

Employee Parking Regulations

*Motor 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 online and purchase a permit at our website www.police.msu.edu (some restrictions apply) or visit us at our office. In addition, we offer assistance at our office when you need to switch your privileges to a different vehicle, want to register an additional vehicle, pick up a loaner permit when your vehicle is in the shop and/or obtain a new permit after replacing a windshield.

A. Employee Parking (staff with MSU benefits, faculty, temporary, on-call)

1. Full-time, part-time and temporary University employees and faculty/staff working in University buildings who are eligible for parking privileges, have the following options for parking on campus:
 - a. Register with the MSU Parking Office and purchase parking privileges/permit for motor vehicles (e.g. cars, trucks, mopeds) and/or
 - b. Register with the MSU Parking Office and obtain privileges/permit for a bicycle. and/or
 - c. Park and pay at metered spaces (e.g. meters, pay-by-plate spaces), pay lots or purchase a visitor permit.
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 <http://police.msu.edu/wp-content/uploads/2015/04/student.pdf>.
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. The following are parking privileges an employee may obtain subject to eligibility:
 - a. **Faculty/staff** privileges (See options 1.a - 1.d under B. Employee Vehicle Registration) generally allow parking at no additional cost in employee reserved spaces.
 - b. **Commuter** privileges (See option 1.e under B. Employee Vehicle Registration) allow parking in Lot 89 located at the northwest corner of Farm Lane and Mt. Hope Road. It also allows parking at an additional fee in the following lots and spaces: Pay lots 39, 62W, 63W, 79, 100 and Ramp 3 (Wharton Center Ramp) and at pay-by-plate metered parking in Ramp 1 (Shaw Ramp) and Ramp 5 (by the Communication Arts and Sciences building). Use of these areas are restricted as signed at their entrances. There

is a reduced fee in lots 62W, 79, 100 and Ramp 3 for those with a valid commuter permit.

- c. **Commuter Plus Plan** privileges (See option 1.f under B. Employee Vehicle Registration) may be issued to those who are eligible for an employee decal. The plan allows for parking with commuter parking privileges during fall and spring semesters and employee parking privileges on days the CATA buses are not servicing campus (during most breaks and the summer). Persons who chose this option are eligible to call in for one calendar permission day out of each calendar month for whichever privileges apply for that day (i.e. buses in service – Lot 89, if not in service, then employee space privileges. *Note:* We cannot honor calendar permission in 62W or 79 when employee space privileges are in effect. Additionally, a designated number of one-day Commuter Plus passes will be provided which will be valid in employee parking spaces. These plus passes are to be used at the employee's discretion during the times he or she would normally be required to park in the commuter lot. They are non-transferable and expire at the end of the term of the employee's Commuter Plus permit. If an employee wants to switch privileges to another vehicle, than the parking permit and the commuter plus passes must be returned and a fee paid to obtain the new decal and new passes.
- d. **Moped** parking privileges as defined by state law and properly displaying a current and valid permit issued by the MSU Parking Office, may be parked at the bicycle racks or in a space within the lot the permit allows.
- e. **Bicycle** parking privileges: *In compliance with MSU Ordinance 33.00, Bicyclists-Traffic*, when a bicycle is possessed, operated or left unattended on campus, it 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 registrations (permits) are acceptable. Permits must be current, valid and adhered to the *stationary* frame post below the seat, facing the handlebars. Failure to properly display and/or affix the permit may result in bicycle impoundment. Go to www.police.msu.edu to register your bike (make, color and serial number must be included). There is no charge to you for the permit.

Buses (mass transit): 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).

Special Event Parking: At times, parking spaces and/or areas may be staffed by special event personnel. All are subject to event fees and/or requirements.

B. Employee Vehicle Registration

1. An employee may register one of several ways based on eligibility:
 - 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 repositionable permit. This allows only the vehicle displaying the repositionable permit to park in employee spaces.

- c. Register two or more vehicles with employee parking privileges and receive a single permit for each, providing the single permit fee is paid for each.
- d. Register as a carpool participant with employee parking privileges (minimum of two vehicles required). Employees wanting to purchase a carpool permit (transferable between designated vehicles) *must* purchase the permit directly at the Parking Office. All participants must present current and valid vehicle registrations and MSU faculty/staff IDs at the Parking Office. Contact the Parking Office supervisor with any questions.
- e. Register one or more vehicles with commuter parking privileges and pay the commuter permit rate for each permit (must be obtained at the Parking Office).
- f. Register a vehicle under the Commuter Plus Plan which allows for parking in Lot 89 (only) during the fall and spring semesters; but, in employee spaces during breaks and the summer semesters when CATA buses are not in operation.

Except for purchasing commuter, motorcycle, moped or carpool permits, eligible employees may register a vehicle using the MSU Police Department website at www.police.msu.edu. For many employees, monthly payroll deduction is available, or they may opt to pay on-line using American Express, Discover, MasterCard, VISA or their checking account and routing number (ACH). When obtaining a permit at the Parking Office, employees must present valid and current MSU ID, current vehicle registration (photocopies accepted), EBS appointment papers showing start and end date of appointment and letter on letterhead from the department administrator listing title and start and end date of the appointment and a University Apartment lease agreement (if applicable). Payment at the office includes American Express, Discover, MasterCard, VISA, cash, check or money order (made payable to MSU).

University apartment residents:

Those faculty/staff who are University Apartment residents may register a maximum of two vehicles for the apartment complex.

Spartan Village residents: A visitor permit for the apartment (one per apartment) may be obtained by the faculty or staff member who is listed on the lease agreement (must present to Parking Office). *The visitor pass is for visitor use only.*

1855 Place residents: Residents may purchase permits for use by their visitors or visitors may use meters (note hours of operation and 2am-6am restrictions).

University apartment residents may not use a visitor permits at anytime. In addition, no person may use a visitor permit 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.

Temporary employees must present to the Parking Office a valid and current MSU ID, current vehicle registration, a signed letter on letterhead from their department administrator which includes employment status, job title, and start and end dates and a University Apartment lease agreement (if applicable). Temporary employees may register at the temporary employee rate and pay by cash, check, money order, American Express, Discover, MasterCard or VISA.

An **MSU Retiree** is allowed to register his or her vehicle and issued a complimentary permit 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, a temporary employee or has a paid appointment, he or she is not eligible for complimentary parking privileges and must register according to the employment status. *Note: The person to whom the privileges are granted is the only person who may park under the privileges; otherwise, the privileges are invalid.* In order to obtain a retiree permit and stop payroll deduction the retiree must return his or her current employee parking permit(s) 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, and if granted, would only allow for one vehicle on campus at a time with the privileges.

Resigned employees or those who will be on extended leave (including sabbatical or disability) must return their permit(s) 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, IBM, Cyclotron and East Lansing Fire Department provide parking permits for those locations.

C. Permits and Gate Access Cards

1. All permits/privileges and the gate access privileges the MSU Spartan ID affords the employee remain the property of MSU, are assigned to individuals and are non-transferable. Unauthorized transfer or use of a permit and/or gate access privileges will result in their/its confiscation, termination of the privilege(s) for at least the balance of the registration period and parking violations.

Permits must be returned to the Parking Office upon employment termination or when leaving the University (excluding vacation).

2. Replacement of a lost employee permit will be considered after a written request has been submitted to the Parking Office. A temporary permit will be issued to allow time for request review. A decision regarding the request may be obtained by contacting the Parking Office at 517-355-8440; generally, after 7-10 business days. A fee will be assessed to obtain a new permit should the request be approved (restrictions may apply). Replacement of a stolen permit requires a written request submitted to the Parking Office as well as a police report number and officer name from the agency in the jurisdiction in which the permit was stolen.
3. Permits shall be affixed according to the instructions printed on permit (inside, lower, left-hand corner of windshield). *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 violation.*
4. Permits expire in accordance with the date shown on the permit unless privileges are no longer deemed valid or have been revoked.

5. Gate access privileges may only be used by the individual to whom the parking privileges are issued and with the vehicle that is registered with the Parking Office (displaying a current and valid MSU parking permit) in the lots in which those privileges are valid.

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 complimentary loaner permit may be obtained at the Parking Office. If the vehicle will be unavailable for more than three consecutive days, then documentation from the repair facility stating the estimated time the vehicle will be under repair is necessary to issue for more than three consecutive days.

Employees with current permits may also request calendar permission one day only out of each calendar month for the privileges their permit allows when the registered vehicle cannot be driven (*Note: We cannot honor faculty/staff employee permit privileges in 62W or 79 when using calendar permission— park in employee spaces only if you have those privileges*). In addition, those with a lease space must notify us of the lease space number when calling in for calendar permission. Immediately upon arrival to work, calendar permission must be obtained by calling the Parking Office at 517-355-8440. 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 (excluding 62W & 79). 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, metered parking (e.g. meters, pay-by-plate spaces) or purchase a visitor permit for the day. Only the person to whom the loaner permit or calendar permission privileges are issued may use them. Use by any other person invalidates the permit and/or the privileges.

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 properly displayed on the vehicle. Leased space parking is paid for by funds from the requesting department. Each leased space is signed with a unique number and the hours the space is reserved.

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: <https://trustees.msu.edu/ordinances/>

1. The following are examples of ordinance violations:
 - a. Expired metered parking
 - b. Parking at failed meters (no parking zone).
 - c. Parking in University vehicle spaces
 - d. Parking in leased spaces
 - e. Parking in spaces requiring a disability plate or placard
 - f. Parking in reserved areas
 - g. Parking in a no parking zone

2. Violation fines may be paid:
 - a. Via our on-line payment system at www.police.msu.edu using American Express, Discover, MasterCard or VISA 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), American Express, Discover, MasterCard, or Visa accepted – no ACH]
3. Appeals may be *initiated*:
 - a. Via our website: www.police.msu.edu
 - b. Via mail – written appeal
 - c. Via phone (set verbal 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, a late fee shall be added to the fine. In addition, if a violation is delinquent for 10 days, a non-waivable administrative processing fee will be applied. Meter violations have a pay within 24-hour option. Note that appealing a meter violation within 24-hours is done so at the fine rate of \$15.00. Unpaid violations may result in them being forwarded to MSU Delinquent Receivables and 54-B District Court of East Lansing, where additional fees may be added, a hold placed with the Registrar's Office, a warrant issued for the registered owner's arrest and/or the vehicle impounded.
5. Accumulation of six (6) or more UNPAID parking violations may result in the impoundment of the vehicle which will not be released until the unpaid violations and any resulting fees are cleared (cash or credit card only) and the impound and storage fees are paid.

NOTE: In addition to fines and any resulting fees, towing charges and storage fees may be incurred.

H. Miscellaneous

1. Employees who wish to be considered for special reserved parking due to a medical disability should contact the MSU Resource Center for Persons with Disabilities (RCPD) at 517-884-7273. 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 posted within the meter head). When using coin, 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 (see lot entrance) 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 MSU Police Department or online at: <http://www.trustees.msu.edu/ordinances/>

7. Questions about sanctions imposed by this regulation should be directed to the Parking Office.

MSU Parking Office
MSU Police Department
1120 Red Cedar Road
Michigan State University
East Lansing MI 48824-1219

MSU PARKING OFFICE: 517-355-8440

