

Adams State College Police Department Parking Management Policy

**FEE SCHEDULE:**

ASC Students .....Free (limit one decal per student)  
Employee Annual Parking Permit.....\$65  
Additional/2<sup>nd</sup> vehicle decal for employee...\$15  
Individual Reserved Space Permit.....\$125  
(upon approval of President)  
Day Pass.....\$1  
Hang tag for display.....\$5  
Proration for permits purchased late (rates available only to those who were not in violation of the permit requirement at the time of purchase)  
After October 1 - \$60; beginning Spring semester - \$50; after March 1 - \$45.00;  
Summer only - \$25.00. No refunds on permits already purchased.

**FINES:**

Improper display of permit:	\$10
No Permit:	\$25
Unauthorized parking in visitor space:	\$25
Parked with improper registration:	\$25
No Parking Zone:	\$25
Parked against flow of traffic:	\$25
Parked out of boundary markings:	\$25
Parked blocking drive or walkway:	\$25
Parked over time limit:	\$25
Parked in reserve space:	\$25
Blocking fire hydrant:	\$50
Abandoned vehicle:	\$25
Parked in handicapped only space:	\$50
Moving Violations on parking lots:	\$50
Parking when privilege revoked:	\$25
Boot removal:	\$25

Repeated violations are subject to impoundment and a \$25 administrative surcharge in addition to other fines/fees. Fines and fees unpaid after 10 days will incur a \$10 late fee, with an additional fee of \$25 after 30 days. Unpaid fines will be referred to State Collections and parking privileges on ASC property will be denied with the vehicle subject to impoundment. Student records may be frozen until parking fines are paid in full.

**I. Registration**

A. All vehicles that are parked on the property of Adams State College must be registered with the Adams State College Police Department.

1. Drivers who alternate vehicles may register (1) additional vehicle for an additional \$15.00 fee in the same manner as their primary vehicle.
  2. Alternate vehicle permits are not in lieu of registering multiple cars used within the same household . The primary vehicle and the alternate vehicle should not be parked on campus at the same time.
  3. Hanging permits may be used if a hang tag is purchased from ASCPD for an additional \$5 fee. Permits on hang tags must be registered to the vehicle on which they are displayed. Hang tag option is available to ASC employees to switch between 2 registered vehicles only. *Hang tags may create a vision obstruction and should be removed when the vehicle is in motion.*
- B. Visitors must register by means of purchasing a day pass unless parked in time-limited designated areas. Persons lawfully parking with handicapped plates or placard are exempt from the day pass requirement.
- C. Registrants must provide vehicle registration to apply for and obtain a parking permit. Students must present college id in order to receive their decal.
- D. All parking permits shall be properly displayed on any vehicle parked on Adams State College property
1. Parking permits are one of five types:
    - a) day passes
      - i) day passes may be purchased from a designated office or from the Easy Pay locations
      - ii) invited guests for meetings sponsored by college organizations may be issued a day pass via email or by the sponsoring campus organization
    - b) Employee permits
    - c) Commuter and Resident Student permits
    - d) Foundation or Lifetime permits
    - e) Chief's permits – issued by the Chief of ASC Police for circumstances not covered in the usual parking policy
- E. Registration fees are dedicated for use in maintenance and enforcement at the direction of the Adams State College Board of Trustees

## **II. Reserved Parking:**

### **\*SUBJECT TO NEW GUIDELINES – MUST GET APPROVAL FROM ASC PRESIDENT FOR A RESERVED SPACE\***

- A. Staff members may purchase permits if approved by ASC President, for reserved parking at a cost of \$125 annually for each individually reserved space.
- B. Reserved spaces are reserved and enforceable 24 hours per day.
- C. Specially marked spaces for parking for persons with disabilities who have an authorized handicapped parking license plate or placard are reserved at all times for persons authorized to park for the benefit of such plate or placard holder. Regardless of the fact that the disabled parking space is on college property, Colorado law gives state and municipal enforcement authority for violations. Therefore violators may be cited into municipal or county court rather than face college sanctions only.

### **III. Reservation of Lots by Event Sponsors**

A. There are no automatic exemptions to the requirement that every vehicle parked on Adams State College property must have a parking permit. Persons inviting visitors to campus should communicate the parking requirements to invited guests to avoid confusion. Those inviting guests may purchase day passes for their guests at their department's expense, or they may direct guests to purchase day passes upon their arrival on campus.

B. No person other than the Chief of the ASC Campus Police or the President of the college may waive parking requirements. Persons inviting guests to campus must not promise or expect free parking or ticket waivers.

C. Event sponsors may, in lieu of purchasing day passes for guests, reserve parking lots at a cost of \$100 for each lot per day. ASCPD will not enforce parking permit requirements on lots rented by event sponsors, but will continue to patrol and enforce other regulations, including non-permit related parking violations and all other college regulations or violations of state law.

### **IV. Enforcement**

A. Colorado statute CRS 23-5-107 provides the authority for establishment and enforcement of parking regulations on the property of state colleges including Adams State College

B. Enforcement of parking regulations shall be during the hours of 7am-5pm on weekdays, but shall be at all times for vehicles that are abandoned, disabled, blocking access to services, or parked in reserved spaces including handicapped spaces.

C. The Chief of the ASC Campus Police is primary person responsible for enforcement of parking regulations and assigns ASCPD personnel to engage in enforcement activities to insure compliance for safe and equitable access to parking.

D. A Parking Appeals Committee will be designated by the Assistant Vice President for Student Affairs and include at least: one Faculty member, one student (AS&F Chief Justice or a Justice), and one other Faculty or Employee.

E. Violators are subject to fines, revocation of parking privileges, and vehicle impoundment

F. Fines are determined by the Office of Student Affairs with consent of the President of the college.

G. Fines will be assessed to the accounts of those with ASC accounts. Fines for non-ASC citizens may be turned over to State Collections. Vehicles found on ASC parking areas which have unpaid fines may be immobilized and impounded.

H. Permits must be on vehicles to which they are accurately registered, on vehicles that are lawfully registered with current license plates

I. Permits must be current and properly displayed in order for the vehicle to have ASC parking privileges.

### **IV. Vehicle immobilization, tow, impoundment, and seizure**

A. ASC property is under the control and regulation of Colorado law, the Adams State College Board of Trustees, and the college President. Persons and vehicles are lawfully present only for lawful purposes and as invitees subject to college regulations.

B. Vehicles parking on ASC property which are not in conformance with college policy regarding parking and traffic regulation may be immobilized, towed, or impounded.

C. Costs of immobilization, towing, and impoundment will be the responsibility of the registered owner of the vehicle immobilized, towed, or impounded.

a) vehicles may be immobilized for the following reasons

- i) repeated parking violations
- ii) non-payment of outstanding assessments or fines
- iii) when ownership or control of the vehicle is unknown
- iv) upon order of the Chief of ASC Police for cause

b) vehicles may be towed for the following reasons

- i) any reason justifying immobilization
- ii) abandonment
- iii) the vehicle is in inoperable
- iv) the vehicle is evidence of a crime
- v) the vehicle is subject to court order for seizure
- vi) the vehicle is a safety hazard
- vii) the vehicle is improperly parked
- viii) upon order of the Chief of ASC Police for cause

c) vehicles towed may be impounded and stored at the expense of the registered owner

D. All vehicles towed or impounded shall be inventoried by ASCPD personnel for the purpose of protecting the property interests of the registered owner and to protect the college from claims of damage or theft. The inventory shall occur as soon as practicable and may be conducted at the time of the tow or impoundment, or at the place of storage, or at both the place from which the vehicle is towed and the place at which the vehicle is stored for impoundment. The inventory shall include visual and manual inspection of the interior of the vehicle including the glove box, console area, seats, and any apparent storage areas; the exterior condition including all body surface and wheel covers, undercarriage where practicable, wheel wells, bumpers, and light fixtures; and the engine compartment and trunk areas including any storage areas within the engine compartment and trunk.

## V. **Vehicle Limitations**

Vehicles that are not allowed on ASC parking lots include:

- A. Vehicles which exceed weight capacity limits of the lot (including busses)
- B. Vehicles containing hazardous materials
- C. Vehicles that are not properly licensed and insured
- D. Vehicles that are abandoned or not road-worthy.