I. POLICY STATEMENT

Parking Permit Regulations

1. All students, faculty, staff and other persons affiliated with the University (contractors, vendors, etc.) who operate and park a motor vehicle on the Highland Heights campus must properly display a current parking permit on their vehicle.

   - Students, faculty, and staff who park on campus after normal hours must also obtain and display a current parking permit. This includes students who take classes at night and faculty or staff members who work at night.

2. All parking permits for the fiscal year expire at the end of the Summer Semester. Those with a continuing need to drive or park on the campus must obtain a new permit prior to the Fall Semester.

   - With the exception of Lot N or a reserved parking space, paying the fee to obtain a permit gives an individual the license to park legally on campus.
   - Those attempting to park on campus between 8 a.m. and 12 p.m. are advised to arrive well before their class, appointment, or the beginning of their scheduled work shift. Since 8 a.m. to noon is the period during which the campus is most heavily populated, the only spaces available may be located a considerable distance from an individual's final destination.

3. The person who obtains a parking permit is responsible for the following while the vehicle is on the campus:

   - The safe operation of the vehicle upon which the permit is displayed.
   - The conduct of any passengers in the vehicle.
   - All parking and traffic citations issued to that permit.
   - The power maintenance of the vehicle's lights and safety equipment.

4. Faculty/staff permits for the use of the registered faculty/staff member only and must not be used by spouses/children who are students or by any other individual and may result in fines and the revocation of the parking permit.

5. Faculty/staff members who resign from the University to become full-time students must turn in their faculty/staff permit and purchase a student permit from the Parking Office.

6. Students who become full-time employees of Northern Kentucky University must turn in their student permit and purchase a faculty/staff permit at the Parking Office at full price based on month of change.

7. All permits and decals remain the legal property of Northern Kentucky University.
8. Between 7 a.m. and 6 p.m., Monday through Friday, on days when university classes are in session, vehicles must be parked only in those areas that correspond to the type of permit displayed on the vehicle.

9. A parking pass will be provided to members of the Campus Recreation Center who are not directly affiliated with the university. This parking pass will be limited to parking in lots G & S and Kenton garage after 3:00 pm. These permits are issued by the Department of Campus Recreation.

10. Any vehicle parked on campus for the benefit/purpose of a specific student or employee must be parked in accordance with the student's or employee's classification and must have an appropriate permit properly displayed. The student or employee will be responsible for any citations issued to the vehicle if it is not parked in accordance with campus regulations.

11. Parking permits must not be altered or defaced in any manner. This includes changing the wording or the expiration date.

12. Each faculty/staff member/contract employee is limited to one (1) permit for a four-wheeled motor vehicle. A permit may be transferred from one vehicle to another, but must be used only by the student or employee to whom it was issued. Furthermore, the issued permit will only cover parking for one vehicle on campus at a time.

13. In the event your vehicle becomes disabled, it is the owner/driver's responsibility for its removal as soon as available services permit. Lot and/or garages may not be used to store a vehicle. If a vehicle will be left unattended for more than 48 hours, the owner/driver should contact Parking Services.

II. ENTITIES AFFECTED

Faculty, Staff, Student, and Visitors

REVISION HISTORY

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Northern Kentucky University Policy Administration