



Policy Number 5.4.1

Chapter: Finance

Title: Parking Rules

Division/Department: Finance/Parking and Transportation

Policy Administrator: Director of Parking and Transportation

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1. PURPOSE

The Board of Directors of the Auraria Higher Education Center (AHEC) has the authority to promulgate Parking and Transportation Rules pursuant to Colorado Revised Statutes (C.R.S.) §§ 23-5-107 and 23-70-106. These Rules establish parking requirements, regulations, and enforcement measures to promote the safety and welfare of the Auraria Campus. These Rules apply to any person who parks a Vehicle on the Auraria Campus.

2. DEFINITIONS

- 2.1 Auraria Campus: All real property, and all buildings, facilities, grounds, and areas located on the real property comprising the Auraria Higher Education Center.
- 2.2 Constituent Institution: As defined in C.R.S. § 23-70-101(b), an institution of higher education at and within AHEC, including Community College of Denver, Metropolitan State University of Denver, and University of Colorado Denver.
- 2.3 Vehicle: A device that is capable of moving itself, or of being moved, from place to place upon wheels or endless tracks. "Vehicle" does not include a wheelchair, off-highway vehicle, snowmobile, farm tractor, or implement of husbandry designed primarily or exclusively for use and used in agricultural operations or any device moved exclusively over stationary rails or tracks or designed to move primarily through the air.

3. PARKING RULES – GENERAL

- 3.1 Parking on the Auraria Campus is not a right; it is a privilege defined by the Auraria Board and is available only as provided in these rules and as indicated by signage in parking lots and garages.

- 3.2 There is no free parking on campus and availability of parking is never guaranteed.
- 3.3 Parking on the Auraria Campus does not create any bailment. Neither the Auraria Board nor the Constituent Institutions are responsible for the loss of, or damage to, any Vehicle, or its contents, parked on the Auraria Campus.
- 3.4 Parking privileges may be denied or revoked for violation of these rules, non-payment of outstanding parking citations, or whenever faculty, staff, or student status is cancelled.
- 3.5 Parking for conferences and special events must be arranged through the Special Events Department.
- 3.6 30-Minute loading and unloading parking spaces have been established near the entrances of classroom and office buildings. Use of these spaces is only for actively loading or unloading from a Vehicle.
- 3.7 Additions and modifications may be made to these rules at the discretion of and upon approval by the Auraria Board. The Auraria Board delegates to the Chief Executive Officer the authority to make such additions and modifications to these rules as may be necessary from time to time to meet the changing needs of the Auraria Campus, so long as such additions and modifications are consistent with the Auraria Campus Framework Plan and the adopted budget of AHEC. The Director of Parking & Transportation may temporarily modify these rules to address special circumstances or emergencies.
- 3.8 Parking fees and fines for students, faculty, and staff of the Auraria Campus are set by the Auraria Board of Directors. Parking fees and fines for all others (i.e., night, weekend, and event parking) are subject to change without prior notice.

4. PARKING RULES – PAYMENT

- 4.1 Parking fees apply 24 hours per day, 365 days per year.
- 4.2 Daily-Fee and Metered Parking:
 - 4.2.1 All daily-fee lots and parking garages have pay station machines to accept credit/debit cards or cash.
 - 4.2.2 Certain parking lots and garages accept payment through the ParkMobile app, as indicated on signage within the lot or garage.
 - 4.2.3 Metered Parking operated by AHEC can only be paid through the ParkMobile app.
 - 4.2.4 Daily and Metered Parking fees are non-refundable, including when classes or special events are cancelled without notice or due to inclement

weather.

- 4.2.5 If a pay station or the ParkMobile app is not operating properly, this circumstance must be immediately reported to Parking & Transportation at 303-556-2000. Citations issued for the violation of these rules will be considered valid unless a report of the malfunction is made promptly and the malfunction is verified by Parking & Transportation staff.

4.3 Parking Permits and Passports:

- 4.3.1 Permits and passports may be purchased for parking with prepayment of the designated fee through Parking & Transportation online or in person.
- 4.3.2 Permits and passports apply to specific locations and days, where and when the holders have in-and-out privileges. Permits and passports are not valid in any other location or on any other day.
- 4.3.3 Each permit or passport is issued to a specific Vehicle. A second permit or passport may be issued for a fee on request by the owner of two or more Vehicles. Only one Vehicle is allowed to park on campus at any one time.
- 4.3.4 Permits and passports are not available for Vehicles that take up more than one parking space, such as a motor home or towed trailer.
- 4.3.5 Refunds are only available into the third week of a semester. Contact Parking & Transportation for more information on the last day to submit returns and cancellations each semester.
- 4.3.6 Parking & Transportation must be notified immediately regarding any change in the registration information of any Vehicle associated with a permit or passport, including change of address, license plate, or Vehicle description. Failure to do so may result in invalidation of the permit or passport.

- 4.4 Parking Codes: Certain persons on the Auraria Campus purchase parking codes to provide to visitors for one-time-use. These codes are non-transferrable and generally may not be used more than once by the same person. Parking codes are not for use in the ParkMobile app.

5 PARKING RULES – VIOLATIONS AND PENALTIES

- 5.1 The following constitute violations of the Parking Rules, subjecting the owner of the Vehicle to the penalties described in this policy:
 - 5.1.1 Failure to pay for parking when and where required.
 - 5.1.2 Parking in areas not designated for parking, which may be identified either by posted or painted signs, a bag over a meter, or by yellow/red paint on curbs or asphalt.

- 5.1.3 Obstructing access to a hydrant, fire truck, emergency lane, trash dumpster, or building entrance.
- 5.1.4 Blocking or parking in a walkway, roadway, sidewalk, or driveway.
- 5.1.5 Obstructing vehicular or pedestrian traffic.
- 5.1.6 Obstructing, hindering, or interfering with the plowing and removal of snow or with dumpster operation.
- 5.1.7 Parking in pedestrian malls, grassy areas, or plazas (unless obtaining prior written permission to do so).
- 5.1.8 Parking in a space designated for persons with disabilities without the display of a valid parking plate or placard for persons with disabilities.
- 5.1.9 Parking in a permit-only area without a valid permit.
- 5.1.10 Parking in a loading/unloading area beyond the posted time limit.
- 5.1.11 Parking overnight without prior written authorization or applicable purchase of overnight permit.
- 5.1.12 Parking more than 12 inches from the curb.
- 5.1.13 Parking on the wrong side of the street (e.g., driver side of Vehicle to the curb).
- 5.1.14 Parking the Vehicle even partially beyond the boundaries of the marked parking space.
- 5.1.15 Parking in an Electric Vehicle Space with a Non-Electric Vehicle.
- 5.1.16 Parking in a reserved space without a valid reservation.
- 5.1.17 Any other violation of these rules.

5.2 Citations

- 5.2.1 Violation of these rules may result in a citation and fine. Current fines may be found on the [Parking & Transportation Services website](#). Fines are approved by the Auraria Board of Directors and are subject to change without prior notice.
- 5.2.2 Fines assessed for parking violations may be paid:
 - By mailing a check or money order to AHEC Parking & Transportation, Campus Box M, P.O. Box 173361, Denver, CO 80217-3361.
 - Online at <https://aurariacampus.edu/services-departments/parking/>.
 - During normal operating hours, in person at the Seventh Street Garage,

777 Lawrence Way, Denver, CO 80204 with cash or by credit/debit card.

5.2.3 If a fine is not paid within forty-five (45) calendar days of the date the citation was issued, the amount of the fine doubles. Any fines that remain unpaid after ninety (90) calendar days from the date the citation was issued will be sent to collections. Interest will accrue at the statutory rate on any fines referred for collection. The filing of an appeal stays these timelines until after the appeal is determined.

5.2.4 Right to Appeal:

- Any person may appeal a citation to the Auraria parking referee by submitting it online on the [Parking & Transportation's website](#) or emailing Appeals_Parking@ahcc.edu. A written appeal may also be submitted to Parking & Transportation in person or by mail.
- An appeal must be submitted within forty-five (45) calendar days of the date of the citation. If the first submitted appeal is rejected for a citation, a second appeal can be submitted for the same citation as long as it is submitted within the forty-five (45) calendar days of the date of citation. Failure to meet this requirement shall result in forfeiture of the appeal right.
- The decision of the Auraria parking referee shall be sent to an appellant via e-mail or mail within five to 10 business days. The decision is final.

5.3 Immobilization:

5.3.1 Vehicles may be immobilized with a Vehicle immobilization device when the Vehicle has been issued three (3) or more outstanding, unpaid parking citations, when the Vehicle leaves the scene of an accident, or for other reasons allowable under applicable law or policy.

5.3.2 An “immobilization notice” showing the date and time the Vehicle was immobilized shall be placed on the driver’s side window of the Vehicle. In addition, the “immobilization notice” shall include a warning about operating or attempting to operate the Vehicle with the Vehicle immobilization device on, the reason the Vehicle was immobilized, the requirements for obtaining the removal of the device, when and where payment may be made to obtain the release of the device, a description of the right to appeal if the Vehicle was immobilized in error (including the right to obtain the immediate release of the Vehicle upon the posting of a sufficient bond), and a warning regarding civil and criminal liability for

any destruction, removal, or tampering with the immobilization device.

5.4 Towing and Impounding:

5.4.1 Any Vehicle may be towed and impounded at the owner's expense for any violation that Parking & Transportation deems to be unsafe, unlawful or continuing.

5.4.2 Vehicles that are parked in compliance with these rules may be towed or moved in order to facilitate access due to emergency or inclement weather, at no expense to the owner.

5.5 Release of Immobilized or Impounded Vehicle: To recover an immobilized or impounded Vehicle, the driver and/or owner must pay all unpaid parking fines, any applicable device release fee, and any towing or impound charges.

6 PARKING RULES – ACCESSIBILITY

6.2 Some spaces are specifically posted as parking for persons with disabilities. A state-issued placard or license plate for persons with disabilities must be displayed on the Vehicle to use these spaces.

6.3 Use of spaces for persons with disabilities requires payment of the posted daily or meter fee. Alternatively, a prepaid accessible permit may be obtained from Parking & Transportation upon payment of a fee and presentation of a valid state placard and/or the Vehicle registration for persons with disabilities.

6.4 A Vehicle parked in an accessible space without paying the daily or meter fee will not be in violation of these rules if it properly displays a lawfully issued “remuneration-exempt identifying placard,” as required by C.R.S. § 42-4-1212.

6.5 Disabled Veteran plates that are identified with only the DV lettering do not qualify for accessible parking privileges. See C.R.S. § 42-3-213(5).

7 PARKING RULES – SPECIAL VEHICLES

7.2 Abandoned Vehicles: A Vehicle may be considered abandoned if it is not moved in 48 hours, is parked without a valid license plate, is parked without a visible and valid Vehicle Identification Number, or is in a state of disassembly (C.R.S. §§ 42-4-1802, 1803). An abandoned motor Vehicle may be towed at the owner's expense and impounded in accordance with the law.

7.3 Buses: Parking for buses can be arranged by contacting Parking & Transportation.

7.4 Disabled Vehicles: In the event of mechanical failure of a Vehicle, the owner is responsible for its removal as soon as possible. Parking & Transportation or the Auraria Campus Police Department (ACPD) must be notified of the Vehicle's on-campus location at the time of mechanical failure. No major repairs on a Vehicle are permitted on AHEC property. Payment of parking fees is required.

- 7.5 Emergency Vehicles: Pursuant to C.R.S. 42-4-108(2)(a), any emergency vehicle may park or stand anywhere on campus while in performance of their official duties.
- 7.6 Government Vehicles: Vehicles that are identified with a government or “GVT” license plate and are on the Auraria Campus for official business may park in any regular parking space without payment.
- 7.7 Motorcycles: Motorcycles may park in designated areas of selected lots or in any regular Vehicle space, upon payment of the daily fee or meter rate. One Vehicle or up to three motorcycles are allowed per parking space.
- 7.8 Vendors: Vendors, repair and maintenance services, and others doing business with the Constituent Institutions or AHEC may park at the campus parking meters or in any daily-fee lot at the posted rate. Vehicles that are identified as vendors, as well as Vehicles for campus repairs or maintenance, may park at no charge in Service Vehicle spaces, if available.

8 APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: June 28, 2025

Approved by: */s/ Kate Barton*
Chairperson of the Auraria Board