



Denver Seminary Policy Manual

POLICY NAME: Campus Parking Policy

Purpose:

This policy establishes the guidelines for all on-campus parking, violations, and ticketing.

Scope:

This policy applies to all Denver Seminary employees, campus residents, and students.

General Policy:

This policy is designed to outline all vehicle stipulations for employees, students, residents, vendors, and guests of Denver Seminary. The criteria for the allocation of parking spaces and the rules governing the use of such parking spaces is also submitted in the procedures below. Denver Seminary is not and shall not be liable under any circumstances for the loss of or damage to vehicle or contents thereof parked on the Denver Seminary campus. The Seminary reserves the right to restrict the use of any parking space, area, or surface lot at any time and to temporarily or permanently relocate permit holders as necessary. Vehicles may be subject to tow at the sole discretion of the seminary if parked illegally, in violation of policy, or in a dangerous manner.

General Procedures:

On Campus Vehicle Guidelines

- The speed limit in all parking lots is 10mph.
- Vehicles in all lots are restricted to marked, painted parking spaces only. Parking outside of designated parking spaces, along the curbs of landscaped islands, or other curbed areas in the parking lots, is prohibited.
- Vehicles must be parked one per parking space. Vehicles taking up more than one space are subject to the issuing of a ticket. (Large vehicles, such as moving trucks or vehicles with trailers used for moving have short-term permission to occupy more than one parking space in the northeast area of Lot B.)
- Motorcycles must be parked in parking lots in marked, painted parking spaces. Motor scooters can be parked in parking lots in marked, painted parking spaces, or in the Lot D area designated for scooters to the west of the Graber building (reference the campus parking map). Parking any motorized vehicle on walkways or other unauthorized areas is prohibited, and will be subject to the issuing of a ticket. Riding any motorized vehicle on walkways is prohibited, and will be subject to the issuing of a moving violation ticket.
- All vehicles parked in Seminary lots must be in running condition, and must display current license plates.
- Trailers, campers, etc. are prohibited in Seminary lots, other than for short-term purposes as noted above.
- Living or sleeping overnight in any vehicle in any Seminary parking lot is prohibited.



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Parking Permits:

- Once hired or admitted as a student, individuals must complete a parking permit form to request a parking permit for each vehicle they may drive and park on Seminary property.
- Denver Seminary parking permits are issued so our Security Team can contact the vehicle's owner in the event a vehicle must be moved, is involved in an accident, etc. Permits identify vehicles that have permission to park in designated areas of the Seminary's parking lots.
- Parking permit applications are available during normal business hours at the Information Desk in the Administration Building.
- The application must be completed in full per the application's instructions.
- When received, the parking permit must be displayed in the designated area of the vehicle(s) so that it may be easily seen by our Security Team.
- Parking is only allowed in appropriate parking lots as per the assigned decal.

Moving Violations

- Drivers in parking lots caught speeding, failing to stop for a stop sign, or failing to yield to a pedestrian in a cross walk will be issued a moving violation ticket with a fine of \$50. Additionally, riding any motorized vehicle on walkways is prohibited, and will be subject to the issuing of a moving violation ticket.
- Seminary security staff and/or other professionals who may be contracted by the Seminary have authorization to issue these tickets. In addition, a member of the Seminary community can witness a driver in violation of a regulation, call security, and testify against the driver and have a moving violation ticket issued.

Guest Parking:

- Designated parking for guests is located along the north side of Lot A. Lots B, C, D, and the non-designated guest spaces in Lot A are designated for Seminary students and employees only, who display the proper parking permit.
- Additional parking, with no permit necessary, is available in the Hudson Gardens gravel lot to the north of the Seminary campus.

Students:

- Parking in Lots A, B and D is open to all students, faculty and staff displaying the proper permit, except spaces designated for handicap parking, Shepherd's Gate clinic parking in Lot D, and the spaces for guests along the north side of lot A.
- Open parking is allowed in Lot C overnight from 5:00pm-7:30am Monday-Friday, and during weekends.
- Parking in Lot D to the south and southwest of the Graber building, is limited to 24 hours in order to make more spaces available for increased turnover for campus residents, other students, faculty and staff throughout the day and night.



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- Parking in the west section of Lot D in the numbered spaces in and around the campus apartments are reserved for campus residents only.
- Additional parking, with no permit necessary, is available in the Hudson Gardens gravel lot to the north of the Seminary campus.

Campus Residents:

- Parking in the west section of Lot D in the numbered spaces (assigned to each apartment) in and around the campus apartments are reserved for campus residents only.
- Open parking is allowed in Lot C overnight from 5:00pm-7:30am Monday-Friday, and during weekends.
- Parking in Lot D to the south and southwest of the Graber Administration building, is limited to 24 hours in order to make more spaces available for increased turnover for campus residents, other students, faculty and staff throughout the day and night.
- Parking in Lots A, B and D is open to all students, faculty and staff displaying the proper permit, except spaces designated for handicap parking; Shepherd's Gate clinic in Lot D, and the spaces for guests along the north side of Lot A.
- Additional parking, with no permit necessary, is available in the Hudson Gardens gravel lot to the north of the Seminary campus.

Faculty and Staff:

- Lot C is reserved for faculty and staff only (displaying the proper permit) Monday–Friday, between the hours of 7:30am and 5:00pm.
- Parking is also available in Lots A, B and D, which is open to all students, faculty and staff displaying the proper permit, except spaces designated for handicap parking, Shepherd's Gate clinic in Lot D, and the spaces for guests along the north side of Lot A.
- Parking in Lot D to the south and southwest of the Graber Administration building, is limited to 24 hours in order to make more spaces available for increased turnover for campus residents, other students, faculty and staff throughout the day and night.
- Parking in the west section of Lot D in the numbered spaces in and around the campus apartments is reserved for campus residents only.
- Additional parking, with no permit necessary, is available in the Hudson Gardens gravel lot to the north of the Seminary campus.

Enforcement of Procedures

These procedures are enforced by issuing parking tickets or moving violation tickets by authorized Seminary personnel and/or other professionals who may be contracted by the Seminary. Tickets are due and payable at the Campus Operations Group (COG) front desk. Unpaid tickets are billed to the violator's student account. Students, residents, faculty and staff are expected to model integrity in following the Seminary Parking Policies so that our witness is not tarnished to guests and friends of the seminary who visit our campus.



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