

Pine Technical and Community College Procedure

6PTCC.2.1: Parking Regulations and Fees

for [6PTCC.2 Parking](#)

Chapter: 6 – Facilities Management

Date: 11/6/19

Part 1: General Regulations

The authority for establishing parking fees on Minnesota State Colleges and University campuses is granted by Minnesota Statute section 169.966 and M.S. 136F.67 which state that colleges and universities shall develop a policy to charge a parking fee to generate revenue for parking lot construction, maintenance, enforcement and improvements. MnSCU Procedure 5.11.1 Tuition and Fees, Part 3. Tuition Subpart B. Parking Fees states that the fee is to be set by the College President. Fees paid by employees cannot be less than the fee paid by students. This fee will remain in effect until modified by the college.

Part 2: Parking fees

Subpart A: Students

1. Parking fee is assessed on a per credit basis.
2. Parking fees for students are due with their tuition and fees by the established deadline.

Subpart B: Employees

1. By Minnesota State Colleges and Universities policy, fees paid by employees cannot be less than the fees paid by students.
2. The parking fee for full-time employees is equivalent to the student per credit charge multiplied by 30, the number of credits equivalent to a full-time student.
3. The parking fee for part-time employees is the annual fee multiplied by the employee's full-time equivalency.
4. The parking fee is deducted from employee's payroll and are non-refundable.
5. An employee who does not park on any PTCC property may submit a request for a waiver.

Part 3: Parking Enforcement

The President, or designees, may order any motor vehicle parked at the college in violation of the policy or procedure to be ticketed, immobilized and/or towed at the owner/operator's expense. All persons operating a vehicle on college property are responsible for being familiar



with and complying with all traffic and parking policies and procedures. Drivers must drive safely and give pedestrians the right of way at all times. The speed limit of in the college parking lot is 15 mph.

Cars are parked legally when the entire vehicle is located within the striped boundaries of the parking space. The fact that others are parked improperly shall not constitute an excuse for parking any part of the vehicle over the line. Parking is prohibited in areas specifically designated as visitor parking, delivery and service areas, No-Parking Zones, fire lanes or zones, driveways, lawns, sidewalks and other posted areas. The responsibility for finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid excuse for violation of parking procedure.

Designated areas has been established for handicapped and motorcycle parking.

Overnight parking is prohibited unless pre-approved by facilities. Anyone leaving their vehicle in the parking lot overnight is to inform facilities and provide the make, model, and license plate number on the vehicle along with contact number for emergency purposes.

Vehicles left unattended on college property will be subject to towing at the owner's expense. The owner is responsible for any damages to the vehicle as a result of towing.

Violators of the policy and procedure will be ticketed by the Student Affairs Office.

Related Documents:

[Minnesota Statute 136F.526](#)

[Minnstate Board Procedure 5.11.1](#)

[6PTCC.2 Parking Regulations](#)

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Last Reviewed:

Next Review Date: 1/9/2025

President Approved: 1/9/2020

Custodian of Policy: Physical Plant Supervisor

Procedure History:

Date and Subject of Revisions and Amendments:

MM/DD/YY – explanation of the amendment