

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 Accounts each academic term, as a part of Financial Registration. Failure to register a vehicle may result in a loss or reduction of vehicle privileges for at least one semester and/or a \$50 fine, as determined by Student Development.
- B. All vehicles must be registered within 48 hours of arrival on campus.
- C. All vehicles must display an Asbury parking permit, which **must be adhered to the inside 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.
- D. Any student-operated vehicle regardless of ownership must be parked in designated lots provided by the University (see map below) 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, except when actively conducting business. In addition, all vehicles must be parked facing the direction of adjacent traffic-flow when parallel parked.
- E. **There is NO overnight parking in faculty/staff lots.** Faculty/staff lots are reserved from Curfew until 5:00 P.M. Monday through Friday. Students may only park in these lots after hours and on weekends. Student vehicles must be removed from these lots before Curfew Sunday night through Thursday night. During approved student parking hours in faculty/staff lots, only Upperclassmen are permitted to utilize the faculty/staff section of the Kresge Parking Lot.
- F. The Administration lot (beside the Johnson Cafeteria) is reserved at all times (24/7) for administrators only. **Students may NOT park in the Administration lot at any time.** All unauthorized vehicles will be subject to a citation and may be subject to towing.
- G. 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. **(Students are NOT visitors to Asbury University and may NOT park in any visitor parking spaces.)**

H. Loading/Unloading: Emergency flashers **must** be turned on to communicate a vehicle is being loaded/unloaded. Loading/unloading is limited to 20-minutes.

III. Specific Regulations

- A. Students must park in their designated Student Lot(s). With the exception of loading zones (20-minutes only), all parking lot designations are in effect 24-7, even on weekends and holidays:
1. Freshmen may only park in the James Street Lot (the Cage);
 2. Sophomores may park in either Freshmen Parking, the lot between Akers Auditorium and World Gospel Mission at the corner of W. College St and W. Main St., or the lower section of the Trustees/Science Lot (the 4 rows of parking closest to Main St.), these areas are designated with a “Green Triangle”;
 3. Upperclassmen may park in any student lot, to include both Freshman and Sophomore parking areas in addition to; the Johnson Lot (inside the “U” of Johnson Dorm); the upper section of the Trustees/Science Lot (behind Trustees Dorm and Hamman-Ray Science Building); the West side of the Fine Arts Lot (closest to the soccer field); and the North side of the Kresge Lot (towards Kresge from the “Yellow Stripe” that runs across the parking lot).
 4. See parking map at the end of this document for additional clarification.
- B. Students may **NOT** park at the Luce Center Monday through Saturday after 4 P.M; instead, please use the West end of the James Street Lot.

IV. Permit designations

- A. Admin, faculty & staff: Purple/White hang tag
- B. Upperclassman: Purple
- C. Sophomore: Green
- D. Freshman: Yellow
- E. Visitor: none

V. Penalties

A. General Policies

1. 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.
2. All violations are the responsibility of the student registering the vehicle; for vehicles not initially registered, the student associated with the vehicle.
3. Any violation may result in a warning or administrative policy citation (a.k.a. ticket), at the discretion of the safety and security officer.
4. All fines will be doubled if not paid within ten (10) business days from the date of the citation, unless an appeal is submitted.
5. 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.
6. 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 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.
7. Student Development reserves the right to restrict vehicle privileges of students with 5 or more citations during a semester.
8. All delinquent citations will be recorded on the student's account along with a \$5 processing fee, on a monthly basis.
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. If this applies to you, please contact parking@asbury.edu.

B. List of fines

	Within 10 days	After 10 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; in a visitor's space; in areas specified in Section II: D-G.

C. Towing

1. Vehicles parked in these areas may be subject to 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 ten (10) days.

VI. Appeals

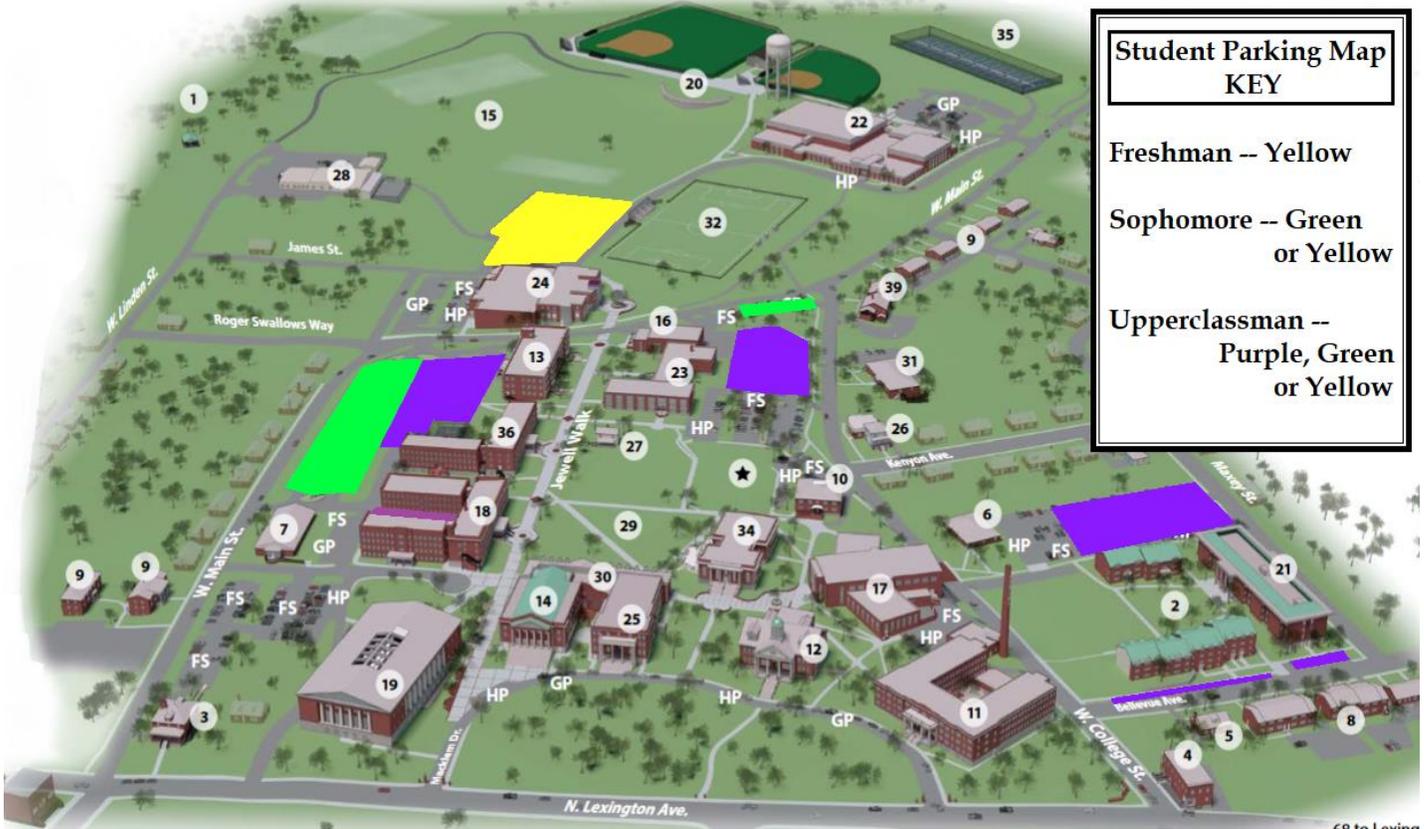
- A. All citation appeals must be typed and e-mailed to parkingandsafety@asbury.edu within 10 business days from the date of the citation. The citation must be scanned and accompany the appeal as an attachment or inline. The appeal will be automatically denied by the Parking and Safety Committee if a viewable image of the citation is not attached. While the citation is in the appeal process, it is exempt from the doubling of the fine(s) associated with the citation.
- 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. Just because a citation has been appealed does not necessarily mean the citation will not have to be paid.
- C. Once a citation has been reviewed and a decision has been sent, the Student has ten (10) business days to pay any remaining fine(s); after which the fine(s) will double per the List of fines (Section V. B.)

VII. Security Transport

The Office of Safety and Security is available to transport students and faculty/staff to and from main campus 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 accident.



****All parking areas NOT designated as student parking are for faculty, staff or visitors ONLY: students will be ticketed if found parking in those areas.****