

2017-2018

Campus Parking Regulations

Parking and Transportation Office

Special Programs Building, #31 UR Drive

Hours: Monday–Friday, 8:30 a.m.–7:00 p.m.

Summer/Break Hours: Monday-Friday 8:30 a.m. – 4:00 p.m.

<http://parking.richmond.edu/>

(804) 289-8703

parking@richmond.edu

The University of Richmond’s Parking and Transportation Office strives to provide adequate, safe, convenient, and accessible parking for faculty, staff, students, and visitors to the University. To accomplish this, Parking Services will:

- Frequently assess the parking needs of the campus community.
- Create effective rules and regulations.
- Collaborate with other departments to better serve the campus community.
- Provide 24-hour police patrols of all parking lots.

GENERAL INFORMATION

- The regulations are applicable to all faculty, staff, students, and visitors to the University.
- The University of Richmond accepts no responsibility for a vehicle or its contents while parked or operated on University grounds.
- Charges for registration fees and citations are transferred to the Bursar’s Office for payment. Payments can be made in person, by mail, or online.
- Citations issued to car rental companies and businesses will be billed.
- Cars, motorcycles, golf carts, scooter and mopeds parked on the University of Richmond campus must be properly licensed, inspected, insured and registered with Parking Services.
- Failure to register a vehicle parked on campus may result in parking citations and possible towing fees.
- All persons operating a vehicle on campus must be properly licensed.
- Family vehicles are the responsibility of the faculty/staff member or student when on campus. Make sure to obtain a temporary or visitor pass for all vehicles registered to your family when they are on campus.
- Faculty, staff, and students are considered University community members at all times. Therefore, they are not considered visitors when on campus.
- Parking Services reserves the right to remove a vehicle from campus or revoke parking privileges for excessive citations.
- Unlicensed or inoperable vehicles cannot be housed on university property even if the vehicle displays a current parking permit.

VEHICLE REGISTRATION

- All vehicles should be registered in August of each academic year or within 24 hours after arriving on campus.
- All student permits expire August 1st of the next academic year.
- You may register your vehicle in person or online.
- Vehicles are not considered registered until the permit is properly affixed to the left side of the vehicle’s rear bumper or to the lower left side of the rear window. **DO NOT USE TAPE.**

Temporary parking passes should be displayed by hanging the pass from the vehicle's rear view mirror.

- Permits for motorcycles, scooters or mopeds should be affixed where the permit can be easily seen.
- The registration fee will be charged to the student's tuition account through the Bursar's Office.
- A person may register those vehicles for which they are the owner or primary driver.
- Students may not register a vehicle owned or primarily operated by another student or another student's family.
- You may register as many vehicles as will be operated on campus during the school year, though only one vehicle may be on campus at a time.
- Lost or damaged permits will be replaced without charge.
- Parking and Transportation reserves the right to remove a vehicle from campus after it has received three or more unpaid citations for an unregistered vehicle or for blatant disrespect for the Parking Rules and Regulations.

PARKING LOTS

RESIDENT STUDENT LOTS

- **Resident student lots** are reserved 24 hours a day, seven days a week, for those vehicles owned or operated by students living in the University residence halls. Vehicles are restricted to their assigned parking lots. Permits and their lot designations are as follows:
 - **'A' permits** are assigned to lots A42-43, A46-49. The student section of lot W39 and lot W40 off of Crenshaw Way may be used as overflow parking.
 - **'K' permits** are assigned to lot R16.
 - **'N' permits** are assigned to the resident student section of lot W37.
 - **'R' permits** are assigned to the student section of lot W39 and lot W40.
 - **'W' permits** are assigned to the resident student section of lot W35.
 - **'X' permits** are assigned to lots B5 and B6.
- **Dangerous parking area in lot B6** - parking spaces marked in yellow have been identified as areas prone to vehicular damage during baseball activities. Park in this area at your own risk. The University of Richmond will not be responsible for any damage incurred in this area from baseballs.

COMMUTER STUDENT LOTS

Commuter student lots are reserved for students living off campus and are assigned based on school and seniority:

- Undergraduates
 - **'C' permits** are assigned to lots B5, B6 and W38.
 - **'G' permits** are assigned to lots B5, B6, rows A, B and C of lot R10 and lot W38.
- School of Continuing Studies and MBA
 - **'U' permit** and are assigned to lots B5, B6, rows A, B and C of lot R10 and lot W38.
- Law school students
 - **'J' permits** are assigned to lots B3 and B5.
 - **'L' permits** are assigned to lots B1, B2, B3 and B5.

MODLIN CENTER FOR THE ARTS (W38) parking lot is available to commuting students and off campus patrons to the Center. Resident students are restricted from parking in this lot at all times.

TEMPORARY PARKING AREA

Students having a vehicle on campus temporarily (up to four weeks in a semester) may purchase a temporary parking pass and will be assigned to parking lot B5 off Boatwright Drive.

OSHER, SCHOOL OF PROFESSIONAL & CONTINUING STUDIES NON-CREDIT, AND WEINSTEIN CENTER MEMBERS

- Osher, School of Professional & Continuing Studies Non-credit, and Weinstein Center members are required to obtain and properly display the appropriate University of Richmond parking permit. Members are expected to park in their assigned parking lot.
 - **Osher members** are assigned to the lots designated for commuting undergraduate students (see above).
 - **School of Professional & Continuing Studies Non-credit students** are assigned to the lots designated for commuting undergraduate students (see above).
 - **Weinstein Center members** are assigned parking lots B5 and B6 off Boatwright Drive.

FACULTY AND STAFF PARKING LOTS

Parking lots designated for Faculty/Staff parking are reserved for vehicles registered to faculty and staff members. Spaces reserved for Public Safety vehicles in lot W45 are reserved 24 hours a day, seven days a week for police vehicles and staff.

VISITOR PARKING LOTS AND SPACES

Visitors are required to register their vehicles with Parking Services and properly display a visitor pass from their vehicle's rear view mirror. Visitor lots and spaces are reserved for off-campus visitors Monday through Friday 7:30 a.m. to 5 p.m. Visitor spaces are available for open parking from 5 p.m. to 7:30 a.m. unless reserved for a special event by posted signage.

PLACES YOU CAN PARK OTHER THAN YOUR ASSIGNED PARKING LOT

- **Special Events Parking Lot (B5) across from the Robins Center** is available to all registered vehicles Sunday through Thursday. All student vehicles are restricted on Friday and Saturday nights from 4 p.m. to 2 a.m. except for vehicles assigned to this area. **This lot is closed to all vehicles during major events held in the Robins Center or Robins Stadium. NOTE: Special event dates will be advertised via SpiderBytes or by email.**
- **Parking lot B6** is open parking to all registered vehicles between 3 p.m. and 7:30 a.m. Monday through Friday, and all day on weekends. **This lot is closed to all vehicles during major events held in the Robins Center or Robins Stadium. NOTE: Special event dates will be advertised via SpiderBytes or by email.**
- **Post Office** parking spaces are for postal business only and are restricted to 10-minute parking between the hours of 7:30 a.m. and 5 p.m.
- **Health Center parking in lot W44**—There are three posted Health Center parking spaces located in the front of the Special Program Building for student use while visiting the Health Center.
- **Sorority Cottage Parking**- The row of spaces in W35 is marked on the asphalt as "Sorority Cottage Parking". Sorority members are allowed to park in these spaces while they are in the cottages. There is no overnight parking allowed.
- **30-minute spaces located in lot R19** are available for 30 minutes between the hours of 7:30 a.m. and 5 p.m. Monday through Friday. Open parking is allowed from 5 p.m. to 7:30 a.m. Monday through Friday and all day on weekends.
- **30-minute spaces located in lot W44** are available for 30 minutes between the hours of 7:30 a.m. and 5 p.m. and all day on weekends.
- **15-minute spaces on Richmond Way** are available to student vehicles between the hours of 3 p.m. and 9 p.m. Monday through Friday and from 7:30 a.m. to 9 p.m. Saturday and Sunday; time limits apply during these hours. Open parking is allowed between the hours of 9 p.m. and 7:30 a.m.
- **Parking lots B1 and B2** are available to any registered vehicle Monday through Friday between the hours of 5 p.m. and 7:30 a.m. and all day on weekends.

- **Parking lot B3, the commuter sections of R10** are available to any registered vehicle Monday through Friday between the hours of 3 p.m. and 7:30 a.m. and all day on weekends.
- **Faculty and staff lots** are available to student vehicles between the hours of 5:00 p.m. and 7:30 a.m. Monday through Friday and all day on weekends, unless otherwise posted.
- **Faculty/staff parking areas on Westhampton Way and Keller Road** are available for student parking after 9pm and before 7:30am daily.

PLACES YOU CANNOT PARK

- **Special Event Parking (W37) on Crenshaw Way** is reserved for off campus visitors and is restricted 24 hours a day.
- **Reserved Spaces** are reserved 24 hours a day, 7 days a week for assigned vehicles only. Towing is enforced.
- **The Robins Center Parking Lots (B1–B7) and Richmond Way Parking Lots (R18-R23)** are closed to all student vehicles during major events held in the Robins Center or Robins Stadium.
- **Auxiliary Parking Area (AUX)** located in lot B6 off Boatwright Drive is reserved for the vehicles assigned.
- **Westhampton Way and Keller Road** are reserved parking for faculty and staff vehicle from 7:30 a.m. to 9 p.m. daily
- **Special Program Parking Lot (W45)** spaces reserved for Public Safety vehicles are reserved 24 hours a day for police vehicles and staff.
- **Resident student Parking Lots** are reserved 24 hours a day, seven days a week for those vehicles assigned; all other vehicles will be cited.
- **Modlin Center for the Arts Parking Lot (W38)** is off limits to resident student vehicles.
- **Richmond Way Lakeside spaces** are reserved for GRTC buses, UR shuttles, and Zipcar parking only.
- **Parking lot W30** is a no parking area for student vehicles Monday through Friday 7:30 a.m. to 5 p.m.
- **Parking lot W41** is reserved parking for faculty/staff vehicles and event parking 7:30 a.m. and 5 p.m. Monday through Saturday.
- **Other places you cannot park:** No parking areas; fire lanes; yellow-curbed or painted areas; on the grass; obstructing handicap spaces; places not designated for vehicular parking; blocking walkways or pedestrian traffic; blocking wheelchair ramps; creating a traffic hazard; parking in a lot or spaces reserved with cones, barricades and/or signage or areas designated as a construction site.

SPECIAL CIRCUMSTANCES

- Report all **Disabled Vehicles** to the University Police Department immediately.
- In the case of **inclement weather**, normal parking regulations still apply, unless otherwise announced by Parking Services.

TOWING

Vehicles may be towed for violation of Virginia Code and/or University parking regulations, or failure to move for special events. Vehicles may be towed for multiple “Unregistered Vehicle” violations. The Parking and Transportation Office may revoke a parking permit at any time for excessive parking fines, fraudulent registration, or irresponsible behavior or use of a vehicle on University property. Vehicles are towed at the expense of the owner. Towing charges may not be appealed.

APPEAL PROCESS

Parking citations may be appealed by filling out the appeal form online at parking.richmond.edu and submitting the form within **10 calendar days** from the date the citation was issued. No appeal will be accepted after 10 calendar days. A student appeal board hears appeals.

PRIOR ARRANGEMENT

Parking and Transportation Services will grant permission to students to park in other student lots up to four times in a semester. Requests are made by contacting and receiving approval from Parking Services during business hours or by contacting the Police Department after hours. Approval must be gained **before** parking outside of your assigned area.

DISABILITY OR PHYSICAL INJURY ACCOMMODATIONS

Special parking accommodations for illness or injury can be requested from Parking and Transportation Services. A completed Short Term Mobility Impairment Accommodation form must be submitted to Parking and Transportation Services. This form can be found online at <http://parking.richmond.edu>.

GOLF CARTS

Students may use golf carts for the sole use of transportation due to injury. The golf cart **must be registered** with Parking and Transportation. Additional information and restrictions are available from Parking and Transportation Services.

SUMMER AND SCHOOL BREAKS PARKING REGULATIONS

Summer registrations begin the Monday after graduation. School breaks include Fall, Thanksgiving, Winter and Spring Break. Vehicles on campus should be registered and display a current parking permit. Student vehicles may be parked in any resident or commuter parking lot. Faculty/staff and visitor spaces are reserved for vehicles displaying a faculty/staff or visitor's permit.



[VIEW CAMPUS MAPS](http://richmond.edu/visit/maps)
richmond.edu/visit/maps

The University must provide parking for all registered vehicles. The University reserves the right to change a vehicle's assigned parking lot.

The Parking and Transportation Office may be required to change parking regulations as necessary throughout the year. Changes will be communicated by email, in SpiderBytes and/or on our webpage.