

VEHICLE REGISTRATION

All students, faculty and staff (full time or part-time, retired, volunteer) who operate a motor vehicle on the MSU campus must properly display a current parking permit. This includes all personnel that work or maintain an office on campus and regional campus employees who access main campus. Annual renewal of parking permits is required and should be completed via MyGate before your arrival on campus. Registration and parking permits are valid for the current academic term (fall, spring, and summer sessions). Information required to register vehicle is as follows:

- **NAME**
- **MSU ID AND DRIVER'S LICENSE**
- **LOCAL ADDRESS**
- **VEHICLE YEAR, MAKE, MODEL, AND COLOR**
- **LICENSE PLATE NUMBER**
- **STATE AND COUNTY VEHICLE REGISTERED IN**

Parking permits are assigned to the individual purchasing permit, not the vehicle in which it is displayed.

Registration is enforced 24-hours daily.

Regional campus and on-line students who attend class on main campus and/or accesses the main campus as often as 1 day per week must purchase a parking permit. Regional campus and on-line students **not** attending classes on the main campus or who do not access the main campus as often as 1 day per week **must pick up a student temporary permit each time they visit the main campus.** This includes everyone registered as an MSU student. Temporary permits will be issued only for the allotted time student will be on campus for that week.

Temporary permits may be requested by applying on line at www.murraystate.edu/visitorparking . Temporary permits may be picked up 24/7 at the Murray State Parking Services and/or Murray State Police Dispatch offices.

Students, Faculty, or Staff visiting/accessing MSU main campus as much as one day per week must purchase a current valid parking permit to park on campus.

CITY STICKERS INFORMATION

- **Murray City Stickers** are required of all persons who reside within City limits (including MSU Students living either on or off campus in the City of Murray); any resident or non-resident who work inside the city limits of Murray; or anyone who performs a business-related activity is required to purchase a City sticker for each vehicle owned or used in those pursuits. Anyone employed as a Murray State employee including student employee is required to purchase a city sticker. Please contact **Murray City Hall** at (270) 762-0300 or via email at <mailto:customerservice@murrayky.gov> with any questions regarding city stickers.
- Murray city stickers may be purchased at the Murray City Hall building in the Customer Service Center.
- Persons exempted are non-resident (commuting) university students not employed or living, working, or performing business-related activity within the city limits of Murray.

ACQUIRING A PERMIT GENERAL

Permits should be purchased prior to the beginning of the semester. Permits are valid from August 15 to August 15 each academic year. Parking is enforced 24/7 **including** the first day of scheduled classes each semester. **Only one permit** will be issued to a student, faculty or staff member and is **valid only when permit holder is driving**. This permit may be transferred from one vehicle to another when permit holder is the driver. Permits are **NOT** transferable from one person to another. Ownership of the parking permit remains with the university and is not transferable to other persons. A faculty/staff or student **may not** purchase a permit for someone else. **Permits are to be used by the individual whose name is registered with the permit. Use of the permit by anyone else is considered false registration, AND IS SUBJECT TO A PARKING CITATION AND A \$100 FINE.**

ACQUIRING A STUDENT PERMIT

Students may purchase a permit prior to the beginning of a semester. Early registration for students normally begins in April. Permits may be picked up beginning August 1 at the Murray State Parking Services office (located at the Murray State Police Department on the corner of 16th Street & Chestnut Street) or during registration at a designated locations in the Curris Center at the beginning of the fall semester. After fall registration, permanent permits must be picked up at Murray State Parking Services office (located at the Murray State Police Department on the corner of 16th Street & Chestnut Street) **upon arrival to campus**. Summer sessions begin the Monday following spring graduation.

Before/After hour pick up arrangements may be made by contacting the Parking Services Office at (270) 809-4812 or via email at msu.parkingoffice@murraystate.edu with your request 24 hours in advance not including weekends.

ACQUIRING A FACULTY/STAFF PERMIT

(REGULAR FULL-TIME, REGULAR PART-TIME, AND ADJUNCT/TEMPORARY)

Faculty and Staff may pick up parking permits anytime beginning July 1 at the Murray State Parking Services office during regular office hours except during pre-announced on site distributions. Early registration for Faculty/Staff normally begins in April. All Murray State regular full-time and part-time faculty staff are required to use payroll deduction. Temporary and Adjunct faculty and staff are not eligible for payroll deductions and must pay on-line with a debit card, credit card or ACH payment. Before/After hour pick-up arrangements may be made by contacting the Murray State Parking Services with your request 24 hours in advance not including weekends.

OTHERS

Student teachers, student employees, and graduate assistants **do not** qualify for faculty/staff parking permits. Students from extended campuses must pick up a student temporary permit at Murray State Parking Services or Dispatch offices when on the Murray campus unless the student accesses campus as much as one day per week. If student does access main campus at least one day per week or more, they must purchase a parking permit.

*****Students, faculty or staff returning to campus without their assigned parking permit must pick up a temporary permit for that day or the duration of their need as approved by the parking supervisor.*****

RIGHTS AND RESPONSIBILITIES OF PERMIT HOLDERS

- It shall be the responsibility of the recipient to secure the permit from theft or loss.
- **The person to whom the permit is issued will be responsible for all violations received against the permit regardless of current status at the university or lack of knowledge of current parking regulations.**
- It is the permit owner's responsibility to surrender to the Murray State Parking Services office their permit when leaving the university to ensure no one can utilize and receive citations on their permit.
- The purchase of a permit **does not guarantee** the holder a parking place, but only an opportunity to park on university property. If a parking zone is full, ample parking is available in the parking lot at 17th and Hamilton; at Roy Stewart Stadium; and the Sorority suites lot at Poplar and Brentwood.
- A permit signifies that an individual has been granted the privilege of parking on university property.
- **Permits must be properly displayed on the rear view mirror (unobstructed) the day issued. A vehicle may receive a citation (\$50) for "No registration permit displayed" if the permit does not appear in the proper location.**
- **If the permit cannot be displayed in the proper location, a stick-on permit may be obtained in lieu of a hangtag.** The stick-on permit must be placed in the lower corner of the driver's side front windshield.
- At the time of registration, students, faculty, and staff will be required to list all vehicles in which the parking permit will be displayed.

- Non-compliance in registration of your vehicle as a student, faculty, staff, 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 for permit"
 - Additional violations for failure to register vehicle and display permit will be charged \$100 per violation.
 - May result in your vehicle being booted/towed and/or loss of parking privileges on campus.
- Permits should be removed from the vehicle when there is a change in car ownership, the permit has expired, or vehicle is left for maintenance or repairs to prevent theft of permit.
- The Murray State Parking Services Office must be informed of new vehicle information when a registered vehicle is replaced or its license plate changed.

Deliberate falsification of records and/or information pertaining to the registration of your vehicle may result in the rejection of the parking application, a parking citation for "false registration" with a \$100 fine, booting/towing of the vehicle, and denial of parking privileges on the MSU campus. The purchase of a permit certifies that you have secured the permit for your own use only.

PERMIT FEES

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

- \$100 per year — August to August — this fee covers the fall, spring and all summer sessions for the following zones: White, Blue, Red, Brown, Yellow, or Green.
- Economy/Purple permits are available for any faculty, staff, or student and are valid in perimeter lots. (Lower Stadium, Hamilton Field, Hamilton North, Sorority Suites, and West Farm only)
- Freshmen residents in the north residential college complex are required to purchase an Economy/Purple parking permit and park in the large lot at Roy Stewart Stadium.
- A prorated fee for the summer semester only will be \$25. This fee covers the summer sessions beginning after Spring graduation and ending before the next academic year begins Aug 15th.
- Motorcycle/scooters permits may be obtained free of charge if a permanent permit has already been purchased. Otherwise, the cost will be \$100.
- MOPEDS (see definitions last page of document) **must be** registered and **must display** a valid Murray State University motorcycle parking permit. MOPEDS **must park** in designated motorcycle areas **ONLY**. Under no circumstances are mopeds permitted to park on sidewalks, grass, stairwells, or areas not designated for motorcycle parking.

In the case of a lost or stolen permit an affidavit must be completed at Murray State ParkingsServices. The fee for a replacement permit is \$40.

Retired MSU faculty and staff are eligible for a Faculty/Staff parking permit or a Long Term Visitor permit at no cost. An application for a temporary parking permit may be requested at www.murraystate.edu/visitorparking and obtained at the Murray State Parking Services office; a blue permit may be requested via the retiree's MyGate account; or by coming to Murray State Parking Services office to complete a card. To be considered in this category the individual must have five years of service with Murray State University and must have had permit(s) before retirement.

NOTE: A person retired from Murray State who returns to work for the university in any capacity will be considered an employee and must register for a Faculty/Staff permit and will no longer be eligible for a Long Term Visitor permit. All parking regulations, including parking zones and fines, apply to retired faculty and staff displaying a faculty/staff blue permit.

Visitor and guest parking permits are available for request at www.murraystate.edu/visitorparking and may be picked up at the Murray State Parking Services or Dispatch offices.

VISITOR PARKING

The visitor zone is for persons not affiliated with the university. **Students, faculty and staff are not visitors at any time and may not park in visitor zones (24 hour enforcement).**

Visitors and guest parking permits are available at Murray State Parking Services or Murray State Police Dispatch offices. In order not to receive parking citations, all visitors must have a visitors permit to park on campus. There is no charge for a visitor permit. **Please go on-line to request a visitor/guest permit at www.murraystate.edu/visitorparking** . Parents, guest of students or faculty/staff, and visiting lecturers, etc. should request temporary permits at www.murraystate.edu/visitorparking , or call Murray State Parking Office at (270) 809-4812 prior to their visit. Our staff is always happy to assist our guests with their parking questions or needs. If the visitors are arriving before/after regular office hours their permit may be picked up at our Murray State Police Dispatch office. **(24 hour notice for before/after hour pick up required)**

When picking up a visitor's permit, a valid driver's license must be presented.

Only individuals requesting the permit will be allowed to pick the permit up.

All departments requesting permits for visiting consultants, lecturers, etc. must complete or have their guest complete the on-line temporary permit application at www.murraystate.edu/visitorparking prior to the guest's arrival. Please notify parking if your department wishes to pick-up the guest permit. Otherwise, the guest may pick-up their permit at the Murray State Parking Services or Murray State Police Dispatch Office. Please remind guest to have a valid picture ID to present at time of pick-up.

Students, faculty, or staff are not visitors and may not park in any visitor parking spaces at any time and may be subject to \$100 non-appealable fine. Visitors are persons not enrolled at or employed by the university or agencies housed at Murray State University.

Multiple violations with no attempt to pick up a visitor permit may result in visitor citations being sent for collection or vehicle may be booted/towed for failure to comply with Murray State University's parking regulations.

EVENT PARKING

Murray State Parking Services offers event parking as a service for our departments, agencies, and community hosting special events/conferences/meetings on campus. These permits should be requested by the department/agency/hosting business via email to msu.parkingoffice@murraystate.edu with a minimum notification of 72 hours/3 days in advance of the scheduled event. Requests may be made to our office as much as 1 year in advance of the event, as well.

Parking Services will provide the host a PDF event pass valid for the scheduled event dates and times only. This event pass may be emailed, faxed, mailed with event registrations, and/or distributed to your participants upon arrival at your registration table. In addition, Parking Services will provide you and your guests upon request a copy of the parking lots available for their convenience along with instructions on how to display the permit to prevent parking citations and to return a portion of the permit to Parking Services for validation and record retention.

EVENT PARKING PERMITS ARE NOT VALID FOR MURRAY STATE FACULTY/STAFF/STUDENTS OR AGENCY EMPLOYEES HOUSED ON OUR CAMPUS, AS EACH OF THESE INDIVIDUAL'S ARE REQUIRED TO HAVE A VALID CURRENT PERMANENT PARKING PERMIT.

SPECIAL PARKING REQUESTS

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

LOADING AND UNLOADING ZONE PARKING PERMITS

Loading/unloading zone permits will be issued by Murray State Parking Services. **A loading zone permit is not for general parking, but for active loading and unloading only.** A vehicle displaying this type of permit must have their current Murray State parking permit displayed with the loading/unloading permit placed on the driver's side dashboard and may park in any color zone, loading zones, or visitor zones. **The vehicle must not interfere with traffic flow, university business, and must not violate fire lanes or codes.** This permit **does not** allow parking in areas marked as service vehicles, fire lanes, restricted areas, or handicapped spaces. Loading zone permits are valid only for time indicated on the permit. Both long term and short term loading permits are available. All long term loading permits must be requested by the appropriate dean or director and be addressed to Murray State Parking Services for approval. These permits will be limited and issued on an annual basis at the discretion of the parking supervisor.

Anyone using/displaying a loading zone permit must have a current university permit displayed properly.

Students may request short term loading zone passes for loading and unloading at their residential college and/or for delivery/pick up of class projects, etc. Loading zone permits for other activities should be requested by the sponsoring group 48 hours prior to event for which the permit is needed.

CONSTRUCTION/VENDOR PARKING PERMITS

Construction/Vendor permit — those agencies exterior to the university who are performing service functions on campus may be issued a construction/vendor parking permit. Construction/Vendor permits may be issued as a short-term or long-term at the discretion of the parking manager and based on the needs of the Construction/Vendor and Murray State University.

MOTORCYCLE/SCOOTER/MOPED PARKING PERMIT

Motorcycle/Scooter/Moped permit - Any two-wheeled vehicle with motor, including scooters and mopeds is considered a motorcycle and **must be registered with the Murray State Parking Services office and display a valid permit. Motorcycle/scooter/moped permits allow parking in designated motorcycle parking spaces only.** Under no circumstances are motorcycles/scooters/mopeds permitted to park on sidewalks, stairwells, grass, or areas not assigned for vehicle parking. Permits should be attached to right front fork. (Where fork attaches to front wheel.)

BICYCLE REGISTRATION

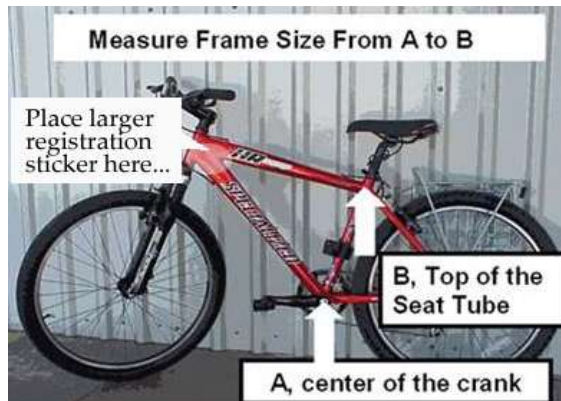
Bicycle Registration is **FREE** and strongly encouraged for all bicycles parked or operated on Murray State University Main Campus. The benefit to registering your bicycle is an increase in the likelihood of return if the bike is lost or stolen.

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 the Parking office via email at msu.parkingoffice@murraystate.edu or call us at (270) 809-4812, so we may expire your permit.

To complete the registration process, you will need to know:

- **Serial number** –Usually located under bottom bracket of bike
- **Frame size** –See photo for measuring instructions
- **Wheel size** –Usually listed on the bike tire
- **Sticker placement** –The larger sticker is to be placed on the longest bar of the bike frame. See picture below for placement.

If you have any difficulty finding this information, please bring your bike to the Murray State Police or Parking Services so our staff may assist you. Once registered, you will be issued a bike permit sticker to be placed on the longest bar of the bike frame.



Parking and Storage of Bicycles on Murray State Campus:

Please secure your bicycle to a bike rack using a sturdy lock. Using one or two U-locks with a 6-foot chain (the thicker the better) will allow you to lock your bike to any bike rack and secure your wheels too. However, be aware that chains and cables may be cut so never entrust your bicycle to a thin cable or simple chain lock alone. Standard inverted U racks accommodate two bikes per loop. If a bike rack is full, please go to another rack.

When parking your bike, please do not obstruct walkways, railings, doorways or ramps intended for use by pedestrians or people with disabilities. And please never chain a bike to a stair rail, light post, sign post, or tree. Also, do not obstruct doorways, railings, walkways, or ramps intended for use by pedestrians or people with disabilities. Improperly parked bikes may be removed and impounded by Murray State Police.

Bike Parking Tips

- Only park at designated bike racks on campus.
- If a bike rack is full, please go to another rack.
- A U-lock combined with a thick, heavy chain is recommended.
- Please do not risk damage to your bike by securing it improperly.
- Never leave accessories or loose items on your bike.
- Never secure a bike to a light pole, sign post, railing, stairwell, bench, tree, or other undesignated area

Lost or Stolen Bikes

If your bike is lost or stolen, please contact Murray State Police to file a police report. You will be asked to provide your bicycle registration number, serial number, and a description of your bike (make, model, size, and color). If you witness a bike theft or other crime in progress, go to the nearest blue emergency phone to contact the police. If you are calling from a campus land line phone, the emergency phone number is 2222. If you are calling from a cell phone, call (270) 809-2222.

Abandoned and Improperly Parked Bicycle Abatement

A bicycle may be tagged as abandoned if found in the same location over an extended period of time (two weeks or more) with any combination of missing parts, cobweb covered, flat tire, and/or rusted chain. Improperly parked bikes chained to benches, light poles, sign posts, railings, stairwells, and other

undesigned areas may be tagged as well. If a tagged bicycle is registered then an attempt will be made to contact the bike owner. If the bike is not registered and/or the bike owner does not take corrective action then Murray State Police may impound the bike. This abatement process is performed on an ongoing basis around campus. **Please register your bike so you can be notified in case it is tagged.**

NOTE: The University is not responsible or liable in any way for lost, stolen, or damaged bicycles or bike accessories. The University is not responsible for the cost of locks, chains, other security devices, or any other item that may be damaged or destroyed as a result of impounding any bicycle. The University has no responsibility or liability to replace or make compensation for such items.

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 permits are available in person, by phone, or by internet at the following sites:

- Murray State Parking Services Office in the Murray State Police Building 270-809-4812
- Murray State Parking Services web page at www.murraystate.edu/parking and going the Accessible Parking link. Faculty/Staff should choose Application for Faculty and Staff. Students should choose Application for Students
- Office of Institutional Diversity, Equity, & Access (IDEA), 103 Wells Hall 270-809-3155 for Faculty/Staff.

- Office of Student Disability Services (SDS), 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 MSU issued disability permit or visitor permit. The disability permit is also valid in all color zones.

Temporary disability permits are available in the Murray State Parking Services office by application through the Office of Institutional Diversity, Equity, & Access (IDEA formerly the Office of Equal Opportunity) or Office of Student Disability Services (SDS) and are valid in all color zones.

These temporary permits are not to be used in marked disability spaces unless specified by the IDEA Office for Faculty/Staff or the Student Services for Disability Office for Students.

Faculty, staff, or students with state disability permits must register their vehicles and purchase a MSU accessible parking permit.

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

Unauthorized vehicles may be cited, booted, and/or towed.

PARKING ZONES AND CLASSIFICATIONS

Blue Zone: Faculty and Staff. Blue permit required.

Brown Zone: Regents and White Residential College residents only. Brown permit required.

Yellow Zone: Upper Classmen living in North Residential College Complex only. Yellow permit required.

Red Zone: Commuters. Red permit required.

Green Zone: College Courts residents only. Green Permit required

Economy/Purple Zone: Required for freshmen residing in North Residential College Complex. Any faculty, staff, or student desiring to purchase an economy/purple permit may do so. This permit is valid for perimeter lots only (Stewart Stadium large lot, east of stadium, Hamilton Field, Hamilton North, Sorority Suites, and West Farm. Purple Permit required.

*****Note-Parking on the west side of the stadium is zoned Blue. This is not part of Stewart Stadium large lot's Purple Zone area.*****

Visitor Zone: Individuals **who are not students, faculty or staff.** (full-time or part-time, volunteer) at Murray State University. Parking in a Visitor Zone may result in a \$90 non-appealable citation for any faculty, staff, or student. Visitor permits required. (See Visitor Parking section on page 5 of the Parking Regulations)

Motorcycle (M/C) Zone: Motorcycles, scooters, or mopeds must be registered with a valid MSU motorcycle permit and **must park in motorcycle designated spaces.**

Disability Zone: Spaces for individuals with disabilities. Murray State University accessible permit required. Information on acquiring a MSU Disability permit applications are available at the Murray State Parking

Services Office, the Office of Institutional Diversity, Equality & Access, or on the web at www.murraystate.edu/parking by selecting the Accessible Parking tab. Students select "Application for Students" and faculty/staff select "Application for Faculty and Staff."

10 Minute Zone: Coffee Shop and Sparks Hall patrons only. Current valid permit displayed is required.

1 Hour Zone: One-hour parking is for utilizing the Curris Center facility only. Current valid permit displayed is required.

15 Minute Zone: Fast Tracks, Winslow, Lee Clark and James Richmond Residential Colleges Loading Zone is for students actively picking up food and/or loading and unloading items from their vehicles. Current valid permit displayed is required

30 Minute Zone: Located at Roy Stewart Stadium for Housing Office and is for students actively loading and unloading items from their vehicles. Current valid permit displayed is required.

Parallel or Curb Parking: all vehicles must be parked in the direction of the traffic flow. Twenty-four (24) hour enforcement or a citation for "Improper Parking/Parking Against the Flow of Traffic" citation may be issued.

TIME LIMIT/ SEASONAL PARKING EXCEPTIONS

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

- **North of Chestnut** Color Zones in the North Residential College Complex are enforced **24 hours a day every day**. **Students should not park in Blue** at any time in the North Residential College area.
- **Curriss Center, Stewart Stadium and CFSB** requires student, faculty, staff, and visitor permits and is **enforced 24 hours a day, every day**.
- **One-hour parking** is for Curriss Center patrons use only and will be enforced. Current valid permit displayed is required.
- **Curriss Center Parking between the hours of 5:00 PM to 12:00 AM daily is allowed for all 1 hour spaces, Blue/Red zones, and visitor spaces. A valid current MSU Parking Permit is required.**
- **Summer sessions** students may park in any color zone excluding the blue with their current parking permit.

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

- **Freshmen residing in the north residential college complex must park** in the large lot at Stewart Stadium from 6:00 p.m. Sunday evening until noon on the following Friday. **Beginning at noon on**

Friday until 6:00 p.m. Sunday, Purple/Economy permits may park in the north residential college area in the yellow zone only. Vehicles **must be moved** back to Roy Stewart Stadium or Any Economy/Purple Zone by 6:00 p.m. Sunday.

- **Additional Purple/Economy Parking Zones** are available on the Academic side (South of Chestnut) to accommodate students, faculty, and staff. These lots include: Sorority Suites, Hamilton Field, Hamilton North, and West Farm.
- **Bus parking is prohibited in many parking areas on campus.** Arrangements for bus parking may be made by contacting the Murray State Parking Services Office 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 17th Street. Bus traffic must make arrangements to drop passengers off at their location and move buses to the Stadium or other areas as arranged by the Murray State Parking Services Office or Murray State Police.
- **Boats, trailers, large 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 as to the owner. Arrangements for boats, trailers, large trucks, and vehicles towing trailers parking may be made by contacting the Murray State Parking Services Office at (270) 809-4812 or Murray State Police at (270) 809-2222.
- **University, state, or government-owned vehicles** may be parked in any color zone, service vehicles areas, or restricted areas, without displaying a university permit.

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

Leaving vehicles on campus during school and summer breaks?

Please contact the Murray State Parking Services Office via email at msu.parkingoffice@murraystate.edu before leaving your vehicle on campus during extended breaks like summer, Christmas, etc., as parking lot renovations and maintenances are scheduled during these times. Please provide your Name, M#, and vehicle information including license plate number.

Loading/unloading zone permits will be issued by the Parking Services Staff upon approval by the Parking Supervisor at Murray State Parking Services Office. This permit **is not** for general parking, but for active loading and unloading only. **A vehicle displaying this type of permit must have their current Murray State parking permit displayed and have the loading/unloading permit displayed on the driver's side dashboard and may park in any color zone, loading zones, or visitor zones when actively loading/unloading vehicle. This is not an area a vehicle should remain parked for more than time limit on Loading Zone permit.** The vehicle **must not** interfere with traffic flow, university business, and must not violate fire lanes or traffic codes. **This permit does not allow parking in areas marked as service vehicles, fire lanes, restricted areas, or disability access or spaces. Loading zone permits are valid only for time indicated on the permit.** Both long term and short term loading permits are available. All long term loading permits must be requested by department/agency director/dean/or supervisor and be addressed to the Murray State Parking Services office. Long term loading zone permits will be limited and issued on an annual basis at the discretion of the Parking Supervisor. **Anyone using/displaying a loading zone permit must have a current university permit.** Students may request short term loading zone

passes for loading and unloading at their residential college and/or for delivery/pick up of class projects, etc. Loading zone permits for other activities should be requested by the sponsoring group 48 hours prior to event for which the permit is needed.

Construction/Vendor permits are for those agencies exterior to the university, who are performing services or functions on campus, may be issued a construction/vendor parking permit at the discretion of the parking manager or designee.

Motorcycle/Scooter/Moped permit - Any two-wheeled vehicle with motor, including scooters and mopeds is considered a motorcycle and must be registered with the Murray State Parking Services office and display a valid permit. **Motorcycle/scooter/moped permits allow parking in designated motorcycle parking spaces only.** Under no circumstances are motorcycles/scooters/mopeds permitted to park on sidewalks, grass, stairwells, or areas not assigned for parking. Permits should be attached to right front fork. (Where fork attaches to front wheel.)

Parking lots may be restricted on days that special events are scheduled around the University. Moving of barricades or parking in restricted/reserved areas may result in a citation for Restricted/Moving of Barricades, \$100 citation, which is non-appealable, or vehicle may be booted or towed.

*****IF YOU FORGET YOUR PERMIT, YOU MAY OBTAIN A TEMPORARY PERMIT AT THE MURRAY STATE POLICE BUILDING 24/7*****

VIOLATIONS AND FINES

FINE AMOUNT	VIOLATION EXPLANATION
\$250 **^	Disability/Blocking Access**^
\$100 **^	Fire Lane**^
\$100 **	Stolen/Forged Parking Permit**
\$100 **	False Registration (Use of another person's permit)**
\$100 **^	Restricted/Reserved/Barricade/Construction Zone **^
\$100 *	Non-registration of vehicle for permit*
\$90 **	Non-Visitor in Visitor Zone **
\$80 *	Loading/Stripped/Yellow Curb/Grass/Grounds *
\$80 ^	Parking in Drive/Obstructing Traffic/Sidewalks/Crosswalks ^
\$75 **	Tow/Boot Fee **
\$50 *	Improper /Non Display of Valid Permit *
\$35 **	Impound of Vehicle (@ \$35 per day until vehicle is picked up) **
\$15 *	Wrong Zone *
\$15 *	Beyond Time Limit *
\$15 *	Improper Parking/Parking Against Flow of Traffic*
	* Indicates citation is appealable
	** Indicates citation is non-appealable
	^ Indicates Towable Offense at the discretion of Murray State Police/Parking Services

APPEALABLE VIOLATIONS

- Non-registration of vehicle for permit (once the individual has purchased a current permit and is parked in the correct zone)
- Loading/Stripped/Yellow Curb/Grass/Grounds (if the individual has a current valid parking permit and loading zone permit displayed)
- Parking in Drive/Obstructing Traffic/Sidewalks/Crosswalks
- Improper/Non Display of Valid Permit (if the individual was parked in the correct zone and current permit was not displayed or not displayed properly on the rearview mirror for hangtag; on driver's

side lower windshield for stick on; or on the right front fork or license plate holder for motorcycles/mopeds/scooters.

- Wrong Zone
- Beyond Time Limit
- Improper Parking/Parking Against Flow of Traffic

NON-APPEALABLE VIOLATIONS

- Disability/blocking access-Parking in a disability space w/out MSU disability accessible parking permit or blocking access to disability parking space including ramps and crosswalks (\$250) fine and may result in vehicle being towed. However, **individual's with a valid state issued disability permit may appeal; otherwise, citation cannot be appealed.**
- Fire Lane -Parking in, standing by, or blocking any portion of a fire lane or near a fire hydrant may result in towing and a (\$100) fine. Citation cannot be appealed.
- Stolen/Forged Parking Permit (\$100) cannot be appealed. Possession lost/stolen permit may result in other sanctions - Loss of parking privileges, reimbursement of permit costs to person reporting loss of permit, and possible criminal charges, vehicle being towed, etc.)
- False Registration (\$100). Citation cannot be appealed.
- Restricted/Reserved/Barricade/Construction Zone (\$100) cannot be appealed and vehicle may be towed.
- Faculty, staff, or students may not park in a Visitor zone and may receive a \$90 citation. Citation cannot be appealed
- Boot/Tow fee (\$75). Citation cannot be appealed.
- Impound fee @ \$35 per day cannot be appealed

**PENALTIES FOR VIOLATING
UNIVERSITY PARKING & TRAFFIC REGULATIONS**

Can include, but are not limited to:

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

PAYING OF PARKING FINES

- May be paid on-line through MyGate for Faculty, Staff, and Students; or via the [MSU Extended Web](#) for those who do not have a current MyGate account. Checks may be mailed by the U.S. mail with appropriate postage to Murray State University, Cashier's Office, Sparks Hall, Murray, KY 42071. Also for check payments, there are drop boxes at Murray State Parking Services office; Curris Center Post Office; and outside Sparks Hall for convenience.
- Outstanding fines must be paid before registration may be completed. The University will not furnish transcripts or credits until all fines are cleared. Payment of outstanding faculty-staff parking violations is a pre-requisite to registration of a vehicle and employee clearance forms.
- The person to whom the permit is issued is responsible for all violations and payment of fines charged against the permit, regardless of the operator of the vehicle.

OTHER PARKING VIOLATION NOTES

- Parking zone enforcement is **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 or to vehicles not displaying the current university parking permit in the appropriate location will be traced through the state license bureau to the owner and/or operator.

BOOTING/TOWING

- **Permit holders** and Non-permit holders with without a registered vehicle, who parks a vehicle or vehicles on University property, which has or have been issued **\$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 vehicle's owner.
- All Chronic Offender's vehicles will be considered as a Chronic Offender and will receive a "Warning" notice on the vehicle and 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 Office staff to complete a Boot/Tow Release 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.
- Failure to comply may result in the vehicle being towed at the owner's expense, and the individual's parking privileges being revoked. Additional fees may result for 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 month for faculty/staff offenders and 4 class weeks for enrolled students if failure to comply with notices, regulations, and requests by the Parking Office 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, the faculty, staff, or student **must register** the vehicle and purchase a parking permit.
- If the owner registers their vehicle properly, and they **are not** a faculty, staff, or student, citations may be waived.
- **If the vehicle owner does not comply with registering of vehicle, their vehicle may be towed at the owner's expense after issued \$150 or more in parking citations.**
- **All towing charges are assessed to the owner of the vehicle by the tow company. Murray State University will not be held responsible for any towing fees owed the tow company and/or damages to the vehicle.**

VEHICLES MAY BE TOWED IMMEDIATELY FOR THE FOLLOWING:

- blocking a legally parked vehicle
- double parking
- parking or blocking in any portion of a fire lane
- parking near a fire hydrant
- impeding traffic flow
- abandoned vehicle
- hazardous condition (gas leak, anti-freeze leak, transmission fluid leak, oil leak)
- parking or blocking in a drive
- parking or blocking in loading/unloading zone
- parking or blocking in restricted areas
- parking or blocking on median, sidewalk, or grass
- parking or blocking in a no parking zone
- parking or blocking on yellow curbs or in striped areas
- false registration or failure to register a vehicle including motorcycles, MOPEDS, and scooters
- multiple registration violations and failure to comply with University regulations
- failure to comply or complete, and/or default on a Boot/Tow release agreement

All towing charges are assessed to the owner of the vehicle by the tow company. Murray State University will not be held responsible for any towing fees owed the tow company and/or damages to the vehicle.

STATE VIOLATIONS, FINES AND PENALTIES

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

1. Theft of a parking permit

- "A person is guilty of theft by unlawful taking or disposition when he unlawfully takes or exercises control over movable property of another with intent to deprive him thereof" (KRS 514.030 Theft by Unlawful Taking)
- Theft Under \$500 is a Class A Misdemeanor
 - Penalty- Up to \$500 fine and one year in jail – or both
- Theft Over \$500 to \$10,000 is a Class D Felony
 - Penalty- Up to \$1000 fine and five years in prison – or both.

2. Possession of a stolen parking permit

- "A person is guilty of receiving stolen property when he receives, retains or disposes of movable property of another knowing that it has been stolen, unless the property is received, retained or disposed of with intent to restore it to the owner" (KRS 514.110 Receiving Stolen Property)
- Possession Under \$500 is a Class A Misdemeanor
 - Penalty- Up to \$500 fine and one year in jail – or both
- Possession Over \$500 to \$10,000 is a Class D Felony
 - Penalty- Up to \$1000 fine and five years in prison – or both.

3. Possession of a lost parking permit

- "A person is guilty of theft of property lost, mislaid, or delivered by mistake when he comes into control of the property of another that he knows to have been lost, mislaid, or delivered by mistake as to the nature of the amount of the property or the identity of the recipient, and with intent to deprive the owner thereof, he fails to take reasonable measures to restore the property to a person entitled to it" (KRS 514.050 Theft of Property Lost, Mislaid, or Delivered by Mistake)
- Possession Under \$500 is a Class A Misdemeanor
 - Penalty- Up to \$500 fine and one year in jail – or both
- Possession Over \$500 to \$10,000 is a Class D Felony
 - Penalty- Up to \$1000 fine and five years in prison – or both.

4. Reproducing, Altering, or counterfeiting a parking permit

- "A person is guilty of forgery in the third degree when, with intent to defraud, deceive, or injure another, he falsely makes, completes, or alters a written instrument" (KRS 516.040 Forgery 3rd Degree)
- Class A Misdemeanor
- Penalty- Up to \$500 fine and one year in jail – or both.

5. Possession of a permit that has been counterfeited or altered

- "A person is guilty of criminal possession of a forged instrument in the third degree when, with knowledge that it is forged and with intent to defraud, deceive, or injure another, he utters or possesses a forged instrument" (KRS 516.070 Criminal Possession of a Forged Instrument 3rd Degree)
- Class A Misdemeanor
- Penalty- Up to \$500 fine and one year in jail – or both

6. Display/Use of someone else's handicap 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" (KRS 189.459(3) Counterfeiting Handicap Placard or License Plate)
- Violation
- Penalty- Up to \$250 fine

7. Not having 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" (KRS 304.39-080 Failure to Maintain Insurance)
- First Offense is a Class B Misdemeanor
 - Penalty- \$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
 - Penalty- \$1000 to \$2500 fine and 180 days in jail – or both as well as operator's license revoked for 6 months

APPEALS

Students, faculty and staff who desire to appeal a parking violation must do so by filing an appeal **within five school days from the day the violation was issued.**

- **Only the individual who obtained the permit may appeal a citation issued against it.**
- **In the event the vehicle does not display a parking permit, only the individual who operates the vehicle on campus may appeal a citation(s) issued to the vehicle.**
- **Possession of a stolen or forged permit is a criminal offense and cannot be resolved through the Appeal process.**
- **A False Registration cannot be resolved through the Appeal process.**
- **Parking in or block access to a Disability space cannot be resolved through the Appeal process.**
- **Parking in or blocking a Fire Lane cannot be resolved through the Appeal process**
- **Tow, boot, or impound fines cannot be resolved through the Appeal Process**
- **Appeals are processed through your myGate parking channel and adjudicated by the Murray State Judicial Board.**
- **Non-Visitor (faculty, staff, or student) in a Visitor Zone cannot be appealed**
- **Restricted/Reserved/Barricade/Construction zone cannot be appealed.**
- **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. Each appealed violation shall be adjudicated by the appropriate judicial committee (disposition is final).**

- **All appeal decisions are final.**

GROUND FOR APPEALS

Appeal when you have valid grounds. You should limit your appeals to those circumstances for which the parking citation was issued in error. For example, you did not commit a violation.

REPORTING A LOST OR STOLEN PERMIT

Reporting of a lost or stolen permit will require the taking of an affidavit. **Falsely reporting an incident is a criminal act and may be dealt with in the criminal courts.** If a permit is lost and later recovered, the permit is to be brought to Murray State Parking Services Office. **The permit is not valid after an affidavit has been filed, and if identified on campus will receive a \$100 Lost/Stolen citation, which is non-appealable.**

PARKING ON UNIVERSITY PROPERTY

- **The 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 vehicle being booted/ 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 legal marked parking spaces - parking outside of designated parking spaces will result in a citation being issued.**
- 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 not exceeding 24 hours up to 48 hours. **All inoperable vehicles must be reported to the Murray State Police at (270) 809-2222, within 24-48 hours. Failure to notify Murray State Police may result in a notice of violation being issued to vehicle and/or vehicle being towed at the owner's expense.**

OPERATION OF A MOTOR VEHICLE

- Murray State Police enforce all laws and regulations regarding the operation of motor vehicles.
- All serious incidents or vehicle accidents should be reported to the Murray State Police (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. KRS 304.39-110.

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

PARKING LOT SPEED

- Parking lot speed limit is 15 mph.

PARKING PERMITS AND THE TERMINATION OF EMPLOYMENT OR WITHDRAWAL FROM SCHOOL

- **Parking permits are the Property of the University and must be returned to the Murray State Parking Services Office upon termination of employment as a part of the clearance process or upon withdrawal from school.**
- **Permit charges are non-refundable.**

NON-PEDESTRIAN DEVICES REGULATIONS

Non-pedestrian devices include, but are not limited to: bicycles, skateboards, skates, roller blades, and unicycles. It is the responsibility of all individuals using these devices on campus to read and understand these regulations. Lack of knowledge of these regulations will not be accepted as grounds for dismissal of citations or enforcement actions. All operation of non-pedestrian devices are at the risk of the individual using the device. Murray State University takes no responsibility for the operation or use of these devices.

GENERAL INFORMATION

- Theft of personal or university property should be reported to the Murray State Police (270) 809-2222 immediately.
- The Murray State Police will furnish engraving devices free of cost for the purpose of marking personal property.
- **Personal Property Inventory** sheets are also available on the Murray State Police website under **"FORMS"**.
- For your protection, make photographs of jewelry and other valuables leaving duplicates of these at home with parents or in an additional safe location
- Program Murray State Police number (270) 809-2222 into your cell phone.

GENERAL GUIDELINES FOR NON-PEDESTRIAN DEVICES:

- Pedestrians have the right-of-way.

- Bicycles shall not be operated within university buildings, or other areas designated by regulation or signs.
- Cyclists are required to operate within applicable Kentucky law when riding on streets or roadways.
- Skateboarding is permitted **to and from** class **only**. **All other skateboarding is prohibited**.
- Stunt riding, trick riding, free-style riding, or skating are not to be performed on university property. In addition, excessive noise, speed, or any other use of non-pedestrian devices that may cause disturbances of studies, property damage, or endanger self or others is prohibited. Users may not ride on stairways, patios, dock areas, benches, picnic tables, stairs, ramps, curbs, or other irregular surfaces.
- Student, faculty, or staff violators are subject to disciplinary proceedings. Violators' equipment is subject to confiscation and impoundment.
- The university may impound any non-pedestrian device which is classified as abandoned, lost, or stolen. The university reserves the right to remove locks and/or security devices attached to bicycles in order to impound.

POINTS OF CONTACT FOR MURRAY STATE POLICE AND PARKING

Emergency:

911 – From on campus phones only

Murray State Police:

2222 – From on campus phones only

(270) 809-2222 – from cell phones or off campus

Parking Management Office:

4812 – From on campus phones only

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

DEFINITIONS

Affidavit- sworn notarized legal statement

Chronic Offender- an individual who has violated 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.

Disability Parking – is provided on MSU Campus per ADA requirements and signage posted as required by law. **A valid MSU disability permit is required and must be displayed when parked on campus in a disability marked space.** Additional information regarding Disability Parking may be acquired by contacting the Murray State Parking Services Office at (270) 809-4812. **No vehicle parking, standing, or blocking is permitted at any time.**

Use of flashers - does not constitute legal parking.

Faculty member- any full-time or part-time employee of Murray State University who holds academic rank and status (Lecturer, Assistant

Professor, Associate Professor, or Professor). **This does not include graduate assistants or student workers.**

False registration- is registration of a vehicle for someone else in your name to obtain a parking permit for which the other individual is not eligible for; use of a parking permit not issued to you; voluntarily selling, giving, etc. your parking permit to someone else for their personal use; etc.

Fire Lane – Any roadway, walkway, driveway or pavement not specifically marked for parking. All state laws governing movement, operation, and parking of vehicles shall apply on University property

Legal marked parking spaces- spaces designated by white lines on either side of the vehicle or hashed parking in front and rear for parallel parking spaces.

Loading Zone – A signed/striped area or dock reserved for loading/unloading of commercial or personal items. **MSU Loading Zone permit and a current valid MSU Parking Permit is required.** 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. **Use of flashers does not constitute legal parking.**

M/C- zoned area stripped and marked with M/C indicates a motorcycle parking zone, which includes motorcycles, motor scooters, and mopeds.

Moped- “A bicycle with a helper motor rated no more than two brake horse power, 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.”

Improper Parking-to park or leave unattended a vehicle in an area/place for a period of time that is not a legally marked parking space; to park a vehicle outside the lines of a legally marked parking space; or to park a vehicle against the flow of traffic.

Properly displayed permit- Permit (hangtag) must be in plain view on rear view mirror (unobstructed) at all times and visible to parking enforcement from outside the front of vehicle; a stick-on permit must be affixed to the lower right (driver) side of the front windshield and visible from outside of the front of the vehicle; or motorcycle permit must be affixed to the right front fork, windshield, or affixed to the license tag plate on rear of motorcycle.

Restricted Parking –Restricted parking spaces and/or areas designated for specific purposes, like Reserved; Service Vehicles; Loading Zones; & Striped Areas (not including Fire Lane or Disability). **Use of flashers does not constitute legal parking.**

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 in Murray State University for the purpose of receiving instruction who is not also a faculty or staff member.

Vehicle ---The term vehicle includes cars, trucks, motorcycles, mopeds, motor scooters, and any other motor-propelled vehicle. This does not include ATV's like 4 wheelers or golf carts.

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 stop by the Murray State Parking Services Office to obtain a visitor's parking permit at no cost.

PARKING DO'S AND DON'TS

- **DO** contact the Murray State Parking Services Office with parking questions at (270) 809-4812 or email us. Other sources of information may be unreliable.
- **DO** observe the signs in each lot. The signs will indicate what type of permit is required there. All vehicles parking on campus must have a current permit (visitors included).
- **DO** update your permit information with the Murray State Parking Services Office, when changing vehicles or license plates or when bringing a new/different vehicle to campus.
- **DO** familiarize yourself with all the parking regulations. If you drive on campus, this is your responsibility.
- **DO** park carefully, within a defined parking space and with the flow of traffic, to avoid a citation for improper parking.
- **DO** understand that parking citations are issued 24 hours a day/ 7 days a week.
- **DO** leave permit displayed in vehicle at all times.
- **DO** contact Murray State University Parking Services or Dispatch immediately if permit is lost, misplaced, left, or stolen to get replacement.
- **DON'T** assume that because others have parked illegally you may do so.
- **DON'T** park on yellow lines, fire lanes, etc. with your hazard lights on, this will not prevent you from receiving a citation.
- **DON'T** 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.
- **DON'T** park in a disability space without a Murray State University issued disability permit.
- **DON'T** trade permits with friends. If your friend is using your permit or vehicle and receives a citation you are responsible for the citation.
- **DON'T** purchase or accept a permit from anyone except Murray State Parking Services Office. Parking permits purchased from private individuals are invalid and may be stolen.