I. POLICY STATEMENT

PERMITS

Faculty Permits
Faculty and Staff can purchase a permit by coming to the Parking Services office. All faculty and staff that are paid through Northern Kentucky University must purchase their permit via payroll deduction.

Student Permits
Students can register to purchase a permit online at our website or by coming to the Parking Services office. Permits can be purchased by the semester or the year. If you have outstanding parking fines they must be paid before you can receive your permit.

Visitor Parking
Visitors may park in garages.

Contractor/Vendor Permits
Contractors or vendors who will be on the campus for extended periods of time due to construction or contract work are expected to make arrangements with the Parking Services office for a permit. If you make frequent short-term visits (30 minutes or less) to the campus for deliveries, business reasons, etc. a permit will be provided free of charge.

Callahan Permits
Callahan Hall Permits are valid on the main campus after 3:00 p.m. Monday through Friday and all day weekends. During times when the Callahan shuttle is unavailable these permits will be honored on main campus in any student or open lots.

VIP Parking Permit
Vehicles displaying a VIP parking pass may park in any legal parking space other than a handicapped space or reserved space.

Motorcycle/Bicycle
In addition to the one (1) permit for you motor vehicle, an applicant may be issued a decal for a motorcycle at no charge. A motorcycle decal must be displayed only on the vehicle for which it was obtained and may not be transferred between vehicles. Decals may never be taped or laminated, or applied in any way so as to be removed and used in another vehicle. For safety reasons motorcycles are not allowed to park in garages.
Lost/Stolen Permits
If your permit is lost or stolen please report it to Parking Services. The cost of a replacement permit is $25.00. If the lost/stolen permit is found the vehicle displaying the permit will be impounded. The individual will make reimbursement to the original owner of the lost/stolen permit. Anyone misrepresenting the circumstances of the loss or theft of a permit will be subject to student judicial actions or prosecution in accordance with Kentucky Criminal Law.

Retiree Permit
A retiree permit is for the exclusive use of the Retiree only. The employee must have had a parking permit at least two years prior to retirement. Should an employee return to the university for the purposes of employment, the retiree permit should be returned to Parking Services and a faculty/staff permit must be obtained and parking deductions should resume.

Music Prep Permit
This permit is valid in any “Student” and “Open” lots. After 6:00 p.m. you may park in lots marked “faculty”.

Loading Permits
For purposes of loading or unloading, operators of vehicles must obtain a loading permit at no charge from the Parking Services office. The loading permit is good for 30 minutes, and the vehicle must be parked in a loading zone or other approved parking space. Loading permits do not authorize the holder to park where parking is specifically prohibited or in handicapped and reserve spaces. Since no other permit allows this privilege, it is necessary to display the loading pass regardless of any other parking permit that is displayed.

Disability Parking
Handicapped Permit
To park in a handicapped parking space, the applicant must have an NKU Handicap parking permit and a state-issued handicapped designated plate, placard, or handicapped parking permit registered in their name.

Temporary Handicapped Permit
To obtain a temporary handicapped parking permit, the applicant must bring to the Parking Services Office a certification from the physician explaining the temporary disability. The letter must also contain a statement as to the dates the physician expects the person to be temporarily disabled. The temporary handicapped permit will only be valid for a maximum of six (6) weeks and must be placed on the dashboard in plain view. This permit allows the individual to park in a faculty/staff parking space (except for reserved spaces), student parking area, or handicapped space.

Please contact the Parking Services Office at (859) 572-5505 to obtain a permit.

Refunds
Refunds will be processed under the following conditions:

- **Faculty/Staff**: Please return your permit to Parking Services and we will cancel your payroll deductions immediately provided there are no outstanding parking fines on your account.
- **Students**: A full refund will be given for permits purchased for the “semester only” that are returned with the first weeks of class during the fall and spring semesters. If you choose to purchase a permit for the full year at the
discounted rate a refund will be given during the first three (3) weeks of the fall semester only. Refunds will not be issued if you have an outstanding balance with the University.

II. ENTITIES AFFECTED

Faculty, Staff, Students, and Visitors

REVISION HISTORY

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<tr>
<th>REVISION TYPE</th>
<th>MONTH/YEAR APPROVED</th>
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