
PARKING & ID CARD OFFICE
AUXILIARY SERVICES DEPARTMENT

REGISTRATION
and
PARKING
of
MOTOR VEHICLES
ON CAMPUS



SECTION 1: REGISTRATION - MOTOR VEHICLES

- A. All motor vehicles parked in Lansing Community College parking lots designated for faculty/staff must display the proper parking permit attached to the lower left hand section of the vehicle's front windshield, in accordance with City of Lansing Ordinance #441, Sec. 31-77.4; parking on Lansing Community College property. This parking is designated for use by Lansing Community College employees in direct connection with their employment.
- B. Parking permits are obtained by registering the vehicle with the Parking & ID Card Office, Room 2299 Gannon Vocational-Technical Center. Vehicles displaying a State of Michigan disability license plate, hanging placard, or an LCC temporary disability windshield permit may park in spaces designated for persons with disabilities.
 - 1. Persons with disabilities parking in parking facilities pay the normal rates.
 - 2. Lansing Community College will issue a temporary parking permit to persons with disabilities during the time the patron is awaiting their state issued placard or license plate. This period of time shall not exceed one college semester. This temporary permit is only valid in Lansing Community College parking facilities.
- C. A "Motor Vehicle Registration" card must be completed in full prior to permit issuance and encoding of faculty or staff StarCard. Proof of vehicle ownership is required for registering more than one vehicle. Parking permits will be issued for all vehicles registered; however, only one StarCard per employee will be issued. Only one registered vehicle per employee may be parked in the college's faculty/staff lots at one time.
- D. Faculty/staff parking permits expire annually on September 15 each year. The permit remains valid as long as the employee is an "active employee" as defined by the Human Resources Department.
- E. Temporary parking permits expire on the date indicated thereon.
- F. It must be understood by persons registering motor vehicles that this does not guarantee the operator a conveniently located authorized (legal) parking space. The responsibility of finding an authorized parking space rests with the operator. Inability to do so shall not be justification for improper parking. Violators will be ticketed.
- G. Obtaining a permit or StarCard for or by fraudulent means, lending a permit or StarCard to an unauthorized person, outstanding fees owed to Lansing Community College, or use for non-employment purposes may be grounds for withdrawal of on-campus parking privileges for all parties involved.
- H. Repeated violations of parking regulations or posted signs will be considered grounds for withdrawal of the owner's on-campus parking privileges.
- I. Vehicles parked in a college lot or ramp for 48 consecutive hours, or more, may be considered abandoned. Enforcement action may be taken as prescribed by law.

SECTION 2: STARCARD

- A. Entrance to parking lots A, B, C, D, G, and J is controlled by the StarCard and card readers. The StarCard is issued from the Parking & ID Card Office.
 - 1. Full-time and part-time faculty/staff are issued a StarCard for the entire time of their employment at Lansing Community College. Unlike the parking permit, the StarCard will not have to be renewed each year. Cards remain active as long as the cardholder is considered "active" faculty or staff by the Human Resources Department. An "inactive" faculty or staff will have their StarCard re-encoded and will not be able to access designated college parking facilities. Department notification may also be used to require re-encoding of a StarCard. Upon termination, the StarCard shall be returned to the Parking & ID Card Office for re-encoding.
 - 2. Department notification will be necessary for a StarCard to be re-encoded when a faculty/staff resumes employment with the college.
 - 3. Part-time faculty/staff who work on campus after 5:00 PM when parking restrictions expire for the day, may not have their StarCard encoded for access to designated parking facilities during the day (prior to 5:00 PM).
 - 4. Entrance to the designated college parking facilities is on a first-come-first-serve basis. Vehicles must display a valid faculty/staff parking permit while in designated parking facilities. Permits must be clearly visible from the outside of the vehicle (serial number -expiration date), and in the proper location (lower left corner of the windshield).
 - 5. All full-time and part-time faculty/staff have the option of purchasing an LCC Ramp Pass.
 - i. The price of the Ramp Pass is a negotiated benefit and the cost of the pass may be found in current bargaining unit contracts. Faculty/staff that are unrepresented will be charged the same cost as represented faculty/staff. A price/ refund schedule is posted at the Parking & ID Card Office.

ii. Purchase of a Ramp Pass does not guarantee the purchaser a parking space in the LCC Parking Ramp. The parking ramp is utilized on a first-come-serve basis.

1. All card problems should be relayed to the Parking Services & ID Card Office.

SECTION 3: STARCARD USAGE

A. The LCC StarCard is in use at these locations:

- LCC Parking Ramp (600 block N. Grand Ave.)
- Lot F (200 block W. Lapeer St.)
- City of Lansing N. Capitol Ave. Parking Ramp (300 block N. Capitol Ave.)

B. StarCards are for use by valid students and faculty/staff only.

C. Card readers at these locations and StarCard Add Value Stations display the existing parking value of the card.

D. Admission to park is gained by inserting the StarCard into entry card reader, which places the entry time/date on the card.

E. When exiting, insert the card in exit card reader; the machine reads entry time/date, computes fee owed, deducts from card value, writes new value/exit stamp on card, displays remaining value.

1. Cards should be cycled in this manner to maintain proper fee charging.
2. Cards without a proper entry time/date will be charged the all-day rate by the exit reader.

F. If a patron exits the parking area without using a StarCard exit reader, the fee will be deducted by the entry reader upon next entrance.

G. Purchase value for the StarCard from add value machines in A & S, AOF, GVT, SPS, OC, and TLC buildings. Cards without sufficient value to pay the parking fee will be held by the reader upon exiting and the patron will have to pay the fee in the Parking & ID Card Office.

H. There are no refunds for value added to the StarCard

SECTION 4: LCC DESIGNATED PARKING AREAS

A. LCC Parking Ramp – Open 24 hours per day seven days per week.

1. Rates:

- Monday through Friday: Cash – 7 a.m. to 11 p.m. → 1.00 per hour/or fraction thereof; StarCard 7 a.m. to 6 p.m. → 20 cents per half hour/or fraction thereof
- Saturday, Sunday, and most Holidays: no charge.
- Exit within 15 minutes of entry – no charge.
- Parking on a first-come-first-serve basis for all parking patrons.

2. Annual Ramp Passes may be purchased by active full-time and part-time college employees, for use in connection with their employment.

3. There is reserved parking for persons with disabilities on the first and second levels in the sign posted spaces. Vehicles must display a State of Michigan disability license plate, hanging placard, or an LCC temporary disability windshield permit.

B. Lots A, B, C, D, G, and J – StarCard controlled. Designated to active faculty/staff from 6 a.m. to 5 p.m. (G until 6:30 p.m.). Vehicles must display a valid faculty/staff parking permit attached to the vehicle during these hours.

1. Open parking in the evening after 5 p.m. (G until 6:30 p.m.).

C. Lot E – Reserved lot for persons with disabilities. Vehicles must display a State of Michigan disability license plate, hanging placard, or an LCC temporary disability windshield permit.

D. Lots F – Open parking using StarCard system. StarCard required for entry and exit.

E. Lot I – Student employee parking lot. StarCard system designated to current student employees.

F. Lots H, AOF – Designated to vehicles displaying valid faculty/staff windshield permit between 6 a.m. and 5 p.m.

1. Open parking in the evening after 5 p.m.

G. Lot K, Catholic Conference Center – Designated to vehicles displaying valid faculty/staff windshield permit between 6 a.m. and 5 p.m.

- H. Lot M – Designated to vehicles displaying valid faculty/staff parking permit between 6 a.m. and 5 p.m. Occasionally the Lutheran Church will use the lot for a special event such as a funeral. The lot will NOT be available to permit holders on those days. Efforts will be made to give at least one day advanced notice.
- I. Lot Z – Designated at all times as follows:
 - 1. The south wall is designated to Visitor permits and Board of Trustee members twenty-fours (24) a day.
 - 2. Along the south end of the west wall spaces are designated at all times to vehicles displaying a valid PAD/PTS service permit, and to college owned vehicles.
 - 3. North end of Center Section is a sign posted and designated to college-owned Physical Plant vehicles.
 - 4. North end of west wall spaces are designated at all times to Student Activities buses.
 - 5. Area opposite Auto Center overhead doors is sign posted for Customer parking and all vehicles there must display a permit from the Auto Center.
- J. Gannon Voc-Tech Circle Drive – Entire area is No Parking Fire Lane except for temporary short-term loading and unloading (15 minutes or less).
- K. Old Central South Courtyard – Designated at all times as sign posted.
 - 1. Vehicles must display a State of Michigan disability license plate, hanging placard, or an LCC temporary disability windshield permit.
- L. Old Central North Courtyard – Designated at all times as signed posted. Only vehicles owned and operated by Michigan law enforcement agencies may use the reserved Police Vehicle space.
- M. Vehicles found in violation of these regulations, and/or other city and state ordinances, will be ticketed.

CITY OF LANSING ORDINANCE #441 SECION 31-77.4. - PARKING ON LANSING COMMUNITY COLLEGE PROPERTY

It shall be unlawful for a person to stand, stop, or park a vehicle on the property of Lansing Community College in violation of this section.

- A. No person shall park a vehicle in any place reserved by Lansing Community College for persons with disabilities, which is signed or marked with the official international wheelchair symbol or a reasonable facsimile or otherwise unless the vehicle displays a valid State of Michigan disability license plate, hanging placard, or an LCC temporary disability windshield permit.
- B. No person shall park a vehicle within any parking space, parking lot, or parking ramp, which is designated by a sign, designated parking to vehicles of faculty, staff, employees, or students of Lansing Community or visitors or holders of a valid parking permit for that space, lot, or ramp unless the vehicle displays a valid permit issued by Lansing Community College which authorizes the vehicle to park in the space, lot, or ramp.
- C. When a vehicle is parked in a parking space, parking lot, or parking ramp, the vehicle shall be parked only within the areas designated by signs or surface marking lines as parking spaces and shall not park within any aisle, traffic lane, entrance or exit ramp, or other area posted as a no-traffic area.
- D. No person shall stand, stop, or park a vehicle upon any grass or planted area, upon the sidewalk or walkway, or upon the pedestrian mall area bounded by the east curb line of North Capital Ave., the west curb line of Grand Ave., between the north curb line of Shiawassee St. and the extension of the south curb line of Lapeer St., or upon any area prohibited to vehicular traffic. The prohibition in this subsection shall not apply to authorized emergency vehicles or the public works maintenance and service vehicles as defined in section 24A-4 of this (Lansing) Code.