

## **Parking**

Northwestern Michigan College will strive to provide adequate parking on the NMC campus to accommodate students and visitors to the college as well as faculty and staff who are employed by the college. The parking lots of NMC are strictly reserved for students, visitors, faculty, and staff of NMC.

The president will cause the development of procedures which provide for:

- a. an egalitarian, open parking system;
- b. accessible parking for students, faculty, and staff;
- c. adequate parking for the handicapped;
- d. adequate short-term parking for visitors to the college;
- e. access to parking on a “need to park” basis;
- f. appropriate distribution of vehicles across all lots on campus to avoid parking and traffic congestion; and
- g. an appropriate enforcement system.

### 1. Types of Parking

Based upon the “need to park” principle, Northwestern Michigan College has six types of parking: regular, visitor, special-needs, delivery, reserved, and designated.

- a. *Regular parking*: Faculty, staff, residence hall students, and commuter students receive regular parking permits and may park in any open parking spaces in non-reserved lots. Commuter students are those students who need access to parking near NMC classroom buildings because their work and life commitments require them to come to and leave campus during the day.
- b. *Visitor parking*: Visitors to NMC’s main campus may park at meters or in the gated portion of the Aspen lot. Egress from a gated visitor lot will be by code, which the visitors may receive from the Dennis reception desk.
- c. *Special-needs parking*: Special-needs parking permits are available to students, faculty, and staff with parking needs which relate to: physical needs not qualifying for a state handicapped permit, travel between NMC campuses, and daily work schedules. Special-needs parking is available in special locations. Special-needs parking permits are valid for one semester and may be renewed.
- d. *Delivery parking*: Delivery parking is available at each building. These spaces are indicated by an appropriate sign and non-coined meters set at 15-minute increments for the convenience of those who need to drop off necessary materials.
- e. *Reserved parking*: Reserved parking is available to those with a limited need to park. Reserved parking is provided for Dennis Museum Center guests (Aspen lot, gated portion); Oleson Center guests (Oak lot); and apartment residents (Pine lot).

- f. *Designated parking*: Traverse City Central High School (TCCHS) students may be required to park in designated parking lots. Students in designated groups will receive designated parking stickers. Designated parking lots may also be used by students with regular parking permits.

## 2. Who Must Obtain a Parking Permit

All students, faculty, and staff must have valid parking permits to park in the college lots during business hours.

## 3. How to Obtain a Parking Permit

- a. *NMC students* enrolled in credit courses will be charged an administrative maintenance fee of \$5 per semester.
- b. *NMC faculty, staff, and NMC University Center students* may purchase parking permits for \$5 per semester or \$10 per year.
- c. *TCCHS dually enrolled students* must obtain designated parking stickers but will not pay a fee. Designated parking permits for dually enrolled TCCHS students must be validated each semester.
- d. *NMC visitors, Extended Educational Services (EES) students and those with reserved parking* obtain parking permits as indicated below:
  - i. Regular parking permits: Faculty, staff, residence hall students, and commuter students may obtain regular parking permits in the cashier's office at registration and during the academic year. Students must be registered for the semester in which they obtain a regular parking permit. To obtain a regular parking permit, individuals must show a current semester class schedule or student ID card, a valid driver's license, and a valid vehicle registration.
  - ii. Visitors: Visitors may park at meters or in the gated portion of the Aspen lot and obtain an exit code from the Dennos reception desk.
  - iii. Special-needs parking permits: Faculty, staff, and students who desire special-needs parking permits may apply to the assistant for college outreach.
  - iv. Reserved parking:
    - (a) Apartment residents may obtain reserved parking permits in the housing and student activities office located in West Hall. Permits are available at the time hall or apartment residency is established. Apartment students must be registered for the semester in which they receive reserved parking permits.
    - (b) Dennos Museum Center guests may park in the gated portion of the Aspen lot. Egress from this lot is by computer code provided at the Museum Center welcome desk.
    - (c) Oleson Center guests park in the Oak lot. Vehicles with regular and reserved parking stickers parked in the Oak lot will be ticketed.
  - v. Designated parking: When applying for designated parking permits, TCCHS dually enrolled students must meet the same criteria and show the same documentation (listed above) as students obtaining regular parking permits. TCCHS students apply for designated parking permits at the cashier's office, which will verify their parking status before issuing a designated parking permit. Dually enrolled students from TCCHS will not pay a fee for their designated parking stickers. Designated

parking will be available to registered TCCHS dually enrolled students at registration and during the academic year.

- vi. Extended Educational Services (EES) students: May obtain a parking permit from the EES office.

#### 4. Enforcement

- a. *Hours of enforcement*: Parking policies will be enforced from 7 a.m. to 5 p.m. Monday through Friday. Enforcement of no-parking zones, fire lanes, and handicapped parking will be continuous.
- b. *Overnight parking*: There will be no overnight parking in any lot, with the following exceptions: residence hall students and others with valid NMC parking permits in the Dogwood lot and apartment residents in the Pine lot. Vehicles parked overnight in other lots or without valid parking permits will be ticketed and/or towed at the owner's expense. This policy will be strictly enforced. Any exceptions will be handled by the security coordinator.
- c. *Unauthorized or derelict vehicles*: NMC parking lots are strictly reserved for motorized vehicles in working condition and with valid registration. Cars without plates, without proper permits, or in non-working condition as well as boats, snowmobiles, trailers, campers, etc., will be subject to towing at the owners' expense.

The Vice President of Finance and Administration, in conjunction with the appropriate faculty and staff, is responsible for the development and publication of any procedures or guidelines that may be necessary to administer this policy effectively.

President's authorization \_\_\_\_\_ Date 12/20/06

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