



ASBURY UNIVERSITY

Academic Excellence & Spiritual Vitality

STUDENT PARKING REGULATIONS

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STUDENT PARKING REGULATIONS

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

- A. Regulations are in effect 365 days a year, including holidays and weekends.
- B. All students with a vehicle must register their vehicle within 48hrs of being on campus.
- C. Students are limited to one (1) permit per academic year, barring unforeseen or extenuating circumstances.
- D. Loading zones are for active loading and unloading only. Please use flashers to indicate that you are actively loading/unloading. Use of Loading Zones is limited to a maximum of 20 minutes.

III. Vehicle Registration

- A. Student vehicles must be registered within 48 hours of being on campus.
- B. Students are eligible for one of four parking permits, based upon meeting certain qualifications:
 - i. Commuter Students – A commuter student is a student not living in housing owned or leased by Asbury University, this includes Asbury Academy Students. Regardless of how many credit hours earned, all commuter students will receive a Yellow parking permit.
 - ii. Alternative Student Housing Residents – An alternative student housing resident is a student living in housing owned or leased by Asbury University that is near or adjacent to main campus and is not Aldersgate, Glide-Crawford, Johnson, Kresge or Trustees residence halls/apartments. Regardless of how many credit hours earned, all alternative student housing residents will receive an Orange parking permit.

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- iii. Senior Residential Students – A senior residential student has 90+ credit hours completed by August 15th and resides in one of the main campus student housing areas (Aldersgate, Glide-Crawford, Johnson, Kresge or Trustees residence hall/apartments). Senior residential students will receive a Purple parking permit, there are 220 Purple parking spaces and only 220 Purple permits will be granted on a first come first served basis.
- iv. Residential Students – A residential student has 0-89.5 credit hours completed by August 15th and resides in one of the main campus student housing areas (Aldersgate, Glide-Crawford, Johnson, Kresge or Trustees residence hall/apartments). All residential students will receive a Grey parking permit.
- v. Temporary Permit – These are temporary permits designed for short term needs. These are available by emailing Parking@asbury.edu or by coming to the Campus Safety office in the Rader Student Center and explaining the need.
- vi. Medical Permit – These are temporary permits that allow one greater flexibility on where they are permitted to park due to a significant and verifiable medical need. These are not handicapped placards and do not allow a student to park in handicapped spaces. These are available by emailing Parking@asbury.edu or by coming to the Campus Safety office in the Rader Student Center and explaining the need.
- vii. IF students share a vehicle with a family member who is an Employee of Asbury University, the vehicle must abide by the Employee Parking Regulations which prohibit overnight parking.
- viii. Please note that there are no Visitor parking passes. IF there is a need for the guest of a student to park overnight, they must notify Campus Safety for directions on where to park to avoid receiving a citation and/or being towed.

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IV. Permitted Parking Areas

- A. Students are permitted to park only in lots designated for their parking permit. (see Figures A and B for clarification)
- i. Yellow – Lot 10 and ATS: Yellow permitted vehicles can only park in Yellow lots.
 - ii. Orange – Lot R1, R2, R3, R4, R5 or R6: Orange permitted vehicles can only park in the lot adjacent to their residence (i.e. R4 is adjacent to The Wesley Building, if you live in The Wesley Building you can only park in R4).
 - iii. Purple – Lot 3, 5 and 14: Purple permitted vehicles can only park in Purple lots.
 - iv. Grey – Lot 4, 7, 8, 11, 12 and 16: Grey permitted vehicles can only park in Grey lots.

V. Restricted Parking Areas

- A. Students may not park in any of the RED areas on the map (see Figure B). Some of these areas are either reserved 24/7 for specific parking needs OR they are fire access areas.
- i. Lots 2, 9 and 13
 - ii. Macklem Drive, Maxey Street and Hughes Ave.
 - iii. The turnaround areas by Johnson and Trustees
 - iv. The road in-front of the Luce Center
- B. Employee Lots are restricted to employee use only from 1:00 AM to 5:00 PM Monday – Friday. These areas are marked BLACK on the map (see Figure B).
- i. All of Lots 1 and 6
 - ii. Portions of Lots 4, 7, 11, 12 and 14. These areas will be designated by signage and/or paint on the curb/parking stop.
- C. Student vehicles are not permitted beyond the gate by the reservoir. If using the facilities at the reservoir, please park in the parking lot and walk in.

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VI. Violations/Citations

- A. There are 5 general categories of parking violations:
- i. No Parking Permit – a vehicle has been on campus for more than 48 hours and has not been registered.
 - ii. Improper or no display of permit – a vehicle has been registered to park on campus, but the permit has either been placed on the vehicle improperly or it has not been placed at all.
 - iii. Parked in Fire Lane – a vehicle is parked in a designated fire lane, designated by signage and/or curb paint. This violation is subject to possible citation from Law Enforcement which also carries with it fines and court costs.
 - iv. Parking in Handicapped Space – a vehicle is parked in a marked handicapped parking space, designated by signage (permanent or temporary) and/or pavement markings. This violation is subject to possible citation from Law Enforcement which also carries with it fines and court costs.
 - v. Improperly parked (other) – this includes but is not limited to a vehicle parked: in a reserved space; a visitor space; a no parking zone; over 20 minutes in a loading zone; on the grass; in a lot or space not matching the permit designation; in areas specified in Section V: A and B.
- B. Citations – All citations will be received via email. When a Campus Safety Officer writes a citation it will automatically be emailed to the registered user of the offending vehicle.
- i. All violations are the responsibility of the student registered to the vehicle; for vehicles not initially registered, the student associated with the vehicle becomes the responsible party.
 - ii. Any violation may result in a warning or administrative policy citation (a.k.a. ticket), at the discretion of the safety officer issuing the citation.
 - iii. All fines will be doubled if not paid within fourteen (14) days from the date of the citation unless an appeal is submitted.

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- iv. All fines are to be paid online through the AU Parking App OR at the Cashier's Office in the Hager Administration Building. Students will receive a receipt as proof of payment.
- v. After receiving two (2) administrative citations during a semester:
 - 1. The AVP of Campus Safety will contact the student and offer to set up a meeting to discuss the reasons the student has two or more citations within a semester.
 - 2. At the third citation, the vehicle will be towed, regardless of appeals status and/or without additional notice to the student.
- vi. All delinquent citations will have fines doubled and recorded on the student's account along with a \$5 processing fee on the 15th day after the citation was written.
- vii. If a student has fines and can prove financial hardship, alternate methods of payment through coordinated community service may be possible at the discretion of the AVP of Campus Safety. If this applies to you, please contact parking@asbury.edu.
- viii. If a vehicle is disabled, it is the responsibility of the student to immediately contact Campus Safety via phone (859) 858-3511 ext. 0 or via email [Parking@asbury.edu](mailto:parking@asbury.edu) prior to receiving a citation.

C. Fines are as follows:

	Within 14 days	After 14 days
1. No Parking Permit:	\$75	\$150
2. Parked in Fire Lane:	\$75	\$150
3. Parked in Handicap Space:	\$75	\$150
4. Improperly parked (other):	\$30	\$60
5. Improper/ no display of permit:	\$20	\$40

D. Citation Appeals

- i. Valid appeals must be received within fourteen (14) days of a citation being written. Appeals should be submitted electronically via the link embedded in the citation email. This will ensure that a picture of the

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- citation accompanies the appeal. While the citation is in the appeal process, it is exempt from the doubling of the fine(s) associated with the citation.
- ii. 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 an e-mail notification is received from the committee chair declaring it to be "granted". Just because a citation has been appealed does not necessarily mean the fines associated with the citation will not have to be paid.
 - iii. Once a citation has been reviewed AND a decision has been sent, the student has fourteen (14) days to pay any remaining fine(s); after which the fine(s) will double per the List of fines (Section VI: C.)
- E. Towing – AU does not look forward to towing student vehicles. Once a towing service has been called, towing fees will apply and are the responsibility of the registered owner of the vehicle or the student operator.
- i. Vehicles parked in these areas are subject to towing:
 1. Fire Lanes
 2. Handicapped Spaces
 3. Lot 2, 9 and 13
 4. Macklem Drive
 5. Blocking walkways, driveways, or other marked/designated access points
 6. Grassy Areas
 7. Any vehicle having received its third (3rd) citation within a semester.
 - ii. Towed vehicles will be taken to Crown Towing, 125 Etter Drive, Nicholasville, KY, phone number (859-881-8151). The student will assume responsibility for retrieving their vehicle and paying all towing costs.

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- iii. Students are expected to pay all fines owed to AU prior to retrieving their vehicle from the towing service. AU fines will be doubled and recorded on the student's account along with a \$5 processing fee on the 15th day after the citation was written.

VII. Campus Safety Services

- A. Campus Shuttle – a service that provides transport on campus via a golf cart or AU vehicle. The service is available to students seven days a week from 8:00 P.M. to 1:00 A.M. while classes are in session. A ride can be requested by calling or texting the Shuttle Phone at (859) 297-8249. Please note, the phone is not monitored outside of operating hours.
- B. Safety Transport – when the Campus Shuttle is not in service, The Office of Campus Safety is available to transport students and/or employees 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. Please note that this service may not be immediately available due to other duties that officers may be in the midst of doing.

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VIII. Figures

A. Figure A

Parking Lot #	Sub-lot Designation	Parking lots	Alternate Name
1	Employee	Kinlaw	Library
2	Visitor	Corbitt	Admissions Visitor
3	Purple	Johnson "U"	The "U"
4	Grey	New Trustees Lot	
5	Purple	Old Trustees Lot	
6	Employee	Hamann-Ray	Science Lot
7	Employee/ Grey	Miller	Miller/Theater
8	Grey	James Street Lot	Cage
9	Visitor	Luce Center	Luce
10	Commuter/ Visitor	Lower Track	New lot across from Talbott
11	Employee/ Grey	WGM/ Jameson	WGM Strip/ Akers
12	Employee/ Grey	CLC Lot/ CLC-Compact	McCreless Lot/ CLC-Compact
13	Employee	Admin	Cafeteria/ Boiler house
14	Purple	Kresge Lot	Kresge Lot
15	Purple	Bellevue On street	Bellevue
16	Grey	Bellevue Lot	Aldersgate Lot
ATS	Commuter/ Employee/ Visitor	ATS General	ATS Public Commuter/ Behind the Horse
F1	Employee	Facilities	Physical Plant
M1	Visitor	Macklem	Semi-circle
R1	Resident	Lower Town Homes	Upper Bellevue Apt
R2	Resident	Upper Town Homes	Lower Bellevue Apt
R3	Resident	W Main Apt	Dunkleberger Apt/ 101 W Main
R4	Resident	Wesley Building	Wesley Apt/ 201 S Lexington
R5	Resident	412 Kenyon	Kenyon House
R6	Resident	302 W. Linden	Linden House

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B. Figure B

