

Minneapolis College of Art and Design Campus Parking & Transportation policy

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Purpose

The purpose of this policy is to outline the rules and regulations for the use of motor vehicles on the MCAD campus. These rules and regulations are designed for the safety, welfare and health of students, employees and visitors; the protection and maintenance of college property; and to govern traffic on the campus. Cooperation and compliance with these rules and regulations by all members of this community is essential. Failure to comply may result in a citation being issued or suspension/revocation of parking privileges on campus

Scope

This policy applies to all individuals seeking to operate/park a motorized vehicle on the MCAD campus.

Policy

MCAD is a private College; therefore, the parking lots and other areas of the College are private property. The operation and/or parking of any motor vehicle on campus is a privilege, not a right. The College has the right to regulate the use of any motor vehicle on campus property for the good and the safety of the campus community. Campus parking lots are provided for the convenience of permit holders and commuters in conducting MCAD business and for only that purpose.

1.1 Who Can Park On Campus

All commuter students, college staff, faculty, and guests may utilize the hourly parking in Lot C, located at the intersection of 26th Street East and Second Avenue South. Lot C is not meant for overnight parking.

2.1 Where to Park On Campus – Parking Lots ([see map](#)).

2.2 Lot A- Main-entrance Parking

There are three 15-minute parking spaces, two handicap-accessible spaces and one delivery vehicle parking space in this lot. This lot is located in front of the main entrance for quick loading and unloading of your vehicle.

*Parking for loading and unloading of vehicles may also take place at the south end of Main building at the west loading dock, with permission of Campus Safety.

2.3 Lot B - Restricted/Assigned Parking

Each of the numbered spaces in the parking area on the south side of the Main building and east side of the 2537 Stevens apartment building are restricted and assigned to specific individuals and departments. Unauthorized vehicles parking in these spaces are subject to a ticket and tow.

2.3 Lot C - Hourly Parking

There are 105 parking spaces available in this lot for commuter students, staff, and faculty. This lot is located at the intersection of 26th Street East and Second Avenue South. Resident students are not allowed to park in this lot. There are five handicap-accessible spaces, three

Admissions Office visitor spaces, two Institutional Advancement Office visitor spaces, and one President's Visitor parking space. The eastern section of the parking lot has been designated for compact car parking only; please look for these identified spaces if you're driving a compact car. During the first five days of each semester, parking in Lot C will be free to allow new students, staff, and faculty to familiarize themselves with the campus. Please also register your vehicle with Campus Safety. This will assist Campus Safety in reaching vehicle owners for snow removal or other emergencies.

2.4 Lots D and E – Restricted/Assigned Parking.

Unauthorized vehicles parking in these spaces are subject to a ticket and tow.

2.5 The Hive Indoor and Surface – Restricted/Assigned Parking.

A limited number of contract parking spaces are available at the Hive.

MCAD housing residents may submit a request for a parking permit in the Hive garage or outdoor lot space. A lottery is conducted to determine who will receive a parking assignment. Hive residents receive priority in parking assignments. The Hive Parking Lottery Sign Up form can be found on the Student Life Tab of my.MCAD.edu. More information can be found on the [Hive Parking Permit Agreement](#)

3.0 How to Use the Parking System

3.1 Commuter

Anyone with a MCAD ID can use their ID to access the parking in lot C at a rate of .25 cents an hour. You will need to associate your ID to a credit or debit card. Follow instructions in this [link](#).

3.2 Guest/ General Public

Entering:

You will need to use your credit or debit card at the entry and exit gate at a flat rate of \$6 with a 15 min grace period. After the gate arm rises, proceed to park in any open, designated space. If the gate display shows that the parking lot is “full”, drivers can still enter the lot then exit without incurring any charges as long as one exits within fifteen minutes. Please do not attempt to back up onto 26th Street.

Exiting

When you leave the parking lot. Tap or insert credit or debit used at the exit tower. The display will show the amount you will be charged.

*At both the entry and exit gate, a driver can press the “press for assistance” button to speak with a Campus Safety Officer if they have any questions or problems passing through the gate(s).

4.0 Cost

4.1 Daily Hourly Rates:

\$0.25 per hour for MCAD Commuters with ID

\$5 flat rate for Guest and General Public.

*MCAD is required by the City of Minneapolis to charge for parking. The College reserves the right to alter the parking rates at any time and without notice.

5.0 Visitor/Guest/ Special Event Parking

5.1 MCAD is a unique campus environment as the surrounding neighborhood blends with our campus. You will find parking opportunities both on MCAD property and on Minneapolis city streets. Unannounced admissions visitors, or other visitors – those who drop in without an appointment- will be allowed into Lot C. Admissions guests will need to request entry via the intercom system. Any other unannounced visitors can park in lot C and will be responsible for paying for lot fees, validation is not an option.

5.2 Scheduled visitor hosts will need to contact parking@mcad.edu to arrange parking for their guests. Email shall include: Date(s), First and last name, vehicle make/model/plate, and owner contact info. A total of seven spots have been allocated at the armor building at 2601 Stevens Ave. Parking permits will be emailed to the host for guests to place in the vehicle.

5.3 Special Event Parking is defined as parking accommodations that are required for major campus events or any event that will need extra measures by Campus safety to monitor and control campus parking. Special Event Parking may be reserved at any time including weekdays, evenings, and weekends Special Event Parking is recommended for occasions when campus visitor parking is inadequate, or guaranteed parking is desired. Gate arms will only be raised for specified events. Exceptions must be pre-approved by the Presidents' Office. Other event types must be reviewed by Campus Safety.

5.4 Having the parking lot gate arm down is important for several reasons:

- ★ Security: The gate arm serves as a physical barrier that restricts unauthorized access to the parking lot. By keeping the gate arm down, it prevents unauthorized vehicles from entering, reducing the risk of theft, vandalism, or other security incidents.
- ★ Traffic control: When the gate arm is down, it helps regulate the flow of traffic within the parking lot. It ensures that vehicles enter and exit in an orderly manner, preventing congestion and potential accidents.
- ★ Revenue management: If the parking lot is managed by a parking authority or a business, keeping the gate arm down allows for effective control over parking fees. It ensures that only paying customers or authorized vehicles can access the parking lot, helping to maintain proper revenue streams.
- ★ Safety: By keeping the gate arm down, it minimizes the chances of pedestrians or cyclists accidentally entering the path of oncoming vehicles. This promotes a safer environment for all users of the parking lot.

5.5 Lot C gate arms will be open for the following unless dictated by the President:

- Large Admissions events
- Orientation
- Move in
- Move Out

- **Summer**

Any group arranging an event on campus must contact the Campus Safety office in order to reserve parking spots. This includes all College-wide, departmental, and external events. Gate arms go at the start of move in for the summer move in.

5.6 Restricted/No Parking Areas

Unauthorized vehicles parked in the following areas may be ticketed and towed:

- Yellow striped zone next to a handicap space
- Parking next to a yellow curb
- Parking in a posted fire lane or no-parking zone
- Parking in the Admissions or Institutional Advancement reserved spaces without permission

*Vehicles parked in other reserved spaces (those with numbers painted in the parking space) may be towed.

6.0 Towing

The MCAD Campus Safety will make every effort to contact vehicle owners prior to towing or relocating vehicles. However, any vehicle that is deemed to meet one of the following criteria by the college, will be removed at the owner's expense prior to notification:

- Creates a safety hazard or risk (i.e. leaking fuel, oil, fluids, etc.)
- Is or appears to be inoperable or in questionable condition
- Attracts vandalism
- Interferes with parking activities
- Expired or no state registration
- Confirmed abandon
- Continued parking offenses (with or without owner notification)

7.0 Van/Carpool

7.1 MCAD has two van/car-pool spaces located in Lot B (spaces #21 and #22). To park in these spaces, students, faculty, and staff must enroll and be authorized by Metro Transit. To qualify, there must be a minimum of two drivers; all those in the car pool must work at MCAD and car pool together at least three days a week. Authorized users should then visit Campus Safety and complete the <van-carpool request form>. A permit will then be issued for use of the designated space. This permit must be displayed when parking in the van/car-pool space.

- Spaces will be assigned on a first come, first served basis.
- For more information on registering with a car or van pool please visit: Metro Transit [Carpool](#).
- More vanpool information can be found at: Metro Transit [Vanpool](#)

8.0 Low Emitting Vehicle

8.1 Low emitting vehicles, meeting the most current EPA Smartway Elite with a score 19 or higher (not the Smartway program) or with a green score 40 points or higher from the American Council for an Energy Efficient Economy (ACEEE) annual guide will be eligible to register for a low-emitting vehicle parking permit.

1. EPA Smart Elite information is available at: EPA.gov/SmartWayVehicle
2. ACEEE is available at: [GreenCars](#)

There will be a limited number of alternate low emitting or car/vanpool parking spaces

available on campus. These spaces will have appropriate signage at each parking location. Vehicles displaying this permit will be allowed priority parking in these designated spaces, if available, from Monday-Friday between the hours of 7:00 a.m. – 10:00 p.m., Saturday-Sunday 7:00 a.m. – 5:00 p.m.

The registration or display of the permit does not guarantee a parking space. Owners of the low-emitting vehicles must meet the following criteria:

1. Register the vehicle at MCAD as a low-emitting vehicle by presenting proof of state vehicle registration documents and meeting the requirements noted in paragraph a.
2. Display the permit as required while parking in the posted spaces.
3. Must be an MCAD employee or a currently enrolled non-resident student.
4. Resident Students are not eligible for this permit.

8.2 Electric Vehicle Parking (EV)

Parking for electric vehicle charging on the MCAD campus is limited. A monthly fee of \$21 plus tax and any additional monthly fees, as applicable, will be assessed to park in a space.

This monthly fee will grant access to a level 1 charge connection based on availability. Monthly fees will be deducted from the employee's pay check on an after-tax basis; if the EV permit holder is a student, the fees will be applied to their student account.

To qualify, current students, staff or faculty must complete the <EV request form>; and the EV owner must own and drive an electric vehicle any time they come to campus to work or attend class.

To cancel use of the electric charging station/permit, please send an email to campus_safety@mcad.edu and business_office@mcad.edu. Please allow two weeks to process payment cancellations.

9.0 Handicap-accessible Parking

9.1 Handicap-accessible parking is available for people with a state-issued handicap parking permit. Spaces are located in Lot A north of the Main building off of 25th Street and Stevens Avenue South and along the north side of Lot C. Vehicles that park in these spaces without a proper state-issued permit will be subject to towing and/or ticketing by Minneapolis parking enforcement.

10.0 Motorcycle/Scooter Parking

10.1 MCAD community members who choose to ride a motorcycle or scooter to school may park in the designated areas in Lot A (see map).

Motorcycles and scooters may not use Lot C. The parking system is not designed to detect these types of vehicles.

11.0 HOURCAR

11.1 For people who wish to temporarily “rent” a vehicle, HOURCAR.com may be a good solution. An HOURCAR Honda Element is parked in Lot B (#19); this car may be checked-out by members on a scheduled basis through [HOURCAR](#). HOURCAR membership is open to anyone 18 years old and above who meets HOURCAR’s safe driver criteria. Please visit the organization’s website for more information about how to become a member. HOURCAR’s website also includes information on rates and the location of other vehicles in the area.

12.0 General Parking

12.1 Parking for students overnight

All residents of MCAD can enter the parking lottery by using this form. Deadline for the lottery is every August 7th. If selected you will be assigned a numbered parking space with permit at the hive

Contract Parking is available for student parking at the MIA Ramp. Month to month parking contracts are available to any student or staff. For rates and information please contact: dbonderson@denisonparking.com or call 612-367-8083; or visit their contract parking sign up form at [Mia- parking ramp contract](#).

12.2 Parking Services

Parking areas on campus are under video surveillance. Cameras are monitored by MCAD Campus Safety 24 hours per day. Additionally, Campus Safety performs random patrols through all parking areas. Campus Safety offers free car battery jump-starts to any MCAD community member within a two- block radius of campus. Escorts are available through the Campus Safety Department 24 hours a day, 7 days a week (there may be a wait period due to other pending service calls). Escorts should only be used for rides between the MCAD Main campus and a person’s residence, parked vehicle, or bus stop/HourCar. Please see the attached map for the specific boundaries within which escorts are offered [‘escort boundary’ link]. Escorts will be made on foot when the escort is on campus or near campus, otherwise the Campus Safety patrol vehicle will be used.

Come to the Campus Safety desk in the Main building or call 612-874-3801 from off campus (x1801 on campus) to request a jump-start or escort. Please be ready to show a MCAD identification card if the officer does not recognize you as a student, staff, or faculty member.

MCAD is not responsible for lost or stolen items left in vehicles parked on campus. The College is also not responsible for the theft of or damage to any vehicle while parked on campus

12.3 Parking Safety Tips

- Lock all doors and close all windows tightly.
- Do not leave valuable items in the vehicle, especially in plain sight.
- Park in well-lit areas.
- Do not leave your vehicle on city streets in one spot for several days without checking on it.
- Report crimes or suspicious individuals to Campus Safety.
- Report ice or maintenance problems to the Facilities Office or Campus Safety.
- Notify Campus Safety when your vehicle becomes disabled and it will need to stay in any MCAD parking area overnight.
- Drive slowly through the parking lot and side streets, and watch for children!
- Look under, around and in the backseat of your vehicle as you approach it.
- Don't walk alone at night. Call Campus Safety 612- 874-3801 (x1801 on campus) for an escort.
- Don't walk with headphones covering your ears! You can't hear stalkers/thieves approach.

12.4 Off-Street Parking & Snow Emergency Parking

If you need to park on city streets, please pay close attention to the posted no-parking zones. MCAD Campus Safety does not enforce parking rules on city streets and is not responsible for ticketed or towed vehicles.

During city snow emergencies, parking may be restricted to one side of the street. Visit http://www.minneapolismn.gov/snow/snow_parking-info for more information or to sign up for alerts when snow emergencies are declared.

12.5 Battery Jump Start Service

If your car isn't starting and you need a jump-start, we can help. This free service is available on a "first-come, first-served" basis as time or weather permits. We require proof of ownership and proper identification and will ask you to sign a [waiver](#) releasing the university from liability.

12.6 Accident Reporting Procedures

If a motor vehicle accident causes damage to another vehicle or property in a college parking lot, immediately call MCAD Campus Safety at 612-874-3555. If individuals have been injured as a result of the accident, call 911 and report the accident immediately, then call MCAD Campus Safety at 612-874-3555. Per state statute, vehicle operators involved in the accident are responsible for making a motor vehicle accident report to the MN Department of Motor Vehicles. The report form is available on Minnesota Department of Motor Vehicles:

[Vehicle Crash/Damage Notice form](#)

13.0 Bicycle Regulations Policies

13.1 Registration of bicycles is not required, but MCAD recommends recording the make, model, serial number, and taking a picture of your bike for reference in case of a theft.

The College does not assume responsibility for bicycles, locks or other accessories when parked on campus property. It is suggested that bike riders use a “U” shaped kryptonite-type lock and a second lock to secure your bike while parked at a campus rack.

Bicycles may not be locked or attached to the following:

- Trees or bushes
- Light poles
- Fences
- Benches
- Parking-sign posts
- Stair railings
- Any location that would impede use of a designated fire or building exit, or obstruct a sidewalk or driveway.

Bicycles found in violation of any of the above will be removed at the owner’s expense.

13.2 Register your bike with the City of Minneapolis [311 Self Service](#) It may greatly improve your chances of recovering a stolen or lost bike.

Bicycle Rack Locations

Bicycles must be parked and secured to bike racks while on campus. Racks are located

- North side of Main
- Just inside the entrance of lot C
- South of the Main building
- Between the east wing of lot C and the 144 E. 26th St. resident apartment building.

13.3 Bicycles may not be left locked to the racks over the summer break. If you leave for the summer, please take your bike with you. During the winter, only the bike rack north of Main is kept clear of snow for daily use. Bikes not used over winter should be moved to the rack next to the 144 E. 26th St. resident apartment. Campus Safety will remove abandoned bikes at the end of each summer. Bicycles not claimed by the owners will be donated to charity after 60 days.