

## VEHICLE REGISTRATION & V-PERMIT REQUEST

All students, faculty/staff, contractors/vendors, and visitors (full time or part-time, retired, volunteer) who operate a motor vehicle on the MSU campus must register all vehicles that will be driven on campus. This includes all personnel that work or maintain an office on campus and regional campus employees who access the main campus. Annual renewal of Virtual Permit (V-Permit) and vehicle registration is required for each individual driving and/or operating a vehicle on campus and should be completed via myGate before your arrival to campus.

Murray State University uses virtual permits, (V-permit) for all vehicle registration activity. All faculty, staff, students, vendors, contractors, and non-MSU agencies operating and/or parking a vehicle on MSU main campus must have a valid V-permit. **Multiple drivers are not valid on a parking account unless multiple V-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 V-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 V-permit unless the employee chooses to restrict parking to the student's parking zone. Accounts may register multiple vehicles if multiple v-permits have been purchased. Failure to comply and purchase a V-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 V-permit in their name.**

**No employee or student may "share" a V-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" V-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.**

Motorcycles require an additional V-permit with a fee of \$75 for the academic year.

Students, Faculty, or Staff visiting/accessing MSU's main campus as much as one day per week must purchase vehicle registration for valid parking on campus.

Registration of vehicles 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 NUMBER
- LOCAL ADDRESS
- VEHICLE YEAR, MAKE, MODEL, AND COLOR
- LICENSE PLATE NUMBER
- STATE AND COUNTY VEHICLE IS REGISTERED IN
- VALID CURRENT EMAIL ADDRESS, IF YOU DO NOT HOLD A MURRAY STATE EMAIL ACCOUNT

**Registration is enforced 24-hours daily.**

Regional campus and on-line students who attend class on the main campus and/or 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. Regional campus and on-line students, not attending classes on the main campus or who do not access the main campus as often as one day per week, must request a V-permit online for each visit to the main campus. This includes everyone registered as a MSU student. V-permit access will be issued only for the allotted time student will be on campus for that week.

Temporary V-permits may be requested by emailing Parking Services at [msu.parkingoffice@murraystate.edu](mailto:msu.parkingoffice@murraystate.edu)

**Racer Academy students taking classes at their local high school, with no classes on the main campus, will be given a semester-by-semester parking v-permit at no charge. If the Racer Academy student has classes on the main campus, they will be considered a commuter student and will be offered the same v-permit options of any student attending classes on the main campus. If you have any questions, please contact Parking Services at (270) 809-4812.**

## **ACQUIRING A V-PERMIT**

A V-permit must be purchased prior to the beginning of the semester; this includes all faculty, staff, students, contractors, vendors, volunteers, and non-MSU agencies parking on MSU main campus. V-permits from August 1 to July 31 for each academic year. Parking is enforced 24/7 including the first day of scheduled classes each semester.

## **ACQUIRING FACULTY/STAFF V-PERMITS**

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

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.

## **OTHERS**

Student teachers, student employees, and graduate assistants do not qualify for faculty/staff parking zone access. Students from extended campuses must register their vehicle for short-term parking when on the MAIN campus, unless the student accesses campus as much as one day per week. If the student does access main campus at least one day per week or more, they must purchase a V-permit.

## **RIGHTS AND RESPONSIBILITIES OF VEHICLE OWNERS**

- The person to whom the V-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 to this regulation: Emergency response vehicles or vehicles only required by their state of license to have a front license plate (front plate only vehicles **MUST BE** verified by Parking Services Office and approved by Parking Manager and/or their designee)

- License plates (rear plate) must be easily visible to the parking lot aisle/roadways. License plates displayed behind objects (bicycle racks, bumper guards) or on a vehicle dashboard are not acceptable.
- The purchase of a V-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.
- At the time of V-permit request students, faculty, and staff will be required to list all vehicles, which they may park on MSU campus. Vehicles may be on multiple accounts, if multiple individuals use the vehicle to park on MSU's campus. However, all individuals parking a vehicle on campus must have a valid V-permit.
- Non-compliance in purchasing a V-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 loss of parking privileges on campus.
- The Murray State Parking Services Office 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, booted/towed vehicle, and/or loss of parking privileges on campus.

## **V- 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 V-permit— this fee covers the fall, spring and all summer sessions for the following permits: White, Blue, Red, or Yellow.
- \$100 Economy/Purple V-permit are available for any faculty, staff, or student and are valid in perimeter lots ONLY. (Lower Stadium, Hamilton Field, Hamilton North, Sorority Suites, and West Farm only) this fee covers the fall, spring, and all summer sessions.
- 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.
- Motorcycle/scooters V-permit must be registered and will be charged \$75 per academic year to park on campus.
- MOPEDS (see definitions on last page of document) must be registered. 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; and will be charged \$75 per academic year to park on campus.

Retired MSU faculty and staff are eligible for Faculty/Staff V-permit privileges or a Long Term Visitor V-permit at no cost. Vehicle registration may be requested at <https://murraystate.nupark.com/portal> Blue zone access may be requested via the retiree's myGate account or by coming to Murray State Parking Services office. 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.

NOTE: 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 v-permit for a blue zone access, and will no longer be eligible for a Long Term Visitor access. All parking regulations, including parking zones and fines, apply to retired faculty/staff.

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

- V-permit/Vehicle registration charges are non-refundable.

## **VISITOR PARKING**

The visitor and guest 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 (24-hour enforcement).

Annual visitors and guest V-permit requests are available on-line at <https://murraystate.nupark.com/portal>.

(Vendors/Contractors are not visitors to the University and are not eligible for visitor V-permits. Please go to the Non-MSU Vendor/Contractors section on our website at [www.murraystate.edu/parking](http://www.murraystate.edu/parking) for information regarding V-permits.

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

In order not to receive parking citations, all visitors must have a visitor's V-permit to park on campus. There is no charge for a visitor V-permit

Parents may request an annual visitor V-permit through our web portal at <https://murraystate.nupark.com/portal>

Guests of students or faculty/staff, or visiting lecturers, etc. should request a departmental V-permit from the department requesting their assistance on campus. If the department does not offer their assistance with this, please contact Parking Services by calling (270) 809-4812 prior to your visit.

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

All departments requesting V-permit for visiting consultants, lecturers, etc. must complete or have their guest complete, the following information for departmental V-permits: License plate number; state of registration for vehicle; make, model, color, and type of vehicle; name of guest (s); and an email.

Students, faculty, or staff are not visitors, may not park in any visitor parking spaces at any time, and may be subject to \$90 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 register a vehicle may result in citations being sent for collection or vehicle may be booted/towed for failure to comply with Murray State University's parking regulations.

## **EVENT OR SPECIAL REQUEST 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 parking permissions should be requested by the department/agency/hosting business via email to Murray State Parking Services at [msu.parkingoffice@murraystate.edu](mailto:msu.parkingoffice@murraystate.edu) with a minimum notification of 72 hours/3 days in advance of the scheduled event. Requests may also be made to our office as much as 1 year in advance of the event.

Departmental Parking Portals are available to any department on campus. If you do not have a departmental portal and would like one, please contact Parking Services for details.

Parking Services will provide the host with an URL designed specifically for their event and event dates. (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 register or where they may park.)

## **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.

## **Departmental Portal Requests**

Departments and agencies housed on MSU main campus may request a departmental parking portal. These portals are used for the following reasons only: (They may not be used for any other reason, without express written approval by the Parking Manager or their designee)

- Guest speakers for classes, lectures, workshops, etc. (This does not include Murray State faculty, staff, students, vendors, contractors, or non-MSU agency personnel housed on campus or working on main campus for any reason.)
- Non-affiliated MSU visitors or special guests invited to campus by the President, Vice-Presidents, Deans, Foundation, Alumni Office, or others as approved by the Parking Manager or designee
- Departmental vehicles rented and paid for by the University. This does not include vehicles provided by dealerships for individuals that use that as their primary transportation to and from campus.

Violation of these procedures may result in the departmental portal being suspended, and a training must be completed before portal will be re-activated.

Departmental portals should not be used for temporary V-permit for employees that have not purchased their V-permit. Parking Services must issue all faculty/staff needing a temporary V-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. Individual must have a current V-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 minute (without special approval from the Parking Manager or their designee). Both long term and short term loading 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 permissions for loading and unloading at their residential college and/or for delivery/pick up of class projects, etc. The sponsoring group should request loading zone permissions for other activities 48 hours prior to 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 V-permit for approval.



## **CONSTRUCTION/VENDOR V-PERMIT**

Companies and individuals with a contractor/vendor relationship with Murray State University must purchase a V-permit and must follow all of Murray State University Parking Regulations to park on Murray State campus. Contractors/vendors must complete the application located under Non-MSU agency/Vendor/Contractor tab at [www.murraystate.edu/parking](http://www.murraystate.edu/parking). (Company email is required to receive notifications.)

Each contractor/vendor has the following payment options:

- Annual V-permit for \$200 (August 1 to July 31)
- Fall or Spring semester for \$100
- Monthly for \$50
- Daily for \$2.50 per day for up to 20 days with weekend parking being free. (This 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 campus to ensure access is valid and a citation is not received)
- 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)
- Unscheduled sales calls from vendors/contractors must purchase V-permit appropriate to meet their needs.

Citations received are payable at <https://murraystate.nupark.com/portal/Citations>

***Delivery trucks like tractor-trailers; FedEx, UPS, Pepsi, etc. would be exempt from purchasing parking V-permit as long as they are only making deliveries in loading dock areas. DO NOT park in colored zones, visitor, 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 one (1) day V-permit.***

## **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](mailto: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. In addition, please never chain a bike to a stair rail, light post, signpost, 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.
- Do not leave accessories or loose items on your bike.
- Do not secure a bike to a light pole, signpost, 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 landline 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 (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, signposts, railings, stairwells, and other undesignated 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: Murray State 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 because 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 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](http://www.murraystate.edu/parking) and going to 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 V-permit. The disability V-permit is also valid in all color zones. However, they are not valid in a Visitor Zone.

Temporary disability V-permit requests 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 disability V-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 placards must register their vehicles and purchase a MSU accessible parking V-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

Yellow Zone: Residents in North Residential College Complex including College Courts.

Red Zone: Regents and White Residential students and Commuter Students

Economy/Purple Zone: Any faculty, staff, or student desiring to purchase an economy/purple V-permit may do so. (Stewart Stadium large lot, east of stadium, Hamilton Field, Hamilton North, Sorority Suites, and West Farm are considered perimeter economy lots)

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

Visitor Zone: Individuals who are not students, faculty or staff including full-time or part-time; volunteers at Murray State University. Parking in a Visitor Zone may result in a \$90 citation for any faculty, staff, or student (full-time or part-time; volunteer. Visitor V-permits are required. (See Visitor Parking section on page 3 of the Parking Regulations)

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

Disability Zone: Spaces for individuals with disabilities. Murray State University accessible approval 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](http://www.murraystate.edu/parking) by selecting the Accessible Parking tab. Students select "Application for Students" and faculty/staff select "Application for Faculty and Staff". (You may refer to Accessible Parking tab for more information)

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

1 Hour Zone: One-hour parking is for utilizing the Curris Center facility only, and must have a current V-permit on file with Parking Services.

15 Minute Zone: Fast Tracks, Winslow, Lee Clark, Springer, Franklin and James Richmond Residential Colleges Loading Zone are for students actively picking up food and/or loading and unloading items from their vehicles, and must have a current V-permit on file with Parking Services.

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

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 "Parking against the Flow of Traffic" citation may be issued.

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, or vehicle may be booted or towed.

## **TIME LIMIT/ SEASONAL PARKING EXCEPTIONS**

- South of Chestnut Street between the hours of 7 a.m. and 4 p.m. weekdays (M-F), faculty, staff and students may park only in zones designated by their permit color. After 4 p.m. weekdays (M-F) and all day on weekends, students may park in Blue Zone with a current valid vehicle registration.
- 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 at any time in the North Residential College area.
- Curris Center, Stewart Stadium and CFSB requires student, faculty, staff, and visitor V-permit and is 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 V-permit.
- Curris 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. Must have a current valid V-permit.
- Wellness Center parking between the hours of 5:00 PM to 10:00 PM Monday through Friday allows any color v-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 valid current V-permit.
- During summer sessions, students may park in any color zone excluding the blue, restricted, loading zones, and disability accessible parking with their current valid V-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.
- Additional Purple/Economy Parking Zones are available on the Academic side (South of Chestnut Street) to accommodate students, faculty, and staff. These lots are located at Sorority Suites, Hamilton Field, Hamilton North, and West Farm.
- Bus parking is prohibited in most 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 arrange 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 only may be parked in any color zone, service vehicles areas, or restricted areas, without a V-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](mailto:msu.parkingoffice@murraystate.edu) before leaving your vehicle on campus during extended breaks like summer, winter, etc., as parking lot renovations and maintenances are scheduled during these times. Please provide your Name, M#, and vehicle information including license plate number.

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 is required to pay a \$75 registration access fee for Motorcycle Zones ONLY.

Motorcycle/scooter/moped is allowed parking 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.

## VIOLATIONS AND FINES

FINE AMOUNT	VIOLATION EXPLANATION
\$250	Disability/Blocking Access *
\$100	Fire Lane *
\$100	Restricted/Reserved/Barricade/Construction Zone *
\$100	False Registration *
\$100	Non-registration of vehicle
\$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	Incorrect Plate Entered/Improper Display, Altered, or Obstructed License Plate
\$15	Wrong Zone
\$15	Beyond Time Limit
\$15	Improper Parking (No backing in or pull thru)
\$15	Parking Against Flow of Traffic

\* Indicates Towable Offense at the discretion of Murray State Police/Parking Services.

\*\* Tow and boot fees are not eligible for appeal.



## **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

### **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 in the appropriate location will be traced through the state license bureau to the owner and/or operator.

### **PAYING OF PARKING FINES**

- Fines may be paid on-line through myGate for Faculty, Staff, and Students; or via the <https://murraystate.nupark.com/portal/Citations> 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. For check payments, there is a drop box at Murray State Parking Services office.
- 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 are required to purchase of a V-permit and employee clearance forms.
- The person to whom the current valid vehicle registration is issued is responsible for all violations and payment of fines charged against the vehicle, regardless of the operator of the vehicle.

## **BOOTING/TOWING**

- Permit holders and Non-V-permit holders with/without a registered vehicle, who park a vehicle or vehicles on University property, with \$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.
- 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 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 is 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 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 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.
- 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

The tow company will assess towing charge to the owner of the vehicle. 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. 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 for parking illegally with a penalty up to \$2500.

2. 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**

A person to whom a citation has been issued shall have 5 school days from the date, 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.

- Only the individual, who registered the vehicle for zone access, may appeal a citation issued against the vehicle.
- Appeals are processed through your myGate-parking channel and adjudicated by the Murray State Judicial Board.
- 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), and each violation appealed requires the individual to complete the corresponding reading and quiz assignment in Canvas to receive a ruling.
- All appeal decisions are final and are not eligible for any type of reduction.
- Denial is assumed for the following appeals and will require an administrative review before being submitted for appeal: Towed/Booted/Impound Violations

## **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.

## **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 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.

## **PARKING LOT SPEED**

- Parking lot speed limit is 15 mph.

## **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 (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 304.39110)
- 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.

## **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.



## **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 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 on Murray State campus only to reach MSU Police

Police: 2222 – From on campus phones only to reach MSU Police

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

Parking Services 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 registered with Parking Services via IDEA or Student Disability Services. 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.

Incorrect Entry of License Plate - failure to properly enter a license plate as issued by the DMV; or entering an expired or junked license plate. This includes entering a license plate incorrectly. (Please refer to the Parking Services website for examples of permits and what numbers and letters 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; or license plate has been altered or obstructed to prevent LPR recognition 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 of time 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 parking or 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.

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.

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 privilege and a current valid MSU vehicle registration 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 striped 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."

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.**

Shared V-permit - multiple individuals sharing the same virtual permit. Multiple drivers are not valid on a parking account unless multiple V-permits have been purchased, as outlined in the vehicle registration section of 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 in Murray State University for the purpose of receiving instruction who is not also a faculty or staff member.

V-Permit - Virtual permit is the legally registered license plate for a motor vehicle

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

Volunteer/Visiting Scholars – 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.

**Use of flashers does not constitute legal parking.**

## **PARKING DO'S AND DON'TS**

- DO contact the Murray State Parking Services Office 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.
- DO 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 V-permit (visitors included).
- DO update your vehicle 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 defined parking space and with the flow of traffic. Always have rear license plate visible from the main lane of travel at all times to avoid a citation for improper parking.
- DO understand that parking citations are issued 24 hours a day/7 days a week.
- DO contact Murray State University Parking Services immediately if you have a parking concern or question.
- 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 current valid Murray State University vehicle registration valid for disability zone parking.