



BELLARMINE  
UNIVERSITY  
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Parking Guide

2023 - 2024 ACADEMIC YEAR

The Office of Public Safety and Transportation is responsible for all parking rules and regulations conferred by the University. All University personnel and students assume responsibility for any citations they receive for improper parking, including payment of fines. There are limited on campus parking spaces, so parking is first come, first served, and not guaranteed for any permit holder.

Bellarmino University reserves the right to revise parking and traffic regulations and to close or alter parking spaces at any time.

### **Vehicle Registration and Parking Permit Tags**

All University personnel and students must have a valid parking permit displayed in their vehicle in order to park on Bellarmine University property. To obtain a parking permit, register online at [one.bellarmino.edu](http://one.bellarmino.edu).

The Office of Public Safety and Transportation, Room CNTH 054 of Centro Treece Hall, issues parking permits for students 24 hours a day, 7 days a week.

The Office of Student Accounts, Room CNHH 208 of Centro Horrigan Hall, issues parking permits for employees M-F 8am-5pm.

The parking permit fee for students is included in the comprehensive fee. The individual registering the permit is responsible for all parking violations in any vehicle displaying the permit.

Faculty, staff, and students may purchase and be issued one parking permit. A permit may be transferred to any vehicle driven on Bellarmine University property. The individual who purchases and registers the permit is responsible for all parking violations in any vehicle displaying the permit.

### **All vehicle registrations and parking permit tags expire July 31 of each year.**

Parking permit tags must be displayed on the rearview mirror of the vehicle. Display permit number facing outwards. If driving a motorcycle or motorbike, please contact the Office of Public Safety and Transportation directly, they will register your motorcycle or motorbike for you and issue the permit from the Office of Public Safety and Transportation that can be adhered where it is visible on the motorcycle/motorbike.

Use of the parking permit is restricted solely to the person issued the permit. Only faculty/staff may receive a second permit. Faculty/staff may do so at no additional cost by registering a second vehicle. If a third permit tag is needed, request approval from the Director of Public Safety, once approved you will be charged \$25.00.

The theft or loss of a parking permit should be reported to the Office of Public Safety and Transportation immediately. In the event that a vehicle is stolen, and the permit is no longer obtainable, the individual may provide a police report to the Office of Public Safety and Transportation for a replacement permit at no charge. If the permit was lost or stolen on campus property, please contact the Office of Public Safety and Transportation to file a report. If the permit is lost or stolen and a police report is not provided, the individual will need to remit payment for \$25.00 for a replacement permit.

Subsequent replacement permits will result in a charge of \$50.00 for each additional replacement permit. Recovered, lost or stolen permits should be returned to the Office of Public Safety and Transportation.

Any egregious violation of the parking policy such as tampering, altering, or giving a permit to an unauthorized person will be referred to the Office of Public Safety and Transportation and the Dean of Students Office for investigation.

## **Enforcement**

Prior to enforcing parking regulations, the Office of Public Safety and Transportation will announce a grace period to the community that will allow for warning tickets to be issued for a duration of time at the beginning of each semester in an academic year before beginning to issue citations for parking violations. Enforcement of the parking regulations will be suspended during the period from 5:00 p.m. on Friday through 9:00 p.m. on Sunday, as well as during events that draw a large number of visitors to the campus. **Please note that rules against parking in fire lanes, unauthorized use of an accessible parking space, reserved, or restricted spaces, grass, or landscaped areas, and moving violations will be enforced at all times.**

Parking is permitted on campus in available spaces on a FIRST COME FIRST SERVED BASIS, but only in designated paved areas. Owning a parking permit does not guarantee parking on campus. Reserved markings may appear on signs or be painted on the pavement. Compliance with these restrictions will be strictly enforced. All permits may park in any open non-reserved faculty/staff and/or upper class designated parking lots from 5:00 p.m. on Friday through 9:00 p.m. on Sunday; however, please note the rules against parking in fire lanes, unauthorized use of an accessible parking space, reserved or restricted spaces, grass or landscaped areas, and moving violations will be enforced at all times.

## **Permit Codes**

Alumni and Surf Patron: Code A

Faculty and staff members: Code B

Faculty and staff members *restricted* to Lot 1 – Bellarmine Lot: Code E

Upper-class Student Residents: Code U

Student: Code S

First-Time, Full-Time Commuter: Code F

First-Time, Full-Time Resident: Code R

## **Lot Descriptions**

### **Lot 1 – Bellarmine Lot**

Permits allowed to park in Lot 1: “E” “R” “F” “S” “U” “A”

Location of Lot 1: Follow Via Cassia to the back of campus, take a left at the stop sign.

### **Lot 2 – Knights Lot**

Permits allowed to park in Lot 2: “F” “A” “S” “U”

Location of Lot 2: Borders East, North and West of Knights Hall to the North of Knights Way

### **Lot 3 – Alumni Way Lot**

Permits allowed to park in Lot 3: “S” “U” “A”

Location of Lot 3: Between Alumni Drive and Knights Way

### **Lot 4 – Via Cassia Lot**

Permits allowed to park in Lot 4: “B”

Location of Lot 4: Between Alumni Drive and Via Cassia

### **Lot 5 – Franciscan Lot**

Permits allowed to park in Lot 5: Reserved/Accessible permits only

Location of Lot 5: From the side of Pasteur Hall to Centro/Horrigan Hall by the Public Safety Office

### **Lot 6 – Centro Lot**

Permits allowed to park in Lot 6: “B”

Location of Lot 6: Directly in front of Centro

### **Lot 7 – Seibert Lot**

Permits allowed to park in Lot 7: “S” “U”

Location of Lot 7: Seibert Terrace

### **Lot 8 – Treece Lot**

Permits allowed to park in Lot 8: “S” “U”

Location of Lot 8: Treece Terrace

### **Lot 9 – Ursuline Lot**

Permits allowed to park in Lot 9: “B”

Location of Lot 9: Small lot behind Miles Hall

### **Lot 10 – Thomas Merton Lot**

Permits allowed to park in Lot 10: “S” “U”

Location of Lot 10: Small lot behind Petrik Hall next to Newman Hall

### **Lot 11a – Siena Lot**

Permits allowed to park in Lot 11a: “U”

Location of Lot 11a: Between Kennedy/Newman Hall and Siena Secondo

### **Lot 11b – Siena Lot**

Permits allowed to park in Lot 11b: “S” “U”

Location of Lot 11b: In Front of Siena Terzo

Lot 12 – Stadium Lot

Permits allowed to park in Stadium Lot: “S” “U”

Location of Stadium Lot: To the side of Frazier Stadium

Lot 13 – Newburg Lot East and Newburg Lot West

Permits allowed to park in Lot 13 East: “S” “U”

Permits allowed to park in Lot 13 West: “B”

Location: Surrounding Allen Hall

Lot 14 – Bishop Lot

Permits allowed to park in Lot 14: “B” “S” “U”

Location of Lot 14: 961 Bishop Lane

Lot 15 – Sports Complex

Permits allowed to park in Lot 15: “B” “S” “U” “R” “F” “E”

Location of Lot 15: 3408 Newburg Lane

Lot 16 – Watterson Building

Permits allowed to park in Lot 16: “B” “S” “U” “R” “F” “E”

Location of Lot 16: 3430 Newburg Lane

### **Permit Descriptions and Allowable Parking Lots**

**A**

Alumni/SuRF Patron Parking “A” Designated Parking Permit

Vehicles with a designated “A” permit (Alumni/SURF) may park in Lot 2, Knights Lot, Lot 1, Bellarmine Lot.

**B**

Faculty and Staff Member Parking “B”

Only vehicles with a designated “B” permit (faculty/staff) will be allowed to park in Lot 6: Centro, Lot 4 Via Cassia, Lot 9 Ursuline, and Lot 13 West Newburg. Faculty and staff members are not allowed to park in the spaces designated by Admissions for perspective students.

Faculty and staff members are highly encouraged to park in lots designated for faculty and staff members. However, if there are no spaces available, faculty and staff members may park in student parking. Please attempt to park in your designated lot.

**E**

“E” Designated Parking for Employees

Faculty and staff members can purchase an “E” permit for \$10.00. Faculty and staff members with an “E” permit will be required to park in Lot 1: Bellarmine Lot only, which allows for “E” and “R” permit holders.

## Student Parking Upper class Parking

U

### **“U” Designated Parking Permit** (Junior and Senior Residents Only)

Vehicles with a designated “U” permit may park in the designated upper-class lot. This is Lot 11a, Siena Lot. “U” permit holders may park in all lots designated for “S” permit holders. “U” permit holders may not park in the designated faculty/staff lots, which are as follows: Lot 4: Via Cassia Lot, Lot 6: Centro Lot, Lot 9: Ursuline Lot and Lot 13: Newburg Lot West.

S

### **“S” Designated Parking Permit**

Vehicles with a “S” permit may park in the with a designated “S” permit may park in Lot 1, Bellarmine Lot, Lot 2, Knights Lot, Lot 3, Alumni Way Lot, Lot 7, Seibert Lot, Lot 8, Treece Lot, Lot 10, Thomas Merton Lot, Lot 11 B, Siena Lot, Lot 12 Stadium Lot, Lot 13, Newburg Lot East, Lot 14, Bishop Lot, Lot 15, Sports Complex, Lot 16 Watterson Bldg. Vehicles with an “S” permit may not park in the designated faculty/staff lots, which are as follows: Lot 4: Via Cassia Lot, Lot 6: Centro Lot, Lot 9: Ursuline Lot and Lot 13: Newburg Lot West.

## First-Year Student Parking

F

**“F” Designated Parking Permit** (First-Year Commuters) First-time Full-time commuting students will be issued an “F” designated parking permit and will be required to park in Lot 2: Knights or in Lot 1, Bellarmine Lot, Lot 15, Sports Complex, Lot 16, Watterson Bldg. F permits may not park in any other designated lot. “F” permits cannot park in Lot 3, Alumni Way Lot, Lot 4, Via Cassia Lot, Lot 5, Franciscan Lot, Lot 6, Centro Lot, Lot 7, Seibert Lot, Lot 8, Treece Lot, Lot 9, Ursuline Lot, Lot 10, Thomas Merton Lot, Lot 11a Siena Lot, Lot 11b Siena Lot, Lot 12, Stadium Lot, Lot 13, Newburg East and West, Lot 14, Bishops lot. First-year students must keep their “F” parking permit their entire first year, regardless of how many credit hours they may have earned.

R

**“R” Designated Parking Permit** (First-Year Residents) First-time Full-time residents with a designated “R” permit will be required to park in Lot 1: Bellarmine Lot, Lot 15, Sports Complex, Lot 16, Watterson Bldg. R permits may not park in any other designated lot. “R” permits cannot park in Lot 2, Knights Lot, Lot 3, Alumni Way Lot, Lot 4, Via Cassia Lot, Lot 5, Franciscan Lot, Lot 6, Centro Lot, Lot 7, Seibert Lot, Lot 8, Treece Lot, Lot 9, Ursuline Lot, Lot 10, Thomas Merton Lot, Lot 11a Siena Lot, Lot 11b Siena Lot, Lot 12, Stadium Lot, Lot 13, Newburg East and West, Lot 14, Bishops lot. First-year students must keep their “R” parking permit their entire first year, regardless of how many credit hours they may have earned.

## General Visitors and Admissions Visitors

No parking permit is required for short-term parking in visitor designated areas located in Lot 1: Bellarmine Lot, Lot 6: Centro Lot and Lot 13: Newburg Lot East, visitors do not need to register with Public Safety. Only Admissions Visitors and/or reserved visitors can park in the designated Admission and Reserved Visitor spaces located in Lot 6: Centro Lot. These spots are designated with signage.

## Visitor Parking

Designated Visitor Spots/Visitor Temporary Parking Permits Campus visitors will be allowed to

park in the designated visitor spots Monday through Friday from 7:00 a.m. through 5:00 p.m. Visitors who have temporary parking permits may park in any available legal parking spaces. Please note the rules against parking in fire lanes, unauthorized use of an accessible parking space, reserved/restricted spaces, grass or landscaped areas, and moving violations will be enforced at all times.

General visitor information:

- Parking time is limited to 2 hours in Lot 1: Bellarmine Lot and Lot 13: Newburg Lot East. Visitor signs are posted.
- Long-term visitors (those parking for more than 2 hours) should be sent a special parking permit by the department they are visiting or obtain a special temporary parking permit from the Office of Public Safety and Transportation, located on the ground level in Centro Treece Hall (Room CNTH-054).
- If there are no visitor spots available, please come to the Office of Public Safety to obtain a temporary parking permit.
- Metroversity or other students attending classes on campus are not considered visitors and must obtain a valid parking permit.
- Please Park in the 15-minute parking outside the Office of Public Safety and Transportation in Lot 5: Franciscan Lot to obtain temporary parking.

### **Weekend Parking**

Although parking is open on the weekends from 5:00 pm on Friday through 9:00 pm on Sunday, those spaces that are reserved or restricted remain reserved or restricted. Restricted parking spaces include reserved spaces for campus officials and offices, accessible parking spaces, fire lanes, reserved visitor spaces, admissions, and improper use of 15-minute parking. If you park in any reserved/ restricted spot, you will receive a citation.

### **Accessible Parking**

The University endorses the general Kentucky regulations governing parking regulations for those needing accessible parking. Parking in designated accessible parking areas is reserved for those students, employees, and visitors who have a documented disability. If you are unable to park in your designated lot, you may park in any legal space.

All students, faculty and staff members who utilize accessible parking spaces are required to obtain a Bellarmine Accessible Parking permit. Members with a state issued accessible permit must still obtain a Bellarmine Accessible Parking permit. A Bellarmine Accessible Parking permit can be obtained from the Director in the Office of Public Safety and Transportation with a valid doctor's note. The Office of Public Safety and Transportation is located in Centro Treece Hall Room CNTH-054. The phone number is 502.272.7777. For additional assistance, you may also contact the Accessibility Resource Center at 502.272.8490.

Any employees, with an "E", or Student with a "S", "F", "R" or "U" permit who have an accessible

parking permit will not be restricted to these areas and may park in any legal space, provided their vehicle displays the proper Bellarmine parking permit tag and the Bellarmine issued accessible parking dashboard permit. First-year commuters with an "F" parking permit and first-year residents with an "R" permit must keep their permit for the entire first year, regardless of how many credit hours they may have earned. Please attempt to park in your designated lot. Please note the rules against parking in fire lanes, unauthorized use of an accessible parking space, reserved/ restricted spaces, grass or landscaped areas, and moving violations will be enforced at all times.

### **Loading Zone Parking**

Loading Zone parking spots are in several places next to each major building. Vehicles parked in these spaces must be dropping off or picking up material from their office, class, or residence hall. Parking in the Loading Zones with flashers is limited to 15 minutes and will be strictly enforced.

### **Restricted Lanes**

Parking in fire lanes (as indicated by yellow striping on the roadway or curb), driving lanes (any area that does not have white striping), in grass or landscaped areas, and spaces allocated for accessible parking may result in the vehicle being ticketed, booted and/or towed.

### **Motorcycle, Motorbike and Moped Parking**

All University personnel and students must contact the Office of Public Safety where the Deputy Director will register the motorcycle/motorbike/moped, that parks on campus. These spaces are marked with green stripes. More than one motorcycle/motorbike/moped can park in the same designated green spot. Motorcycles, motorbikes, and mopeds must be parked in a designated motorcycle/motorbike/moped parking area. Failure to park in a designated motorcycle/motorbike/moped area may result in a citation. The Office of Public Safety and Transportation will issue a permit that is able to be displayed on the vehicle.

### **Faculty, Staff and Students with Temporary Vehicles**

Faculty, staff and students must come to the Office of Public Safety and Transportation to obtain a temporary parking pass. Failing to obtain a temporary parking pass will result in the individual receiving a citation. Individuals can obtain this parking pass 24 hours a day, 7 days a week from the Office of Public Safety and Transportation. Please bring with you the year, make, model of vehicle, along with your license plate number.

### **Non-Credit Course Enrollees**

Non-credit course enrollees will not be required to register their vehicle; however, the Continuing Education Department will issue a special permit. Special permits will be valid only during the hours in which the non-credit courses are being offered. The special permit allows



the individual to park in any unrestricted student parking areas. These students are also required to follow the same accessible parking regulations as any other student.

### **Moving Violations**

Persons involved in moving violations, such as speeding, reckless driving, failure to observe stop signs and other driving regulations are subject to receiving a citation. The speed limit while driving on campus is 15 miles per hour.

### **Off Campus Parking**

Bellarmino University has a beautiful campus in a wonderful neighborhood. A good relationship with our neighbors is important. We ask that you be a good citizen and neighbor and always park on campus. It shows our neighbors that the University cares about the integrity of the neighborhood.

### **Fines**

The Office of Public Safety and Transportation is responsible for the enforcement of parking and traffic regulations and the issuance of citations for violations of these regulations. All University personnel and students must assume responsibility for any citations they receive for improper parking and regulation violations, including the payment of fines.

Students' unpaid parking fines may be added to their student account. Unpaid fines could result in additional charges and financial holds for transcripts, grades, and/or registration.

Faculty and staff members authorize the University to deduct unpaid parking fines and penalties from earnings by registering their vehicle.

NOTE: Initial parking citation fees are displayed in the Bellarmine Parking Permit system (Rydin). After 10 days, unpaid parking citations may be moved out of Rydin and to the student or employee's account. When the citation is moved to the student/employee account, the citation shows as "PAID" in the Rydin system in order to prevent duplicate payment. To verify if payment has been received, please validate by selecting "PAID" in the Rydin system to see details of the payment. If the record reads "Student/Employee Account/Tuition Bill" then the citation was not paid in the parking system before the 10-day grace period and is still outstanding and due directly to the University.

Any person receiving \$200.00 or more (or more than five citations) in parking violations may have their vehicle booted. Parking boots may be applied to vehicles with any unpaid citations after thirty (30) days.

### **Fine Schedule**

The following are meant to be examples of violations, violations are not limited only to those examples listed.

The fines will be assessed for violations of the respective regulations:

**No parking permit tag/decals displayed: \$40**

Example: failing to obtain or properly display a Bellarmine issued parking permit. Permits should be hanging from the rear-view mirror facing outwards or, if on a motorized vehicle, placed where it can be easily observed.

**Misuse of parking permit: \$40**

Examples: tampering, altering, or giving a permit to an unauthorized person.

**Improper parking: \$40**

Examples: parking in grass, parking outside the lines of a parking space, parking in two parking spaces, parking a motor bike improperly, parking a vehicle in a motor bike space, etc.

**Parking in a restricted area: \$40**

Examples: failing to park in the lots as designated by your Bellarmine parking permit tag, parking in Visitor, and parking longer than 15 minutes in the designated 15-minute loading zone.

**Parking in a reserved space: \$100**

Examples: parking in any of the following areas: Reserved Admissions, Reserved Visitor, or any other reserved designated parking.

**Minor Violations: \$40**

Examples: altering/misusing assigned parking permit, altering posted signage, moving traffic cones/barriers, etc.

**Parking in a fire lane \$100**

Example: parking in designated passageways or access roads that allow fire apparatuses, or emergency vehicles to pass through, parking or driving in an area that is not intended for normal vehicular traffic.

**Parking in an accessible space: \$100**

Example: parking in an accessible parking space without the Bellarmine assigned Accessible Parking tag.

**Boot Removal: \$100\***

The fee that must be paid before the boot is removed from the vehicle.

\*Boot removal fee and outstanding unpaid citation balance must be paid before the boot will be removed.

**Appeals**

Should a person believe their citation is unjust and not in keeping with the University parking regulations, that person may appeal the citation to the traffic appeals committee, which meets regularly to review appeals depending on the University academic calendar.

Depending on the nature of the citation, the first citation a student/employee receives (per academic year) may be reduced to a warning and fee waived by taking a test regarding the understanding of Bellarmine parking regulations. Exclusions to this rule are parking in an accessible space, fire lane, reserved space, or visitor space. You must email [trafficappeals@bellarmine.edu](mailto:trafficappeals@bellarmine.edu) with your name, ID number, and citation number if you are interested in waiving your citation fee by completing a short quiz on parking violations. You will

then be notified if you are eligible for the quiz and sent further instructions. This process can be completed only once per academic year (August-May).

Attendance at the committee meetings is not mandatory for an appeal to be made. If an individual would like to appear before the committee in addition to their written appeal, they must do so themselves; no proxies will be allowed to appear on behalf of an individual. No attorneys or parents may be present at the committee meetings. If a student is registered with our Accessibility Resource Center with academic accommodations, those accommodations will be met during any appeals. Please email [trafficappeals@bellarmine.edu](mailto:trafficappeals@bellarmine.edu) in advance to make the committee aware of any needs.

### **Traffic Appeals Committee**

The Traffic Appeals Committee is a subcommittee of the Traffic and Safety Committee, and is comprised of faculty, staff, and student representation. The committee convenes twice a month throughout the year (September, October, November, December, February, March, April and once in May if needed) to review citation appeals. All meetings of the Traffic Appeals Committee will be listed on the Office of Public Safety and Transportation website. The Office of Public Safety and Transportation will have a representative at the appeal hearings. Decisions will not be given at the hearing but via email after the hearing.

Please note it is important to file your appeal within 10 business days. To file an appeal, please visit <https://www.bellarmine.edu/security/parking/parkingappeal/>.

For more information about Parking at Bellarmine, email The Office of Public Safety and Transportation at [security@bellarmine.edu](mailto:security@bellarmine.edu) or call 502-272-7777.

