

Mount Mercy Vehicle and Parking Regulations



2010-2011

Vehicle Registration

All vehicles are required to display a current Mount Mercy parking sticker when parking on campus. All stickers other than faculty/staff are valid from September 1 to August 31 for the academic year for which it is issued. Faculty/staff stickers are valid for a two-year period. This sticker permits, but does not guarantee, parking on campus in designated areas.

Parking Sticker Categories

- F/S: Faculty/Staff
- R: Residence Halls
- L: Lower Campus Apartments/Andreas House
- C: Commuters
- A: Alumni
- E: Emergency Responders

Please contact the Lundy Commons Information Desk, immediately whenever a new vehicle is acquired that will be used on campus. Any student who changes residency status must re-register his/her vehicle at the information desk in Lundy within five (5) days.

Parking stickers can be acquired in Lundy Commons from 8:00 a.m. until midnight. Commuter parking stickers and temporary permits are also available at the Lundy Commons front desk. Alumni are referred to the Alumni Office for their parking stickers.

Stickers must be permanently affixed with the adhesive of the sticker. The sticker may not be affixed with cellophane tape. Stickers (except for temporary permits) must be affixed to the inside of the windshield in the bottom corner of the passenger side. Two-wheeled motor vehicle stickers should be permanently affixed in plain view of a Safety or Parking Assistant. Bicycles do not need a sticker.

One sticker for each student is included in tuition. All others will make arrangements for payment at the time of the registration of the vehicle.

There will be a fee for students and staff parking permits when registering more than one vehicle.

The care of anyone who misappropriates a parking sticker by means of theft or misrepresentation, or causes someone else to misappropriate a parking sticker, or who uses a parking sticker that is not issued from the Lundy Desk shall be handled under the Mount Mercy Code of Conduct (see the *Good Book* page 62).

Designated Parking Areas

Vehicles shall only be parked in those areas designated for the assigned sticker, as listed in the following paragraphs. If an area is NOT listed for your designated category, parking is prohibited. In particular, parking is prohibited on all sidewalks, driveways, and fire lanes (campus roadways not specifically marked for parking are considered fire lanes); on any grass area; on lines; areas marked with a yellow "X;" the Sacred Heart Convent parking area; Hazel Drive (prohibited by the City of Cedar Rapids), and in the eight spaces behind Hennessey reserved for team vans. Please note, there are spaces marked for compact vehicles only. Regardless of manufacturer's terminology, only a vehicle whose bumper is within the yellow line at the back of the space may park there.

Students living in Regina or McAuley may park in the following areas: (R sticker)

- The areas in the Prairie Drive lot NOT designated for faculty/staff or reserved for Hennessey vans.
- From 9:00 p.m. to 7:00 a.m., in the faculty/staff parking spaces in the Prairie Drive lot, from the Hennessey/Donnelly sidewalk to the Basile sidewalk.

If a resident student leaves their vehicle on campus during breaks, it is recommended it be parked in the Lower Andreas Lot and must be registered with Public Safety.

Students living in Lower Campus or Andreas may park in the following areas:

- Lower campus lot (adjacent to apartments).
- Andreas lot (below Andreas House); this does NOT include the drive.
- The areas in the Prairie Drive lot NOT designated for faculty/staff or reserved for Hennessey vans.
- From 9:00 p.m. to 7:00 a.m., in the faculty/staff parking spaces in the Prairie Drive lot, from the Hennessey/Donnelly sidewalk to the Basile sidewalk.

Commuters may park in the following areas:

- The areas in the Prairie Drive lot NOT designated for faculty/staff or reserved for Hennessey vans.
- The 27th Street lot.
- Lower Andreas lot.
- Designated service drive parking with the exception of visitor, handicap (unless authorized by State of Iowa), admissions, faculty/staff, and loading and unloading spaces.

- From 5:00 p.m. to Midnight on weekdays and all day on weekends, commuters may park in the following faculty/staff lots: Prairie Drive lot spaces near Donnelly and Hennessey; on the drive in front of Warde Hall (this does NOT include visitor and loading/unloading spaces or the spot marked “President”); behind McAuley Hall; lot near Busse Center; and eastern two rows of spaces in lot behind Warde Hall.
- From 9:00 p.m. to 7:00 a.m., in the faculty/staff parking spaces in the Prairie Drive lot, from the Hennessey/Donnelly sidewalk to the Basile sidewalk.

Commuters who park overnight on campus must park in the Prairie Drive lot, Lower Andreas, or the 27th Street lot. No commuter vehicle may be stored on campus without permission from the Director of Public Safety.

Faculty/Staff may park in the following areas:

- The marked spaces behind Warde Hall.
- The designated faculty/staff area on the drive in front of Warde Hall.
- Prairie Drive lot, in particular designated faculty/staff areas (in front of Hennessey and between the Hennessey/Donnelly and Basile sidewalks).
- The lot behind McAuley Hall.
- The lot adjacent to the Busse Center.
- The 27th Street lot, in particular designated faculty/staff areas.
- The Andreas lots.
- Designated service drive parking with the exception of visitor, handicap (unless authorized by State of Iowa), admissions, commuter students, and loading and unloading spaces.

Alumni and Visitors to the Campus

Alumni and other guests who visit Mount Mercy regularly (such as Project Access, Mustang Club, Hennessey Fitness Club members, etc.) must register their vehicles. (*Note:* Alumni who are taking classes must register their vehicles as students).

Mount Mercy community members sponsoring visitors should obtain and distribute visitor passes in advance whenever possible. Otherwise, visitors may get passes upon their arrival at the Public Safety Office, the Switchboard, or Lundy Commons. The permit should be displayed on the passenger side of the dashboard of the vehicle. Visitors should adhere to the same parking policies as the campus community. Guest sponsors will be responsible for all citations received by the guest’s vehicle. Visitors who receive a citation for “no permit” should return it to the Public Safety Office, located at either 111 McAuley Hall or Lower Lundy Commons.

Alumni and regular visitors to the campus may park in the Prairie Drive lot, but NOT in the spaces designated for faculty/staff and athletic vans.

Non-regular visitors EXCEPT overnight visitors may park in the following areas:

- The first nine spaces on the half-circle drive in front of Warde Hall.
- The spaces between Regina and Donnelly/Hennessey designated for visitors.
- On the drive to the Andreas lot, in front of Lundy.
- Prairie Drive lot, but NOT in the spaces designated for faculty/staff and athletic vans.

Overnight visitors MUST obtain a pass (no charge), displayed on the passenger side of the dashboard and may park in the Prairie Drive lot.

Vendors

All vendors must park at the loading docks of McAuley Hall, Busse Center, Regina Hall, or Warde Hall. No registration is required. Service vehicles are expected to use the service road.

Emergency Parking

In case of an emergency, the staff member responding must park in a legal space unless there is none available. In that case they may park as close as possible to the emergency. Any citations will be reviewed on a case-by-case basis by the Director of Public Safety. Residence Life staff are allowed to park in any legal space not designated for visitors, handicapped, or loading/unloading.

Anyone who needs to park close to a building for a short period of time to load or unload should use marked loading zones or loading docks (behind McAuley, Busse Center, and Warde). No special placard is needed for short or occasional use of loading/unloading areas. Vehicles parked for loading and unloading must not block sidewalks, park in handicapped parking spaces, or along fire lanes or driveways at any time. Persons who abuse this privilege will be issued a citation.

One space on the drive to the side of Hennessey, one space on the half circle in front of Warde Hall, the spaces in front of the McAuley dining room, two spaces in the rear Warde lot, and the spaces on the drive to Andreas lot in front of Lundy are limited to no more than 30 minutes for loading/unloading, taking care of quick business, dropping off a book, etc.

Handicap Stickers

Handicapped parking areas may be used only by those persons who display the appropriate state-issued handicapped-parking hang tag or license plate. No handicapped permits will be issued by Mount Mercy. Those in need of a permit are advised to consult with their doctor and the Department of Motor Vehicles. A Mount Mercy parking sticker is also required to park the vehicle on campus. Mount Mercy parking stickers may be obtained 8:00 a.m.-Midnight, Monday-Friday at the Lundy Commons Information Desk.

The number and location of handicapped parking spaces on the campus is mandated by the federal Americans with Disabilities Act and by the State of Iowa. By law these spaces cannot be used for any other parking. Motorists who park illegally in designated handicapped areas will receive a citation by either/or Mount Mercy and the State of Iowa.

Temporary Permits and Disabled Vehicle Permits

Temporary parking permits, which list designated parking areas, are necessary for anyone bringing an unregistered vehicle on campus, including visitors. Temporary permits can be issued for a maximum period of 14 days; extension requests will be reviewed on a case-by-case basis. There is no charge for these permits. The permit should be placed on the passenger side of the dashboard so that it is visible from outside the vehicle. Mount Mercy parking stickers may be obtained 8:00 a.m.-Midnight, Monday-Friday at the Lundy Commons Information Desk.

Sacred Heart Convent

Sacred Heart Convent is the residence of many retired Sisters of Mercy and is private property, separate from Mount Mercy. Parking in any convent parking area is strictly prohibited by Mount Mercy personnel.

Restricted Parking Areas

Mount Mercy reserves the right to close a campus parking area for institutional purposes. Advanced notice will always be given to the Mount Mercy community before an area is reserved by means of signs posted around campus, voice mail, and, if time permits, in Tunnel Talk.

Speed Limit / Moving Violations

The speed limit on campus is 15 miles per hour, or less when pedestrians are present.

Any vehicle operated on Mount Mercy property in an unsafe manner which is observed by Public Safety personnel or any Mount Mercy official may be subject to disciplinary actions and citations. This would include, but is not limited to, reckless driving, speeding, and failure to stop at a stop sign. The Director of Public Safety will mail a notice to the person who registered the vehicle at Mount Mercy detailing the observed violation, including the date, time, and location, and issue a citation for the violation. As with any other violation, the person to whom the vehicle is registered is responsible for the citation. Appeals of these citations may be made to the Director of Public Safety in writing within seven (7) calendar days of notification of the violation.

Violations, Citations, and Towing

Mount Mercy is private property, and the right is reserved to deny the use of campus parking areas to unauthorized persons and to those who frequently or flagrantly violate Mount Mercy parking regulations.

Student tickets will be billed to the student's account. All academic credit, honors, and grades will be withheld until all fines are paid. Employee citation fees will be payroll deducted unless other arrangements are made with the Business Office.

Multiple tickets for the same offense can be issued if the violation is still occurring when the next round of ticketing is done, but no closer together than 30 minutes.

Repeat student violators of the parking rules and regulations will be subject to disciplinary action by the Vice President of Enrollment and Student Life or designee. Twelve or more citations in one (1) academic year will result in probation. Fifteen or more parking citations will result in that person not being allowed to bring a vehicle on campus for the period of one year from the date of his or her parking privileges being revoked. Additional parking violations received following this period will result in the loss of all parking privileges.

To provide for emergency vehicle traffic and pedestrian safety, Mount Mercy reserves the right to have cars towed away when necessary. Mount Mercy also reserves the right to have abandoned or non-registered cars towed away. Cars will be towed to a car storage firm in Cedar Rapids. The car owner will be responsible for all costs incurred by the towing firm. In the event that a car is moved after the towing firm has been notified, the owner will be responsible for the cost of the wrecker coming to campus.

Parking Violation / Citation Schedule is as follows:

Reckless Driving	\$25
Second Offense.	\$50
Third Offense	Review Privileges

Major Violations

Handicapped	\$100
Admission Only 8 a.m.-5 p.m.	\$25
Barred Vehicle	\$25
Convent (including garage).	\$25
Excessive Speeding	\$25
Failure to Stop for a Stop Sign	\$25
Fire Lane/Driveway/Roadway	\$25
Loading/Unloading/30-minute Zones	\$25
No/Expired Permit	\$25
Parked in Faculty/Staff.	\$25
Parked in Grass.	\$25
Parked in Visitor	\$25
Snow Removal	\$25
Two Hour Visitor	\$25
Wrong Way in a One Way	\$25

Minor Violations

3 or More Offenses.	\$25
Aramark Food Service Parking	\$10
Blocking Sidewalk/Crosswalk	\$10
Commuter in Resident	\$10
Compact Parking	\$10
Motorcycle Parking Only	\$10
Not a Legal Space	\$10
Permit in Wrong Location	\$10
Reserved/Restricted Parking	\$10
Resident in Commuter	\$10
Straddling Two Spaces	\$10

Citation Appeals

If a person chooses to appeal a citation received for a violation, an appeal form may be obtained from the Lundy Commons Information Desk or the McAuley Switchboard.

Completed appeal forms must be returned to the Lundy Commons Information Desk or the McAuley Switchboard. All appeals must be submitted within seven (7) calendar days of the violation. Appeals not made within seven (7) calendar days will be automatically rejected.

The appeal form must be completely filled out. The page number and the information from the current *Good Book* that apply to the citation must be cited. A copy of the citation must be attached. Appeals not containing this information will be denied. A person must explain why he/she was not in violation. If sufficient information is not given, the appeal will be denied.

The Appeals Committee is a subcommittee of the Campus Safety and Security Committee and consists of one student, one staff member, and one faculty member. The committee has the power to alter the monetary amount of each fine. The decisions of the Appeals Committee are final. Persons who file appeals will be notified by the committee of decisions relating to their appeal. All appeal responses are sent to the Mount Mercy e-mail account listed on the appeal form.

If a student wishes to contest a charge on a Mount Mercy bill, the student must submit a copy of the bill along with a written statement outlining what charge is being contested and why it should not appear on the bill. The Director of Public Safety will investigate the charge and notify the person in writing as to the outcome of the investigation.

Coe Agreement

A reciprocal agreement exists between Mount Mercy and Coe College to honor each other's parking stickers. The parking sticker will be obtained where the student, faculty or staff member is enrolled or employed. This agreement allows students or employees of either institution to park in a designated area. Any person parking in a restricted area, for example, handicapped, loading zone, etc., or in an area for which the permit is not valid, will be ticketed according to the rules determined by the institution whose property is involved.

Liability Statement

Mount Mercy assumes no responsibility or liability for loss or damage to any vehicle or its contents operated or parked on campus. It is advisable to keep cars locked at all times.

The parking regulations have been prepared by the Parking Subcommittee of the Campus Safety and Security Committee.

Suggestions to improve the parking system on campus are welcomed by the Campus Safety and Security Committee. Any suggestions should be made to the committee or the Vice President of Enrollment and Student Life.

Each member of the Mount Mercy community is responsible for being familiar with the information appearing in this booklet. Failure to read the regulations will not be considered an excuse for noncompliance.

Snow Removal Policy

The Snow Removal Policy (SRP) will be in effect whenever snow removal signs are posted at the McAuley switchboard, Regina lobby, at each of the campus entrances, residence hall floors, apartment buildings, and the Busse Center. All resident students will also be notified by e-mail in order to verify the time the SRP will take effect and any additional information needed. *Note:* The SRP will not be placed into effect between 7:00 p.m. and 6:00 a.m.

All vehicles on campus, regardless of their running condition, must park as outlined below. Any vehicle not removed from designated areas will be ticketed.

Note: Dividing line for east/west ends of the Prairie Drive lot drawn from the emergency phone to the guard house.

Snow Removal Policy In Effect

Time: 9:00 p.m. - 10:30 p.m. *11:00 a.m.-12:30 p.m. when campus is closed*

CAN Park

East End Prairie
Drive Lot (Busse Center)
Rest of the Campus

CANNOT Park

West End Prairie Drive Lot
(nearest Warde)
27th Street Lot
Lower Andreas Lot*

Time: 10:30 p.m. - Midnight *12:30 p.m. -2:00 p.m. when campus is closed*

CAN Park

Move cars to West End
of Prairie Drive Lot
(nearest Warde)
Rest of the Campus

CANNOT Park

27th Street Lot
Lower Campus

Time: Midnight - 8:00 a.m. *2:00 p.m. -3:00 p.m. when campus is closed*

CAN Park

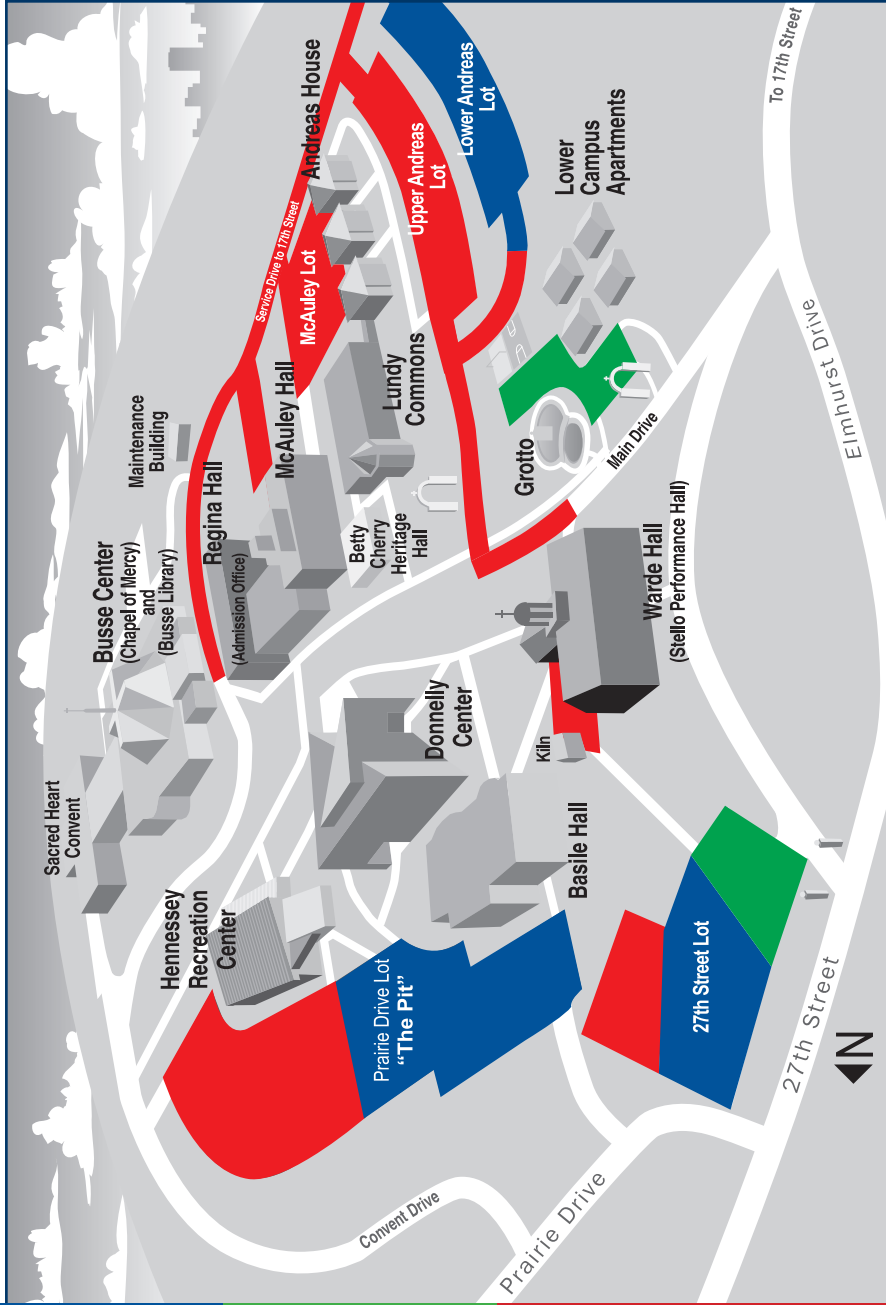
West End Prairie Drive Lot
(nearest Warde)
Lower Campus Lot
(if authorized)

CANNOT Park

East End Prairie Drive Lot
(nearest Busse Center)
The Hill
McAuley/Regina
Service Drive Parking
Visitor Parking
27th Street Lot
Behind McAuley
Upper Andreas Lot*

* If either Andreas lot is full, Andreas residents CAN park in the Lower Campus lot.

SNOW REMOVAL POLICY



9:00-10:30 p.m.
DO NOT PARK
 (being plowed)

Lower Andreas Lot
West End of the Pit
 (Nearest Wardle)
27th Street Lot

11:00 a.m.-12:30 p.m.
 when campus is closed

10:30 p.m.-
Midnight

DO NOT PARK
 (being plowed)

27th Street Lot
Lower Campus
 12:30-2:30 p.m. when
 campus is closed

Midnight-
8:00 a.m.

DO NOT PARK
 (being plowed)

East End of the Pit
 (Nearest Busse Center)
The Hill & Visitor
Parking
27th Street Lot

Service Drive Parking
McAuley/Regina &
Upper Andreas Lots
 2:00-3:30 p.m. when
 campus is closed

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