

Asbury University Parking Regulations

Employee -2021-22

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 the University's vehicle regulations, as well as state and local laws. The following regulations have been established to educate and inform drivers, and ensure the proper maintenance, control, and use of all University parking facilities by valid parking permit holders.

II. General Regulations

- A. All Employee vehicles must be registered with the Office of Safety & Security each academic term within 48 hours of arrival on campus.
- B. All Employees must display an Asbury parking permit hung from the rearview mirror. Employee vehicles not displaying a current hang-tag are subject to ticketing.
- C. Employee lots are reserved from 12:00 A.M. (midnight) until 5:00 P.M. Monday through Friday. The Kresge Lot has limited Employee parking, which is indicated by signage and yellow lines, along the front and rear of the lot. Employee may not park in student spaces (white lined parking spaces in Kresge Lot).
- D. There is NO overnight parking in Employee lots Sunday night through Thursday night. If there is a need for overnight parking, please email the Director of Campus Safety and Security so that accommodations can be made.
- E. IF Employees are sharing a vehicle with a student, when the vehicle is being parked overnight, **the vehicle must be parked in the appropriate student lot or it will be subject to ticketing.** If there is a specific need for the vehicle to be parked in the Employee lot overnight, please email the Director of Campus Safety and Security before parking overnight in an employee lot.
- F. Parking must occur only in designated parking spaces within parking lots (not in the grass/concrete/ non-marked areas on campus).
- G. The Administration lot (beside the Johnson Cafeteria) is reserved (24/7) for administrators. All others vehicles will be subject to immediate ticketing/towing.
- H. 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 students to load and unload their vehicles. These four spaces have a 20-minute time limit and will be strictly

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enforced. (Employees are permitted to park on the semi-circle in non-reserved spaces after 5 P.M. weekdays, and anytime on weekends and academic holidays).

- I. Loading/Unloading: If Employees need to load/unload in an area other than a designated parking lots during business hours, contact Switchboard 858-3511, ext.0, for notification. Emergency flashers must be turned on to indicate loading/unloading in a non-designated parking area. This will include loading/unloading on Macklem Drive (semi-circle).

- J. 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.

III. Permit designations

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

* Commuters are designated by class association

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 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 ten business days from the date of the citation.
- 4. All fines are to be paid at the Cashier's Office in the Hager Administration Building.
- 5. All delinquent citations will be recorded along with a \$5 processing fee, on a monthly basis. After 30 days, delinquent citations will be automatically deducted from an employee's pay.
- 6. If a car is disabled, it is the responsibility of the vehicle operator to immediately contact Switchboard (859) 858-3511 ext. 0, prior to receipt of any citation.

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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; a visitor's space; or in areas specified in Section II: C-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 designated lot on campus. The owner/driver will assume responsibility for retrieving his/her vehicle, and paying all towing costs.
3. Vehicle operators are expected to pay all fines owed to the University prior to retrieving his/her vehicle from the towing service.

V. Appeals

- A. Any citation appeal must be submitted to the Director of Campus Safety and Security via email within 10 business days of the date of the citation.
- B. The Director of Campus Safety and Security will review appeals(s), grant or deny the appeals(s), and notify the Employee of the decision(s). Appeals are not to be considered "granted" until written, or e-mail notification is received from The Director of Campus Safety and Security. Just because a citation has been appealed does not necessarily mean the citation will not have to be paid.

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VI. Security Transports

The Office of Safety and Security is available to escort students and employees 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.

VII. Special Events

During the course of the year, some changes in parking lots for closure or specific designation are expected for special events, which in part include, but are not limited to move in/ move out days, baccalaureate, and commencement. These changes will be communicated via email in advance of the change in designation. Employee will note cones/ signage and/or Safety & Security staff will be designated to assist with these changes.

