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**Policy Title:** Parking Policy

**Policy #:**

**Responsible Executive(s):** VP Student Affairs

**Responsible Office(s):** Auxiliary Services

**Date Adopted:**

**Date Revised: 02-01-2024**

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**A. Purpose**

The following policy contains Parking Rules & Regulations that are currently in effect at Regis University (RU). It is the responsibility of each individual operating a motor vehicle on campus to know, understand, and comply with the rules and regulations expressed in this document.

**B. Scope**

1. The University Parking Policy applies to:
  - a. All vehicles parked on university-owned or controlled property.
  - b. All members of the university community, including students, faculty, staff, and visitors.
  - c. All types of parking facilities, including surface lots, parking structures, and designated parking zones.

**C. The Policy**

1. Department Information: The Office of Parking & Transportation Services is responsible for the management of parking resources, parking registration, and the enforcement of these rules and regulations. The Department's main office is located in Main Hall, room 137.
  - d. Mailing address: Office of Parking & Transportation Services 3333 Regis Blvd Mail Code I-3 Denver, Colorado 80221-1099
  - e. Phone number: 303-458-4391
  - f. Email: [ruparking@regis.edu](mailto:ruparking@regis.edu)
  - g. Office Hours: Monday - Friday 8:00 a.m. until 5:00 p.m. Closed Weekends and Holidays, extended hours during peak academic year times.
  - h. Website: [www.regis.edu/parking](http://www.regis.edu/parking)
2. Liability: Park at your own risk. RU is not responsible for injuries, losses, or damages. Vehicle owners are solely responsible for loss, damage, and/or theft to their vehicle and/or their contents while the vehicle is on RU property. RU assumes no responsibility for the damage to and/or theft of any vehicle or its contents while the vehicle is parked or moving on campus. RU is not responsible for damage that may occur when a vehicle is impounded, relocated, or when any other authorized official of the University is assisting in a help-related service or while issuing a citation.
3. Government Agencies: Regis University works with all government agencies and complies with, and enforces local, state, and federal regulations. Failure to comply with these regulations may result in monetary fines, vehicle impoundment or other penalties.
4. Enforcement Authority

- a. Rules and regulations outlined in this document may be enforced by representatives of the Office of Parking & Transportation Services and officers of the Campus Safety Office.
  - b. Parking Privileges and Availability: Parking rules and regulations are in effect 24 hours a day, 7 days a week. Enforcement hours may vary.
  - c. RU's campus is private property, and the University reserves the right to suspend or revoke parking privileges at any time at its sole discretion.
  - d. The purchase of a parking permit authorizes the purchaser to use RU's parking facilities to conduct university business.
  - e. The purchase of parking rights does not guarantee the availability of a parking space.
  - f. The use of the University's parking facilities is a privilege, not a right.
    - i. Penalties for violations of parking and traffic regulations include but are not limited to fines, transcripts withheld, degree withheld, vehicle relocation, booting, academic holds, loss of access privileges, loss of parking privileges, suspension of services, and ineligibility for issuance of future parking permits on campus.
    - ii. Fines will be assessed in accordance with the penalty schedule published and enforced at the time of the violation.
    - iii. Fines imposed for a violation of these rules and regulations are the responsibility of the individual who owns the vehicle or has registered the vehicle with RU.
    - iv. Fines left unpaid may result in additional consequences not related to Parking and Transportation.
      1. Citations left unpaid after 14 calendar days are considered delinquent.
      2. Delinquent citations will be assessed a late fee of 50 percent of the citation's base value.
      3. Students may experience delays with graduation, holds on transcripts, an inability to register for classes and other penalties for unpaid parking fines.
      4. a violation of parking and traffic regulations may result in disciplinary action for employees, students, and visitors, including suspension or revocation of parking privileges.
  - g. Colorado Code of Regulations (CCR) Applies: Individuals entering RU's campus are subject to enforcement action by officials of the University for violation of any RU regulation, of the CCR, or any other applicable state law or local ordinance. Unless otherwise provided for by these rules and regulations, all provisions of the CCR relating to traffic upon the highways shall be applicable to RU property. These provisions include but are not limited to posted speed limits, traffic signs, and other traffic control devices. Vehicles that fall within the CCR include but are not limited to automobiles, trucks, motorcycles, motor-scooters, electric carts, bicycles, and mopeds. The Colorado Code of Regulations for Denver Parking can be found at: <https://www.codot.gov>.
5. Responsibility for Citations, Penalties and Fines: The person to whom a vehicle is registered with the Department of Motor Vehicles (DMV) or with RU Parking and Transportation is responsible for any liability or damage claims, including violations in connection with the possession and/or operation of the vehicle on the RU campus. Citations incurred on vehicles loaned or driven by someone other

than the registered owner will be linked to the identified owner. In the event the registered owner is not identified, the driver associated with the vehicle will be charged with all associated fines.

- a. If a vehicle is sold, it is the responsibility of the seller and buyer to notify Parking and Transportation of the change in ownership. If a vehicle is sold to another RU community member, it is both parties' responsibility to ensure the vehicle is correctly registered and that the vehicle has no outstanding citations. Citations will default to the last registered owner/driver.
  - b. Any driver with three or more unpaid citations can lose their parking privileges on RU campus. Individuals who have had their parking privileges revoked may not park their vehicle on RU campus at any time.
6. Citations: Below is a general list of parking violations and associated fees. Certain citations issued may not be on this list. Local and State sworn law enforcement agencies reserve the right to enforce local, state, and federal regulations on RU campus. All fines are per occurrence.

<b>Violation Name</b>	<b>Definition/Description</b>	<b>Fine Amount</b>	<b>Fine Amount w/ Late Fee</b>
<b>Altered/Fraudulent Permit or Receipt</b>	Vehicles displaying fraudulent permits or citations with the intention of misleading parking enforcement officers are subject to cite/boot. May include the loss of parking privileges and other consequences.	\$75	\$112.50
<b>Evading Payment</b>	Any purposeful act on the part of the vehicle operator to avoid enforcement actions and repercussions by the Parking Office and/or its agents. This includes, but is not limited to, covering VIN, and removing plates.	\$75	\$112.50
<b>Exceeding Time Limit</b>	There are posted time limits in certain restricted parking stalls on campus. Vehicles in these stalls will be chalked and timed while parked. Citations will be issued to vehicles that exceed posted time limits. Vehicles must obey all posted time limits indicated by signage or on the space or curb.	\$50	\$75
<b>Failure to Pay</b>	Vehicles must have a permit to park on campus. Unless special arrangements are made with the Parking Office in advance, all vehicles must pay to park on campus by purchasing daily/hourly/semester/annual permits. Violation of the rule will result in this citation.	\$50	\$75
<b>Failure to Pay + Parked in Restricted Area</b>	See Failure to Pay and Parked in Restricted. This is a combination of the two violations.	\$100	\$150
<b>Failure to Properly Display License Plate</b>	All vehicles must park head-in if they do not have a front license plate except where parallel parking is required.	\$25	\$37.50

<b>Illegal Overnight Parking</b>	Overnight parking is only allowed in Lots 5 North. Authorized overnight parking for non-residents is allowed only in Lot 7. Overnight parking in any other lot is not permitted. Residential permitted parking is only allowed in Lot 5 North.	\$50	\$75
<b>Parked in H/C Space w/o Placard/Plate</b>	Vehicles must display a valid HC/ADA issued placard or display a DMV issued HC/ADA license plate with current registration. Proper DMV paperwork must be kept in the vehicle for identification purposes. The HC/ADA issued placard must be in the vehicle operator's name. RU requires that all HC/ADA permit holders are registered with the Parking Office.	\$100	\$150
<b>Parked in Prohibited Area</b>	No parking is allowed in prohibited areas. Prohibited areas include, but are not limited to, fire zones, drive aisles, end of parking rows, etc.	Varies	Varies
<b>Parked in Restricted Area</b>	Only certain, designated parking is allowed in restricted areas. Restricted areas include, but are not limited to, prospective student, vendor, VIP parking, etc.	Varies	Varies
<b>Parked in Two Spaces</b>	Vehicles that are parked over the line in any parking stall will be issued this citation. Exceptions will be made for snow days when lines are not visible.	\$50	\$75
<b>Parked in Landscaped Area</b>	Vehicles that are parked in areas not dedicated to vehicle parking and are on landscaped areas will be issued this citation.	\$100	\$150
<b>Residing in Parked Vehicle Overnight</b>	Individuals residing in vehicle parked on campus.	\$250	\$375

- a. **Head-In Parking/Temporary Plates:** Vehicles without front license plates are required to park head-in. If a vehicle has a temporary license plate, the temporary plate number should be entered in the Parking Portal, PARKMOBILE or at the kiosk. It is the responsibility of the operator to update the Parking Portal when permanent license plates have been installed on the vehicle. For assistance, please contact the Parking Office during regular business hours.
- b. **Loading Zones:** Certain spaces on campus are restricted for loading and unloading of materials from a vehicle. Before using loading zones, please review the guidelines below:
  - a. Loading zones are available for any vehicle to occupy.
  - b. Vehicles must be moved from the space within a 15-minute time period.
  - c. Vehicles may not park in the loading zone consecutively.
  - d. Loading zones are enforceable 24/7.
- c. **Reserved Parking Spaces/Parked in Restricted Area:** Certain spaces and areas across campus are reserved for individuals, special events or prearranged services. Reserved parking is indicated via signage (temporary or permanent), painted curbs, cones, stenciling or a combination of the latter. Unauthorized vehicles may be cited for Parked in Restricted Area and/or relocation at the

owner's expense.

- d. **Parking in Unmarked Spaces/Parked in Prohibited Area:** Vehicles must park in designated, marked parking spaces only. Vehicle operators may not create or park in any other area without the prior consultation and approval from the Parking Office. The lack of signage, paint or any other communication device is not a valid reason to park outside of a marked stall. Unauthorized vehicles may be cited for Parked in Prohibited Area and/or relocation at the owner's expense.
- e. **Compact Spaces/Parked in Restricted Area:** Vehicles may not occupy a compact space if it obstructs another vehicle from parking, exiting or traffic from flowing regularly. Vehicles in violation are subject to citation and/or relocation at the owner's expense.
- f. **Parking in Two or More Spaces:** All vehicles must park completely within the lines. Perpendicular stalls must not have any portion of the space's occupant's vehicle extending beyond the furthest space boundary line. This is true even if no vehicle is parked adjacent at the time of occupancy.
- g. **Obstructing Traffic//Parked in Prohibited Area:** Vehicles may not stop for any time in non-designated parking areas. Blocking or disrupting the regular flow of traffic will result in the issuance of a citation for Parked in Prohibited Area. Unoccupied vehicles may be relocated at the owner's expense. Anticipated parking needs in non-parking areas should be coordinated in advance through the Parking Office.
- h. **Speed Limit on Campus:** The maximum speed limit on the RU campus is 10 mph unless otherwise posted. The speed limit in all parking lots and structures is 10 mph. Prevailing safety conditions may occasionally require a lesser speed. Speed dips are placed in designated areas to limit the speed of vehicles. RU is not responsible for vehicle damage caused by speed control devices.
- i. **Evasion:** Drivers identified evading any University official or policy shall be issued a citation. Parking and driving privileges may additionally be suspended. A hearing may be requested by the driver to discuss the reinstatement of campus driving and parking privileges.
- j. **Oversized Vehicles:** Approval to park campers, trucks, trailers, buses or any other large vehicle or attachments must be obtained from the Parking Office prior to parking on RU property. Authorized, vehicles and attachments must not obstruct the flow of traffic, access to parking or driveways, fire lanes or HC/ADA spaces. Vehicles found in violation may be cited and/or relocated at the owner's expense. Any vehicle and/or its attachment must register and pay for parking. Each stall occupied or made unavailable to another driver is required to pay for the time occupied.
- k. **Pedestrian Traffic:** Pedestrians always have the right-of-way in all parking lots, access roads, crosswalks, and intersections. Drivers failing to yield to any pedestrian may be issued a citation for reckless driving by Campus Safety with the possibility of parking and driving privileges being suspended. A hearing may be requested by the driver to request reinstatement of campus driving and parking privileges. Vehicles violating any suspension or disciplinary action may be impounded at the owner's expense.
- l. **Overnight Parking:** Vehicles parked between 1:00 AM and 6:00 AM, Mon-Thurs, must have a valid permit. After-hours parking (overnight) is only available in Lot 5 North with residential permit and Lot 7 as authorized.
- m. **Prohibition of Residing in Vehicles and/or Camping:** No person shall use any motor vehicle in any area on the campus as a living space or "overnight sleeping" unless formally authorized by Parking and Transportation. Residing in a vehicle includes, but is not limited to, sleeping, cooking, bathing, or engaging in any other activities commonly associated with habitation. Camping, squatting, loitering or overnight occupancy, is strictly prohibited on all lots, roadways, sidewalks, and grass/unpaved areas within the Regis University campus.

7. Appeals: All individuals are afforded the opportunity to appeal parking citations within 14 calendar days of the date of issuance. Appeals do not guarantee the overturn or reduction of the citation amount. See appeals process for more information. Appealing a parking citation indicates that you believe you were parked in accordance with the RU's Parking Rules & Regulations and were incorrectly issued a parking citation or that the occurrence was due to circumstances beyond your control. Appeals should be direct and address factual information only.
  - a. Lack of available parking space, amount of time spent looking for a parking space or lack of knowledge concerning the Office of Parking & Transportation Services Parking Policy are not valid reasons for violating any parking regulation or as justification for the dismissal of a parking violation.
  - b. CCR violations may not be re-appealed.
  - c. First-level appeals must be submitted online through the Regis Parking Portal ([ruparking.regis.edu](http://ruparking.regis.edu)) within 14 calendar days of the issue date. Failure to submit an appeal within 14 calendar days shall result in the forfeiture of the right to appeal and the right to re-appeal.
    - i. For individuals that have a RegisNET account, the appeal is made online at [ruparking.regis.edu](http://ruparking.regis.edu). The appeal must include an explanation of why the citation was incorrectly issued.
    - ii. Individuals that do not have a RegisNET account may create a guest account in the parking portal by visiting [regis.edu/parking](http://regis.edu/parking) and following the prompts.
  - d. Requirements and Procedures for Filing a Re-Appeal
    - i. Appeals are only available if the first level appeal is rejected or reduced, and the citation is a non-CCR infraction.
    - ii. Second-level appeals are requested by submitting an email to [ruparking@regis.edu](mailto:ruparking@regis.edu) within 14 calendar days from the date of the first level appeal's decision. Once verified, the Parking Office will reply with instructions.
      1. Appellants must appear in person.
      2. Appellants may submit documents in addition to their first-level appeal submittal.
    - iii. Additional documents must be submitted a minimum of two business days prior to their appeal hearing date to [ruparking@regis.edu](mailto:ruparking@regis.edu).
    - iv. Late submissions will not be reviewed or be taken into consideration.
    - v. Decisions will be communicated via e-mail within 14 calendar days of the re-appeal date.
8. Late Fees: A late fee of 50 percent of the original violation amount will be applied to the citation balance if unpaid after 14 calendar days of issuance. Citations under appeal are exempt from the late fee. If the appeal is reduced or rejected, the 14 calendar-day period for payment shall start from the appeal decision date.
  - a. Delinquent student citation fees will be sent to collections through the Student Accounts office.
  - b. There will also be a hold flag attached to the student account which will inhibit registration, transcripts, etc. All citations included in the hold must be paid in full before the hold flag will be released.
  - c. Delinquent non-student citation fees remain delinquent and may be referred to collection activities.
9. Parking Permit Purchase: RU is a virtual parking permit campus. Each vehicle's license plate number is used in lieu of a physical permit. License plates are scanned through license plate recognition

system (LPR).

- a. Registered Vehicles: Faculty and staff may have 3 vehicles registered and students may have one vehicle registered under the same permit; however, only one vehicle may be on campus at a single time. If a student requires more than one vehicle registered at a time, they must submit a request to [Ruparking@regis.edu](mailto:Ruparking@regis.edu) for approval. If parking multiple vehicles on campus during the same time, additional vehicles must purchase additional parking in accordance with the time they will need on campus.
- b. ADA/Handicapped Parking: Disabled parking is available throughout the RU campus. Only vehicles displaying valid ADA placards from the state of license issue and being used for ADA reasons may park in designated handicapped parking areas. There is no free or reduced rate parking for ADA customers.
  - i. Vehicles displaying valid ADA placards/plates may not violate any CCR or RU regulation as a substitution for the lack of ADA parking. Failure to comply may result in a citation and/or relocation at the owner's expense.
  - ii. Disabled drivers must still register and pay for parking Monday through Thursday, 6:00 am to 1:00 am and Friday, 6:00 am to 4:00 pm.
  - iii. RU does not issue official, state, disabled parking placards. Drivers requiring special accommodations should discuss their needs with the Colorado DMV and/or a licensed physician. Students may also work with the Student Disabilities Office if special accommodations are needed, and employees may contact Human Resources.
  - iv. Residential students with an official handicap placard may park in any lot overnight.
  - v. Keep all DMV issued paperwork inside the vehicle using ADA parking. Audits may be conducted at random by authorized RU personnel or local law enforcement. Failure to provide requested documentation may result in the issuance of a citation.
- c. License Plate Recognition (LPR): RU utilizes LPR technology to assist in the enforcement of parking regulations. All vehicles parking at RU must register and pay in advance through the Regis Parking Portal, ParkMobile (<http://us.parkmobile.com>, Zones 4001-3) or at a kiosk during enforcement periods. As no physical permit or sticker is used, license plates must be registered accurately to avoid a citation.
  - i. Vehicles without License Plates: Vehicles without a license plate must register by the LAST eight characters of the vehicle's VIN number. Any other sequence of the vehicle's VIN number will be invalid and result in a citation.
  - ii. Once you receive your vehicle's permanent license plate, you must re-register before parking on campus.
- d. 30 Minutes Free Policy: RU offers 30 minutes of complimentary parking for quick visits. To receive 30 minutes free, the vehicle must be registered at a Pay Station prior to parking. The 30 minutes free may be used alone without paying for additional parking. This feature may only be used once each day per vehicle. Multiple uses or the misuse of this benefit will result in the suspension of your visitor parking privileges and the possible revocation of your parking privileges on the RU campus entirely.
- e. Visitor Parking Permits: Guests are expected to comply with all University parking regulations and park in valid parking locations. RU requires all vehicles to be registered and pay for parking Monday through Thursday, 6:00 am until 1:00 am and on Friday, 6:00 am until 4:00 pm.

- i. RU is a virtual parking campus – your complete license plate information is required to register and pay for parking. You do not need to display a receipt, permit or sticker unless alternative arrangements have been made in advance.
- ii. RU does not issue refunds for the incorrect purchase of parking. Please purchase carefully.
- iii. RU does not issue refunds for cancelled classes or events.
- iv. Visitor Guest Rates

Permit Type	Cost
Free 30-minute parking- once daily	Free with registration; only one use of this feature is allowed per day
Lots 1, 2, 3, and 4	Daily 6:00 am.to 4:00 pm - \$10 OR \$3/hr. Evening 4:00 pm to 1:00 am - \$6 OR \$2/hr.
Lot 5 North	No guest parking as this is the overnight lot for residential students
Lot 7	Daily 6:00 am to 4:00 pm - \$10 OR \$3/hr. Evening 4:00 pm to 1:00 am - \$6 OR \$2/hr. 24 hours - \$20 Overnight
Lot 6	Daily/Evening 6:00 am to 11:00 pm - \$5 OR \$2/hr.

- v. Pay Station Locations: Please see Parking Map here for more details.

Pay Station Location	Location Details
Lot 1	On Ranger Way between Lot 1 East and Lot 1 West
Lot 2	Northwest corner of Lot 2 (near Dayton Memorial Library)
Lot 3	Northeast corner of Lot 3 (near Student Center)
Lot 4	Southeast corner of Lot 4 (near entrance to Claver Hall)
Lot 5	Southwest corner of Lot 5 North
Lot 6	Northwest corner of Lot 6 (near playing fields)
Lot 7	Southwest corner of Lot 7

- 1. Payments Accepted: Credit/Debit card.
- 2. NO REFUNDS OR CHANGE GIVEN AT PAY MACHINE
- vi. Online Mobile Service: PARKMOBILE a pay-by-phone service is available in many cities across the country. It is also available as an online payment system via web browser. The Parking Office has fully implemented the PARKMOBILE system for our customer’s convenience. There will be a \$.35 fee paid to ParkMobile for this service. Please note that our Parkmobile app is the best mobile option for paying in Lot 6 (or in any lot) and, especially, for hourly parking. This app will inform the customer when the paid parking time is set to expire. The customer can even add paid parking time remotely.

- f. Faculty, Student and Staff Parking Permits: There are no restrictions on bringing a vehicle to



campus; however, campus residents are encouraged to leave their vehicles at home. Denver has a variety of public transportation systems, and the University can provide a list of options for short term and long-term car rentals to make it easier for students without cars to get on and off campus.

If you do decide to bring a vehicle to campus, parking is enforced Monday through Thursday, 6:00 am until 1:00 am and Friday, 6:00 am to 4:00 pm. Illegal Overnight parking citations will be issued between 1:00 am and 6:00 am Monday through Thursday. It is each person's responsibility to understand and park in compliance with all rules and regulations. All vehicles parked on RU property are required to register with the Office of Parking & Transportation Services and pay for parking. Faculty, staff, and students can do this through RU Parking Portal at [regis.edu/parking](http://regis.edu/parking).

- i. Multiple Vehicles: Faculty and staff may register 3 vehicles under a single parking account in the RU Parking Portal. Students may register one vehicle on their parking account. Regis does not allow the sharing of parking passes in any circumstances. Students caught sharing a pass will lose all rights to their parking privileges. Only one vehicle may be on campus at a time. Multiple vehicles registered under the same permit found on the Regis campus will receive a parking citation. If you need to have more than one vehicle on campus at a time, the second vehicle must be registered and paid under a separate permit or day pass.
- ii. Faculty and Staff Rates and Permit Date Ranges: Permit rates and date ranges depend on your classification with the University as determined by Human Resources. The Parking Office does not determine your classification. Visit <http://www.regis.edu/About-Regis-University/University-Offices-and-Services/Human-Resources.aspx> for more information.
- iii. Long-Term Parking and Storage: Students and employees may need to leave their vehicle on campus while they are away. While storing a vehicle on campus is allowed, certain steps must be followed in order to avoid issues that may result in the citing/towing of your vehicle. Please see below for the basic criteria for storing a vehicle on campus:
  - 1. Vehicle is paid and registered for the duration of storage.
  - 2. Vehicle is parked in an authorized area.
  - 3. Parking and Transportation Services considers any vehicle left without movement over 21 calendar days as being "abandoned."

iv. Commuter Student, Faculty and Staff Rate Chart

Permit Type/Location	Cost	Valid dates/times	Comments
Annual/ Lots 1-4, 5 South, 6-7 Not valid in Lot 5 North	See website	August 1-July 31	Each customer will be granted one warning before an actual citation is issued.  <b>Not valid in Lot 5 North</b>
Fall Semester/ Lots 1-4, 5 South, 6-7	See website	August 1-December 31	<b>Not valid in Lot 5 North</b>

<b>Spring Semester/ Lots 1-4, 5 South, 6-7</b>	See website	January 1-April 30 (end dates will vary depending on the Academic Calendar)	<b>Not valid in Lot 5 North</b>
<b>Summer Semester/ All Lots</b>	See website	May 1-August 27 (end dates will vary depending on the Academic Calendar)	
<b>Daily Rate/ Lots 1-4, 6-7</b>	See website	6:00 am –1:00 am	<b>Not valid in Lot 5 North</b>
<b>Evening Rate/ Lots 1-4, 6-7</b>	See website	4:00 pm – 1:00 am (Friday excluded as parking is free starting at 4:00 pm)	<b>Not valid in Lot 5 North</b>
<b>Reduced Rate Daily/Evening/Hourly Lot 6 Only</b>	See website	6:00 am – 11:00 pm LOT CLOSES AT 11:00 PM DAILY	<b>Lot 6 ONLY</b>
<b>24 Hour/ Lot 7 Only</b>	See website	Valid for 24 hours from purchase time	<b>Not valid in Lot 5 North</b>
<b>Payroll Deduction Rates</b>			Email: <a href="mailto:ruparking@regis.edu">ruparking@regis.edu</a>

- v. **Permit Refunds:** All daily, semester, payroll deduct, and annual permits are final and non-refundable. Extenuating circumstances will be considered by Parking and Transportation Services but must be accompanied by documentation that there is a life change that warrants a refund. Final determination is at the discretion of the Parking Manager.
- vi. **Concurrent Employee and Student Status:** The primary role of the account owner determines the permit/s available for purchase. In general, student status supersedes all others.
- vii. **Outstanding Fines:** Upon voluntary resignation or involuntary termination of employment, the employee will be expected to pay all unpaid parking citations. Any unpaid citations will be deducted from the final paycheck.
- g. **Vendors:** For the purpose of parking at RU, any individual that is not paid by RU, an enrolled student or guest with formal business on campus, faculty/staff, or business partner shall be considered a vendor. Daily permits are available to vendors through the pay machines. In some cases, long term vendors can make arrangements through Physical Plant, in conjunction with the Parking Office. Limited third payment agreements are available. The Parking Office understands certain jobs require special parking accommodations for the University's functionality. To aid in the University's functionality and to provide uninterrupted services, the independent contractor program, and the Service Vehicle Placard Program's (SVPs) intent is to allow authorized vendors parking access to specific areas, which would otherwise be restricted. For more information about the contractor program or the SVP, please contact the Parking Office.

- h. **Business Partners:** For the purpose of parking at RU, any individual that is not paid by RU, an enrolled student, a guest with formal business on campus, or a vendor, and is on campus for a period of time per contract is a business partner. Partners are technically guests but have the option to purchase long-term parking with added parking locations. The contract determines the long-term parking price. Business partners that have purchased long-term permits are provided the same parking privileges as regular faculty and staff. Please observe all signs and markings for additional restrictions.
7. **Parking Assignments:** These are general guidelines. Additional restrictions may apply within each lot. Read and abide by all signs, curb markings and paint on or near parking stalls. Parking permits fall into one of the following seven categories:
- a. **Faculty and Staff:** Once a general permit is purchased, vehicles registered to a faculty or staff member may park in any non-restricted parking space/area in Lots 1-4 and 6-7 with the exception of the Visitor Only stalls and areas clearly marked for other use. Faculty and staff members are not allowed to purchase an employee permit for use by a student.
  - b. **Commuter Students:** Commuter students can park in Lots 1-4 and 6-7, upon purchase of a general permit, Monday through Friday from 6:00 am until 1:00 am. Commuter students can only park overnight in Lot 7. During University holidays (these are not always the same as University academic holidays), due to University projects and safety, vehicles on campus may be designated to one location. Pay careful attention to all signage and markings on the ground before leaving your vehicle.
  - c. **Residential Students:** Residential students that bring vehicles to campus must purchase a Lot 5 North Residential Permit and may only park in Lot 5, 24 hours a day and 7 days a week. During University holidays (these are not always the same as University academic holidays), due to University projects and safety, vehicles on campus may be designated to one location. Pay careful attention to all signage and markings on the ground before leaving your vehicle.
  - d. **Boryla Residential Students:** The new Boryla Garage is comprised of 37 regular parking spaces, 2 of which are equipped with electrical charging stations. There are 2 ADA spaces, as well. In order to park in the Boryla Garage, one must participate in the Boryla Parking Lottery, have name drawn in the lottery, and purchase a Boryla Academic Year Permit.
    - i. Information regarding this lottery will be sent to students with a Boryla housing assignment in early June each year for the following fall semester. Subsequently, an electronic form will be available online for two weeks. Those wishing to participate in the parking lottery must complete this form within the specified two-week period. The lottery drawing will be held the first week of July each year. The forty lottery winners will then be notified within 7 calendar days. Participating non-winners will then be placed on a waiting list according to the date and time of lottery form submission should an opening arise.
    - ii. Boryla Academic Year Permits can then be purchased in person in the Parking Office located in Main Hall, Room 137 between the hours of 8:30 and 4:30 Monday through Friday. The Parking Office will also sell these permits over the telephone during the same hours. These permits cannot be purchased online.
    - iii. By the start of the fall semester, lottery winners must have purchased their Boryla Academic Year Permits. Each lottery winner will be given an

assigned space and a garage door opener. Failure to turn in the garage opener at the end of the year will result in \$200.00 fine. Several of the spaces inside the garage are slightly smaller and are designated as compact vehicle spaces.

- iv. Vehicles without Boryla Academic Year Permits that park in the garage will be towed at the owner's expense. Since there are only 37 spaces and 37 permits, this will be strictly enforced. There is currently no guest parking available at Boryla Apartments. Loading zones and service vehicle spaces are available near the entrances/exits in the alley way. Regis does not allow for any sharing of permits. Only the winner of the lottery may park in the assigned space. Students that move out of Boryla who have an assigned space will lose all rights to the assignment once officially moved out.
  - v. Boryla residents that are not eligible to purchase the Boryla Academic Year Permit and are bringing a vehicle to campus must purchase the Lot 5 North Residential Permit. Parking in Lot 5 North is restricted to residential students with the associated permit. This is a new permit that may be purchased online and guarantees a space in Lot 5 North.
  - e. Visitors and Guests: Visitors and Guests are expected to pay for parking which includes registering their vehicles either via a pay station or through the Parkmobile app. Visit <http://us.parkmobile.com> for more information on the app. Visitors may only park in Lots 1-4 and 6-7.
8. Programs and Services: Parking works with internal and external groups in a support capacity assisting in a variety of roles. Each event is different and requires different amounts of time planning. Please alert our department immediately if you will need parking support or are unsure. Late or last-minute requests may not be able to be supported given available resources, which could impact the success of your event. The University offers a variety of non-transportation programs. These are brief descriptions of each program. Complete program details can be found online or by contacting the Parking Office.
- a. Special Events/Guest Parking Regulations: Please contact the Office of Parking & Transportation Services a minimum of three working days in advance for all special parking arrangements. For large events requiring services in addition to parking, please make arrangements through the Events and Conference Services (ECS) Office first to begin the planning stage of your event. ECS will then incorporate parking arrangements into the overall planning phase. Requests will be accommodated on a first come, first served basis, based on the academic calendar, and predicted demand for parking at the scheduled time(s). Requests do not guarantee parking accommodations.
  - b. Guest Parking Regulations: Regis provides some limited guest parking spaces at no charge to prospective students, volunteers, and honored guests. Guest parking will be granted to the following individuals:
    - i. Accreditation visitors/participants
    - ii. Admissions tour participants (registered with Admissions)
    - iii. Advisory board members/Industry board members
    - iv. Elected /Government officials.
    - v. Employees required to live on campus with a vehicle.
    - vi. Guest lecturer
    - vii. Guests of the Jesuit community

- viii. Guests of the President
  - ix. Guests of the VPs/Deans
  - x. Individuals or teams as required by NCAA/WCC regulations.
  - xi. Job applicants visiting campus for a scheduled interview.
  - xii. Media vehicles (as determined by Marketing and Communication)
  - xiii. Neighborhood / community group representatives
  - xiv. Police / Fire vehicles
  - xv. Potential partnership visitors
  - xvi. Prospective conference clients on scheduled site visits
  - xvii. Recruiters (including career fair)
  - xviii. Regis University Board of Trustees
  - xix. Service-Learning employers/clients.
  - xx. University donor prospects
  - xxi. Volunteers (See HR regulations)
- c. Exceptions: Guests who do not fit into the categories described above must be approved by a department's Vice President at least three days prior to the visit. All guest parking requests should be sent to [ruparking@regis.edu](mailto:ruparking@regis.edu) at least 3 days prior to the visit date. Lot 6 will be used for larger events that require reserving space, please contact [ruparking@regis.edu](mailto:ruparking@regis.edu) to make parking arrangements. Visit [regis.edu/parking](http://regis.edu/parking) for more details.
- d. Athletic Events: Per NCAA requirements, officials and visiting teams are eligible for reserved parking at no cost. Parking for weekend athletic events is free from 4:00 pm Friday to 6:00 am Monday morning. However, guests are required to pay for parking for athletic events occurring during normal operating hours. Please visit <https://regisrangers.com/> for more information.

#### **D. Definitions**

1. Academic Holiday: Holidays during which time, classes are not scheduled but University offices may remain open. Parking may still be enforced during Academic Holidays.
2. ADA: Americans with Disabilities Act
3. ADA/Disabled/HC Placard: Placard issued by the State granting access to parking specifically designed for disabled or handicapped.
4. AUX: Auxiliary Services - Division for Office of Parking & Transportation Services
5. CCR: Colorado Code of Regulations
6. Day/Evening Permit/Pass: Refers to daily parking purchased at a Pay Station or through PARKMOBILE (also known as short-term parking)
7. Good Standing: No liens, holds or any suspension of any RU benefit or privilege.
8. Impound/Immobilization: Immobilization (booting) of a vehicle for unpaid citations.
9. Long-Term Permit: Annual or Semester Parking Registration
10. LPR: License Plate Recognition
11. Member: Active faculty, staff, students, partners, guests, and visitors of RU
12. OPTS: Office of Parking & Transportation Services
13. Parking Office: Office of Parking & Transportation Services
14. Parking Permit: The authorization to park on the Regis Campus. Ours are virtual.
15. Parking: The stopping of a vehicle, whether occupied or not, otherwise than temporarily for and while actually engaged in loading or unloading property or passengers
16. *ParkMobile*: A mobile payment application that allows drivers to pay for daily parking at various rates.

17. Pay Station: Pay-by-Plate machines that allow for the daily/evening/hourly/overnight purchase of parking at various rates (valid license plate is required for registration)
18. Pay-By-Plate: The registration and payment for parking via a vehicle's license plate (display of a receipt not required)
19. Prohibited Use: The use of parking facilities for overnight occupancy, camping, squatting, loitering or any purpose other than those for which the facilities were intended. Selling, soliciting, conducting commerce, business or requesting information, opinion, signatures, or other personal interaction whether or not remuneration is involved, from or near vehicles while present in a Regis lot.
20. Relocation: The towing of a vehicle from a particular area on campus to another area on campus
21. Reserved Space: Reserved parking for a specific vehicle or individual
22. RO: Registered owner or operator
23. RU: Regis University
24. RU Community Member: Active faculty, staff, students, partners, guests, and visitors of RU
25. ruparking.regis.edu: Online parking payment and registration portal
26. Short-Term Permit: Any parking permit valid for day or evening parking; typically associated with daily or visitor parking.
27. SOV: Single occupancy vehicle
28. Standing: The stopping of a vehicle whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in receiving or discharging passengers
29. Stopping: Stopping is when a vehicle comes to a halt temporarily, usually for a short duration, to allow passengers to board or disembark, or to load or unload goods. It is defined in Section 119 of the Motor Vehicle Act as "stop" or "stand" means, (b) when prohibited, the stopping or standing of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or to comply with the directions of a peace officer or traffic control device.
30. Temporary Parking: Loading zones.
31. Tow: Refers to the act of being relocated or impounded
32. University Closure: The campus is closed to non-residents, non-essential staff, or non-staff between 10 pm-6 am and on days or periods when the University is closed for regular business.
33. University Holiday: Days when University business is closed – including the cancelation of academic classes. Parking may still be enforced during University Holidays. Campus is closed to non-essential staff.
34. Vehicle : Any device with two or more wheels
35. Virtual Parking Permit: The use of a vehicle's license plate as a permit rather than the traditional hangtag or sticker permit  
 Visitor/Guest: Any person not registered to a long-term (Annual or Semester) parking permit.

**E. Related Policies, Procedures, Forms and Other Resources (Optional)**

Accommodations for Students with Disabilities Grievance Policy  
 Snow Removal Policy  
 Vehicle Check in/Check Out Policy  
 Vehicle Guidelines and Procedures Policy

**F. End Notes**

1. This information supersedes all previously issued parking and transportation rules and regulation

documents.

2. The Office of Parking & Transportation Services may change, delete, suspend, or discontinue this document (or any part, thereof) at the University's discretion.