

HMC Parking Procedures – Faculty and Staff

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. This Parking Management Plan was a critical component in obtaining approval for HMC's master plan and the Shanahan Center for Teaching and Learning.

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 for HMC faculty, staff, and students to park a motor vehicle on 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, faculty, staff, and students 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 \$30 per semester; students living off-campus can obtain a permit for \$20 per semester.

Prior to September 2011, a vehicle could not be registered on two campuses (e.g. a staff or faculty member is employed at HMC and their family member is employed at one of the other Claremont Colleges). Beginning in September 2011, Campus Safety allows and requires each employee to register the vehicle at their home campus. To prevent citations on HMC's campus, HMC faculty and staff should make sure that their HMC permit is displayed on the front windshield or dashboard.

During the first week of the fall semester, the Office of Facilities and Maintenance partners with the Campus Safety Office to conduct on-campus vehicle registration for faculty, staff, and students who are eligible to register vehicles. A college ID is required to renew permits.

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 "First-Year 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 "Students, Faculty, and Staff", "Faculty and Staff Only", or "Students Only."

HMC constituents who are driving a temporary vehicle that does not have a valid parking permit should obtain a visitor parking pass from the Office of Facilities and Maintenance, but continue to abide by the parking regulations that they usually adhere to as a HMC student, faculty, or staff member.

Low-Emission, Fuel-Efficient Vehicle Parking

As part of the LEED certification for the R. Michael Shanahan Center for Teaching and Learning, the College designated parking spaces specifically for the Shanahan Center for individuals driving low-emission, fuel-efficient vehicles. Regular users of the Shanahan Center who drive a qualifying vehicle may park in these spaces.

Motorcycle Parking

Motorcycle parking is available in the parking lot just north of Marks (South) Dorm.

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
- 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.

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
- 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 Admission Office. For those who schedule a visit online, a parking permit will be emailed to them. The Admission 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 Office of Facilities and Maintenance at (909)621-8226. Visitor passes can also be requested by emailing parking@hmc.edu.

After-hours or on the weekends, visitor parking passes are available from Campus Safety.

First-Year 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 municipal code Chapter 16.069 Institutional Districts, Section 16.069.090 Parking, which reads:

“The Community Development Director shall grant a reduction in the amount of required student parking when an undergraduate College Institution submits proof to the Director that the college has adopted a written policy prohibiting all members of an incoming or continuing academic year class (e.g. freshman, sophomore, etc.) from parking motor vehicles on campus. The policy shall contain a description of the measures that are in place and enforced by the college and may contain exemptions for up to five percent (5%) of the students in any academic year class subject to the policy, for various reasons including mobility limitations, students residing off-campus, or other hardships identified in the policy.”

Each year, the Business Affairs Office notifies the Dean of Students Office how many exemptions are available for that year, based on enrollment. First-year students who wish to request an exemption and receive a parking permit should contact the Vice President for Student Affairs/Dean of Students. Exemptions will be granted at the discretion of the Vice President for Student Affairs/Dean of Students, with priority given to medical needs. 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. Consequently, it may be necessary to prioritize the list of approved students, including revoking previous approvals in the event the 5% cap is reached.

The Vice President for Student Affairs will forward the list of approved students to the Business Affairs Office. 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 Trustees who are expected to visit the HMC campus but do not have a parking pass available, a new parking pass will be issued to them in advance of their arrival. The Office of Facilities and Maintenance will coordinate with the Board Secretary to disseminate the parking passes.

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).

Alumni Association Board of Governors

Alumni Association Board of Governors (AABoG) members also receive hangtags that permit them to park in any Student/Faculty/Staff space on the HMC campus. The Office of Facilities and Maintenance partners with the Advancement Office to issue these permits.

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 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.

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. For extenuating circumstances, e.g. business trips that would necessitate leaving a vehicle on campus for an extended period, please contact the Office of Facilities and Maintenance at facilities@hmc.edu to request an exemption. Faculty, staff, and students from the other Claremont Colleges are not permitted to park overnight on the HMC campus at any time.

Students with a current and valid permit are allowed to park their vehicles overnight in appropriately designated areas. Note: HMC students who live on campus and would like to request an overnight parking permit for their guests should contact Campus Safety at (909)621-8170.

Storage of vehicles is not allowed on the HMC campus at any time. Furthermore, given the parking constraints faced by the College, faculty, staff, and students (with current and valid permits) are only allowed to have one vehicle on campus at a time.

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: November 25, 2014