

**PARKING**

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**POLICY**

The authority for establishing traffic and parking regulations on the Minnesota State Colleges and Universities campuses is granted by Minnesota Statute Section 169.966, Subd. 8 (1988). These regulations have been approved by the Ridgewater College President pursuant to the statute.

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*History:*

*10.26.2023 Proposed*

*05.14.2024 Revised*

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**PROCEDURE**Vehicle Registration

1. All employees, students, and renters will pay a Parking Fee. The Parking Fee is approved by the College President up to the maximum amount set by the Minnesota State Colleges and Universities Board of Trustees.
2. The College will charge the Parking Fee to employees and students on the basis of academic terms: Fall and Spring.
3. The College will apply the Parking Fee equitably to all employees and credit-based students. The College President or designee will notify employees and students of changes in the fee as they occur.
4. Student Parking Fee:
  - a. Students will pay a per-semester-credit parking fee, up to a maximum fee per semester.
  - b. The Parking Fee will be collected at the time of payment of tuition.
  - c. Parking Fees will not be assessed for:
    - i. Completely Online - Asynchronous Courses. 100% of instruction is online with no in-person or synchronous meetings and no proctored exams.
    - ii. Completely Online - Synchronous Courses. 100% of instruction is online with no in-person meetings and no in-person proctored exams. Course has required synchronous online meetings or activities off-campus classes and online classes.
    - iii. Off Campus Courses – 100% of instruction is held off campus.
  - d. Per Minnesota State Board Policy, there are no fee waivers for the Parking Fee.
5. Employee Parking Fees:
  - a. All employees with assigned or shared office space on campus will pay the Parking Fees.
  - b. Employees will pay a per-semester Parking Fee.
  - c. Parking Fees will be deducted from employee paychecks.

Parking Locations

1. Designated parking for visitors is located on the Willmar campus in Lot A East and D West. Designated parking for visitors on the Hutchinson campus is located west of the main building by Student Lot D. Visitors parking will need a visitor's permit, which is available from the reception area of each campus at no cost.
2. Handicapped parking is open to those with a state-issued handicapped permit. Permits must be properly displayed. Students and staff may park in **any approved marked handicap spot**, regardless of their student/employment status.
3. No parking is permitted by anyone on service roads, yellow marked areas, and/or posted areas.
4. Students and staff are responsible to park between designated parking spaces.

Refund Policy

Refunds for parking fees will be made if a student withdraws from the College according to the tuition and fees refund policy.

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57 Parking Regulations

- 58 1. Parking at the College is on a first-come, first-served basis.
- 59 2. In compliance with [MN Statute 169.346](#), only vehicles with a State-issued handicapped parking
- 60 permit are allowed in designated handicapped parking space. Parking permits must be displayed
- 61 and be clearly visible.
- 62 3. Visitors' parking spaces are reserved for guests. Employees and students should not use the
- 63 Visitor parking.
- 64 4. Vehicles must be parked only within the designated parking spaces in the paved parking lots, in
- 65 compliance with all traffic and parking signs and should not impede traffic flow or create a hazard
- 66 to persons or property.
- 67 5. Vehicles must not be parked in entryways, driveways, roadways, fire lanes, loading zones,
- 68 medians, on the grass or sidewalks.
- 69 6. Non-approved overnight parking at the College is not allowed.
- 70 7. Illegally parked vehicles will be ticketed by the local police department and/or towed. The College
- 71 cannot rescind parking tickets issued by the police and will not intercede with the police department
- 72 on behalf of the owners of ticketed vehicles. (For example, unauthorized vehicles parked in
- 73 handicap spaces or areas posted as no parking zones.)
- 74 8. Owners of towed vehicles are solely and personally liable and responsible for towing and
- 75 impoundment fees, as well as for any damage claims stemming from the tow and must personally
- 76 resolve towing fees and claims with the towing company. The College is not responsible for the
- 77 costs of towing and impoundment, or for any damages incurred. The College will not intercede
- 78 with the towing company on behalf of the owner or a towed vehicle.
- 79 9. The College is not responsible for personal vehicles or property within the vehicles while in the
- 80 parking lot.

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82 Responsibility

- 83 1. The person in whose name the vehicle is registered shall be held liable for all violations attached to
- 84 the vehicle and is subject to any and all fines or disciplinary action resulting from the violations. In
- 85 the event the vehicle does not have a permit, the registered owner of the vehicle will be assessed a
- 86 parking violation fee.
- 87 2. Anyone operating or parking vehicles on campus is responsible for becoming knowledgeable with
- 88 and complying with all regulations and posted signs pertaining to the operation and parking of a
- 89 motor vehicle.
- 90 3. Physical damage to a vehicle, or loss of property due to a crime or accident, should be reported to
- 91 the city police department.
- 92 4. It is the responsibility of the person driving the vehicle to drive slowly and carefully.
- 93 5. The College is not responsible for any damage to vehicles.

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96 *History:*97 *05.14.01 Adopted*98 *10.26.2023 Proposed*99 *05.14.2024 Revised*