

# GENERAL CAMPUS REGULATIONS

## Access to Campus Facilities

**Buildings:** Campus buildings (restrooms and some classrooms) are generally open from 7:00 a.m. to 10:00 p.m. Individuals needing to be in campus buildings or College areas other than during regularly scheduled work hours should contact campus security at (831) 646-4099.

Campus buildings are normally locked from 5:00 p.m. Friday to 7:00 a.m. Monday. College personnel unlock doors for scheduled weekend classes and special events.

It is the responsibility of all MPC personnel who use rooms, offices, and areas to lock access doors, turn off lights, and close windows. College staff routinely checks the campus during off-hours. Primary responsibility for security, however, lies with the individual last in the facility.

**Keys:** Keys are provided to staff members on a need-to-enter basis as determined by the appropriate administrator. Lost keys must be reported immediately to one's supervisor and to Campus Security (831-646-4099) and Facilities (831-646-4049).

District policy forbids keys to be loaned to other staff members or students. Campus Security will confiscate keys which have not been specifically issued to a particular individual. Duplication of campus keys is a misdemeanor.

## Animals on Campus

No animals are allowed to be brought on campus or kept in vehicles on campus except service animals or animals being used as part of a scheduled class. Animals left in cars may be turned over to Monterey Animal Control.

## Bicycles, Skateboards and Rollerblades

These vehicles must be parked in areas so marked. They may not be ridden on inner campus pathways and must be walked moving through the campus interior.

## Collection and Raising of Funds

Students or faculty members may not be solicited to contribute funds to any organization which is not directly under the jurisdiction of Monterey Peninsula College without the express permission of the College administration. Likewise, no non-student group or individual may collect funds on campus or have campus groups collect for them without prior approval of the College administration.

## College Property

Do not remove District property from the campus without written permission from a Vice President or Dean. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

## Contacting Students

**Emergency Only:** In cases of extreme emergency, such as sudden illness or accident, students may be contacted on campus by calling Campus

Security at (831) 646-4099. Non-emergency messages are not delivered to students.

## Copyright Responsibility

Any request for duplication of copyrighted materials used in the College's instructional programs must be accompanied by written permission of the copyright owner. Any duplication of copyrighted materials by student, staff, or faculty is to be for the sole purpose of private scholarly study.

## Parking and Traffic

All vehicles parked on campus must display a valid hanging parking permit or temporary dashboard parking permit. The hanging permit will be legally honored only if it is readable, placed in the proper position on the mirror, and displayed in accordance with parking regulations. Student permits may be purchased online through WebReg. One-day permits may be purchased from dispensing machines in each general parking lot.

Parking is limited to designated areas and in marked stalls. Parking without a valid permit will result in the issuance of a citation. Parking in unauthorized areas can result in the towing of the vehicle at the owner's expense. The registered owner of the vehicle is responsible for all parking citations given to a particular vehicle regardless of who is driving or who has parked the vehicle.

**Bicycles and Motor-Driven Bikes:** These vehicles must be parked in areas so marked. They may not be ridden on inner campus pathways and must be walked moving through the campus interior.

**Parking and Traffic Regulations:** Violation of these regulations will be subject to citations issued by the College Security Department or the Monterey Police Department. A Request for an Administrative Review may be made by calling the Security Office at (831) 646-4005. Parking citations will be filed with the Monterey County Municipal Court. All citations must be cleared within 21 days. Citations may also be disputed online at <http://pmbonline.org/>. No citation will be voided on campus.

1. **Permits:** All vehicles must properly display a current semester, annual, or daily permit. Vehicles that do not properly display a current permit will be subject to citation. Parking permit enforcement is in effect all hours and all days. Student permits may be purchased online through <https://webreg.mpc.edu/>.
2. **Parking:** Parking is limited to designated areas and in marked stalls. Parking without a valid permit will result in the issuance of a citation. Parking in unauthorized areas can result in the towing of the vehicle at the owner's expense. The registered owner of the vehicle is responsible for all parking citations given to a particular vehicle regardless of who is driving or who has parked the vehicle.
3. **Staff Parking:** All vehicles parked in parking spaces designated as Staff Parking or parking spaces marked in yellow must properly display a Staff parking permit, unless posted otherwise.
4. **Accessible parking:** No vehicle without either the distinguishing license plate or placard issued by the Department of Motor Vehicles may be parked in any space designated for use by persons with disabilities. These spaces are designated by a blue wheelchair on white background in the center of the space. Enforcement of disabled/handicapped spaces is all hours and all days.
5. **Visitor parking:** Visitors may park free of charge for 30 minutes in the designated spaces near the Student Services Building.
6. **Speed:** The campus speed limit is 15 miles per hour.

## **Use of District Property**

The use of District property may not interfere in any manner with the scheduled instructional programs or other school-sponsored activities of the College which support or benefit the District's students. Procedures and fees for the use of District facilities may be obtained from the Events Office in the Facilities Office, (831) 646-4049.