

**ANOKA RAMSEY COMMUNITY COLLEGE
NORTH VISITOR PARKING LOT PROCEDURE
COLLEGE SERVICES ENTRANCE
AUGUST 2006**

Anoka Ramsey Community College has a new parking area on the north side of our campus. This lot is for our visitors and is an access controlled parking area, utilizing an intercom system, security arms, coin tokens and/or tokenotes, (paper tokens) as part of the access controls. The normal operational hours for this controlled parking area are 6:00 AM to 4:30 PM, Monday through Friday. The security arms will be in the raised position between 4:30 PM and 6:00 AM, Monday through Friday and will remain raised during holidays and weekend period until 6:00 AM on the next normally scheduled day that the college is open. The gate hours will be adjusted to fit the summer schedules as appropriate. Provided below are procedures for this lot.

I - ACCESS TO THE LOT

Visitors are directed by parking lot signs to the controlled parking area. The entrance area has a loop underground that senses the vehicle and the arm is automatically raised to allow entry. As the visitor enters the lot, additional information is posted on the gate entry system that instructs visitors to go to the information desk, sign in and obtain a paper or coin token. The token issued is only good for the day that the visitor signed in.

II - SIGN IN/OUT REQUIREMENTS

Visitors are required to go to the information desk on the second floor and sign in. The visitor will provide the date, their name, the contact person's name, vehicle license number and vehicle make. The information desk will document the visitor's time in and provide the visitor with a paper token to insert into the exit security arm system. Once that token is inserted into the system, the security exit arm will raise and allow exit.

III - PROBLEMS ENCOUNTERED WITH EXIT

In the event someone experiences problems with the exit arm or has forgotten their token, they can call the information desk and security by using the intercom system on the gate unit. The problem can be explained and assistance will be provided. Both security and the information desk have the capability of raising this security exit arm if they receive a justifiable reason for doing so, by using the radio carried by security or a switch on the intercom unit at the information desk. Security and the information desk can also communicate by using the campus walkie talkie units.

IV - UNAUTHORIZED USE OF THE PARKING LOT

The information desk and security will monitor the situations involving persons who should not be using this lot or those who may be experiencing mechanical problems with the gate. Cameras are mounted near this lot so surveillance is available to assist us. Security will also be monitoring this lot for those who may try to circumvent the system in any way, including those students, staff and faculty who may park in this lot during the controlled period and leave the lot after the arms are raised. Police will issue citations to these individuals.

V - EXIT FROM THE LOT

Visitors can exit the lot by inserting their token into the area provided on the security arm gate exit. The arm will automatically raise and allow one vehicle to exit once the token is inserted into the proper space. If visitors experience problems with this system, they can follow the procedure mentioned above under "Problems Encountered With Exit".

VI - GENERAL PARKING AREA

The parking area to the west of the controlled visitor parking area is for open and general parking, first come first served and does not require any permit, pass or sign in/out. Restricted parking in this area is clearly marked for handicap, state vehicles and security vehicle. Police will issue citations for unauthorized parking in these restricted spots.

VII - GENERAL INFORMATION

There are no changes to the south east faculty/visitor lot at this time. Permits are required to park in this area and they can be obtained from the business office, C124. Police will issue citations to those who do not display a valid permit on the dash of their vehicle.

In the event the college hosts a large group of visitors, tokens will be provided to the group in advance and the group will not be required to sign in/out.

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