Parking on Campus

In order to be able to maintain the housing and academic facilities needed to allow Menlo College to continue to thrive, the College must impose parking restrictions. We ask all students, faculty, staff, and visitors to adhere to the College’s rules and regulations in order to ensure adequate parking. Campus Security enforces these policies at all times.

Parking is available in four primary lots along the perimeter of the campus, as indicated in the map shown here.

Parking Permits

All vehicles parked on campus must be registered with the college by filling out a registration form online (https://www.menlo.edu/offices/security-office/menlo-college-parking-registration-form). Registrations must take place annually, for the period August 1 through July 31 of each year. Light trucks, cars, and motorcycles may all be parked on campus, but only one permit per individual is allowed. Thus, for example, if you own a car and a light truck, you will be able to park only one of the two vehicles on campus.

After completing the form online and obtaining Business Office clearance, the driver of the vehicle must go to the campus Post Office with a valid Menlo College ID to pick up the permit. Permits must be displayed on your vehicle at all times while parked on campus. Failure to display a permit will not absolve the vehicle owner and/or operator from fines incurred from parking without the display of a permit.

Eligible students can obtain parking permits for designated student parking areas on campus. Note that cars bearing student permits parked in designated faculty/staff parking areas will be ticketed and/or towed.

Menlo College students residing in campus housing are not permitted to bring cars to campus for the duration of their freshman year (fall and spring semesters). Additional information about the freshmen parking restrictions is available on page 8.

Restricted Parking Areas

A limited number of parking spaces on campus are reserved for express purposes, such as areas marked as fire lanes, spaces for Zipcars, electric car recharging, loading zones, and handicapped access. Parking in any of these areas at any time without authorization will result in a citation and/or immediate towing; in addition, the town of Atherton will issue citations for all handicap and fire lane violations. Other areas on campus are restricted to faculty/staff-only parking, as indicated.
If you have a temporary or permanent disability or medical condition that necessitates the use of a vehicle, we suggest you apply for a handicapped placard from your home state or from the California Department of Motor Vehicles. If you have a temporary disability, the Student Affairs office will assist in determining your needs, including making a determination about the need for a vehicle on campus.

Security
While all parking lots are lighted and patrolled by a security officer, the following are suggestions to keep you and your property as safe as is reasonably possible:

- Make sure your vehicle is secured at all times; doors should be locked, windows closed, and alarm activated if available
- Your vehicle must be registered with the Security Office
- If you are going to your vehicle late at night, do not walk alone; walk with friends or call the Security Office at (650) 400-5837 for a walking escort
- You can also utilize SafeWalk under LiveSafe on your iPhone or Android phone.

No Liability
Menlo College provides space for parking. No bailment is created, and the College is not responsible for loss of, or damage to, vehicles or their contents.

Falsifying Information
Anyone who obtains a parking permit by providing falsified information, including the attempt to obtain a permit for someone else under false premises, will have parking privileges revoked and may face disciplinary action.
Parking Policy

Parking a motor vehicle on the campus is a privilege that is granted to students, faculty/staff, and guests on an individual basis. Menlo College Parking Policy requires that all vehicles operated on the Menlo College property observe ALL LAWS of the California Vehicle Code, San Mateo County Local Code, and Menlo College Parking Regulations.

PARKING ADVISORY COMMITTEE
The following parking rules and regulations for Menlo College have been developed with recommendations from the Parking Advisory Committee. This committee makes recommendations on regulations governing campus traffic and parking control, reviews the administration and enforcement of traffic and parking regulations and makes recommendations for physical improvements in parking facilities where appropriate.

It should be noted that parking is very limited and obtaining a permit does not guarantee a space. The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not a valid reason for violating these regulations. A citation and/or towing (at owner’s expense) are two of the enforcement mechanisms used against illegally parked vehicles.

The Director of Security (in consultation with the Parking Advisory Committee) may establish and enforce temporary parking restrictions deemed necessary for the safety and convenience of the Menlo College community. Persons who operate a vehicle on Menlo College property are responsible for knowing and complying with these regulations. Menlo College does not assume LIABILITY for loss or damage to any vehicle or its contents, nor liability for damage to persons or property for parked or moving vehicles on campus.

VEHICLE REGISTRATION
NOTE: All persons applying for a Menlo College parking permit must apply online. Go to http://www.menlo.edu/ then select “Faculty & Staff,” then select “Policies, Procedures and Forms,” then select “Parking Registration Form.” Complete all fields of the application.

After completing the online application, all persons must bring proof of insurance and staff or student identification and pick up their parking permit at the Campus Post Office between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday ONLY. If no one is in the Campus Post Office call (650) 543-3824 for assistance.

Vehicle Registration Procedures -- Faculty/Staff
Menlo College decals are issued to full time or permanent part-time faculty and staff, adjunct professors, and contract employees. All will receive one specially identified decal which will authorize them to park on the campus.

Menlo College personnel are entitled to one (1) parking decal at no charge.

Faculty/Staff may obtain additional permits for a $100 annual fee. A separate application must be completed for each permit. When Menlo College personnel change vehicles for whatever reason, it shall be the responsibility of the individual to transfer the decal and register the new vehicle.

Vehicle Registration Procedures -- Students
Students are entitled to register only ONE vehicle. An application must be completed online. Verification of student status is required at the time you apply for parking privileges and your account must be clear. Falsification or misleading information on the vehicle registration application may lead to the loss of parking and driving privileges on Menlo College property. Evening students can register their vehicles at the Academic Affairs Office (Brawner Hall) or at the campus Post Office.

There is NO CHARGE for registering a vehicle or for obtaining a parking permit.
Vehicle Registration Procedures -- Temporary Permits
Temporary permits are issued to contractors, persons on official business, or visitors. There is no fee for visitor parking at Menlo College. A temporary permit should be obtained by calling Security at (650) 400-5837. All parking is subject to applicable regulations. Visitors may be cited.

Obtaining a Parking Permit/Decal
Faculty, staff, and students are required to present a valid driver’s license and proof of auto insurance. It is the applicant’s responsibility to keep insurance and vehicle registration current. Students are required to present their Menlo College identification card. Instead of college identification, new students may show their Business Office Clearance Form as student identification.

Lost or Stolen: If you lose your parking permit, a replacement can be issued for $10. The original parking permit number will become inactive. If you locate the old permit, please return it to the Campus Post Office. If the old permit is used, that vehicle will be cited for displaying a stolen permit.

Vehicle Parking Decal Display
The parking decal is to be affixed immediately upon receipt inside the lower right-hand corner of the front windshield. It is the responsibility of the registered individual to display the decal where officers can easily read it. Improperly displaying decals constitutes a parking violation.

Disabled Parking
In the event a member of the Menlo College community is, or becomes disabled and requires access to a handicapped parking space, they are required to display a handicapped placard or license plate from the Department of Motor Vehicles in order to park in handicapped spaces. Neither Menlo College nor any member of its staff has the authority to determine who is or is not eligible to park in handicapped spaces.

Local law enforcement and Menlo College have jurisdiction over the monitoring of campus disabled parking spaces, and each may ticket and/or tow unauthorized vehicles. Only persons authorized to display current valid STATE issued disabled license plates, placards and/or hanging permits on their vehicle, identifying driver or passenger as disabled, will be authorized to park in designated disabled parking spaces.

To use disabled privileges, if a person is transporting a disabled individual, the disabled person must be in the vehicle when the vehicle is parked. Parking in or blocking a disabled parking place without valid disabled license plates, placards or permits will result in a $400 fine, and may be towed.

Parking & Traffic Violations
Violations of these parking regulations are the responsibility of the person who registered the vehicle on campus. Infractions by non-registered vehicles are the responsibility of the driver. It is the responsibility of each vehicle operator to park legally on campus. The lack of available parking will not be considered a valid excuse for violation of any parking regulation. It is the sole responsibility of the owner/operator of any vehicle to be completely familiar with all parking regulations. Any vehicle parked in an area that compromises public safety will be towed immediately at the operator’s expense.

All fees and towing expenses are the responsibility of the owner/operator of the vehicle. Ignorance of a regulation will not be considered a defense. Permission to drive or park a vehicle on the campus may be revoked by Menlo College at any time.

The Menlo College campus is designated as permit parking only. All vehicles must display a permit. Any vehicles operated or parked on College property without registering the vehicle are in violation of College parking regulations. Parking in a lot without proper permit is a violation. A Faculty/Staff or Staff Resident parking
permit is required to park in the Faculty/Staff lots located behind the Student Union/Library and behind the Administration building. Improperly displayed permit, forging and/or altering permits will result in a fine and/or revocation of parking privileges.

Parking in a Fire Lane is prohibited at all times. Any vehicle parked in a fire lane will be cited and subject to towing. Parking in handicapped spaces without proper identification is prohibited. Any vehicle parked illegally in handicapped spaces will be cited and is subject to tow by campus security. Atherton Police may, at any time, come to campus and cite/tow vehicles parked illegally in handicapped parking spaces. Towing will be at owner or operator’s expense.

Vehicles, including mopeds, motor scooters, mini pocket bikes and motorcycles may only be operated on roadways and in parking lots. Driving and parking is specifically prohibited on pedestrian paths, sidewalks, landscaped areas/grass, construction areas, and in any other area that would constitute a safety hazard or interfere with the use of or access to College facilities. Failure to park within a designated parking space, within the lines, is a violation.

No person may abandon, wreck, dismantle, repair, service, or render any motor vehicle inoperable on Menlo College property. Removal or tampering with any barrier, gates, fence, post, cone, sign, or other item placed for control of traffic or parking is prohibited and is considered vandalism. Vehicles shall not be parked in a loading zone if the act of loading and unloading is not visible. Parking is prohibited in the loading dock behind the dining hall. Vehicles that are immobilized, obstruct traffic, or impede the normal functions of the College, are subject to towing.

Reckless driving is a serious offense. Pedestrians will be given the right of way at all times. Violators will be fined. Students will be written up and sent before the Menlo College judicial board. A second reckless driving violation will result in loss of driving and parking privileges.

FINES
1. No valid permit displayed $50
2. Parked in a restricted space (staff, visitor, electric charging, loading zone) $50
3. Blocking loading zone/traffic $50/tow
4. Improperly displayed permit $30
5. Illegally parked in handicapped parking $400/tow
6. Reckless Driving $250 and/or loss of parking privileges
7. Driving on Quad or any grass belt $250 and costs of repairs
8. Causing damage to parking gates $500 and costs of repairs
9. All vehicles cited with three or more unpaid violations may be towed
10. Unpaid tickets may incur a late fee of $50 for each additional 30 days; if tickets and fees have not been paid after 90 days, the vehicle will be towed
11. At the time they pick up their vehicle, the vehicle owner or operator must write a check payable to Menlo College to cover all outstanding fines and late fees
12. Individuals may appeal Menlo College Parking Violation(s) to the Parking Appeals Committee. The violator is subject to being towed upon receipt of any additional violations while in the appeals process

SUSPENSION OF PARKING PRIVILEGES
When a student or faculty/staff member has received six violations during the course of an academic calendar year, the on-campus parking privileges of that individual may be suspended. The violator may appeal his/her suspension to the Parking Appeals Committee as final authority. The total of violations is a combined total of both paid and unpaid violations.

VISITOR AND EVENT PARKING
Visitors and guests should obtain a Temporary Permit by calling Security at (650)400-5837.
Event parking may be made available to any department holding a major campus event. Arrangements must be made with Security a minimum of, two weeks before the scheduled event.

The Director of Security (in consultation with the Parking Advisory Committee) may at times during the year suspend, change or revise the normal operating parking regulations to meet the needs of the College community and its operating functions. Changes could be made for certain events. During such events, the College community will be notified of any parking changes, and alternative-parking measures will be implemented for those parties who may be displaced from their designated parking areas.

**APPELLING A CITATION**

Only appeals for legitimate discrepancies concerning the current parking policy will be heard. The first line of appeal is to meet with the Director of Security within five working days of the citation. If a mutual agreement is not reached, a written appeal must be filed within ten days from the date the citation was issued. After ten days, the right to appeal is lost and the violator is responsible for all fines associated with the citation.

The following procedure is the only method to request reconsideration after a ticket has been issued. Returning a note with a ticket is not a valid form of appeal and both will be returned. Towing costs may not be appealed. All appeals must be submitted in writing, on an official appeal form. Appeal forms are available from the Director of Security and at [http://www.menlo.edu/wp-content/uploads/2015/02/parking-citation-appeal.pdf](http://www.menlo.edu/wp-content/uploads/2015/02/parking-citation-appeal.pdf). One appeal form is required for each ticket. The following information must be included:

1. The date and time of violation
2. Place where violation occurred
3. Any witnesses
4. Names of all persons involved
5. A statement which includes sequence of events
6. Any additional relevant information
7. Contact information
8. Indicate if an appearance before the Parking Advisory Committee is requested. If not, the violator will be informed in writing or via email of the Committee’s decision.

Submit the completed documentation to the Director of Security. The written documentation will be distributed to the Parking Appeals Committee members. A representative of the Appeals Committee will notify the individual in writing of the scheduled date and time to appear. Postponements can be arranged by contacting the Director of Security at 543-4398 at least 24 hours prior to the scheduled meeting. Failure to appear without requesting a postponement will result in a decision by the Appeals Committee based solely on the written appeal.

Appeals will not be considered for the following reasons:

1. Lost ticket/ never received ticket/ officer made an error in the description of the car
2. Parked illegally for a short time
3. Ignorance of regulations
4. Inconvenience of assigned parking area
5. Unread or misunderstood signs
6. Financial hardship

The Menlo College Parking Appeals Committee will meet as needed. The individual requesting the appeal will receive written notification of its decision. APPEAL DECISIONS ARE FINAL. If an appeal is denied, payment is required within five working days.
FRESHMEN PARKING POLICY

Menlo College students residing in campus housing are not permitted to bring cars to campus for the duration of their freshman year (fall and spring semesters). This restriction is consistent with the fact that freshmen are required to live in residence halls with board plans. As well, freshmen are particularly well supported by a wide array of special social activities in their residence halls and elsewhere on campus.

Our policy reflects our goals to reduce the number of cars on campus, strengthen the variety and number of social activities available to students, and offer alternate methods of transportation. Limiting parking privileges to upperclassmen and non-traditional or commuter students affords residential freshmen with more opportunities to focus on academics and integrate themselves into the campus community by encouraging them to take full advantage of the on-campus social activities designed with their needs and interests in mind.

We realize that freshmen students will want to take advantage of the many activities available off-campus as well. While no resources can truly match the convenience of a private car, a number of alternative solutions to help freshmen get off campus for social, public service, and other discretionary purposes have been created and are outlined in our description of alternative transportation options.

We ask that students comply with the spirit of this policy by not bringing cars to campus with the expectation that they can be parked on the streets or public areas of our neighboring communities. Menlo College works with its neighbors to reduce traffic flow and parking in nearby off-campus neighborhoods, and students are expected to help the college be a good neighbor.

Exceptions
Students who can demonstrate a compelling need or who would suffer undue hardship under this policy can apply for a waiver. Waivers will be reviewed by the Menlo College Parking Committee, and will be kept to an absolute minimum. Information on waivers can be obtained by contacting Director of Security Jay Naidu. Please note that waiver requests must be approved prior to bringing the vehicle to campus.

Falsifying Information
Freshmen who obtain a parking permit by providing falsified information, as well as upperclassmen who attempt to obtain a permit for a freshman, will have future parking privileges revoked and may face judicial action.