

Employee Parking Regulation: No. 28

*Vehicles operated or parked on MSU property should be registered with the Parking Office and parked according to the privileges granted. Parking is self-supporting (no tax or tuition money is used to support the system). **Revenue from the parking system is used to support, maintain and improve campus parking facilities and improve traffic safety.***

As a Michigan State University faculty/staff member, the Parking Office offers two ways to register your vehicle. For your convenience, you may register on-line at our website www.dpps.msu.edu or visit us at our office. We offer assistance at our office when you need to switch your privileges to a different vehicle, pick up a loaner permit or register an additional vehicle.

This regulation becomes effective June 01, 2006 and rescinds all previous employee regulations.

A. Employee Parking

1. Full-time, part-time and temporary University employees, faculty and non-University employees working in University buildings, have the following options for parking on campus:
 - a. Register with the MSU Parking Office and pay the registration fee for vehicles, motorcycles and/or mopeds.
OR
 - b. Park and pay at metered spaces or pay lots
2. A student who is the son or daughter of a University employee, operating a vehicle bearing an employee permit, must register the vehicle as a student and comply with the provisions of the MSU Student Parking and Driving Regulation which can be found at www.dpps.msu.edu/mgtserve/permits.asp. The employee privileges are not extended to the student.
3. The person to whom the privileges are granted is the only person who may park under the privileges; otherwise, they are invalid.
4. An employee permit does not guarantee a parking space next to the work place. Generally, parking is available within a 5–10 minute walking distance.
5. Generally, **faculty/staff parking privileges** allow parking at no additional cost in employee reserved spaces (excludes metered spaces, leased spaces, University Vehicle spaces, visitor spaces, etc.) from 7 AM – 6PM, Monday through Friday. **Commuter privileges** (see option “d” under Employee Vehicle Registration) only allow for parking as posted in *pay* lots 39, 62W, 63W, 79, 100 and Ramp 3 (Wharton Center Ramp), at paid meters in Ramp 1 (Shaw Ramp) and Ramp 5 (by the Communication Arts and Sciences building) and Lot 89 (corner of Farm Lane and Mt. Hope Road). An additional parking fee will be charged for parking in all areas except Lot 89. There is a reduced fee in lots 62W, 79, 100 and Ramp 3 for those with a valid commuter permit. **Mopeds**, as defined by state law and properly registered with the Parking Office, may be parked in the bicycle racks or in their designated storage lots. At times, parking spaces and/or areas may be reserved for special events, and an additional fee charged. Employees who must work on football game days, and who do not have a game ticket, may obtain a parking permit from the Department of Police and Public Safety. This permit will allow parking at no cost in employee lots not reserved for events.

B. Employee Vehicle Registration

1. An employee may register one of five ways:
 - a. Register one vehicle with employee parking privileges and receive one permit.
 - b. Register two or more vehicles with employee parking privileges and receive one permit for each vehicle registered and one validator. This allows only the vehicle displaying the affixed permit and validator to be parked in an employee space.
 - c. Register two or more vehicles with employee parking privileges and receive a single permit for each, providing the primary vehicle fee is paid for each.
 - d. Register one or more vehicles with commuter parking privileges and pay the commuter permit rate for each permit obtained (must be purchased directly from the Parking Office – payroll deduction is not an option).
 - e. Register as a car pool participant (limit of 4 per permit) with employee parking privileges. Employees wanting to purchase a car pool permit (transferable between designated vehicles) must purchase the permit at the Parking Office (payroll deduction and checking account routing numbers are not an option). All participants must present vehicle registrations and faculty/staff IDs. The cost to purchase the permit will be divided among the participants. Contact the Parking Office supervisor with any questions.

Except for purchasing commuter, motorcycle, moped or car pool permits, eligible employees may register a vehicle using the Department of Police and Public Safety website at www.dpps.msu.edu. For many employees, monthly payroll deduction is available. Beside payroll deduction, you may opt to pay on-line using VISA, MasterCard, Discover, American Express or your checking account and routing number (ACH). When obtaining a permit at the Parking Office, a valid MSU Identification Card or your current appointment papers along with the vehicle registration (photocopies accepted) must be presented. Payment at the office includes the credit cards previously listed, cash, check or money order (made payable to MSU) – ACH is not an option. A fee will be assessed for each additional vehicle registered.

2. In addition to employee permits, **faculty or staff residing in University Village or Cherry Lane Apartments** must have apartment permits for their vehicles. These permits are issued at no additional cost, upon presenting a valid lease agreement to the Parking Office. A visitor pass for the apartment (one per apartment) may be obtained by the faculty or staff member. *The visitor pass is for visitor use only.* University apartment residents may not use the visitor pass at anytime. In addition, no person may use a visitor pass to store a vehicle, park for events, classes, etc. Visitor permits will not be replaced if lost, stolen or destroyed. Additional 24-hour visitor permits may be purchased by the University Apartment resident (present ID and lease agreement) at the Parking Office.

University Apartment residents may register a maximum of two vehicles for the apartment complex.

Temporary employees presenting vehicle registration and proof of employment to the Parking Office may register at the monthly rate and pay by cash, check, money order, VISA, MASTERCARD, DISCOVER or AMERICAN EXPRESS.

An **MSU Retiree** is allowed to register his or her vehicle at no charge as long as he or she is no longer receiving pay from MSU. If a retiree works as a contract employee, an on-call employee, or has a paid appointment, he or she is not eligible for free parking privileges and must register according to the employment status. In order to obtain a retiree permit, stop payroll deduction (or request a refund, if applicable), the retiree must return his or her current employee parking permit(s) and gate access card as well as present proper retiree identification at the Parking Office. If a retiree does not have a current employee permit, he or she must present retiree identification at the Parking Office to obtain a retiree parking permit. Registration of a second vehicle requires approval by the Parking Office.

Resigned employees or those who will be on extended leave (including sabbatical or disability) should return the remnants of their permit(s) and gate access card to the Parking Office for a refund on the unused portion or to stop payroll deduction. This does not apply to time off for vacation.

Contracts with agencies in the Manly Miles Building, Nisbet Building, Cyclotron and East Lansing Fire Department provide parking permits for those locations.

C. Permits and Gate Access Cards

1. All permits and gate access cards remain the property of MSU, are assigned to individuals and are non-transferable. Unauthorized transfer or use of a permit and/or gate access card will result in their/its confiscation, termination of the privilege(s) for at least the balance of the registration period and a parking ticket(s). Confiscation of a gate access card will nullify refund of a deposit (if applicable) **and a deposit will be required to obtain a new gate card.** Permits and gate access cards must be returned to the Parking Office upon employment termination, when leaving the University or at the conclusion of the registration period (gate access card only).
2. Replacement of a lost permit or lost or stolen gate card may be obtained by payment of an assessed fee (restrictions may apply). No refunds are given on gate cards reported as lost, stolen (even if recovered) or destroyed. Replacement of a stolen permit requires a police report number and Parking Office approval.
3. Permits shall be affixed according to the instructions printed on the back of the permit. *Note: A current permit, though properly affixed, is valid only when all expired permits have been removed. Decals that have been laminated or taped to the windshield are not valid and will result in a parking ticket.*
4. Permits and gate access cards expire in accordance with the date shown on the permit unless privileges are no longer deemed valid or have been revoked.
5. Only one gate card is issued to an individual, regardless the number of vehicles the person may have registered.

D. Loaner Permits/Calendar Permission

If the vehicle which is currently registered with the Parking Office is being repaired, and another vehicle driven in the interim, a loaner permit may be obtained at the Parking Office at no charge. If the vehicle will be unavailable for more than three consecutive days, then documentation from the repair shop is necessary to obtain a loaner permit for the extended time. Employees

with current permits may also request calendar permission (one day only out of each calendar month) when the registered vehicle is not being driven. Immediately upon arrival to work, calendar permission must be obtained by calling the Parking Office at 355-8440. If a parking violation is received after calendar permission has been granted for that day, the violation must be sent to our office with the employee's name and "calendar permission" printed on it. Calendar permission for that time must be verified and the violation must be written for a space in which the employee's current permit is valid. If a violation is received prior to obtaining calendar permission that day, the violation will not be considered for calendar permission. A loaner permit must be obtained from the Parking Office if calendar permission has already been used for the month, or you may park and pay in the visitor pay lots or at meters (note times of operation on meters).

E. Departmental Leased Parking

Written requests for departmental leased spaces must be directed to the Parking Office and are subject to Parking Office approval. Those that have been approved for a lease space permit must also have a current and valid employee permit. Leased space parking is paid for by funds from the requesting department. Each leased space is signed with a number and hours reserved.

F. Bicycles and Buses

Any bicycle possessed or operated on campus must be registered, parked and locked at a bike rack and in operable condition; otherwise, it may be impounded and fees assessed to retrieve it. MSU, City of Lansing, City of East Lansing, Lansing Township and Meridian Township permits are acceptable. Permits must be current, valid and adhered to the bicycle frame's post below the seat, facing the handlebars. Failure to properly display and/or affix the permit may result in bicycle impoundment. **Go to www.dpps.msu.edu to register your bike (make, color and serial number must be included). There is no charge to you for the permit.**

For campus bus information, visit the Capital Area Transportation Authority (CATA) website at www.cata.org or call them at 2-2282 (on-campus) or 394-1000 (off-campus).

G. Parking Violations

Fines collected for violation of the **Michigan State University Parking Ordinances** are deposited into a campus improvement account and are used for parking and safety improvements. For a list of ordinance violations, go to <http://trustees.msu.edu/ord.html>.

1. The following are examples of ordinance violations:

- a. Parking at expired meters
- b. Parking at failed meters (no parking zone).
- c. Parking in University Vehicle spaces
- d. Parking in leased spaces
- e. Parking in disabled parking spaces
- f. Parking in reserved areas

2. A fine may be paid:

- a. Via our on-line payment system at www.dpps.msu.edu using VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS or your checking account and routing number (ACH).
- b. Via mail (check or money order made payable to MSU).

- c. In the drop box at the MSU Police Department lobby – open 24 hours/7 days a week
 - d. At the Parking Office during business hours [cash, check, money order (made payable to MSU), VISA, MASTERCARD, DISCOVER and AMERICAN EXPRESS accepted, no ACH].
3. Appeals may be *initiated*:
- a. Via our website: www.dpps.msu.edu
 - b. Via mail – letter
 - c. Via phone (set verbal appeal appointment)
 - d. At the Parking Office during office hours (set verbal appeal appointment or submit a written appeal)
4. If a violation is not paid within seven (7) days after issuance, additional fees will be incurred. (Read the back of the violation, meter tickets have a pay within 24-hour option). In addition, unpaid violations may result in a warrant for the registered owner's arrest and/or impoundment of the vehicle.
5. Accumulation of six (6) or more UNPAID parking violations may result in the impounding of the vehicle which will not be released until the impound and storage fees are paid (with cash or credit card only) and unpaid violations are cleared.
- NOTE: In addition to fines, towing charges and storage fees can be incurred.***

H. Miscellaneous

1. Employees who wish to be considered for special reserved parking should contact the MSU Resource Center for Persons with Disabilities at 353-9642. The Parking Office works closely with the RCPD to facilitate accommodations based upon documented need.
2. Vehicles parked at parking meters must pay the meter fee (note times of operation on the meterhead) and only U.S. coins are accepted.
3. Unless otherwise permitted by the MSU Parking Office, vehicles bearing employee permits may only park in employee designated spaces. Parking is not allowed in visitor spaces, University vehicle spaces, leased spaces, etc.
4. A parking permit may be refused to anyone having unpaid parking violations issued by Michigan State University.
5. Parking on streets, adjacent bays, loops and in certain lots is prohibited between 2 AM and 6 AM, seven (7) days a week.
6. Copies of the ordinances are available for review at the Office of the Secretary of the Board of Trustees, at the Office of the Vice President Affairs and Services, at the Department of Police and Public Safety or on-line at: <http://trustees.msu.edu/ord.html>
7. Questions about sanctions imposed by this regulation should be directed to the Parking Office.

MSU Parking Office
MSU Police Department
87 Red Cedar Road
Michigan State University
East Lansing MI 48824-1219

MSU PARKING OFFICE: 517/355-8440

