

## **Asbury University Parking Regulations- Students**

### **I. Purpose**

Operating and maintaining a vehicle at Asbury University is a privilege, which entails certain responsibilities. It is the student's responsibility to know the University's vehicle regulations, as well as state and local laws. The following regulations have been established to educate and inform students, and ensure the proper maintenance, control, and use of all University parking facilities by valid parking permit holders.

### **II. General Regulations**

**Note: Regulations apply 365 days a year, including holidays and weekends. All students with a vehicle on campus must have a current parking permit.**

- A. All student-operated vehicles must be registered with the Office of Student Development each academic term. Failure to register a vehicle may result in a loss of car privileges for at least one semester, or a \$50 fine, as determined by the Vice President for Student Development. All vehicles must be registered within 48 hours of arrival on campus.
- B. All vehicles must display an Asbury parking permit which **must be adhered to the outside of the rear window on the driver's side of the vehicle**. Motorcycles must display a sticker permit near the license tag. Any other placement will be considered as not displayed, and will be subject to ticketing.
- C. Any student-operated vehicle regardless of ownership must be parked in designated lots provided by the University when the vehicle is not in use. Students may not park on city streets, in church parking lots, or in other areas adjacent to Asbury University. In addition, all vehicles must be parked facing the direction of adjacent traffic-flow when parallel parked. All upperclassmen lots are reserved for upperclassmen vehicles at all times (24/7).
- D. Faculty/staff and commuter lots are reserved from 6:30 A.M. until 5:00 P.M. Monday through Friday. Students may only park in these lots after hours and on weekends. However, employee spaces in Kresge Lot may only be used by upperclassmen afterhours and on weekends.
- E. The Administration lot (beside the Johnson Cafeteria) is reserved at all times (24/7) for administrators. All others vehicles will be subject to immediate towing.

- F. The Semi-circle is reserved 24/7 for visitors, handicapped, and a few reserved spaces. Outside of loading/unloading (per regulations), students are not permitted to park on the semi-circle. 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 University and may NOT park in visitor parking spaces.)
- G. Loading/Unloading: Emergency flashers must be turned on to communicate a vehicle is being loaded/unloaded.

### **III. Specific Regulations**

- A. Resident Students: Any resident student, regardless of classification, whose Cumulative GPA falls below 2.0 is subject to having the privilege of operating a vehicle on campus revoked.
- B. Freshmen/Sophomores: Must park in: (Noted by Green Triangles)
  - 1) the James Street Lot;
  - 2) the last 2 rows behind Johnson and Trustees Halls closest to W. Main St;
  - 3) or the lot between Akers Auditorium and World Gospel Mission at the corner of W. College St and W. Main St.
- C. Upperclassman/Graduate Students/ Degree Completion students may park in any student lot at any time.
- D. Students may not park at the Luce Center Monday – Saturday from 4 PM. To 10 P.M.

### **IV. Permit designations**

- A. Admin, faculty & staff:      Purple/White hang tag
- B. Upperclassmen:              Purple
- C. Sophomore/Freshmen:      Green
- D. Asbury Academy              Blue/Green
- E. Graduate:                      Purple
- F. Visitor:                          Marked

### **V. Penalties**

- A. General Policies
  - 1. All violations are the responsibility of the student registering the vehicle, or for vehicles not initially registered, the student associated with the vehicle.
  - 2. Any violation may result in a warning or administrative policy citation (a.k.a. ticket), at the discretion of the safety and security officer.

3. All fines will be doubled if not paid within five business days from the date of the citation, unless an appeal is submitted.
4. All fines are to be paid at the Cashier's Office in the Hager Administration Building. Students will receive a receipt as proof of payment.
5. After receiving more than three administrative citations during a semester, a student will be contacted by the Director of Safety & Security to set up a mandatory meeting to discuss to parking. The goal of the meeting is to continue to educate and assist the student to understand the parking responsibilities of having a vehicle on campus.
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 vehicle is disabled, it is the responsibility of the student to immediately contact Switchboard (859) 858-3511 ext. 0, prior to receipt of any citation.
9. If a student has fines and can prove financial hardship, alternate methods of payment through coordinated community service are possible at the discretion of the Director of Safety & Security.

B. List of Fines	Within 5 days	After 5 days
1. No Parking Permit:	\$50	\$100
2. Parked in Fire Lane:	\$30	\$60
3. Parked in Handicap Space:	\$30	\$60
4. Improperly parked (other):	\$25	\$50
5. Improper/ no display of permit:	\$15	\$30

Note: Improperly parked (other) includes, but is not limited to parking on: the grass; in a reserved space; in a no parking zone; a visitor's space; or in areas specified in Section II: B-G.

#### C. Towing

1. Vehicles parked in these areas will be subject to immediate towing:
  - a. Fire lanes (24/7).
  - b. Handicapped parking (24/7).
  - c. The Administration lot ("P1" 24/7).
  - d. The Semi-Circle (Macklem Drive, 24/7).
  - e. Blocking walkways and drives (24/7).
  - f. Grassy areas (24/7).

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

2. Towed vehicles will be taken to Crown Towing, 125 Etter Drive, Nicholasville, KY. Phone (859-881-8151), or other appropriate parking area on campus. The student will assume responsibility for retrieving his/her vehicle, paying all towing costs, and fines to the University.
3. Students are expected to pay all fines owed to the University prior to retrieving his/her vehicle from the towing service. University fines will be placed on the student account and doubled if not paid within 5 days.

## **VI. Appeals**

- A. All citation appeals must be typed and e-mailed to [parkingandsafety@asbury.edu](mailto:parkingandsafety@asbury.edu) within five business days from the date of the citation. The citation must be scanned and accompany the appeal as a **.jpeg file**, or photographed and attached. The appeal will be automatically denied by the Parking and Safety Committee if a viewable image of the citation is not attached.
- B. The Parking and Safety Committee, as part of Asbury's Student Governance Association, will review appeals(s), grant or deny the appeals(s), and notify the student of the decision(s). Appeals are not to be considered "granted" until written or e-mail notification is received from the committee chair. Just because a citation has been appealed does not necessarily mean the citation will not have to be paid.

## **VII. Security Escorts**

The Office of Safety and Security is available to escort students and faculty/staff to and from buildings and parking lots. This service can be obtained by contacting Switchboard in the Hager Administration Building in person or by calling (859) 858-3511, ext. 0.

Asbury University is not responsible for protecting anyone's vehicle at any time. Those who park 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 owners/operators for any damage or loss their vehicle may incur from either criminal conduct or accidents.