INTRODUCTION

Covenant College parking regulations are intended to assist in providing a safe and orderly campus for everyone. All students, college employees, contractors, and community members bringing a vehicle onto campus must familiarize themselves with these regulations. Please be aware that Covenant College is private property and does not take responsibility for vehicles parked on campus. Vehicle owners park at Covenant College at their own risk.

VEHICLE REGISTRATION

All members of the Covenant College community who will be parking or driving on campus for any length of time must register their vehicles by purchasing a vehicle parking permit or by obtaining a visitor pass or temporary parking permit. This includes alumni, Community Guest Cardholders, or other part time students taking a class. A valid Covenant College parking permit or visitor pass is required for each vehicle parking on college property. Parking permits are specific to each vehicle. Switching permits from one vehicle to another is not permitted. Visitor Day Passes can be obtained from the Probasco Visitor Center.

The registration fee is a one-time per academic year, non-refundable charge. (The only exceptions to this rule are students taking classes abroad for a semester, and new students arriving for the spring semester. These students will receive a prorated amount. Students changing housing arrangements may be required to obtain a new permit decal, but will not be eligible for a refund.) Failure to register any vehicle may result in a fine.

Beginning in July of each year, vehicle registration will open online at the following web address:

www.permitsales.net/covenantcollege/purchase
All registration and payment must be completed online through the above link. The college cannot accept direct payment for vehicle registration.

All registrations expire each July 31st at the conclusion of the academic year for which they were purchased.

**STUDENT PARKING**

Student parking on campus is divided into the following areas:

1. **Zone 1** - Main Campus. This includes the Jackson, Mills (in designated areas only), Andreas, the Scenic Lot and all gravel lots along Jupiter Road. The right to purchase a Zone 1 permit is reserved for students living on campus.

2. **Zone 2** - Scotland Yard Parking Lot.

3. **Zone 3** - South Campus. This includes the Shadowlands and the Highlands.

4. **Zone 4** - College owned housing including the Student Apartments, the Dunbeg house, and the Craig duplex. All students residing in these locations must purchase a Zone 4 parking permit.

Note: At the Shadowlands, parking in the designated maintenance vehicle parking area (between the maintenance and grounds buildings on the left side of the roadway) is not allowed.

5. **Off Campus** – The Lookout Lot and the upper portion of the Kirk Lot are reserved Monday through Friday from 8 am - 5 pm for students residing off campus who have purchased an Off Campus permit. If Off Campus parking lots are full, students with an Off Campus permit may park in Zone 3. Only students living off campus are allowed to purchase Off Campus permits. Commuter lots are open for all vehicles outside these stated hours.

6. **Non-Traditional Studies** - Continuing education or alumni attending classes and dual enrollment students must purchase Non-Traditional Studies parking permits.

The purchase of a permit for Zone 1 or Zone 2 does not guarantee a spot in these areas. In the event that a parking space is unavailable in your assigned zone, please park in a lower level student parking area, i.e. Zone 2 or Zone 3.
IMPORTANT NOTE FOR STUDENTS: Parking in employee lots by students is permitted between the hours of 5pm-7am Monday thru Friday, and from 5pm on Friday through 7am on Monday morning. This does NOT give permission for lower zones to park in higher zones during these hours.

Parking in the Probasco Visitor Lot by students regardless of zone permit is ALWAYS prohibited. In other words, parking in the Probasco Visitor Lot by students is ALWAYS prohibited. This prohibition includes nights, weekends, and holidays.

Summer workers are NOT allowed to park in employee parking lots during normal business hours.

EMPLOYEE PARKING

Employees may park in the North Lot, Sanderson Lot, Ashe/Barnes Lot, the Mills Lot (shared with Dining Services employees), and other designated spaces.

Students are permitted to park in employee parking lots outside the hours of 7 am until 5 pm Monday thru Friday.

PERMIT PRICING

<table>
<thead>
<tr>
<th>Zone</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone 1</td>
<td>$200</td>
</tr>
<tr>
<td>Zone 2</td>
<td>$150</td>
</tr>
<tr>
<td>Zone 3</td>
<td>$100</td>
</tr>
<tr>
<td>Zone 4</td>
<td>$150</td>
</tr>
<tr>
<td>Commuter</td>
<td>$180</td>
</tr>
<tr>
<td>Motorcycles</td>
<td>$50</td>
</tr>
<tr>
<td>Non-Traditional Studies</td>
<td>$25</td>
</tr>
<tr>
<td>Employee</td>
<td>No charge</td>
</tr>
<tr>
<td>Retired Faculty</td>
<td>No charge</td>
</tr>
</tbody>
</table>
Note: A $2 processing fee will be added to any parking related transactions including the purchase of any permit and the payment of any fine.

Temporary vehicle permits valid for a two week period may be obtained in the office of Safety and Security. There is no charge.

Again, to purchase a permit and register your vehicle please visit:

www.permitsales.net/covenantcollege/purchase

Note: If you sell your vehicle, please be sure to remove and destroy your registration sticker and send an email to safetyandsecurity@covenant.edu. This will ensure no future violations are charged to your account.

Permit sales will be prorated for those purchasing a vehicle permit after the Christmas break.

HANDICAP PARKING/ HEALTH SERVICES PASS PARKING

Handicap Parking spaces (totaling 36) are conveniently located throughout the campus. These spaces are intended for those with state-issued Disabled (or Handicap) Person Parking Permits and/or license plates, or for a temporary Covenant College Health Services Pass. A temporary Health Services Pass may be obtained from Safety and Security. A note from the college’s Health Services Director, or one of the college’s Athletic Trainers, is required.

We ask that students with temporary Health Services Passes NOT park in Handicap Parking spaces in employee parking lots (or behind Carter Hall). Ample Handicap Parking spaces are distributed throughout the campus.

A limited number of Handicap Parking spaces are labeled “Reserved”. These spaces are designated for specific individuals during specified hours.
VISITOR PARKING

The Probasco Visitor lot has been set aside for guests of the college. Parking in this lot is ALWAYS prohibited for students, faculty, and staff. During sporting events, guests are also permitted to park in the Lookout and Ashe lots.

COLLEGE POLICY REGARDING INCLEMENT WEATHER

Covenant College requires that you do not drive on campus roadways during snow or ice storms. Campus roads are closed for your safety and to allow time to clear the ice. If school is delayed or closed due to snow or ice, students should still park in parking lots that correspond to their parking permits. If there is a potential for snow or ice overnight, do not park in faculty/staff lots.

CAMPUS REGULATIONS

1. Students are not allowed to park in the Probasco Visitor Parking Lot.

2. Students are not allowed to park in the Probasco Visitor Parking Lot.

3. The campus speed limit is 15 miles per hour.

4. Do not pass a golf cart or other vehicle on Jupiter Road when cresting the hill behind the gym or Andreas Hall. This is a blind hill and could result in a serious accident.

5. Drivers of all vehicles must yield the right of way to pedestrians.

6. Driving and/or parking on sidewalks is prohibited. Driving on the closed section of Jupiter Road is also prohibited.

7. Parking on the grass for any reason is prohibited.

8. Driving vehicles on the power line trails, cross-country trails, the closed portion of Jupiter Road, or any other areas not designated as a campus roadway is prohibited.

9. All vehicles must be registered.
10. The registered owner of a vehicle is responsible for how and where it is parked or driven on campus, even when the vehicle is loaned to another.

11. Permits must be clearly visible at all times and located in the appropriate place (front windshield, passenger side, bottom corner).

12. All vehicles parked on campus must be in operating order. Conducting other than minor repairs to vehicles in campus parking lots is discouraged.

13. All vehicles must have a valid state license plate.

14. The Student Apartments Parking Lots are reserved for students residing in these apartments. Students residing in the Student Apartments and registering a vehicle must purchase a Zone 4 permit.

15. Employee parking lots (essentially the North and Sanderson Lots) are reserved for employees from 7 am until 5 pm Monday thru Friday. Students with zoned permits may park in these lots outside these hours. However, zoned permit parking rules are not relaxed during after hours parking. As such, students with zoned parking permits may not park in a higher zone during after hours parking (i.e. a Zone 3 permit may not park in a Zone 1 or 2 parking lot during after hours parking.) The rule prohibiting students from parking in the Probasco Visitor Lot is always in effect.

**COLLEGE POLICY REGARDING FIRE LANES**

The Georgia State Fire Marshal has mandated that all campus roadways, as well as areas in front and behind campus buildings, are considered fire lanes. Parking in fire lanes is prohibited. This includes Carter Circle and Mac Circle.

**TICKETS AND FINES**

Vehicles parked on Covenant College property in a manner inconsistent with these published regulations may receive a warning or a citation. Fine amounts are shown below. All fines paid within five days of receipt will be discounted 50%.
<table>
<thead>
<tr>
<th>Violations/ Fees</th>
<th>Fine:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Valid Parking Permit</td>
<td>$75</td>
</tr>
<tr>
<td>Parked in Fire Lane</td>
<td>$100</td>
</tr>
<tr>
<td>Not parked in assigned zone</td>
<td>$50</td>
</tr>
<tr>
<td>Parked in Visitor Lots</td>
<td>$50</td>
</tr>
<tr>
<td>Blocking/Restricting Access</td>
<td>$50</td>
</tr>
<tr>
<td>Driving/Parking on Grass/ Sidewalks</td>
<td>$50</td>
</tr>
<tr>
<td>Reckless Driving/Speeding</td>
<td>$50</td>
</tr>
<tr>
<td>Parked in a Handicap Space</td>
<td>$100</td>
</tr>
<tr>
<td>Not Parked in a valid space</td>
<td>$25</td>
</tr>
<tr>
<td>Parked in Event Parking</td>
<td>$25</td>
</tr>
<tr>
<td>Failure to display permit</td>
<td>$30</td>
</tr>
<tr>
<td>Late Fee (after 40 days)</td>
<td>$10</td>
</tr>
</tbody>
</table>

**Note:** A $2 processing fee will be added to any parking related transaction including the purchase of any permit and the payment of any fine.

No more than one ticket will be given for the same offense within an eighteen hour period. Drivers are responsible for moving their vehicle as soon as possible after being notified of a citation.

Parking tickets may be emailed to the vehicle owner, placed on the vehicle or delivered by mail. All fines are due following a period of 40 days and 40 nights. A late fee of 25% will be applied to an unpaid ticket after a period of 40 days.

Each unpaid citation will result in a HOLD placed on the permit holder’s student account. A HOLD blocks a student from receiving grades, registering for classes, participating in graduation and/or receiving your transcript.

Students who receive multiple citations may be referred to Student Development as a disciplinary matter.

**APPEALING A TICKET**

Any ticket citation may be appealed. An appeal may be submitted online at www.scots.covenant.edu under the heading “ScotsParking”. The completed form must be submitted within ten calendar days of the citation date. Appeals submitted after ten days, or not submitted on the electronic form, will not be considered.
The Parking Appeals Committee meets regularly to consider appeals. A person submitting an appeal may appear in person at the committee meeting to present their case (in addition to the submitted appeal), but is not required to do so. The Parking Appeals Committee is made up of one staff member, one faculty member, and three student representatives. The committee will return a decision via email following the committee meeting. The Appeals Committee's decision is final. No appeals will be given a second hearing.

If a ticket is appealed, the opportunity to pay the ticket with the 50% discount is forfeited. Once a fine is paid, the ticket cannot then be appealed.

The outcome of all appeals will be reported to the Student Senate.

FORFEITURE OF PERMIT AND PARKING PRIVILEGES

Students receiving more than fifteen (15) tickets will have their parking permits nullified. A new permit may be purchased at the discretion of the college and dependent upon availability.

IMMOBILIZATION AND TOWING

Covenant College reserves the right to immobilize a vehicle on campus property at its discretion. This may occur for the following reasons:

- Repeated violations (four or more) for a non-registered vehicle.
- Parking violations that impede college operations.
- After a student has accumulated four or more unpaid citations. (Citations under appeal are not counted as unpaid.)

If your vehicle is immobilized, an immobilization sticker will be placed on the driver side window that provides instructions. Any vehicle that is immobilized will incur an additional $75 fine. All fines must be paid before the vehicle is released.
Covenant College reserves the right to tow vehicles for failing to pay fines and/or impeding college operations. Towing and storage fees will be the responsibility of the vehicle owner.

**PAYING A TICKET**

As previously stated, all fines paid within five days of receipt will be discounted 50%.

Tickets are to be paid online using a debit or credit card at:

www.permitsales.net/covenantcollege/violations

All outstanding ticket fines must be paid in order to receive grades, register for classes, graduate or request a copy of your transcript. Collection letters will be sent out periodically by email, as well as mailed to the address listed on the driver’s account for unpaid citations.

Please contact the Office of Safety and Security (located in the basement of Carter Hall) with any questions @ 706-419-1229.