UNIVERSITY OF COLORADO Anschutz Medical Campus Faculty & Staff Parking

Our goal is to provide high quality, customer-oriented parking and transportation services by ensuring a safe and user friendly system that operates at optimal efficiency.

We would like to provide you with some valuable details in regard to parking while on campus. We also encourage you to visit our office or website listed below.



Parking and Transportation Services Office

Anschutz Medical Center – 1st Floor of Building 500, West side of Food Court Seating area Hours: Monday - Friday 7:30 a.m. – 4:30 p.m. (Offices are closed on weekends and Holidays) Phone number: (303)724-2555 Service Phone number: (720)255-4371

Website: Please sign up online at: www.ucdenver.edu/parking

Helpful Parking Hints and Information:

- 1. There is current availability for permit parking at the Anschutz Medical Campus. We strongly recommend signing up for parking prior to your actual need to park as visitor parking tends to fill very fast.
- 2. Visitor parking rates are \$1/hour up to \$8 for all day parking. Please see map for locations the following lots are available for Visitor Parking:
 - Julesburg (Contractors lot)
 - East Overflow (Contractors lot)
 - Georgetown (Contractors lot)
 - Ignacio
 - Henderson Garage
 - Monte Vista
 - Cheyenne Wells (4 hour lot) NO employees
 - Snowmass
 - Vail (4 hour lot) NO employees
 - Kiowa (4 hour lot)

- 3. There is after hours/weekend parking available. Once signed up for this type of account, parking is available in the gated permit parking lots from 6:00pm to 6:00am, Monday through Friday (your AMC Employee ID will be 'loaded' to allow you to park after hours in these lots when you sign up if requested.) Parking in permit lots is also available all-day on Saturday and Sunday. There is no monthly charge for an after hours/weekend parking account.
- 4. Full time permit parking is currently \$73 per month for parking 13 days or more per month and there is Full time Part time Parking (FT PTP) available for \$44 per month for parking 12 days or less per month. It is your responsibility to track the number of times and if you go over 12 times then you are expected to park in visitor parking and pay the hour/y/daily rate each time you park above 12 days until it rolls to the next month.

Monthly parking includes 24/7 access to all gated permit lots, including the Henderson structure. You do not need to add after-hours access if you are paying the monthly parking fee.

Short term permits are also offered to employees at a weekly rate of \$22.00. The short term week cannot be conjoined with a half or full month permit. Please note this on your application.

Discounted permit parking for Staff/Faculty is offered in the Rock Lots, either East **or** West, for \$37 per month. The Rock Lots are a low-cost parking option that is in close proximity to the campus. The East Lot is located on the west side of Victor street north of the CU Medicine garage, while the West Lot is just north of Montview west of the Bioscience buildings. Parking in a Rock Lot does not give you access to any of the gated permit lots on campus. If you have a rock lot permit but opt to park in a visitor lot for the day you will need to pay the visitor parking rate (non-refundable). All additional benefits or perks offered for parking are NOT available for Rock Lot permits with the exception of getting an Eco Pass with your permit or at add the free Nights & Weekends permit.

- 5. Employees who purchase a permit have access to all permit parking lots which includes the surface lots and the Henderson Parking Structure. Please see map for locations.
 - Aspen
 - Breckenridge
 - Durango
 - Evergreen
 - Frisco
 - Henderson
 - Leadville
 - Purgatory







Q: How much do I pay for parking?

A: Employee gated parking is \$73/ month for full time employees who park more than 12 days a month or \$44 for full time employees who park 12 days or less per month and \$44/month for part time employees (19 hours or less per week). Short term weekly parking is \$22/week. We can prorate the \$73 gated permit to start the 2nd half of a month (start the 15th only) and only charge \$36.50 for the ½ month. We do not prorate the \$37 Rock lot permit as you will pay \$37 to park in a calendar month regardless of the start date in the month.

Q: How do I pay each month?

A: When you sign up for parking you will complete a payroll deduction form with your online application to authorize parking to be deducted monthly from your pay.

Q: Can I pay for more than one month at a time?

A: Parking is payroll deduction and will be deducted monthly. However, *if you do not qualify for* <u>a payroll deduction</u> you will need to pay by credit card, check or cash online with credit card or in the parking office each month or set up your parking account to auto pay each month by adding your credit card to your account AND to your permit. You will be allowed to pay for multiple months at once if you prefer.

Q: What if I don't want to sign up now but decide I want to a later date?

A: Parking can be arranged at any time.

Q: How do I cancel my parking?

A: You <u>must</u> submit your request using the online form at ucdenver.edu/parking > choose permit parking > fill out appropriate form. If you do not notify the Parking Office you will continue to be billed. Refunds for parking not cancelled can only be for the current month and the one month prior. It is the parkers responsibility to cancel your parking.

Q: I need to sign up for parking but I cannot get there my first day on campus. What should I do?

A: You can pay daily and park in a visitor parking lot. We can refund you for the prior 2 days from your sign-up date of parking payments made in CU Anschutz visitor's lots (exception is No refunds for people signing up for permits other than the full time \$73, Reserved \$99 or Part time employees \$44 permit). You must provide the parking receipts as proof of payment and they must be dated within the time you are purchasing parking. The license plate on these receipts must match the vehicle on your parking application. THIS IS OFFERED TO FIRST TIME NEW ACCOUNTS ONLY. PREVIOUS PARKERS DO NOT QUALIFY.

You will need to email copies of your receipts to the parking office <u>cuparking@cuanschutz.edu</u> and we will discount your parking permit the amount you paid for up to 2 days as long the dates are included in the permit time period you sign up for.

Q: Do I get a parking access card for my car?

A: Parking access is added to your University ID. Upon entering the gate to the parking lot simply present your ID to the reader. The gate will open. If you have active parking and the gate does not open, park in a visitor surface lot and Do NOT PAY. You must call the parking office with your name, plate information so we can place a Do Not Ticket on your vehicle. Failure to call and provide this information can lead to a citation that you will need to pay. You will have to pay for visitor parking if you choose to park in the Henderson Garage instead of a surface visitor lot.

Q: What if I have more than one vehicle that I will drive?

A: Notify the Parking Office of any additional vehicles by email <u>CUPARKING@CUANSCHUTZ.EDU</u> or call. They will be added to your account. However only one vehicle may be present in the permit lots at a time.

Q: What if my friend and I want to share parking?

A: Carpool parking is available. All carpool participants must be registered in the carpool and each participant is responsible for a partial payment of the carpool. You will receive a carpool parking card. The parking access will not be on your ID Badge. The carpool 'card' will allow for 24/7 access to all permit lots. Carpool participants' individual IDs can be activated to allow the **afterhours parking** (Nights and Weekends) at no additional charge.

Q: What do I do about parking if I forgot my ID Badge?

A: You should park in a visitor parking surface lot and notify the Parking Office immediately. Please DO NOT PAY for parking as we will issue you a Do Not Ticket for the day. They will verify your account and you will not be issued a citation that day. Failure to call and provide this information can lead to a citation that you will need to pay.

Q: I arrive later in the morning to campus - what if I cannot find a space?

A: There is more than adequate parking available on campus for the permit holders. However, sometimes the most desirable parking space may not be close your destination so you will need to park in a different gated lot.

Q: Are there any general guidelines to having permit parking?

A: Following a few of these simple parking rules and regulations will help to ensure you do not experience difficulties when entering or exiting the parking lots.

- 1. Allow only one vehicle per card access into the parking lot. Following too close or "tailgating" into a parking lot behind another vehicle will cause in difficulties or delays upon trying to exit.
- 2. If the gate will not open when you present your ID badge please do not try to push the gate open manually but rather park in a visitor lot and immediately notify the Parking Office of your dilemma. If you are already in the parking lot and trying to exit please call the Parking number posted at every exit.

- 3. Use only the designated drive paths in and out of parking lots. Other methods could potentially damage landscape areas, curbs and/or sidewalks.
- 4. Park within the designated lines of the parking lot to help maximize the use of the parking spaces for everyone on campus.
- 5. Aisle ways and rows are designed to allow a safe flow of traffic in and out of the parking lot. The widths also allow emergency vehicles when necessary. For these reasons, please do not park at the ends of rows or aisle ways.
- 6. Your parking access is assigned to your ID badge only and is intended for your use exclusively.
- 7. If you are ever unsure about a parking issue contact the Parking Office right away.

For additional information please see the Parking and Transportation website, email the Parking Office CUPARKING@CUANSCHUTZ.EDU or give us a call. Please leave a voicemail if we do not answer or you are calling after hours.

AMC PARKING GUIDELINES

- All lots in BLUE are PERMIT lots which you will now have access to
- Your badge has radio frequency on it which allows you to swipe into the permit lots.
- Your badge is technically your parking permit
- When you pull up to the gate of any permit lot you will see a gray square "reader" to your left.
- Present your badge close to the reader and you will hear a beep and see the gate open
- Your vehicle must be at the gate for your badge to register and open the gate
 - o Do not follow people in or out of the lots
 - o Do not swipe other people in or out of the lots
 - o If you have multiple badges, separate them so only your University ID is present in front of the reader. All other badges should remain in the vehicle
- The badges and gates are on a looping system. This means that the reader knows when you are in the lots and when you are out of the lots, but you must stay on a constant loop of "in-out-in-out" for your badge to consistently work for you

- All of the permit lots are outdoors except for the Henderson Garage
- If you choose to park in the visitor lots because you cannot find parking where you want, this is fine, but you will have to pay and we will NOT reimburse you.
- There are 6 levels of parking in Henderson, it rarely fills up. If it does fill up there will be a parking attendant or signage at the gates giving directions where overflow parking is available.
- You may park in Henderson at any time if you prefer to park in a covered area

A few things to know about parking on this campus:

- 1. There is NO FREE PARKING on campus at any time.
- 2. The enforcement officers will ticket you if you violate any parking restrictions:
 - $\circ~$ Do not park on or over the lines. This includes the front of your vehicle also
 - Don't Pay for parking if you're in a visitor lot
 - Don't park in Reserved or Special Reserved stalls without a proper permit

 Don't park in handicapped stalls without a handicap placard and you must also be a paying gated permit lots parker to park in handicap spaces. Rock lot permits do not qualify you for handicap parking.

If you forget your badge:

(There are two options for when you forget your badge)

- 1. Park in any of the outdoor visitor lots (2x limit per 12 months)
 - Call us IMMEDIATELY when you park there and we will put you on a "do not ticket" list
 - \circ If we are not open yet, you must leave a CLEAR message with:
 - A. Name and ID number

- B. Vehicle information
- C. License Plate Number
- If you do not call right away and get a ticket before you call us, you will be required to pay or appeal the ticket (example: you park at 8am, get a ticket at 8:30am, but go to work and do not call us until 9am)

*Citations must be paid or appealed within 14 calendar days of receiving the issued citation. The Parking Office cannot waive or reduce any citations; citation must be appealed if you believe it was issued in error.

- 2. Park in the Henderson Garage.
 - Pull a ticket to get into the garage
 - Upon exit, call the enforcement phone number 720-255-4371. They will meet you at the exit to retrieve your ticket and release you from the garage.
- ** Do not abuse this program. We limit the number of times we can issue a "do not ticket" within a 12 month period.

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