

## Ashland University Parking Regulations

The parking regulations for Ashland University intend to provide a regulatory means of ensuring that no individual takes undue advantage of the rights and privileges of all those who use the facilities.

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Safety Services can be reached 24 hours a day, 7 days a week

419-207-5555 • [dispatcher@ashland.edu](mailto:dispatcher@ashland.edu)

## Who should register a vehicle?

Ashland University requires all registered students who are resident or commuter students who will be parking or operating a vehicle or motorcycle on campus must register their vehicle online. This must be done each academic year.

Registering your vehicle is an acknowledgment of these parking policies and serves as an agreement by the registrant to abide by all regulations set forward by Ashland University.

Parking on Ashland University campus is a privilege given to all students, provided the parking regulations and policy are honored. This privilege can be lost for continued violation of these rules. All violations will result in parking fines.

Ashland University assumes no responsibility for the care and protection of any vehicle or its contents at any time while it is operated or parked on campus property. Registering a vehicle does not hold our campus responsible for any damage or theft while your vehicle is parked on campus.

## How does a student register a vehicle?

Students can register for their parking permit online through the student portal by selecting the option for Etrieve Forms. The student parking registration is found under the Students section, named Student Parking Registration. Filling out all the required fields will ensure you get a parking lot that is best suited for you. Assignment of the lots is given first to juniors and seniors during their registration period. Once registration opens for all other class levels, the lots are assigned on a first come first serve basis. If you choose a preferred lot that is full, you will be assigned a secondary lot and put on a waitlist for your preferred lot. If you can move to your preferred lot, you will receive an email from Safety Services letting you know how to get moved to that lot.

Once the registration is received, you will receive an email with the next steps. Registering your vehicle before the beginning of the academic year as a resident student, you will receive your permit when you check in to move into your dorm. Registering your vehicle as a commuter will allow you to pick up your permit after July 15<sup>th</sup> in the Safety Services office located in the Hawkins-Conard Student Center. Any registrations made after the start of the academic year will be available within 24 business hours of the registration in the Safety Services office.

Students are charged \$95 for the parking permit for the full academic year. If you only have a vehicle on campus for the spring semester, or are starting your AU education in the spring, the cost is \$47. Fall semester graduates who have paid for a full academic year may request a refund. Refunds can be requested by visiting the Safety Services office on campus or by emailing [security@ashland.edu](mailto:security@ashland.edu). No refunds will be given without a request for fall graduates.

Should there be a reason that you need to change parking lots during the academic year, due to moving dorms or a change of resident/commuter status, the cost of the new permit, only if your vehicle was already registered, would be \$2 for the new sticker.

When purchasing a new car during the academic year, you may email Safety Services, [security@ashland.edu](mailto:security@ashland.edu), and notify them of the new vehicle information. The sticker on your old registered vehicle may be moved to this new vehicle only if it is still sticks to the window and you have notified Safety Services. A citation can be given if the permit does not match the car

information, even if the permit is in your name. If you cannot remove the sticker, it does not stick to the window of your new vehicle, or sold the old vehicle with the sticker, there is \$2 fee for a new sticker for your new vehicle that you can obtain in the Safety Services office.

**CCP Parking Passes**

As a College Credit Plus (CCP) student you are required to get a parking permit. These permits can be obtained by registering through the student portal, as described in section *How does a student register a vehicle?*. Students will fill out this form, marking required options by selecting CCP. This permit will be available after July 15<sup>th</sup> to pick up in the Safety Services office, or may be picked up the first week of classes that you are on campus. As a CCP student, you can park in any lots/spaces marked for our Commuting students. Refer to the section *Where Can Students Park?* for these specific parking options.

As an online CCP student, you will not need to acquire a parking pass for your classes.

**College of Nursing Student Parking**

Students who are resident students at the College of Nursing (CON) campus will register for a parking permit like Ashland Main Campus Students. These students will receive their permits during their check in when receiving their key for their room. If they are not obtained during this time, their permits will be sent to the CON campus, and they will be able to get their permit from the Assistant Director of Resident Life in the academic building. CON resident students are to park in the lots designated on the College of Nursing campus. They are not permitted to park in marked faculty/staff spaces or otherwise reserved spaces.

Students who are CON commuters will also register for a parking permit like Ashland Main Campus commuter students. They will be able to get their permit from the Assistant Director of Resident Life on the CON campus. Commuters are not permitted to park in marked faculty/staff spaces or otherwise reserved spaces. They can park in all other parking areas on the CON campus.

If you are a Physician Assistant student and are living on the campus with your family, you can receive up to 2 parking passes for vehicles used by the student and their family. Additional parking permits may be allowed with a discussion with the Operations Manager of Safety Services, only if space allows.

For guest parking, guests should park in the academic parking lot and walk across campus. This is to avoid overcrowding of our residential lot so that people who pay to park have a spot. Guests do not have to purchase a parking permit.

\*See page 11 for **CON Campus Map**

**Where should students park?**

Students are assigned a lot they are allowed to park in based on their residency on campus. Each hall has nearby parking lots that students are assigned to based on availability. Students are required to stay in their assigned lot. Should their lot be full due to a campus event or other circumstance, they should park only in other student parking lots. As a commuter student, you can park in any of the lots that have a commuter status row marked. Students may park in faculty staff lots/spaces for loading/unloading purposes and must have their flashers on for only a maximum of 20 minutes. Student parking lots are as follows:

- Lot M - Resident students only.
- Lot B - Resident and commuter students. Commuters can park only in the rows marked commuter. Resident students are not permitted to park in the marked commuter rows.
- Lot H - All students with a valid permit
- Lot G - Resident students only. Commuters can park in the rows marked.
- Lot J - Resident students only. The Athletic Row in this lot is only for commuting athletes and athletes that reside on the opposite side of campus only.
- Lot L - Resident students only.
- Lot K - Resident students only.
- Lot I - Commuter students only.
- Lot D - Commuter students only in the row marked.
- Lot C - Commuter students only in the row marked.
- Lot T - All students with a valid permit.
- Lot F - Resident students only.

\*Please see *pg. 9-10* for **Campus Maps**

NOTE: Student vehicles are not to be used for general transportation between campus buildings. Please take this into consideration and allow ample time to get to your class and/or practices before they begin. Lack of time to walk is not considered a valid excuse for violating parking policies.

### **Where are students not allowed to park?**

When parking in campus lots, please be sure to read the signs upon entering the lot, they will indicate who can park in that lot. Be sure to pay attention to any signage within the lot marking reserved/visitor/faculty/staff spacing, as a student these are not able to be used to park.

Students are not permitted to park in any of the following areas:

- Faculty/staff lots or marked faculty/staff spaces in parking lots during the hours of 7am-5pm Monday through Friday \*
- Fire Lanes
- Handicap Parking (Unless you have a proper permit displayed)
- Visitor Parking \*
- Service Vehicle spaces
- No Parking Zones
- Grass, gravel, construction areas or any area not designated as a parking space or lot

\*Please see *pg. 9-10* for **Campus Maps**

Handicap parking may be used only with permission upon students providing a written excuse from a physician. This type of permission will be granted for limited periods only. All other use of handicapped parking requires a handicap permit or license plate issued by the State of Ohio.

Faculty/staff lots/spaces are permitted from 5pm-7am during the week and during the weekend. However, vehicles in these spaces/lots outside of this time are subject to a parking violation.

As a student at Ashland University, you are never a visitor. These parking spaces are never to be used by students.

## **Temporary/Visitor Parking Passes**

Students can be given temporary passes if they are borrowing/renting another vehicle while their registered vehicle is unavailable. To obtain this pass, go to the Safety Services office in the Hawkins-Conard Student Center. You will need to have the license plate number of the vehicle you will be driving on campus. These permits are written for a specific time frame. They can be reissued if your registered vehicle is still not available at the end of that time. Temporary permits can be given to students who do not have a registered vehicle on campus on a case-by-case basis and will only be permitted with approval by the Safety Services office.

Visitor parking passes can also be obtained in the Safety Services office in the Hawkins Conard Student Center. These passes are for friends or family so that they do not receive a ticket while they are on campus. If you have someone coming to visit you, please get them a visitor pass. This allows our safety officers to know that their vehicle is permitted to be on campus.

## **Violation of Parking Policy**

Anyone who owns and/or operates a motor vehicle on the Ashland University campus must obey the campus rules pertaining to motor vehicles. The person to whom the vehicle is registered (Ashland University registration) will be responsible for all the Ashland University citations issued for that vehicle. If the vehicle has not been properly registered with the Safety Services Department, citations may be issued to the owner or student operator of the vehicle. It is expected that drivers will operate motor vehicles on campus in a responsible manner. Irresponsible use may result in fines, immobilization, towing, and/or judicial action. During the summer and over breaks (i.e., Christmas, spring, etc.) students are still expected to adhere to the parking regulations.

Any student who brings a vehicle on campus and fails to register that vehicle is subject to fines and/or disciplinary action by Student Life. Any violations received belong to the driver of the vehicle on campus, despite the actual vehicle registration. As students, it is understood that there is a majority of vehicles on campus that belong to a parent/guardian or other family member of a student. If you are driving a vehicle that is not registered under Ashland University policy and are not following the regulations in place, you are subject to the fines and consequences of these decisions.

Safety Services reserves the right to trace the license plate number of any unregistered vehicle parked on Ashland University property through previous years' registry of vehicles. When student identification is established after tracing the license plate of an unregistered vehicle, any parking violation fines incurred by the vehicle will be added to the student's account.

## **Chronic Offenders**

A chronic offender is a classification of AU registered student operated vehicles whom have received three or more parking violations. A violation received after the third violation can be subject to having an immobilization device (boot) installed on their vehicle or having the vehicle towed. The owner or student operator will be responsible for towing and impounding costs. If the chronic offender is an

unregistered AU vehicle belonging to and operated by a current student on campus (by verification of previously registered years or being witnessed by Safety Services associates operating the vehicle), they are also subject to paying the registration for their vehicle along with any towing or boot removal charges.

The vehicle immobilizer, or "boot", is a yellow device that is installed on a wheel that renders the vehicle disabled until the device is removed. Tampering with, removing, or taking the device may result in civil or criminal charges. Ashland University and the installer of the device are not responsible for any damage to a vehicle caused by the device. The cost to have the device removed is \$25.

Continued disregard of the parking policies may also result in judicial action. This can lead to the offender losing all parking privileges on campus in addition to judicial action by Student Life.

### **Towing of Vehicles**

Ashland University uses an outside company to tow and impound vehicles and assumes no liability for the vehicle or its contents during the tow or impounding. Before towing, Ashland University will use all means possible to contact the owner or student operator of the vehicle to avoid having it towed. The only exception is students known as chronic offenders for violation of the parking policy, these will be towed without contact. The following outlines the Ashland University policy on towing and impounding vehicles:

- **Enforcement Tow and Impound:** After an individual has been classified as a chronic offender, further violations may result in the vehicle being towed and impounded at the expense of the student operator or owner. Towing will be authorized by the Safety Services Operations Manager or officer on duty. In some situations, a vehicle may be towed and impounded if they are not a chronic offender if they are violating one of the following and all efforts to reach the owner/student operator have failed. Enforcement tows and impounding include, but are not limited to, vehicles:
  - Parked in a handicapped spot, fire lane, or fire department hook-up
  - Blocking lot entrances, traffic lanes, or blocking vehicles
  - Unregistered vehicles whose operator fails to comply with a request or directive from associates of Safety Services
  - Displaying a forged permit or whose owner or student operator provided false registration information
  - Whose operator fails to comply with parking regulations
  - Parked in an area blocked off for special event parking or construction
  - Parked in crosswalks or pedestrian walkways
  
- **Abandoned Vehicles and/or Hazardous Vehicles:** A vehicle is considered abandoned if the vehicle is unregistered, the owner or student operator has not responded to tickets, and/or the vehicle has not been moved in several days. If the vehicle is claimed after already being towed, the owner or student operator is responsible for paying any fees to claim the vehicle. Vehicles leaking a hazardous substance may also be towed without notice to the

owner or operator. Towing is at the expense of the vehicle owner or student operator. Vehicle owners or student operators are also responsible for any damage to the environment or other property as a result of hazardous material leaking from the vehicle.

To learn how to retrieve your car after it has been towed, please contact the Safety Services office at 419-207-5555.

## Parking Fines & Appeals

Parking fines can range from a minor violation at \$5, to \$200 for larger or multiple violations. The indicated cost of the violation will be marked on the ticket received, along with the violating reason for the ticket. In general, the cost per violation is as follows:

- Faculty/Staff or Visitor lot or spaces - \$50.00
- Parking in unassigned lot - \$50.00
- Reserved or Restricted parking lot or spaces - \$50.00
- Valid permit not displayed or Misuse of Permit- \$50.00
- Failure to move for event parking - \$10.00
- Improper display of permit - \$5.00
- Unregistered Vehicle - \$50.00 \*

\*All student vehicles must be registered to park on campus. A \$50.00 fine will be added for any vehicle not registered at the date and time a citation is written. Please refer to the section *How does a student register their vehicle?* for help in registering your vehicle.

As a student on campus, you are not allowed to use a faculty/staff parking hangtag for any reason. If you have family or friends that are faculty/staff, as a student, you cannot use their permit to park in lots other than your assigned student lot. This is subject to a parking violation and ticket issued to the owner of the hangtag. If you drive a vehicle owned by faculty/staff, you must also register the vehicle as a student.

Do not ignore your parking tickets. If you receive a citation, it is your responsibility to read all instructions located on the citation and follow through with the instructions as needed.

Fines may be paid by cash, check, or credit card at the Safety Services office within 72 hours of the violation. Additionally, you can dispute your ticket within those 72 hours. Once a ticket is received, it is processed through the Safety Services office and you will receive an email through Etrieve regarding your parking violation. If you open the live link in the email it will give you all details of your ticket and the ability to appeal the ticket. There is also the option to mark that you are going to pay the ticket without appeal. You may also submit your parking appeal by going through the Student Portal and using Etrieve, under Student Forms, and clicking on the Parking Appeal form. Appeals may also be made by phone or in the office by speaking to the Operations Manager. In the event there are multiple violations noted on the ticket, all violations will be assessed during the appeal hearing.

If no attempt to dispute your ticket is made within 72 hours, the fines will stand and will be applied to your student account. All parking fines you receive will be added to your student account, if not paid for or appealed in the Safety Services office.

Please be aware the following is not considered an appropriate reason for appealing your citation:

- Parked in a fire lane or other restricted space for only a few minutes.
- Inclement weather.
- Late for class, work, practice, or meeting.
- Another student, faculty, or staff member indicated incorrectly that parking is permitted at a particular location. (If you are unsure ALWAYS contact our office for accurate information)
- Unaware of allowable parking lots or allowable parking methods.
- Previous observation of inappropriately parked vehicles in the same lot or method.

### **Important Campus Parking Information**

All regulations listed within this policy are in effect 24 hours a day, 7 days a week, throughout the year. For the safety of all, students are required to obey the instructions of any Safety Services officer who observes any violation of these actions.

Pedestrians always have the right of way.

Driving and/or parking on sidewalks, corridors, or lawns is not permitted.

Removal of barricades or safety cones to obtain access to restricted areas is not permitted.

Students are prohibited from any unsafe driving activities on campus grounds.

All motor vehicle accidents that occur on campus must be reported to Safety Services immediately at 419-207-5555.

Safety Service Officers can help in the event of a vehicle lockout or a vehicle needing a jump start. Vehicles that are registered on campus can receive this help at no cost, if the vehicle is not registered on campus there is a \$25 fee for their services.

Safety Services should be your only source of information regarding parking policies contained within these Student Parking Regulations. Safety Services is not responsible for any incorrect information given by any unauthorized sources. If you have questions regarding the parking regulations, please contact their office at 419-207-5555 or email [security@ashland.edu](mailto:security@ashland.edu).

Every attempt has been made to provide complete information to the Ashland University community. Any parking situations not covered by the written Student Parking Regulations shall be defined by the Operations Manager of Safety Services.

Ashland University Student Parking Regulations are subject to change. Any amendments will be appropriately communicated.

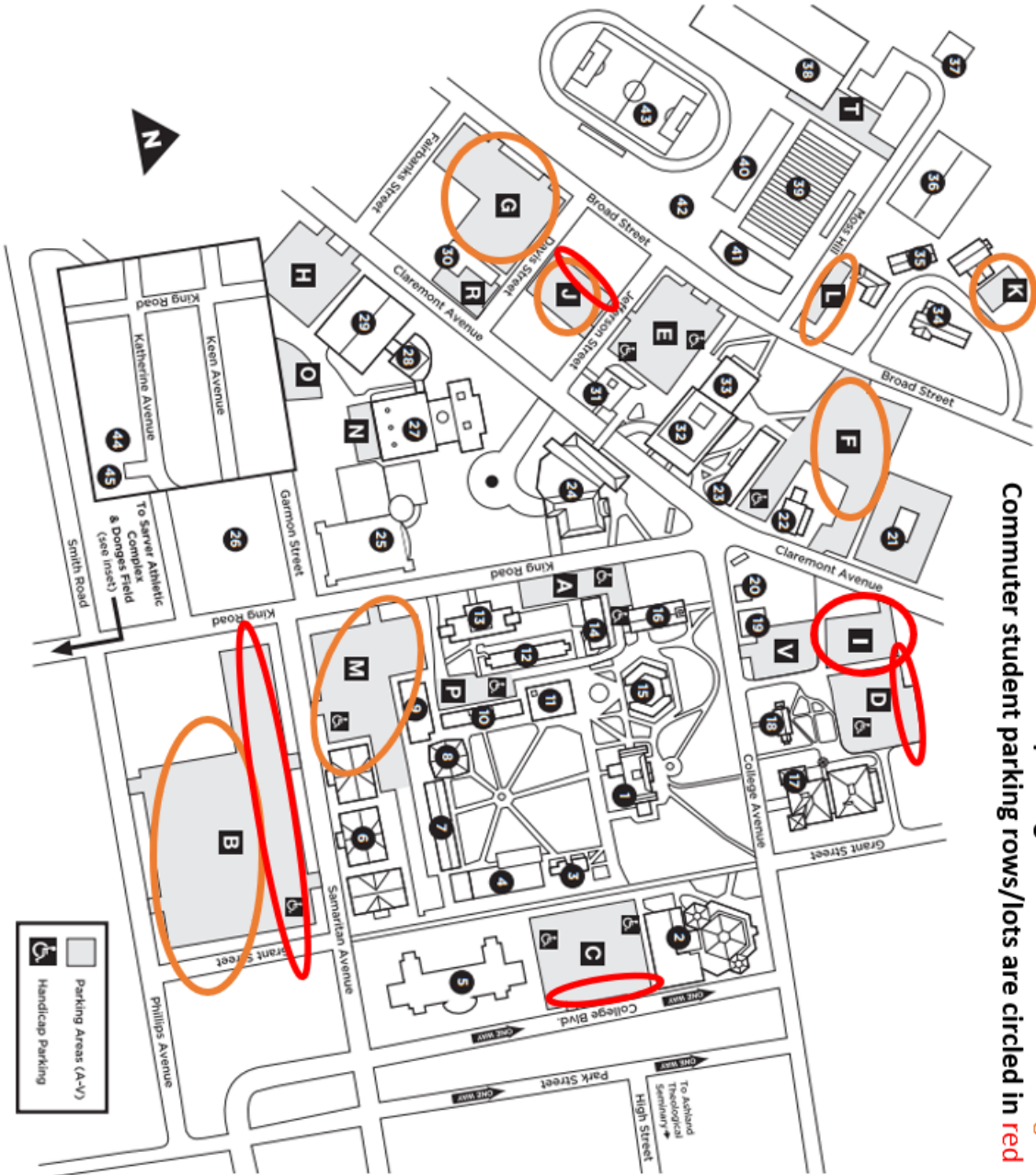


Residential student parking lots are circled in orange.  
Commuter student parking rows/lots are circled in red.

**1** Founders Hall (FOUN)  
**2** Center for the Arts (CFA); Hugo Young Theatre  
**3** Kates Center for Family & Consumer Sciences (KC)  
**4** Kettering Science Center (KET)  
**5** Dwight Schlar College of Education (SCOE); John M. Ashbrook Center for Public Affairs  
**6** Senior Apartments  
**7** Jacobs Hall (JCB)  
**8** Redwood Hall (RED)  
**9** Clayton Hall  
**10** Myers Hall  
**11** Patterson Instructional Technology Center (PTC)  
**12** Clark Hall  
**13** Killebaker Hall  
**14** Bicker Hall; Center for the Humanities (CFHB)  
**15** Archer Library (LIB); Lyceum Café; Rinehart Center for Religious Studies (RCRS)  
**16** Jack & Deb Miller Chapel  
**17** Richard E. & Sandra J. Dauch College of Business & Economics (DACH); Burton D. Morgan Center for Entrepreneurial Studies  
**18** The Gill Welcome Center/Office of Admissions  
**19** Jack W. Liebert Military & Veteran Resource Center  
**20** Homeschool and Classical Learning Center  
**21** Eagle Consulting  
**22** Facilities Offices  
**23** Andrews Hall (AND)  
**24** Hawkins-Conard Student Center (HCSC); Campus Store  
**25** Recreation and Arthur L. & Maxine Sheets Rybolt Sport Sciences Center (RSS)  
**26** Intramural Fields  
**27** Physical Education Center; Kates Gymnasium  
**28** Wurster Fitness Center  
**29** Conard Field House  
**30** Claemont Building (CLMT)  
**31** Kern Hall  
**32** John C. Myers Convocation Center (CONV)  
**33** Amstutz Hall  
**34** Fraternity Houses  
**35** USA House  
**36** Deborah Liebert Karl Tennis Complex  
**37** Eagle Ridge Manor  
**38** Niss Athletic Center  
**39** Fred Marthelli Field  
**40** Jack Miller Stadium  
**41** Troop Center  
**42** Dwight Schlar Athletic Complex  
**43** Ferguson Field  
**44** Sarver Field  
**45** Donges Field

**A** Parking Lots A-V  
 All lots include handicap spaces  
 Lots D, I and V are closest to the Office of Admissions, located in The Gill Welcome Center (Building #18).

**Map Labels:** From Rt. 42, North, South, To Ashland Theological Seminary, King Road, Kettering Avenue, Kettering Avenue, King Road, Kettering Avenue, Kettering Avenue.



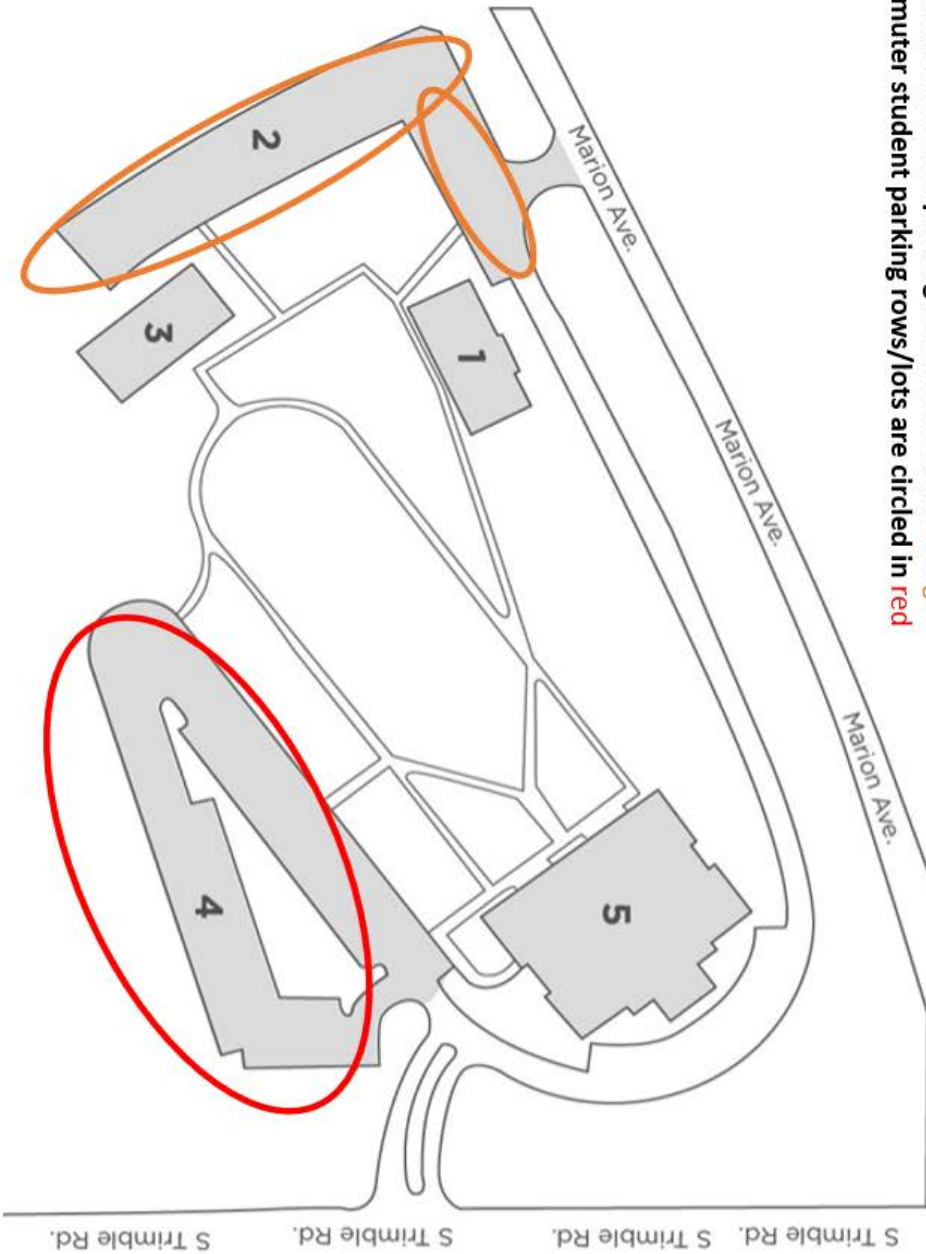
Residential student parking lots are circled in orange  
Commuter student parking rows/lots are circled in red

**ASHLAND UNIVERSITY**

- 1 Founders Hall (FOUN)
- 2 Center for the Arts (CPA); Hugo Young Theatre
- 3 Kates Center for Family & Consumer Sciences (KCF)
- 4 Kettering Science Center (KET)
- 5 Dwight Schlar College of Education (SCOE)
- 6 John M. Ashbrook Center for Public Affairs
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- 31 Conard Field House
- 32 Claremont Building (CLMT)
- 33 Kern Hall
- 34 John C. Myers Convocation Center (CONV)
- 35 Arnstutz Hall
- 36 USA House
- 37 Fraternity Houses
- 38 Deborah Liebert Karl Tennis Complex
- 39 Eagle Ridge Manor
- 40 Niss Athletic Center
- 41 Fred Martineff Field
- 42 Jack Miller Stadium
- 43 Troop Center
- 44 Dwight Schlar Athletic Complex
- 45 Ferguson Field
- 46 Saaver Field
- 47 Donges Field

## COLLEGE OF NURSING AND HEALTH SCIENCES CAMPUS MAP

Residential student parking lots are circled in orange  
Commuter student parking rows/lots are circled in red



- ASHLAND**  
UNIVERSITY
1. 1071 Residence Hall
  2. Residential Parking Lot
  3. 1081 Residence Hall
  4. Commuter Parking Lot
  5. College of Nursing and Health Sciences Academic Building.