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:

- Continuously 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.
- All fees must be paid to the Bursar’s Office in Sarah Brunet Hall in person, by mail, or online.

**PARKING FACTS EVERYONE SHOULD KNOW**

- All cars, motorcycles, golf carts, and mopeds parked on the University of Richmond campus must be registered with Parking and Transportation and will be assigned a parking lot.
- If you fail to register your vehicle, it may receive parking citations and/or may be towed from campus.
- All vehicles on campus must be properly licensed, inspected, and insured.
- 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.

**VEHICLE REGISTRATION**

- All vehicles should be registered yearly, beginning in August of each academic year, and properly display a current parking permit by the first day of the fall semester. Any vehicle brought to campus must be registered within 24 hours after arriving on campus.
- You may register your vehicle in person or online
- Vehicles are not considered registered until the pass or permit is correctly displayed on the vehicle.
- Permits must be permanently 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.
- The registration fee will be charged to the student’s tuition account.
- 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, stolen, or damaged permits will be replaced without charge.
- Temporary parking passes are displayed by hanging the pass from the vehicle’s rear-view mirror.
- If you drive a motorcycle, affix the permit where it can be easily seen.
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.

**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:
  - **Vehicles displaying an ‘A’ permit** are assigned to parking lots with the designation of A. Lot W39 off of Crenshaw Way and the resident row of lot W41 off of UR Drive may be used as overflow parking.
  - **Vehicles displaying a ‘D’ permit** are assigned to the overflow parking lot located behind the Student Activities Center off of Westhampton Way.
  - **Vehicles displaying a ‘FX’ permit** are assigned to lot B6.
  - **Vehicles displaying a ‘K’ permit** are assigned to lot R16.
  - **Vehicles displaying an ‘N’ permit** are assigned to the resident student section of lot W37.
  - **Vehicles displaying an ‘R’ permit** are assigned to lots W39 and W40.
  - **Vehicles displaying a ‘W’ permit** are assigned to the resident student section of lot W35.
  - **Vehicles displaying an ‘X’ permit** are assigned to lot 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.

**COMMUTING STUDENT LOTS**

- Commuting student lots are reserved for students living off campus and are assigned a ‘C’ or ‘G’ permit.
  - **Vehicles displaying a ‘C’ permit** are allowed to park in lot B6 off of Boatwright Drive and W38 off of Crenshaw Way.
  - **Vehicles displaying a ‘G’ permit** are allowed to park in lot B6 off of Boatwright Drive, the commuter sections of R8 and R10 off of Gateway Road and W38 off of Crenshaw Way.

- School of Continuing Studies and MBA students are issued a ‘U’ permit and are allowed to park in lot B6 off of Boatwright Drive, the commuter sections of lots R8 and R10 off of Gateway Road and W38 off of Crenshaw Way.

- Law school students are issued a ‘J’ or ‘L’ permit.
  - **Vehicles displaying a ‘J’ permit** may park in lots B3 and B6.
  - **Vehicles displaying an ‘L’ permit** may park in lots B1, B2, B3 and B6.

- **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**

- Student 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 of 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 lot B6 off of Boatwright Drive and may park in the Special Event parking lot (B5) across the street from the Robins Center.

**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 general parking at other times 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 may be advertised via SpiderBytes or by email.
- Weinstein Center for Recreation and Wellness parking – parking lot B6 is open parking to all registered vehicles. This lot is closed to all vehicles during major events held in the Robins Center or Robins Stadium. NOTE: Special event dates may be advertised via SpiderBytes or by email.
- Post Office parking spaces are open to students for postal business only and are restricted to 10 minutes 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.
- 30-minute spaces located in lot R19 are available to faculty, staff, student, and visitor vehicles 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 the Special Programs parking lot are available to faculty, staff, and student vehicles between the hours of 7:30 a.m. and 5 p.m. Open parking is allowed between the hours of 5 p.m. and 7:30 a.m. Monday through Friday and all day on weekends.
- Timed 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. After 9 p.m., parking is unrestricted until 7:30 a.m. the following morning.
- Faculty/staff parking areas on Keller Road are available for student parking after 9pm and before 7:30am daily.
- 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 R8 and 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.

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, seven days a week for vehicles assigned to those spaces. 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 will be a no parking area due to the construction activity on the Westhampton campus.
- 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.
- Transportation Vehicles’ Reserved Spaces (W39) are reserved 24 hours a day for transportation vehicles.
- Richmond Way Lakeside spaces are reserved for GRTC buses, UR shuttles, and Zipcar parking only.
- 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.
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. Appeals are heard by a student appeal board.

TOWING
Vehicles may be towed for parking in or obstructing: a handicapped space; fire lane; no-parking area; in a way that creates a traffic hazard; reserved space; faculty/staff spaces before 5 p.m.; the 24-hour spaces reserved for police vehicles located beside the Special Programs Building; within 15 feet of a fire hydrant; parking on the grass or other areas not designated for vehicular parking; obstructing dumpsters; or if they are not moved by the indicated time for a special event. Vehicles may be towed for parking in a lot or spaces reserved with cones, barricades and/or signage or areas designated as a construction site. 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.

PRIOR ARRANGEMENT
Parking and Transportation will grant permission to students to park in other student lots up to four times 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.

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. Identification and doctor’s note is required. Additional information and restrictions are available from Parking and Transportation.

SUMMER SCHOOL PARKING
Parking permits are required. The current year parking permit is in effect throughout the summer. Students are permitted to park in student lots only. Students may not park in faculty/staff or visitor lots or spaces.

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.