ASBURY UNIVERSITY
Faculty/Staff Automobile & Parking Guidelines

I. PURPOSE
Operating and maintaining a vehicle at Asbury University is a privilege which entails certain responsibilities. It is the vehicle operator’s responsibility to know and abide by the University’s vehicle regulations, as well as state and local laws.

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

II. GENERAL GUIDELINES
NOTE: Guidelines apply 365 days a year, including holidays and breaks.
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 hung from the rearview mirror.
C. Any vehicle regardless of ownership must be parked in designated lots provided by the University when the vehicle is not in use.
D. Faculty/Staff and Commuter lots are reserved from 7:30 a.m. until 5 p.m., Monday through Friday. The Kresge lot is upperclass parking ONLY, except from 6:30 a.m. until 5 p.m., Monday through Friday. During this period, the yellow-marked employee spaces behind Health Services are reserved for faculty/staff only. Faculty/Staff may not park in any white spaces of the Kresge lot at any time.
E. The Administration lot (beside the Johnson Building) 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.
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 p.m. weekdays.)

III. DESIGNATED PARKING AREAS
A. Asbury University provides parking permits as follows:
   1. Administration, faculty and staff ........................................ Purple Hang Tag
   2. Upperclassmen ................................................................. Purple Permit
   3. Sophomores (So)................................................................. Green Permit
   4. Freshmen (Fr)................................................................. Green Permit
   5. Commuters ................................................................. Yellow Permit
   6. Visitor and one-hour parking................................. Marked
   7. Graduate/APS.............................................................. Red Permit

Please see map to clarify parking areas.

IV. PENALTIES
A. General Policies
   1. All violations are the responsibility of the person registering the vehicle.
   2. Any violation may result in a warning, fine, vehicle immobilization or tow at the discretion of the officer.
   3. Violations resulting in fines generally carry a charge of $15. The fine will be doubled if not paid within five 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 ext. 2168 prior to receipt of any citation.

B. List of Fines

<table>
<thead>
<tr>
<th>Violation</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>
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<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. Parked in Handicap space</td>
<td>$30</td>
<td>$60</td>
</tr>
<tr>
<td>8. Other</td>
<td>$15</td>
<td>$30</td>
</tr>
</tbody>
</table>

C. Towing
   1. Vehicles not authorized to park in these areas will be subject to immediate towing or immobilization:
      a. Fire Lane at all times (24/7)
      b. Handicapped parking at all times (24/7).
      c. Faculty/Staff lots, Monday through Friday 7:30 a.m. to 5 p.m.
      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).

g. Designated student lots.

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

2. Towed vehicles will be taken to Crown Towing, 125 Etter Drive, Nicholasville (881-8151). Vehicle operator assumes responsibility for retrieving his/her vehicle and paying all towing costs.

3. If a vehicle is towed due to accumulated tickets, the vehicle operator must pay the vehicle immobilization fee. To arrange to have the boot removed, call Security at ext. 2168 or the switchboard. Security must see your paid receipt to remove the boot.

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

Asbury University is not responsible for protecting anyone's vehicle at any time. Those who park their vehicles on the Asbury University 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 policies. The University cannot reimburse students for any damage or loss their vehicle may incur from either vandalism or accidents.