

COVENANT COLLEGE PARKING REGULATIONS

2025-2026

INTRODUCTION

Covenant College parking regulations are intended to assist in providing a safe and orderly campus for everyone. Please be aware that Covenant College is private property. As such, any person operating a vehicle on campus must comply with the College's parking regulations.

The College 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 operating a vehicle on campus for any length of time must register their vehicles, either by obtaining an annual vehicle parking permit OR a temporary parking permit. This includes Ashe Barnes Gym guests and part-time students taking classes on campus. Parking permits are specific to each vehicle. Failure to register any vehicle may result in a fine.

The permit 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.

In July of each year, an email announcement will be sent to all students inviting them to register their vehicles online at the following web address:

portal.permitsales.net/driverportal/covenantcollege/

All registrations and payments must be completed online through the above link. The college cannot accept direct payment for vehicle registration. All registrations expire at the conclusion of the academic year for which they were purchased.

For those bringing a car to campus for a short interval (including a parent's car or a rental vehicle), temporary parking permits may be obtained from Safety and Security. These temporary permits are issued at no cost to the student and are valid for a two-week period.

Temporary parking permits may be requested by emailing Safety and Security at security@covenant.edu.

STUDENT PARKING

Student parking on campus is divided into the following areas:

1. Zone 1 - Main Campus. This includes the Ashe, Jackson, Lucas, and Mills lots (in areas designated for Zone 1 only), as well as the Upper Kirk, Andreas, and Scenic lots, 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 gravel Shadowlands parking Lot, all white lined parking spaces along South Campus Road, and the gravel parking lots past the Shadowlands field. Please note the yellow lined spaces along the left side of South Campus Road (i.e. between the Maintenance and Grounds buildings) are reserved for employees.
4. Zone 4 - College owned housing, including the Student Apartments, the Dunbeg house, and the Craig duplex. All students residing in these locations and bringing a vehicle to campus must purchase a Zone 4 parking permit (and may only park in Zone 4).
5. Commuter - The Commuter Lot (also referred to as the Lookout Lot) is reserved Monday thru Friday, 7:30 am - 5 pm, for students residing off campus who have purchased a Commuter permit. If the Commuter lot is full, students with a Commuter permit may also park in Upper Kirk (also designated as Zone 1), or in Zone 3 (South Campus). Only students living off campus are allowed to purchase Commuter permits. The Commuter lot is open to all vehicles outside the stated hours.

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, Zone 1 permit holders may park in Zone 2 or Zone 3; Zone 2 permit holders may park in Zone 3.

STUDENT PARKING IN EMPLOYEE LOTS

Parking in employee lots by students is permitted “after hours”, defined as the hours of 5 pm - 7:30 am, Monday thru Friday, and from 5 pm on Friday thru 7:30 am on Monday morning.

This does NOT give permission for lower zones to park in higher zones during “after hours”.

May Term students and summer workers are NOT permitted to park in employee parking lots during normal business hours. All other lots are available to students in the summer.

STUDENT PARKING IN THE PROBASCO GUEST LOT

Parking in the Probasco Guest Lot by students is permitted “after hours” in the same manner as parking in the employee lots, (i.e. 5 pm - 7:30 am, Monday thru Friday, and on weekends) WITH THE FOLLOWING EXCEPTION:

- From 9a until 4p on Saturdays, please do not park in any space in the Probasco Guest Lot with a sign that has either a last name listed or “Guest” indicated. If the sign slot is blank you are welcome to park in that particular space on weekends.

EMPLOYEE PARKING

Employees may park in the North, Sanderson, and Lower Kirk lots, as well as designated sections of the Ashe, Jackson, Lucas, and Mills lots, and in other spaces dedicated to employees.

PERMIT PRICING

Zone 1:	\$243
Zone 2:	\$189
Zone 3:	\$108
Zone 4:	\$189
Commuter:	\$216
Motorcycles:	\$54
Non-Traditional Studies:	\$25
Employee:	No charge
Retired Faculty:	No charge

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 PARKING PERMITS

Temporary parking permits, valid for a two week period, may be requested by emailing Safety and Security at security@covenant.edu. There is no charge for a temporary parking permit. Requests for temporary parking permits are processed during normal business hours.

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

portal.permitsales.net/driverportal/covenantcollege/

Note: If you sell or change 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. Also, make sure you register your new vehicle.

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 Parking signage (and/or Handicap labeled license plates), or for a temporary Covenant College Health Services Pass.

The Covenant College Handicap Parking / Health Services Pass Policy is posted on the Safety and Security website and can be accessed at www.covenant.edu/scotsparking. Applications for a temporary Health Services parking pass may be obtained thru Health Services. Students with permitted vehicles and a Health Services Pass (requires a Covenant College permit) should park in handicap spaces in student parking lots. Those needing assistance or a shuttle ride should call Safety and Security 24/7 at (423) 593-1403.

Note: The Handicap parking spaces located behind Carter Hall are reserved for College employees. Ample Handicap Parking spaces are distributed throughout the campus.

GUEST PARKING

The Probasco Guest lot has been set aside for prospective students and their families, as well as other guests of the college, Monday thru Friday, from 7:30 am - 5 pm. Parking in this lot is prohibited for students, faculty, and staff during these hours.

Guests are also permitted to park in the North, Sanderson, Commuter, and Ashe lots.

COLLEGE POLICY REGARDING INCLEMENT WEATHER

Covenant College encourages drivers to use extra caution when operating a vehicle on campus roadways during snow and/or ice storms, and in dense fog. During periods of inclement weather, campus roads may close for the safety of the campus community and to allow time to clear the ice and/or snow. If classes are delayed or the campus is closed due to snow or ice, students are still required to 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 Guest Lot Monday thru Friday, 7:30 am - 5 pm, or on Saturdays between 9 am and 4 pm if the signage indicates the space is reserved for a guest..

2. Appeals of parking citations not submitted within 30 days will not be considered. The last week of school, appeals are suspended until the following semester.
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 an 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/parking 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 on campus 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 another driver has been given permission to use the vehicle.
11. Permits must be clearly visible at all times and located in the appropriate place (front windshield, passenger side, bottom corner). Failure to display decal properly may result in a citation.
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. If, for some reason, you do not have a license plate for your vehicle, you must notify Safety and Security.
14. The Student Apartments Parking Lot is reserved for students residing in these apartments. Students residing in the Student Apartments and registering a vehicle must purchase a Zone 4 permit (and may only park in Zone 4 or Zone 3).
15. All employee parking lots, and portions of other lots designated for employees only, are reserved for employees Monday thru Friday, 7:30 am - 5 pm. Students with zoned permits may park in these lots outside these hours. However, students with zoned parking permits may not park in a higher zone during "after hours" parking (e.g. a Zone 3 permit may not park in a Zone 1 or 2 parking lot during "after hours" parking.)

16. Please always drive with your headlights on in foggy weather and anytime you are using your windshield wipers. Without headlights on, vehicles are virtually invisible in dense fog.
17. The unpaved road between the Sanderson Parking Lot and the rear of the Chapel is off limits for student vehicles.
18. Please note that College employees work twelve months a year. For this reason, on days when regularly scheduled classes are not being held (i.e. Day of Prayer, Reading Days, Exam Days, etc.), students are still restricted from parking in employee parking lots Monday thru Friday, 7:30 am - 5 pm.
19. Each academic year special events on campus such as Homecoming, Parents Weekend, Scholarship Weekends, sneakPEAK, or other events require employee and student permit holders to temporarily forfeit their normal assigned parking spaces to make room for our guests. Additionally, routine maintenance needs (such as painting a parking lot or pressure washing a building) may also require permit holders to temporarily move their vehicle from their normally assigned lots. These circumstances are unavoidable. All such occasions will be clearly communicated via email and signage and with ample advance notice when possible. Failure to cooperate with such requests may result in a citation and/or the vehicle being towed.
20. Students changing housing arrangements may be required to obtain a new parking permit.

COLLEGE POLICY REGARDING FIRE LANES

The Georgia State Fire Marshal has mandated that all campus drives and roadways, as well as areas in front of and behind campus buildings, are considered fire lanes. Leaving a vehicle unattended for any length of time in fire lanes is prohibited. This includes Carter Circle and Mac Circle. (Exceptions are made for move-in and move-out days ONLY while you are actively loading/unloading.)

CITATIONS 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%.

<u>Violation</u>	<u>Fine</u>
No Valid Parking Permit	\$75
Use of a unauthorized or counterfeit decal	\$200*
Parked in Fire Lane	\$50
Not Parked in Assigned Zone	\$50
Parked in Guest Lot	\$50
Blocking/Restricting Access	\$50

Driving/Parking on Grass/ Sidewalks	\$50
Reckless Driving/Speeding	\$50
Parked in a Handicap Space	\$100
Not Properly Parked in a Valid Space	\$50
Parked in Event Parking	\$50
Failure to Properly Display a Purchased Permit	\$5

* Includes referral for student discipline

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 citation will be issued for the same offense, in the same spot, within an eighteen-hour period. If a violation pertains to the parking of the vehicle, drivers are responsible for moving their vehicle as soon as possible after being notified of a citation.

Parking citations may be placed on the vehicle and/or emailed to the vehicle owner. Citations placed on a vehicle are merely representations of electronic citations. Fines are due immediately, or at the conclusion of any appeal.

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 his/her transcript.

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

For unusual and unforeseeable circumstances, please email security@covenant.edu and advise us of your need for assistance.

APPEALING A CITATION

Any 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 30 calendar days of the citation date. Appeals submitted after thirty days, or not submitted on the electronic form, will not be considered. Sending an email to Safety and Security does not constitute an appeal.

The Parking Appeals Committee meets regularly to consider appeals. Any person appealing a citation 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. (Employees of the College's Safety and Security Department do not vote on appeals.) 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 citation is appealed, the opportunity to pay the citation with the 50% discount is forfeited. Once a fine is paid, the citation cannot then be appealed.

FORFEITURE OF PERMIT AND PARKING PRIVILEGES

Students receiving more than fifteen (15) citations within a 12 month period may 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, or remove a vehicle from campus property, at its discretion. This may occur for the following reasons:

- Repeated violations for a non-registered vehicle.
- Parking violations that impede college operations.
- Multiple unpaid citations. (Citations under an appeal are not counted as unpaid.)
- Use of a counterfeit parking decal.

If your vehicle is immobilized, an immobilization sticker will be placed on the driver side window that provides instructions. Any vehicle that is immobilized may incur an additional \$75 fine. All fines must be paid before the vehicle is released.

Towing and storage fees will be the responsibility of the vehicle owner.

PAYING A CITATION

As previously stated, all fines paid within five calendar days of receipt will be discounted 50%. Citations are to be paid online using a debit or credit card at:

<https://portal.permitsales.net/driverportal/covenantcollege/>

All outstanding 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.

Because all information pertaining to citations, special parking arrangements, etc. are communicated via email, it is very important that students check their email each day.

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