

# Asbury University Parking Regulations – Academy Students

## I. Purpose

Operating and maintaining a vehicle at Asbury University is a privilege, which entails certain responsibilities. It is the Academy 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 Academy Students, and ensure the proper maintenance, control, and use of all University parking facilities.

## II. General Regulations

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

- A. All Academy Student-operated vehicles must be registered with the Academy Student Admissions Officer each academic term. Failure to register a vehicle may result in a \$50 fine, as determined by the Parking Enforcement Officer.
- B. All vehicles must be registered prior to the academic term.
- C. Although vehicles will not be issued an Asbury parking permit, adherence to the parking regulations will be enforced.
- D. Any Academy Student-operated vehicle regardless of ownership must be parked in designated lots provided by the University. Academy 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.
- F. The Administration lot (beside the Johnson Cafeteria) is reserved at all times (24/7) for administrators only. **Academy 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. Academy Students are NOT permitted to park on the semi-circle.

## III. Specific Regulations

- A. Academy Students must park in their designated lots. All parking lot designations are in effect 24-7, even on weekends and holidays:
  - 1. Academy Students are permitted to park in any one of five (5) lots.
    - a. Luce Center Lot – located behind the Luce Center
    - b. The James St. Lot – next to the soccer field
    - c. Lower Miller Lot – the lower section of the Miller Lot, located on the Theater Side of the Miller Building
    - d. Science Lot – located behind the Hamman-Ray Science Building

- e. Lower Kinlaw Lot – the lower section of the Kinlaw Lot, located next to the Kinlaw Library
- 2. See parking map at the end of this document for additional clarification.
- B. Academy Students may not park in any other lots and may be ticketed if found in other areas.

#### **IV. Permit designations**

- A. Admin, faculty & staff: Purple/White hang tag
- B. \*Upperclassmen: Purple
- C. \*Sophomore/Freshmen: Green
- D. Academy: none
- E. Visitor: none

\*Commuters are designated by class association

#### **V. Penalties**

##### **A. General Policies**

- 1. If a vehicle is disabled, it is the responsibility of the Academy Student to immediately contact Switchboard (859) 858-3511 ext. 0, prior to receipt of any citation.
- 2. All violations are the responsibility of the Academy Student registering the vehicle; for vehicles not initially registered, the Academy 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) academic business days from the date of the citation, unless an appeal is submitted to the Parking Enforcement Officer at [parking@asbury.edu](mailto:parking@asbury.edu).
- 5. All fines are to be paid at the Cashier's Office in the Hager Administration Building. Academy Students will receive a receipt as proof of payment.
- 6. After receiving more than three administrative citations during a semester, an Academy 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 Academy Student to understand the parking responsibilities of having a vehicle on campus.
- 7. All delinquent citations will be recorded on the Academy Student's account along with a \$5 processing fee, on a monthly basis.
- 8. If an Academy 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](mailto:parking@asbury.edu).

## B. List of fines

	Within 10 days	After 10 days
1. No Parking Permit:	N/A	N/A
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:	N/A	N/A

Note: Improperly parked (other) includes, but is not limited to parking: on the grass; in a reserved space; in a no parking zone; 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 Academy Student will assume responsibility for retrieving his/her vehicle, paying all towing costs, and fines to the University.
3. Academy 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 Academy Student account and doubled if not paid within ten (10) days.

## VI. Appeals

- A. All citation appeals must be typed and e-mailed to the Parking Enforcement Officer at [parking@asbury.edu](mailto:parking@asbury.edu) within 10 academic business days from the date of the citation. The citation must be scanned and accompany the appeal as an attachment or inline. The Parking Enforcement Officer will automatically deny the appeal if a viewable image of the citation is not attached to the appeal. 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 Enforcement Officer will review appeal(s), grant or deny the appeal(s), and notify the Academy Student of the decision(s). Appeals are not to be considered "granted" until e-mail notification is received from the officer. Just because a citation has been appealed does not necessarily mean the citation will not have to be paid.

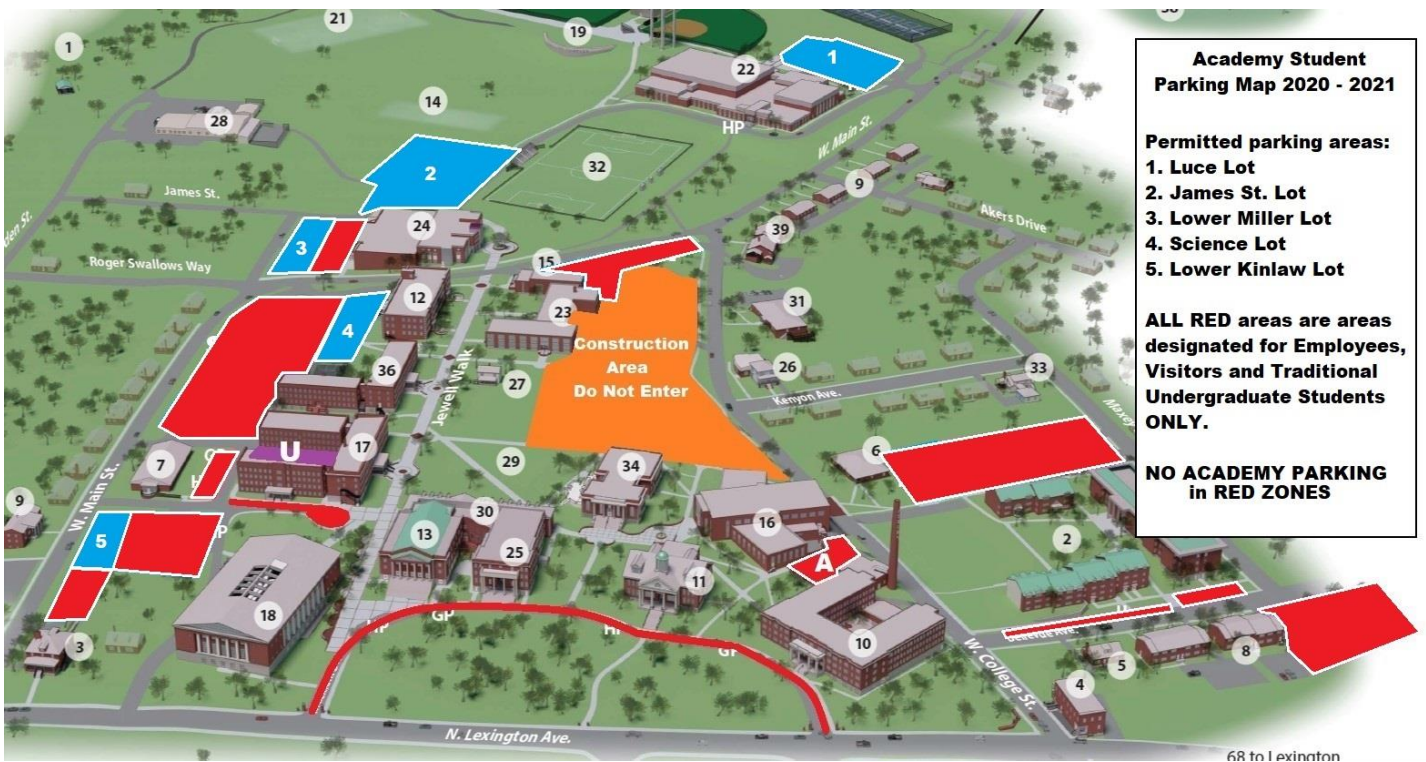
C. Once a citation has been reviewed and a decision has been sent, the Academy Student has ten (10) business days to pay any remaining fine(s); after which the fine(s) will double per the List of fines (Section V. B.)

## VII. Security Transport

The Office of Safety and Security is available to transport Academy Students 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 Academy Student parking are for faculty, staff, visitors or residential students ONLY:**

**Academy Students will be ticketed if found parking in those areas.\*\***

## **Academy Student Vehicle Registration**

Please enter the following information so that we know whom to contact should there be an issue with your vehicle while on campus.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Legal Guardian \_\_\_\_\_

Student Phone # \_\_\_\_\_ Guardian Phone # \_\_\_\_\_

Vehicle Make (i.e. Ford) \_\_\_\_\_

Vehicle Model (i.e. Taurus) \_\_\_\_\_

Vehicle Year \_\_\_\_\_ Vehicle Color \_\_\_\_\_

License Plate State \_\_\_\_\_ License Plate Number \_\_\_\_\_

I, \_\_\_\_\_, have read and will comply with the  
Asbury University Parking Regulations for Academy Students. If I fail to comply  
with the regulations, I am willing to accept any and all fines associated with my  
non-compliance.