



## MILLIGAN COLLEGE VEHICLE REGISTRATION/PARKING GUIDELINES

Parking spaces are limited, and it is necessary to limit vehicles to color allocated parking lots. Vehicles parked in a lot other than that designated by the parking sticker in the window will be ticketed. This policy is not intended to inconvenience members of the campus community, rather to provide adequate parking nearest each residence hall and building for those who live or work there.

**REGISTER VEHICLE(S):** Upon enrollment all students must register with the Student Development Office (SDO) each motorized vehicle to be driven and parked on campus. Prior to the beginning of classes each fall semester, vehicles must be registered again for the new school year. If vehicles are brought to campus at anytime during the year, they must be registered and the license plate/tag #, make, model, year and color of vehicle provided. Any vehicle to be parked/driven on campus (new, borrowed, temporary, or rental) must be registered. Color-coded decals/stickers will be issued. Inform the office if you are registering a rental car to obtain a temporary pass. If you are a student from ETSU, Emmanuel, etc. also taking classes, driving/parking at Milligan, register your current vehicle & decal information. Decal/sticker to be placed on the inside of the back windshield, lower right passenger side. If back windshield is darkly tinted, decal may be placed on the front windshield, lower driver's side. **Tickets in the amount of \$100 will be issued for unregistered vehicles** OR for vehicles not displaying a current decal. Ensure you have a current, appropriately displayed, visible decal in your vehicle(s). Do not move decal to a 2<sup>nd</sup> car. Parking decals/stickers are provided at no charge.

**UPDATE YOUR INFO:** Inform the Student Development Office (SDO) when your license plate/tag # changes. you have a different vehicle or you bring a vehicle later in the semester. Also report any housing situation changes, i.e., from on campus resident to commuter or vice versa; this will change the color of your appropriate parking sticker and parking lot(s). Keep your information up to date. Contact Ann Easter any time at 461-8760 or [AEaster@milligan.edu](mailto:AEaster@milligan.edu)

**TEMPORARY PASS:** Students on crutches, etc. may apply in the Student Development Office for a temporary, limited parking pass for handicap spaces or for lots closer to classrooms with a signed statement from attending doctor noting the problem and length of time pass is recommended.

**PAYMENT:** For your convenience, all parking tickets will be paid in the McCown Cottage Business Office or online. Appeals may be made in the Student Development Office (upper SUB). **Receiving more than ten tickets in one semester will result in loss of driving privileges.**

**IMPORTANT INFO TO AVOID TICKETS:** Register your vehicle(s). Use TICKET FREE PARKING AREAS - your assigned lot and the "canyon." The "canyon" is for overflow or if you need to park a little closer to the academic/business side of campus than your assigned lot. Anyone parked in the following areas are subject to fines: handicap spaces, fire lanes/yellow marked areas, visitor spaces, bus spaces, service vehicle spaces, on the grass, in front of dumpsters, in front of steps at Hopwood Church, road behind Derthick and science building, areas in front of residence halls, center of lot to fieldhouse, 15 minute loading zones (white area) at Hart and Sutton are for loading and unloading only; violators will be fined. **No driving to the cafeteria for meals.** Residence Hall students may not park on the academic/business side of campus between 7:30a.m. and 3:00p.m. The lot at the **Gilliam Wellness Center** is for faculty/staff & commuters when using the wellness facilities. This lot is not for residence hall parking. The speed limit on campus is 20 mile per hour. Pedestrians and persons on bicycles have the right-of-way. Vehicles must be operated in a safe and cautious manner at all times, avoiding excessive speed. Violators will immediately lose all driving privileges on campus. The use of a vehicle on campus is a privilege extended to the college community. Operators of vehicles on campus are expected to learn and follow the driving/parking policies. Tickets range from \$20 - \$100. Milligan College will not be responsible for any personal or public liability resulting from use or possession of a vehicle on or off campus.

### LOT ASSIGNMENTS:

- Upperclassmen Females and residents of the Milligan married/grad apartments & suites: **Red sticker** – Red sticker lots are at Sutton, Hart, Williams Halls, Milligan apartments & suites. Overflow parking is in the "canyon" at the physical plant.
- Upperclassmen Males: **Blue sticker**- Blue sticker lots for upperclassmen males are located at Webb, Kegley and Quillen and are across from the McMahan Student Union (upper level) along the brick wall to the left of Kegley and the front lot of Webb. Overflow parking is in the "canyon" at the physical plant.
- Freshmen Females: **Yellow sticker** -Yellow sticker lots for female freshmen are the lots located in the back of Hart Hall around corner, past dumpsters. Overflow parking is in the "canyon" at the physical plant.
- Freshmen Males: **Yellow sticker** - Yellow sticker lot for male freshmen is located in the lot behind Webb Hall. Overflow parking is in the "canyon" at the physical plant.
- Commuters/off campus: **Orange sticker**- Orange sticker lots for commuters are located behind the McMahan Student Center & Gregory Center; at the Baker Faculty Office Center; along the right side of Hopwood Church and lot behind the church (Anglin Field); and the large physical plant lot between the chapel and fieldhouse (lower Lacy Fieldhouse "the canyon"). A map is available at registration and SDO.
- Faculty/staff: color coded lots - lower & upper Hardin; McCown Cottage; Hopwood; library; Seeger Chapel; Hyder House; science building; behind McMahan Student Center & Gregory Center, faculty office building; fieldhouse; physical plant; white blocked areas

*MILLIGAN COLLEGE VEHICLE LIABILITY STATEMENT: Students should be aware that in the event of an auto accident involving their personal vehicle, the student's personal auto insurance is the primary carrier for any claims that might arise, even though the student may be driving to a college event, such as an athletic practice or game. Further, any liability that may arise as a result of having passenger(s) in the vehicle will also be covered by the student's personal auto insurance. As is often stated in the insurance industry - a vehicle's insurance follows the vehicle.*

5/11/11