

# Murray State University

## Parking Regulations

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## INTRODUCTION

All individuals accessing Murray State University campus and parking on Murray State University property must abide by the Parking Regulations.

All students, faculty/staff, contractors/vendors, and visitors (full-time, part-time, retired, or volunteer) who operate a motor vehicle on the MSU main campus must register all vehicles that will be driven on campus. This includes all personnel who work or maintain an office on campus and regional campus employees who access the main campus.

Annual renewal of a permit and vehicle registration is required for each individual driving and/or operating a vehicle on campus and should be completed by accessing the Parking Portal via myGate before your arrival to campus.

Murray State University uses virtual permits for all vehicle registration activity. All faculty, staff, students, vendors, contractors, and non-MSU agencies operating and/or parking a vehicle on the MSU main campus must have a valid permit.

Multiple drivers are not valid on a parking account unless multiple permits are purchased.

Students, faculty, or staff who do not have cause to regularly access campus must contact Murray State Parking Services to request a parking permit prior to their arrival on campus.

Students, faculty, or staff with cause to access the MSU main campus as often as one day per week for any reason must purchase a permit and register their vehicle for valid parking on campus.

All individuals accessing campus must park legally, properly, and in the correct location.

The use of flashers/hazard lights does not constitute legal parking.

## REGISTRATION

### ACQUIRING A PERMIT

A permit should be purchased before the beginning of the semester. This includes all faculty, staff, students, contractors, vendors, volunteers, and non-MSU agencies parking on the MSU main campus.

Permits are valid for the current academic term (fall, spring, and summer sessions) and last from August 1 to July 31 of each academic year.

Parking is enforced 24/7, including the first day of scheduled classes each semester.

The information required to register a vehicle is as follows:

- Name
- Phone Number
- MSU ID or Driver's License Number
- License Plate Number
- Vehicle Year, Make, Model, and Color
- Local Address
- State of Vehicle Registration
- Valid Current Email Address (if you do not hold a Murray State email account)

### Students

- I. Students accessing the main campus as often as once a week must purchase an annual permit in order to operate a motor vehicle on campus. A student permit may be purchased by accessing the Parking Portal via myGate.
- II. Regional campus and online students who access the main campus as often as one day per week must complete a vehicle registration for the main campus and will be required to pay the annual registration fee.
- III. Regional campus and online students who do not access the main campus as often as one day per week must contact parking services to request a permit for each visit to the main campus. This includes everyone registered as an MSU student. Permit access will be issued only for the allotted time the student will be on campus for that week. This permit will only allow access to Red Zones.
- IV. A temporary permit may be requested by emailing Parking Services at [msu.parkingoffice@murraystate.edu](mailto:msu.parkingoffice@murraystate.edu)
- V. Student teachers, student employees, and graduate assistants do not qualify for faculty/staff parking zone access and may only purchase a student permit.
- VI. Racer Academy students taking classes at their local high school or on-campus, with no classes on the main campus, will be given a red parking permit at no charge but must request the permit through their Parking Portal or by contacting Parking Services.

### Faculty/Staff

- I. All faculty and staff accessing campus must purchase an annual permit. Permits may be purchased online by accessing the Parking Portal via myGate.

- II. All Murray State regular full-time and part-time faculty/staff are required to use payroll deduction to purchase an annual Permit.
- III. Temporary and Adjunct faculty and staff are not eligible for payroll deductions and must pay online with a debit card, credit card, or ACH payment.

#### Vendor/Contractor/Non-MSU

- I. Vendors, contractors, and non-MSU agencies providing a service on campus must contact parking to purchase a permit, regardless of how often they access campus. Vendors, contractors, and non-MSU agencies must pay online with a debit card, credit card, or ACH payment.

#### PERMIT AND VEHICLE REGISTRATION FEES

The following fee shall be assessed to all Murray State University students, faculty, and staff members who wish to park on campus:

**\$200 Permit** – This fee covers the fall, spring, and summer sessions for the standard permit. Permits available for this fee include the Blue Permit, Red Permit, Yellow Permit, or White Permit. The permit available is dependent upon classification with the university.

- I. Only employees are eligible for blue access.
- II. Only commuters, residents of Station 74, and residents of Regents or White colleges are eligible for red access.
- III. Only residents of the North Residential complex and College Courts are eligible for yellow access.

**\$100 Permit** – This fee covers the fall, spring, and all summer sessions for the Purple/Economy permit. Purple/Economy Permits are available for any faculty, staff, or student and are valid in perimeter lots ONLY. Perimeter lots include the Lower Stadium, Hamilton Field, Hamilton North, Sorority Suites, and the West Farm.

**\$75 Motorcycle Permit** – Motorcycles/scooters/mopeds must be registered and require the use of a separate motorcycle permit. This permit allows motorcycles/scooters/mopeds access to designated motorcycle zones on the MSU main campus. This permit must be purchased in addition to a standard or economy vehicle permit. Motorcycles/scooters/mopeds are not valid under an existing standard or economy permit. Under no circumstances are motorcycles/scooters/mopeds permitted to park on sidewalks, grass, stairwells, or areas not designated for motorcycle parking.

**\$25 Prorated Summer Permit** – This fee covers the summer sessions beginning after spring graduation and expires July 31<sup>st</sup>. All faculty, staff, and students are eligible for this permit during the summer sessions only. This permit cannot be purchased or used during the fall or spring semesters.

Retired MSU faculty and staff are eligible for faculty/staff permit privileges (blue zone access) or a long-term visitor permit at no cost. Vehicle registration may be requested through the parking portal on myGate. Blue zone access may be requested via the retiree's myGate account or by contacting Parking Services. To be

considered in this category, the individual must have five years of service with Murray State University and must have had vehicle registration before retirement.

A person retired from Murray State who returns to work for the university in any capacity will be considered an employee, must complete the request for a permit for blue zone access, and will no longer be eligible for a long-term visitor permit.

All parking regulations, including parking zones and fines, apply to retired faculty/staff.

## VEHICLE REGISTRATION

Registration is enforced 24 hours daily. Vehicles may be registered online through the parking portal and permits must be purchased before parking on campus. An individual may include multiple vehicles on their registration at no additional cost as long as they are the **only driver** of the vehicles. A vehicle cannot be added to multiple accounts without approval from Parking Services.

The parking permit is assigned to the driver. Drivers must park in the eligible color zone(s) they are assigned upon permit purchase and registration.

Multiple drivers are not valid on a parking account unless multiple permits are purchased. However, employees (including faculty, staff, and vendor employees) of the same family who own and share only **one vehicle** to commute to work may register for one parking permit **with approval and verification from Parking Services**. Family is defined as two or more people related by birth, marriage, or adoption residing in the same housing unit.

If an employee shares a vehicle with a student family member, both the employee and the student must possess a separate permit unless the employee chooses to restrict parking to the student's parking zone.

No employee or student may "share" a permit with non-family members. Registering vehicles belonging to non-family members under one account will be considered a False Registration violation, unless the "shared" permit has been approved and verified by Parking Services, and will result in a \$100 fine that is not eligible for the Pay It Forward program. A boot warning will be issued with the initial violation. Continued violation of this regulation could result in the suspension of parking privileges and the towing of all vehicles associated with the false registration.

Drivers operating/parking rental vehicles on the MSU main campus must have a valid permit in their name.

## MOTORCYCLE REGISTRATION

Any two-wheeled vehicle with a motor, including scooters and mopeds is considered a motorcycle and must be registered with Murray State Parking Services and is required to pay a \$75 registration access fee for Motorcycle Zones ONLY.

Motorcycles/scooters/mopeds are allowed to park only in designated motorcycle parking spaces. Under no circumstances are motorcycles/scooters/mopeds permitted to park on sidewalks, grass, stairwells, or areas not assigned for parking.

Motorcycles/scooters/mopeds must park with the rear license plate facing the main line of traffic.

Failure to properly register and park a motorcycle/scooter/moped on campus can result in citations.

#### BICYCLE REGISTRATION

Bicycle Registration is free and is strongly encouraged for all bicycles parked or operated on the Murray State University main campus. The benefit to registering your bicycle is an increase in the likelihood of return if the bike is lost or stolen.

Once you have registered your bicycle, it will remain registered to you and your bicycle permit will remain valid. If you sell or trade your bicycle, please contact Parking Services via email at [msu.parkingoffice@murraystate.edu](mailto:msu.parkingoffice@murraystate.edu) or call us at 270-809-4812 so we may void your registration.

#### SPECIAL PARKING REQUESTS

Requests for special use of parking areas or streets (events, dances, etc.) should be submitted to the Vice President of Finance and Administrative Services for approval and then coordinated with the Chief of Police.

## PARKING

### PARKING ZONES AND CLASSIFICATIONS

Blue Zone: Faculty and Staff; valid with Blue permits.

Yellow Zone: Residents of the North Residential College Complex including College Courts; valid with Yellow permits.

Red Zone: Residents of Regents or White Residential Colleges, Station 74, and Commuters; valid with Red permits.

Economy/Purple Zone: Any faculty, staff, or student desiring to purchase an Economy/Purple Permit may do so. This permit is valid at the Lower Stewart Stadium lot (located east of Stewart Stadium), Hamilton Field, Hamilton North, Sorority Suites, and the West Farm. See time-limit and seasonal exceptions for other parking options for Purple permit holders. Any permit holder may park in an Economy/Purple Zone.

Visitor Zone: Individuals who are not students, faculty, or staff including full-time or part-time (and volunteers) at Murray State University. Parking in a Visitor Zone may result in a \$90 citation for any faculty, staff, or student (full-time, part-time, or volunteer). Visitor Permits are required for parking in this zone.

Motorcycle Zone: Motorcycles, scooters, or mopeds must be registered and must park in motorcycle-designated spaces. Valid motorcycle permits are required in addition to automobile permits.

Accessible Zone: Individuals with accessible parking accommodations and disabilities. Murray State University accessible approval required. Information on accessible parking permit applications is available at the Murray State Parking Services Office, the Office of Institutional Diversity, Equity, and Access, or online at [murraystate.edu/parking](http://murraystate.edu/parking) by selecting the Accessible Parking tab. Students select "Application for Students" and faculty/staff select "Application for Faculty and Staff." More information is available under the accessible parking tab of the Parking website.

10 Minute Zone: Sparks Hall and CFSB patrons only and must have a current permit on file with Parking Services.

15 Minute Zone: Fast Track, Winslow, and Auxiliary Services patrons and the Lee Clark, Springer, Franklin, and James Richmond Loading Zones are for students actively picking up food, accessing the Auxiliary Customer Service Office, and/or loading/unloading items from their vehicles, and must have a current permit on file with Parking Services.

30 Minute Zone: Located at Roy Stewart Stadium and is for students actively loading/unloading items from their vehicles or accessing the Housing Office, and must have a current permit on file with Parking Services.

1 Hour Zone: Located in the Curris Center lot and is for individuals utilizing the Curris Center facilities only. Individuals must have a current permit on file with Parking Services. There are also one-hour zones located in the Faculty Hall lot for individuals accessing Health Services only.

Parallel or Curb Parking: All vehicles must be parked in the direction of the traffic flow and must be parked within their correct color zone. These zones are subject to twenty-four (24) hour enforcement. Individuals parked improperly in these zones may receive a \$15 Parked Against the Flow of Traffic citation.

Restricted or Reserved Zones: Authorized personnel only may park in these zones. Parking in these zones without authorization may result in a \$100 Restricted Zone citation and/or the offending vehicle being towed at the owner's expense.

#### VENDOR/CONTRACTOR PARKING

Companies and individuals with a contractor/vendor relationship with Murray State University must purchase a permit and must follow all of Murray State University Parking Regulations to park on Murray State campus. Contractors/vendors must complete the application for Contractor/Vendor/Non-MSU Agency parking at [murraystate.edu/parking](http://murraystate.edu/parking). Vendors/Contractors/Non-MSU Agencies must include a current email address with the application in order to receive notifications.

Each vendor/contractor has the following permit options:

\$200 Annual Permit – this permit is valid from August 1 through July 31 of the current academic term.

\$100 Semester Permit – this permit may be purchased during the fall semester or spring semester and is only valid for the duration of the selected semester.

\$50 Monthly Permit – this permit is valid for one month from date of purchase.

\$2.50 Daily Permit – this permit is valid for 24 hours from date/time of purchase. This permit may be issued for up to 20 days with weekend parking being free. Daily access requires pre-approval and a 24-hour notice either via phone to 270-809-4812 or via email to [msu.parkingoffice@murraystate.edu](mailto:msu.parkingoffice@murraystate.edu) to ensure access is valid and a citation is not received.

Vendor/Contractor parking at the Stadium Northeast lot will be free. Workers will be required to be shuttled to their work site by their company and all vehicles must be registered. This exception only applies to the northeast section of the lower stadium lot and does not include the east, southeast, southwest, north, or northwest lots around the stadium. Parking in these areas without a valid vendor/contractor permit will result in citations for failure to properly register with Parking Services.

Unscheduled sales calls from vendors/contractors must purchase the permit appropriate for their needs.

Citations received are payable in the office at 101 Police Building or through the parking portal.

Delivery trucks like tractor-trailers, FedEx, UPS, Pepsi, etc. are exempt from purchasing parking permits as long as they are only making deliveries in loading dock areas. These trucks are not eligible to park in color zones, visitors, restricted/reserved, or other parking areas on campus.

Vendors/Contractors invited/requested to campus for pre-bid meetings and/or scheduled sale appointments for one (1) day will not be charged for a daily permit. They must contact Parking Services to register for this one (1) day permit.

#### VISITOR PARKING

Visitor zones are for persons not affiliated with the university. Students, faculty, and staff are not visitors at any time and may not park in visitor zones. The visitor zones are enforced at all times.

Visitors may request short-term or long-term visitor permits online at [murraystate.edu/parking](http://murraystate.edu/parking).

Questions or assistance may be received by contacting Parking Services at 270-809-4812 or via email at [msu.parkingoffice@murraystate.edu](mailto:msu.parkingoffice@murraystate.edu).

To avoid parking citations, all visitors must have a visitor's permit to park on campus. There is no charge for a visitor permit.

Parents may request an annual visitor permit online at [murraystate.edu/parking](http://murraystate.edu/parking).

Our staff is always happy to assist our guests with their parking questions or needs.

All departments requesting permits for visiting consultants, lecturers, etc. must have their guest fill out the visitor parking form on the Parking Services website at [murraystate.edu/parking](http://murraystate.edu/parking).

Students, faculty, or staff are not visitors and may not park in any visitor parking spaces at any time. Students, faculty, and staff parking in a visitor zone may be subject to a \$90 fine. Visitors are persons not enrolled at or employed by the university or agencies housed at Murray State University.

#### ACCESSIBLE PARKING

All requests for accessible parking will be processed through the Office of Institutional Diversity, Equity, & Access (IDEA) or the Office of Student Disability Services (SDS). Applications for accessible parking are available in person, by phone, or online.

Murray State Parking Services in the Murray State Police Building: 270-809-4812

Murray State Parking Services website at [www.murraystate.edu/parking](http://www.murraystate.edu/parking) and navigating to the Accessible Parking tab. Faculty/Staff should choose "Application for Faculty and Staff." Students should choose "Application for Students."

For Faculty/Staff:

Office of Institutional Diversity, Equity, & Access (IDEA) in 203 Wells Hall: 270-809-3155

For Students:

Office of Student Disability Services in 423 Wells Hall: 270-809-2018

Spaces for individuals with disabilities are provided at various locations across campus. State-issued disability placards must be accompanied by a Murray State University accessible parking permit.

Tier 1 parking permissions are valid in any accessible parking space as well as any color zone.

Tier 2 parking permissions are valid in any color zone.

Accessible parking permissions do not permit parking in any visitor zone.

Temporary accessible parking requests are available at Murray State Parking Services by application through the Office of Institutional Diversity, Equity, and Access or the Office of Student Disability Services. These temporary permits are not to be used in marked accessible parking spaces unless specified by IDEA or SDS.

Faculty, staff, or students with state-issued disability placards must register their vehicles and purchase a Murray State University accessible parking permit.

It is in violation of Kentucky law to use or display a disability parking placard or license plate issued to someone else or to use/display an invalid or expired disability parking placard. Violation of these laws may result in a citation to appear in Calloway County District Court and fines.

Unauthorized vehicles may be cited, booted, or towed.

All accessible parking permissions require a Murray State University issued parking permit.

#### LOADING AND UNLOADING ZONE ACCESS

Murray State Parking Services will issue loading/unloading zone permissions. Loading zones are not for general parking, but for active loading and unloading only. Individuals must have a current permit to receive loading zone permissions. The loading zone permission allows individuals to park in any color zone, loading zone, or visitor zone. The vehicle must not interfere with traffic flow or university business, and must not violate fire lanes or codes. Loading zone access does not allow parking in areas marked as service vehicles, fire lanes, restricted areas, or disability spaces.

All loading zone permissions are valid for no more than 30 minutes without special approval from the Parking Manager or their designee. Both long-term and short-term loading zone permissions are available. All long-term loading zone permissions must be requested by the appropriate dean or director and be addressed to Murray State Parking Services for approval. This permission will be limited and issued on an annual basis at the discretion of the Parking Manager.

Students may request short-term loading zone permissions for loading and unloading at their residential college and/or for delivery/pickup of class projects, etc. The sponsoring group should request loading zone permissions for other activities 48 hours before the event for which the loading zone permissions are needed.

Departments may request loading zone permissions for their employees. All employees must have a valid permit for approval.

## RULES

### PARKING ON UNIVERSITY PROPERTY

Murray State University reserves the right to tow any vehicle creating a hazardous condition, or any situation otherwise interfering with the overall operation and safety of the university. Excessive and continuous failure to comply with university parking regulations may result in a vehicle being booted or towed.

Vehicles will be towed at the owner's expense.

Murray State University assumes no responsibility for theft or damage to vehicles or personal possessions on university property.

Parking is permitted only in legally marked parking spaces. Parking outside of designated parking spaces will result in a citation being issued.

### PARKING ENFORCEMENT AND COMPLAINTS

The parking regulations are enforced at all times by Enforcement Officers designated by Parking Services.

Individuals not associated with Parking Services or the Murray State Police Department are not permitted to enforce the parking regulations upon other individuals accessing the Murray State University main campus.

Any reports of parking violations or parking-related complaints may be directed to Parking Services at 270-809-4812 or [msu.parkingoffice@murraystate.edu](mailto:msu.parkingoffice@murraystate.edu), or the Murray State Police Department at 270-809-2222.

### DISABLED AND INOPERABLE VEHICLES

Due to limited parking facilities and increasing demand for space, an inoperable vehicle will not be allowed to occupy a parking space for a period exceeding 24 hours up to 28 hours. All inoperable vehicles must be reported to the Murray State Police at 270-809-2222 within 24 to 48 hours.

Failure to notify Murray State Police may result in a notice of violation being issued to the vehicle and/or the vehicle being towed at the owner's expense.

## OPERATION OF A MOTOR VEHICLE

Murray State Police enforce all federal and state laws and regulations regarding the operation of motor vehicles.

All serious incidents or vehicle accidents should be reported to the Murray State Police at 270-809-2222 immediately. **Do not move the vehicle.**

All motor vehicles operating in the Commonwealth of Kentucky are required by law to have liability insurance coverage per KRS 304.39110.

Kentucky law requires the operator of a motor vehicle to have a driver's license, vehicle registration, and current proof of insurance in their possession.

Kentucky traffic laws are enforced on university property. Violation of traffic laws may result in a citation to appear in Calloway County District Court.

The operator of a vehicle is responsible for any damage to university property occurring from the operation of that vehicle. Criminal charges may be filed in Calloway County District Court.

Vandalism to university property such as parking signs, lots, etc. may result in criminal charges being filed in Calloway County District Court.

## PENALTIES FOR VIOLATING UNIVERSITY PARKING AND TRAFFIC REGULATIONS

Penalties for violations can include, but are not limited to:

- Fines
- Booting or towing of vehicle
- Revocation of campus parking privileges
- Outstanding fines on account being assigned to collections as determined by the Murray State University Bursar Office

Parking zones are enforced 24/7 including the first day of scheduled classes each semester and even when classes are not in session.

Violation notices issued to unregistered vehicles in the appropriate location will be traced through the state license bureau to the owner and/or operator.

## VIOLATIONS AND FINES

\$250	Disability/Blocking Access *
\$100	Fire Lane *
\$100	Restricted/Reserved/Barricade/Construction Zone *
\$100	False Registration *
\$100	Non-Registration ▽
\$90	Non-Visitor in Visitor Zone
\$80	Loading/Striped/Yellow Curb/Grass/Grounds * ▽
\$80	Parked in Drive/Obstructing Traffic/Sidewalks/Crosswalks * ▽
\$75	Boot/Tow Fee
\$50	Incorrect Plate Entered/Improper Display/Altered or Obstructed License Plate ▽
\$15	Wrong Zone ▽
\$15	Beyond Time Limit ▽
\$15	Improper Parking/Backing In/Pulling Through ▽
\$15	Parked Against the Flow of Traffic ▽

\* Indicates towable offense at the discretion of the Murray State Police/Parking Services

▽ Indicates Pay It Forward eligible citation

## STATE VIOLATIONS, FINES, AND PENALTIES

The following are offenses of Kentucky's Revised Statutes (KRS) and could result in criminal charges and prosecution:

- KRS 189.459 Display/Use of Someone Else's Disability Permit

- “No person shall make, issue, possess, or knowingly use any imitation, counterfeit, or transferable placard or license plate for a person with a disability.” (3 Parking limits for vehicles with plates or placards for persons with a disability – prohibitions)
- Violation for parking illegally with a penalty up to \$2500
- KRS 304.39-080 Possession of Insurance
  - “Every owner or operator of a motor vehicle registered in this Commonwealth or operated in this Commonwealth with an owner’s permission shall continuously provide with respect to the motor vehicle while it is either present or registered in this commonwealth, and any other person may provide with respect to any motor vehicle, by a contract of insurance or by qualifying as a self-insurer, security for the payment of basic reparation benefits in accordance with this subtitle and security for payment of tort liabilities, arising from maintenance or use of the motor vehicle.” (5 Security covering motor vehicle)
  - First offense is a Class B misdemeanor penalty of \$500 to \$1000 fine and 90 days in jail or both as well as vehicle registration revoked for 1 year.
  - Second or greater offense is a Class A misdemeanor with a penalty of \$1000 to \$2500 find and 180 days in jail – or both as well as operator’s license revoked for 6 months.

#### BOOTING/TOWING

Permit holders and non-permit holders who park any vehicle on university property and accumulate \$150 or more unpaid citations within a continuous 12-month period, regardless of whether the citations have been appealed, will be considered a Chronic Offender of the university’s parking regulations and will receive a warning of immobilization. In addition, if an email is provided, an email warning will be sent to the offender.

Chronic offender’s vehicles will receive a warning notice on the vehicle. If an email has been provided to Murray State Parking Services, an email will be sent. If the vehicle continues to receive additional violations, the vehicle will be issued an appropriate citation for the current offense violation plus the \$75 Boot/Tow fine and a boot will be placed on the vehicle. Vehicle owner must contact 270-809-2222 to have the boot released and will be required to meet with Parking Services staff to complete a Boot/Tow Repayment Agreement within 5 school days to arrange for payment of all outstanding fines, parking fees, and/or permit charges owed to the university within 60 days.

If the vehicle owner does not comply with registering of vehicle, their vehicle may be towed at the owner’s expense after issuance of \$150 or more in parking citations and the individual’s parking privileges being revoked. Additional fees may result in impoundment of the vehicle and will be at the vehicle owner’s expense.

Vehicles identified as Chronic Offenders may be subject to revocation of parking privileges for 1 (one) month for faculty/staff offenders and 4 (four) class weeks for enrolled students if failure to comply with notices, regulations, and requests by Parking Services are not met.

Chronic Offenders with parking privileges revoked will be identified for immediate towing of vehicle at the owner’s expense and a \$75 Chronic Offender boot/tow administrative parking citation will be issued, if vehicle is

found on campus during the revocation. At this time, the individual must pay in full all parking fees owed or accumulated to the university immediately.

If the vehicle is driven by a faculty, staff, or student member, the faculty, staff, or student must register the vehicle and purchase a parking permit.

If the owner registers their vehicle improperly and they are not a faculty, staff, student, and or vendor/contractor, citations may be waived.

## GUIDELINES

### RIGHTS AND RESPONSIBILITIES OF VEHICLE OWNERS

The person to whom the permit is issued will be responsible for all violations received regardless of status at the university or lack of knowledge of current parking regulations.

Pull-through parking and backing into a parking space is prohibited. Vehicles must be parked with rear license plate visible from the main lane of travel at all times.

Exception: Vehicles only required by the state of license to have a front license plate may back-in/pull-through so their license plate is visible from the main lane of travel. Vehicles with a front plate only must be verified by Parking Services and approved by the Parking Manager and/or their designee.

Rear license plates must be easily visible to the parking lot aisle/roadways. Obstructed license plates are not acceptable. License plates cannot be displayed behind objects including, but not limited to, bicycle racks, bumper guards, etc.

The purchase of a permit does not guarantee the holder a parking place, only an opportunity to park on university property. If a parking zone is full, ample parking is available in the parking lot at 17<sup>th</sup> and Hamilton, at Roy Stewart Stadium, and the Sorority Suites lot at Poplar and Brentwood.

At the time of permit request, students, faculty, and staff will be required to list all vehicles that they may park on Murray State University's campus.

Vehicles may be on multiple accounts if multiple individuals use the vehicles to park on campus. All individuals parking on campus must have a valid permit. Individuals needing to add vehicles to multiple accounts must contact Parking Services for verification and approval from the Parking Manager and/or their designee.

Non-compliance in purchasing a permit and registering vehicles parking on campus as a student, faculty, staff, vendor/contractor, agency, or visitor could result in any or all of the following:

First violation will result in your account being charged a fine of \$100 for Non-Registration of Vehicle.

Additional violations for failure to register vehicle will be charged \$100 per violation.

May result in your vehicle being booted/towed and/or the loss of parking privileges on campus.

Parking Services must be informed of new vehicle information when a registered vehicle is replaced or its license plate changes. All account holders have the ability to add/remove vehicles from their own account. If assistance is needed, please contact Parking Services at 270-809-4812. Failure to notify Parking Services or make appropriate changes may result in fines for parking violations, the vehicle being booted/towed, and/or the loss of parking privileges on campus.

## PARKING RECOMMENDATIONS

Contact Murray State Parking Services with parking questions at 270-809-4812 or email us at [msu.parkingoffice@murraystate.edu](mailto:msu.parkingoffice@murraystate.edu) – other sources of information may be unreliable.

Observe the signs in each lot. The signs will indicate what color zone is allowed to park there. All vehicles parking on campus must have a current valid Permit (visitors included).

Familiarize yourself with all the parking regulations. If you drive on campus, this is your responsibility.

Park carefully, within defined parking spaces and with the flow of traffic. Always have the rear license plate visible from the main lane of travel at all times to avoid a citation for improper parking.

Understand that parking citations are issued 24 hours a day, 7 days a week.

Contact Murray State Parking Services immediately if you have a parking concern, complaint, or question.

Never assume that because others have parked illegally you may do so.

Never park on yellow lines, fire lanes, etc. with your hazard lights on; this will not prevent you from receiving a citation.

Never park anywhere that is not designated as a parking space. A parking space is defined by two white lines on either side of the vehicle or hashed parking in front and rear for parallel parking spaces.

Never park in a disability space without a current valid Murray State University vehicle registration valid for disability zone parking.

## TIME LIMIT/SEASONAL PARKING EXCEPTIONS

All parking on campus is by permit only. A permit **must** be purchased to utilize any seasonal parking, time-limit parking, or parking exceptions.

South of Chestnut Street between the hours of 7a.m. and 4p.m. weekdays (Monday through Friday), faculty, staff, and students may park only in zones designated by their permit color. After 4p.m. weekdays (Monday through Friday) and all day on weekends, students may park in Blue Zone with a current valid vehicle registration.

Curriss Center parking between the hours of 5:00pm to 12:00am daily is allowed for all one-hour spaces, Blue/Red spaces, purple spaces, and visitor spaces. Must have a current and valid permit.

Wellness Center parking between the hours of 5:00pm to 10:00pm Monday through Friday allows any color permit (including purple) to park in the CFSB C Lot except during MSU athletic events or special events at the CFSB Center. Must have a current, valid permit.

During summer sessions, students may park in any color zone excluding the blue, restricted, loading zones, and accessible parking with their current valid permit.

State, city, and university regulations regarding fire lanes, fire hydrants, service areas, stop signs, crosswalks, and disability sidewalk access ramps are enforced 24 hours daily, seven days a week and may result in citations and/or towing.

Color zones North of Chestnut in the North Residential College Complex are enforced 24 hours a day every day.

Students should not park in Blue zones at any time in the North Residential College Complex.

The Curris Center, Stewart Stadium, and CFSB lots require permits and are enforced 24 hours a day, every day. Students should never park in CFSB Lot A or D.

One-hour parking is for Curris Center patrons use only and will be enforced. Must have a current valid permit.

Additional Purple/Economy parking zones are available on the Academic side of campus (South of Chestnut Street) to accommodate students, faculty, and staff. These lots are located at Sorority Suites, Hamilton Field, Hamilton North and the West Farm.

Bus parking is prohibited in most parking areas on campus. Arrangements for bus parking may be made by contacting Murray State Parking Services at 270-809-4812 or Murray State Police at 270-809-2222. Bus parking is always open north of Roy Stewart Stadium or at Hamilton Field just off 17<sup>th</sup> Street. Bus traffic must arrange to drop passengers off at their location and move buses to the Stadium or other areas as arranged by Murray State Parking Services or Murray State Police.

Boats, trailers, large trucks (including box trucks, moving trucks, and semi-trucks), and vehicles towing trailers must park in the large lot at Stewart Stadium. Any boat or trailer parked in the stadium lot must be identifiable to the owner. Arrangements for boats, trailers, large trucks, and vehicles towing trailers parking may be made by contacting Murray State Parking Services at 270-809-4812 or Murray State Police 270-809-2222.

University, state, or government-owned vehicles only may be parked in any color zone, service vehicle areas, or restricted areas, without a permit.

Parking violations are enforced 24 hours a day and may result in citations and/or booting/towing.

## PROTOCOLS

### PAYING OF PARKING FINES

Students, faculty, and staff may pay fines online through the myGate eBill after seven days from the initial date of citation.

Individuals without a current myGate may pay for fines through the parking portal.

Checks may be mailed by the U.S. mail with appropriate postage to Murray State University, Cashier's Office, Sparks Hall, Murray, KY 42071. Checks may also be dropped off at Murray State Parking Services within business hours.

Outstanding fines must be paid before class registration may be completed. The University will not furnish transcripts or credits until all fines are paid in full or cleared. Payment of outstanding faculty/staff parking violations is required to complete purchase of a permit or employee clearance.

The person to whom the current valid vehicle registration is issued is responsible for all violations and payments of fines charged against the vehicle, regardless of the operator of the vehicle.

### PARKING VEHICLE REGISTRATION AND THE TERMINATION OF EMPLOYMENT OR WITHDRAWAL FROM SCHOOL

Parking permit charges and citation charges are non-refundable.

Terminating status with the university as a student or employee does not exempt an individual from paying their outstanding parking charges including parking permits and citations.

Individuals must park in the color zone that matches the permit they initially purchased, regardless of current status with the university. Once an academic term has elapsed, individuals may contact Parking Services to receive a Visitor Permit at no charge as long as they do not have a student/employee/vendor/contractor relationship with the university.

### SHARING VEHICLES

Multiple drivers are not valid on a parking account unless multiple permits are purchased. However, employees (including faculty, staff, and vendor employees) of the same family who share **one** vehicle to commute to work may register for one parking permit with approval and verification from Parking Services. Family is defined as two or more people related by birth, marriage, or adoption residing in the same housing unit.

If the family owns multiple vehicles, they are not eligible for this exception.

If an employee shares a vehicle with a student family member, both the employee and the student must possess a separate permit unless the employee chooses to restrict parking to the student's parking zone.

Accounts may register multiple vehicles only if multiple permits have been purchased. Failure to comply and purchase a permit for each individual driver may result in parking citations with multiple offenses leading to further penalties as outlined in the Murray State Parking Regulations. Drivers operating/parking rental vehicles on MSU's campus must have a valid permit in their name. No employee or student may "share" a permit with non-family members. Registering vehicles belonging to non-family members, under one account will be considered a False Registration violation, unless the "shared" permit has been approved and verified by Parking Services, and will result in a \$100 fine that is not eligible for the Pay It Forward Program. A boot warning will be issued with the initial violation. Continued violation of this regulation could result in the suspension of parking privileges and the towing of all vehicles for everyone involved in the false registration.

## APPEALS

A person to whom a citation has been issued shall have 5 school days from the date the citation was issued to respond to the citation by filing an appeal. This date is not from the date e-citation is received for vehicles not registered properly with Parking Services. Failure to properly register a vehicle driven to campus and/or failing to contact Parking Services on the day a notification was placed on your vehicle waives your right to appeal citation. Anyone who desires to appeal other citations must do so by filing an appeal within five school days from the day the violation was issued.

Failure to file within 5 school days forfeits the right for an appeal. Appeals should only be filed if a legitimate basis exists. Appeals should be limited to circumstances where a parking citation was issued in error.

Only the individual who registered the vehicle for zone access may appeal a citation issued against the vehicle. Appeals cannot be submitted on another individual's behalf.

Appeals are processed through your Parking Portal on myGate and adjudicated by the Murray State University Judicial Board. Disposition is final.

Appeals will not be accepted after the five-day period has lapsed. The right to appeal will be forfeited. The Murray State Police Officers and Parking Enforcement Officers are not permitted or authorized to void parking citations.

All appeal decisions are final and are not eligible for any type of reduction. Submission of an appeal waives an individual's right to participate in Pay It Forward, even if the citation would otherwise be eligible for the Pay It Forward program.

Denial is assumed for the following appeals and will require an administrative review before being submitted for appeal: Towed/Booted/Impound violations

## RELATIONSHIP WITH THE UNIVERSITY

Parking permit eligibility is based on one's relationship with the university.

**Student:** An individual who is enrolled at Murray State University full-time or part-time and is not a university faculty member or staff member is considered a student. An individual who has a relationship with the university as a student will not be eligible for Non-MSU Agency, Vendor/Contractor, or Faculty/Staff parking permits. Graduate assistants, student workers, online students, and teaching assistants are students of the university.

**Faculty/Staff:** An individual who is employed at the university either full-time or part-time. This includes members who hold academic rank or status, members who do not hold academic rank or status, adjuncts, and temporary employees. This does not include students, members of non-MSU agencies, or vendors/contractors.

**Non-MSU Agency:** An organization with an office housed on Murray State University campus and made up of individuals not directly employed by Murray State University. An individual who is a part of a non-MSU agency will only be eligible for Non-MSU Agency parking permissions as long as they do not also hold status as a student. A student who is also employed by a Non-MSU Agency is required to purchase a student permit. No student employed under a Non-MSU Agency is eligible for the Non-MSU Agency permit without approval from the Parking Manager or their designee.

**Vendor/Contractor:** An organization or individual contracted to perform a service on campus. A vendor/contractor does not maintain the status of a faculty member, staff member, or student. A student who is also employed by/working as a vendor/contractor is not eligible for a Vendor/Contractor permit.

**Visitor:** An individual who has no relationship to the university. Individuals who have a relationship as a student, faculty, staff, vendor/contractor, visiting scholars, volunteers, or non-MSU agency are not considered visitors under any circumstances, regardless of how often they access the Murray State University campus or for what reason.

#### HOUSING ASSIGNMENT/UNIVERSITY STATUS CHANGE PROTOCOLS

When an individual's relationship with the university changes in any way (including a change in housing assignment, a move to off-campus residence, a former student being hired as an employee, etc.), it is that individual's responsibility to contact Parking Services to update their permit to the correct permit type. They must contact Parking Services by email at [msu.parkingoffice@murraystate.edu](mailto:msu.parkingoffice@murraystate.edu) requesting the appropriate permit as a result of their current relationship with the university.

Parking permits do not update automatically when one's status changes.

Individuals with a change in status with the university will be responsible for any violations that occur as a failure to contact Parking Services and request the appropriate permit.

## PAY IT FORWARD

Pay It Forward is Parking Services' partnership with the Racers Helping Racers Food Pantry on campus. Pay It Forward allows students, faculty, and staff to bring in food donation items in lieu of paying for a citation.

Eligibility for Pay it Forward is determined based on the following conditions:

- The individual must have a valid, current parking permit (may be the economy permit or the standard permit). Individuals with a Non-MSU permit, Vendor/Contractor permit, daily Regional/Web Student permit, Zoom permit, or Faculty/Staff Temporary Approved Exceptions permit will not be eligible to participate in Pay It Forward.
- The individual must be a student, faculty, or staff at the time of the citation. Non-MSU agencies and Vendors/Contractors are not eligible to participate in the Pay It Forward program.
- The individual can only participate in Pay It Forward once per academic semester.
- Items must be brought in within 30 days of the citation issue date.
- Items must be unopened, in good condition, and not expired.
- Items must be selected from the approved items list issued by Murray State Parking Services. This list is made available to students, faculty, and staff online at the Parking Services website [murraystate.edu/parking](http://murraystate.edu/parking) and physical copies are available at Parking Services located in the MSU Police Building.
- Item quantity must match the quantity listed on the approved items list. An incorrect quantity or incorrect size of item may result in the Pay It Forward donation not being accepted or applied to the citation.
- The citation must not have an active, pending appeal or a final decision made by the judicial board.
- The citation may not have been previously reduced by Parking Services or the Judicial Board.
- The citation must be eligible for Pay It Forward. Pay It Forward eligible citations include Non-Registration, Loading/Striped/yellow Curb/Grass/Grounds, Parked in Drive/Obstructing Traffic/Sidewalk/Crosswalk, License Plate Entry Error/Improper Display/Obstructed Plate, Beyond Time Limit, Improper Parking, Parked Against the Flow of Traffic, and Wrong Zone.
- Ineligible citations will not be accepted for Pay It Forward. Citations that are ineligible for Pay it Forward include Parked in Disability/Blocking Access, Fire Lane, Restricted/Reserved, Non-Visitor in Visitor Zone, and Tow/Boot/Impound Fee.

#### LEAVING VEHICLES ON CAMPUS DURING SCHOOL AND SUMMER BREAKS

Please contact Murray State Parking Services via email at [msu.parkingoffice@murraystate.edu](mailto:msu.parkingoffice@murraystate.edu) before leaving your vehicle on campus during extended breaks like summer, winter, etc. as parking lot maintenance and renovations are scheduled during these times. Please provide your name, M#, and vehicle information including license plate number.

#### POINTS OF CONTACT FOR MURRAY STATE POLICE AND PARKING

Emergency: 911 – Only from university phones on Murray State campus to reach MSU Police

Police: 2222 – Only from university phones on Murray State campus to reach MSU Police

270-809-2222 – From cell phones or off-campus phones to reach MSU Police

Parking Office: 4812 – Only from university phones on Murray State campus

270-809-4812 – from cell phones or off-campus phones

## DEFINITIONS

**CHRONIC OFFENDER** – an individual who has violated the Murray State University parking regulations and/or has parked illegally on Murray State University campus and has received parking citations, which remain outstanding, totaling \$150 or more.

**ACCESSIBLE PARKING** – Accessible parking is provided on Murray State University campus per Americans with Disabilities Act (ADA) requirements and signage posted as required by law. A valid Murray State University issued accessible parking permit is required and must be registered with Parking Services via the Office of Institutional Diversity, Equity, and Access (IDEA) or Student Disability Services (SDS). Additional information regarding accessible parking may be acquired by contacting Murray State University Parking Services at 270-809-4812. No vehicle parking, standing, or blocking is permitted in accessible spaces at any time.

**INCORRECT ENTRY OF LICENSE PLATE** – failure to properly enter a license plate as issued by the DMV or entering an expired/junked license plate. This includes entering a license plate incorrectly. Refer to the Murray State Parking Services website for examples of permits and which numbers/letters on a plate should be entered.

**IMPROPERLY DISPLAYED, ALTERED, OR OBSTRUCTED LICENSE PLATE** – any license plate that is not properly attached to the vehicle for viewing at the rear of the vehicle. This includes license plates that have been altered or obstructed to prevent License Plate Recognition (LPR) in any manner, including, but not limited to bike racks, tinted shields, brush guards, dirt, mud, etc.

**IMPROPER PARKING** – to park or leave unattended a vehicle in an area/place for a period that is not a legally marked parking space, to park a vehicle outside the lines of a legally marked parking space, to park a vehicle against the flow of traffic, or to pull-through/back-in to a parking space. Improper parking as it is defined here is prohibited on Murray State University campus. Vehicles must be parked between the lines of a legally marked space with the rear license plate visible from the main line of traffic at all times.

**FACULTY MEMBER** – any full-time or part-time employee of Murray State University who holds academic rank and status. This includes a lecturer, assistant professor, associate professor, or professor. This does not include graduate assistants or student workers.

**FIRE LANE** – any roadway, walkway, driveway, or pavement not specifically marked for parking. All state laws governing the movement, operation, and parking of vehicles shall apply on the University property.

**LEGALLY MARKED PARKING SPACE** – spaces designated by white lines on either side of the vehicle hashed parking in front and rear for parallel parking spaces.

**LOADING ZONE** – A signed/striped area or docked reserved for loading/unloading of commercial or personal items. MSU Loading Zone privileges and a current valid MSU vehicle registration is required. Loading Zone permissions are available to students, faculty, and staff by contacting Murray State University Parking Services at 270-809-4812. All loading/unloading areas are limited to 15-30 minute timed parking only. Any vehicle parked over 30 minutes may receive a parking citation for Beyond Time Limit. Areas designated as Accessible Parking, Fire Lanes, Services Vehicle Spaces, Reserved Spaces, and No Parking Zones are not loading zones and cannot be used for the purpose of loading/unloading at any time. The use of flashers does not constitute legal parking.

**MOTORCYCLE ZONE (M/C)** – striped areas marked with M/C indicate a motorcycle parking zone, which includes motorcycles, motor scooters, and mopeds. Motorcycles must be parked in designated motorcycle zones with the rear license plate facing the main line of traffic at all times.

**MOPED** – A bicycle with a helper motor rated no more than two brake horsepower, a cylinder capacity not exceeding fifty cubic centimeters, an automatic transmission not requiring clutching or shifting by the operator after the drive system is engaged, and capable of a maximum speed of not more than thirty miles per hour.

**NON-MSU AGENCY** – any member of an organization housed on Murray State University campus but does not hold status as a student, faculty member, or staff member.

**RESTRICTED PARKING** – Restricted parking spaces and/or areas designated for specific purposes. This includes Reserved, Service Vehicle, Loading Zones, and Striped Areas (not including fire lanes or accessible parking spaces).

**SHARED PERMIT** – Multiple individuals sharing the same permit. Multiple drivers are not valid on a parking account unless multiple permits have been purchased, as outlined in the MSU Parking Regulations. Violations of this type will be considered False Registration and handled accordingly.

**STAFF MEMBER** – Any full-time or part-time employee of Murray State University who does not hold academic rank or status. This includes employees of other State agencies and employees of agencies contracted to provide services to the University. This does not include Graduate Assistants or Student Workers.

**STUDENT** – Anyone enrolled at Murray State University who is not also a faculty or staff member.

**PERMIT** – A permit, which is the official permit of Murray State University. The permit is the legally registered license plate for a motor vehicle.

**VEHICLE** – includes cars, trucks, motorcycles, mopeds, motor scooters, and any other motor-propelled vehicle. This does not include ATVs like 4-wheelers or golf carts.

**VENDOR/CONTRACTOR** – any individual, organization, or member of an organization contracted to perform a service on Murray State University campus.

**VISITOR** – Anyone who is not a student, faculty member, staff member, or the employee of another state agency or agencies contracted to provide services at or to the university. Visitors are always welcome and should come to Murray State Parking Services to obtain a visitor's parking permit at no cost.

**VOLUNTEER/VISITING SCHOLAR** – Anyone with a relationship to the university either in the role of visiting scholar as defined by Human Resources or is acting in a capacity to provide a service to the University with/without financial payment.