

AURARIA CAMPUS POLICY



Policy Title:	Parking and Traffic Rules and Regulations		
Approval Authority:	Executive Office	Category:	Campus-wide policy
Signature:		Effective:	May 28, 2014
Last Reviewed:	September 19, 2017	Last Revised:	September 19, 2017

1. PURPOSE

The Parking and Traffic Rules and Regulations policy establishes parking requirements, regulations, and enforcement measures to promote the safety and welfare of the campus community.

2. AUDIENCE

These rules and regulations apply to any person who owns, operates, or parks a vehicle on the Auraria Campus.

3. POLICY

A. Overview

- The Auraria Campus Parking System is a self-supporting auxiliary enterprise of the Board of Directors of the Auraria Higher Education Center and receives no state funding. Parking fees are established by the Auraria Board of Directors to provide sufficient annual revenue to support the cost of the operation, maintenance, and development of AHEC's parking and transportation services.
- State law prohibits the use of public funds or student bond fees for the construction or operation of the Auraria Campus Parking System. Therefore, the construction, improvement, maintenance and operation of all parking facilities on the Auraria Campus are financed solely through user fees.
- The Auraria Campus Parking System is administered by AHEC's Parking & Transportation Services office, located at the south end of the Seventh Street Garage.

777 Lawrence Way, Denver, CO 80204
303-556-2003 | www.ahec.edu/parking

B. Authorization

- Colorado Revised Statutes (C.R.S.) § 23-5-107. **“Authority of governing boards - parking.** (1) The governing board of any state institution of higher education is authorized to promulgate rules and regulations providing for the operation and parking of vehicles upon the grounds, driveways or roadways within the property under the control of the governing board. ...”
- C.R.S. § 23-70-106. **“Auraria board to have certain powers similar to powers exercised by the governing bodies of other state institutions of higher education.** (1) The Auraria board may exercise the following powers to the same extent and in the

same manner as may be provided or extended by law to the governing boards of state institutions of higher education:

- (a) To promulgate rules and regulations for the safety of students, employees, and property located within the center;
- (b) To promulgate rules and regulations providing for the operation and parking of vehicles upon the grounds, driveways, or roadways within the center under the control of the Auraria board;
- (c) To cede jurisdiction for the enforcement of traffic laws;
- (d) To institute and carry out a system of registration and identification of vehicles owned or operated by students, faculty, and staff attending or employed by the constituent institutions and the Auraria staff located at the center; ...”

C. Scope

- These parking rules and regulations supplement, but do not supplant state law.
- Parking on the Auraria Campus is not a right; it is a privilege defined by the Auraria Board of Directors and is available only as provided in these rules and regulations.
- Additions and modifications may be made to these rules and regulations at the discretion of and upon approval of the Auraria Board. The Auraria Board delegates to the Chief Executive Officer the authority to make such additions and modifications to these rules and regulations 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 Master Plan and the adopted budget of the Auraria Higher Education Center. The Director of Parking & Transportation Services may temporarily modify these rules and regulations to address special circumstances or emergencies.

D. Basic Provisions

- **Liability:** The granting or exercise of parking privileges on the Auraria Campus does not create any bailment. Neither the Auraria Board, nor its constituent institutions, is responsible for the loss of, or damage to, any vehicle, or its contents, parked on the Auraria Campus.
- **Parking Fees:** Parking fees apply 24 hours per day, 365 days per year, Monday through Sunday.
- **Parking Options:**
 - **Daily-Fee Parking:** All daily-fee lots have pay station machines that accept credit/debit cards or cash for the payment of the required fee. Pay-by-cell (m.pprk.com or 303-816-3866) is another payment option, which requires the vehicle license plate number and four-digit zone number, which is located on parking lot signage. Select garages may have attendants on duty to collect fees. Once the daily fee has been paid, the vehicle may leave the lot and return later the same day to the same lot, or another lot with the same daily fee price or lower, at no additional charge. Parking in a daily-fee lot is subject to availability of space. Users are advised to find a space prior to purchasing a receipt from the pay station machine in an unattended lot. Parking fees are non-refundable, including when classes or special events are cancelled without notice or due to inclement weather.
 - **Prepaid Permit Parking:** A windshield decal or placard allows parking privileges in a specific lot upon prepayment of the designated fee at Parking & Transportation Services. Payroll deduction for faculty and staff is also available. Lots posted as

permit-only areas require proper display of a current permit. Permit holders have in-and-out privileges in their specific lot. Customized permits are also available. Identification cards (available at the ID Station in the Tivoli) issued to permit holders are programmed to allow access to lots controlled by gate systems.

- **Passport Program:** The passport program allows for the prepayment of parking in daily-fee lots, and is customizable for full- or part-time use. Passports are based on space availability only and do not guarantee a parking spot in a desired lot or space. For questions regarding the passport program, contact Parking & Transportation Services. Guaranteed parking options are also available.
- **Parking Meters:** Parking spaces with coin and credit/debit card operated meters are reserved for short-term parking. Fees and maximum time allowed are indicated on each meter. Failure to pay fees or parking overtime at a parking meter (with or without paying fees) is a violation that may result in the vehicle receiving a citation and/or the vehicle being towed at the owner's expense. Important note: City of Denver owns the parking meters on the main public streets on campus; payment rules for the city meters are different than the campus meters in that payment is not required at all times at city meters. Payment instructions are posted on each Auraria Campus meter and on each City of Denver meter.
- **Parking When No Attendant Is On-Duty:** Vehicles remaining in an attended garage after the parking attendant goes off duty will receive an After-Hours Notice. Payment of the After-Hours Notice parking fee may be made (1) by cash or check in the Parking & Transportation Services office; (2) by cash or check when placed with the Notice in the Notice envelope and deposited in one of the drop boxes located at the exits from the garage or outside the Parking & Transportation Services office; (3) by check through the U.S. Postal Service; or (4) by credit/debit card payment online at www.ahec.edu/parking. An After-Hours Notice not paid within five (5) business days becomes a parking citation. The citation fine doubles thirty (30) calendar days after issuance of the After-Hours Notice.
- **Motorcycle Parking:** Motorcycles may park in designated areas of selected lots or in any regular vehicle space, upon payment of the daily fee or meter rate. However, only one motorcycle is allowed per parking space. Motorcycle parking is not allowed in the 7th Street Garage.
- **Carpool Parking:** Reduced carpool rates are offered by the parking attendant in the 7th Street Garage. Only vehicles with a minimum of two occupants of driving age are eligible for the carpool rate.
- **Accessible Parking for Persons with Disabilities:**
 - **Accessible Daily-Fee Spaces:** Some spaces are specifically posted for accessible daily-fee parking for persons with disabilities. A state-issued placard or license plate for persons with disabilities must be displayed on the vehicle. The posted daily fee must be paid.
 - **Accessible Parking Meters:** A vehicle displaying a state-issued placard or license plate for persons with disabilities may park in metered spaces for persons with disabilities. The meter fee must be paid for the time used. Fees are indicated on the meter.
 - **Accessible Parking Permits:** Some areas are specifically posted for accessible permit parking. A valid AHEC prepaid accessible permit for persons with disabilities must be properly displayed to park in these areas. A permit may be obtained upon payment of a fee and presentation of a valid state placard (either temporary or permanent) and/or the vehicle registration for persons with

disabilities. With an accessible permit, users can park anywhere on campus, with the exception of meters or other prohibited/restricted areas as defined. Payroll deduction is available for employees of the Auraria Higher Education Center, Community College of Denver, or Metropolitan State University of Denver. Permits are purchased in the Parking & Transportation Services office.

- **Disabled Veteran plates:** 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).)
- **Loading Zones:** Thirty-minute loading and unloading parking spaces have been established near the entrances of classroom and office buildings. Use of these spaces is restricted to people actively engaged in loading or unloading from a vehicle. Academic Departmental Loading Zone spaces have a 30-minute parking limit unless otherwise posted.
- **Displaying Parking Permits:** Prepaid permits, passports, and accessible permits purchased for the current semester must be placed on the lower left (driver's side) front windshield. The permit must be completely affixed by means of the self-adhesive so that the wording and numbers are in an upright position and visible from the outside of the vehicle.
- **Second Vehicle Permit:** A second permit is issued for a fee on request by the owner of two or more vehicles who holds a current permit. Only one vehicle is allowed to park at any one time in the permit lot. Additional vehicles on campus at the same time must park in daily-fee lots. A second-vehicle permit may be obtained for motorcycles. Motorcycle permits are in the form of a decal and must be placed securely on the vehicle in a manner that is easily visible. Second-car permits are subject to the same location and affixing regulations noted above in the section on "Displaying Parking Permits."
- **Lost or Stolen Permit:** A lost or stolen permit should be reported to Parking & Transportation Services as soon as possible. Following the report, a replacement may be obtained at Parking & Transportation Services for a replacement fee.
- **Permit Replacement:** When a vehicle is sold, traded, or otherwise disposed of, or when a windshield is replaced, the permit holder must contact Parking & Transportation Services. Parking & Transportation Services will re-issue a permit to the original owner at no charge. If a permit is lost or damaged, it may be exchanged for another at Parking & Transportation Services for a replacement fee.
- **Refund of Permit Fee:** To obtain a refund for the unused portion of a permit, the permit holder must contact Parking & Transportation Services in person. The refund is calculated from the date that the refund request is made.
- **Inoperative Vehicles:** A parking permit is not transferable. If a vehicle listed on the permit application is inoperative, arrangements can be made at Parking & Transportation Services to temporarily register another vehicle until the original vehicle is operative or replaced.
- **Miscellaneous Permit Regulations:**
 - As a condition of the issuance of a permit, the applicant agrees to abide by these rules and regulations.
 - A parking permit shall not be altered, resold, or transferred.
 - Parking & Transportation Services may deny or revoke a parking permit for any unsafe vehicle or for violation of these rules and regulations.
 - AHEC parking permits are not valid in metered spaces.

- **Reporting Inoperative Pay Station Machine or Parking Meter:** If a pay station machine fails to produce a receipt or change after a card or money is inserted, or a parking meter does not function properly when cash or credit/debit cards are inserted, this circumstance must be immediately reported to Parking & Transportation Services at 303-556-2000. Report should include the name of the parking lot or garage, the time the machine or meter was inoperative, and the machine's or the meter's number. Citations issued for the violation of these rules will be considered valid unless a report of the malfunction is made promptly.
- **Denial or Revocation of Privileges:** Parking privileges may be denied or revoked for non-payment of outstanding parking citations, and at such times, the vehicle may be booted or towed at the owner's expense. Parking privileges may be revoked whenever faculty, staff, or student status is cancelled, and at such time the vehicle may be booted or towed at the owner's expense for non-payment of outstanding parking citations.
- **Parking Fees:** Parking fees are established by the Auraria Board and are subject to change without prior notification. For more information, contact Parking & Transportation Services.

E. General Traffic and Parking Regulations

- **Prohibited Areas** are those in which no parking is permitted at any time. These areas are not designated for parking and may be identified either by signs or yellow or red paint on curbs or asphalt. Parking, including stopping to pick up or drop off passengers, in prohibited areas may result in the vehicle (automobile or motorcycle) receiving a citation and the vehicle being towed at the owner's expense. Violations may include, but are not limited to:
 - Obstructing access to a hydrant, fire truck, emergency lane, trash dumpster, or building entrance.
 - Blocking or parking in a walkway, roadway, sidewalk, or driveway.
 - Obstructing vehicular or pedestrian traffic.
 - Obstructing, hindering, or interfering with the plowing and removal of snow or with dumpster operation for garbage or recycling removal.
 - Parking in an area marked, "No Parking," or "Tow Away Zone."
 - Parking in pedestrian malls, grassy areas, or plazas (unless obtaining prior written permission to do so).
- **Restricted Areas** are those areas where parking is allowed only with a specific permit or by the nature of the parking area, which are identified by signs. Violations of these restrictions may result in a citation and the vehicle may be towed at the owner's expense. Such violations include:
 - Parking in an accessible permit-only space for persons with disabilities without a valid AHEC accessible prepaid permit. These spaces require both the display of a valid parking designation for persons with disabilities, as well as an AHEC prepaid permit.
 - Parking in a prepaid, permit-only area without a valid prepaid permit for that area.
- **Other Violations:**
 - Parking in a loading/unloading area beyond the posted time limit.
 - Parking overtime at a parking meter (meter expiration) or hourly lot.
 - Failure to pay as required in a daily-fee lot.

- Parking overnight without prior written authorization. Overnight parking arrangements for official functions, or as a result of vehicle malfunction, may be made through Parking & Transportation Services. If the request is made outside of Parking & Transportation Services' business hours, authorization can be provided through the Auraria Campus Police Department.
- Living in or occupying a motor vehicle overnight in a parking area.
- Parking more than 12 inches from the curb.
- Parking on the wrong side of the street (e.g., left side of vehicle to the curb).
- Parking the vehicle even partially beyond the boundaries of the marked parking space.
- Failure to pay an after-hours notice in a daily-fee lot within the prescribed time limit.
- Failure to pay an Auraria Parking Deferred Payment Agreement within the prescribed time limit.
- Failure to pay by directly evading payment upon entry or exit.
- **Operating Motor Vehicles:** Vehicles violating regulations concerning operation of motor vehicles may be issued a citation or be subject to city or state motor vehicle codes. Such violations include, but are not limited to:
 - Driving in excess of five (5) miles per hour on campus property (campus speed limit is 5 miles per hour, unless otherwise posted).
 - Failing to yield to the right of way to pedestrians at all times.
 - Operating a motor vehicle in a manner that interferes with the function of the Auraria Campus or disturbs the peace.
 - Operating a motor vehicle in a way that could cause damage to Auraria Campus property.
 - Disobeying any parking or traffic signs or signals.
 - Operating a motor vehicle on sidewalks, lawns, pedestrian malls, or plazas (unless prior written permission has been obtained to do so).
 - Driving the wrong way on a one-way roadway.
 - Failure to heed AHEC golf cart driving policies.
 - Failure to heed AHEC service vehicle policies.
- **Disabled Vehicle:** In the event of mechanical failure of a vehicle, the owner is responsible for its removal as soon as possible. Parking & Transportation Services (or if it's after hours, the Auraria Campus Police Department) 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.
- **Abandoned Vehicle:** A vehicle may be considered abandoned if it is not moved in 72 hours, is parked without a valid license plate, or is in a state of disassembly (C.R.S. §§ 42-4-1802 and 1803). An abandoned motor vehicle may be towed at the owner's expense and impounded in accordance with the law.
- **Registration Information Changes:** Parking & Transportation Services must be notified immediately regarding any change in the registration information of any vehicle associated with an AHEC parking permit, including change of address, license plate, or vehicle description. Failure to do so may result in invalidation of the parking permit.

F. Special Parking and Transportation Services

- **Vendor Parking:** Vendors, repair and maintenance services, and others doing business with the constituent institutions or AHEC departments may park at the campus parking meters or in any daily-fee lot at the posted parking 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.
- **Conference and Special Event Parking:** Parking for conferences, indoor special events, and outdoor special events must be arranged through Auraria Campus Event Services.
- **Visitor Parking:** Visitors may park in any daily-fee lot, garage, or metered space. Payment of the posted parking fee is required.
- **Visitor Parking Meters:** Parking spaces with coin and credit/debit card operated meters are reserved for short-term parking. Fees and maximum time allowed are indicated on each meter. Failure to pay fees or parking overtime at a parking meter (with or without paying fees) is a violation that may result in the vehicle receiving a citation and/or the vehicle being towed at the owner's expense. Important note: City of Denver owns the parking meters on the main public streets on campus; payment rules for the city meters are different than the campus meters in that payment is not required at all times at city meters. Payment instructions are posted on each Auraria Campus meter and on each City of Denver meter.
- **Bus Parking.** Parking for buses can be arranged by contacting Parking & Transportation Services.

G. Enforcement

- **Parking Violations and Penalties:** A vehicle operated or parked in violation of any of these rules and regulations may be issued a citation and a fine will be assessed. If a fine is not paid within thirty (30) 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 the state collections office. Interest will accrue at the statutory rate on any fines referred for collection.
- **Towing and Impounding:** Any vehicle may be towed and impounded at the owner's expense for the following violations:
 - Forging or altering a parking permit, using an altered permit, transferring a permit to another person, or displaying a permit on a vehicle other than the vehicle for which the permit was issued.
 - Parking in a restricted area (e.g., using an accessible space for persons with disabilities without having a valid state-issued placard or license plate), a permit lot (without a permit), or a prohibited area (e.g., fire lane, roadway/driveway, no parking zone, or pedestrian/mall/plaza area).
 - Parking over the allotted time in a loading/unloading zone, or parking in such a manner that blocks or obstructs access or traffic.
 - Failure to pay for parking at any of the daily-fee lots or metered spaces.
 - Failure to respond with payment for three (3) or more parking citations after notice has been provided or attempted. Such failure to respond will be deemed a waiver of any right to notice or hearing prior to booting and/or towing and impoundment at the owner's expense. Parking violation warning stickers (red tags) supersede all other notices.

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- Vehicles may be towed or moved in order to facilitate access due to emergency or inclement weather at no expense to the owner.
- Parking on campus without valid license plates or no visible vehicle identification number (VIN).
- **Booting:** Vehicles with three (3) or more outstanding, unpaid parking citations may be immobilized with a boot. A red warning tag shall be placed on the vehicle advising that all unpaid citations must be paid in full within ten (10) days of the tag being issued. If the citations are not paid in full within ten (10) days of the issuance of the tag, then a boot may be applied to the vehicle. The following steps shall be taken when a vehicle is booted:
 - An Auraria Campus Police Officer may be present, if available, when the vehicle is booted, in order to:
 - Keep the peace.
 - Complete an impound report indicating any existing damage to the vehicle and inventorying the visible contents of the vehicle.
 - Confirm that the vehicle is secured (i.e., the windows are up, the doors and trunk are locked, etc.).
 - If an Auraria Campus Police Officer is unavailable, parking personnel may still boot the vehicle and complete the required impound report described above and confirm that the vehicle is secured. The impound report will then be forwarded to the Auraria Campus Police Department.
 - A red “immobilization notice” showing the date and time the vehicle was booted 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 boot on, the reason the vehicle was booted, the requirements for obtaining the removal of the boot, when and where payment may be made to obtain the release of the boot, 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 boot.
 - In addition to the payment of all outstanding fines and penalties, a boot release fee must be paid in order to obtain the removal of the boot and the release of the vehicle. Vehicles will not be released after 6:00 PM on Fridays; they will be available for release the next business day.
 - If the booted vehicle is not paid and released within 30 days of the time the vehicle was booted, then the vehicle may be towed from the campus.
- **Release of Booted or Impounded Vehicle:** To recover a booted or impounded vehicle, the driver and/or owner must:
 - Pay all unpaid parking fines and penalties in full at Parking & Transportation Services, as well as the boot release fee, if applicable. Payment may be made in cash or by credit/debit card. Checks are not accepted. After business hours, payments may be made in cash at the Auraria Campus Police Department in the Administration Building, 1201 Fifth Street.
 - Obtain clearance from Auraria Campus Police Department, if appropriate.
 - Obtain clearance from Parking & Transportation Services.

- Pay any and all applicable charges to the towing company (cash only; no checks or credit/debit cards accepted).

H. Violations and Penalties

- **Penalties for Violations:** Penalty fee schedules are approved by the Auraria Board of Directors and are subject to change without prior notice. The operator, or, if the operator cannot be determined, the registered owner of a vehicle on property controlled by AHEC is responsible for complying with the parking and traffic regulations stated herein and is subject to the established penalties for violations. Vehicle owners are responsible for the operation of their registered vehicles at all times and are liable for payment of any parking violation fine (C.R.S. § 42-4-1209).
- **Parking Penalty Payment:** Fees assessed for violations may be paid by submitting a check or money order to AHEC Parking & Transportation Services, Campus Box M, P.O. Box 173361, Denver, CO 80217-3361. *DO NOT MAIL CASH!* Fines may be paid online at www.ahec.edu/parking or in person at the Seventh Street Garage, 777 Lawrence Way. The original citation fine doubles if payment is not received or postmarked within thirty (30) calendar days of the date of the citation.

I. Appeals

- **Right to Appeal:** Any person receiving a citation for an on-campus parking violation has the right to appeal the ticket to the Auraria parking referee.
- **Appeal Requirements:** An appeal must be submitted online within sixty (60) calendar days of the date of the citation. Failure to meet this requirement may result in forfeiture of the appeal right. Appeals must be submitted online at www.ahec.edu/parking.
- **Result Notification:** The decision of the Auraria parking referee shall be sent to appellant via e-mail.
- **Failure to Pay:** As a result of an appeal determination, if payment of any fine which the parking referee sets is not received by Parking & Transportation Services within ten (10) business days of the decision mailing date, the original fine and any penalties shall become due and payable.
- **Determination of Appeals:** The decision made by the Auraria parking referee on any appeal is final and cannot be appealed any further. If a clarification of an appeal decision is desired, an appointment must be made with the Director of Parking & Transportation Services within five (5) business days of the decision of the Auraria parking referee.

J. Bicycles and Motor Scooters

- Persons riding bicycles (including “electrical assisted bicycles”) or “low-power scooters” are responsible for abiding by all laws of the State of Colorado, ordinances of the City and County of Denver, and regulations of the Auraria Higher Education Center while on the Auraria Campus. Violators are subject to fines and other penalties, and bicycles or low-power scooters found in violation of this policy may be impounded.
 - “Electrical assisted bicycle,” as defined in state law at C.R.S. § 42-1-103(28.5), “means a vehicle having two tandem wheels or two parallel wheels and one forward wheel, fully operable pedals, an electric motor not exceeding seven hundred fifty watts of power, and a top motor-powered speed of twenty miles per hour.”
 - “Low-power scooter,” as defined in state law at C.R.S. § 42-1-103(48.5)(a), “means a self-propelled vehicle designed primarily for use on the roadways with not more than

three wheels in contact with the ground, no manual clutch, and either of the following: (I) A cylinder capacity not exceeding fifty cubic centimeters if powered by internal combustion; or (II) A wattage not exceeding four thousand four hundred seventy-six if powered by electricity.”

- Mopeds and bicycles with internal combustion engines may be considered “low-power scooters” if they meet the specifications in the foregoing definition.
- “‘Low-power scooter’ shall not include a toy vehicle, bicycle, electrical assisted bicycle, wheelchair, or any device designed to assist mobility-impaired people who use pedestrian rights-of-way.” (§ 103(48.5)(b).)
- Riding bicycles or low-power scooters (collectively referred to as “vehicles”) is prohibited in designated dismount zones or on campus sidewalks, malls, and other pedestrian walkways or areas, except in designated bike lanes. Riders shall abide by posted speed limits in designated bike lanes. Bicycles or low-power scooters may be walked through pedestrian areas or designated dismount zones in order to access bike racks for the purpose of parking a bike or scooter.
- Bicycles and low-power scooters may be parked at Auraria Campus bike racks at no cost. It is highly recommended that these vehicles be securely fastened to the bike racks with a high quality “U-shaped” lock. Neither the Auraria Higher Education Center, nor its constituent institutions shall be responsible for any loss, theft, or damage to vehicles parked at designated campus bike racks.
- Locking or securing vehicles to trees, bushes, signs, parking meters, posts, or anything other than a designated bike rack is prohibited. Additionally, parking them at any campus location other than a designated bike rack or parking lot is also prohibited. Parking motorcycles (including scooters, mopeds, or gas-powered bicycles that do not match the definition of a “low-power scooter”) at campus bike racks or in any area not designated for motor vehicle parking is prohibited.
- Abandoned bicycles, low-power scooters, or bike/vehicle locks found on the Auraria Campus may be impounded and disposed of by the Auraria Campus Police Department. Bicycles, low-power scooters, or bike/vehicle locks may be considered abandoned if they have been secured to anything other than a designated bicycle rack, parked at any campus location other than a designated bike rack or parking lot, or ticketed or tagged by the Auraria Campus Police Department and not removed from the Auraria Campus within ten (10) calendar days of being ticketed or tagged.
- Bicycles or low-power scooters may be tagged and considered abandoned, even if parked at or secured to a designated bike rack, when they meet any one or more of the following criteria:
 - Located at or attached to a bicycle rack and not moved or removed within ten (10) calendar days.
 - Severely rusted chain.
 - Flat or empty tire(s).
 - Missing major parts (e.g., wheel, handlebar, pedals, chain, motor, etc.) or extreme damage (e.g., severely bent rim or frame) that render the vehicle incapable of being operated in its intended fashion.
 - Organic growth around or through the vehicle (e.g., vines, grass, weeds, etc.).
 - Build-up of debris or trash around tires.
 - Significant amount of dirt accumulated on the vehicle.

- Bicycles or low-power scooters meeting one or more of the previously mentioned criteria may be tagged with an abandoned bicycle/scooter notice at any time. *All* bicycle/vehicle locks or parts, bicycles and low-power scooters found at designated bike racks will be tagged at the conclusion of each academic semester, regardless of whether they meet the foregoing criteria. The owner will then have ten (10) calendar days from the date it is tagged to remove the bicycle/vehicle lock or parts, bicycle, or low-power scooter from the Auraria Campus.
- At the end of the ten (10) calendar days, the bicycle/vehicle lock or parts, bicycle, or low-power scooter may be removed, impounded, and disposed of in accordance with Auraria Campus Police Department policy. Bicycles or low-power scooters that are illegally parked or secured to something other than a designated bike rack *and* impede pedestrian or vehicular traffic, impede ingress or egress to or from any campus building, or create a safety hazard may be *immediately* removed and impounded without being tagged.
- Impounded bicycles and low-power scooters will be held for ninety (90) days following the date of being impounded and then disposed of. Owners may recover their impounded bicycle or low-power scooter before disposal by presenting proof of ownership, including the vehicle serial number, to the Auraria Campus Police Department. An impound fee may be assessed and shall be paid in full as a condition of recovering an impounded vehicle.

4. RESOURCES

- **Parking & Transportation Services contact information:**
 - **Physical Address:**
7th Street Garage
777 Lawrence Way, First Floor
Denver, CO 80204
 - **Mailing Address:**
Campus Box M
PO Box 173361
Denver, CO 80217
 - **Phone:** 303-556-2000
 - **Website:** www.ahec.edu/parking
- **Related policies and documents:**
 - [Use of Golf Carts](#)
 - [Service Vehicle, Pedestrian Zones, and Cart Maps](#)
- **Pay-by-Cell:** Customers have the option to pay for parking by using a cell phone in all daily-fee parking lots and garages (except the 7th Street Garage). Zone numbers are listed on signage within the lot or garage, which is required along with the vehicle license plate number to make a payment by cell phone.
 - **Three Ways to Pay-by-Cell**
 1. Download the app: PassportParking
 2. Go to the website: m.ppprk.com
 3. Dial: (303)816-3866
- **Parking map:** www.ahec.edu/maps

5. HISTORY AND UPDATES

- May 15, 2017:

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- Updated to reflect parking fees apply 24 hours per day, Monday through Sunday (365 days per year)
- Motorcycle Parking was modified to indicate that only one motorcycle is allowed per parking space
- June 8, 2017:
 - Updated references to parking options for consistency across all media
 - Updated fees for booting and towing/impounding of vehicles
 - Edited for format
- September 19, 2017:
 - Updated “Academic Department Loading Zones” to just “Loading Zones” and changed the time limit from 20 minutes to 30 minutes.
 - Added a that accessible permit holders can park anywhere on campus, with the exception of meters or other prohibited/restricted areas as defined.
- March 22, 2018:
 - Updated citation payment requirements to 10 days for vehicles that have three or more citations and a boot warning.
 - Added additional metered parking section under Parking Options with information specifying the difference between City of Denver meters and Auraria Campus meters.
 - Updated requirement for payment to 30 days for a booted vehicle before being towed from campus.