

## **HMC Parking Procedures**

In its 2010 Master Plan Amendment, Harvey Mudd College (HMC or College) made a commitment to the City of Claremont to enforce a Parking Management Plan that would help alleviate parking issues that impact the community. This plan outlined how the College would minimize the parking pressure placed on adjacent neighborhoods, particularly on the west side of campus. To effectively accomplish the intent of the Parking Management Plan, and to remain in compliance with the College's agreement with the City, it is important that HMC constituents and visitors adhere to the parking regulations of the College, outlined below.

### **Permits**

Parking permits are required to park a motor vehicle on the HMC campus. It is the responsibility of HMC constituents to obtain and maintain their permits and to renew their permits at the beginning of each academic year. The Claremont Colleges Campus Safety Office administers vehicle registration and the issuance of parking permits. To register a vehicle, students, faculty, and staff must present their college ID, driver's license, and vehicle registration. HMC provides free parking permits for faculty and staff. Students living on campus can obtain a parking permit for \$20 per semester; students living off-campus can obtain a permit for \$10 per semester.

Note: As of September 2010, first-year students are not allowed to bring and park a motor vehicle on campus. Further information can be found below in the "Student Parking" section.

### **HMC Constituent Parking**

To accommodate the parking needs of students, faculty, and staff, and to manage the potential traffic impact on surrounding neighborhoods, HMC has designated certain parking areas on campus for "Faculty and Staff Only" or "Student, Faculty, and Staff".

### **Claremont Colleges (TCC) Constituent Parking**

#### **TCC Faculty and Staff:**

Faculty and staff from the other Claremont Colleges that are teaching, guest-speaking, or attending meetings on the HMC campus are permitted to park in either:

- The parking lots accessible through the Mills Ave/Foothill Blvd. access point
- The south side of Foothill Blvd.

Given the parking constraints faced by the College, TCC faculty and staff are asked to park towards the east side of campus. TCC faculty and staff are not permitted to park on Platt Blvd. or in the parking lots on the west side of campus, i.e. the lot south of the F.W. Olin Science Center and the lots north of the Parsons Engineering Building.

If parked in one of the appropriate lots listed above, a current and valid parking permit from one of the other Claremont Colleges will be sufficient and no additional parking permit is necessary.

**TCC Students:**

Students from the other Claremont Colleges who are taking classes on the HMC campus may submit an application for a HMC parking permit. TCC students should contact the Dean of Students Office on their home campus to initiate the application process. The application will then be forwarded to the Office of Facilities and Maintenance at [facilities@hmc.edu](mailto:facilities@hmc.edu).

If approved, TCC students will be given a HMC parking hangtag which will authorize them to park in either:

- The parking lots accessible through the Mills Ave/Foothill Blvd. access point
- The south side of Foothill Blvd.

TCC faculty, staff, and students are not permitted to park in Visitor Parking on the HMC campus, including the spaces on Platt Boulevard. These spaces are designated for external visitors to the HMC campus. Furthermore, please be sure to observe parking signs that indicate “HMC-Only” spots and those that reserve spaces for HMC faculty and staff that work in certain buildings.

**Visitor Parking**

Prospective students and their families who are visiting the HMC campus will receive a Facilities-approved parking permit from the Admissions Office. For those who schedule a visit online, a parking permit will be emailed to them. The Admissions Office also works with the Office of Facilities and Maintenance to have parking passes available for pickup in the Admissions Office on an as-needed basis. Visitors are asked to park towards the east side of campus in any Student/Faculty/Staff parking space.

All other visitors to the HMC campus must obtain a visitor parking pass from the Office of Facilities and Maintenance. This permit should be displayed on the dashboard of the vehicle, except in instances where frequent, repeat visitors may be provided with a hangtag. Visitor parking permits are date-stamped and valid only for the issued date(s), and authorize the holder to park in Student/Faculty/Staff spaces on the HMC campus. Visitors are asked to park towards the east side of campus to alleviate parking pressure on surrounding neighborhoods. In instances where HMC faculty or staff have made arrangements to reserve spaces for visitors, we ask that visitors please park in these areas as instructed.

Faculty, staff, and students should make appropriate parking arrangements for planned visitors to the HMC campus. This is especially true for groups of five visitors or more, as this creates increased parking pressure on neighboring communities. Responsible planning will allow for the designated visitor spaces on Platt Boulevard and in the lot east of Kingston Hall to remain available for unplanned visitors. To obtain a permit, contact the Administrative Assistant or the Facilities Operations Manager in the Office of Facilities and Maintenance at (909)621-8226. Visitor passes can also be requested by emailing [parking@hmc.edu](mailto:parking@hmc.edu).

**Student Parking**

Based on the College’s agreement with the City, first-year students are prohibited from bringing vehicles to campus. However, a few exceptions can be made each year for students who demonstrate need according to established guidelines. The exact number of exceptions is governed by the City of Claremont. In order to remain in compliance with the City, the 5% cap on exemptions cannot be exceeded and, therefore, no additional permits beyond the allowable limit will be issued.

The Assistant Director for Administration in the Business Affairs Office is responsible for communicating to Campus Safety the list of HMC students who are eligible to receive parking permits, i.e. sophomores, juniors, seniors, and no more than 5% of the first-year student class who have been granted exemptions by the Dean of Students Office. The Campus Safety Office will use this list to ensure that permits are not mistakenly distributed to ineligible first-year students.

### **Trustee Parking**

Trustees for the College receive hangtags and/or paper passes that authorize them to park on the HMC campus. These passes are provided by the Office of Facilities and Maintenance and are distributed to new Trustees accordingly. For Board of Trustees meetings, which take place three times a year, parking spaces are reserved for Trustees in the parking lots north of Platt Campus Center and north of South Dorm, with spaces also reserved on Platt Boulevard (east of Kingston Hall).

### **Events**

For events that are held on campus, the Office of Facilities and Maintenance will work with the host department(s) to accommodate visitor/guest parking.

During large College events, HMC partners with other Claremont Colleges to use their parking facilities. These events are coordinated in advance with the Claremont Colleges and Campus Safety to ensure that they are managed in a safe and orderly manner. For these events, attendees will be directed to an auxiliary site and shuttled to and from the HMC campus. Unless specifically directed, no special parking permit is required.

For events where the arrangements may differ from that described above, the Facilities Operations Manager from the Office of Facilities and Maintenance will collaborate with Campus Safety and provide additional information as appropriate.

### **Parking Enforcement and Monitoring**

Parking enforcement is conducted by the Claremont Colleges Campus Safety Office. Parking Enforcement officers patrol the HMC campus to not only ensure a safe and secure environment, but also to monitor parking permits and ensure that HMC parking spaces designated for HMC students, faculty, and staff are being used by individuals who are authorized to park in these spaces.

Parking violations are enforced as follows:

- Vehicles that do not have a permit, or have a permit but are parked in a lot/space designated for other use, are subject to a parking citation and a fine.
- After three parking citations, regardless of where the vehicle is parked or when the previous parking citations were issued, the fourth violation will result in a “warning to tow”.
- The fifth violation will result in the vehicle being towed at the owner’s expense. Prior to towing, Campus Safety must obtain approval from either the Vice President for Administration or the Assistant Vice President for Planning and Construction.

HMC constituents and visitors are not allowed to park in the Garrett House parking lot unless expressly authorized to do so.

### **Overnight Parking**

Except for HMC students with a valid parking permit, long-term overnight parking is not permitted on the HMC campus. Faculty, staff, and students from the other Claremont Colleges are not permitted to park overnight on the HMC campus at any time.

### **Parking During the Construction of the Teaching and Learning Building**

- From August 2011 until July 2013, the construction of the Teaching and Learning Building will create new challenges due to increased traffic and increased pressure on parking. During this time, certain parking areas will be restricted for use by faculty and staff who work in the buildings closest to these parking spaces. Further information on the specifics of the Parking Management Plan during the construction of the TLB can be found at:  
<http://www.hmc.edu/about/administrativeoffices/fm1/facstaff.html>

### **Parking Procedures - Approval and Enforcement**

This procedural document has been developed and guided by the parameters of the Parking Management Plan approved by the City. The parking management plan is enforced by the Claremont Colleges Campus Safety Office in collaboration with HMC's Facilities and Maintenance Office.

Procedural Document last updated by BAO: February 9, 2012