Supervisor at 389-2111. Departments will be billed out for validation codes, \$5 for four hours and \$8 for full day.

2. Meeting or Conference: **It is the responsibility of the sponsoring individual or department to identify parking needs when completing a facilities use request through the University Conference Center.**

Where possible, special event stall demand will be put in the visitors Paylot lot 4. Large stall requests will be assigned alternate space. (Request procedure requires two weeks lead time and allows for the distribution of free maps by the conference hosts.)

There will be a flat fee for parking of large events. A code will be assigned for every visitor.

B. Electric Vehicle Charging Stations

The University has invested in the future of electric vehicles by providing two "Level 2" electric charging stations which can handle up to four electric vehicles paying \$1.00 per hour. The charging stations are located in Lot 11 adjacent to the Student Union across from Sears Residential Community.

Once the vehicle is fully charged, idle time may be charged up to \$3 per hour to ensure that the electric vehicle stalls can be of maximum use to the most customers. No charging 2-6am.

C. Pay Kiosks and Apps – Visitors Paylot

Individuals may park in Lot 4 at the rate of \$4 minimum (first hour), and \$2 per hour thereafter. **Payment is required at the time of parking, not when you leave.** Use the Flowbird App (Download at the Google Play store or Apple Store), pay by text or kiosk to park in Visitor's Paylot (Lot 4) Unless otherwise determined by the Parking and Transportation Advisory Committee Chairperson, the hours of operation for the lot are from 6:00 a.m. to 2:00 a.m., Monday through Thursday; 6:00 a.m. to 6:00 p.m. Friday; and additional evening and weekend hours as deemed necessary by the University. Summer coverage will be from 6:00 a.m. to 6:00 p.m. unless otherwise determined by the Parking and Transportation Advisory Committee Chairperson. All vehicles left in the Paylot after 2:00 a.m. are subject to a citation and/or autoclamp or tow. Guest parking in Lot 22 can also pay using the Flowbird App (Downloaded at the Google Play Store or Apple Store).

1. **Visitors Paylot Passes**

Paylot parking privileges are available for departments to provide to special guests who park in the guest Lot 4. The standards and procedures for the guest passes policy are as follows:

Departments wishing to provide a parking privilege to a guest may request a code for parking guests or use Flow-bird App. All Day pass are \$8 each; and Four Hour Paylot pass are \$5 each. **No Minnesota State Mankato employee or student is eligible to receive a guest Paylot pass unless otherwise specified and agreed to by the Parking and Transportation Advisory Committee Chairperson. Those found in violation are subject to ticket and/or autoclamp.**

D. Larger Public Events

For those who anticipate a large number of event visitors, or are planning a workshop, where your guests will be parking in the Visitors Paylot, contact University Scheduling and they will work with Security to provide you with a validation code that can be used. Depending on how many vehicles actually use the lot, we will then bill your department or the organization under contract. Using University Scheduling for event parking is required to ensure adequate parking for all events scheduled for each day.

Contact Security, 507-389-2111, for any smaller temporary parking needs elsewhere on campus not related to the Visitors Paylot which University Scheduling will organize and bill.

Unloading by buildings will be allowed with prior permission by Parking Services. All buses must park in Lot 21 South upon prior authorization from Parking Services.

E. Vendors

Vendors shall purchase a parking permit for all deliveries and services provided to and for Minnesota State Mankato and its residents. A temporary one week parking permit is available for \$20; Minimum charge is \$5 for first day. Vendor parking privilege submission on-line on MSU parking portal.

F. Participants and Spectators of Athletic Events

Participants and spectators of intramural or Intercollegiate athletic sporting contests held in fields in back of Lot 1 may park in designated areas, including specially signed Lot 1 stalls along the fence line abutting the outdoor track. Other events held when permit coverage is enforced should be coordinated through Parking Services.

All temporary parking ends at 2:00 a.m. when vehicles must be out of the lots.

G. Special Overnight Parking Policy

Parking & Traffic Services will be responsible for the coordination of any special overnight parking arrangements needed to accommodate organizations/team members that leave their vehicles at Minnesota State University, Mankato campus while attending out of town functions/games.

1. Organizations/Teams which elect to leave their vehicles on campus while attending an out of town/overnight function shall be expected to contact Parking & Traffic Services for prior authorization and necessary paperwork.
2. An Overnight Parking Arrangement form must be completed in its entirety and returned to Parking & Traffic Services no later than one (1) working day prior to departure.
3. Vehicles will be authorized to **park in Lot 20a (South) only**.
4. **All vehicles must have a valid MSU parking permit (Free Lot does not count) in order for the Overnight Parking permit to be valid.** If an individual does not have an MSU permit a temporary permit must be obtained from Parking & Traffic Services. Please note that a permit or

temp permit will not be issued if the person requesting the permit has any outstanding parking fines.

5. Any parking citations resulting in failure to supply complete and accurate information or if the list arrives late to Parking & Traffic Services are the sole responsibility of the vehicle owner/operator.

Violation of these standards and procedures may result in any further arrangements being denied.

- I. Limited Player and fan parking privileges are provided for Intercollegiate Athletic programs.

V. **Enforcement and Penalty**

- A. The University reserves the right to ticket, immobilize and/or tow at the owners' expense, vehicles which are parked on campus in violation of any rule as established in the current Parking & Traffic Guidelines handbook.

The presence of a correctly filled out and issued parking citation is considered to be prima facie evidence that a violation of parking regulations has occurred.

Consistent with the towing/autoclamp guidelines followed by Parking Services, should a decision to tow be made for a no permit violation, a check of existing permit records shall be made prior to authorization to tow.

1. Vehicles may be immobilized or towed which have three outstanding parking citations or have accumulated \$80 or more in parking fines which are not in appeal status and have not been paid. No violator should assume that somehow the fine will be automatically paid by their financial aid.
2. The indicated vehicle will be immobilized or towed at the owner's expense each time it is found parked on the University campus. Immobilized vehicles shall remain autoclamped until the outstanding parking fine is paid or Parking Services approves release of the vehicle.
3. Any person whose vehicle has been immobilized or towed may appeal that decision through the Parking Appeals System <https://link.mnsu.edu/parkingportal>. Should an appeal be judged in favor of the person autoclamped or towed, the Appeals Board may require the University to provide reimbursement for an appropriate amount. Forms are available at www.mnsu.edu/parking/appeals (see Article VI of this guide).
4. Generally, vehicles are subject to immobilization, towing and/or fines for the following violations:
 - a. Illegal parking.
 - b. Three or more outstanding citations, outstanding parking fines of \$80 or more, or revoked parking permit.
 - c. Not moving a vehicle when snow is being removed from a lot, when lot repairs are undertaken and abandoned vehicles.

The University reserves the right to immobilize and or tow vehicles parked illegally in Gold or Accessible Parking spaces at its discretion based on parking space availability or other circumstances.

Storage Fees

Storage fees will be applied at a rate of \$5 per day under the following circumstances:

- Vehicles that have been autoclamped will be given 5 business days to pay all fines in full. If payment for the fines has not been received after those 5 business days the vehicle will be relocated on campus via a tow. The tow fee will be applied to the violator's account and the daily storage fee rate will start.
- Vehicles that are abandoned will be ticketed, towed, and immobilized after 7 calendar days and the daily storage fees will start, see page 19 item #7 for further information.

B. Persistent Violators

Persistent violators may have parking privileges revoked for one year.

1. In cases of flagrant disregard for university parking rules and regulations, a decision to revoke parking privileges may be made by either the Parking and Transportation Advisory Committee or the Parking Citation Appeals Board. An example would include accumulating five or more unpaid citations.
2. Parking privileges may be reinstated at the discretion of the initiating panel following payment of all outstanding parking citations and purchase of a valid parking permit privilege.
3. The violator will be notified of the decision through U.S. mail as above.
4. A refund may not be granted for misuse of parking privileges.
5. A vehicle with a revoked parking permit will be immobilized or towed at the owner's expense each time it is found parked on the University campus.

C. Violations Missed; Uneven Enforcement Alleged

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.

D. Emergency Flashers

Using emergency flashers does not allow drivers to illegally park their vehicles anywhere (such as accessible stalls, fire lanes, or near yellow curbs, etc.).

E. Enforcement Coverage

1. All campus parking & traffic regulations are enforced on a 24-hour basis for designated streets and in parking lots except where otherwise indicated on parking signs.

2. Overnight Parking

Overnight parking is permitted only in Residence Community Green permit areas (Lots 1, 2, 14, 15, 16 and Lot 20a with proper permit privilege. No parking between 2:00 a.m. thru 6:00 a.m. in all other lots, timed stalls, reserved stalls, and on streets – violators will be ticketed and im-

mobilized or towed. This is subject to change due to lot repair or snow removal. In such cases, notices will be posted at lot entrances at least eight hours in advance.

3. National Holidays

There are times when Minnesota State Mankato collective bargaining unit contracts require employees to work on national holidays. Except when a holiday falls on a class day, enforcement of parking rules on national holidays shall be limited to Accessible stalls, fire lanes, and other safety related areas.

4. Interim and Summer Periods

During interim periods when classes are not in session, overnight parking is not permitted between 2:00 a.m. and 6:00 a.m. in any lot or campus owned streets, unless otherwise designated, without a Red Overnight permit. During summer semester and interim periods no permit is required in all lots except in Gold and Brown stalls. During interims and the summer, Gold permit users may park in any larger Gold permit lot which has more than 50 stalls. (e.g., Lots 4a, 11/11/a, 16, and Lot 5.) **Time stalls and all other parking regulations are enforced.**

5. Evening Events

Evening Events (scheduled after 6:30 p.m. or public activities on non-class days): persons who attend a university activity open to the public will not be required to be registered in Parking Portal or in Flowbird App. after 6:30 p.m., unless otherwise indicated in these regulations. **All lot stalls are free from 6:30 p.m. to 2 a.m. with exception of Accessible, reserved stalls, Delivery, Facilities/Vendor, Brown, and Gold** (6:00 a.m. - 6:30 p.m. Monday through Thursday, 6:00 a.m.- 4:00 p.m. on Friday), **Paylot spaces, and Green stalls** (Lots 1, 2, 20a, 15, 14, and 16) are still enforced.

There is no permit enforcement except for Accessible stalls and Residence Community permit area in Lot 16 from 6:30 p.m. to 11:00 p.m. on evenings of plays and recitals the dates of which were approved in advance. Parking Services relies on both the Theatre and Music Departments to notify them in advance of any performances to avoid citations being issued to guests and spectators on event dates.

6. Daytime Public Events

Daytime Public Events (scheduled between 8:00 a.m. and 6:30 p.m. on class days): guests on campus attending an event open to the public shall park in the Paylot or in a lot for which prior arrangements have been made two weeks in advance by the sponsor. (See also IV. A-B)

7. Abandoned Vehicles

Vehicles parked in lots more than seven calendar days will be deemed abandoned and will be ticketed and/or immobilized or towed.

8. Snow and Ice Removal and Lot Repairs

(See removal priority list: Article III - M)

- a. Lots will be posted at the entrances and exits prior to snow removal at least eight hours in advance. In situations where lots need to be closed for scheduled repairs and maintenance, prior notice of the closing shall be provided at least one workday in advance, except in the event of an emergency.
- b. During times of snow removal or lot repairs, vehicles will not be allowed to park in the lot to be cleaned or repaired.
- c. Although the University will make an effort to notify the owner of any vehicle affected by snow removal or lot repair, vehicles hindering snow removal or lot repairs eight hours after posted notice are subject to ticket and immobilization (using an auto clamp) or tow. Questions concerning snow removal or lot repairs should be directed to Parking Services, 507-389-2111.

9. Free Parking

There is no free parking during weekdays with the exception of Lot 23 Free Lot (no parking 2:00 a.m. - 6:00 a.m.) or other areas as designated (i.e., Lot 22 South) for special promotions.

During the summer: Light Green, Purple, Orange, Dark Green, and Stripe parking privileges are not enforced unless otherwise indicated by the Facilities Services Director.

Timed stalls are open for free parking 6:30 p.m. - 2:00 a.m. Monday through Thursday, 4:00 p.m. - 2:00 a.m. Fridays, **with the exception** Residential Community timed stalls in lots 11B, 14, and 15 as they require payment Monday - Friday from 6:00 a.m. - 2:00 a.m. No parking between 2:00 a.m.-6:00 a.m. daily.

10. Emergency Parking Situations

In the event of vehicle breakdown, flat tires or severe weather, parking penalties may be waived subject to the approval of Parking Services. To obtain such short term exceptions to parking prohibitions, individuals shall immediately notify Parking Services concerning their particular emergency (phone 507-389-2111). Parking Services cannot authorize a vehicle to remain illegally parked in Accessible stalls, double parked, on the street, etc.

F. Violations

Individuals may be penalized by ticket, and/or immobilization or tow at the owner's expense for any violation. It is unlawful for any owner /operator of a vehicle to park, stop or leave standing, 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.

To ensure that parking citation payment records are as up to date as possible, all fines and penalties are to be paid online at <https://link.mnsu.edu/parkingportal>, or at the Security Office.

1. No Gold Registered	\$38
2. No Time Purchased	\$38
▪ Flowbird time stall violations in which they did not purchase time or their time is expired by more than 1 hour.	
3. Expired Time Stall	\$15
▪ Flowbird time stall violations in which time expired with-in 1 hour	
4. No Department Validation	\$38
i.e: ▪ ROTC, Trio, Res Life Guest, CSB ...	
5. Parked Along Yellow Curb	\$38
6. Parked in Res Life Loading Zone	\$38
7. Parked in Facilities/Vendor zones	\$38
8. Parked in Loading Dock	\$38
9. Parked on sidewalk, lawn, or boulevard	\$38
10. Vehicle Not Registered	\$33
▪ No current Purple, Orange, Green, etc.	
11. Permit Wrong Lot	\$33
12. No Parking 2Am-6AM	\$33
13. Fail to Display Readable License plate	\$33
14. No Permit Properly Displayed	\$38
15. Parked Where Prohibited	\$33
16. Two Vehicles on Campus at One Time W/One Permit	\$33
17. Parked in Traffic Lane	\$33
18. Parked Over Stall Lines/Double Parked	\$33
19. Parked Within 10 Ft of Fire Hydrant	\$53
20. Parked in Fire Lane	\$53
21. Safety Related Vehicle Violation	\$33
22. Campus Tow Same Lot	\$85
23. Snow Emergency Tow Same Lot	\$85
24. Campus Tow to New Lot	\$105
25. Snow Emergency Tow to New Lot	\$105
26. Failure to park with right-hand wheels of vehicle parallel within 12 inches of the curb (M.S. 169.35)	\$33
27. Misuse of Permit	\$100
28. Altered Permit	\$100
29. Immobilized for Outstanding Fine(s)	\$80
30. Parked in or obstructing posted Accessible stall (M.S. 169.346)	\$200

G. Paying Citations in a Timely Manner

The issued parking citation is considered your notice that a fine is due. It is the individual's responsibility to ensure that all fines are taken care of. Payments for fines can be made online at www.mnsu.edu/parking or at the Security Office (WC222) during office hours M-F 8:00 a.m. - 4:30 p.m. academic year and M-F 7:30 a.m. - 4:00 p.m. summer hours.

Those refusing to pay in a timely manner for citations of parking violations are subject to the following sanctions:

1. If the violator is a student, a financial hold will be placed on his/her academic records. Registration opportunities to students with unpaid parking citations may be denied.
2. The University may immobilize and/or tow vehicles of individuals with unpaid citations.
3. All individuals wanting a parking privilege for the next year will be denied a parking privilege until all outstanding fines are paid in full.
4. University may, after a written warning to the delinquent party, refer the collection of citation fines to a private firm.
5. Those receiving financial aid should not assume that outstanding parking fines will somehow be deducted from some future financial aid award. Financial aid recipients are expected to promptly pay citation fines as are all violators.

H. Motorcycles, Mopeds, Motorized Bikes, Scooters and Electric Foot Scooters

Motorcycles, scooters, mopeds, motorized bikes, all of which require vehicle licenses. Do not park these vehicles in or near bicycle racks, chained to lamp posts, trees, etc. If found chained to a lamp post, tree, building component, etc., the chain/lock will be cut off and the vehicle will be impounded. Cost of the chain, lock, etc. shall not be reimbursed or replaced by the University. The University reserves the right to regulate the use of private sector rental bikes and scooters to ensure speed limit conformity, parking space availability and minimization of clutter. Bike owners are strongly encouraged to register their bikes with Facilities Services, where they will be photographed and tagged to assist in connecting owners with their bike if it is stolen and recovered by Security or Law Enforcement. Bird Electric Foot Scooter rentals are available – scooters are to be parked in designated nests or racks set aside for such scooters.

I. Bicycles

All bikes must use university bike racks See locations at <https://mankato.mnsu.edu/bicycling>.

Bicycles are not allowed to be left parked or stored in any University building and will be impounded with a service and storage fee charge.

The University reserves the right to seize and impound any bicycle on University property, particularly those abandoned and chained to Minnesota State Mankato-owned bike racks. Prior to seizure, the University shall place an impound notice on the bike at least seven calendar days before the date

designated for impounding. (See bicycle impound and storage procedures at <https://mankato.mnsu.edu/bicycle-policies>.)

J. In-Line Skating/Skateboards

Individuals on rollerblades and skateboards or inline skating are permitted to pass through campus utilizing paved areas. Avoid using streets whenever possible. While transiting the campus on rollerblades and skateboards, individuals must not endanger other individuals. Jumping off walls, stairs, and other hazardous activities are not permitted while transiting the campus. No skateboards or in-line skating are permitted in University buildings.

K. Speed Limit

The speed limit in all University parking lots is five miles per hour (5 mph).

L. Electric Foot Scooters

Electric Foot Scooters are provided by Bird Rides, Inc. at a cost of a \$1.00 activation fee and up to 39 cents per minute per ride. Special Foot Scooter racks will be located throughout the campus so customers can park a Bird rental scooter. A map of foot scooter racks is also available. Foot Scooters are not to be left in the grass, in parking lots, traffic lanes, or on sidewalks (which create a hazard to pedestrians and runners). "No Ride Zones" have been created where parking or driving scooters is forbidden.

Frequent Flyer program enrollees, along with a 30% discount on price per minute, are eligible for free unlocks during commuting hours on business days: 5:00 AM to 10:00 AM and 5:00 PM to 7:00 PM. In addition, reservations that are not charged up to 60 minutes. Beyond that time the reservation is cancelled.

- For marketing and promotional purposes, "Bird Community Pricing Program," selected target groups as identified by the University's Facilities Services Director, are eligible for up to a 50% discount on both the \$1.00 standard unlock and \$0.39 per minute rate.

- Parking destination credit, known as "Preferred Parking Incentive (PPI)," where riders who park in designated areas, will receive \$0.25 off the charge for the next ride. (Example: A 10 minute ride x \$0.39 per minute for a user with a ride pass = \$3.90 less \$0.25 PPI = \$3.65 net charge).

A Bird Ride app will allow scooter users to learn how to operate the scooters, learn safety protocols, and where the GEO-fenced "go slow" and "banned areas are located.

Complaints and questions will be answered by the contract vendor, Bird Rides, Inc.

VI. CITATION APPEALS — University Policy Code No. MSU 3.8
Appeal on-line at: <https://link.mnsu.edu/parkingportal>

Parking information may be obtained from Parking Services in Wiecking Center Room 222 or online at www.mnsu.edu/parking.

A. Parking Citation Appeals Board

This six member board shall be appointed by the University President (or designee) and will consist of:

- One member from the Middle Management Association (MMA) or Local 638 (AFSCME, Council 6).
- Two members from the Minnesota State Student Association/ Student Senate.
- One member from Minnesota State University Association of Administration and Service Faculty (MSUAASF).
- One member from Inter Faculty Organization (IFO).
- One from either the excluded group of university administrators or Minnesota Association of Professional Employees (MAPE).

B. Alternates Allowed/Dual Panel Membership Prohibited:

Board and Select Committee members may have alternates who serve with full voting privileges at meetings during the absence of regular members. An alternate is designated by the regular member and should be from the same constituency as the person for whom they are serving as a proxy.

Members serving as voting members of the Parking Citation Appeals Board cannot serve on the Parking and Transportation Advisory Committee during the same academic term.

C. Appeals Procedure

An appeal should be based on the fact that the violation notice was issued contrary to the *Minnesota State Mankato Parking Rules and Regulations or in error.* Both the Parking Citation Appeals Board and its Select Committee shall adhere to all the procedures and responsibilities described herein. The parking citation appeals procedure follows. The appeal form and citation must be received by the Parking Services Office within seven (7) working days of the date the citation was issued. Web address: <https://link.mnsu.edu/parkingportal>

1. Only unpaid citations may be appealed. An exception occurs when a vehicle is autoclamped and the payment releasing the autoclamp is made prior to the filing of an appeal within the seven (7) working day appeal time frame. The payment of the citation under appeal is suspended without penalty during the appeal process. However, should the board vote to deny the appeal of an individual, that person shall pay the fine.

2. Following a review of each parking citation appeal, upon a majority vote of appeals panel members present and voting, one of the following actions may be taken:

- appeal is approved and citation fine is dismissed
- appeal results in citation being changed to a warning citation which carries no fine
- citation is upheld and published fine is applied to appellant
- citation is upheld but the appeals panel elects to reduce the fine because of special or unusual circumstances
- citation is upheld and published fine is applied to the individual /department responsible

3. If action by an appeals panel results in a fine being levied the appellant shall pay the citation within seven (7) working days after notification is received. If the citation is not paid within the seven working day time period, the appellant is subject to further sanctions as determined by the Parking and Transportation Advisory Committee Chairperson, including but not limited to, the autoclamping of their vehicle, the elimination of Minnesota State Mankato parking privileges, etc.

4. To facilitate quicker response to citation appeals, improve efficiency and make better use of the time spent on appeals by volunteers serving on Citations Appeals Panel, in those instances where previous action by appeals panels would support such decisions, the clerical employee assigned to provide staff support for the Parking Citation Appeals System is authorized to dismiss a citation being appealed or downgrade it to a warning without that particular citation receiving a specific review by Parking Citation Appeals Board.

D. Decisions Final

Decisions from either the Appeals Board or the Select Committee on Residence Community Parking Citation Appeal are final.

VII. POLICY DEVELOPMENT AND PLANNING

The Parking and Transportation Advisory Committee exists to develop recommendations on all parking policies, lot maintenance projects and budgets of Minnesota State's self-sustaining parking program. The Committee also designates permit stall locations and permit color assignments, and submits lot development plans for review and modification. The Committee reports to the President through the Vice President for Finance and Administration (or designee).

Voting members include a representative from the Minnesota State University, Mankato Faculty Association, Minnesota State University Association of Administrative and Service Faculty (MSUAASF), classified employee organizations, the Student Senate of the Minnesota State Student Association (MSSA), a representative of the Residence Community Association of the MSSA, and the Administration. Nonvoting ex-officio members include but are not limited to a representative from MMA (Middle Management Association), MAPE (Minnesota Association of Professional Employees), Parking Citation Appeals Board liaison, Office of Business Affairs, Department of Residential Life, Residence Community Association, Facilities Management construction liaison, and Parking Services. When regular PAC members cannot attend a meeting, designated alternates may be used. Contact David Cowan, Parking and Transportation Advisory Committee Chair (507-389-7467) with your suggestions or concerns or in writing at david.cowan@mnsu.edu.

Secure Your Vehicle — Report Thefts

To better ensure a more timely response and investigation of thefts and/or vehicle vandalism, vehicle owners are strongly urged to check their vehicle at least once every day.

Always secure your vehicle when you leave it unattended.

Index

Abandoned Vehicles	22, 24
Accessible Parking	6, 11
Application, Permit	2, 10
Appeals, Parking	26-28
Athletic Events Parking	18-19
Autoclamped Vehicles	19-20
Battery Jump Start	14
Bicycles	25
Budget Reference	ii
Bus and Shuttle Services	14-15
Color Permit and Rates	2-9
Blue Accessible	6
Brown	4
Dark Green, Residence Community Students Discount for Lot 1& 2	4-5
Facilities Delivery	7
Free Lot (23)	7
Gold	2, 3, 12
Gold Nighttime	3
Gold Parking Privileges Expanded in Summer	2, 8
Gold, Universal	8
Green (Residence Community Students only)	4-5, 9, 12
Green, Lot 16 (Daytime for Non-Residence Community Customers)	9
Media	9
Orange, Lots 21 and 22	9
Platinum Permit	6
Purple	3, 12
Purple, Nighttime	3
Red Overnight	5
Silver (Motorcycles, mopeds, motorized scooters and mini-bikes)	7
Vendor, Delivery Dashboard	7
White Complimentary	8
White Foundation and Board Members	8
Yellow Residence Community Guest	5, 17
Conference Parking	16-18
Decision-making; Role of PAC Chairperson	1-2
Deadlines	12-13
Gold, General Purple and Green application submission	13
Delivery Vehicles	9
Department Stalls	11
Electric Personal Assistive Mobility Device (EPAMD)	26
Electric Vehicle Charging Stations	12
Emergency Flasher Use	21
Emergency Parking Situation	23
Enforcement	20, 21, 24-25

Events, Evening	21
Events, Daytime	22
Financial Aid; No Automatic Fine Payment Certain	24-25
Fines/Citations	10, 11, 19-21, 23
Free Parking	16, 22
Guest Parking	12, 16-17
Holiday Parking	21
In-Line Skating/Skateboards	25
Interims; Parking Enforcement	21
Intramural/Intercollegiate Athletics Contest Parking	18-19
Liability; University Not Responsible	1
License Plate Recognition (LPR)	10
Locked Out; University Vehicle Service	14
Map Adjustments	13
Map of Campus and Lot Designations	See Insert
Meeting or Conference	16
Mission Statement	i
Moped Parking	10, 25
Motorcycle Parking	7, 10, 25
Outstanding fines	9-10, 24-25
Overnight Parking	4, 18-21
Parking Citation Appeals	26-28
Parking Privilege (Permit)	
How to apply for:	2, 10-12
Parking and Transportation Advisory Committee	i, ii, 2, 17, 20, 26-28
Parking Services	i, ii, 13, 14, 15, 18-19, 22, 23, 26
Paying Citations	24-25
Paylot (Lot #4) and Paybox (Lot #21)	16-18
Platinum Permit	6
Public Events	18, 21-22
Red Eye Shuttle	14
Refunds	12-13
Repairs/Maintenance of Vehicles	14-15
Reserved Stalls	11
Safety Related Vehicle Violation	14-15
Scooter Parking	25
Security	i, ii
Shuttle, Red Eye, Maverick	14
Snow and Ice Removal	13, 22-23
Solicitation/Advertising	16
Special Event Parking	16-19
Speeding/Speed Limits	26-27
Stall Coverage	9
Stall Definition	9
State Vehicles, Parking	7, 12

Statute References	1
Substitute Vehicle	10
Stomper Express	14
Summer Parking	2, 3, 4, 7, 9, 21-22
Table of Contents	iii-iv
Temporary Permits	16-17
Thefts	28
Ticketing	23-24
Time Stalls	13-14, 23-24
Towing	19-20, 22-24
Transfer of Parking Privilege	10-11
Transit Expense Account for State Employees (Permit Cost Savings)	9
Unloading	15
Vehicle Unlock	14
Vendors	7, 18
Violations	23-24
Violators, Persistent	20
Visitor Parking	17
Warehousing Vehicles	13



NEED HELP?

Policy or Permit Questions

Security

Phone 507-389-2111

Email: parking@mnsu.edu
mankato.mnsu.edu/parking
222 Wiecking Center

Citation Appeals

<https://link.mnsu.edu/parking>
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Temporary Permits, Special Parking Arrangements

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