

Lees-McRae College Parking Rules and Regulations 2022-2023

Effective June 1, 2022, and subject to change with or without notice

Parking Overview

The rules and regulations set forth have been developed to control traffic movement and parking for all persons utilizing the parking lots, roads, and ways at Lees-McRae College or property controlled by Lees-McRae College.

Anyone operating motor vehicle on property owned, operated, or controlled by Lees-McRae College is subject to these regulations unless otherwise exempt by State and Federal laws, except as otherwise provided herein. The General Laws of the state of North Carolina and the Rules and Regulations of the North Carolina Department of Motor Vehicles shall apply to the College campus and other lands of the College. It is the responsibility of all persons utilizing the College parking facilities to be aware of these regulations and obey such regulations.

Every vehicle on campus must be registered with the Department of Campus Safety & Security and must display a permit or temporary permit issued by the Campus Safety Office.

Lees-McRae College assumes no risk or liability for damage or loss for vehicles or vehicle contents when parked on Lees-McRae College property. **PARK AT YOUR OWN RISK.**

By operating a motor vehicle on campus, the operator is agreeing to comply with the parking rules and regulations of Lees-McRae College.

Campus Contact Information

All parking related questions can be directed to HD Stewart, Executive Director of Campus Operations, at parking@lmc.edu.

Parking Permit Registration 2022-2023

Permits issued, and lot assignments made, on a first come-first served basis.

Students may obtain a parking permit beginning on the dates listed below:

Seniors & Commuter Students	June 21
Juniors	June 28
Sophomores & Transfer Students	July 19
Freshman	July 26

⇒ Registration begins at 10 a.m. on the assigned days, first come-first served.

Resident students must be registered for classes and have your room assignment in order to apply for a parking permit. If you do not have a room assignment by your specified class date above, you may register beginning on the next class registration date.

By registering a vehicle, you agree to and accept all campus parking rules and regulations.

Obtaining a Parking Permit

To purchase a parking permit, visit <https://www.permitsales.net/LeesMcRae>.

Payment Information

You may pay online using a Debit or Credit Card (Visa, MasterCard, or Discover only). Cash or Check payments are also accepted and may be submitted in person at the Student Accounts Office. The Account will be set up for permit registration after payment is made. *Parking fees cannot be charged to your student account.*

If you are unable to register for permit, complete the form below:
https://leesmcræ.formstack.com/forms/parking_registration_help_form

Registration Fees

Resident parking permits are \$500.00 per parking space, per academic year, and allow registered students to park on campus in an assigned lot 24 hours a day, 7 days a week.

Commuter parking permits are \$200.00 per parking space, per academic year, and allow registered students to park on campus in an assigned lot from 7:00 AM until 5:00 PM weekdays.

Parking permits are non-transferable and permit fees are non-refundable.

Resident Parking Lots:

<i>Lot Name</i>	<i>Assignment</i>	<i>Permit Required</i>	<i>Permit Color</i>
Avery	Avery Residents	24 hours a day	Teal
Tate Front	Tate Residents	24 hours a day	Navy Blue
Bobcat Valley	General Student	24 hours a day	Orange
Apartments	Apartment Residents	24 hours a day	Red
Remote Lot	General Student	24 hours a day	Pink-Purple
McMillan	McMillan/Bentley/Baldwin Residents	24 hours a day	Burnt Orange

Villages/Cannon Honors Cottage	Hemlock Village/Cannon Honors Cottage Residents	24 hours a day	Gold
Grandfather**	Grandfather Home Campus	24 hours a day	Green
Houses (2 spaces per house) *	Student Houses Residents	24 hours a day	Blue
Track Lot*	Student Houses Residents	24 hours a day	Purple
Banner Elk PC Lot *	Houses and Track Lot Permits Only	7:00 AM to 5:00 PM	
Hayes Lot**	Grandfather Home Campus Permits Only	7:00 AM to Midnight	

Commuter Parking Lots:

<i>Lot Name</i>	<i>Assignment</i>	<i>Permit Required</i>	<i>Permit Color</i>
Theater Design Lot	Commuter	7:00 AM to 5:00 PM	Yellow
Cannon Student Center	Commuter	7:00 AM to 5:00 PM	Yellow

Open Parking Lots:

The following lots are open for general permitted student parking without any permit restrictions, from 5:00 PM to Midnight, seven days a week:

- Hayes Lot
- Cannon Student Center Lot
- Chaffee Loop
- Design Studio Lot
- Williams Gym Lot (Resident or Commuter permit required at all non-game times)

Barns and Noble Parking

- Four 15 Minutes spaces for parking at the campus bookstore are located beside Barnes and Noble.

No overnight parking is permitted in open parking lots.

Visitors and Guest Parking:

<i>Lot Name</i>	<i>Assignment</i>	<i>Permit Required</i>
May School	Visitors & Guests	24 hours a day
Daniel Boone Cottage & Hemlock Hall	Assigned Guests Only	24 hours a day
Designated Visitor Parking at Grandfather Home Campus	Visitors & Guests	24 hours a day

Visitors must display a “Visitors Parking” permit in order to park on campus. All visitors and guests, including parents and friends, must register with Campus Safety upon arrival to campus.

Students are responsible for ensuring all visitors obtain a visitor pass. Visitors to campus may obtain a visitors parking pass at the Safety Office. Visitors will park in assigned lot.

Visitor Parking permits are required for all visitors, including those parked in a marked visitor spot. If the Safety Officer is out of the office, please call 828-260-0505.

Faculty/Staff Parking:

<i>Lot Name</i>	<i>Assignment</i>	<i>Permit Required</i>	<i>Permit Color</i>
Lower Chaffee	Faculty/Staff	24 hours a day	Multi-Puzzle
May School	Faculty/Staff	24 hours a day	Multi-Puzzle
Performing Arts Building	Faculty/Staff	24 hours a day	Multi-Puzzle
Chaffee Loop	Faculty/Staff	7:00 AM to 5:00 PM	Multi-Puzzle
Art Studio	Faculty/Staff	24 hours a day	Multi-Puzzle
Spaces designated as “Faculty/Staff Parking Only”	Faculty/Staff	24 hours a day	Multi-Puzzle

All parking rules and regulations apply to college employees.

Faculty and Staff are required to display parking permits. Faculty and Staff may register more than one car. There is no cost to Faculty and Staff for parking permits. Registered students do not qualify for a Faculty and Staff parking permit, regardless of employment status with the college.

When an employee is no longer in possession of a registered vehicle, the permit should be returned to the Safety Office. A new permit will then be issued for another vehicle.

Faculty and Staff may only park in Faculty and Staff assigned lots or open parking lots after 5 PM.

Electric Vehicle Charging Station Parking:

As part of our commitment to environmental sustainability, an electric vehicle (EV) charging station is located at the Cannon Student Center for use by students, faculty, staff, and visitors. This EV charging station is a Level 2 “fast-charge” station that is part of the ChargePoint network. Rates, fees, and payment information, and charging instructions are located at the station terminal.

Only electric or hybrid plug-in vehicles are permitted to park in an EV parking space and must be coupled to the EV charging station at all times. Any vehicle parked in an EV parking space that is not, or cannot be, coupled to the EV charging station will result in a citation or towing at the owner’s expense.

Electric Vehicle charging stations are a shared resource and are provided on a first come, first-served basis. EV owners should not expect to have a dedicated space available to them at all times.

Electric vehicles are prohibited from charging at standard electrical outlets found on campus. Charging vehicles by any means other than a designated EV charging station is subject to Student Conduct referral and/or confiscation of charging cable.

Lees-McRae College assumes no responsibility or liability for damage to vehicles using the EV charging stations.

Parking Permit Pickup:

Parking permits can be picked up on Move-In Day at the Cannon Student Center. After this date, parking permits can be picked up at the Campus Post Office, located in the Cannon Student Center, Monday through Friday, 8:30–11:30 a.m. and 1–4:30 p.m. You must present your Lees-McRae College Student ID to pick up permit.

Parking Policy and Regulations – Authority:

Under the authority of the Executive Director of Campus Operations, each Campus Law Enforcement and Safety Officer is authorized to expedite traffic or safeguard pedestrians in the event of fire or other emergency or special events.

Law Enforcement Officers of the Lees-McRae College Campus Police, the Town of Banner Elk Police Officers, Avery County Sheriff, State of North Carolina police forces, or Officers of Banner Elk Fire Department may direct or control traffic as conditions may require notwithstanding the provisions of these rules and regulations.

Privilege to Operate or Park a Motor Vehicle on Campus:

Permission to operate a motor vehicle on the grounds owned, operated or controlled by Lees-McRae College is a discretionary privilege bestowed by the College. Such privilege may be denied, revoked, suspended, or modified by the action of the Officers of the College authorized to take such action.

Special Parking Needs:

Lees-McRae College will honor all state-issued handicap placards and plates.

Persons with temporary mobility impairments may obtain special parking permission by applying at the Office of Accessibility Services. Applicants may be required to provide documentation from an attending physician regarding the impairment and the length of time the permit is needed. Medical exemptions will allow persons to park in designated areas. This exemption does not grant permission to park in prohibited areas.

Parking Reassignment and Student Housing Changes:

Students changing housing assignment during the academic year may request parking reassignment closer to their new residence location. Parking reassignment is based upon availability and students are not guaranteed parking assignment changes.

Parking assignment change requests can be submitted by email to parking@lmc.edu

Parking Rules and Regulations:

1. Parking permits must be displayed in a visible manner to be considered valid.
2. Student is responsible for maintaining current vehicle information in their parking account.
3. Students are required to park vehicles according to their lot assignment. This policy is enforced 24/7, including weekends and holidays.
4. Only vehicles with Student House permits may park at their assigned house. Parking in an unauthorized lot, *even temporarily*, will result in a citation and/or towing at the owner's expense.
5. Obey all campus traffic laws. The speed limit on campus is 15 mph.

6. Do not park in designated Handicapped Parking unless you have an authorized handicap placard or plate. *A valid Lees-McRae Parking Permit is also required.*
7. Parking in front of or alongside Banner Elk Presbyterian Church is prohibited. Parking in these areas may result in a citation and/or towing at the owner's expense.
8. Service parking spaces and loading docks reserved for the use of authorized College vehicles, contractor vehicles, or emergency services vehicles. All other vehicles are prohibited from using these spaces. Unauthorized vehicles may be towed at the direction of the Campus Safety Department.
9. The Campus Safety Office must be notified of all disabled motor vehicles. If a vehicle is interfering with the safe flow of traffic, or parking lot capacity, Campus Safety may have it removed at the expense of the vehicle owner. If a disabled vehicle is parked in an area for which it is not permitted, Campus Safety will grant a maximum of twenty-four (24) hour exemption to the owner to arrange removal or repair.
10. Abandoned motor vehicles will be towed at the expense of the owner in compliance with North Carolina General Law. The towing and subsequent storage and/or disposal cost are the responsibility of the vehicle owner. The owner of the vehicle may also suffer the penalties of North Carolina law, under G.S. 20-137.7. Vehicles may be towed at the direction of the Executive Director of Campus Operations or his/her designees. Lees-McRae College accepts no liability for any vehicle abandoned on college property and vehicles that do not display valid registration plates and/or a College parking decal may be considered abandoned.
11. Vehicles in violation of college policy may be cited or towed. This includes *all faculty/staff, student, visitor and/or unregistered vehicles.*
12. No vehicle shall be operated with persons on any part of the vehicle not intended for passengers, including, but not limited to, the hood, trunk, roof or other exterior part.
13. Vehicles that pose a danger to public safety may be towed at the direction of any Law Enforcement or Fire Safety Officer in the performance of their duties.

No parking areas:

1. No parking on any lawn, landscape, or sidewalk area.
2. No parking or loading/unloading in any restricted area, no parking zone, or fire lane.
3. No parking or loading/unloading in front of any dumpster
4. No parking in handicap space, unless proper placard is displayed.
5. No parking or loading/unloading on roadways or where traffic is impeded.

6. No parking or loading/unloading at the Shelton Learning Commons (Library).
7. No student parking or loading/unloading, at any time, in the President's Lot.
8. No student parking or loading/unloading at the Student Recreation Center.
9. No parking or loading/unloading in any other area where access has been restricted or signed accordingly.
10. No parking behind Bowman Science, two 30-minute spaces are reserved for loading/unloading only.

Loading/Unloading Zones:

Temporary parking in designated loading/unloading zones is only permitted where signed. Use of loading/unloading zones is restricted to the time limit designated on the sign.

Vehicles occupying loading/unloading zones for more than the allowed time are considered to be parking in an unauthorized space, and subject to citation or vehicle towing.

Parking during Adverse Weather Conditions:

Parking regulations are in effect under incremental weather condition unless otherwise directed by Lees-McRae College Campus Police or Campus Safety Officer(s). Citations will not qualify for an appeal due to weather conditions.

During snow or other weather emergencies, parking advisories may be issued to inform the campus community of parking changes via email, Emergency Alert Notification or signage. Snow removal is a priority. Any vehicle interfering with snow removal equipment may be cited and/or towed from campus.

Parking Citations:

The registered permit holder is responsible for all traffic citations received on the vehicle, regardless of whether or not they are in immediate control of the vehicle. Vehicles in violation of the parking regulations will be cited and/or towed at the owner's expense. Faculty or staff who fail to comply with parking regulations will be cited and referred to their supervisors and applicable Vice President.

The *Parking Citation Fee Schedule* can be found in Appendix A.

Loss of Parking Privileges:

Continued failure to comply with parking regulations may result in temporary or permanent loss of campus parking privileges, at the sole discretion of the Executive Director of Campus Operations or Director of Student Conduct and Engagement.

Vehicle Towing:

Any Campus Safety Officer may be directed by the Executive Director of Campus Operations, upon finding any vehicle parked in violation of this policy, if the owner or operator is not present, may have such vehicle moved and placed in storage at the expense of the owner or operator of such vehicle.

Vehicles without campus parking permits, parking on campus property are subject to immediate towing.

Appeal Process:

Appeals for citations must be made online at the following link, within 5 days of the citation:

<https://www.permitsales.net/LeesMcRae/violations>

The Executive Director of Campus Operations will notify the appellant of the decision in a timely manner. Appeals must be submitted using this link to be accepted. All decisions made during the appeal process are final.

Registered/Unregistered vehicles will have a citation placed on the window, Campus Law enforcement and/or Safety Officers *will not notify* violators of a parking citation.

The following reasons are not valid reasons to appeal a citation:

- Ignorance of parking rules/regulations
- Late for class or event
- Dropping off another student
- Inclement weather
- Inability to find a legal parking space

Policy Complaints:

Student complaints regarding this policy or other parking rules and regulations may be submitted using the Student Complaint Process, as outlined in the Student Handbook. Only complaints regarding policy may be submitted using the Student Complaint Process. All other issues, such as fee or sanction appeals, should be addressed using the appeal process outlined above.

Special Events:

When a department is hosting a special event on campus where unregistered vehicles will be present, the event host must coordinate parking with the Director of Campus Events prior to the event. The Director of Campus Events will work with the event host to ensure that participants know where to park so as not to adversely impact the good working order of the College. Event parking may be restricted to certain lots at the discretion of the Director of Campus Safety and Security. Event hosts are responsible for notifying attendees of the parking rules and regulations.

Summer Programs:

All parking Rules and Regulations are in effect during the summer months. The Director of Campus Events notifies participant groups of the parking regulations and issues short term parking permits. The permit fee is included in program costs and no additional payment is required.

Appendix A: Parking Citation Fee Schedule, per occurrence:

\$50 Citation Fee	<ul style="list-style-type: none"> • Parking in an unauthorized parking space or lot • Improper parking • Stopped in a traffic lane or fire lane* • Parking in a restricted area or No Parking Zone* • Driving/Parking on grass or sidewalk • Tampering with a parking control device (Cones/Barricades)
\$100 Citation Fee	<ul style="list-style-type: none"> • No parking permit decal displayed
\$250 Citation Fee	<ul style="list-style-type: none"> • No valid parking permit * • Use of a parking permit registered to another vehicle* • Parking in a handicapped space without a valid placard* • Parking in any parking space designated for electric vehicle charging unless actively coupled to charging station *

Offenses listed with * may result in vehicle towed at the owner's expense.