



## **Regis University Parking Code Policy Overview**

### **Free Parking Codes:**

**Please note: all *visitors/guests* attending events, sporting events, conferences, meetings, special presentations, community gatherings etc. are required to pay for parking.**

**If you have a large event, please email [ruparking@regis.edu](mailto:ruparking@regis.edu) to discuss this event and parking options available.**

**To request a Parking Code for eligible specific guests listed below please email [ruparking@regis.edu](mailto:ruparking@regis.edu).**

- Free parking codes are available for specific guests, such as:
  - Guest Speakers
  - Contractors and Vendors
  - Prospective Students
  - Media
  - Board of Trustees guests
  - Game Officials
  - Job applicants (for interviews)
  - Donors
  - Elected Government Officials
  - Accreditation Visitors
  - Advisory Board members
  - Guests of the President, Provost or Dean
  - Group Representatives
  - Police/Fireman
  - Recruiters
  - Volunteers
  - Guests of the Jesuit Community
  
- Codes are issued for 10-hour intervals.
- Codes have expiration dates to prevent misuse.

- Weekly reports are reviewed to ensure codes are not being shared improperly.
- Only the Parking Office can approve code use.
- Unauthorized distribution of codes will result in immediate penalties.

### **Reoccurring Codes:**

- Departments with daily guests can request reoccurring codes.
- These codes will be closely monitored and have expiration dates.
- The department responsible must distribute the codes to visitors.

### **Kiosk Instructions:**

1. Kiosks are available in parking lots 1, 2, 3, 4, 6, and 7. (Parking lot 5 is reserved for residential use.)
2. To use the kiosk:
  - Press the green button to activate.
  - Select "Code".
  - Enter the provided code.
  - Enter the license plate number.
  - A receipt will print indicating the allotted parking time.
3. If a kiosk is not functioning, contact the Office of Parking and Transportation immediately at 303-458-4391.

### **Important Notes:**

- Placards are not accepted and using them will result in citations.
- Guests must adhere to all Regis Parking rules and regulations.
- Departments are responsible for informing their guests about parking locations and restrictions, especially for contractors and vendors.

[ruparking@regis.edu](mailto:ruparking@regis.edu)

303-458-4343

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