

Parking/Traffic Rules and Regulations



Campus Safety

This document explains the University's parking rules and regulations that are enforced by the Campus Safety Department. Any person, who owns, operates, and/or parks a motor vehicle or bicycle on University property agrees to conform fully to all rules and regulations outlined in this policy.

Campus Safety

3333 Regis Blvd. J-20

303-458-4122

2/11/2013

Campus Safety Parking and Traffic Rules and Regulations

Contents

1.0	Article 1 – General Policy Provision.....	2
2.0	Article 2 – Definitions.....	3
3.0	Article 3 – Parking Permits	5
4.0	Article 4 – General Traffic Regulations	6
5.0	Article 5 – General Parking Regulations	7
6.0	Article 6 – Miscellaneous Regulations.....	8
7.0	Article 7 – Violations and Penalties	9
8.0	Article 8 - Collection of Unpaid Citations	10
9.0	Article 9 - Enforcement.....	12
10.0	Article 10 – Citation Appeals	13
11.0	Article 11 – Non-motorized Vehicle Policy.....	14
12.0	Article 12 - Parking Outside the Regis Campus.....	14
13.0	Regis University Parking Map.....	13

Campus Safety

Parking and Traffic Rules and Regulations

1.0 Article 1 – General Policy Provision

Note: Motorcycles / scooters must be registered but do have to display a permit.

- 1.1 All students and staff who park a motor vehicle, motorcycle/scooter on University property must register their vehicles with the Office of Campus Safety.
- 1.2 Regis University Parking and Traffic Rules and Regulations are supplemental to all state and city ordinances.
- 1.3 All parking and traffic rules and regulations are in effect 24 hours a day, seven days a week, including holidays and periods when school is not in session unless otherwise indicated in this policy or by traffic control devices.
- 1.4 24 hours a day, 7 days a week no person shall be permitted to use any University parking facility without first obtaining the necessary parking permit. Exceptions to this rule include designated loading zones (see [Article 2](#)), short-term visitors (two hours or less) who must park in a designated "Visitor Parking" location (see [Article 6](#)), and special event parking (see [Article 6](#)).
- 1.5 The University has entrusted the Office of Campus Safety with the responsibility for promoting and regulating the safe conduct of vehicle and pedestrian traffic on the Lowell Campus property. The Campus Safety Department office is authorized to enforce parking rules and regulations and - regulate vehicle traffic and parking on campus. Student Accounts is authorized to track and collects fine for violations.
- 1.6 Any person, who owns, operates, and/or parks a motor vehicle or bicycle on University property agrees to conform fully to all rules and regulations outlined in this policy.
- 1.7 Parking and operating a motor vehicle, motorcycle/scooter or bicycle on University property are privileges granted by the University and are not the inherent right of any staff member, student, or visitor.

Campus Safety

Parking and Traffic Rules and Regulations

- 1.8 Staff and students are responsible for knowing and complying with the regulations governing parking and traffic at Regis University. They will be held responsible for any violations thereof involving a vehicle in their possession, control, or operation.
- 1.9 The University maintains the right to modify and/or alter any article(s) in this policy to address and resolve parking and traffic issues, as it deems appropriate.
- 1.10 Regis University is not responsible for and assumes no liability arising from fire, theft, damage to or loss of vehicle or bicycle, or any article left therein. No reimbursement or compensation is created by granting of any parking or operating privileges regarding vehicles or bicycles on any property owned, leased, or otherwise controlled by Regis University.
- 1.11 The University fully supports property owners and the City and County of Denver with traffic and parking regulations in the area surrounding the campus. All staff, students, contractors and visitors should utilize the University parking facilities or alternative transportation (i.e., RTD, carpooling, bicycling or walking) rather than parking in residential areas.
- 1.12 Restricted areas include the no overnight parking lots which are lots 1 east and west (Clarke Hall, east of Loyola Hall and west of the Fieldhouse), Lot 2, Lot 3, upper and lower 4, and lot 6. No parking in the above lots is allowed between the hours of midnight and 6:00 a. m.

2.0 Article 2 – Definitions

Note: Words and phrases used in these rules and regulations shall have the meanings set forth in this article except where the context clearly indicates a different meaning.

- 2.1 **Bicycle:** Any device propelled by human power upon which a person can ride (including skateboards), which may have one or more wheels.
- 2.2 **Citation (Notice of Violation):** A document issued by a Campus Safety Officer for a violation of Regis University Parking/Traffic Rules and Regulations. A citation for a moving violation does not need to be issued at the time of the infraction and can be issued at a date subsequent to the time the infraction occurred.

Campus Safety

Parking and Traffic Rules and Regulations

- 2.3 **Contractor:** Anyone conducting business, or under contract with the University and who is not included under the definitions for staff, student, or visitor.
- 2.4 **Staff:** All full-time and part-time regular, temporary, and contract employees including adjunct and affiliates.
- 2.5 **Loading Zone:** An area so marked which has been reserved for exclusive use of vehicles that are loading and unloading passengers or goods. There is a 20-minute time limit and vehicle emergency flashers are required to be activated to indicate the process of loading and unloading.
- 2.6 **Motor Vehicle:** All vehicles which are self-propelled by an engine or mechanical device (other than bicycles) that may or may not require a state license, including, but not limited to, automobiles, trucks, motorcycles, and motor scooters.
- 2.7 **Notice of Violation:** (See Citation)
- 2.8 **Park/Parking:** Leaving a motor vehicle or bicycle standing, whether occupied or not, with or without the engine running.
- 2.9 **Student:** All persons enrolled for at least one hour of credit and not classified as staff as defined in the previous section.
- 2.10 **Traffic Control Devices:** All permanent or temporary signs, signals, markings, cones, bollards, barricade tape, traffic lights and devices installed by the Campus Safety Department or the University Physical Plant for the purpose of regulating, warning, prohibiting, or guiding pedestrian or motor vehicle traffic.
- 2.11 **Trustee:** A member of one or more of the governing boards of the University or its subsidiaries or a person designated by the President of the University as having an essential role in University governance.
- 2.12 **University:** All property owned, leased, operated, or otherwise controlled by Regis University.
- 2.13 **Visitor:** A visitor is anyone visiting the University who is not included under the definitions for staff, students, and contractors.
- 2.14 **Other:** On the hand written citation Violation #20 is used for the offenses not listed on the citation booklet at the time the citations were ordered and printed.

Campus Safety

Parking and Traffic Rules and Regulations

3.0 **Article 3 – Parking Permits**

- 3.1 All students and staff who park a motor vehicle, motorcycle/scooter on University property shall register their vehicle and obtain a parking permit through the Campus Safety Office. Those staff, and students who wish to park on University property 24 hours a day, 7 days a week MUST obtain and properly display a parking permit. Visitor and special permits and restrictions are described in [Article 6](#).
- 3.2 Parking permits are issued to the individual and may be used on more than one vehicle if each respective vehicle is listed on the permit number (e.g., a staff member driving a spouse's vehicle). A Parking permit is not transferable to other individuals.
- 3.3 Ownership of a University parking permit does not guarantee a parking place on campus. Parking for all permit holders is on a "first come, first served" basis only.
- 3.4 Any person obtaining a permit for a vehicle(s) shall be accountable for all violations incurred by such vehicle(s).
- 3.5 Parking permits must be displayed from the rear view mirror, or on the dash facing outward from the vehicle without any ornamentation, paper and the like obstructing it from being viewed. Displaying the permit in any other location is unacceptable and is a violation. Parking permits must not be defaced or altered in any way.
- 3.6 Permit holders who change, add, or delete vehicles listed with the individual's permit must notify Campus Safety of the change. Similarly, permit holders must register any newly acquired vehicles with Campus Safety for inclusion on the individual's permit. At the time of separation from employment (resignation, dismissal, retirement, etc.) a staff member must return the parking permit to the Department of Campus Safety. All parking permits remain the property of Regis University.
- 3.7 Lost or stolen permits must be reported to the Campus Safety Office immediately for replacement, and removal of the old permit from our database. Recovered lost or stolen permits should be returned to Campus Safety immediately.
- 3.8 Misuse of parking permits such as vehicles found displaying a permit that has been reported as lost or stolen or using another person's permit will be issued a citation and possibly towed.

Campus Safety

Parking and Traffic Rules and Regulations

- 3.9 Acceptance and use of a Regis University parking permit constitutes acknowledgment by the permit holder that he/she agrees with and will abide by all provisions contained in this policy.
- 3.10 Counterfeiting, altering, or defacing Regis University parking permits is prohibited. Violators are subject to the assessment of fines, denial, or revocation of parking privileges and University disciplinary action.
- 3.11 Displaying stolen, revoked or altered permit is prohibited. Violators are subject to the assessment of fines, denial, or revocation of parking privileges and University disciplinary action.

4.0 Article 4 – General Traffic Regulations

- 4.1 All motor vehicles and bicycles on University property shall be operated or parked in conformance with all Parking/Traffic Rules and Regulations of Regis University, the City of Denver, and the State of Colorado.
- 4.2 All motor vehicles are required to be licensed that are parked on University property must display a current valid license plate and be fully registered in the state issuing the license plate.
- 4.3 The speed limit in all campus parking lots and roads is 10 miles per hour.
- 4.4 Pedestrians have the right-of-way at all times and in all places.
- 4.5 Driving or parking motor vehicles or bicycles on sidewalks, lawns, and undesignated parking areas is prohibited.
- 4.6 Vehicle and bicycle operators shall obey the instructions of all applicable traffic control devices.
- 4.7 No person shall interfere with any traffic or parking enforcement operation, the operation of any traffic control device, ignore any officer's signal or instruction, tamper with, destroy, or deface any traffic control device. Violators are subject to the assessment of fines and University disciplinary action.
- 4.8 No motor vehicle or bicycle shall be operated or parked in such a manner as to interfere with University operations which would disturb the University community.
- 4.9 Regis University reserves the right to remove motor vehicles or bicycles from its property, without notice, for reasons including, but not limited to, the following: (a) apparent abandonment; (b) failure to display a valid or current license plate; (c) parking in such a way as to constitute a hazard

Campus Safety

Parking and Traffic Rules and Regulations

to vehicular or pedestrian traffic or to the movement and operation of emergency equipment; (d) parking privileges of the owner/operator having been revoked; (e) maintenance repairs to facilities; (f) unpaid violations totaling \$100 or more; (g) parking in a lot or area designated as a tow away zone.

- 4.10 The owner and/or operator will be responsible for all costs involved in the removal of such motor vehicle or bicycle. Regis University will assume no responsibility for damages to any vehicle or bicycle, loss of vehicle or bicycle, or any article left therein of vehicles that were ordered removed from University property.
- 4.11 The driver and/or registered owner of the vehicle are responsible for any and all citations and fines assigned to it.
- 4.12 The driver and/or registered owner of the vehicle are responsible for the actions of the passengers within the vehicle.

5.0 Article 5 – General Parking Regulations

Note: University departments are encouraged to invite their vendors, visitors, and guests to park in Lot 6 and take advantage of the shuttle service.

- 5.1 Designated parking areas are indicated on University parking maps, which are available in the Campus Safety Office, regis.edu, and InSite. Parking areas may be further restricted if so indicated by traffic control devices. Regis University reserves the right to change the configuration or designation of parking resources at any time without prior notice as well as to impose additional limitations on parking areas in emergency situations or on special occasions without notice.
- 5.2 No person shall park any motor vehicle on University property in any location other than authorized and designated parking areas that have been so marked with traffic control devices. Motorcycles may be parked either in standard parking spaces or in specifically designated motorcycle spaces located in some lots. Motor scooters and motorized bicycles may be parked in locations specifically designated by Campus Safety. No motor scooter or motorized bicycles may park at bicycle racks.
- 5.3 Bicycles must be parked at designated bicycle racks.
- 5.4 Bicycles, motor scooters, or motorized bicycles may not be chained or tied to light poles, trees, hand rails, or other University property other than designated bicycle racks.

Campus Safety

Parking and Traffic Rules and Regulations

- 5.5 All motor Vehicles must park within indicated boundaries of a designated stall. This means there must be visually painted lines (of a parking stall) on both sides of the motor vehicle.
- 5.6 All vehicles must park in designated stalls; all other areas are considered "No Parking" areas.
- 5.7 No vehicle may be parked or driven in such a manner that obstructs vehicular or pedestrian traffic.
- 5.8 With the exception of employees and students who reside on campus, no person shall store or park any motor vehicle, motorcycle, motor scooter or motorized bicycles on University parking facilities longer than ten (10) days even with a valid permit. In the event of mechanical failure, the owner or driver will be responsible for its repair to operational status or its removal as soon as available services permit. The vehicle owner must obtain written authorization from the Director of Campus Safety to store or park a vehicle on University property longer than ten days. Motor vehicles, motorcycle, motor scooter or motorized bicycles that have been abandoned will be towed and impounded at the owner's expense. (See sections 4.08 and 4.09 for additional information.)
- 5.9 Between the hours of midnight and 6 am, seven days a week, the following lots will be closed to overnight parking; Lot 1 west (east of Loyola), Lot 1 east (Clarke Hall), Lot 2, Lot 3, upper and lower Lot 4, and Lot 6.
- 5.10 Overnight parking is allowed in O'Connell Lot, Lot 5, and Lot 7.
- 5.11 The parking areas on west side of Main Hall are reserved for *Visitor Parking* by *Special Permit* only, and the permits can be obtained through the President's Office.

6.0 Article 6 – Miscellaneous Regulations

- Note:** With the exception of Lot 6, specific areas are designated throughout the campus for visitor and vendor parking; both short and longer-term visitors and vendors may park in Lot 6 during business hours without a visitor permit.
- 6.1 **Visitor Parking:** Specific areas are designated throughout the campus for visitor parking needs. These spaces are intended primarily for use by short-term visitors. Short-term visitors (less than two hours) must park in designated visitor spaces.

Campus Safety

Parking and Traffic Rules and Regulations

- 6.1.1 Longer-term visitors (more than two hours) must obtain a visitor permit from the President's Office and may park on the west side of Main Hall, which is visitor parking by special permit only.
- 6.1.2 Visitor parking permits that are distributed by Campus Safety will be on a limited basis for uncommon circumstances and for limited time.
- 6.1.3 The Office of Admissions issues parking permits for potential students and their reserved parking spaces are on the north side of the Fine Arts building.
- 6.2 University departments that wish to provide parking for their vendors, visitors, and guests may contact the President's Office for parking arrangements
- 6.3 Staff and students are not allowed to park in visitor-designated areas at any time.
- 6.4 Vendors whose business may require them to be on University property for making deliveries, making repairs, performing work, etc., must utilize designated vendor or visitor parking spaces. If parking time longer than one hour is required, the vendor must notify Campus Safety to accommodate their parking needs.
- 6.5 ADA parking spaces reserved for physically disabled and handicapped persons are indicated by posted signs and pavement markings displaying the international symbol of access. Vehicles may park in these spaces only with a valid state-issued handicapped placard or license plate, or a disabled veteran license plate.
- 6.6 Parking stalls have been designated for exclusive use by specific departments to accommodate special business needs (e.g., President's Office, Physical Plant, Athletics, Campus Safety, Information Technology Services, Mail, and Central Receiving.)
- 6.7 Special Events: University-sponsored special events that advance the University's mission or are otherwise essential to University business are encouraged to utilize the visitor parking on the west side of Main Hall (special permit) or use Lot 6. Sponsoring departments may be required to provide support services related to parking reservation.

7.0 Article 7 – Violations and Penalties

- 7.1 Penalties: Persons violating any of the parking and traffic rules and regulations contained in this policy are subject to assessment of fines and

Campus Safety

Parking and Traffic Rules and Regulations

in some situations, disciplinary action. Fines are expected to be paid within (30) calendar days.

7.2 Parking/Traffic Violations and Fines

Permits	
1	Failure to display parking permit... \$25
2	Failure to obtain a parking permit... \$50
3	Misuse of parking permit... \$50
Traffic	
4	Careless driving... \$60
5	Driving or parking on lawn... \$75
6	Failure to yield... \$25
7	Stop sign violation... \$50
8	Failure to yield to pedestrian... \$30
9	Improper / unsafe operation or parking of a bicycle or motor scooter... \$20
Parking	
10	Disregarding, moving/interfering or tampering a traffic control device... \$30
11	Fire lane violation... \$75
12	Handicapped violation... \$75
13	Loading zone violation... \$20
14	Parking outside line of a stall... \$15
15	No parking zone / parking in restricted area... \$25
16	Unauthorized parking in a Visitor Parking space... \$35
17	Vehicle blocking a trash dumpster... \$25
18	Vehicle on walkway or sidewalk... \$50
19	Vehicle parked in drive or thoroughfare... \$30
20	Other _____ \$ _____

7.3 Denial or Revocation of Privileges

7.3.1 Lowell Campus parking or vehicle operation privileges may be denied or revoked for the following reasons: (a) nonpayment of five or more outstanding violations; (b) falsification of permit application information; (c) counterfeiting, defacing, or altering any University parking permit; (d) displaying, using, or allowing others to use or display a University parking permit which has been reported lost or stolen; (e) reckless or careless driving.

8.0 Article 8 - Collection of Unpaid Citations

Note 1: Student Accounts will track and collect fines for all students and staff.

Campus Safety

Parking and Traffic Rules and Regulations

Note 2: The Department of Campus Safety cannot collect payment on fines.

Note 3: Fines that are not paid within 30 days a *Past Due* notice will be sent to the violator from Student Accounts. The University may employ legal means to collect outstanding or unpaid citations, including but not limited to, registration, transcript, and diploma holds, referral to collection agencies, and restricting web-time entry for payroll.

8.1 **Mail:** Fines may be mailed to Student Accounts

Note: An envelope is attached to the citation with the mailing addressed affixed. The envelope can be sent either through campus mail or U.S. Mail.

8.1.1 Checks are made out to Regis University.

8.1.2 Mailing address:

Regis University
Student Accounts A-8
3333 Regis Blvd
Denver, CO. 80221

8.2 **Main Hall:** During business hours, payments can be made in person at the Cashier's Office located in Mail Hall room 128.

Note: For multiple ticket fines; if the cashier accepts a payment and the payee or the cashier does not allocate the payment to a particular charge, then the system will automatically apply the payment to the oldest charge on file for Fees and Fines.

8.3 **Phone:** During business hours, payments can be made by phone to the Cashier's Office at 303-458-4129.

Note: For multiple ticket fines; if the cashier accepts a payment and the payee or the cashier does not allocate the payment to a particular charge, then the system will automatically apply the payment to the oldest charge on file for Fees and Fines.

8.4 **Web Advisor:** Payments through Web Advisor.

Note 1: All staff, regardless if you are not enrolled in a class or not, will use the Student menu to pay for parking/traffic fines.

Campus Safety

Parking and Traffic Rules and Regulations

Note 2: Do not apply a payment for a parking violation to any other invoices, such as tuition for registration.

Note 3: If you wish to make installment payments please contact Mary Ann Pace, Student Accounts Representative at 303-458-3578 to set up a payment plan.

8.4.1 Log in to the Web Advisor link at www.regis.edu.

8.4.2 Click on Students.

8.4.3 Choose the make a Payment option.

8.4.4 Select to Pay on My Account and enter the amount you wish to pay.

8.4.5 Choose a Payment Type.

8.4.6 Click Submit

9.0 Article 9 - Enforcement

9.1 All parking and traffic rules and regulations are in effect (24) hours a day, seven days a week, including holidays and periods when school is not in session unless otherwise indicated in this policy or by control devices. The enforcement officer will place the citation(s) on the vehicle's windshield under the wiper blade or on the driver's side door window. This will constitute legal delivery of the citation to the vehicle's operator. Non-receipt of an issued citation does not invalidate the citation.

9.2 Vehicle Towing

9.2.1 Vehicles may be towed for any of the following reasons:

9.2.1.1 Non-payment of outstanding parking violations totaling \$100 or more, in accordance with [4.9](#).

9.2.1.2 Displaying a counterfeit, altered, lost, stolen, or revoked University parking permit.

9.2.1.3 Parked in a reserved parking space or in a designated disability space without displaying the proper authorization.

Campus Safety

Parking and Traffic Rules and Regulations

- 9.2.1.4 Motor vehicles not displaying a parking permit parked anywhere on the Lowell Campus with the exception of Lot 6 for a period of longer than two hours will be towed at the owner's expense.
- 9.2.1.5 Staff and students may not park in visitor or vendor designated areas at any time. Violators will be towed at the owner's expense.
- 9.2.1.6 The vehicle will be towed and moved to a designated storage facility of the towing company's choice. The vehicle owner or operator will be responsible for all applicable towing charges. Wyatt's Towing is the provider for all towing services at the University. Tow and storage charges are at the sole discretion of Wyatt's Towing and must be paid directly to them. Any questions about towed vehicles should be directed to Wyatt's Towing.

10.0 Article 10 – Citation Appeals

- 10.1 All citation appeals must be filled out on the online form found on Web Advisor or on the Campus Safety's web page under Parking.
- 10.2 All citation appeals will be presented to the Director of Campus Safety or his/her designee.
- 10.3 The Parking Appeals Committee will review the circumstances surrounding the issuance of the citation(s) and provide a decision to the appellant. This decision is considered binding and constitutes the final disposition of the appeal.
- 10.4 Any person receiving a notice of violation/citation for parking or traffic violation on campus has the right to appeal the citation. All appeals must be submitted in writing within 10 calendar days of issuance of the citation. Failure to file an appeal within this time will result in the violator's forfeiture of the privilege of appeal.
- 10.5 The burden of proof in the appeal rests with the appellant. Denial of an appeal makes the designated fine due and payable by the designated date.
- 10.6 The following are not grounds for appeal: (a) lack of available parking, (b) unfamiliarity with University parking rules and regulations; (c) short time in violation area; (d) failure to observe posted signs; (e) class/instruction ran

Campus Safety

Parking and Traffic Rules and Regulations

late, (f) staff, other than a Campus Safety Officer, directed the vehicle to park in a violation area; (g) non-receipt of the citation.

11.0 Article 11 – Non-motorized Vehicle Policy

Note 1: Purpose: Regis University allows the use of non-motorized vehicles, including but not limited to skateboards, roller skates, rollerblades, scooters, bicycles, coasters, in-line skates, toy vehicles, as well as skis and snowboards on campus provided that appropriate precautions are taken to protect the safety of other persons and property. This policy is established to address safety concerns posed by the use of non-motorized vehicles and to minimize potential damage to University property from the use of these vehicles.

Note 2: This policy does not apply to the use of wheelchairs on campus.

11.1 The use of non-motorized vehicles is prohibited in the following locations:

11.1.1 Inside University buildings

11.1.2 On loading docks, stairs, banisters, railings, landings, ramps, walls, sculptures, dedicated plazas and other seating areas.

11.1.3 On athletic or recreational playing venues; and

11.1.4 Anywhere such activities are prohibited by sign

11.2 Students, and staff found in violation of this policy will be subject to disciplinary action in accordance with applicable University policies and procedures.

11.3 Visitors and other persons present on University premises with or without sponsor shall be subject to arrest and prosecution by the Denver Police Department for offenses of trespass and/or destruction of property.

12.0 Article 12 - Parking Outside the Regis Campus

Note 1: Enforcement of off campus parking is either by City and County of Denver or by Adam's County. Ticketing, towing, and disposition of fines will be done with the issuing law enforcement entity.

Campus Safety

Parking and Traffic Rules and Regulations

Note 2: The below list is not all inclusive of all restrictions. Signage varies from street to street and is subject to change without notification.

12.1 Residential permit parking in effect by city and County of Denver on listed streets:

12.1.1 4900-5000 blocks of King, Knox and Julian

12.1.2 Lowell to Mead on 51st Avenue

12.1.3 50th Avenue to 52rd Avenue

12.2 Residential parking on Lowell Boulevard; west of campus.

12.2.1 East side of Lowell from Regis Blvd. north: Street Sweeping, 4th Tuesday, April – November, 8 AM – 5 PM, Tow Away Zone.

12.2.2 West side of Lowell from Regis Blvd. north: Street Sweeping, 4th Wednesday, April – November, 8 AM – 5 PM, Tow Away Zone.

12.3 Parking in Adams County

12.3.1 On the east side of Lowell Blvd.; from the entrance of Lower Lot 4; north to 52nd Ave. is designated No Parking.

12.3.2 53rd Avenue – be watchful for the various no parking signage.

13.0 Regis University Parking Map

