

## PARKING VIOLATIONS

- // Vehicles without permits or with expired or improper permits will be ticketed and the fine is \$20.
- // Vehicles with permits displayed improperly will be ticketed and the fine is \$20.
- // Student vehicles parked in a non-student parking lot or a reserved parking area will be ticketed and the fine is \$20.
- // Employee vehicles parked in a student parking lot will be ticketed and the fine is \$20
- // Vehicles with permits not easily seen through dark tint will be ticketed and the fine is \$20.
- // Vehicles displaying a permit registered to another vehicle or student is considered unauthorized illegal use of a permit and the fine is \$50.
- // Parking in handicap spaces is prohibited unless the owner displays a handicap parking permit and the fine is \$100.
- // Parking is a privilege on campus. Parking privileges may be revoked if the owner is issued more than ten parking tickets in one semester.
- // The University reserves the right to remove any vehicle operated or parked in violation of University regulations. The owner of the vehicle will be required to pay the cost of towing, storing and impounding.

## PARKING TICKETS & FINES

The University reserves the right to ticket any vehicle on campus. Parking tickets may be issued by either Campus Security or the Student Life Staff. Parking fines are \$20 and payable to the Office of Student Life of the Business Office. Unpaid fines will be applied to the student's account in the Business Office.

## RESERVED PARKING AREAS

### Facilities/Maintenance Parking

There are several "Facilities/Maintenance" parking spaces on campus. These spaces are reserved only for Facilities & Maintenance employees. Vehicles parked in these spaces in violation will be ticketed and the fine is \$20.

### Area Coordinator Parking

There are "Area Coordinator" parking spaces located in the entrance to each residence hall. These spaces are reserved only for the Area Coordinator of each building. Vehicles found parked in violation will be ticketed and the fine is \$20.

### SRA/RA Parking

There are "SRA" or "RA" parking spaces located in the entrance to each residence hall. These spaces are reserved only for Senior Resident Assistants and Resident Assistants. Students must have a SRA/RA parking permit to park in any of these spaces. Vehicles found parked in violation will be ticketed and the fine is \$20.

### Campus Security/Campus Nurse Parking

There is a "Campus Security" and "Campus Nurse" parking space located west of the Campus Center. This space is reserved only for Campus Security and the Campus Nurse. Vehicles found parked in violation will be ticketed and the fine is \$20.

## PARKING TICKET APPEALS

Students and employees who feel they were unfairly issued a parking ticket have the option to appeal the ticket. Anyone choosing to appeal a ticket must submit an appeal form to Student Life within 10 days from the date the ticket was issued. The appeal is then brought before the Parking Appeal Committee for a decision. This process may take up to two weeks to finalize. Parking ticket fines are placed on hold until the appeals process is completed. Students and employees will be notified of the decision through email. Parking Ticket Appeal forms may be obtained in the Office of Student Life and are also available online under "Campus Parking" on the Student Life web page.

## VEHICLE BOOTING

The University reserves the right to boot any vehicle on campus. Any vehicle issued four or more parking tickets in one semester will be immobilized for 24 hours with a wheel boot. A \$40 boot fine will then be charged to the owner/operator. After the 24-hour period, the boot will be removed from the vehicle only if the owner/operator has resolved all parking fines with Student Life. Please note: a vehicle may be booted after two parking tickets if it is not registered with Student Life, cannot be identified and is parked in violation.

## Food Service Parking

There are "Food Service" parking spaces located west of the Campus Center and also in the Employee/Visitor Parking Lot. These spaces are reserved only for Waldorf Campus Dining & Conference vehicles. Vehicles found parked in violation will be ticketed, and the fine is \$20.

## Handicap Parking

Handicap parking is available in the Employee/Visitor & College Visit Day Parking Lots, the alley between Salvesson and Nilssen-Boe and in the entrance to some residence halls. These spaces are reserved only for vehicles displaying a handicap parking permit. Vehicles found parked in violation will be ticketed and the fine is \$100.

## 20-Minute Parking Zones

There are two 20-minute parking zones on campus. One is located south of Johnson/London Hall and the other is located in the College Visit Day Parking Lot. These parking zones are designated for parking 20 minutes or less and not overnight. Vehicles found parked in violation will be ticketed and the fine is \$20.

Please contact Student Life for more information regarding parking policies.

Office of Student Life Hours:  
8 a.m. - 5 p.m.  
Monday - Friday



Office of Student Life  
106 South Sixth Street // Forest City, IA 50436  
waldorf.edu // 641.585.8160  
Fax: 641.585.8208 // studentlife@waldorf.edu

Waldorf University  
**CAMPUS  
PARKING**  
Information

from  
the Office of  
Student Life

## CAMPUS PARKING INFORMATION

Waldorf University permits the use of vehicles by students and employees. All residential students are required to register their vehicle and purchase a parking permit to park in any Waldorf University student parking lot. Students must purchase a new parking permit every year. Permits may be obtained through the Office of Student Life. Parking fees (listed below) are non-refundable after the first day of classes. Employees must register their vehicle and display a parking permit to park on campus. Employee permits do not expire. Permits may be obtained through the Office of Student Life between the hours of 9 a.m.-5 p.m., Monday-Friday. Students and employees may register their vehicle by completing a Vehicle Registration form and submitting it to Student Life. Vehicle Registration forms may be obtained in the Office of Student Life or online under “Campus Parking” on the Student Life web page.

## PARKING PERMIT FEES

- // Academic Year: \$100/paved lot, \$75/unpaved lot
- // Spring Semester: \$75/paved lot, \$50/unpaved lot
- // Summer Session: \$50/paved lot, \$25/unpaved lot

## PARKING PERMIT REGULATIONS

- // Vehicles must be registered with the Office of Student Life within 24 hours of bringing the vehicle to campus.
- // Parking permits must be clearly displayed in the rear window on the lower left-hand side.
- // Parking permits must be visible and easily identified through dark tinted windows
- // Vehicles must be parked in their assigned parking lot based on permit color.
- // Student vehicles must be parked in their assigned parking lot during overnight hours of 2-6 a.m.
- // If more than one vehicle is used, the vehicle must be registered and an additional parking permit purchased for each vehicle. Additional permits are \$5.

## TEMPORARY PARKING PERMITS

When a temporary vehicle is brought to campus, it must be registered and a temporary parking permit obtained from the Office of Student Life within 24 hours. Temporary parking permits are \$3. A permanent parking permit must be purchased if a student’s vehicle is parked on campus longer than two weeks. Students and employees may obtain a temporary parking permit at the CIC desk in the Campus Center between the hours of 9 a.m. and 9 p.m. daily.

## COMMUTER STUDENT PARKING

Parking on campus is limited. Commuter Students must park on the street when arriving to campus. Vehicles found parked on campus in violation will be ticketed.

## CAMPUS PARKING LOTS

### Student Parking

#### Parking Lot A – Red Permit

*Reserved for Upperclassmen (Paved Lot)  
Located on the corner of West G & South 8th Streets  
Adjacent to Ormseth Hall*

#### Parking Lot B – Purple Permit

*Reserved for Upperclassmen (Paved Lot)  
Located off of West I Street  
South of Breen Hall*

#### Parking Lot C – Green Permit

*Reserved for Traditional First-Year Students (Unpaved Lot)  
Located off of John K. Hanson Drive  
Adjacent to Fieldhouse*

#### Parking Lot D – Blue Permit

*Reserved for Timberland Residents (Paved Lot)  
Located off of Bob Johnson & Westgate Drive  
Adjacent to Timberland Apartments*

### Visitor Parking

#### College Visit Day Parking Lot

*20-Minute Parking Zone available for anyone  
Located off of South 6th Street  
Between Thorson & Rasmussen Halls*

#### Employee/Visitor Parking Lot

*Located off of South 8th Street  
South of the Campus Center*

#### Fieldhouse Parking Lot (Paved Lot)

*Located off of John K. Hanson Drive  
Adjacent to Fieldhouse*

#### Boman Fine Arts Parking Lot

*Located off of John K. Hanson Drive  
Adjacent to Boman Fine Arts Center*

### Employee Parking

#### Employee/Visitor Parking Lot

*Located off of South 8th Street  
South of Campus Center*



## STUDENT GUEST PARKING PERMITS

Before the arrival of a student guest, the student host must pick up a student guest parking permit from the Office of Student Life. Student guest permits are \$3. The student host is responsible for any parking fines that may be incurred by their guest. The University reserves the right to ticket or boot any guest vehicle for continuous parking violations. A student guest parking permit may be obtained at the CIC desk in the Campus Center between the hours of 9 a.m. and 9 p.m. daily.

## PARKING OVER SUMMER & BREAKS

Students and employees must follow all parking policies when parking on campus over the summer session and University breaks. Vehicles found parked in violation of campus parking policies during these times will be ticketed.

## CITY STREET PARKING

It is Waldorf regulation that student vehicles are parked overnight in their assigned student parking lots only and not on city streets. Student vehicles that have been issued parking permits have been assigned to a specific student parking lot on University property. Please read city street parking signs. Vehicles parked overnight on streets marked “No parking 2-6 a.m.” are ticketed by the Forest City Police Department. City fines are \$10 and payable to the FCPD, located at 104 N 4th St. in Forest City. City fines increase to \$15 if not paid within 30 days. Vehicles with two or more unpaid city tickets may be towed by the city. Vehicles parked day or night on streets marked “Parking by Permit Only” without displaying a city permit are also ticketed by the FCPD. Fines are \$100 and payable to the FCPD.

## STUDENT GROUP OVERNIGHT PARKING

When Waldorf teams and student groups park their vehicles on campus overnight to leave for off-campus events, they must register their vehicles and display a temporary parking permit. This is only for students and employees who have not previously obtained a permanent parking permit. Students may purchase a temporary parking permit for \$3. Temporary permits may be obtained at the CIC desk in the Campus Center between the hours of 9 a.m. and 9 p.m. daily.

## SNOW REMOVAL

During the winter months when there is a snowfall, vehicles must be parked in their assigned parking lots overnight and not on the street. Students and employees will be notified via email from the Office of Student Life with instructions on where to park their vehicles for snow removal. Any vehicles found parked in violation of on-campus snow removal policies will be ticketed and the fine is \$20. There is a city ordinance that prohibits parking on city streets during and 48 hours after a snowfall in order for snowplows to clear the streets of snow. Vehicles parked on the street when plows are out will be towed or ticketed by the Forest City Police Department. City fines for this violation are \$25. The city will tow any vehicle with two or more unpaid parking tickets.

## COLLEGE VISIT DAY PARKING LOT

The College Visit Day Parking Lot, located off of South 6th Street, is designated for visitors of the University. Residential students, commuter students and employees are only permitted to park in the 20-minute parking zone located on the northeast corner of the lot. This parking zone is designated for brief periods of time only and not intended for parking vehicles to attend classes. If the 20-minute parking zone is full, students and employees must park their vehicles on the street and not in the Winnebago County Courthouse Parking Lot. Vehicles found parked in violation will be ticketed and the fine is \$20. Overnight visitor parking is not permitted in this lot. Handicap parking is available to anyone that displays a handicap parking permit.

## EMPLOYEE/VISITOR PARKING LOT

The Employee/Visitor Parking Lot is located off of South 8th Street south of the Campus Center and is designated for employees and visitors of the University. Residential and commuter students are not permitted to park in this lot during business hours of 8 a.m.-5 p.m., Monday-Friday, but may park in this lot before and after these times and on weekends. Student vehicles found parked in violation will be ticketed and the fine is \$20.

Overnight parking is not permitted in this lot. Employees and visitors who desire to park their vehicles overnight on campus must display a parking permit.

Handicap parking is available to anyone that displays a handicap parking permit. Vehicles found parked in violation will be ticketed and the fine is \$100.

## STUDENT PARKING LOTS

Student parking lots are reserved for student and student guest vehicles only. All vehicles must display a temporary/guest permit or a permanent parking permit based on a lot color: Parking Lot A-red permit, Parking Lot B-purple permit, Parking Lot C-green permit and Parking Lot D-blue permit. Employee vehicles found parked in a student parking lot will be ticketed. All other vehicles found parked without a permit displayed will be ticketed. Ticket fines are \$20.

Office of Student Life	641.585.8160
Campus Security	641.585.8500
Residence Life On-Call Phone	641.590.4318
Forest City Police Department	641.585.2113
Winnebago County Sheriff’s Office	641.585.2828
In Case of an Emergency:	911 (off campus) 9.911 (on campus)

[waldorf.edu/parking](http://waldorf.edu/parking)

## PARKING LOT SECURITY & SAFETY

Students and employees are reminded to always lock vehicle doors and to report any suspicious activity or vandalism immediately to the Office of Student Life, and/or the Forest City Police Department. The University is not responsible for any damage, vandalism or theft of any vehicle or its contents while parked and/or operated on campus. Acknowledgement of this policy is recognized through the owner/operator’s signature on the Vehicle Registration form.