

**2024-2025**

## **Campus Parking Regulations**

### **Parking and Transportation Office**

Special Programs Building, 490 Westhampton Way

Hours: Monday–Friday, 8:30 a.m.–4:00 p.m.

(804) 289-8703

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

[parking@richmond.edu](mailto:parking@richmond.edu)

The University of Richmond’s Parking and Transportation Office strives to provide safe, convenient, and accessible parking for faculty, staff, students, and visitors to the University.

### **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 the 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.
- All motor vehicles including, motorcycles, golf carts, scooters, and mopeds parked on the University campus must be properly licensed, inspected, insured, and registered with Parking Services.
- Failure to register a vehicle parked on campus will result in parking citations and an immobilizing device placed on the vehicle.
- All persons operating a vehicle on campus must be properly licensed.
- Family and friends’ 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 when parked on campus.
- Faculty, staff, and students are not considered visitors.
- There is no overnight parking on the University of Richmond campus for faculty, staff or commuter student vehicles.
- Parking and Transportation may revoke a parking permit at any time for excessive parking fines, fraudulent registration, or irresponsible use of a vehicle.
- Unlicensed or inoperable vehicles cannot be housed on University property even if the vehicle displays a current parking permit.
- University of Richmond reserves the right to apply an immobilizing device to vehicles that have received multiple citations for an unregistered vehicle.

### **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 1<sup>st</sup> of the next academic year.
- Vehicles are not considered registered until the permit is properly affixed 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.
- 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 LOTS**

### **RESIDENT STUDENT PERMITS**

- **Resident student lots** are reserved 24 hours a day, 7 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. To park outside your assigned parking lot, please read the section 'PLACES YOU CAN PARK OTHER THAN YOUR ASSIGNED PARKING LOT'.
- **Dangerous parking area in lot C61** - 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 PERMITS**

**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 C61, C66, and W87.
  - **'G' permits** are assigned to lots C61, C66, W87, and the G/P permit sections of lot U6.
- School of Continuing Studies and MBA
  - **'P' permits** are assigned to lots C61, C66, W87, and the G/P permit sections of lot U6.
- Law school students
  - **'J' permits** are assigned to lots C70 and C66.
  - **'L' permits** are assigned to lots C73, C75, C70, and C66.

### **STUDENT ATHLETE PERMITS**

- Student Athlete parking permits allow the vehicle to be parked in certain parking lots during team practices. All vehicles must be registered to the student-athlete and display a current student parking permit.

### **TEMPORARY PARKING**

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 C66 off College Road.

### **OSHER, SCHOOL OF PROFESSIONAL & CONTINUING STUDIES NON-CREDIT, AND UNIVERSITY RECREATION COMMUNITY MEMBERS**

- Osher, School of Professional & Continuing Studies Non-credit, and University Recreation Community 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 and 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 C61 and C66 off College Road.

### **FACULTY AND STAFF ('E') PARKING LOTS**

Parking lots with a designation of 'E Permit' are reserved for vehicles registered to faculty and staff members.

### **VISITOR ('V') PARKING LOTS AND SPACES**

Visitors are required to register their vehicles with Parking Services and properly display a visitor pass from their vehicle's rearview 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 (C66) across from the Robins Center** is available to all registered vehicles Sunday through Thursday. **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 C61** 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. Monday through Friday
- **Sorority Cottage Parking** in W84 is marked on the asphalt as “Cottage Court Visitor”. Sorority members are allowed to park in these spaces while they are in the cottages. Overnight parking is not allowed.
- **30-minute spaces** are available to any vehicle for 30 minutes between the hours of 7:30 a.m. and 5 p.m. Monday through Friday. 30-minute spaces can be found in parking lots R47 and W96
- **15-minute spaces** are available to any vehicle between the hours of 7:30 a.m. and 5 p.m. Monday through Friday. 15-minute spaces can be found in parking lots R43 and R55.
- **Parking lots C73 and C75** 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 C70 and the G/P sections of U6** 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 (‘E’) 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 (‘E’) parking areas on Westhampton Way and Keller Road** are available for student parking after 9 p.m. and before 7 a.m. daily.
- **Electric Charging Stations** – EV Charging Stations are available for use by any electric vehicle with a current University of Richmond parking permit. Spaces located in E-permitted lots are reserved for vehicles displaying an E permit Monday-Friday from 7:30 a.m. to 5 p.m.

### **PLACES YOU CANNOT PARK**

- **Special Event Parking (W85) across from the Jepson Alumni Center** 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 (C61-C75) and Richmond Way Parking Lots (R42-R49)** may be closed to all vehicles during major events held in the Robins Center or Robins Stadium.
- **Special Programs Parking Lot (W96)** spaces are reserved 24 hours a day, seven days a week for Police and Public Safety vehicles and staff.
- **Resident Student Parking Lots** are reserved 24 hours a day, 7 days a week for those vehicles assigned; all other vehicles will be cited.
- **Modlin Center for the Arts Parking Lot (W87)** is off-limits to resident student vehicles.
- **Richmond Way Lakeside spaces (R55)** are reserved for GRTC buses, UR shuttles, and Zipcar parking only.

- **Parking Lot W76** is a “No Parking Area” for student vehicles Monday through Friday 7:30 a.m. to 5 p.m.
- **Parking Lot U21** is reserved parking for faculty/staff vehicles and event parking between 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.
- A vehicle that has been deemed abandoned will be removed from the University property at the expense of the owner.

### **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. 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 <http://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 and makes decisions on 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 twenty days or less can be requested from the Parking and Transportation Services. Long term parking accommodations must be requested from the office of Disability Services.

### **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. Students must have a valid driver’s license.

### **SUMMER AND SCHOOL BREAKS PARKING REGULATIONS**

Summer regulations begin the Monday after graduation and end the Saturday before the first day of fall classes. During the summer and school breaks, student vehicles may be parked in resident or commuter parking lots. All vehicles must be registered and display a current parking permit or pass.



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