



Responsible Department: Facilities Management and Planning

Recommended By: AVC Facilities Management and Planning, Parking and Mobility Services, Campus Safety, and SVC Business and Financial Affairs

Approved By: Chancellor

Policy Number
OPER 9.10.021

Effective Date
5/__/2022

I. INTRODUCTION

This Policy applies to all faculty, staff, students, contractors, and guests of the University who drive and park vehicles on University premises. No vehicles parking on University premises are exempt from this Policy.

II. POLICY OVERVIEW

All motor vehicles on University premises must be operated or parked in conformance with all parking policies, procedures, and regulations of the University of Denver, as well as all laws of the City of Denver and the State of Colorado.

A. The Department of Parking and Mobility Services is responsible for:

1. developing and implementing parking policies, procedures, and regulations;
2. assigning parking areas;
3. recommending parking rates and fines, issuing citations, immobilizing and/or towing vehicles, pursuing collections, and administering appeals in compliance with parking policies, procedures, and regulations.

B. On an annual basis, as part of the University’s budget development process, Parking and Mobility Services will submit recommendations for parking rates and fines to the SVC for Business and Financial Affairs. Once reviewed and approved, parking rates and fines become part of the annual budget transmittal for further review by the Chancellor and ultimately for adoption by the Board of Trustees. Parking rates and fines are expected to cover the cost of operations, maintenance of parking areas, and associated debt-service obligations.

C. The Director of Parking and Mobility Services may exercise reasonable discretion when managing special or unique parking circumstances that are not explicitly addressed or covered by this Policy.

- D. The University is not responsible for damage to or theft of any vehicle parked in or on University premises.

III. PROCESS OVERVIEW

- A. All persons who park a motor vehicle on University premises are responsible for knowing and abiding by the University [parking regulations](#). Lack of familiarity with any parking requirement does not constitute a valid defense for a failure to comply.
- B. All motor vehicles parked in a non-metered University-owned parking lot are required to obtain a parking permit for that motor vehicle from Parking and Mobility Services.
 - 1. Parking permits are issued only for use by the person and on the vehicle(s) specified.
 - 2. A copy of the University's current fee schedule for parking permits is available on the Parking and Mobility Services [website](#):
 - 3. The University reserves the right to adjust parking rates as needed.
- C. Designated parking areas are indicated on University parking maps, which are available on the Parking and Mobility Services [website](#).
 - 1. Parking areas may be further restricted if so indicated by traffic control devices.
 - 2. The University reserves the right to change the configuration of designation of parking facilities at any time without prior notice as well as to impose additional limitations on parking areas in emergency situations or on special occasions without prior notice.
- D. When parked, a vehicle must always be within the white lines marking the parking space. A vehicle may only occupy a single parking space. Vehicles may not be double-parked in such a way as to prevent other vehicles from entering/exiting a parking space or loading zone.
- E. No motor vehicle is to be parked or driven in such a manner as to obstruct vehicular or pedestrian traffic. Major repairs (i.e. vehicle maintenance requiring longer than three hours) of motor vehicles on University property is prohibited. The driver or the registered owner of the vehicle is responsible for any damage or chemical spill cleanup.
- F. The University reserves the right to remove motor vehicles 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 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; (g) the parking lot or area is designated an immediate tow-away zone. The owner and/or operator will be responsible for all costs involved in the removal of such motor vehicle.

- G. The driver and/or registered owner of a vehicle is responsible for any and all citations assigned to such vehicle.

IV. DEFINITIONS

- A. **“Motor Vehicle”** means vehicles which are self-propelled requiring state license, including, but not limited to, automobiles, trucks, motorcycles, and motor scooters.
- B. **“Parking”** means leaving a motor vehicle whether occupied or not, with or without the engine running.
- C. **“University Premises”** includes, but is not limited to, all indoor and outdoor common and educational areas, all University owned, leased, or operated facilities, University owned or operated housing (including but not limited to University property leased to University-recognized fraternities and sororities), campus sidewalks, campus parking lots, recreational areas, outdoor stadiums, and University owned or leased vehicles (regardless of location). University Premises does not include municipal property that goes through or is adjacent to campus, such as sidewalks or alleys.

V. RESOURCES

- A. [Parking Locations and Maps](#)
- B. [Parking Policies & Procedures](#)
- C. Contact for Parking and Mobility Services: parking@du.edu

Revision Effective Date	Purpose