Operating and maintaining a vehicle at Asbury College is a **privilege which entails certain responsibilities**. It is the vehicle operator’s responsibility to know and abide by the college’s vehicle regulations as well as state and local laws. The basic expectations for vehicle operation follow:

**I. PURPOSE**

The following regulations have been established to ensure the proper maintenance, control and use of all college parking facilities by valid parking permit holders.

**II. GENERAL GUIDELINES**

*NOTE: These guidelines are in effect 365 days a year including holidays.*

A. All vehicles must be registered with the Department of Campus Security within 48 hours of arrival on campus.

B. All faculty/staff vehicles must display an Asbury parking permit which must be hung from the rear view mirror.

C. Any vehicle regardless of ownership must be parked in designated lots provided by the College when the vehicle is not in use. You may not park on city streets, in church parking lots, or in other areas adjacent to Asbury College.

D. Faculty/staff and commuter lots are reserved from 7:30AM until 5:00PM Monday through Friday. The employee lot behind the Student Health Center is reserved from 6:30AM until 5:00PM. Students may only park in these lots after hours and on weekends.

E. The Administration lot (beside the Johnson Cafeteria) is reserved at all times (24/7) for administrator cars only. **All others will be subject to immediate towing.** There will be two exceptions to this policy. At the beginning and ending of each school year students will be allowed to park in this lot for loading and unloading only. Special signage will be displayed to indicate when this will be allowed.

F. The Semi-circle is reserved weekdays for visitors and a few reserved spaces. The first four spaces on the Semi-circle are reserved for students to load and unload their vehicles. These four spaces have a 20-minute time limit and will be strictly enforced. (Faculty/Staff are permitted to park on the Semi-circle after 5:00 PM weekdays.)

**III. DESIGNATED PARKING AREAS**

A. **Asbury College provides parking as follows:**
   1. Administration, faculty, & staff .......... .Purple Hang Tag
   2. Upperclassmen ................................. Purple permit
   3. Sophomores ................................. .Green permit
   4. Freshmen ................................. .Brown permit
   5. Commuters ................................. .Yellow permit
   6. Visitor and one-hour parking .............. .Marked

   Please see enclosed map to clarify parking areas.

**IV. PENALTIES**

A. **General Policies**
   1. All violations are the responsibility of the operator of the vehicle.
   2. Any violation may result in a warning, a fine, vehicle immobilizer, or a tow at the discretion of the officer.
   3. Violations resulting in fines generally carry a charge of $10. **THE FINE WILL BE DOUBLED IF NOT PAID WITHIN 5 BUSINESS DAYS FROM DATE OF CITATION.**
   4. All fines are to be paid at the Cashier’s Office in the Administration Building.
   5. All delinquent citations will be recorded along with a $5 processing fee, on a monthly basis.
   6. If a car is disabled it is the responsibility of the vehicle operator to contact security at extension 2168 prior to receipt of any citation.
**B. List of Fines**

<table>
<thead>
<tr>
<th>Description</th>
<th>Within 5 days</th>
<th>After 5 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Parking in Reserved Space</td>
<td>$15</td>
<td>$30</td>
</tr>
<tr>
<td>2. Parking in No Parking zone</td>
<td>$25</td>
<td>$50</td>
</tr>
<tr>
<td>3. Parking in Fire Lane</td>
<td>$30</td>
<td>$60</td>
</tr>
<tr>
<td>4. Obstructing driveway</td>
<td>$15</td>
<td>$30</td>
</tr>
<tr>
<td>5. Parking on Grass</td>
<td>$25</td>
<td>$50</td>
</tr>
<tr>
<td>6. Parking permit not displayed</td>
<td>$15</td>
<td>$30</td>
</tr>
<tr>
<td>7. No Parking Permit</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>8. Moving Violation</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>9. Other</td>
<td>$15</td>
<td>$30</td>
</tr>
<tr>
<td>10. Warning</td>
<td>N/C</td>
<td>N/C</td>
</tr>
<tr>
<td>11. Parked in Handicap</td>
<td>$30</td>
<td>$60</td>
</tr>
</tbody>
</table>

c. Faculty/staff lots, Monday through Friday 7:30am to 5:00pm.
d. The Administration lot at all times (24/7).
e. Blocking walkways and drives at all times (24/7).
f. Grassy areas at all times (24/7).
g. Designated student lots.

*(Once the Tow Truck has been called Towing fees will apply.)*

2. Towed vehicles will be taken to Crown Towing, 120 Old Wilmore Road, Nicholasville (858-3899 or 858-3580). The vehicle operator will assume responsibility for retrieving his/her vehicle and paying all towing cost ($50 towing + $15 per day storage).

3. If a vehicle is towed due to accumulated tickets, the vehicle operator is expected to pay all fines owed to the college prior to retrieving his/her vehicle from the towing service.

4. If a vehicle is immobilized, the vehicle operator must pay the cashier office all fines owed to the college plus the $50 vehicle immobilization fee. To arrange to have the boot removed call security at extension 2168 or the switchboard. Security must see your paid receipt to remove the boot.

**Asbury College is not responsible for protecting anyone’s vehicle at any time. Those who park their vehicles on the Asbury College campus do so at their own risk.**

Vehicle owners are protected only by as much insurance as they have elected to carry on their own policy. The College cannot reimburse anyone for any damage or loss they may experience on their automobile from vandalism or accidents.