



LAKE FOREST
COLLEGE

LAKE FOREST COLLEGE

CAMPUS PARKING

STUDENT PARKING POLICY
&
PARKING RESTRICTION MAPS



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OVERVIEW

Lake Forest College is predominantly a residential campus with limited parking capacity. Since there are not enough spaces to accommodate everyone who would like a car, student parking and eligibility to obtain an academic year permit to park on campus are limited.

Vehicles belonging to faculty, staff, and eligible students **must** display a valid permit when parked on any campus. Student parking on City of Lake Forest streets surrounding the College (Deerpath, College, Rosemary, Illinois, Sheridan, and Washington Roads) is prohibited.

LEGAL NOTICE

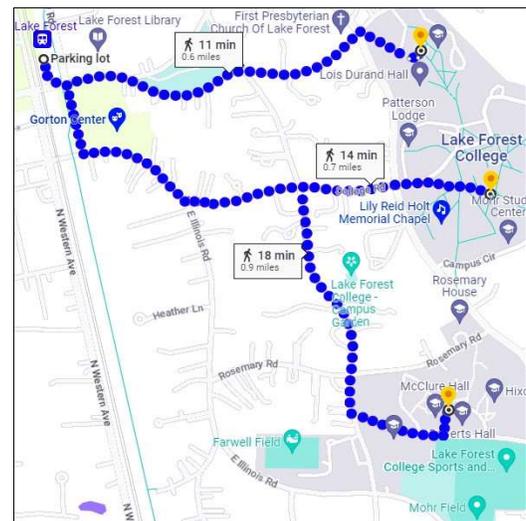
Lake Forest College assumes no responsibility or liability for the care or protection of any vehicle or its contents while parked on campus, and all community members and guests use the College's parking facilities at their own risk.

ACADEMIC YEAR PERMITS

ELIGIBILITY

Student parking and academic year permit eligibility is limited to **all commuting and junior or senior-level residential students** who wish to obtain one.

First-year and sophomore residential students are not eligible to obtain an academic year permit and are not permitted to park on campus. First-year and sophomore residential students who wish to have access to a car can purchase permits and park in the City of Lake Forest. "Central Business District" parking lot. Information regarding this option can be found on the [City of Lake Forest's Parking Information website](#) or by contacting the City's Finance Department at (847) 810-3622.



DISABILITY/MEDICAL MOBILITY ACCOMMODATION REQUESTS

Students with a diagnosed disability or medical condition that significantly impedes their mobility may require a parking permit through the accommodation process with [Accessibility Services](#). Students must complete a [Verification Form](#) and submit documentation from a relevant and licensed medical provider either on the form or by email to accessibilityservices@lakeforest.edu. Students who require parking for appointment-related reasons may utilize the city lot.

Requests may take several business days to review. Students will be notified of the outcome of their request. Since vehicles that do not display proper permits are subject to being ticketed, students seeking parking accommodation are strongly encouraged to obtain permission to park **before** bringing their car to campus. Temporary permits during the review process will not be provided.

Students with disabilities who have state handicapped tags or license plates may park in any designated Handicapped Parking space but **must apply** for a permit to park on campus. Students with temporary disabilities (less than six months) should work with their physician for a state-approved temporary handicapped tag.

PAYMENT OPTIONS

Eligible students can purchase their academic year permit [online](#) (recommended), at the Public Safety Center (*open 24 hours a day and located on South Campus, west of Buchanan Hall*), or in the Business Office.

ACADEMIC YEAR PERMIT FEE

Permits purchased at the beginning of the fall semester cost \$250 for the academic year. Permits purchased after the semester has started (beginning approximately late September) will be charged a prorated amount.

Permits purchased at the beginning of the spring semester cost \$125 for the remainder of the academic year. Permits purchased after the semester has started (beginning approximately early February) will be charged a prorated amount.

DISPLAY OF ACADEMIC YEAR PERMITS

Prior year permits **should be removed** before affixing the new permit which **must be displayed by completely affixing it** on the **outside** of the vehicle's **rear window** using the permit's adhesive.

Permits affixed in **any** other manner are deemed a violation and subject to a fine for "Improper Display."

Motorcycle permits can be mounted on one of the front forks.

PERMIT RETURN OR REPLACEMENT



Students who no longer need their permit, for whatever reason, can obtain a prorated credit to their student account **provided they remove the top layer of the self-voiding permit and bring it to the Public Safety Center**, at which time the Business Office will be notified of the return.

A student can obtain a replacement permit if their registered vehicle becomes unusable due to a sale or accident. A \$25.00 replacement fee will be **waived** if the student **removes the top layer of the self-voiding permit and brings it to the Public Safety Center**.

Commuting students who move to campus at any time after obtaining a "Commuting Student Parking Permit" will become subject to residential student eligibility requirements. Immediately upon moving to campus, the student **must remove the top layer of the self-voiding permit and bring it to the Public Safety Center**. At this time, **if eligible**, a new residential permit will be issued at no charge. Suppose the student is ineligible to obtain an academic year permit. In that case, the Business Office will be notified of the returned permit and authorize a prorated credit to their student account based on the date the permit is physically returned. Permits that are not returned will still be considered inactive and subject the vehicle to being ticketed for failing to display a valid permit if parked on campus.

TEMPORARY PERMITS AND FEES FOR ACADEMIC YEAR PERMIT HOLDERS

A regular permit holder who must use a different car for a short, temporary period (usually for emergency maintenance reasons) **must** obtain a temporary permit at the Public Safety Center **immediately upon arrival** to campus with the temporary vehicle.

While this type of permit does not charge a fee, the temporary permit must be obtained at the Public Safety Center immediately upon arrival on campus with the vehicle.

TEMPORARY PARKING PERMITS

ELIGIBILITY

First-year and sophomore residential students can purchase **no more than seven (7) daily temporary permits each semester.**

TEMPORARY PERMIT FEE

The cost for a temporary permit is \$2.00 per day, with payment being made at the Public Safety Center and bringing in the state-issued vehicle registration at the time of purchase.

TEMPORARY PERMITS FOR MEDICAL REASONS

Temporary medical permits will be issued in no more than 15-day increments and will require a written physician statement/note that must be sent to disabilityservices@lakeforest.edu, who will evaluate the request and, if confirmed, will notify the Director of Public Safety that the request is supported. A temporary permit for medical reasons costs \$2.00 per day. Payment can be made at the Public Safety Center. The state-issued vehicle registration must be shown at the time of purchase.

Suppose Health & Wellness requires a medical need as a condition of continued enrollment. In that case, the Director of Health & Wellness will notify the Director of Public Safety that the request is supported, and no fee will be assessed.

If the medical need results from an injury sustained during athletic team participation, a member of the College's athletic training staff will notify the Director of Public Safety that they have confirmed and support the need for a temporary parking permit, and no fee is assessed.

DISPLAY OF TEMPORARY PARKING PERMITS

Temporary permits **must be displayed** by hanging them from the rear-view mirror with the location where the vehicle is authorized to be parked facing forward so it can be seen through the windshield.

Permits affixed in **any** other manner are deemed a violation and subject to a fine for "Improper Display."

STUDENT VEHICLE REGISTRATION

Students **must** come to the **Public Safety Center** and register their vehicle to obtain any permit (unless otherwise directed and given special instructions such as for "move-in" days) **and must bring:**

- 1) a **copy of their receipt** if purchased online (*recommended*) or in the Business Office, and
- 2) an original or copy of the vehicle's current year **license registration card** (which is used to verify the license plate number and registered ownership)

It is important to note that registration will only be permitted if the license registration card bears the student's name or a member of their immediate family. Any discrepancy or dispute will require approval by the Director of Public Safety, and under no circumstances will a student be permitted to register a car belonging to another student who is not eligible to obtain a permit. Any violation, whether willful or unintentional, will result in immediate revocation of parking privileges, the loss of any fee(s) paid, and notification to the Office of Student Affairs to report the deceptive conduct.

Illinois License Registration Card (Example)

PLATE NUMBER:		Registration ID: 1256 7256 PIN: 4485	
▼ If paying by mail, return the portion below with your payment ▼			
Vehicle Year	Vehicle Make	VIN	
2012	FORD	[REDACTED]	
Weight or CC's	Body Style	Application Type	
	4 DOOR	PASSENGER	
Area	Leased/Rental	Unit Number	Fee Number
			DU PAGE
Owner's License Number(s)		Expiration Date	Plate Number
JOHN O PUBLIC JANE O PUBLIC 1234 SOUTH ANYCITY IL 90909		08/31/2012	
Renewal Fee		\$99.00	

TEAR HERE
Tear off this grey stub
including portion with payment

RULES AND REGULATIONS

GENERAL RULES

The campus speed limit is 15 M.P.H. Please drive carefully when approaching pedestrian crosswalks, particularly those that cross city streets.

Students are **not** permitted to park **at any time** in reserved/designated spaces or areas identified as:

- Reserved Resident Parking (Campus Circle & designated spaces on South Campus Drive)
- Reserved Parking (Residence Life Staff Only)
- Reserved Guest/Visitor Parking (adjacent to North Hall & Patterson Lodge)
- Reserved Parking (College Vehicles, i.e. Public Safety, Mailroom, Food Service, Facilities Management, and Bus & Vans)
- Fire Lanes
- Roadways
- Loading Docks
- Posted “No Parking” areas
- Any other location that is not marked as an identified parking space, at any time, for any reason unless directed to do so by Public Safety
- City of Lake Forest streets surrounding the College (Deerpath, College, Rosemary, Illinois, Sheridan, and Washington Roads)

RULES GOVERNING USE OF A COMMUTING STUDENT PARKING PERMIT

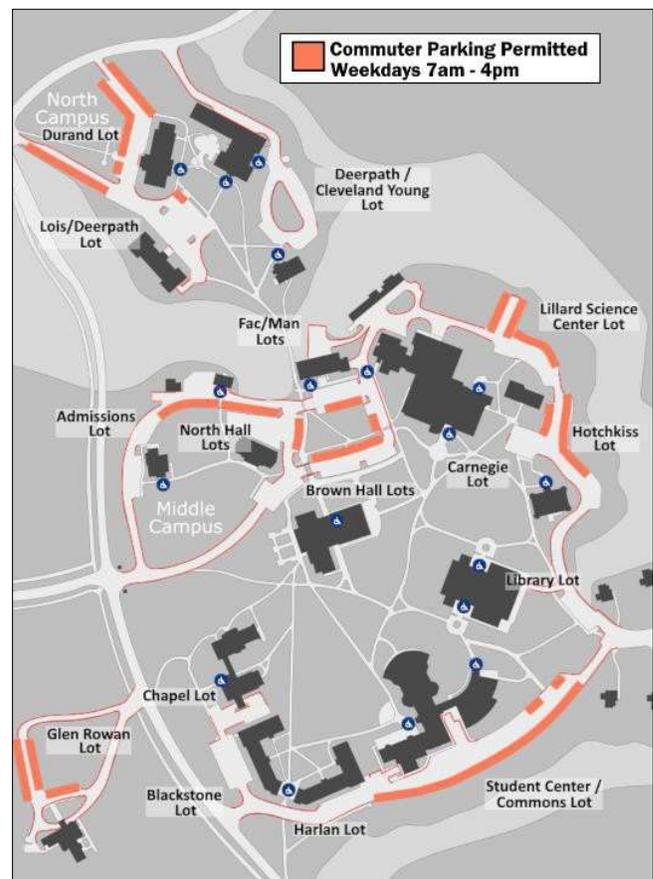
Weekdays between 7 a.m. and 4 p.m.

Vehicles displaying this permit may be parked on any campus in any marked, non-reserved student-permitted space and only when the registered permit holder is physically on campus. During this time, permit holders can also use any marked, non-reserved space in the Glen Rowan Lot unless “No Student Parking Today” is posted. If space still cannot be found, permit holders must call Public Safety to receive authorization and instructions on where they can park (without being ticketed).

Commuting students are encouraged to travel to and park on the South Campus if a Middle or North Campus student-permitted space cannot quickly be found versus parking where not permitted and risk being ticketed.

Weekdays after 4 p.m. until 7 a.m. the following morning and anytime on weekends

Vehicles displaying this permit are allowed to be parked in spaces specifically designated as



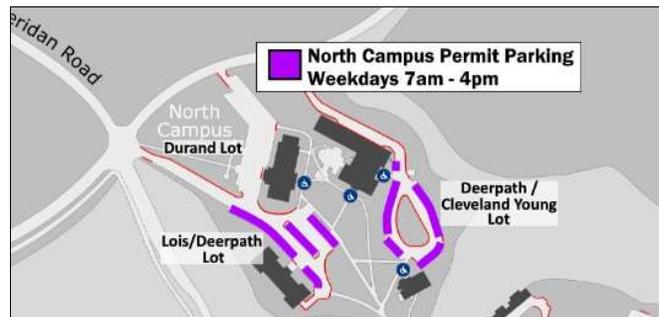
“Reserved Parking – Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies) and only when the registered permit holder is physically on campus.



RULES GOVERNING USE OF A NORTH CAMPUS PERMIT

Weekdays between 7 a.m. and 4 p.m.

Vehicles displaying this permit **must** be parked on the North Campus **in one of the spaces designated exclusively for North Campus Permit holders. If a space in the designated area cannot be found, permit holders must call Public Safety to receive authorization and instructions on where they can park (without being ticketed).**



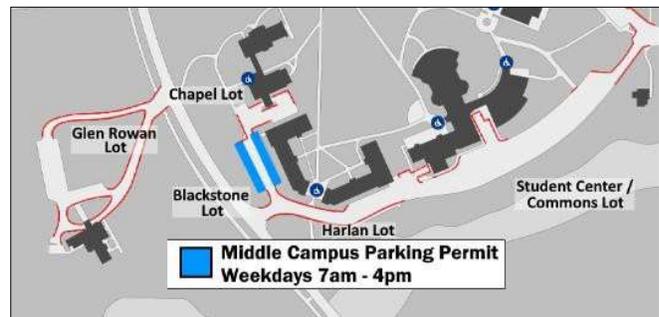
Weekdays after 4 p.m. until 7 a.m. the following morning and anytime on weekends

Vehicles displaying this permit are allowed to park in spaces specifically designated as “Reserved Parking—Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies).

RULES GOVERNING USE OF A MIDDLE CAMPUS PERMIT

Weekdays between 7 a.m. and 4 p.m.

Vehicles displaying this permit **must** be parked on Middle Campus in the lot adjacent to Blackstone Hall, which is designated exclusively for Middle Campus permit holders. During this time, permit holders **must** call Public Safety to receive authorization and instructions on where they can park (without being ticketed) if a space in the designated area cannot be found.



Weekdays after 4 p.m. until 7 a.m. the following morning and anytime on weekends

Vehicles displaying this permit are allowed to park in spaces specifically designated as “Reserved Parking—Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies).

RULES GOVERNING USE OF A SOUTH CAMPUS PERMIT

Weekdays between 7 a.m. and 4 p.m.

Vehicles displaying this permit **must** be parked on South Campus in any marked, student-permitted space. During this time, permit holders **must** call Public Safety to receive authorization and instructions on where they can park (without being ticketed) if a space in the designated area cannot be found.



Weekdays after 4 p.m. until 7 a.m. the following morning and anytime on weekends

Vehicles displaying this permit are allowed to park in spaces specifically designated as “Reserved Parking—Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies).

COURTESY PARKING PROVISION

To provide the ability to quickly pick up or drop off a book, copy a paper, or another similar reason on weekdays between 7 a.m. and 4 p.m., student parking (**with a valid permit**) will be permitted in the Reserved – Guest/Visitor Parking spaces adjacent to the Student Center Mailroom entrance, or any other marked, non-reserved space provided the following two conditions are met:

- 1) The vehicle is parked for **less than 15 minutes, and**
- 2) The vehicle’s hazard lights are **actively flashing**.

Failure to meet **both** requirements will result in a ticket being issued.

MID-SEMESTER BREAKS

All parking rules and regulations remain enforceable unless otherwise notified by Public Safety.

WINTER BREAK PARKING

Students who have registered cars and wish to leave them on campus during the winter break must contact the Public Safety Center before leaving campus when the travel dates are obtained. Directions will be given regarding where the vehicle must be parked. Vehicles left on campus must be relocated to the designated parking area behind the Public Safety Center. All parking rules and regulations remain enforceable unless otherwise notified by Public Safety.

SUMMER SESSION PARKING

During the summer, registration is still required, but no fee is charged, nor are there any eligibility requirements other than being a registered student. Between the day following Commencement until the first day of class in the fall, **all parking rules and regulations remain enforceable except for parking on the campus identified by the issued permit.**

UNLICENSED, IMPROPERLY LICENSED, AND INOPERABLE VEHICLES

Unlicensed, improperly licensed, and inoperable vehicles may not be left on campus and are subject to being **towed at the owner’s sole expense** unless approved in writing in advance by the Director of Public Safety.

CITY OF LAKE FOREST – BEACH PARKING

The Lake Forest Police Department requires a City of Lake Forest vehicle or beach permit and enforces it. Beach Passes are also available at the Donnelly & Lee Library on a first-come, first-served basis.

VEHICLE IMMOBILIZATION

Any vehicle found in violation of campus parking policies may be, at the discretion of the College, **immobilized or towed at the owners' expense.**

Unregistered vehicles will be **immobilized** after receiving multiple citations and/or **towed** at the College's discretion and **at the owner's expense.**

FINES, PENALTIES, AND TICKET APPEALS

PENALTIES

Fines may be paid by mail, online, in the Business Office, or at the Public Safety Center (credit or debit card only) as soon as possible and at least before the conclusion of each semester.

The following violations carry a \$100 fine:

- Parking in a handicapped/disabled space*
- Reckless driving
- Stop sign violation
- Immobilization (Boot)
- Repeated offenses (after official notice)

The following violations carry a \$50 fine:

- Speeding
- Blocking a fire lane*
- Blocking a roadway or driveway
- Driving the wrong direction
- Driving on grass or pedestrian path
- Parking on a city street surrounding the College
- Campus event parking restriction violation

The following violations carry a \$25 fine:

- No valid permit displayed
- Improper display of permit
- Posted no parking
- Not a valid marked space
- Posted faculty, staff, and guest only
- Posted resident reserved
- Posted visitor parking
- Permit not valid for campus (Parking on wrong campus)
- Permit not valid for location (Proper campus but improper location)
- Parking on grass
- Parked in 2 spaces

* *Violators are also subject to ticketing by the Lake Forest Police.*

In addition to monetary penalties identified on the parking citation for the observed infraction, the College may,

- Add a **\$100 “Repeat offense” fine** on the fourth (4th) and **every** subsequent ticket issued,
- Refer the matter to the Office of Student Affairs as a **conduct violation**,
- Revoke the parking privileges of any person who is cited for any **reckless driving** (exceeding the posted speed limit and driving on the grass or the sidewalk may also be considered reckless driving at the Officer’s discretion),
- Revoke the parking privileges of any person who receives **eight (8) or more parking violations** during the current and two previous semesters.

In these situations, all fees already paid will be forfeited. Any vehicle found on campus after written notice has been issued for its removal will be subject to such action as the College deems appropriate, which will likely include **towing at the owner’s expense**.

Penalties are **not** forgiven if/when a vehicle is registered **after** receiving citations. Students whose unregistered car required immobilization will be subject to the additional **\$100 “Repeat offense” fine** (in addition to the observed infraction) on every subsequent ticket issued thereafter.

False vehicle registration, whether willful or unintentional, will result in immediate revocation of parking privileges, forfeiture of any fee(s) paid, and notification to the Office of Student Affairs to report the deceptive conduct.

APPEAL OF CITATIONS

To appeal a ticket, you must submit an online Ticket Appeal form **within 30 days of the issued date**.

For an appeal to be successful, the petitioner must articulate in writing that some exceptional circumstance beyond their control existed (such as having been hospitalized and unable to relocate the car) or that the Officer issued the ticket in error.

However, the following reasons **will not be considered as acceptable justification** to grant an appeal:

- Being unaware of Lake Forest College parking policies
- Being late for class or a meeting
- Not having time to come to the Public Safety Center to obtain a temporary or permanent permit
- Being told by someone other than Public Safety where you may or may not park or whether a permit is needed
- Being unable to afford to pay for the ticket

Appeals are typically reviewed by a student-led Ticket Appeal Advisory Group (TAAG), which then recommends to the Director of Public Safety whether to grant or deny them.

GUEST REGISTRATION FOR PARKING

REGISTRATION PROCESS

The [Office of Residence Life](#) administers and manages the [guest registration](#) process, which includes Registration of the guest’s vehicle is done through their online Visitor Registration Portal.

Guests should be informed that their vehicle must be registered through this portal **before** bringing the car to campus and that they can park in any marked, non-reserved space on any campus.

Questions or concerns with the registration process should be sent to the [Office of Residence Life](#) by [email](#) or by calling 847-735-6232.

CAMPUS PARKING RESTRICTIONS & MAPS

PARKING RESTRICTION PROGRAM

The College hosts several special events each year that bring many invited guests, friends, and families, to campus. We also host numerous athletic contests (sometimes occurring consecutively or concurrently) that bring visiting teams, their families, and friends. Other events that typically bring a high volume of guests include, but are not limited to, Admissions Open House Events, Career Advancement Center's Speed Networking, and building grand or re-opening ceremonies.

Since the streets surrounding Lake Forest College do not easily accommodate two-way traffic when cars are parked along the roadway, the College's student parking restriction program was developed to provide the convenience of greater on-campus parking capacity for guests while minimizing congestion on the neighboring streets.

While most restrictions typically involve some or all of South Campus, they are occasionally instituted on Middle or North Campus if necessary.

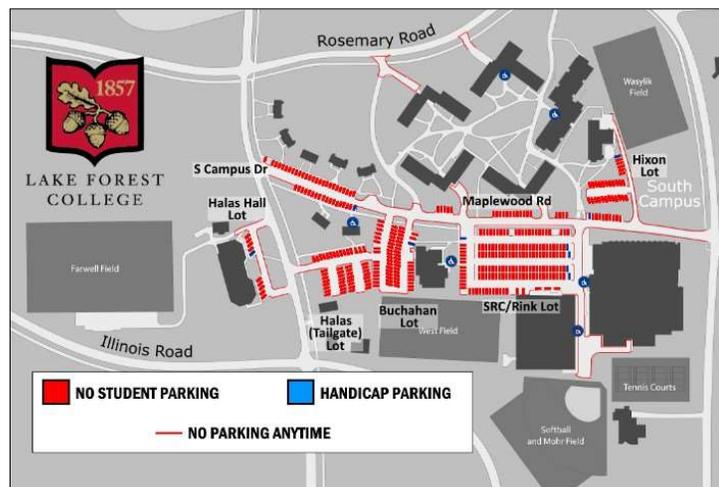
Whenever a parking restriction is instituted for an event, the Office of Student Affairs will email all students, faculty, and staff before the restriction date.

It is the **student's responsibility** to regularly check both their "Inbox" and "Clutter" folders for these announcements, mainly because event restriction violations carry a \$50 fine (which doubles to \$100 during Homecoming). Since ample notice is given before every event that will impact parking, event restriction violations are not subject to appeal.

SOUTH CAMPUS RESTRICTION MAPS (MOST COMMON TYPES)

The most commonly used South Campus event restriction configurations are:

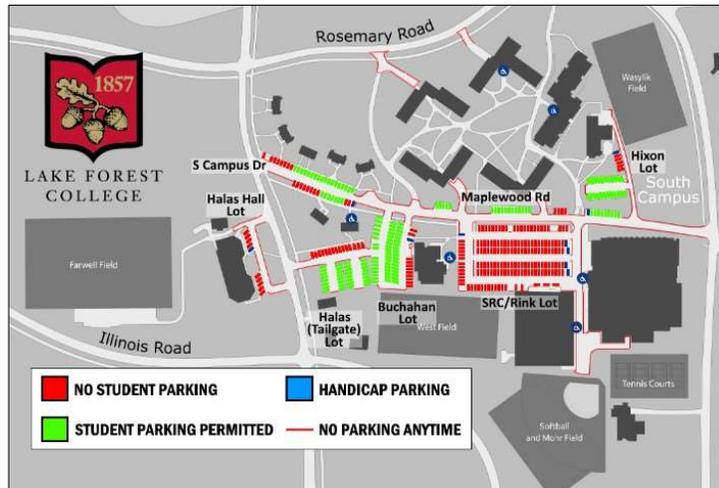
No Student Parking - Entire South Campus



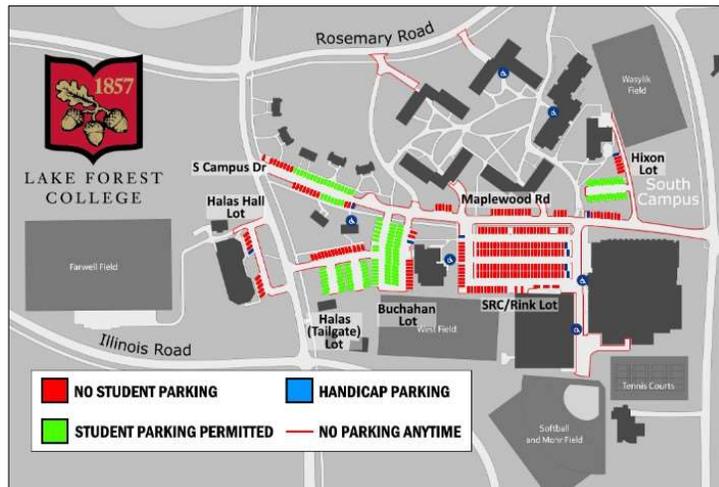


LAKE FOREST COLLEGE

No Student Parking - Sports Center / Ice Rink Lot



No Student Parking - Sports Center / Ice Rink Lot and Maplewood Road Spaces



No Student Parking – East of Buchanan Hall





***No Student Parking – West of
Buchanan Hall***

