

Regis University

Office of Parking &  
Transportation Services

Auxiliary Services Division

Parking  
Rules & Regulations  
2018- 2019

All changes, additions and deletions from existing parking policies and regulations will be approved by the University. Any changes will be updated in the website. All changes are immediately applicable to all parties.

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# Title 1. Department Information

## 1.1 Summary

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.

Office of Parking & Transportation Services  
3333 Regis Blvd Mail Code I-3  
Denver, Colorado 80221-1099  
303-458-4126     [ruparking@regis.edu](mailto:ruparking@regis.edu)

Monday - Friday 8:00 a.m. until 4:30 p.m. Closed Weekends and Holidays  
[www.regis.edu/parking](http://www.regis.edu/parking)

## 1.2 Purpose

The following manual 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. This information supersedes all previously issued parking and transportation rules and regulation documents. The Office of Parking & Transportation Services may change, delete, suspend, or discontinue this document (or any part, thereof) at the University's discretion.

## 1.3 Governance

The Office of Parking & Transportation Services (OPTS) is part of the Auxiliary Services Division (AUX). The Parking Manager reports directly to the Associate Vice President for Auxiliary Services. There is Parking Appellate Board (PAB) which is comprised of various faculty, staff, and students. For more information regarding the appeal process, please refer to section 3.3 on page 9.

## 1.4 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.

## 1.5 Service Standards

The Office of Parking & Transportation Services is committed to providing excellent customer service. Parking staff will make every attempt possible to return your call or reply to your e-mail within the same business day; however, response rates may vary based on the volume of requests and when the inquiry was placed.

## 1.6 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.

## 1.7 Definitions and Acronyms

Term	Definition
<b>Academic Holiday</b>	Holidays during which time, classes are not scheduled but University offices may remain open (for more information visit the Academic Calendar)
<b>ADA</b>	Americans with Disabilities Act
<b>ADA/Disabled/HC Placard</b>	Placard issued by the State granting access to parking specifically designed for disabled or handicapped
<b>CCR</b>	Colorado Code of Regulations
<b>Day/Evening Permit/Pass</b>	Refers to daily parking purchased at a Pay Station or through PARKMOBILE (also known as short-term parking)
<b>AUX</b>	Auxiliary Services - Division for Office of Parking & Transportation Services
<b>OPTS</b>	Office of Parking & Transportation Services
<b>Good Standing</b>	No liens, holds or any suspension of any RU benefit or privilege
<b>Impound/Immobilization</b>	Immobilization (booting) of a vehicle for unpaid citations
<b>RU</b>	Regis University
<b>RU Community Member</b>	Active faculty, staff, students, partners, guests and visitors of RU
<b>ruparking.regis.edu</b>	Online parking payment and registration portal
<b>Long-Term Permit</b>	Annual or Semester Parking Registration
<b>LPR</b>	License Plate Recognition
<b>PAB</b>	Parking Appellate Board
<b>Parking Office</b>	Office of Parking & Transportation Services
<b>OPTS</b>	Office of Parking & Transportation Services
<b>Parking Permit</b>	The authorization to park on the Regis Campus. Ours are virtual.
<b>PARKMOBILE</b>	A mobile payment application that allows drivers to pay for daily parking at various rates. Click <a href="#">here</a> for more information.
<b>Pay Station</b>	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)
<b>Pay-By-Plate</b>	The registration and payment for parking via a vehicle's license plate (display of a receipt not required)
<b>Relocation</b>	The towing of a vehicle from a particular area on campus to another area on campus
<b>Reserved Space</b>	Reserved parking for a specific vehicle or individual
<b>RO</b>	Registered owner or operator
<b>Short-Term Permit</b>	Any parking permit valid for day or evening parking; typically associated with daily or visitor parking
<b>SOV</b>	Single occupancy vehicle
<b>Temporary Parking</b>	Loading zones
<b>Tow</b>	Refers to the act of being relocated or impounded
<b>University Holiday</b>	Days when University business is closed – including the cancelation of academic classes (see the Human Resources benefits page for more information and dates)
<b>Vehicle</b>	Any motorized device with two or more wheels
<b>Virtual Parking Permit</b>	The use of a vehicle's license plate as a permit rather than the traditional hangtag or sticker permit
<b>Visitor/Guest</b>	Any person not registered to a long-term (Annual or Semester) parking permit

# Title 2. Enforcement Authority

## 2.1 Summary

Paid parking and parking assignments are enforced Monday through Friday, 6:00 am until 1:00 am. All other violations are enforceable 24 hours a day, 7 days a week.

## 2.2 Parking Privileges and Availability

RU's campus is private property, and the Office of Parking & Transportation Services reserves the right to suspend or revoke parking privileges at any time at its sole discretion. The purchase of parking rights does not guarantee the availability of a parking space. Lack of available parking space, amount of time spent looking for a parking space or lack of knowledge concerning the University's Parking Rules & Regulations are not valid reasons for violating any parking regulation or as justification for the dismissal of a parking violation. The use of the University's parking facilities is a privilege, not a right.

- a.) Penalties for violations of parking and traffic regulations include but are not limited to fines, vehicle relocation, academic holds, loss of access privileges, loss of parking privileges, suspension of services, and ineligibility for issuance of future parking permits on campus.
- b.) Fines will be assessed in accordance with the penalty schedule published and enforced at the time of the violation.
- c.) 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.
- d.) Fines left unpaid may result in additional consequences not related to Parking and Transportation.
  - i.) Citations left unpaid after 14 calendar days are considered delinquent.
  - ii.) Delinquent citations will be assessed a late fee of 50 percent of the citation's base value.
  - iii.) Students may experience delays with graduation, holds on transcripts, an inability to register for classes and other penalties for unpaid parking fines.

Students with 3 or more open parking citations OR owing a balance of \$200 or more will have a hold placed on their student account. The student will be notified via email if this occurs. All unpaid citations must be paid in full before the student account hold will be released. Student holds will not be released when partial payments have been made.

- e.) In some instances, a violation of parking and traffic regulations may result in disciplinary action for employees, students, and visitors through suspension or revocation of parking privileges.

## 2.3 Colorado Code of Regulations (CCR)

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.

Colorado Code of Regulations for Denver Parking can be found at: <https://www.cdor.gov/library/traffic/traffic-manuals-guidelines/fed-state-co-traffic-manuals/model-traffic-code>

## **2.4 RU's Right to Enforce**

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.

## **2.5 Responsibility for Citations, Penalties and Fines**

The person to whom a vehicle is registered with 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.) 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.
- c.) Rejected first level appeals may be re-appealed to the Parking Appellate Board (PAB). See appeals process for more information.
- d.) CCR violations may not be re-appealed.
- e.) 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.
- d.) 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.
- e.) Students with 3 or more open parking citations OR owing a balance of \$200 or more will have a hold placed on their student account. The student will be notified via email if this occurs. All unpaid citations must be paid in full before the student account hold will be released. Student holds will not be released when partial payments have been made.

# **Title 3. General Rules and Regulations.**

## **3.1 Summary**

Regis University enforces its rules and regulations through the issuance of parking citations. Failure to comply with the rules contained in this document is the responsibility of the vehicle operator. Being unaware, failure to read, or any other misunderstandings are not valid reasons for violating any rule or policy of the University.

The University cooperates with local, state and federal law enforcement agencies. These agencies have the right to enforce their regulations at their discretion, announced and unannounced. All vehicle operators are encouraged to familiarize themselves with not only the University's rules and regulations, but any other local, state or federal rules and regulations.

### 3.2 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.

<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 license 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 and 7. Overnight parking in any other lot is not permitted. Residential permitted parking is only allowed in Lot 5.	\$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.	\$100	\$150
<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.	\$50	\$75

<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

### 3.3 Appeals

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.

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.

- a.) For individuals that have a RegisNET account, the appeal is made online at [ruparking.regis.edu](http://ruparking.regis.edu) (which is managed by the Office of Parking & Transportation Services). The appeal must include an explanation of why the citation was incorrectly issued.
- b.) Individuals that do not have a RegisNET account, may create a guest account in the parking portal by visiting [Ruparking.regis.edu](http://Ruparking.regis.edu) and following the prompts.
- c.) Parking Appellate Board (PAB or the Board)
  - a. The PAB meets monthly or as needed and deliberates on all re-appeal testimony.
  - b. The PAB is comprised of a minimum of one faculty member, one staff member, one Campus Safety officer, one undergraduate student and one graduate student. The Parking Manager will chair this Board.
- d.) Requirements and Procedures for Filing a Re-Appeal
  - a. Appeals are only available if the first level appeal is rejected or reduced and the citation is a non-CCR infraction.
  - b. 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.
    - i. Appellants must appear in person.
    - ii. Each appellant has five minutes to explain their re-appeal to the PAB
    - iii. PAB members may ask the appellant relevant questions to the re-appeal once testimony has concluded. Questions and answers shall not count towards the allocated time for testimony.
    - iv. Appellants may submit documents in addition to their first-level appeal submittal.
  - c. Additional documents must be submitted a minimum of two business days prior to their appeal hearing date to Parking Manager at [ruparking@regis.edu](mailto:ruparking@regis.edu).



- d. Late submissions will not be reviewed or be taken into consideration.
- e. Decisions will be communicated via e-mail within 14 calendar days of the re-appeal date.

### **3.4 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.

### **3.5 Shared Permit**

Multiple vehicles may be registered under the same permit; however, only one vehicle may be on campus at a single time. 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.

### **3.6 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.

- a) 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.
- a.) 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.
- b.) 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.

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.

### **3.7 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.

### **3.8 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 the indicated time period.
- c.) Vehicles may not park in the loading zone consecutively.
- d.) Loading zones are enforceable 24/7.

### **3.9 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, 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.

### **3.10 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.

### **3.11 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.

### **3.12 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.

### **3.13 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.

### **3.14 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.

### **3.15 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.

### 3.16 Pedestrian Traffic

Pedestrians have the right-of-way at all times 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.

### 3.17 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.

### 3.18 Overnight Parking

Vehicles parked between 1:00 AM and 6:00 AM, Mon-Thurs, must have a valid permit. After-hour parking (overnight) is only available in Lot 5 with residential permit and Lot 7. If space is not available in Lot 5 or 7 please park in available space and contact Campus Safety at 303.458.4122 with the make, model and license plate and the location of your vehicle.

## Title 4. Parking Permit Purchase

### 4.1 Summary

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).

### 4.2 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.**

For example, if your plate reads "ABC-123", enter "ABC123." DO NOT ENTER "123ABC."

- a.) When registering personalized plates, non-alphanumeric and special characters should be omitted. Examples of characters to omit include spaces, dots, dashes, hearts, stars, handprints.
- b.) Errors in registration are the responsibility of the registrant and will cause the issuance of a citation.

### 4.3 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.

- a.) How to Find the VIN
  - i.) The VIN can be found by looking at the dashboard on the driver's side of the vehicle. The easiest way to view the VIN is to stand outside the vehicle on the driver's side and look at the

corner of the dashboard where it meets the windshield. If the VIN cannot be found there, open the driver's side door and look at the door post (where the door latches when it is closed). It is likely the VIN will also be displayed at this location. The VIN can also be found on new vehicle registration usually taped to the bottom corner of the windshield on the passenger side or on the vehicle's permanent registration from the DMV.

b.) Once you receive your vehicle's permanent license plate, you must re-register before parking on campus.

## Title 5. Visitor Parking Permits

### 5.1 Summary

RU welcomes guests and visitors to use its parking facilities.

- a.) 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.
- b.) 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.
- c.) RU does not issue refunds for the incorrect purchase of parking. Please purchase carefully.
- d.) RU does not issue refunds for cancelled classes or events.

### 5.2 Visitor Parking Areas

Visitor parking is available in Lots 1-4 and 6-7. Visitors are welcome to utilize the 30 minute free parking by registering their vehicle at the kiosks. Visitors parking for more than 30 minutes must register their vehicle and pay the applicable daily/evening/hourly rate at the kiosk or through the Parkmobile app (<http://us.parkmobile.com>).

Designated visitor spaces are located in Lots 3 South and 1 East. Visitor spaces located in Lot 3 are restricted to 30 minutes (see below). These spaces are intended for visitors that are not RU students, staff or faculty. Any vehicle not registered to a Regis Faculty/Student/Staff/Affiliate will be considered a visitor and will be expected to pay for parking on a daily basis.

### 5.3 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.

## 5.4 Daily/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 - \$6 OR \$2/hr. Evening 4:00 pm to 1:00 am - \$3 OR \$1/hr.
Lot 5	No guest parking as this is the overnight lot for residential students
Lot 7	Daily 6:00 am to 4:00 pm - \$6 OR \$2/hr. Evening 4:00 pm to 1:00 am - \$3 OR \$1/hr. 24 hours - \$10
Lot 6	Daily/Evening 6:00 am to 11:00 pm - \$3 OR \$1/hr.

## 5.5 Pay Station Locations

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

Please see Parking Map [here](#) for more details.

- a.) Payments Accepted: Visa, MasterCard, cash
- b.) NO REFUNDS OR CHANGE GIVEN AT PAY MACHINE

## 5.6 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.

NEW! Beginning Fall 2018, there will be 3 Park mobile zones on the Regis Campus as follow:

LOCATION	ZONE	PRICE
Lots 1, 2, 3, 4, and Lot 5 South	4001	Daily 6:00 am to 4:00 pm - \$6 OR \$2/hr. Evening 4:00 pm to 1:00 am - \$3 OR \$1/hr.
Lot 5	n/a	This lot is reserved for residential students
Lot 7	4002	Daily 6:00 am to 4:00 pm - \$6 OR \$2/hr. Evening 4:00 pm to 1:00 am - \$3 OR \$1/hr. 24 hours - \$10
Lot 6 Only	4003	Daily/Evening 6:00 am to 11:00 pm - \$3 OR \$1/hr.

# Title 6. Faculty, Student and Staff Parking Permits

## 6.1 Summary

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 has partnered with Enterprise 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 [ruparking.regis.edu](http://ruparking.regis.edu).

## 6.2 Multiple Vehicles

You may register multiple vehicles under a single parking account in the RU Parking Portal. 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.

## 6.3 Regis Parking Portal

The Regis Parking Portal is the University's central parking portal for your parking needs ([ruparking.regis.edu](http://ruparking.regis.edu)). At the Regis Parking Portal, you can also appeal citations, pay tickets, register or modify vehicles, and purchase parking permits. It is the responsibility of the vehicle owner/driver to manage their own parking account at [ruparking.regis.edu](http://ruparking.regis.edu).

## 6.4 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.

## Student, Faculty and Staff Rate Chart

Permit Type/Location	Cost	Valid dates/times	Comments
<b>Annual/ Lots 1-4, 6-7 Not valid in Lot 5</b>	\$400	August 1-July 31	Each customer will be granted one warning for “Failure to Pay” before an actual citation is issued regardless of date.  <b>Not valid in Lot 5</b>
<b>Fall Semester/ Lots 1-4, 6-7</b>	\$200	August 1-December 31	<b>Not valid in Lot 5</b>
<b>Spring Semester/ Lots 1-4, 6-7</b>	\$200	January 1-April 30 (end dates will vary depending on the Academic Calendar)	<b>Not valid in Lot 5</b>
<b>Summer Semester/ All Lots</b>	\$100	May 1-August 27 (end dates will vary depending on the Academic Calendar)	
<b>Daily Rate/ Lots 1-4, 6-7</b>	\$6.00 OR \$2/hour	6:00 am –1:00 am	<b>Not valid in Lot 5</b>
<b>Evening Rate/ Lots 1-4, 6-7</b>	\$3.00 OR \$1/hour	4:00 pm – 1:00 am (Friday excluded as parking is free starting at 4:00 pm)	<b>Not valid in Lot 5</b>
<b>Reduced Rate Daily/Evening/Hourly Lot 6 Only</b>	\$3.00 OR \$1/hour	6:00 am – 11:00 pm LOT CLOSES AT 11:00 PM DAILY	Lot 6 ONLY
<b>24 Hour/ Lot 7 Only</b>	\$10.00	Valid for 24 hours from purchase time	Lot 7 only
<b>Payroll Deduction Rates</b>			Visit: <a href="https://in2.regis.edu/sites/hr/RUParking/default.aspx">https://in2.regis.edu/sites/hr/RUParking/default.aspx</a>

### 6.5 Permit Refunds

All daily, semester, payroll deduct and annual permits are final and non-refundable. Extenuating circumstances will be considered by Parking, 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.

### 6.6 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.

# Title 7. Parking Assignments

## 7.1 Summary

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:

1. Faculty and Staff
2. Commuter Student
3. Residential Students
4. Boryla Residential Student
5. Guest
6. Vendor
7. Business Partner

## 7.2 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.

## 7.3 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.

## 7.4 Residential Students

Residential students that bring vehicles to campus must purchase a Lot 5 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.

## 7.5 Boryla Residential Students

The new Boryla Garage is comprised of forty 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.

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 open up 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.

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.

By the start of the fall semester, lottery winners must have purchased their Boryla Academic Year Permits. This permit will require that the driver place a decal on the back, driver-side windshield of their vehicle for easy identification as a permit holder for this garage. Failure to place this decal in this manner can cause the vehicle to be towed at the owner's expense. At this time, there are no numbered space assignments.

Several of the spaces inside the garage are slightly smaller and are designated as compact vehicle spaces. Please be considerate of your classmates and park in one of these spaces if you drive a smaller vehicle.

Vehicles without Boryla Academic Year Permits that park in the garage will be towed at the owner's expense. Since there are only 40 spaces and 40 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.

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 Residential Permit. Parking in Lot 5 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.

There will be a shuttle stop in front of the Boryla Apartments and the shuttle will stop there every hour on the half hour starting at 7:45am. The campus shuttle runs in a continuous loop throughout campus. The shuttle stops are located in or near Lot 6, Clarke Hall, O'Connell, Lot 5 North (2 stops) and the Boryla Apartments.

## **7.6 Guests**

Visitors are expected to pay for parking which includes registering their vehicles either via a pay station or through the Parkmobile app. See section 5.6 for zones and prices and visit <http://us.parkmobile.com> for more information on the app. Visitors may only park in Lots 1-4 and 6-7.

## **7.7 Vendors Program**

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.

## **7.8 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.

## **Title 8. Programs and Services**

### **8.1 Summary**

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.

### **8.2 Shuttle Program – Ride the Rex**

The Office of Parking & Transportation Services provides a free shuttle service from Lot 6 to designated campus areas, including the Boryla Apartments. The shuttle is now referred to as the Regis Rex (Regis Express). The Rex operates Monday through Friday between the hours of 7:30 am and 10:00 pm and runs on a continuous loop. At any given time, the wait for the shuttle should be no more than 15 minutes.

The new Regis REX will run the normal, circular route during the morning and afternoon hours up until 6:00pm, Monday through Friday. The Rex will only stop at the Boryla Apartments at the bottom of the hour between 7:30am and 5:30pm. It will also stop at Boryla whenever a rider is going there during the normal route.

The evening Rex will stop running the regular circular route at 6:00pm and the shuttle bus will be found at the Clarke Shuttle stop #1. At this time, our service will be offered to those who call 720-450-7301 for a pickup at any one of our 7 shuttle stops located near Clarke (shuttle stop #1), O’Connell Hall (#2), Lot 5 North (#5A and #5B), Boryla Apartments (#4), Regis Square (#3), and Lot 6 (#6). The shuttle will then pick up passengers and take them to their on-campus destinations, including the Boryla Apartments and West Hall. The last pick up will be 10:00pm each night so please call the shuttle by 9:45.

Please call the Parking Manager at 303-964-6358 for any questions or comments, which are always appreciated

### **8.3 Enterprise Car Rentals**

Regis students enjoy convenient access and discounted rates for Enterprise, an hourly car rental service. The service is available to students and is a great way to commute short-term to and from campus at an affordable hourly rate. To get started, visit [Enterprise.com](http://Enterprise.com).

### **8.2 Special Events/VIP Guest Parking Regulations**

Please contact the Office of Parking & Transportation Services a minimum of three working days in advance for all VIP 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 VIP parking accommodations.

## VIP Guest Parking Regulations

### VIP Guest of the University

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:

- Accreditation visitors/participants
- Admissions tour participants (registered with Admissions)
- Advisory board members/Industry board members
- Elected /Government officials
- Employees required to live on campus with a vehicle
- Guest lecturer
- Guests of the Jesuit community
- Guests of the President
- Guests of the VPs/Deans
- Individuals or teams as required by NCAA/WCC regulations
- Job applicants visiting campus for a scheduled interview
- Media vehicles (as determined by Marketing and Communication)
- Neighborhood / community group representatives
- Police / Fire vehicles
- Potential partnership visitors
- Prospective conference clients on scheduled site visits
- Recruiters (including career fair)
- Regis University Board of Trustees
- Service Learning employers/clients
- University donor prospects
- Volunteers (See HR regulations)

Guest 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. A list of all guest passes will be provided to the President's Cabinet on a quarterly basis.

All VIP requests should be sent to [ruparking@regis.edu](mailto:ruparking@regis.edu) at least 3 days prior to the visit date. For larger events that require reserving space outside of the VIP Lot, please contact Events and Conference Services to make parking arrangements. Visit [regis.edu/parking](http://regis.edu/parking) for more details.

#### 8.4 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 [http://www.regisrangers.com/information/downloads/15-16\\_Visitor-s\\_Guide.pdf](http://www.regisrangers.com/information/downloads/15-16_Visitor-s_Guide.pdf) for more information.

#### 8.5 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:

- a.) Vehicle is paid and registered for the duration of storage
- b.) Vehicle is parked in an authorized area
- c.) Parking and Transportation Services considers any vehicle left without movement over 21 calendar days as being "abandoned."