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

Students are protected only by as much insurance as they have elected to carry on their own policies. The College cannot reimburse students for any damage or loss they may experience on their automobiles from vandalism or accidents.
AUTOMOBILE & PARKING GUIDELINES

Operating and maintaining a vehicle at Asbury College is a privilege which entails certain responsibilities. It is the student'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

A. All student-operated vehicles must be registered with the Office of Student Development each academic term. Failure to register a vehicle results in a loss of privileges. For at least one semester or a $50 fine as determined by the Vice President for Student Development. The vehicle must be registered within 48 hours of arrival on campus.

B. All student vehicles must display an Asbury parking permit which must be adhered to the right rear bumper or to the outside of the rear window on the right side of vehicle. Motorcycles must display a sticker permit near the license tag.

C. Any student-operated 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. All upperclassmen lots are reserved at all times (24/7) for upperclassmen vehicles.

D. Faculty/staff and commuter lots are reserved from 7:30AM until 5:00PM Monday through Friday. The employee for behind the Student Health Center is reserved from 6:30AM until 5:30PM. 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 24/7 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. (Students are not considered visitors of Asbury College and may NOT park in visitor parking spaces).

III. SPECIFIC GUIDELINES

A. Resident Students

1. Any resident student, regardless of classification, whose cumulative grade point average falls below a 2.0 forfeits the privilege of operating a vehicle on campus.

2. All resident student vehicles must be signed out following Student Development guidelines for overnight use.

3. Motorcycles will be assigned a space for security reasons.

B. Freshmen

1. Freshmen may not have a vehicle on campus unless one is necessary for employment. Permission to bring a vehicle must be secured from the Vice President for Student Development prior to arrival on campus. Specific guidelines will limit the use of the vehicle.

2. Freshmen who have an Asbury College GPA of 3.0 or above after completion of their first semester may operate a vehicle on campus under the guidelines governing all other students.

3. Freshmen must park their vehicle in the freshman parking lot “E” (see map) in the assigned numbered space that corresponds to their permit number.

IV. DESIGNATED PARKING AREAS

A. Asbury College provides parking as follows:

1. Administration Office . . . . . . . . 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 map on the back of this pamphlet to clarify parking areas.

V. PENALTIES

A. General Policies

1. All violations are the responsibility of the owner of the vehicle. Any violation may result in a warning, a fine, vehicle immobilization or immediate towing at the discretion of the officer.

2. Violations resulting in fines generally carry a charge of $10. THE FINE WILL BE DOUBLED IF NOT PAID WITHIN 6 BUSINESS DAYS FROM DATE OF CITATION.

3. All fines are to be paid at the Cashier’s Office in the Administration Building. Students will receive a receipt as proof of payment.

4. A student may have 3 citations in one semester. Starting with the fourth citation and any citations thereafter, his/her vehicle will be subject to immediate towing or may have their vehicle immobilized. After receiving 3 citations the student will receive written notice stating that upon receipt of any citation thereafter, his/her vehicle will be subject to immediate towing. (See “TOWING,” next page.)

5. A student may have 3 citations in one semester. Starting with the fourth citation and any citations thereafter, his/her vehicle will be subject to immediate towing. (See “TOWING,” next page.)

6. Student Development reserves the right to restrict vehicle privileges of students with 6 or more citations during a semester.

7. All delinquent citations will be recorded on the student's account along with a $5 processing fee, on a monthly basis.

8. If a car is disabled it is the responsibility of the student to contact security at extension 2168 prior to receipt of any citation.

9. If a student vehicle is towed due to accumulated citations, the student is expected to pay all fines owed to the College prior to retrieving his/her vehicle from the towing service.

10. If a student vehicle is immobilized, the student must pay the cashiers 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.

VI. APPEALS

A. All citation appeals must be written and mailed via CPO to the Parking and Safety Committee, Student Government Association, within 5 BUSINESS DAYS FROM DATE OF CITATION. The citation in question must accompany the appeal.

B. The Parking and Safety Committee will review appeal(s), grant or deny the appeal(s) and notify the student of the decision(s). Appeals are not to be considered “GRANTED” until written notification is received from the committee.

VII. ESCORT SERVICE

The Department of Campus Security offers an escort service after dark seven days a week. The escort service can be reached by contacting the switchboard operator in the Administration Building in person or by calling 858-3511.

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>$15</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. Towing

1. Vehicles parked in these areas will be subject to immediate towing or having your vehicle immobilized.

   a. Fire lane at all times (24/7).
   b. Handicapped parking at all times (24/7).
   c. Faculty/staff lots, Monday through Friday 7:30am to 5:00pm.
   d. The Administration lot and semi-circle at all times (24/7).
   e. Blocking walkways and drives at all times (24/7).
   f. Grassy areas at all times (24/7).

(Once the tow truck has been called towing fees will apply.)

2. Towed vehicles will be taken to Crow Tow, 120 Old Wilmore Road, Nicholasville (858-3899 or 858-3580). The student will assume responsibility for retrieving his/her vehicle and paying all towing costs ($30 towing + $15 per day storage).

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

(If a student vehicle is immobilized, the student must pay the cashiers 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.)