

# KENTUCKY STATE UNIVERSITY PARKING PLAN AND REGULATIONS

## A. VEHICLE REGISTRATION

### 1. GENERAL

Every faculty/staff/student/official (regardless of shift or office location) wishing to use parking facilities at Kentucky State University must register their vehicle with the Kentucky State University Transportation Services, while parked on campus, properly display an authorized parking permit. All permits remain the property of the University and must be returned upon request. Permits are specific to the employee and the vehicles (license plates) to which they are registered. Permits may not be transferred, sold or duplicated.

### 2. ELIGIBILITY

Any faculty, staff or and current student of the University or an official, is eligible for campus parking privileges, **unless privileges have been revoked.**

### 3. REGISTRATION

Vehicle registration, assignment to a parking area, and issuance of a parking permit is done by the Kentucky State University Transportation Services.

### 4. FEES

**a.** Parking permit fees may be paid either through payroll deduction or by advance payment. Fees must be paid while in possession of the permit, regardless of use. Sabbatical, medical leave, or absence from the campus does not excuse the permit holder from payment.

**b.** Payment is required unless the permit is returned to Kentucky State University Transportation Services. Failure to remit payment will result in permit revocation. Vehicles associated with revoked permits may be ticketed or towed at the owner's expense.

**c.** Permits **must** be returned upon leave without pay, termination, retirement, or by request of Kentucky State University Transportation Services to end responsibility of fees.

**d. Lost/Stolen permits.** If a permit is lost or stolen, report the incident to the Kentucky State University Transportation Services immediately. A **non-refundable** replacement fee of \$25 will be assessed for lost permits.

### 5. SHORT TERM/VISITOR PERMITS

**a.** Vehicles may be registered for weekly or daily periods for individuals who use vehicles on an occasional basis.

**b.** "One Day" and "Weekly" permits may be purchased at any Kentucky State University Transportation Services.

### 6. ADDRESS AND LICENSE PLATE CHANGES

- a. Permit holders are responsible for reporting address and license plate changes to Kentucky State University Transportation Services
- b. Failure to report these changes may result in vehicles being ticketed or towed from campus and unpaid tickets being sent to the registered vehicle owner.

## **B. ALL PARKING LOTS ON CAMPUS ARE RESERVED**

1. Parking is authorized by the assigned parking permit. All parking regulations remain in effect, regardless of whether or not classes are in session. Vehicles parked in violation may be ticketed and/or towed at the owner's expense.
2. Vehicles with a service/delivery permit are required to park in service/delivery spaces. These spaces are designated by signs and are reserved 24/7. Only authorized service/delivery companies may purchase these permits.
3. University Police reserves the right to change lot usage to accommodate special circumstances.
4. Each lot entrance is signed, listing specific hours of reservation and restrictions.
5. Between 5:00 p.m. and 7:30am on weekdays and throughout the day on Saturdays and Sundays, all lots are open to all permits holders, with the exception of 24/7 reserved spaces.
6. Vehicles parked on campus are at the owner's risk. The university assumes no liability for vehicles parked on Kentucky State University property.

## **C. PERMIT CLASSIFICATIONS**

### **1886 Parking (\$100/month) OR (\$500/Semester)**

- Eligibility: President's Council, Board of Regents, Government Official
- Approximately 50 throughout campus
- 1886 Game Day Parking included

### **Thoroughbred Parking (\$50/month) OR (\$250/Semester)**

- Eligibility: University Forum, Director/Dean/Endowed Professorship

### **Faculty Gold Parking (\$25/month) OR (\$125/Semester)**

- Eligibility: Any KSU Faculty Member

### **Staff Gold Parking (\$25/month) OR (\$125/Semester)**

- Eligibility: Any KSU Staff Member

### **Student Gold Parking (\$50/month) OR (\$250/Semester)**

- Eligibility: Any KSU Student

### **Faculty Green Parking (\$10/month) OR (\$50/Semester)**

- Eligibility: Any KSU Faculty Member

### **Staff Green Parking (\$10/month) OR (\$50/Semester)**

- Eligibility: Any KSU Staff Member

### **Student Green Parking (\$10/month) OR (\$50/Semester)**

- Eligibility: Any KSU Student

### **Visitor (\$5/day) OR (\$25/week)**

- Can park in Visitor designated spaces

### **Metered (\$1.00/hour, and are limited from 15 minutes to 1 hour of parking)**

- Metered parking will be designated by meters postings

**\*NOTE – GREEN LOTS MAY BE CONVERTED TO SPECIAL EVENTS PARKING (e.g. COMMENCEMENT, GAME DAY, ETC).**

**\*\*NOTE – GOLD LOTS WILL NOT BE CONVERTED TO ANY OTHER TYPE OF PARKING.**

#### **D. EVENTS AND SPECIAL CIRCUMSTANCES**

All lots are subject to additional hours of restriction or no restriction based on special University events or University needs.

#### **REGULATIONS**

##### **1. PERMIT DISPLAY. PARKING PERMITS MUST BE PROPERLY DISPLAYED WHILE PARKED:**

**a. Automobiles:** Permit must be hung from the rearview mirror of the vehicle. Permit number and expiration date must be clearly visible from outside the vehicle.

**b. Motorcycles:** permit display is not required for motorcycles (unless there is a front glass), but the motorcycle must be registered as an authorized vehicle with a valid permit.

**c.** Exceptions must be approved by Kentucky State University Transportation Services in advance. **Placing a note on a vehicle**, in lieu of properly displaying a valid parking permit, will be given no consideration by enforcement personnel. Vehicle covers are strictly prohibited, unless the permit and license plate can be clearly seen without removing the cover. No exceptions.

##### **2. PARKING SPACES**

**a.** All parts of the vehicle must be inside the designated parking space; generally indicated by two appropriately colored lines. Parking in grassed areas is not permitted unless at the direction of special event parking staff.

**b.** Motorcycles must have permits and parked in parking spaces in the lot designated by permit. Permit holders are responsible for any lost or stolen permits displayed on motorcycles.

**c.** Any vehicle not parked in a designated legal space is subject to ticketing, towing or booting at the owner's expense.

**d.** Any vehicle parked along curbs or on sidewalks, hindering/damaging university operations or property, or obstructing roadways, designated disability parking spaces, wheelchair ramp laydown (hashed out) areas, fire safety lanes, and reserved spaces is subject to ticketing and/or towing at the owner's expense.

**e.** Parking is not permitted in Accessibility Parking spaces without a state-issued disability parking placard **and** a KSU parking permit for the designated lot (additional fees may be assessed). The ramp laydown (hashed out) area adjacent to the space is considered part of the space and will be enforced accordingly.

f. All reserved spaces, such as 1886 Parking, Accessibility Parking, service/delivery, etc., are reserved 24 hours a day, 7 days a week. This includes holidays and times when the university is not in full operation.

### **3. DISABLED VEHICLES**

a. If a vehicle becomes disabled the permit holder must notify the Kentucky State University Transportation Services immediately with their name, the vehicle's license plate number and location. If the vehicle is not removed after 24 the owner is required to contact a towing company to have the vehicle removed at their expense unless otherwise directed by University Police.

b. Notes left on a vehicle stating that the vehicle is mechanically disabled are given no consideration by enforcement personnel. Vehicles not properly reported to University Police may be ticketed and/or towed at the owner's expense.

### **4. ACCESSIBILITY PARKING (TEMPORARY OR PERMANENT)**

Individuals who require access to marked accessibility parking spaces must apply for a state-issued parking placard. Individuals in need of accessibility parking on campus must display both their placard and University parking permit for the designated lot. Persons may call Transportation Services at (XXX)XXX-XXXX or email [XXXX@kysu.edu](mailto:XXXX@kysu.edu) for accommodations.

## **E. METERED SPACES**

1. Metered parking is provided throughout the campus.

## **G. PARKING TICKETS**

### **1. PAYMENT**

a. Tickets issued to vehicles registered with a valid parking permit through Transportation Services are the responsibility of the permit holder, regardless of who drives the vehicle. These tickets are held 30 days for payment. After 30 days, the fine amount associated with the ticket is doubled. After 45 days, tickets that are associated with the registered vehicle owner are sent to a collections agency, where additional fees will be assessed.

b. Tickets can be paid online with a credit card (Visa, Mastercard, Discover, American Express). Payment may also be made in person check, money order or cash.

### **2. APPEAL**

a. Parking violations may be appealed by submitting a written appeal to Transportation Services.

b. Appeals must be received within **5 calendar days** of the date of the violation in order to be accepted and processed to the Appeals Committee. Please note that the ticket date is counted as day one.

- d.** Transportation Services submits appeals to the appropriate Appeals Committee for independent review. The appellant is notified of the committee's decision by email to their KSU email address. Note: The ticket history (if any) and any photos associated with the violation are included with appeals for the committee's consideration.
- e.** Appeals committee decisions are final.

**3. ABUSE OF PARKING PRIVILEGES**

- a.** Written warnings are sent by email to permit holders after four tickets are written against his/her permit in a fiscal year (July 1 through June 30).
- b.** If eight or more tickets are issued during a fiscal year (July 1 through June 30), the assigned permit will be revoked. No parking is permitted on campus at any time, for any reason, if parking privileges are revoked.
- c.** There are no refunds of money paid for a revoked permit.
- d.** All revoked permits must be returned immediately upon notification. Return permits to the University Police.

**H. FINES**

**1.** Fines for parking violations are listed below. Fines not paid by the due date (15 days) double in fine amount. After 30 days fines will be added to student accounts or deducted from payroll for employees.

<u>VIOLATION</u>	
Improper Display of Permit	\$20
Improper Permit Parking	\$100
Expired Meter	\$20
Double Parking	\$20
Blocking Sidewalk	\$25
Parking on Sidewalk	\$25
Obstructing Traffic	\$20
Misuse of Permit	\$50
Fire Lane/Fire Hydrant Parking	\$20
Accessible Parking	\$25
Boot Tampering Fee	\$200
Boot Removal Fee	\$20

## Parking Locations and Designations

### Academic Services Building (ASB)

- EVP Parking Area
  - 1886
- Building Lined Parking
  - Metered
- Small Non-Building Lined Parking (closer to IT door entrance)
  - Thorobred
- Front Larger Parking
  - Faculty Gold
  - Staff Gold
  - Student Gold
- Rear Parking (Exum side)
  - Faculty Green
  - Staff Green
  - Student Green

### Alumni Stadium

- Field House Building Lined Parking
  - Thorobred
- Field House Non-Building Lined Parking
  - Faculty Gold
  - Staff Gold
  - Student Gold
- General Parking Lot
  - Faculty Green
  - Staff Green
  - Student Green

### Atwood Building

- Rear Parking (3 spaces)
  - Thorobred
- Rear Parking Lot
  - Faculty Green
  - Staff Green
  - Student Green

### Basketball Courts

- Faculty Green
- Staff Green
- Student Green

### Bell Gym

- Rear Building Lined Parking
  - Thorobred

### Benson Farm

- First Row Closest to Building
  - Thorobred
- Remaining Lot
  - Faculty Green
  - Staff Green
  - Student Green

### Bradford Hall

- Campus Entrance Side Parking
  - Faculty Gold
  - Staff Gold
  - Student Gold
- Front of Building (Small Strip inside lot closest to Student Center)
  - Thorobred
- Front of Building (lot)
  - Meter

### Chandler Hall

- Small Strip Facing Hathaway Hall (3 Spaces)
  - Thorobred
- Lot
  - Faculty Gold
  - Staff Gold
  - Student Gold

### Chappell Building

- Front of Building
  - Metered
- Rear of Building Lined Parking
  - Faculty Gold
  - Staff Gold
  - Student Gold
- Rear of Building Lot
  - Faculty Green
  - Staff Green
  - Student Green
- Between Basketball Court and Rear of Building Lot
  - Faculty Green
  - Staff Green
  - Student Green

### Co-Op Building

- Rear Parking
  - Faculty Green
  - Staff Green
  - Student Green

### Exum Center

- Bank Parking
  - Metered
- Street Facing Parking
  - Thorobred
- Lot Parking
  - Faculty Green
  - Staff Green
  - Student Green

### Hume Hall

- Presidents Parking
  - 1886
- Rear of Building Front Line Closest to Buildings
  - Faculty Gold
  - Staff Gold
  - Student Gold
- Lot
  - Faculty Green
  - Staff Green
  - Student Green

### Jackson Hall

- Rear Lined Parking
  - Metered
- Front of Building Parking
  - Reserved for Campus Police

### Jordan Building

- Front of Building
  - Faculty Green
  - Staff Green
  - Student Green
- Side of Building
  - Do these need to be reserved for Facilities Vehicles?

### McCullin Hall

- Rear of Building
  - Faculty Green
  - Staff Green
  - Student Green



Rosenwald Building

- Front of Building Lined Parking

  - Visitor

- Front of Building Non-Lined Parking

  - Faculty Green

  - Staff Green

  - Student Green

# Kentucky State University Parking Permit Application

## Customer Information

Name: \_\_\_\_\_  
Last, First MI KSU IDnumber

Mailing Address: (Street, City, State, Zip) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

KSU Department: \_\_\_\_\_ Room No./Building: \_\_\_\_\_

Vehicle Info: \_\_\_\_\_  
License Plate State Make Model Color

## Permit Information

Permit Requested\* (mark one)

- |   |  |
|---|--|
| <input type="checkbox"/> 1886 Parking         | <input type="checkbox"/> Faculty Green Parking |
| <input type="checkbox"/> Thoroughbred Parking | <input type="checkbox"/> Staff Green Parking   |
| <input type="checkbox"/> Faculty Gold Parking | <input type="checkbox"/> Student Green Parking |
| <input type="checkbox"/> Staff Gold Parking   | <input type="checkbox"/> Accessibility Parking |
| <input type="checkbox"/> Student Gold Parking | <input type="checkbox"/> Short Term Parking    |

\*If you wish to mail this form along with payment, please refer to permit fee schedule, located at <https://kysu.edu/administration-governance/president/safety-security/parking-information/>. By using this form, you agree to follow the rules and regulations as outlined in the Parking and Permit Regulations.

## Payment Method

- |   |   |
|---|---|
| <input type="checkbox"/> Cash (office only)                           | <input type="checkbox"/> Credit card (see below) ** |
| <input type="checkbox"/> Check (payable to Kentucky State University) | <input type="checkbox"/> Payroll Deduction          |

*\*\*KSU Transportation Services only accepts credit cards in person and online. To pay for a permit by means of this application, please send a check only.*

I certify that this information is correct, and hereby authorize Kentucky State University to accept my check, or payroll deduct parking permit fees consistent with the current fee schedule.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please bring or mail completed form  
to: ASB --  
400 East Main Street  
Frankfort, KY 40601

# Kentucky State University Parking Citation Appeal Form

## Customer Information

Employee  Student  Visitor

\_\_\_\_\_  
Name KSU ID number Phone

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip)

## Appeal Information

\_\_\_\_\_  
License Plate State Citation Number Citation Fee Tow Fee Permit Number

## Appeal Statement

State your reason for appeal. Supporting documentation may be attached.

I hereby certify that the above is a true and accurate statement of my appeal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date