

## **VIP PARKING PERMITS RULES AND REGULATIONS**

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### **DEFINITION**

VIP Parking Permits are issued to retirees, with a minimum of 15 years' service to the University of Colorado Colorado Springs (UCCS) and those individuals performing a voluntary service to the University. An example of such a voluntary service would be a resident of the Colorado Springs community serving on an advisory board for a College or Department. However, such an individual must be free of the following restrictions prior to being issued a VIP permit.

**RESTRICTIONS:** Individuals who may NEVER be issued a VIP permit includes, but are not limited to:

1. Individuals enrolled as a student at UCCS, regardless of credit hour load.
2. Individual faculty members at UCCS, including those faculty members on sabbatical.
3. Individuals who are honoraria faculty and/or part-time instructors at UCCS.
4. Individuals who are contract employees, exempt staff or classified staff at UCCS. Any individual who is receiving payment, regardless of amount, for performing a service at UCCS.
5. Individuals who are administrators at UCCS.
6. Individuals who are vendors doing business at UCCS.
7. Individuals whose presence at UCCS is personally beneficial in terms of fiduciary, intellectual, or other personal gain.

### **CHARGES**

1. 5 (five) VIP permits will be provided by Parking Services, to each department free of charge per fiscal year.
2. Additional VIP Permits will be charged back to departments at a rate of \$50.00 per permit.

### **PENALTIES**

1. Individuals found to be in violation of the above rules and regulations are subject to a loss of parking privileges at UCCS. If fraud or forgery is involved, the individual is subject to criminal charges as defined in the Colorado Revised Statutes.
2. Departments found to be in violation of the above rules and regulations are subject to a loss of all VIP parking permits until a time determined by the Manager, Parking Services and the Executive Director, Parking and Transportation Services

**PARKING SERVICES DIVISION  
PARKING GARAGE, ROOM 104  
(719) 255-3144**

**VIP Parking Permit Application**

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Please see provisions for use of VIP parking permits on the Rules and Regulations page included with this form. Your signature on this form indicates your understanding and agreement with the provisions regarding use of VIP parking permits.

Date Submitted: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Campus Box: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide a brief explanation as to why these VIP permits are being requested:

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Total number of permits requested: \_\_\_\_\_ (five per year are provided free of charge, all additional are charged to departments at a rate of \$50.00 per permit).

Please provide the names and business of EACH individual for whom you are requesting a VIP permit. You may attach a separate sheet if necessary. Please note that VIP permits are provided to individuals only. Parking Services MUST have the name of each individual in order for your permit request to be approved. VIP permits are not transferrable once they have been assigned to an individual.

**Name:**

**Business/Company Affiliation:**

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Your signature below indicates you have read, understand and agree to abide by the rules and regulations of Parking Services regarding distribution of VIP Parking permits.

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Executive Director Parking and Transportation Services/Manager, Parking Services

Your request must be reviewed by either party above prior to the distribution of the permit(s). Incomplete applications will not be reviewed or processed. VIP permits are valid for one year beginning August 31 and ending August 31. It is the requesting department's responsibility to inform VIP permit users of the University's parking rules and regulations. VIP permits are not valid in loading zones, fire lanes, at meters, along roadways, visitor parking, or in handicapped areas, unless accompanied by a valid handicapped placard or plate.