



LAKE FOREST
COLLEGE

CAMPUS PARKING

2023-2024

STUDENT PARKING POLICY
& PARKING RESTRICTION
MAPS & KNOWN DATES

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OVERVIEW

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

Vehicles belonging to faculty, staff, and eligible students **must** display a valid permit when parked on any campus, at any time, and 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 and/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.

2023-2024 ACADEMIC YEAR PERMITS

ELIGIBILITY

Student parking and academic year permit eligibility is limited to **all commuting students and any 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 a 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 calling the City's Finance Department at (847) 810-3622.

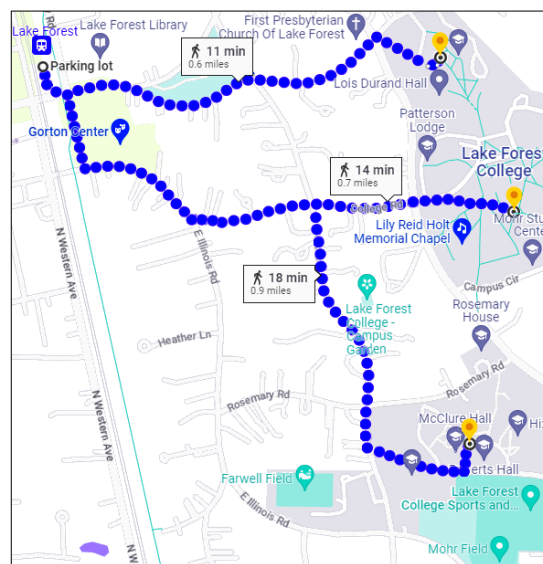
MEDICAL MOBILITY ACCOMMODATION REQUESTS

Since **First-year and sophomore residential students are not eligible to obtain an academic year permit**, those who have **documented medical mobility needs** can seek permission to purchase an academic year permit by completing a [Verification of Need for Accessibility Services](#) form¹ and sending it to disabilityservices@lakeforest.edu. Students will be notified by email of the outcome of their request.

Since vehicles that do not display proper permits are subject to being ticketed, students seeking a medical accommodation are strongly encouraged to obtain permission to park **before** bringing the car to campus.

PAYMENT OPTIONS

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



¹ <https://foresternet.lakeforest.edu/live/files/verification-form.pdf>

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 pro-rated 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 pro-rated 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 no longer useable 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 an "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 which time **if eligible**, a new residential permit will be issued at no charge. If the student is ineligible to obtain an academic year permit, the Business Office will be notified of the returned permit and authorize a pro-rated credit to their student account be made 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 FEE FOR ACADEMIC YEAR PERMIT HOLDERS

A regular permit holder who must use a different car for a short, temporary period of time (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 there is no fee charged for this type of permit, the temporary permit must be obtained at the Public Safety Center **immediately upon arrival** to campus with the vehicle.

TEMPORARY PARKING PERMITS

ELIGIBILITY

First-year and sophomore residential students are permitted the ability to 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 at the time of purchase along with registration of the vehicle.

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.

TEMPORARY PERMIT FEE FOR MEDICAL REASONS

The cost for a temporary permit for medical reasons is \$2.00 per day, with payment being made at the Public Safety Center at the time of purchase along with registration of the vehicle.

If the medical need is imposed by Health & Wellness as a condition of continued enrollment, the Director of Health & Wellness will notify the Director of Public Safety that the request is supported and no fee is assessed.

If the medical need is result of 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 the vehicle is authorized to be parked in 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 type of 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 on-line (*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 name of the student or the name of 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 7258 PIN: 4485	
▼ If paying by mail, return the portion below with your payment ▼			
Vehicle Year: 2012 Weight or GV: 4 DOOR Area: Leased/Rental Driver's License Number(s): JOHN O PUBLIC JANE O PUBLIC 1234 SOUTH ANYCITY IL 90909		Vehicle Make: FORD Body Style: PASSENGER File Number: DU PAGE Expiration Date: 08/31/2012 Plate Number: Renewal Fee: \$99.00	

TEAR HERE
Tear off this grey stub & bring portion with payment

RULES AND REGULATIONS

GENERAL RULES

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

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

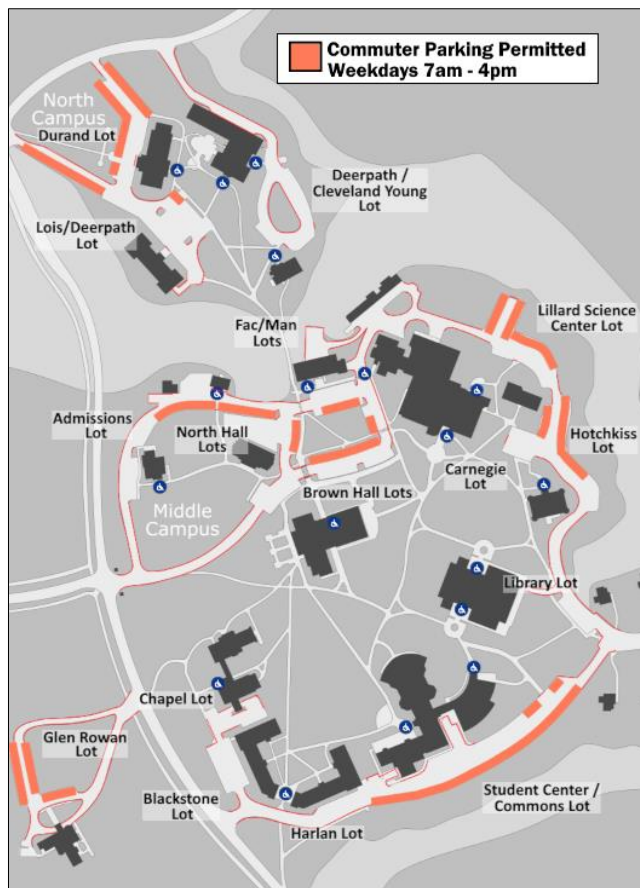
Weekdays between 7 a.m. and 4 p.m.

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 are also allowed to use any marked, non-reserved space in the Glen Rowan Lot unless it is closed with a sign posted “No Student Parking Today.” If a space still cannot be found, permit holders must call Public Safety to receive authorization and instruction of where they can park (without being ticketed).

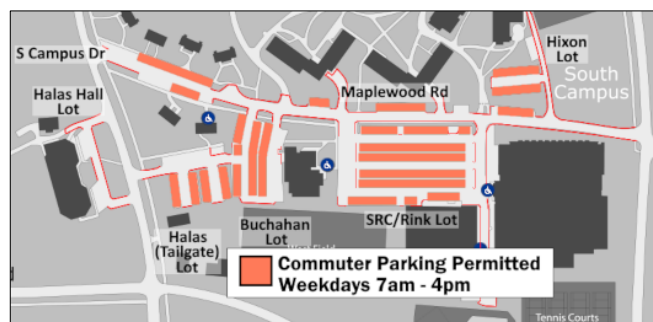
Commuting students are encouraged to travel to and park on South Campus if a Middle or North Campus student permitted space cannot quickly be found versus parking where not permitted and risk being ticketed.

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



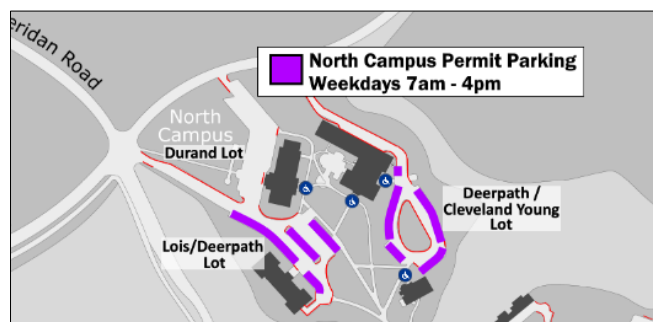
“Reserved Parking – Faculty, Staff, & Guests Only” in addition to any marked, student-permitted space on any campus (unless another restriction applies) and only when the registered permit holder is physically on campus.



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 North Campus **and** in one of the spaces that are designated exclusively for North Campus Permit holders. During this time, permit holders **must** call Public Safety to receive authorization and instruction of where they can park (without being ticketed) in the event a space in the designated area cannot be found.



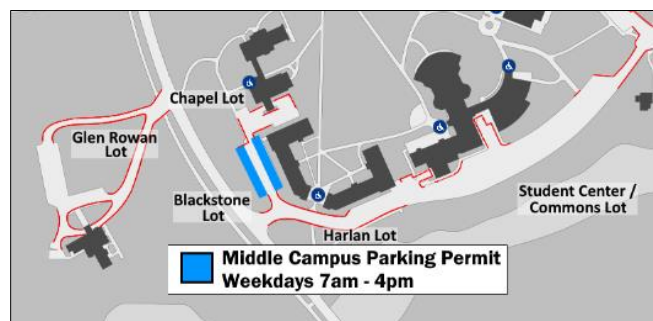
Weekdays after 4 p.m. until 7 a.m. the following morning, and anytime on weekends

Vehicles displaying this permit are allowed to 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).

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 instruction of where they can park (without being ticketed) in the event a space in the designated area cannot be found.



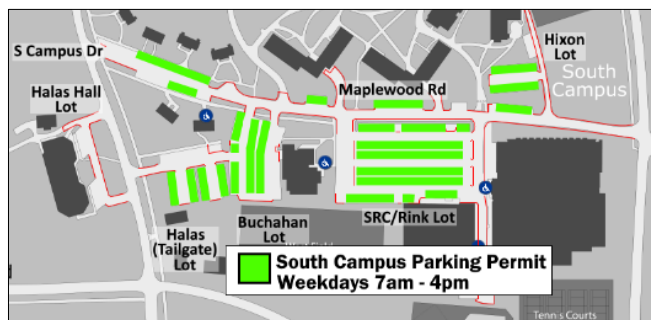
Weekdays after 4 p.m. until 7 a.m. the following morning, and anytime on weekends

Vehicles displaying this permit are allowed to 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).

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 instruction of where they can park (without being ticketed) in the event 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 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).

COURTESY PARKING PROVISION

For the purpose of providing the ability to quickly pick up or drop off a book, copy a paper, or another similar reason 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 are required to contact the Public Safety Center before leaving campus at which time travel date information will be obtained, and direction will be given regarding where the vehicle must be parked. Vehicles left on campus must be relocated to the parking area their permit is valid for by 7 a.m. on the first day the Spring Semester begins. **All parking rules and regulations remain enforceable** unless otherwise notified by Public Safety.

SUMMER SESSION PARKING

During the summer months, 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

A **City of Lake Forest vehicle permit or beach permit** is required and is enforced by the Lake Forest Police Department. Please contact the City of Lake Forest Finance Department at 847-810-3622 for additional information.

VEHICLE IMMOBILIZATION

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

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

FINES, PENALTIES, AND TICKET APPEALS

PENALTIES

Payment of fines may be made 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 prior to 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 an **additional \$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 course of the current and two previous semesters.

In these situations, all fees already paid will be forfeited. Any vehicle that is found to be 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 registration of a vehicle, 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

Appeal of a ticket requires the submission of an on-line [Ticket Appeal](#) form, which must be submitted 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 ticket was issued in error by the Officer.

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 the ticket

Appeals are typically reviewed by a student-led Ticket Appeal Advisory Group (TAAG) who then makes a recommendation to the Director of Public Safety whether to grant or deny it.

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, through their on-line 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 are allowed to 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 brings a lot of invited guests, friends, and families, to campus. We also host numerous athletic contests (sometimes occurring consecutively or concurrently) that brings 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 that surround 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 invited guests while simultaneously minimizing congestion on the neighboring streets.

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

Whenever any type of event parking restriction is instituted, the Director of Public Safety will send an email to all students, faculty, and staff prior to the restriction date.

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

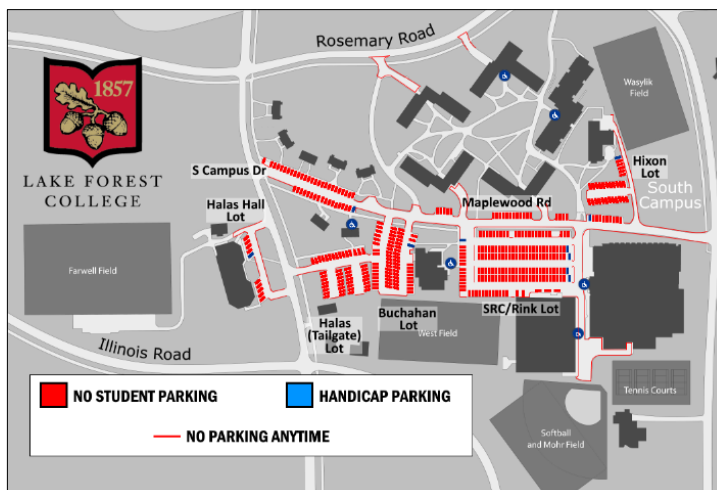
2022-2023 STUDENT PARKING RESTRICTION DATES *(KNOWN AT TIME OF PUBLICATION)*

2023-2024 NO STUDENT PARKING RESTRICTION DATES				
<i>(Known at time of publication)</i>				
FALL SEMESTER				
DAY	DATE	RESTRICTED LOCATION(s)	FROM – UNTIL	EVENT(s)
Saturday	9/16/2023	Entire South Campus	8am – 6pm	WTENN (9am & 3pm) / FBALL (1pm)
Saturday	9/23/2023	SRC / Ice Rink Lot/ Mpl Rd	10am – 4pm	VBALL (11am, 1pm & 3pm) / WSOC (11am) / MSOC (1:30pm)
Thursday	10/5/2023	Hixon Lot (Homecoming)	10am –	Homecoming
Friday	10/6/2023	Hixon Lot (Homecoming)	Lot Closed	Homecoming
Saturday	10/7/2023	Entire South Campus	6am – 6pm	Homecoming WTENN (9am & 3pm) / WSOC (1pm) / FBALL (2pm) / MSOC (3:30pm)
Saturday	10/14/2023	Entire South Campus	10am – 6pm	MLAX (10am) / FBALL (1pm)
Saturday	10/21/2023	SRC / Ice Rink Lot	10am – 4pm	WSOC (11am) / VBALL (1pm) / MSOC (1:30pm)
Thursday	10/26/2023	SRC / Ice Rink Lot (Partial)	5pm - 8pm	Speed Networking
Saturday	10/28/2023	Entire South Campus	10am – 6pm	FBALL (1pm) / VBALL (1pm) / MHOC (5pm)
Saturday	11/4/2023	SRC / Ice Rink Lot	9am – 4pm	VBALL (10am, 12pm & 2pm) / WHOC (2pm)
Saturday	11/11/2023	Entire South Campus	10am – 7pm	FBALL (12pm) / WBB (12pm & 2pm) / MHOC (3pm) / WHOC (7:30pm)
Saturday	11/18/2023	SRC / Ice Rink Lot	1pm – 5pm	MBB (2pm) / MHOC (4pm) / WBB (4pm)
Saturday	12/2/2023	SRC / Ice Rink Lot	Noon – 4pm	MBB (1pm) / WBB (3pm)
Potential Parking Restriction Dates for Post-Season Playoff Games				
11/3/2023 & 11/4/2023 - Soccer 11/10/2023 & 11/11/2023 - Volleyball				
SPRING SEMESTER				
DAY	DATE	RESTRICTED LOCATION(s)	FROM – UNTIL	EVENT(s)
Saturday	1/20/2024	SRC / Ice Rink Lot/ Mpl Rd	11am – 4pm	HNDB (TBA) / WHOC (1pm) / SWM-D (1pm) / WHOC (3pm)
Saturday	1/27/2024	SRC / Ice Rink Lot/ Mpl Rd	11am – 5pm	HNDB (TBA) / MBB (1pm) / SWM-D (1pm) / WHOC (2pm) / WBB (3pm) / WHOC (5pm)
Saturday	2/3/2024	SRC / Ice Rink Lot/ Mpl Rd	11am – 4pm	MHOC (12pm) / MBB (1pm) / WBB (3pm) / MHOC (4pm)
Sunday	2/4/2024	SRC / Ice Rink Lot	Noon – 3pm	Sled Hockey
Saturday	2/10/2024	SRC / Ice Rink Lot	Noon – 6pm	HNDB (TBA) / WHOC (3pm) / MHOC (7pm)
Saturday	2/17/2024	SRC / Ice Rink Lot	11am – 4pm	HNDB (TBA) / MBB (1pm) / WBB (3pm)
Saturday	3/23/2023	West of Buchanan Hall	7am – 5pm	Special Olympics
NOTICE - MLAX / WLAX / SBALL Schedules were pending at the time of publication - Restrictions (if any) will be announced via email				
Potential Parking Restriction Dates for Post-Season Playoff Games				
2/16/2024 & 2/17/2024 - Hockey 2/24/2024 & 2/25/2024 - Hockey 5/4/2024 - Lacrosse				
2/23/2024 & 2/24/2024 - Basketball / Hockey 3/2/2024 - Hockey 5/10/2024 & 5/11/2024 - Softball				

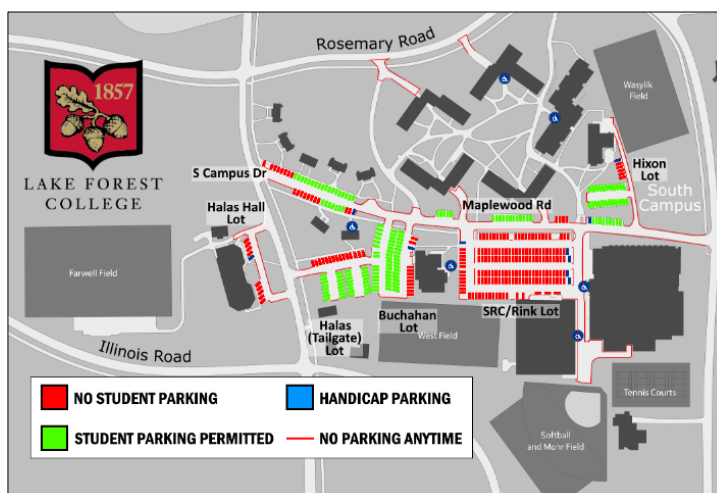
SOUTH CAMPUS RESTRICTION MAPS (MOST COMMON TYPES)

The most commonly used South Campus event restriction configurations are:

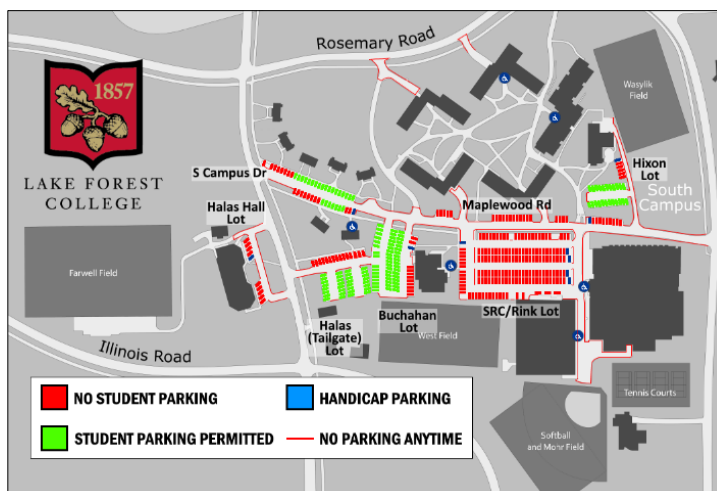
No Student Parking - Entire South Campus



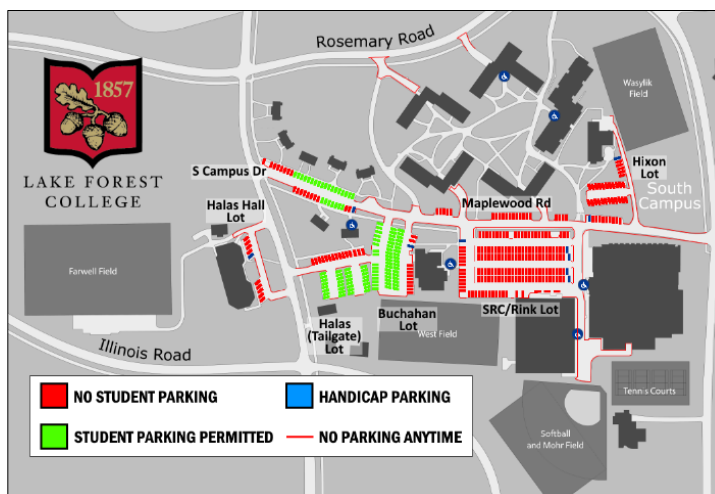
No Student Parking - Sports Center / Ice Rink Lot



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***

