CSB/SJU Parking Regulations

It is the responsibility of every vehicle operator to read and understand these rules and regulations.

CSB Security and SJU Life Safety Services are responsible for managing all parking, traffic, and safety issues regarding the use of vehicles on each campus. It is important for all to know the College of Saint Benedict and Saint John’s University have a limited number of parking spaces on campus, and for that reason, must facilitate parking in order to accommodate the high usage of parking areas on campus.

In order to promote orderly parking for all students, employees, monastery and guests, the following guidelines must be followed:

† All vehicles parking on either campus must be registered with CSB Security or SJU Life Safety Services.

† Parking for students commuting by private vehicle is limited. Please use the CSB/SJU Link to travel between campuses.

† Parking on campus is a privilege, not a right.

† Students are personally and financially responsible for insuring that their guests register their vehicles with CSB Security or SJU Life Safety and that they park in authorized areas only.

† Guests are welcome to park upon registering their vehicle with CSB Security or SJU Life Safety Services.

† All student and employee vehicles must have a valid campus parking permit sticker permanently affixed to the driver’s side back seat window. Cellophane, laminate, scotch tape or other temporary adhesives may not be used to attach the permit.

† Counterfeiting, altering, transferring or defacing a parking permit or providing false information upon registration of the vehicle is subject to fines or loss of privilege to operate a vehicle on either campus.

† Students whose parents are employed by CSB/SJU, or otherwise have access to a vehicle with an employee parking permit, are not authorized to park that vehicle in areas reserved for employee parking. Misuse of permits in this manner could result in fines for the vehicle operator and the employee's loss of parking privileges on either campus.

† All vehicles are limited to parking in designated spots and must be parked between two solid lines. It is impossible to post NO PARKING signs in every campus location that is not intended for parking. If a space is not marked as a parking space, it shall be considered a NO PARKING space.

† Parking is never allowed in fire lanes, bus lanes, roadways, or in areas marked by yellow curb or “No Parking Anytime” signs. Violators may be towed at the owner’s expense.

† Notices will be posted as to when and where to move vehicles for lot maintenance/ snow removal. Vehicles must be removed for lot maintenance and may be towed at the owners’ expense if not removed. Vehicles must be returned to their assigned lots once lot maintenance is completed.

† Permission for entering barricaded areas for loading and unloading must be obtained from CSB Security or SJU Life Safety prior to entry.

† In the event of a license plate change, the purchase of a new/different vehicle, or a loaner/ temporary vehicle is brought to either campus, CSB Security or SJU Life Safety Services must be notified within 24 hours of coming on campus.

† Non-vehicular motorized traffic, such as golf-carts or motorized scooters, are only allowed under special circumstances authorized by CSB Security or SJU Life Safety Services for reasons such as handicapped access or personal medical needs.

† Bicycle riders must obey all traffic laws. Bicycles must be secured in the bike racks provided. All others will be confiscated.

† All vehicle users who disregard policies are subject to fines, towing and/or loss of parking privileges.

† Employee lots, guest lots, fire lanes, bus lanes, no parking zones, posted zones, and handicapped restrictions are enforced 24-hours-a-day, including breaks, weekends and summer.

† There is no student or employee parking allowed in any Monastery area. These areas are reserved 24 hours for specific vehicles and Monastery events.

† Restrictions on unregistered overnight guest parking are always enforced. Vehicles remaining are subject to towing at owners’ expense.

† Motorcycle parking is allowed when weather permits in designated areas, April 1-Nov. 1.

† Students, staff and faculty who drive or park vehicles on campus are subject to fines and/or other penalties for citations they receive on either campus.

CSB/SJU Defensive Driving

Persons operating a college or university-owned vehicle are required to complete the CSB/SJU Defensive Driving Program. Information regarding this process is available on-line via links on the CSB Security website, SJU Life Safety Services website and under “Defensive Driving” on the A-Z index. http://www.csbsju.edu/CSB-Security/Defensive-Driving.htm

Speed Limits – CSB/SJU

Campus speed limits are set to provide for the safe movement of persons and vehicles on each campus. Please respect the posted limits.

CSB Speed Limit — 15 mph on roadways and 10 mph in parking lots
SJU Speed Limit — 20 mph on roadways and 10 mph in parking lots

Penalties and Loss of Privileges — CSB/SJU

Offense Amount

Snow removal/lot maintenance .......................... $25 (plus tow fee)
Illegal parking
(no permit, permit not displayed, expired permit) .................. $25
Restricted and posted areas (guest and time limited, no parking, incorrect lot) .................. $25
Driving or parking on sidewalks, lawns, around gates/barricades ................................. $50
Moving violation ........................................... $50
Falsifying, transferring or altering permit or permit information ................................. $50
Handicapped Zone Violation .............................. $100
Wheel lock removal .......................... $50 (non appealable)
Safe and Sober Violation .............................. $50 (non appealable)
Any violation after the 3rd ticket issued during an academic year .............................. $50
Fire lanes .............................................................................................................. $50 (non appealable)
Emergency response violation ................................................................. $200 (non appealable)
Vehicles not registered that have to be looked up through the Minnesota Department of Motor Vehicles to identify owner and operator ......................................................... $10 (in addition to any fines)
Failure to update information upon license change .............................. $10

Those whose driving or disregard of parking regulations threatens the safety of the campus, demonstrates an unwillingness to park responsibly, or upon the receipt of their third violation are required to meet with the traffic coordinator and may have their permit and/or parking privileges on either campus revoked. Upon the 7th ticket, your driving privileges may be revoked until a review takes place. The registered owner of the vehicle will be held accountable when the driver cannot be identified. Vehicles will be wheel locked or towed away at owner’s expense if there is a continued disregard of policy. Vehicles blocking fire lanes or parking in a posted tow away zone are subject to tow at owner’s expense. CSB Security issues parking tickets directly on vehicles. SJU Life Safety Services mails tickets to violators daily through campus mail (no ticket put on vehicle).

Emergency Response Violations – CSB/SJU

Individuals and vehicles that impede the emergency response of medical, fire, Security and Life Safety personnel or vehicles are subject to judicial sanctions, towing of vehicles, and may have their permit or driving privileges on the CSB/SJU campuses revoked. These sanctions are not open to appeals as they impact the health and wellness of our communities. Actions that fall into this category would include but are not limited to:
† Interfering with the actions of responding emergency personnel
† Parking in fire lanes or blocking access to a building during an emergency
† Reckless endangerment of campus life and property

Appeals – CSB/SJU

Those believing they have received a citation in error or have extraordinary circumstances may appeal the violation by completing the appeals form located at either the CSB Security or SJU Life Safety Web sites (http://www.csbsju.edu/SJU-Life-Safety-Services.htm and http://www.csbsju.edu/CSB-Security.htm). Appeals must be submitted within ten business days of the violation date to the campus where the ticket was issued. Appeals made after the tenth day will not be accepted unless approved by the parking coordinator.

CSB Regulations

Parking rules are enforced 24-hours-a-day, 7-days-a-week. Student and Visitor parking is permitted from 4 p.m. to 2 a.m. Monday through Friday in Employee lots that are not reserved as 24-hour employee parking and except where otherwise posted. Parking in Employee lots is authorized from 6 a.m. - 2 a.m. on Saturday and Sunday (No parking 2 a.m. - 6 a.m.) Parking in all residence lots is reserved 24 hours for vehicles properly permitted for those areas. Note: This differs from the rules at SJU which allows open parking in residence lots during guest hours.

CSB Bicycle Safety & Registration Program

Information regarding CSB’s Bicycle Safety & Registration Program is available on-line via links on the CSB Security website and the A-Z index under “Bicycles,” http://www.csbsju.edu/CSB-Security/Bike-Registration.htm

CSB Permit Information

The purchase of a parking permit does not guarantee a specific parking space. Parking permits are issued for the student, employee, and corporate vehicles at the CSB Security Office in Mary Commons at the time the vehicle is registered. Permits can be obtained at CSB Security from 8 a.m. to 4 p.m. Monday through Friday. Guests who park a vehicle on campus must register the vehicle with Security so that it is properly identified. The legal owner or family member responsible for the vehicle must register vehicles.

CSB Student Permits

Student Permits are issued for one vehicle for a one-year period. Students may register their vehicle at housing selection in the spring of the previous school year. Students who register their vehicle early will receive their parking permit sticker with their keys in the fall. Students who register after the 3rd ticket issued in residence lots during guest hours.

* Note: Parking in Lot #15 is permitted to all vehicles with a valid CSB/SJU student permit between the hours of 7am and 6pm Monday – Friday.
Employee Parking - CSB

At CSB, all employees must park in designated employee parking areas based on primary location of employment. It is never acceptable for employees to park in designated student parking areas. Lot #1 and #15*, and the employee sections of Lot #5 and #14 should be used for overflow employee parking.

ASB Employees ................. Employee sections of Lots 5 and 14
ASC Employees ................. Employee sections of Lots 5 and 14
BAC Employees ................. Employee sections of Lots 5 and 14
Clemens Library Employees ........ Employee sections of Lots 5 and 14
Gorecki Dining Facility Employees ... Employee sections of Lots 5 and 14
HAB Employees ................. Employee section of Lot 6
HCC Employees ................. Employee sections of Lots 5 and 14
Main Building Employees ........ Lot 1
Mary Commons Employees ........ Lot 10 and Lot 30
Power Plant Employees ........ Lot 30
Richarda Employees .............. Employee section of Lot 6
SJU Employees while at CSB ...... Lots 1 and 15*, and the employee sections of Lots 5 and 14 with a valid SJU parking permit.

CSB employees at the SJU campus may park in the Faculty, Mary and Flynntown Lot.

*Parking in Lot #15 is permitted with a valid CSB/SJU employee permit between the hours of 7:00 a.m. and 6:00 p.m., Monday - Friday.

Temporary Permits - CSB

CSB temporary permits are $7 per week + tax and are hung from the rear-view mirror of the vehicle.

Motorcycle Parking - CSB

A motorcycle may be added to a student’s current parking permit at no charge to be used when the primary vehicle is not parked on campus. Motorcycles registered in this manner must be parked in the same lot that is authorized by the owner’s parking permit.

SJU Permit Information

The purchase of a parking permit does not guarantee a specific parking space. Parking permits are issued for the student, employee, and corporate vehicles at the Life Safety Services Office in St. Thomas Hall basement. Permits can be obtained at SJU Life Safety Services from 8 a.m. to 4 p.m. Monday through Friday. Guests who park a vehicle on campus must register the vehicle with Security or Life Safety so that it is properly identified. The legal owner or family member responsible for the vehicle must register vehicles. Pre-registered vehicle permits can be obtained at Life Safety Services twenty four hours a day, seven days a week.

SJU Student Permits

 Permit registration is on-line and permits can be picked up within 2 business days at the Life Safety Office in St. Thomas Hall. Student Permits are issued for one vehicle for a one-year period. The student’s account will be billed for their parking permit. Students must remove expired permits so the current permit is the only one displayed. The annual permit cost is:

- $150 + tax annually for students living on or off campus
- $5 + tax annually for motorcycles if only vehicle on campus
- $5 + tax charge for permit replacement
- $7 per week + tax for temporary permits (affixed by its adhesive to the upper corner of the driver's side back seat window)

To register: http://apps.csbsju.edu/enrolledstudens/forms/sju-parking-permit.aspx

SJU Student Parking

Prep students ................. Prep students parking lot, Science Lot #2
First-Year students ............. Flynntown, Science Lot #2
Sophomores ..................... Flynntown, Watab, Science Lot #2
Juniors ......................... Flynntown, Watab, Science Lot #2, Palaestra, North Palaestra
Seniors ......................... Flynntown, Watab, Science Lot #2, Palaestra, North Palaestra and Flagpole
SJU graduate/Continuing Ed ...... Flynntown, Seminary
CSB students ..................... Flynntown
Motorcycle users ................ Designated areas in Flagpole and Flynntown Lot, April 1-Nov. 1

Employee Parking - SJU

At SJU, all employees with permits must park in designated employee parking areas based on location of employment. For SJU employees in the Science Center and Library, parking is assigned to Science Lot #1 and Flynntown Lot. For SJU employees in the Quad, Wimmer, Luke, SBH, Engel, Old Gym and Sexton Commons, parking is assigned to Faculty, Mary, Science Lot #1, Prep Street Faculty and Flynntown lots. For SJU employees in Physical Plant, Art Center, Liturgical Press and Emmaus, parking is assigned to Power House, Fire Hall, Liturgical Press, Flynntown and Science Lot #1. For SJU employees in the Palaestra, parking is assigned to Palaestra and North Palaestra lots. SJU employees at the CSB campus may park in the Lot #1, Lot #5 and employee section of Lot #14. CSB employees at the SJU campus may park in the Faculty, Mary and Flynntown lots. Motorcycle users parking at the SJU campus may park in designated areas in Flagpole and Flynntown Lots April 1-Nov. 1.
Saint John’s

1. Sexton Commons
2. Saint Thomas Aquinas Hall
3. Saint Bernard Hall
4. Saint Patrick Hall
5. Saint Boniface Hall
6. Virgil Michel House
7. Art Center
8. Simons Hall
9. Guild Hall
10. Power House
11. Physical Plant Offices, Woodworking Shop
12. Fire Hall
13. Saint Joseph Hall
14. Saint Gregory House
15. Saint Francis House
16. Liturgical Press
17. Emmaus Hall
18. Lake Sagatagan
19. Monastery Garden (Private)
20. Wimmer Hall
22. The Quadrangle
23. Saint Benet Hall
24. Music Hall and Stephen B. Humphrey Theater
25. The Great Hall
26. Monastery – Breuer Wing
27. Saint John’s Abbey Church
28. Student Beach
29. Abbey Guest House
30. Saint John’s Preparatory School
30A. Weber Center (Prep School)
31. Peter Engel Science Center
31A. New Science Building
32. Alcuin Library
33. Hill Museum & Manuscript Library
34. Saint Mary Hall
35. Warner Palaestra
35A. McNeeley Spectrum, McKendrick Hall
35B. Clemens Stadium
36. Seton Apartments
37. Metten Court
38. Saint Vincent Court
39. Collegeville Institute for Ecumenical and Cultural Research
40. Placid House
41. Maur House
42. Episcopal House of Prayer
43. Saint John’s Parish Center

PARKING LOTS

P1. Science Lot #1
P2. Science Lot #2
P3. Prop School Faculty Lot
P4. Faculty Lot
P5. Visitor Parking
P6. Visitor Parking
P7. Mary Lot
P8. Flagpole Lot
P9. Watab Lot
P10. Palaestra Lot
P11. North Palaestra Lot
P12. Flynn Court Lot
P13. Art Center Lot
P14. Fire Hall Lot
P15. Power House Lot
P16. Liturgical Press Lot
P17. Seminary Lot