



# ASBURY UNIVERSITY

*Academic Excellence & Spiritual Vitality*

## EMPLOYEE PARKING REGULATIONS

UPDATED: January 13, 2025

## EMPLOYEE PARKING REGULATIONS

### I. Purpose

The following regulations were established to educate and inform employees and ensure proper maintenance, control, and use of all Asbury University parking facilities by valid permit holders. Employees are responsible for knowing the University's vehicle regulations and state and local laws.

### II. General Regulations

- A. Regulations are in effect 365 days a year, including holidays and weekends.
- B. All employees driving a vehicle to campus must register the vehicle within 48hrs.
- C. Employee permits are reissued periodically, and employees are limited to one (1) permit per vehicle, barring unforeseen or extenuating circumstances. If employees have multiple vehicles, it is expected that each vehicle will have its own permit.
- 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.
- E. There is no overnight parking in employee lots without prior notification (i.e. leaving vehicle in lot while traveling for AU).

### III. Vehicle Registration

- A. Employees are issued one (1) permit (purple/ white) per vehicle. Parking permits are available by emailing [parking@asbury.edu](mailto:parking@asbury.edu) and provide the following vehicle information:
  - i. Year
  - ii. Make
  - iii. Model
  - iv. Color
  - v. State of vehicle registration
  - vi. Vehicle registration (license plate) number

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Campus Safety will respond to the email and send a hangtag to you or your department administrative assistant.

**Note:** If employees share a vehicle with a family member who is a student at Asbury University, the vehicle must abide by the Employee Parking Regulations, which prohibit overnight parking.

- B. Temporary Permit – A temporary permit (green) is designed for a short-term need (i.e. rental or loaner vehicles). Temporary permits are available by emailing [parking@asbury.edu](mailto:parking@asbury.edu) or by coming to the Campus Safety office in the Rader Student Center.
- C. Medical Permit – A medical permit (pink) allows greater flexibility regarding where employees are permitted to park due to a verifiable medical need. Medical permits are not handicapped placards and do not allow an employee to park in handicapped spaces. Medical permits are available by emailing [parking@asbury.edu](mailto:parking@asbury.edu) or by coming to the Campus Safety office in the Rader Student Center and explaining the need.
- D. Visitor permits- Please note that there are no Visitor parking passes. If there is a need for the guest of an employee to park overnight, they must notify Campus Safety for directions on where to park to avoid receiving a citation and/or being towed. Visitors may call the Switchboard (859) 858-3511 x“0” with information or email [parking@asbury.edu](mailto:parking@asbury.edu).

#### **IV. Permitted Parking Areas**

- A. Employees are permitted to park only in employee designated lots. (see Figures A and B for clarification)
  - i. General employee parking is available in lots 1 (Kinlaw), 6 (Hamann-Ray), 7 (Miller), 9 (Luce), 10 (Lot across from Talbott), 11 (WGM strip/ Akers), and 12 (McCreless Lot/ CLC compact).
  - ii. Center for Health and Wellness employees have signed spaces in lot 14 (Kresge).
  - iii. Admissions employees have signed spaces in lot 4 (New Trustees lot).
  - iv. Select Hager Building employees are permitted in lot 13 (Admin).

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- v. Overflow employee parking is available in the ATS lot or Lot 10 (Lot across from Talbott).

### **V. Restricted Parking Areas**

- A. Except for Lots 9 (Luce) and 13 (Admin), employees 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. Lot 2 (Corbitt "Admissions visitor")
  - ii. Red portion of R3 (this lot is not owned by AU)
  - iii. Macklem Drive and Hughes Ave (across from Johnson Dining Hall).
  - iv. The turnaround areas by Johnson and Trustees
  - v. The road in-front of the Luce Center
- B. Employee Lots are reserved for 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 (Kinlaw) and 6 (Hamann-Ray)
  - ii. Portions of Lots 4 (New Trustees), 7 (Miller), 11 (WGM/ Jameson), 12 (CLC lot/ compact lot) and 14 (Kresge Lot). These areas will be designated by signage and/or paint on the curb/parking stop.
- C. 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.

### **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.

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- 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 without a displayed handicapped permit/ license plate. 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.
- B. Citations – All citations will be received via email. When a Campus Safety writes a citation it will automatically be emailed to the registered user of the offending vehicle.
- i. All violations are the responsibility of the employee registered to the vehicle. For vehicles not initially registered, the employee associated with the vehicle becomes the party responsible.
  - 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.
  - iv. All fines are to be paid online through the AU Parking App OR at the Cashier’s Office in the Hager Administration Building. Employees will receive a receipt as proof of payment.
  - v. If a vehicle is disabled, it is the responsibility of the employee 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:

	Within 14 days	After 14 days
1. No Parking Permit:	\$75	\$150
2. Parked in Fire Lane:	\$75	\$150

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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 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 AVP of Campus Safety and/or the Assistant Director of Campus Safety will review all appeals. Appeals are not to be considered “granted” until an e-mail notification is received from either the AVP or Assistant Director 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 employee 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 vehicles. Once a towing service has been called, towing fees will apply and are the responsibility of the registered owner of the vehicle or person registering the vehicle.

- i. Vehicles parked in these areas are subject to towing:
  1. Fire Lanes
  2. Handicapped Spaces
  3. Macklem Drive

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4. Blocking walkways, driveways, or other marked/designated access points
5. Grassy Areas
  - ii. Towed vehicles will be taken to Crown Towing, 125 Etter Drive, Nicholasville, KY, phone number (859-881-8151). The employee will assume responsibility for retrieving their vehicle and paying all towing costs.
  - iii. Employees are expected to pay all fines owed to AU prior to retrieving their vehicle from the towing service.

### **VII. Campus Safety Services**

- A. Campus Shuttle – The shuttle is a service that provides transport on campus via a golf cart or AU vehicle 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 conducting.

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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/ Employee	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



