

Northwest Missouri State University

Policy and Procedures Manual

Chapter Campus Safety

Section Parking Permits

I. Purpose

The goal of the University Traffic Advisory committee is to provide high quality parking and traffic services within an ever-changing environment.

II. Policy

1. All Northwest parking permits shall be available at the Student Services Center located on the first floor of the Administration Building. Temporary and visitor parking permits shall also be available at Campus Safety, 24 hours a day, 7 days a week.
2. All parking permits expire on August 31 of each year. If employment or student status changes prior to August 31, the permit holder shall be responsible for returning the permit to the Student Service Center to exchange for an appropriate permit or a refund (pro-rated). For example, if an employee terminates her/his full-time employment status, but maintains enrollment as a student, the employee permit shall be returned to the Student Services Center and exchanged for a student permit or a refund.
3. There shall be no refunds issued for parking permits reported lost or stolen. The permit owner shall be responsible for purchasing a replacement permit. Lost or stolen permits shall be reported immediately to the Campus Safety Office. Failure to properly report a lost or stolen permit could result in the owner of the permit being responsible for any or all citations issued to the permit.
4. No one shall register a vehicle on campus belonging to another individual without the permission of the legally registered owner of the vehicle.
5. A parking permit shall be displayed only in the vehicle it is properly registered to.
6. Any visitor wishing to park on campus shall, upon arriving on campus, obtain and display a visitor permit. Visitor permits are available at Admissions in Mabel Cook, Student Services Center in the Administration Building, and Campus Safety in the Support Services Building.
7. Whenever possible, the host, whether student, staff, faculty or administrator should obtain visitor parking permits for their guests.
8. The Campus Safety Office shall provide visitor permits to event coordinators when requested. An event coordinator should contact Campus Safety for specific instructions.
9. Parking permits not properly displayed in the vehicle shall be subject to a citation for failure to properly display a parking permit.
10. Students who work part-time for the University as staff members are not entitled to a staff permit.

Taken from the Parking and Traffic Policies brochure, revised July 2005 by the Department of Campus Safety.