

# *Parking Regulations*

Effective August 1, 2006

All parking on the Colorado State University campus is regulated.



**Colorado  
State**  
University

*Knowledge to Go Places*

CSUPD Parking Services Division  
201 Green Hall Fort Collins, Colorado 80523-6012  
Phone: 491-7041  
[www.parking.colostate.edu](http://www.parking.colostate.edu)

**Colorado State University Parking Regulations are approved by the Board of Governors in accordance with the authority of CRS 23-5-106 through 108.**

**GENERAL INFORMATION**

The Mission of Colorado State University Parking Services Division is to manage parking resources in a manner that supports the campus activities and enhances life in the community.

All vehicles parked on the main campus must have a valid parking permit properly displayed or pay a meter. All zones are enforced as posted.

Fines double if they are not paid or an appeal action filed as provided for in these regulations within 14 calendar days of the date of issuance of a parking citation. Please do not ignore parking citations received while parking on campus. Delinquent citations can result in additional fees, a hold being placed on your transcripts, and your obligation being referred to state collections.

All officially designated parking areas are posted. If an area is not posted for parking, you may not park there. The posted sign regulates the type of parking authorized. Do not park in areas that are not specifically marked to allow parking. Whether marked "no parking" or not, these are "no parking" zones.

Load zones and timed zones are enforced 24 hours a day, 7 days a week. Multiple citations may be issued.

**Parking where you desire may be difficult at times. Please plan ahead and allow sufficient time to walk to your desired destination.** Parking is on a "first come, first served" basis. Possession of a parking permit does not guarantee that a space will be available. Parking illegally because you could not find a legal parking space is not a valid excuse for being illegally parked.

If your car fails to operate and you are forced to park illegally, please notify Parking Services immediately for phone clearance. (After hours call Colorado State University Police Department at (970) 491-6425.) Vehicles having received a warning sticker for accumulated citations are not eligible for clearance.

Allocation of parking space is determined by the Parking Services Committee and the Administration in accordance with authority granted by the Board of Governors.

Parking Services is a self-supported auxiliary department of Colorado State University. No tax revenue, general funds, student fees, or tuition monies are received or used for parking.

**VISITOR PARKING POLICIES** Visitors are required to pay for parking either by paying a meter or purchasing a permit. \$6.00 Daily permits are available in Moby lot #195, Art lot #505, and University Square lot #575 in dispensers in the southeast corners of these lots (see campus parking map). In addition, daily permits are sold at Parking Services at 201 Green Hall, in the ID Office on the main floor of the Lory Student Center, and at the Visitor's Center at Pitkin and College. Visitors may also purchase a permit for other areas on campus for up to six months by applying at Parking Services, 201 Green Hall, Monday through Friday, 7:30 a.m. to 5:00 p.m. Visitors are responsible for disposition of tickets they receive and should contact Parking Services for information. Visitor parking permits are for visitor use only. Faculty/Staff/Students using a visitor permit are subject to misuse of permit fines.

**DEFINITIONS**

The following definitions of words and phrases supplement those described in the Fort Collins City Traffic Ordinances, which also apply to the Colorado State University parking regulations.

- A. Campus.** All property owned and/or under the control of Colorado State University.
- B. Faculty and Staff Members.** All full-time, temporary, special, or regular general faculty and State classified personnel. Includes all non-student hourly or part-time non-student temporary employees, faculty in a transitional appointment status, and resident employees of cooperating agencies housed on campus.
- C. Students.** All persons enrolled for credit or audit one or more hours of graduate, undergraduate, or conference work except faculty and staff members as defined above. (Continuously enrolled students are considered as regularly enrolled students even though credit hours may not be received.) Continuing education students who receive course credit are considered to be students for purposes of these regulations.
- D. Immediate Family.** Husband, wife, or child.
- E. Visitor.** A visitor is considered to be anyone who is not included under the definitions for faculty, staff, and students. (See Definitions B and C above.)
- F. Motor Vehicle.** All vehicles which are self-propelled. (No distinction is made among federal, state, and privately-owned vehicles.)
- G. Service Vehicles.** Includes University Facilities Services vehicles actively engaged in service or maintenance of the buildings and grounds displaying a current CSU Service Permit, or vehicles owned or operated by commercial establishments and actively engaged in servicing the campus. All other vehicles are excluded except by specific permission of Parking Services.
- H. Emergency Vehicle.** Ambulance, fire, or police vehicles responding to an emergency call.

- I. Bicycle.** Every device propelled solely by human power upon which a person can ride. This includes tricycles, recumbents, unicycles, and tandems.
- J. Motorcycle.** A motor vehicle designed to travel with not more than three wheels in contact with the ground, except tractors. Includes all motorcycles, motor scooters, mopeds, and motorized bicycles powered by electricity or combustible fuel.
- K. Parking.** Leaving a vehicle standing, whether occupied or not, whether running or not.
- L. Color Code.** Paint on the street or curbing used as a traffic control device: Red – no parking, stopping, or standing. Yellow – no parking except as authorized by posted signs.
- M. Parking Services Committee.** A group of University faculty, staff, and students charged with the responsibility, by expressed authority of the Board of Governors, to review and recommend changes to University parking policy.
- N. University Working Days.** Refers to all days the University is open; i.e., all days except Saturdays, Sundays, and University designated holidays.
- O. University Holidays.** Those days officially declared holidays by the University during which **ALL** offices are closed.
- P. Semester Break.** Days between end of one semester and start of the next semester. See note under zone enforcement, times and days restricted.
- Q. Traffic Ticket or Court Summons.** A citation issued by a uniformed police officer for a moving violation or other infraction of Fort Collins City Traffic Ordinances which is disposed of by the city and not by the University.
- R. Parking Summons.** A citation issued by an authorized employee of the University for a violation of University Parking Regulations which is disposed of by Parking Services in accordance with University policies set forth in these Parking Regulations.
- S. Appeals Board.** The board made up of faculty, staff and students charged with the responsibility, by expressed authority of the Board of Governors of Colorado State University, to decide appeals of Parking Summons (see Section V.)

**REGULATION OF MOVING VEHICLES Application of City and State Codes.** All applicable Fort Collins municipal and Colorado State traffic laws pertaining to the regulation, control, and enforcement of moving vehicular traffic are enforced on campus streets at all times.

**Speed Limits.** Campus speed limits are 20 MPH on streets and 10 MPH in parking lots.

**Driving on Sidewalks.** Driving on sidewalks, bike paths, or service drives is prohibited except by service vehicles on official University business driving in a manner that would not endanger bicycle or pedestrian traffic. Motorized vehicles are not authorized on fields and grounds of the University not primarily designated as routes of normal travel for motorized traffic unless prior authorization is obtained from Parking Services.

**Traffic Control Devices.** Every person operating a motor vehicle on University property must obey all parking and traffic control, signs and lights.

## **I. PARKING PERMITS AND REGULATIONS**

- A. Issuance of Parking Permits.** All regular and special parking permits are issued by Parking Services upon verification of eligibility. Permits are property of Colorado State University Parking Services Division. Only one permit may be issued per each staff, faculty, or student. Staff and faculty permits are not valid for use on student cars nor are student permits valid on staff or faculty vehicles except in registered car pools. Motorcycles will be issued adhesive permits. Parking permits are issued for the year beginning August 1st and ending the following July 31st. Lost or stolen permits will be replaced for a \$35 fee after a lost or stolen report has been filed. If the lost or stolen permit is returned to the Parking Services, the \$35 fee may be refunded. (Refer to items H and I.)
- B. Student Eligibility for Parking Permits.** Residence hall parking permits and student family housing parking permits are issued to the students residing in such housing. Residence hall parking permits may be obtained at Parking Services. Student family housing permits may be obtained at the Housing Services Office. Students residing off-campus, in University Village, or in International House are eligible to apply at Parking Services for permits in commuter student parking areas. Students are eligible to purchase motorcycle parking permits from Parking Services.
- C. Temporary Permits.** For those who do not wish to purchase a yearly permit and for special exemptions that limit parking to specific lots, times, etc., temporary permits will be issued to a specific license plate or plates with pricing based on the current established rate. These permits are sold by the month and may be purchased for multiple

months. Daily permits are also available for purchase.

- D. Assigned Zones.** Parking permits are valid only in the parking zone assigned. Signs on campus indicate which permits are valid in each zone.
- E. Disability Permit.** Faculty, staff and students may obtain special disability permits upon certification of disability by Hartshorn Health Service, personal licensed physician, or state disability verification. Persons issued special (H) handicap permits may park in any A, Q, S, T, U, W, X, Z, Client areas, or Blue meters. Outside agency permits and State Placard disability permits are valid only in Blue meters. All state disability plate or placard users must pay blue meters or buy a CSU permit. Colorado State University Parking Services (H) handicap permits are exempt from paying blue meter if (H) permit is displayed on vehicle. Blue disability meters accept payment by coin or meter cards that can be purchased at Parking Services or the University ID Office in the Lory Student Center. University handicap permits must be purchased for all other permit areas.
- F. Reassignment or Changes in Parking Eligibility.** Parking Services, on recommendation of the Parking Services Committee, may reassign any or all parking permits in a particular zone, or change eligibility requirements for parking permits.
- G. Limitations of Permit.** A permit may not be purchased for the use of an individual who is not entitled to such permit. For example, a faculty-staff permit may not be purchased for a car owned or operated by a student and vice versa. Exception to this regulation may be requested by special application to the Parking Services Committee.
- H. Lost or Stolen Permits.** Lost or stolen permits must be reported to Parking Services on a "Lost or Stolen Permit Form." A replacement permit will not be issued and any resulting citations will be charged to original owner until the report is completed. Vehicles found displaying a permit that has been reported as lost or stolen will be issued a citation for Misuse of Permit and will be booted immediately. Vehicle will be released upon payment of citation fine, boot/towing charges, and return of lost/ stolen permit. Anyone in possession of a lost/stolen permit will lose the privilege of purchasing a parking permit for the remainder of the academic year. Criminal charges may also be filed.
- I. Reissuance of Permit.** After a lost or stolen report is completed, the permit will be replaced for a \$35 fee. The replacement fee will be refunded if the original permit is recovered and returned to Parking Services during the period for which it is valid or within three months of the filing date, whichever is the shorter period.
- J. Parking Space Not Guaranteed.** Parking for permit holders is on a "first come, first served" basis. Possession of a permit allows parking on campus in designated zone, but does not guarantee that space will be available.
- K. Motorcycle Parking.** Motorcycles are governed by all regulations applicable to other motor vehicles except: In zoned areas, motorcycles must be parked in areas specifically signed for motorcycles and must display the motorcycle (M) zone parking permit. Motorcycle permits must be readily visible and permanently affixed to front headlight or rear fender. Motorcycle owners may purchase a motorcycle permit in addition to a vehicle permit. Full price will be charged for both permits.
- L. State and Federal Vehicles.** Parking permits are not required for state and federally owned vehicles. They may be parked in any zoned area; however, they must comply with time zone requirements, meter payments, handicap stall restrictions, and other parking regulations. State and federal vehicles that are not used on a regular basis must be moved to storage areas. Any of these vehicles which are unmoved within a 72 hour period will be issued a parking citation. After four or more unpaid citations, a warning sticker will be affixed and, on subsequent ticketing, the vehicle will be eligible for towing and on-campus impoundment at the department's expense. Drivers of state and federal vehicles are responsible for all violations of University parking regulations. Department heads, principal investigators, or other responsible supervisors are ultimately responsible for vehicles assigned to them. Failure to identify drivers of such vehicles who receive a notice of parking violation will result in the fine being charged to the responsible supervisor. University funds may not be used to pay a parking fine for faculty, staff, students, or resident employees of cooperating agencies with offices on the main campus.

## II. PARKING REGULATIONS

- A. Safety Violations.** The following parking violations are considered to be serious infractions of the Colorado State University Parking Regulations. Vehicles cited for violations 1 through 6 may be towed immediately and impounded.
  - 1. Parking in such a manner as to obstruct access to a fire plug, fire truck, fire lane, emergency lane, ambulance entrance, bike lane, driveway, service drive, walkway, or street.
  - 2. Double parking.
  - 3. Parking against the direction of authorized traffic flow.
  - 4. Parking on any lawn, field, or undesignated area except by prior permission Colorado State University Police Department Parking Services Division. Fire, Police, Ambulance, and other emergency vehicles responding to emergencies are exempt.
  - 5. Parking or storing a motor vehicle in a University Building.
  - 6. Parking or stopping a vehicle on or over a red line or next to a red curb.
- B. Additional University Parking Violations.**
  - 1. Parking a motor vehicle in any space or area not specifically designated for parking. Fire, Police, or Ambulance responding to an emergency, and other vehicles with prior approval of Parking Services are excluded.

2. Parking in such a manner that the vehicle is not entirely within the boundaries of a parking space.
3. Parking in a loading zone for more than 20 minutes. Multiple citations may be issued.
4. Parking in a space or area marked "no parking."
5. Parking overtime in a limited time zone or at an expired parking meter. Multiple citations may be issued.
6. Parking without the required permit or with an expired permit.
7. Misuse of permit. Providing a permit to a person not eligible for use of that permit or obtaining a second permit by falsifying a lost/stolen report and then using the reported permit. Displaying or using a permit that has been reported as lost/stolen or using a permit for which user is not eligible.
8. Parking permit improperly displayed.
9. Parking or storing a trailer, recreational, or oversized vehicle.
10. Colorado State University handicap parking permits are required for reserved handicapped stalls and/or parking in any other permit area. Any vehicle parked in a handicap stall that is reserved for a specific license plate(s) or vehicle will be cited.
11. Parking an automobile on University property without license plates. (See section IV.)

### III. MISCELLANEOUS REGULATIONS

- A. Responsibility for Violation.** The person to whom the parking permit is issued may be held responsible for any violation of these regulations in which that permit is involved. If no permit is displayed, registered owner or operator of vehicle will be held responsible.
- B. Mechanical Failure of Vehicles.** In the event of mechanical failure of a vehicle, the owner or driver is responsible for its removal as soon as possible. The driver must notify Parking Services (or CSU Police after hours) of the vehicle's location immediately at the time of the mechanical failure on campus. If a Parking Summons is issued after notification, it must be returned to Parking Services with name, address, and notation that clearance has been obtained. Clearance for disabled vehicles is available for 24 hrs. maximum. Vehicles having received a warning sticker for accumulated citations are not eligible for phone clearance.
- C. Construction Sites.** Parking within a temporary or long-term fenced construction area is controlled by the contractor. S/he may determine vehicle parking and/or access requirements and limitations and may invoke the provisions of Section IV of these regulations for noncompliance. Construction employees may park within the confines of a fenced and specifically designated construction area. Construction staff members wishing to park in permitted areas (i.e. "A" or "Z") will be required to purchase a temporary permit at the current monthly rate. All construction staff are considered employees of a cooperating agency housed on the main campus. (See Definitions, item B.)
- D. Special Permits.** Special permits to drive or park on the campus contrary to these regulations must be requested in writing and signed by the department head of the person to whom the permit would be issued. Requests to Parking Services will be forwarded to the Parking Services Committee for consideration.
- E. Counterfeiting, Altering, Defacing, or Transferring a Parking Permit.** Counterfeiting, altering, defacing, or transferring a parking permit to another motor vehicle for which a parking permit was not issued or another person not assigned that permit, or giving false information in an application or appeal, or misuse of parking permit or decal, is prohibited and subject to a \$150 fine. (See section I. G., Limitations of Permit, and section IV., Boot/Tow of Vehicles in Violation.)

### IV. BOOT/TOW OF VEHICLES IN VIOLATION

The privilege of parking on campus is dependent on compliance with these regulations. Vehicles parked in violation of these regulations may be cited, booted, or towed and impounded at owners' expense as provided for below.

Vehicles parked illegally in handicap stalls or at red curbs and vehicles parked in a manner that obstructs a walkway, bike lane, driveway, service drive, fire lane, fire hydrant, or which in any other manner creates a safety hazard, and any vehicles parked in a marked tow away zone are subject to immediate tow.

Vehicles parked on campus which do not display sufficient means of owner identification (license plates, parking permits, registration papers, etc.) may be booted/towed and held pending identification of the owner or other disposition as provided for by law.

Vehicles not properly licensed or in unsafe operating condition may be towed 5 days after the license has become invalid or the vehicle is no longer in operating condition.

Vehicles receiving four or more unpaid citations will be given a warning sticker. If owner fails to contact Parking Services within 10 business days the vehicle may be disabled by use of a boot or similar device. A fee of \$75, plus all fees and fines owed, must be paid in full in order to secure the removal of the boot. Any attempt to remove the boot from vehicle in violation by anyone other than Parking Services or CSU Police Department is prohibited and subject to criminal charges.

Any vehicle displaying a permit reported as lost/stolen will be issued a Misuse citation and immediately booted. Vehicle will be released upon return of permit, payment of Misuse citation fine, boot fee, and/or towing charges. Parking privileges may be suspended for remainder of academic year.

Vehicles booted/towed for all other reasons will be released upon payment of the appropriate penalty set forth in these regulations plus towing charges. (Under Colorado law, a towing company has a lien on the vehicle for towing charges.)

Vehicles found with counterfeit permits will be immediately booted. Parking privileges may be suspended for remainder of academic year.

## **V. APPEAL PROCEDURE**

Appeals are decided by the CSUPD Appeals Board. The board's decision constitutes the final disposition of the appeal within the University and is binding on Colorado State University, Parking Services Division of CSUPD, and the appellant.

Parking Information must be obtained from Parking Services. Incorrect information received from any other source is not considered a valid defense of parking violations. Nonessential parking citation appeals are discouraged as they serve to waste the time of everyone involved. Parking appeals are not granted for frustration or anger over receiving a citation, lack of knowledge of the regulations, forgetfulness, late for class, just ran in for a minute, or inability to find a legal parking space.

Persons who wish to appeal a Parking Summons must file an appeal within 14 calendar days of the date of the Parking Summons. Failure to pay or appeal a University Parking Summons by the end of the fourteenth day from the date of issuance, will result in doubling of the violation fine and forfeiture of the appeal right.

Two methods for filing a written appeal are available to persons wishing to contest a Parking Summons. Written appeal forms are available at Parking Services or appeals may be filed via the website at [parking.colostate.edu](http://parking.colostate.edu). All appeals must indicate the citation number(s) for the violation(s) being appealed and provide the appellant's arguments for dismissal of Parking Violation. These regulations allow only one appeal per parking citation. A hearing fee of \$10.00 per citation will be assessed by the board for each citation that is upheld in the hearing process. This fee is assessed in addition to the amount of the fine for the parking violation.

The results of all appeal hearings will be mailed to the address the appellant has provided in their appeal. Fines and/or fees found due as a result of the appeal process must be paid at Parking Services by the payment due date provided on the notice of appeal results letter. Any unpaid fines and/or fees following the due date will be forwarded to Colorado State University Accounting Services for collections.

Whenever under these parking regulations a vehicle has been disabled by attachment of a boot or has been towed, the vehicle owner may request a forthwith appeal hearing before or after obtaining the release of the vehicle. Such forthwith hearing shall be held within two University business days after the appeal request is received at Parking Services.

If the violation which resulted in the booting or towing of the vehicle is dismissed or the Appeals Board determines that the vehicle was wrongfully booted or towed, the vehicle shall be immediately released to its owner and all fees paid in connection with the booting or towing shall be promptly refunded.

### **Delinquent Parking Violations.**

A Parking Summons which has not been paid or appealed as provided by these regulations will double in amount as provided below.

Following the delinquent date, a written reminder notice of the violation is mailed to the motor vehicle operator or owner. This is a courtesy reminder only and failure to receive it, for whatever reason, does not constitute sufficient cause for dismissing the violation or altering the disposition requirement.

Denial of an appeal makes the designated fine due and payable by the designated deadline. Any unelevated fines not paid by the deadline will be declared delinquent and elevate as follows: \$20 to \$40; \$30 to \$60; \$35 to \$70; \$50 to \$100; \$100 to \$200; \$150 to \$300. Delinquent violations are then forwarded to Accounts Receivable for collection.

Section IV of the Parking Regulations may be implemented if due and payable fines are not paid by the required deadline.

## **VI. FEES AND PENALTIES Parking Permit Fee Schedule**

No refunds on monthly or daily parking permits.

No refunds on semester or six month parking permits 14 calendar days after purchase. Refunds on yearly permits will be prorated.

\$2 charge for reissue or replacement of monthly, or temporary window permits. \$35 replacement charge for lost/stolen permits.

University funds may not be used to purchase a personal parking permit for faculty, staff, students, or resident employees of cooperating agencies with office on the main campus.

**Special Parking Permits.** Requirements for special parking permits, to facilitate unusual circumstances not

accommodated by regular or physical disability permits, are determined by the Parking Services Committee.

**Penalties for Violations.**

**DIVISIBILITY**

Should any section, article, or paragraph of these regulations be declared unconstitutional or void by any court of competent jurisdiction, the remainder of these regulations shall remain in effect. Under such circumstances, the President or his duly delegated agent shall have the authority to establish a new section, article or paragraph for that which has been declared void or unconstitutional, without prior submission to the Board of Governors in order to give full force and effect to the intent and purpose of these regulations. Any new section, article, or paragraph shall be submitted to the Board of Governors for ratification as soon thereafter as is practical.

**APPLICATION OF CITY ORDINANCES AND STATE LAWS TO THE CAMPUS**

All appropriate provisions of the Colorado traffic laws and of the Fort Collins City Traffic Ordinances are applicable on the Colorado State University campus. Court summons are disposed of at the Fort Collins City Police Department, Municipal Building, 300 La-Porte Avenue, or at the Municipal Court, Larimer County Justice Center, 201 LaPorte Avenue.