

Lees-McRae College Parking Rules and Regulations 2024–25

Effective June 1, 2024, 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 a 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. By operating a motor vehicle on campus, the operator is agreeing to comply with the parking rules and regulations of Lees-McRae College.

Every vehicle on campus must be registered with Campus Operations and must display a campus hang tag or temporary permit issued by Campus Police and Security 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.

Parking Permit Registration 2024–25

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 based on their class status.

Registration begins at 10 a.m. on the assigned days.

Seniors and Juniors	June 18
Sophomores	June 20
Freshman, Commuters, and Transfers	July 23

Resident students must be **registered for classes and have a room assignment** to apply for a parking permit.

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

Obtaining a Parking Permit

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

Payment Information for Students

Students 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 a student account.*

Students unable to register for a permit may complete this [help form](#).

Student Registration Fees

Resident parking permits are \$500 per parking space, per academic year, and allow registered students to park on campus 24 hours a day, 7 days a week. Students may only park in lots on their assigned campus or open parking lots on either campus after 5 p.m.

Commuter parking permits are \$200 per parking space, per academic year, and allow registered students to park on campus in an assigned lot from 7 a.m. until 5 p.m. weekdays.

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

All parking registration questions can be directed to Campus Operations at parking@lmc.edu.

North Campus Parking Lots:

Classification	Lot Name	Assignment	Permit Required	Permit Color
North Campus Student Parking	Avery Lot	24 hours a day	Student	Gold
	McMillan Lot	24 hours a day	Student	Gold
	Tate Lot	24 hours a day	Student	Gold
	Elk River Apartments Lot	24 hours a day	Student	Gold
	Hemlock Village Lot	24 hours a day	Student	Gold
	Bobcat Valley Lot	24 hours a day	Student	Gold
	Hayes Lot	24 hours a day	Student	Gold

South Campus Parking Lots:

Classification	Lot Name	Assignment	Permit Required	Permit Color
South Campus Student Parking	South Campus General Lots	24 hours a day	Student	Green
	Green and Gold Lot	24 hours a day	Student	Green
	Lakeside Apartments Lot	24 hours a day	Student	Green

Athletic Complex Parking:

Athletic Complex Parking	Williams Gymnasium Front Lot	5 a.m.–midnight	All Campus Permits	ALL
	Softball Lot	5 a.m.–midnight	All Campus Permits	ALL
	Pool Side Lot	5 a.m.–midnight	All Campus Permits	ALL
	Remote Lot*	5 a.m.–midnight*	All Campus Permits	ALL

**Teams Game Day parking/ Overnight game parking*

Commuter Parking Lots:

Classification	Lot Name	Assignment	Permit Required	Permit Color
Commuter Parking	Banner Elk Presbyterian Church Extension Lot	7 a.m.–5 p.m. M–F	Commuter	Green & Gold
	Theater Design Lot	7 a.m.–5 p.m. M–F	Commuter	Green & Gold

Open parking after 5 p.m. until Midnight:

Residential students, Faculty and Staff may park in open lots from 5 p.m. until Midnight.

Classification	Lot Name	Assignment	Permit Required	Permit Color
Open Parking	South Campus Overflow Lot	5 p.m.–midnight	All Campus Permits	ALL
	Bryan Recreation Building	5 p.m.–midnight	All Campus Permits	ALL
	Whitsell Art Studio Lot	5 p.m.–midnight	All Campus Permits	ALL
	May School Lot	5 p.m.–midnight	All Campus Permits	ALL
	Maple House Lot (formerly Business Affairs Building)	5 p.m.–midnight	All Campus Permits	ALL
	Upper/Lower Chaffee Lots	5 p.m.–midnight	All Campus Permits	ALL
	Cannon Welcome Center Lot (formerly Cannon Student Center)	5 p.m.–midnight	All Campus Permits	ALL
	Needham Alumni House Lot	5 p.m.–midnight	All Campus Permits	ALL
	Theater Design Lot	5 p.m.–midnight	All Campus Permits	ALL

Faculty and Staff Parking: All parking rules and regulations apply to college employees.

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

Students do not qualify for a Faculty and Staff parking permit, regardless of employment status with the college.

Faculty and Staff Parking Lots:

Classification	Lot Name	Assignment	Permit Required	Permit Color
Employee Parking	Bryan Recreation Building Lot	7 a.m.–5 p.m. M-F	Employee	White & Gold
	Whitsell Art Studio Lot	7 a.m.–5 p.m. M-F	Employee	White & Gold
	Annie Cannon Lot	7 a.m.–5 p.m. M-F	Employee	White & Gold
	Maple House Lot (formerly Business Affairs Building)	7 a.m.–5 p.m. M-F	Employee	White & Gold
	Upper/Lower Chaffee Lots	7 a.m.–5 p.m. M-F	Employee	White & Gold
	North Campus Maintenance Building	7 a.m.–5 p.m. M-F	Employee	White & Gold
	Needham Alumni House Lot	7 a.m.–5 p.m. M-F	Employee	White & Gold
	May School Lot	7 a.m.–5 p.m. M-F	Employee	White & Gold
	Shelton Commons Lot	7 a.m.–5 p.m. M-F	Employee	White & Gold
	Williams Gym Lot	24/7	Employee	White & Gold

How-to pick-up parking permits:

Student permits can be picked up on Move-In Day at check in. After this date, parking permits can be picked up at the Campus Post Office, located in the Cannon Welcome Center, Monday through Friday, 9 a.m.–noon and 1–4 p.m. Students must present their Lees-McRae Student ID to pick up their permit.

Employee Permits are available for pick up at the Campus Post Office, located in the Cannon Welcome Center, Monday through Friday, 9 a.m.–noon and 1–4 p.m.

How to change vehicle information:

Click on <https://portal.permitsales.net/driverportal/LeesMcRae/>

- Sign in using Lees-McRae email and password.
- Click “My Account”
- Click “Vehicle”, then click edit to change vehicle information.

Visitor and Guest Parking

Visitors must display a “Visitors Parking” permit to park on campus. All visitors and guests, including parents and friends, must register with Campus Police and Security office (# 1 on the Campus Map) 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 Campus Police and Security office located in the Robb Center on North Campus.

[View Campus Map >>](#)

Classification	Lot Name	Assignment	Permit Required
Guest and Visitor Parking	May School	24 hours a day	Temporary Permit
	Cannon Welcome Center (formerly Cannon Student Center)	24 hours a day	Temporary Permit
	South Campus Overflow lot	24 hours a day	Temporary Permit
	May Wildlife Rehab Center	24 hours a day	Temporary Permit
	Williams Gym	24 hours a day	Temporary Permit

Accommodations for Disability Placards

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

Employee Accommodations for Temporary Disability Parking on Campus

Campus employees may obtain temporary parking accommodations by providing appropriate medical documentation to Human Resources.

The employee will be provided a temporary disability parking permit for a maximum of six weeks by Lees-McRae College; if accommodation is needed beyond six weeks, the employee is expected during those six weeks to obtain a Disability Placard (temporary or otherwise) from the state that licenses the employee’s vehicle. With questions, contact Director of Human Resources Mary Furst at furstm@lmc.edu.

Student Accommodations for Temporary Disability Parking on Campus

Students with temporary mobility impairments may obtain special parking permission by applying for Temporary Disability parking, in conjunction with adequate medical documentation. The temporary permit will be provided for a maximum of six weeks by Lees-McRae College; if accommodation is needed beyond six weeks, the student is expected during those six weeks to obtain a Disability Placard (temporary or otherwise) from the state that licenses the student’s vehicle. The Office of Accessibility Compliance can aid students with parking accommodations. Learn more at lmc.edu/accessibility.

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 sent by email to parking@lmc.edu.

Parking over Breaks:

Students with valid parking permit may park in any student parking area during campus breaks and holidays, from 6pm after the beginning of the break until 6pm the day before break ends.

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 spaces for disabilities 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 Rock House Lot (President's Office).
8. No student parking or loading/unloading at the Arthur Student Recreation Complex.
9. No parking or loading/unloading in any other area where access has been restricted or signed accordingly.
10. 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 Campus Police and Security.
11. Campus Police and Security must be notified of all inoperable motor vehicles. If a vehicle is interfering with the safe flow of traffic, or parking lot capacity, Campus Police and Security may have it removed at the expense of the vehicle owner. If an inoperable vehicle is parked in an area for which it is not permitted, Campus Police and Security will grant a maximum of twenty-four (24) hour exemption to the owner to arrange removal or repair.
12. No parking behind Bowman Building. Two 30-minute spaces are reserved for loading/unloading.
13. Vehicles in violation of college policy may be cited or towed. This includes all faculty/staff, student, visitor, and/or unregistered vehicles.
14. 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 surfaces.
15. 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.

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 Campus Police and Safety officer. 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.

Loading/Unloading Zones:

Temporary parking in designated loading/unloading zones is only allowed 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 inclement weather conditions unless otherwise directed by Campus Police and Security officers. 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.

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 Executive Director of Campus Operations prior to the event and 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 Executive Director of Campus Operations. 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 Executive Vice President for Strategic Operations and Public Relations 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.

Parking Citations:

The registered permit holder is responsible for all parking 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 and B.

Registered vehicles will receive a citation by email. Campus Police and Security officers will not notify violators of a parking citation. Unregistered vehicles will receive a citation placed on the front windshield and an orange sticker on the drivers' side window of the vehicle. Any vehicle receiving a third unregistered citation will be immobilized.

All Parking enforcement and parking citation questions can be directed to Campus Police Chief Brandon Greer at greerb@lmc.edu.

Immobilization

Any Campus Security officer, upon finding any vehicle parked in violation of this policy, if the owner or operator is not present, may have such vehicle immobilized at the expense of the owner or operator of such vehicle. Failure to remove the immobilization device in 72 hours will result in the vehicle being towed. The Immobilization Fee Schedule can be found in Appendix C.

Vehicle Towing:

Any Campus Security officer, 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 parking on campus property without campus parking permits are subject to immediate towing.

All vehicles are towed to:

K & S Towing
178 Westview Heights Boone, NC 28607
336.745.5364

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 parking appeals committee.

Appeal Process:

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

www.permitsales.net/LeesMcRae/violations

- Appeals must be submitted using this link to be accepted.
- Appeals made in person or by email will not be accepted.
- All decisions made during the appeal process are final.
- The parking appeals committee will notify the appellant of the appeal decision by email.

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

Appeals that have language that is not appropriate (profanity, threats, or refusal to pay fees) will be referred to student conduct or Human Resources and Benefits Administration.

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.

Parking citation and immobilization fees:**Appendix A: Parking Citation Fee Schedule, per occurrence:**

\$100 Citation Fee*	• 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)

Appendix B: Parking Citation Fee Schedule, per occurrence:

\$250 Citation Fee*	• No valid parking permit second offence
	• Parking in New Student or Visitor spaces
	• Use of a parking permit registered to another vehicle
	• Parking in a disabled parking space without a valid placard
	• Parking in any parking space designated for electric vehicle charging unless actively coupled to charging station

Appendix C: Immobilization Fee Schedule, per occurrence:

\$150 Immobilization Fee	• Immobilization device removal fee
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***Parking citation fees are discounted by 50% if paid within 72 hours of receiving the citation.**