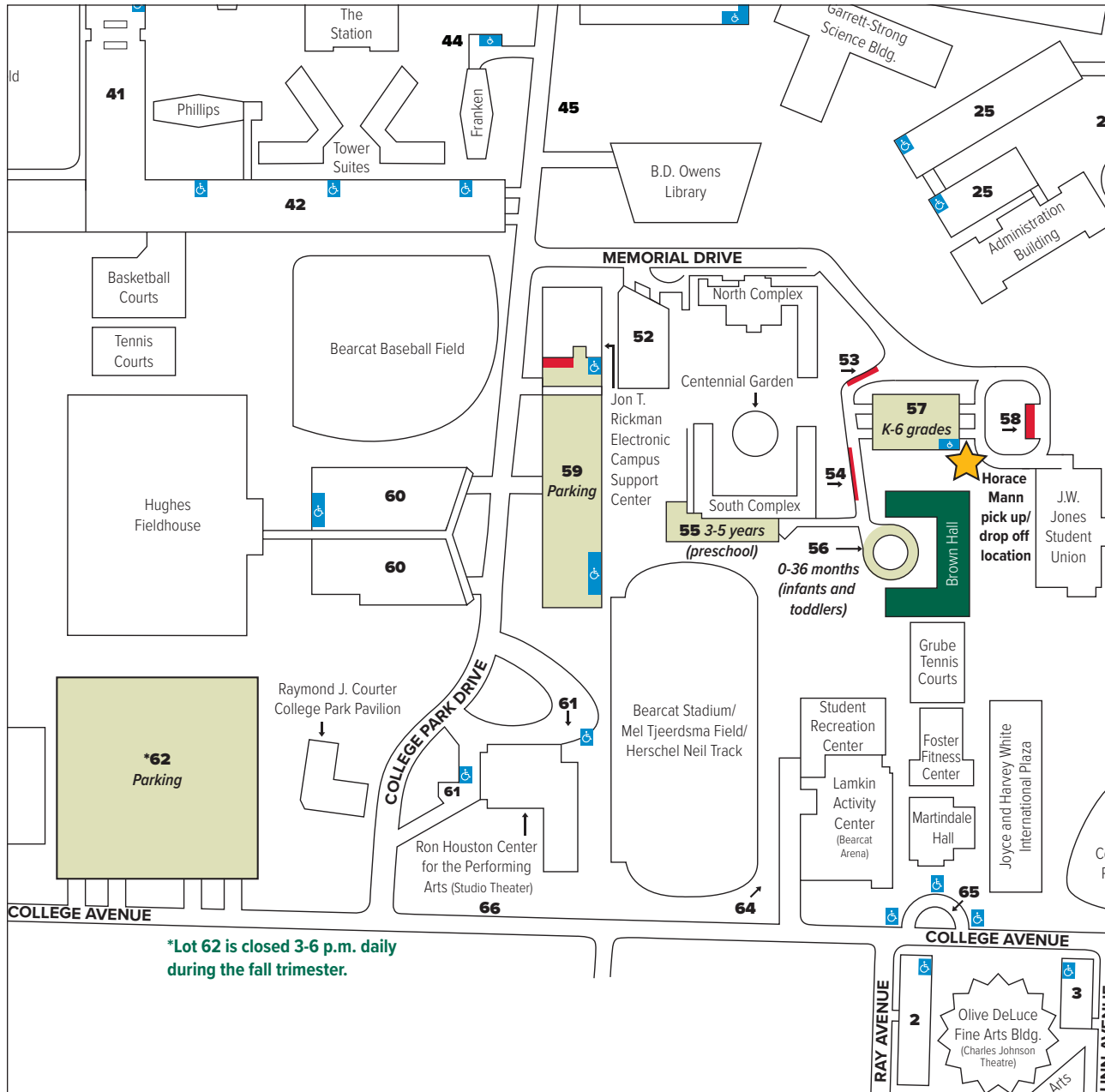
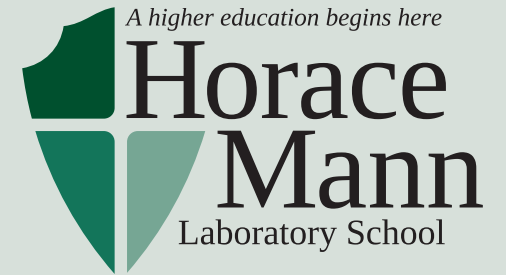


# HORACE MANN PARKING



**NORTHWEST**  
MISSOURI STATE UNIVERSITY

**University Police**  
Support Services Building  
Northwest Missouri State University  
800 University Drive  
Maryville, MO 64468  
660.562.1254



## PARKING

BROWN HALL  
660.562.1233



## GREETINGS FAMILIES

### of the Horace Mann Laboratory School and the Phyllis and Richard Leet Center for Children

This information is designed to help you navigate parking near Brown Hall on the campus of Northwest Missouri State University. Please keep in mind that parking in this area is shared by the entire University community.

We hope you find this information helpful and we welcome your feedback. If you have any questions or comments regarding parking or pick-up/drop-off procedures, please contact the Horace Mann main office at 660.562.1233 or University Police at 660.562.1254.

## VISITORS

All visitors who come to Horace Mann and Leet Center events and do not have a Horace Mann parking permit may obtain a free visitor's pass from the University Police Department, located on College Park Drive (open 24 hours a day, 7 days a week), or at the Student Services Center located on the first floor of the Administration Building (open 8 a.m. to 5 p.m. Monday through Friday). Visitors may pick up this pass in advance or upon arrival to campus the day of the event.

The visitor's pass is valid in any parking lot except for physically disabled spaces, unless a proper state issued physically disabled tag is displayed. Loading zones (red painted curb) near Brown Hall are limited to 15 minutes maximum regardless of permit type.

## STATEMENT OF POLICY

**Anyone who utilizes University parking facilities must have a valid Northwest parking permit properly displayed on their vehicle.** The Horace Mann parking permit is a valid Northwest-issued parking permit and allows vehicles to utilize the circle drive (Lot 56 on map) in front of Brown Hall for a maximum of 45 minutes while picking up and dropping off infants and toddlers. Parking in Lot 56 longer than 45 minutes will result in a parking citation.

The Horace Mann parking permit also allows parents/guardians to utilize lots 55, 57, and 59 on campus if their business will detain them longer than 45 minutes. Having a parking permit does not guarantee a parking space.

It is the sole responsibility of the vehicle driver to locate a valid parking space. These regulations are applicable to all members of the University community which includes, but is not limited to, students, parents and family of students, faculty, staff, and visitors. Parking and traffic enforcement is conducted 24 hours a day, 7 days a week, 365 days a year.

## HORACE MANN PARKING PERMIT

1. The Horace Mann parking permit is available to parents and/or guardians of Horace Mann and Leet Center students. To receive a permit, register your vehicle and contact information at the Horace Mann main office.

2. The primary purpose of the Horace Mann parking permit is for parents to utilize the 45 minute loading and unloading zone (Lot 56) when dropping off and picking up infants and toddlers. It is also valid in the lots surrounding Brown Hall (Lots 55, 57, 59) and the special events parking lot (Lot 62) when parking for a school function.  
\*This pass is good for Horace Mann and Leet Center functions only. Any person who is also a Northwest student, faculty or staff member may not use the Horace Mann permit for their student or employee duties. Violators will be subject to citations and revocation of their Horace Mann parking permit.
3. Hangtag and visitor permits shall be placed on the rear-view mirror of the vehicle being used that day with the information clearly visible through the front windshield.
4. Parking permits not properly displayed in the vehicle shall be subject to citation and/or towing.

## APPEALS

If a visitor, student, staff or faculty member believes a citation was issued in error, he or she has the right to appeal to the Traffic and Parking Appeals Committee. The appeal must be submitted within **five days** of receipt of the citation or billing notice (issued by the University Bursar's Office). Late appeals will not be considered, except for extenuating circumstances. Appeal forms are online at [www.nwmissouri.edu/police](http://www.nwmissouri.edu/police). The appellant shall be notified via email of the committee's decision.

## REVOCATION

- The University Police Department may suspend or revoke a driver's parking privileges when the driver exceeds 12 violations during the academic year.
- All revocations made by the University Police Department shall be effective for the remainder of the academic year in which the revocation order is issued, or as otherwise noted.
- Student Affairs may revoke parking privileges through the Student-Faculty Discipline Committee.
- Payment or appeal of any traffic citation does not exempt one from the standard revocation procedure.

## TOWING AND IMMOBILIZATION POLICY

Vehicles may be towed or immobilized for the following reasons:

1. Parking on campus after a permit has been revoked
2. Accumulation of 12 or more violations per vehicle within the academic year
3. Blocking fire lanes or fire hydrants
4. Obstruction of pedestrian traffic lanes or creating a safety hazard
5. Abandoned vehicle
6. Blocking loading zones
7. Blocking or impeding snow removal
8. Parking in a physically disabled designated area
9. Parking in a reserved or blocked off area
10. Not displaying proper campus or state registration

## PAYMENT OF FINES

- Fines shall be paid to the Bursar's Office in the Administration Building.
- All citations issued are subject to billing through the Bursar's Office.
- Failure to pay fines may result in withholding of transcripts, class registration and/or formal collection efforts.

## ARRIVAL AND DISMISSAL PROCEDURES

### Grades K-6

#### Arrival Procedure

Children will be dropped off at the northwest corner of the playground of Horace Mann in Lot 57. Each morning a staff member will be at the location to greet children as they are dropped off. Parents wishing to walk their children into the school in the morning will need to park their vehicles and walk their children into the building.

#### Dismissal Procedure

Children who are classified as 'riders' should be picked up at the arrival location for Horace Mann in Lot 57. Children will be dismissed and waiting for parents each day at 3:15 p.m. Parents wishing to pick up their children shall form a line in Lot 57 to wait for their children. Do not leave vehicles unattended in the pickup lane during dismissals. A staff member will assist in this procedure each afternoon. Parents wishing to walk into the school to pick up their children will need to find an appropriate parking spot that does not interfere with the dismissal procedure in Lot 57.

### The Leet Center - Preschool (3–5 years)

#### Arrival Procedure

Children participating in Leet Center program will enter the school via the door on the south side of the circle drive. Parents will need to find an appropriate parking spot in Lot 55 during their drop off and pickup times.

#### Dismissal Procedure

Parents wishing to enter the school to pick up their children will need to find an appropriate parking spot in Lot 55 that does not interfere with the dismissal procedure in the circle drive (Lot 56).

### Infants and Toddlers (0–36 months)

#### Arrival and Dismissal Procedure -

Families with infants and toddlers will enter the school via the door on the south side of the circle drive. Parents will utilize the circle drive (Lot 56) during drop off and pickup times.