

- MSOE STUDENT PARKING POLICY -

MSOE STUDENT PARKING PERMIT

The Pamela and Hermann Viets Field parking complex is located at 1305 N. Broadway. Students who are assigned parking in this facility may park 24-hours a day, seven days a week. A valid student parking permit must be displayed inside your vehicle at all times. The Water Street parking lot is located at 1214 North Water Street. Students who are assigned parking in this parking lot may park 24-hours a day, seven days a week. A valid student parking permit must be displayed inside your vehicle at all times. The cost associated with a student parking permit is \$558.00 for the 2021-2022 academic year. Parking costs will be billed per quarter at \$186.00 by the Student Accounts Office. Student parking permit holders are permitted to park in any of the parking lots listed below between the hours of 4:00 p.m. and 7:00 a.m. Monday through Friday. Starting at 4:00 p.m. on Friday, Student parking permit holders are permitted to park on any of the parking lots listed below until 7:00 a.m. the following Monday. **There is no on-campus parking for students who possess a student parking permit between the hours of 7:00 a.m. and 4:00 p.m. Monday through Friday. Parking on any campus surface parking lot between 7:00 a.m. and 4:00 p.m. Monday through Friday will result in a parking citation.**

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| ◆ State Street A Parking Lot: | 501 East State Street |
| ◆ State Street C Parking Lot: | 429 East State Street |
| ◆ Broadway Parking Lot: | 1036 North Broadway |
| ◆ Juneau Street Parking Lot: | 324 East Juneau Avenue |

MSOE EVENING STUDENT PARKING

Students registered for evening classes may park on any of the parking lots listed below **Monday through Friday from 4:00 p.m. until 12:00 a.m. and on Saturdays and Sundays from 10:00 a.m. until 12:00 a.m.,** provided they have an evening parking permit displayed. Students desiring an evening parking permit must register their vehicle with the Public Safety Department to obtain a no-fee Evening parking permit. You must show proof that you are registered for an evening class to obtain an evening parking permit. **There is no on-campus parking for evening parking permit holders Monday through Friday between 12:00 a.m. and 4:00 p.m., and on Saturdays and Sundays between 12:00 a.m. to 10:00 a.m. Parking during these times will result in a parking citation.**

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| ◆ State Street A Parking Lot: | 501 East State Street |
| ◆ State Street C Parking Lot: | 429 East State Street |
| ◆ Broadway Parking Lot: | 1036 North Broadway |
| ◆ Juneau Street Parking Lot: | 324 East Juneau Avenue |

MOTORCYCLE/MOPED PARKING

For both day and evening hours, motorcycles and mopeds do not require a parking permit. However, they must be registered or re-registered each academic year with the Public Safety Department. Motorcycles/mopeds may only be parked in the designated motorcycle/moped area, which is located at the west end of the State Street A Lot, located at 501 East State Street. There is also indoor motorcycle/moped parking inside the Pamela and Hermann Viets Field parking complex for \$75 per quarter. **Motorcycles/mopeds not registered with the Public Safety Department or parked in any other campus areas are subject to a parking citation.** Due to snow removal, there is no overnight motorcycle/moped parking from the last day of the fall quarter to April 1st.

DAILY PARKING

Students who bring a vehicle to the campus on a part-time basis can park their vehicle in the Water Street parking lot, located at 1214 North Water Street. The cost associated with parking in the Water Street parking lot is \$5.00 per day. You will need to register your vehicle at the Public Safety Command Center, located at 324 E. Juneau Avenue, before parking your vehicle in the Water Street parking lot. Parking fees will be charged to your student account.

BICYCLE PARKING

Bicycles should be secured to one of the MSOE bicycle racks located around the campus. Some of these locations are 501 E. State Street, 1121 N. Milwaukee Street, 912 N. Milwaukee Street, and 1025 N. Broadway. Bicycle parking is also available at Pamela and Hermann Viets Field parking complex, located at 1305 N. Broadway. A bike corral is located within the Pamela and Hermann Viets Field parking complex on the Market Level. This enclosed bike corral, equipped with a card access system, is monitored by Public Safety's video surveillance system. Bicycles must be registered with the Public Safety Department before gaining access to the bike corral. Once inside the bike corral, all bicycles must be secured using a high-security lock. Bicycle parking in this area will be available on a first-come, first-serve basis. Do not

secure bicycles to trees, sign poles, benches, or other items not intended for that purpose. Do not park bicycles on walkways or patio areas around campus. Campus bicycles racks are for bicycles that are being used on a frequent basis and not for long-term winter storage or storage over the summer months between academic years. Bicycles that are obviously not being used for extended periods of time will be removed by the Public Safety Department and discarded as abandoned.

STUDENT VISITOR PARKING

Guests of MSOE students must register their vehicle information with the Public Safety Department to obtain temporary evening and weekend parking permission. **Vehicles parked on campus without authorization are subject to a parking citation.**

ENFORCEMENT

To ensure that MSOE parking facilities are reserved for faculty, staff, students, and legitimate visitors to the University, **vehicles in violation of the following are subject to a parking citation, without warning and towing at the owner's expense** at the sole discretion of the Public Safety Department:

- ◆ Failure to properly display a valid MSOE parking permit **issued by the Public Safety Department**;
- ◆ Displaying an MSOE parking permit on a vehicle not listed as being assigned to that permit;
- ◆ Vehicles not parked in their designated parking areas unless instructed to do so by a member of the Public Safety Department;
- ◆ Individuals with Evening parking permits parking in lots before or following the above listed times;
- ◆ Vehicles parked in a handicapped space without a valid State of Wisconsin handicapped permit or disabled license plates **and** a valid MSOE parking permit;
- ◆ Vehicles parked in driveways, fire lanes, aisles, or otherwise obstructing traffic;
- ◆ Automobiles parked in the motorcycle area or motorcycles/mopeds parked in non-motorcycle/moped areas.

MISCELLANEOUS

- ◆ It is the owner's responsibility to ensure that current vehicle information is on file with the Public Safety Office. If you change vehicles or license plates, contact the Public Safety Department at 277-7161 as soon as possible.
- ◆ MSOE reserves the right to close a parking facility or lot at any time for any reason it deems appropriate.
- ◆ The Director of Public Safety reserves the right to cancel or reassign any parking assignment.
- ◆ The University assumes no responsibility or liability for injury or damage to any person(s), vehicle(s), or property therein while using its parking facilities.
- ◆ Parking inquiries, complaints, and security-related information should be referred to the Public Safety Department at 277-7161

PARKING REFUND INFORMATION

Parking refunds will **be based** on the date of official withdrawal, not on the date of the last class attended. The official withdrawal date is the date that the completed form is received by the Registrar's Office. Parking refunds will be authorized only for withdrawals approved by the Registrar's Office. The refund schedule below is for 11-week classes. For shorter classes, please contact Student Accounts at (800) 886-6763 or via email at payments@msoe.edu.

- ◆ Before the start of the quarter – 100%
- ◆ During the first week of the quarter – 100%
- ◆ During the second week of the quarter – 80%
- ◆ During the third week of the quarter – 40%
- ◆ During the fourth week of the quarter – 20%
- ◆ After the fourth week of the quarter – No Refund

Revised August 2021