

Vehicle Use/Parking Policy

PURPOSE OF VEHICLE POLICY

The purpose of this policy is to establish uniform and consistent guidelines for the registration, parking and enforcement of motor vehicles owned, possessed and/or used by students, faculty, staff, and visitors on the Hillsdale College campus.

VEHICLE REGISTRATION

All Hillsdale College students are required to register any vehicle they bring to Hillsdale with the Security Department. The registration of motor vehicles assists the Security Department with accurate identification of vehicles parked on or nearby campus, providing better service and safety for students, faculty and staff. The yearly fee for registering a student vehicle, whether the student lives on campus or off campus, is \$50. Students are required to register their vehicles before classes begin. In the event that a student must bring his or her vehicle to campus later in the semester, he or she is to register the vehicle immediately by going to the Security Office or by registering online at parking.hillsdale.edu.

PARKING STICKER

A vehicle is not properly registered until an issued sticker is permanently attached, as prescribed. The issued sticker will be adhered to the driver's-side front window above the Vehicle Identification Number and must be clearly visible from the outside. Note: All student parking stickers expire at the end of June each year, and re-registration begins before each fall semester.

CHARGES FOR UNREGISTERED AND IMPROPERLY PARKED VEHICLES

Students will be assessed a \$75 charge for an unregistered vehicle on campus property. Parking violations are \$25. So, if a student parked his unregistered vehicle in an improper lot, the charges would be \$100. The College reserves the right to immobilize or to tow vehicles on its property.

ON-CAMPUS PARKING STATUS

Students residing in residence halls, all Greek houses, and honorary houses are considered "On Campus." All students residing in College-owned houses or students renting, living at home or in a hostel are considered to be "Off Campus."

SIMPSON PARKING STATUS

Residents of Simpson Dormitory may park behind the building (not on grass), and in Lot 15 (Searle Parking Lot) in designated areas and on the south side of Simpson (excluding a space designated for the house director and Maintenance/Fowler Building spaces).

KOON/MU ALPHA

Koon and Mu Alpha residents may park on the east and south side of Lot 39 (west side reserved for Faculty/Staff Monday-Friday, 7:00 a.m.-5:00 p.m.).

STUDENT PARKING LOTS

- Lot #5 Northwest corner of Galloway and N. West Streets
- Lot #7 Northwest corner of Galloway and Hillsdale Streets
- Lot #10 Southwest corner of Galloway and N. West Streets
- Lot #15 North side of Simpson Dormitory (Simpson residents in designated areas, Park Place residents as designated and for Faculty and Staff. During special events, all those listed may be asked to move to a different parking area as is appropriate until the event in Searle/Phillips Auditorium has concluded.)
- Lot #19 North side of Biermann Athletic Center
- Lot #25 Northwest corner of College and N. West Streets
- Lot #29 KKG residence in designated spaces only
- Lot #31 North of College Street and on the southwest side of Biermann
- Lot #35 Southwest of College St. and N. West St.
- Lot #39 South of College St. and West of Koon Dormitory (Koon/Mu Alpha east side, Faculty and Staff, west side)

FRATERNITY AND SORORITY PARKING

All fraternities and sororities have designated parking for each house. Members of each house are permitted to park in those designated areas with permission from the governing body of that specific organization. Visitors (non-students) may park in those lots, specific to each organization, with permission from a member of the house. All members of the respective fraternity or sorority are required to register their vehicle brought to and parked on campus, or at the fraternity or sorority.

OPEN STUDENT PARKING 5:00 P.M.-7:30 A.M. DAILY, ALL DAY SATURDAY AND SUNDAY

- Lot #26 Moss Hall
- Lot #27 Kendall Hall
- Lot #28 Lane Hall
- Lot #31 Athletic Complex lot – west of faculty/staff lot, south and west of Biermann Center
- Lot #36 Southeast corner of N. West and College Streets
- Lot #37 West corner of N. Manning and College Streets
- Lot #38 East corner of N. Manning and College Streets
- (All other lots as specified under STUDENT PARKING LOTS)

RESTRICTED PARKING AREA

Both Dow Center parking lots located on Galloway Drive are restricted at all times and are clearly marked “Dow Hotel/Conference Center, Guests, Faculty/Staff Only.” Students wishing to use the Bookstore or Student Union must park in Lot #7. The Bookstore spaces are reserved for outside patrons.

- Lot #6 Dow Center Parking Lot – Restricted at all times
- Lot #11 Dow Center Parking Lot – Restricted as needed and Metz employees
- Lot #16 Faculty/Staff Only – Restricted at all times
- Lot #17 Maintenance, Faculty/Staff, and Simpson Residents
- Lot MR Mary Randall Preschool – Restricted at all times
- Lot #25 Northwest corner of College and N. West Streets
- Lot #32 Sports Complex Faculty/Staff lot – Restricted at all times
- Lot #39 Koon/Mu Alpha – Residents (east and south side) and Faculty/Staff (west side only)

FACULTY/STAFF PARKING

Faculty and Staff will be issued parking stickers for their personally owned motor vehicles.

REGULAR BUSINESS HOURS

Monday through Friday (7:00 a.m. – 5:00 p.m.), faculty/staff/administrators may park in all lots specifically designated for faculty and staff, particularly Lots

6, 11, 16, 26, 27, 28, 29, 30, 32, 36, 37, 38, 39 and in any other lot that is appropriately signed. Faculty and Staff may also park in other lots at times outside of the regular business hours. Lot #39 is Faculty/Staff parking on the west side only.

TEMPORARY/HANDICAPPED/VISITOR PARKING TAGS

(rearview mirror placards)

- **CAMPUS VISITORS:** Official visitors to the campus will be issued a special visitor parking tag and will be directed to appropriate visitors’ parking areas. Visitors’ parking tags may be acquired at the Security Office and will be displayed from the inside rearview mirror of the vehicle. All parking lots signed “Registered Vehicles and Visitors” are available for use by campus guests and visitors.
- **FACULTY/STAFF/STUDENT INJURY OR SPECIAL NEEDS:** Any member of the faculty, staff or a student in need of a special circumstance/injury tag requiring crutches or curtailed walking may apply for a handicapped parking permit at the Security Office (a doctor’s note must accompany the request or the obvious sign of need be noted). The handicapped tag/placard will be displayed from the inside rearview mirror of the vehicle. This tag/placard does not entitle the user to park in an ADA handicapped parking space, but in any other space as would have been designated for faculty, staff, visitor, or student.
- **TEMPORARY OR CONTRACT EMPLOYEES:** Any temporary employee, vendor, or person conducting business with Hillsdale College may obtain a temporary parking tag/placard from the Security Office, upon application, and as with other temporary tags, will be displayed from the inside rearview mirror of the vehicle.

HEALTH SERVICE

Students utilizing the Health Service may park in the Health Service parking lot during the time of visit only.

PARKING VIOLATIONS/VACATION PROCEDURES

- **PARKING CHARGES:** Parking violation charges are \$25.00 per violation.
- **FINES: UNREGISTERED STUDENT VEHICLES:** Students will be assessed a \$75.00 charge for an unregistered vehicle. Parking charges for infractions other than those pertaining to an unregistered vehicle may be assessed.
- **FRAUDULENT USE OF A PARKING STICKER:** Student infractions for fraudulent use (loaning a sticker, application of an unregistered sticker, alteration of a sticker) will be reviewed by the Director of Security and sent to the Dean of Men's Office for disposition.
- **IMMOBILIZED OR TOWED VEHICLES:** Vehicles may be immobilized ("booted") or towed at the expense of the driver/owner for repeated parking infractions or for a vehicle parked in a manner that limits ingress or egress from any area on campus. Associated parking charges may be assessed in addition to the booting and/or towing charge.
- **CARS LEFT OVER BREAK:** Students wishing to leave their cars on campus between semesters and during breaks must complete an authorization/approval form, which can be obtained at the Shuttle Services Office (276 N. West St.). A lot will be designated by Shuttle Services and the vehicle's keys will be left with Shuttle Services in case of an emergency or if the vehicle will need to be moved.
- **NO PARKING ON GRASS OR IN SERVICE DRIVES:** Entryways to all parking lots are to remain clear, and as such, a vehicle is subject to being towed. Parking on the grass or in areas not designated for parking may result in the issuance of a ticket. Parking on the grass within the City of Hillsdale is also a violation of local ordinance and may subject the driver/ owner to citation and/or charge.

APPEAL PROCESS FOR PARKING VIOLATIONS:

Appeals must be filed within seven (business) days of receipt of ticket. Appeal forms are available in the Security Office and online via the Hillsdale College portal. After the appeal form is completed and submitted to Security, Security will make written recommendations to the Dean of Men's Office for disposition. The decision of the Dean of Men's Office is final.

BICYCLE REGISTRATION

All students, faculty, and staff bringing bicycles to campus are encouraged to register that bicycle. Registration is designed to provide an easy method of identifying a bicycle and determining the bicycle's owner. The registration process is free and completed at the Security Office. Each bicycle is issued a sticker to be attached at the lowest portion of the down tube. A registration information sheet is completed and includes the registrant's name, address, make of bicycle, model, size, color, serial number, and sticker number. In the event of the loss or theft of a bicycle, the registration document will also assist in complete information being provided to area law enforcement and the registrant's insurance company. A bicycle is required to be registered only once while the registrant and bicycle are on campus.