**2017 VIP PARKING PERMIT**

**RULES AND REGULATIONS**

**\*\*\*IMPORTANT\*\*\* New process beginning Fall 2017**

Parking Services will begin using a new technology this Fall 2017, called License Plate Reader (LPR). This technology will scan license plates and associate those plates with permitted vehicles. Physical permits will still be issued during this next year as a redundant system while we begin testing and using the new LPR system. Our goal, however, is to eliminate physical permits altogether by Fall 2018 and rely solely on the new LPR system. As the first step of implementation, please start asking your VIP’s to provide license plates to any vehicles they may drive to UCCS during this year. VIP’s may list up to four vehicles they may bring to campus, but please inform them only one of these vehicles may be on campus at a time. We only need the plate number itself. There is no need to write down the state.

**DEFINITION**

VIP Parking Permits are issued to retirees, with a minimum of 15 years’ service to UCCS as well as to individuals performing a voluntary service to the University. An example of such 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 VIP permits include, 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, university 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.

1. Additional VIP Permits will be charged back to departments at a rage 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 Executive Director of Parking & Transportation Services.

**UCCS PARKING & TRANPORTATION SERVICES**

**VIP Parking Permit Application**

**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:** Click or tap here to enter text. **Department:** Click or tap here to enter text.

**Contact Name:** Click or tap here to enter text. **Phone #:** Click or tap here to enter text.

**Campus Box:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

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

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 name, business/company affiliation, and vehicle license plate number(s) of EACH individual for whom you are requesting a VIP permit. Please see VIP Permit Rules and Regulations regarding obtaining license plate information from your VIP’s. 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: License Plate(s):**

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

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Signature of Department Head Printed Name of Department Head

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Date

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Executive Director of Parking & Transportation Services

Your request must be reviewed and approved by the Executive Director of Parking & Transportation Services or his/her designee prior to distribution of permit(s). Incomplete applications will not be reviewed or processed. VIP permits are valid for up to one year beginning August 31 and expiring the following August 31. It is the requesting department’s responsibility to inform VIP permit users of the University’s parking rules and regulations, to make certain each VIP qualifies for this VIP program, and to ask for license plate information for each VIP. VIP permits are valid in regular parking only. They are not valid in loading zones, fire lanes, at meters, along roadways, in visitor parking areas, or in handicapped areas unless accompanied by a valid state-issued handicapped plate or placard.