



## **PARKING POLICY**

The university is not responsible for any vehicle or its contents while it is parked on university property.

### **PARKING PERMITS**

All students, faculty, and staff who park on campus must obtain a University Parking Permit. Possession of a parking permit establishes permission for you to park on campus, but does not guarantee that a parking space will be available. Permits may be purchased and/or obtained at the Student Center Office in the College of Business. To obtain a parking permit, you must do the following:

1. Complete an application in the Student Center Office. All vehicles utilizing this permit must be listed on the application.
2. Pay the required fee for the permit requested.

Parking permits are non-refundable and only transferable to vehicles listed on the parking permit application for that person.

Students are not authorized to share or sell parking permits to other students. Unused permits must be returned to the Student Center Office. Visitor parking permits are only available to faculty and staff and can be obtained by contacting the Campus Safety & Security Department. These permits are valid for one day only and will be distributed in electronic format.

All permits must be visibly displayed from the front of the vehicle and hung from the rear view mirror. Permits must be visible from the outside and not blocked by any sun visors or dash board covers.

It is the responsibility of the person applying for the permit to have and maintain:

1. Valid driver's license.
2. Valid vehicle registration.
3. Valid proof of insurance.

During inclement weather months, students, faculty, and staff may be asked to move their vehicles to help facilitate the snow removal process.

### **PARKING RULES AND REGULATIONS**

Campus Safety & Security issues monetary violations to vehicles that are parked in violation of the Denver Campus's parking rules. Fines are due within 30 calendar days of issue and are subject to change at the discretion of the university. Below are the parking rules and regulations for the Denver Campus:

- All vehicles must be parked properly within a designated space so as not to interfere with another parking space or obstruct a lane of travel or pedestrian walkway. Vehicles that fail to park correctly in marked spaces will receive a \$15.00 violation.

- Maximum speed limit on university property is 10 miles per hour. Operating your vehicle without a reasonable amount of care may result in receiving a \$60.00 violation for reckless or careless driving, revocation of parking privileges and/or additional disciplinary action.
- Vehicles illegally parked in fire lanes will receive a \$50.00 violation and be towed at the owner's expense.
- Vehicles parked in handicapped spaces without a valid handicapped placard will receive a \$60.00 violation and will be booted immediately.
- Vehicles parked in a loading zone or metered time space longer than 30 minutes will receive a \$15.00 violation. Vehicles left in these spaces for more than 2 hours will be booted.
- Vehicles left in a driveway or thoroughfare will receive a \$15.00 violation and are subject to tow at the owner's expense.
- Vehicles parked on the lawn will receive a \$15.00 violation and are subject to tow at the owner's expense.
- Vehicles parked in reserved spaces such as Resident Students Only, Visitor's of the President, University Vehicles Only or Reserved for Campus Safety will receive a \$15.00 violation and are subject to tow at the owner's expense.
- Moving or defacing any university traffic sign will result in disciplinary action.
- Vehicles shall not be abandoned in campus parking areas and must be in good working condition at all times. Failure to comply will result in the vehicle being towed at the owner's expense.
- Vehicles parked on campus not displaying any permit will receive a \$25.00 violation.
- Vehicles parked on university property are subject to search in the event a violation of the Code of Conduct or other university rules involving the vehicle has occurred or is believed to have occurred.
- Visitors over the weekend must park in the north and south Chapel lots. Visitors may park in these two lots beginning Thursday at 5:00 p.m. until 12:00 a.m. Monday morning. All other times visitors are required to park on the street or obtain a visitor permit.
- There is no overnight parking allowed in the North Chapel Lot, South Chapel Lot, Arts & Sciences Lot, and Wildcat Lot Monday through Thursday. Any vehicle parked in this lot between 12:00 a.m. and 6:00 a.m. will receive a \$15.00 violation.

### **PAYMENT OF PARKING FINES**

Fines must be paid in person, in the Student Center Office on the second floor of the Student Center. All fines must be paid within 30 calendar days of issue. If payment has not been received within 37 days of issue, the vehicle will be booted. If a vehicle receives a boot, a \$75.00 boot fee must be paid in the Student Center Office to remove the boot. The boot fee is in addition to any outstanding violation fees and/or late fees. Vehicle boots will not be removed until the boot fee and all outstanding violations are paid in full. If fees are not paid in full within 72 hours of the boot being placed on the vehicle, the vehicle will be towed at the owner's expense. Vehicle boots are property of Johnson & Wales University and can only be removed by authorized personnel. Unauthorized removal of a vehicle boot is strictly prohibited. Violators will be referred to Student Conduct for further action. Damage resulting in unauthorized removal of the vehicle boot and/or theft of the vehicle boot will be prosecuted to the full extent of the law. Payment for outstanding violation fees, boot fees and late fees may be made after business hours by contacting the

Department of Campus Safety & Security. All fines may be paid by cash, check or credit card. IOU's will not be accepted. Maxx Towing is the provider for all tow services at the university. Tow and storage charges are at the sole discretion of Maxx Towing and must be paid directly to them.

Maxx Towing will only hold vehicles for a maximum of 30 days. After 30 days, any vehicles still in their possession are considered to be abandoned and will be sold or disposed of at the discretion of Maxx Towing.

If a permitted vehicle receives more than five violations in an academic year, the owner will be subject to loss of parking privileges for the remainder of that year. The decision to suspend parking privileges will be reviewed and decided by the dean of students.

### **PARKING APPEAL PROCESS**

Parking appeals may be submitted to the Student Center Office during normal business hours. To file a parking appeal regarding a violation or vehicle boot discrepancy, the following must be done:

1. Write a formal letter to the Parking Appeals Committee outlining why you disagree with the issuance of the violation or vehicle boot.
2. Include the violation number, date, time and reason you received the violation and/or vehicle boot.
3. Include a return address, phone number, and valid e-mail address.
4. Submit in person to the Student Center Office within 30 calendar days of the date the violation or vehicle boot was issued.

Parking appeals will be reviewed by the Parking Appeals Committee comprised of several staff members from Student Affairs. The committee will make a decision on a case by case basis and notify the person submitting the appeal within five business days of their decision. If the committee grants the parking appeal, the violation will be voided. If the vehicle was booted as a result of the violation, the boot fee will be returned to the payee. If the committee denies the parking appeal, all fees relating to the violation must be paid within five calendar days of notification that the appeal was denied. If a parking appeal is issued, the violation fee will be waived until the Parking Appeals Committee has made a decision regarding the appeal. This does not apply to vehicle boots. All vehicle boot fees must be paid up front and will be returned if the appeal is granted by the committee.