

PARKING, PARKING PERMIT, AND GATE CARD

Designated parking areas are established on campus for students, faculty, staff, and visitors. All vehicles must be parked on pavement. No parking on grass, sidewalks, or in restricted areas.

Parking permits must be obtained for all vehicles from the Campus Safety Office or Enrollment Center ID Office and must always be displayed. The first permit will be issued at no charge. When visitor lots are full, visitors may park in student lots. Visitors must display a visitor's parking permit which is available at the Campus Safety Office. There is open parking in all lots after 4:30 p.m. Campus maps and complete regulations are available from the Campus Safety Office located at the north entrance to the campus. Parking violations will result in a \$25 parking citation which should be paid at the Bursar's Office.

Three gated lots are available for faculty/staff parking until 4:30 p.m., at which time the gates are raised for open parking. Please contact the appropriate Division Assistant on how to obtain a gate card to these lots if you need access before 4:30 p.m. There is no charge for the first gate card issued, but if it is lost or stolen a \$20 fee is charged for replacement. If the card breaks, a portion of the broken card should be turned in for a replacement card at no charge. At the time of termination of employment, the parking gate card must be returned to the office from which it was obtained.

KEYS

Keys to offices, classrooms, studios, or laboratories may be obtained through the Division Assistant. At the time of termination of employment of adjunct faculty, keys must be returned to the Division Office from which they were obtained. Off-campus instructors will have access to classrooms through the building contact person.

For lost/stolen keys, please contact the Director of Security regarding the procedure and cost associated with replacing keys at 618-468-3160, FAX 618-468-7177 or E-mail: braish@lc.edu.