

## Parking Policy Highlights and Frequently Asked Questions

### Parking Policy

The Madonna University Parking and Traffic Regulations are designed to facilitate the safe and orderly flow of traffic, to provide maximum use of parking lots, to permit access for emergency vehicles and to promote pedestrian, cyclist, and vehicular safety.

The Department of Public Safety has been appointed the responsibility and authority to enforce all regulations set in this policy.

Full details of the Parking Policy and Traffic Regulation, maps with parking lot designations and the Student Parking Registration form, are posted on MYPortal at: <https://myportal.madonna.edu/ics>.

### Parking Lots

All parking lots and roadways on campus are considered the private property of Madonna University. All persons wishing to park on campus must register their vehicle with the Department of Public Safety, properly display a valid parking permit on their vehicle, and abide by these regulations. Unregistered vehicles may be impounded at the owner's expense.

Receipt of a parking permit does not guarantee the availability of a specific parking space on campus.

Parking on University property is at the vehicle owner's risk. Madonna University assumes no responsibility for loss or damage to any vehicle parked on University property, or personal property left within the vehicle.

NOTE: All roadways and streets are considered fire lanes.

### Enforcement

The Public Safety Department enforces parking regulations 24 hours a day based upon posted restrictions and the parking and traffic regulations.

Permits must be displayed on all vehicles in Madonna University parking lots within the first week of the start of each semester. The parking permit must be properly displayed as directed in this policy.

### Winter Weather

During the snow season it may become necessary to clear lots of all vehicles for snow removal. You may be requested to change your designated parking lot temporarily to facilitate the removal of snow. Failure to comply with the request may result in the ticketing and/or towing of the vehicle at the owner's expense.

To receive texts or emails regarding University school closures, register for the Emergency Alert System (RAVE) under Resources on Madonna's website, or on MYPortal. Full details of the Parking Policy and Traffic Regulation, maps with parking lot designations and the Student Parking Registration form, are posted on MYPortal at: <https://myportal.madonna.edu/ics> (login is not needed)

### Parking Permits and Fees

Under the parking policy, all University students who wish to park on campus are required to register their vehicle with Public Safety to receive a parking permit that must be displayed in the vehicle when on campus.

All students must **obtain their permit by the first week of each semester.**

To register your vehicle use the Student Parking Registration form on MYPortal. (you will need your vehicle VIN, license plate number, year, make and model)

Within 24 hours of submitting your registration form, you can pick up your permit at Public Safety in the west wing of the University Center. You must bring your Madonna One Card or Driver's License.

Parking fees are for the academic year and must be renewed each fall. One of the following student permit fees will be placed on your student account, based on your residency or commuter status. Once you register and indicate your parking choice, your account will be adjusted to reflect the appropriate fee:

**Residential students** – \$200 for the Residence Lot, or \$120 for the designated student section of the South Lot A. No charge if you don't have a car on campus.

**Commuter students** – \$80

**Short-term non-credit students** – no charge for the permit. Must see Public Safety for a temporary parking pass.

**Extended non-credit students** – \$40

**Summer-only students** – \$30

**Day-guest and special-event permits** – available at no charge.

### Frequently Asked Questions

Q. Where do I put my permit in my vehicle?

A. On the interior, lower corner of your vehicle's driver's-side windshield, as shown here.



Q. Will tickets be issued if I park improperly?

A. Yes, you will be notified via e-mail of any parking citations and fees issued to you.

Q. Will a parking violation affect my driving record or my drivers license status?

A. No, Madonna citations are not issued by a municipality. Exception: Handicap Parking tickets may be issued on private property by state, local or county law enforcement officers.

Q. If I park my vehicle without a permit what could happen?

A. Your vehicle may be towed at the registered owner's expense.

Q. What if I have a guest come to visit?

A. Student guests must apply for and obtain a visitor parking pass from Public Safety, which costs \$3 per day. Parents' vehicles must be registered with Public Safety, but there is no fee. The fee will be waived for guests attending school-sanctioned events.

Q. What if I drop my classes, will I get a refund?

A. If a student is still enrolled in a class/es after Drop Week (second week of the semester), the fee is non-refundable.

Q. Can I park in visitor or library parking?

A. No. If you are a student at the main campus you may not use a visitor or library guest space.

**Department of Public Safety**

**madonna.edu**

**734-432-5442**

**parking@madonna.edu**