

Parking Policies:

General Policies

Parking on Residential Streets

• **As a courtesy to the Seminary’s neighbors, students, faculty, staff, and guests are strongly encouraged NOT to park their vehicles on the residential streets adjacent to the campus. Those streets include Godfrey, Aubert, Upland and Meadowlark Avenues.**

• **Pedestrians have the RIGHT-OF-WAY not only at marked intersections but also all intersections adjacent to side-walks or other walkways.**

• Any person who operates a vehicle on the property of Southern Seminary on a regular basis must have a permit for identification purposes. A permit can be obtained by completing the vehicle registration form. Forms can be found in the Campus Safety and Security office, on the website at <http://www.sbts.edu/current-students/policies/safety-and-security/>, or on the seminary intranet. Completed forms can be returned to Campus Safety and Security via postal mail, an on campus mailbox, e-mail, fax or in person at the Campus Safety and Security office located in the lower level of the Duke K. McCall Sesquicentennial Pavilion. Additionally, new on-campus residents will be requested to complete vehicle registration forms at the time of their housing check-in through the Housing Department.

Your vehicle must be registered with Campus Safety and Security before any permit will be issued.

• Color coded permits will be issued based on the following designations:

- Red Faculty and administrative staff
- Blue Employees (hourly and part-time)
- Yellow Students/Commuters
- Green Grinstead Residents
- Orange Mullins Complex Residents (Includes Mullins, Manly, Williams, Sampey, and Whitsitt)
- Black Carver residents
- Purple Fuller and Springdale Residents
- Grey Contract Employees

• Obtaining a parking permit authorizes a vehicle to park on campus; it **does not** guarantee a parking space. Persons are expected to park in appropriate lots not only to avoid receiving a citation but also to be courteous to others.

• A parking permit is valid only when it is properly adhered outside of the back windshield on the driver’s side of the vehicle.

• Once you are issued the appropriate permit, you are responsible for renewing your permit at the time of its expiration. On-campus residents must renew annually, commuting students every two years, and faculty/staff every three years at the beginning of the Fall Semester.

• Permits must stay on the vehicle that was registered by the owner.

• Thirty (30) minute parking areas are designated for persons who need to conduct limited business with the seminary.

• Handicapped persons are allowed to park in any lot on Seminary property. Most lots contain areas designated for handicapped persons.

• Students who live in seminary housing and have Orange, Black, Purple, or Green permits must leave their vehicles parked in their respective housing parking lots. Residential students will not be allowed to park in other areas of the seminary except between the hours of 4:30PM and 6:30AM daily, weekends and holidays. [Non-residential lots only] This excludes Grinstead residents, who may park in the commuter parking lots designated for yellow/green permits. Residential parking lots will be enforced during the regular semesters twenty-four [24] hours daily.

• The responsibility for finding an authorized parking space rests with the vehicle operator. The lack of space in any area at any time is not a valid excuse for violating these regulations. Prior permission of emergency parking may be obtained from Campus Safety and Security.

• During the period when students are moving in and out of seminary housing, temporary curbside parking will be permitted. However, students may not block roads, intersections, sidewalks or park in any way that would create a hazard for other vehicles or pedestrians.

• All persons operating a vehicle on seminary roads must comply with all regulatory signs and markings. All applicable traffic regulations of the Commonwealth of Kentucky are in effect at all times.

• The speed limit on seminary roads is 15 mph unless otherwise posted.

• Boats, RVs, trailers, campers or any other vehicle used for recreational purposes are NOT to be parked on seminary property without approval from office of Safety and Security.

• Information on the restrictions of the different parking lots can be found from different sources. A diagram of the parking lot can be found through the seminary’s main website <http://www.sbts.edu/current-students/policies/parking/>. Pamphlets that also outline the different parking lots and policies can be obtained from Campus Safety and Security. This same information is included in the student handbook and the employee manual.

• Married residential students whose spouses are employees of the seminary will receive a permit based on their residency.

Enforcement/Parking Fees

• Campus Safety and Security issues both citations and courtesy notices.

• A person receiving a citation who has extenuating circumstances may appeal the citation to Campus Safety and Security. A person can fill out a form from Campus Safety and Security and it will be reviewed.

• Appeals must be turned in no later than 10 days after receiving a citation.

• Parking/Violation fines are \$25.00 for each offense with the exception of parking in a fire lane, blocking a fire hydrant or blocking a trash dumpster. The fine for these violations is \$75.00.

• Persons who receive three or more citations and/or courtesy notices within a semester are subject to an increase in each fine up to double the amount.

• Vehicles may be immobilized (booted) for certain violations. (Examples: Repeat offenders, non-payment of fines, vehicles not properly registered). If a vehicle is booted, the owner must come to Campus Safety and Security to secure the release of the vehicle. An additional \$50.00 fine is placed against the owner/occupant for this process.

• Vehicles that are parked in violation such as blocking fire lanes, improper handicapped parking, repeat serious offenders or blocking roadway will be towed. The owner or occupant will be required to secure the release of his/her vehicle from the Louisville Metro Police.

Abandoned/Non-operating vehicles

• The Louisville Metro Police will tow any vehicle deemed abandoned or non-operating by Campus Safety and Security. The Louisville Metro Police tow lot charges not only the fee to tow the vehicle but also a daily storage fee. They make an effort through the vehicle registration to notify the owner.

• Campus Safety and Security normally places a fifteen (15) day notice on an abandoned or non-operating vehicle. We reserve the right to bypass this procedure due to special circumstances. (Examples: wrecked vehicle, vehicle leaking fluids, etc.).

• Vehicles that are deliberately moved to comply with a fifteen (15) day notice, but are generally not used and considered abandoned will be towed under this policy.

Numbers of Vehicles Allowed

• Married couples living on campus are limited to two (2) vehicles parked on seminary property. Single students are limited to one (1) vehicle.

• Faculty/staff will be allowed to register two (2) vehicles to be parked or driven on campus.

• Married couples that commute to campus will be allowed to register two (2) vehicles to be parked or driven on campus.

Carver Circle

• Spaces directly behind Rankin Hall are designated as employee parking. This includes blue, red and grey permits. The Carver Circle has limited designated parking and is reserved for visitors.

• Carver residents must park in the designated area around Carver Hall, lots #13 & 14. Carver residents will not be permitted to park in other residential lots across campus.

Commuter Parking

• Any student who does not reside in one of the residential dormitories or apartment complexes located on the main seminary property is considered a commuter.

• Commuters are required to park in lots numbered as #10, 11, 12, 16, and 17.

• Commuters are welcomed to park in any lot subject to color-coded restrictions after 4:30pm and before 6:30am weekdays and anytime during the weekend and holidays.

• Commuters are allowed to park in 30 minute parking spaces, if conducting business on a limited basis as offered to others.

Residential Dormitory/Springdale/Employee Parking

• Student residents living in dormitories are to park in the lots surrounding their respective dormitory. They cannot drive their vehicles to class.

• Residents of Springdale need to park in the two rows of parking above the apartments and in the lower part of the complex next to Grinstead Drive.

• Employees shall not park in the parking lots surrounding residential dormitories. The lots behind Facilities (#4 & 5) are open to residential students as well as employees.

Honeycutt & Legacy Conference Center Parking

• The row of marked parking spaces parallel to the Legacy Conference Center is to be used for patrons of that center and will be designated Guest Parking – permit available at the registration desk.

• The remainder of this lot is designated as employee and guest parking. Students and commuters may use this parking lot between 4:30pm and 6:30am weekdays and on weekends and holidays.

Relaxation of Traffic Policies and Procedures

• During summer months (between Spring graduation and Fall registration) and in between semesters, Campus Safety and Security will relax its enforcement of certain parking regulations. We recognize that there is more ample parking available. We will concentrate enforcement of 30-minute, fire lane, handicapped, and red permit parking during these times.

To Avoid Parking Tickets

• Look for and obey all parking regulations.

• The speed limit on Seminary property is 15 mph.

• Don’t forget to properly display your permit on the vehicle you have parked on Seminary property.

• Unless you have a state issued handicapped permit or tag, never park in a space reserved for handicapped persons.

• If you lend a car to a friend, make sure the friend knows where to park.

• YOU are responsible for all citations issued to your car.

• Inclement weather will not void any regulations.

• Allow enough time to find a parking space.

• If you have any questions, problems, or unique circumstances, call or come by Campus Safety and Security in lower level of the McCall Pavilion or call ext 4444 and let us help.

• All students, faculty and staff will be expected to comply with these traffic/parking regulations and will be held financially accountable for any citation.

Permitted Parking by Numbered Lots



Parking Rules & Regulations

- 1 Foundation House** (Red and Blue Permits)
 - a. Faculty/Staff parking only with limited handicapped
 - b. No commuter or residential student parking except after hours, weekends or holidays. Note: After hours are defined as M-F, 4:30pm-6:30am and weekends and holidays.
 - c. Limited "visitors" spaces.
- 2 Honeycutt/Student Center** (Red and Blue Permits)
 - a. Faculty/Staff, Hourly Employees, & Visitors.
 - b. Spaces parallel to the Legacy Conference Center are designated for those persons staying as a guest in the Legacy Conference Center.
 - c. No commuter or residential student parking except after hours, weekends or holidays.
 - d. Limited 30 minute parking available.
- 3 Foster/Facilities** (Grey and Purple Permits)
 - a. Foster residents.
 - b. Limited designated parking for contract employees.
- 4 Facilities Building** (Red, Blue, Orange and Grey Permits)
 - a. Mullins and Samuels Hall residents, faculty/staff, hourly employees, contract employees, with limited designated parking.
- 5 Facilities Building** (Purple, Red, Blue, Orange and Grey Permits)
 - a. Mullins and Samuels hall residents, faculty/staff, hourly employees, contract employees, with limited designated parking for Springdale residents.
- 6 Springdale Upper** (Purple Permits, Limited Handicap)
 - a. Springdale residents with limited handicapped parking.
- 7 Mullins Complex** (Orange Permits, Limited Purple Permits)
 - a. Residential parking for Mullins, Manly, Williams, Sampsey, Whitsitt Students, and Samuels.
 - b. Limited parking for staff employees and handicapped.
 - c. One row of parking, next to Fuller Hall reserved for Fuller residents.
 - d. Mullins residents are not to park in any other residential parking lots at any time except those designated for them.
- 8 Fuller** (Purple Permits)
 - a. Residential parking for Fuller residents. This includes the row next to Fuller (east side of Manly and Fuller).
 - b. Limited handicapped parking.
- 9 Norton West** (Red, Blue and Grey Permits)
 - a. Faculty/staff and hourly employee parking only, with limited handicapped parking.
 - b. No commuter or residential student parking except after hours, weekends or holidays.
- 10 Lots behind Library and Lower Norton West** (Yellow and Green Permits)
 - a. Main commuter lot.
- 11 Lower Library** (Yellow and Green Permits)
 - a. Commuter lot.
 - b. No residential parking except after hours, holidays and weekends.
- 12 Lower Carver** (Yellow and Black Permits)
 - a. Commuter and Carver resident lot.
- 13 A Carver North** (Black Permits)
 - a. Carver residents with limited handicapped parking.
 - b. Carver residents are not to park in other orange or purple permit residential areas across campus at any time.
- 13 B Carver North Facilities** (Black and Grey Permits)
 - a. Carver residents and Limited seminary vehicles.
- 14 Carver West** (Black Permits)
 - a. Carver residents.
- 15 Carver West Employee** (Red, Blue and Grey Permits)
 - a. Faculty/Staff, Hourly Employee, Contract Employee and limited handicapped parking
 - b. No commuter or residential student parking except after hours, weekends or holidays.

- 16 Seminary Drive** Near Grinstead (Yellow and Green Permits)
 - a. Commuter lot.
- 17 Seminary Drive** Near Grinstead (Yellow and Green Permits)
 - a. Commuter lot.
- 18 Grinstead Apartments** (Green Permits)
 - a. Grinstead residents.
- 19 Lower Springdale.** (Purple Permits)
 - a. Springdale residents.

Handicap Parking

- a. Handicap parking is permitted across campus provided the owner or handicap person has an authorized permit issued by any local or state governmental agency.
- b. Temporary handicap parking will be issued as needed. Persons should come to Campus Safety and Security and a temporary handicap permit will be issued **if warranted**.

Prohibited Parking

All students, faculty, staff, and employees are requested **NOT** to park on public streets around campus. This is a courtesy to our neighbors who reside on Godfrey, Aubert, and Meadowlark.