DISCLAIMER

Asbury University is not responsible for protecting anyone’s vehicle at any time. Students who park their vehicles on the Asbury University 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 University cannot reimburse students for any damage or loss their vehicle may incur from either vandalism or accidents while on University property.
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 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 student-operated vehicles must be registered with the Office of Student Development each academic term. Failure to register a vehicle may result in loss of vehicle privileges for at least one semester or a $50 fine as determined by the Vice President for Student Development. The vehicle must be registered with the Office of Student Development within 48 hours of arrival on campus.

B. All student vehicles must display an Asbury parking permit which must be adhered visibly to the inside or outside of the rear window, front window, or placed on the rear bumper. Motorcycles must display a sticker permit near the license tag. A permit which is not adhered in a proper location (i.e. laying on the dashboard, stuck in a side window in/on the vehicle, etc.) is not considered properly displayed and may be ticketed as a result.

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 in church parking lots or in other areas adjacent to Asbury University. All upperclassmen lots are reserved 24/7 for upperclassmen vehicles.

D. Faculty/Staff and Commuter lots are reserved from 7:30 a.m. until 5 p.m., Monday through Friday. Students may only park in these lots after hours and on weekends. The Kresge lot is for upperclassmen only, 24/7, except from 6:30 a.m. until 5 p.m., Monday through Friday. During this period, the Employee spaces behind the Student Health Center are reserved for faculty/staff only.

E. The Administration lot (beside the Johnson Cafeteria) is reserved 24/7 for administrator cars only. All other permits are subject to immediate towing.

F. The semi-circle is reserved 24/7 for visitors, handicapped and a few reserved spaces. The first four spaces on the semi-circle are reserved for loading and unloading 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 any visitor parking spaces on campus at any time.)

G. Loading/Unloading: When parking temporarily to load/unload, turn on emergency flashers.

III. SPECIFIC GUIDELINES
A. Resident Students
Any resident student, regardless of classification, whose cumulative GPA falls below a 2.0 is subject to having the privilege of operating a vehicle on campus revoked.

B. Freshmen/Sophomores
Freshmen and Sophomores must park in the James Street parking lot “P3” (see map) at all times.

C. Graduate/APS Students
Graduate and APS students must park in the Commuter lots (P2, P4). A red parking permit is required on the vehicle.

IV. DESIGNATED PARKING AREAS
Asbury University provides parking permits as follows:

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow Permit</td>
<td>Upperclassmen</td>
</tr>
<tr>
<td>Purple Permit</td>
<td>Faculty</td>
</tr>
<tr>
<td>Asbury University Hang Tag</td>
<td>Visitor</td>
</tr>
<tr>
<td>Freshmen (Fr)</td>
<td>Freshmen</td>
</tr>
<tr>
<td>Sophomores (So)</td>
<td>Sophomores</td>
</tr>
<tr>
<td>Commuters</td>
<td>Commuters</td>
</tr>
<tr>
<td>Visitor</td>
<td>Visitor</td>
</tr>
<tr>
<td>Handicap</td>
<td>Handicap</td>
</tr>
</tbody>
</table>

V. PENALTIES
A. General Policies

1. Any violation may result in a warning, a fine, vehicle immobilization or a tow at the discretion of the Security Office.

2. All fines will be doubled if not paid within five business days from date of citation unless an appeal is submitted.

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 three citations in one semester. Starting with the fourth citation, and any citations thereafter, his/her vehicle will be subject to immediate towing or immobilization. After receiving three citations, the student will receive written notice stating that upon receipt of any citation thereafter, his/her vehicle will be subject to immediate towing.

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

6. All delinquent citations will be recorded on the student’s account and will incur a $5 monthly processing fee until paid.

7. If a car is disabled, it is the responsibility of the student to contact the Switchboard or Security at x2168 or the Switchboard. Security must see your paid receipt to remove the boot.

8. If a student vehicle is immobilized, the student must pay the Cashier’s Office all fines owed to the University plus the $50 vehicle immobilization fee. To arrange to have the boot removed, call Security at x2168 or the Switchboard. Security will need to have paid receipt to remove the boot.

VI. APPEALS
A. All citation appeals must be typed and e-mailed to parkingandsafety@asbury.edu within five business days from the date of citation. The citation in question must be scanned and accompany the appeal as a jpeg file.

B. The Parking and Safety Committee, as part of Asbury’s Student Governance Association, 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 or e-mail notification is received from the committee chair.

VII. SECURITY ESCORTS
The Department of Campus Security is available to escort students and faculty to and from buildings and parking lots. This service can be arranged by contacting the Switchboard operator in the Administration Building in person or by calling 858-3511, “0.”