GENERAL INFORMATION
• The University of Richmond accepts no responsibility for a vehicle or its contents which are parked on campus.
• Charges for registration fees and fines are transferred to the Bursar’s Office for payment.
• All fines must be paid to the Bursar’s Office (Richmond Way in Sondor)
PARKING FACTS EVERYONE SHOULD KNOW
• All vehicles, motorcycles, golf carts and moped located on the University of Richmond campus must be registered with Parking Services.
• Faculty/staff members are responsible for the vehicle they drive, whether it is lease or personal.
• Vehicle registration is required of all faculty, staff, students and visitors.
• Vehicles are required to register with Parking Services and display a permit within a vehicle.
• A vehicle must be registered with the police department and display a permit within an hour of arrival on campus.
• Vehicle registration is required of all student vehicles which will be charged to the student’s account.
• Make sure your vehicle is parked in or near designated parking areas.
• For temporary parking, permits are displayed by hanging the pass on the vehicle’s rearview mirror.
• If you fail to register your vehicle, it may receive parking citations and/or be towed.
• The regulations are applicable to all faculty, staff, students and visitors.

VEHICLE REGISTRATION
• All vehicles should be registered yearly and properly display a current permit in a window or on the rearview mirror in a way that will not be obscured.

FACULTY AND STAFF PARKING LOTS
• Timed spaces on Westhampton College.
• Footnote: students living in the Westhampton College dorms are eligible for K-lot parking permits.
• Time limits enforced for student vehicles during major events held in the Robins Center.
• These lots are Millhiser faculty and staff spaces before 5 p.m.; the 24-hour spaces are assigned to law school students and students living in the Westhampton College dorms.
• Parking Services may be required to change parking regulations as necessary throughout the year. Charges will be communicated in Spiderbytes.

FINES, PENALTIES AND FEES
• Pay all fees associated with your vehicle to the Bursar’s Office. All fines are due within 90 days from the date of the citation.
• Additional Penalties are added to the fine when the vehicle has been improperly parked.
• Registration fees are charged to the student’s account and must be paid.

APPEAL PROCESS
Parking citations may be appealed by filing the appeal form on or before the last working day of the month following the citation. Appeals are heard instead by a student appeals board.

TOWING
• Vehicles may be towed on campus as a result of a violation that results in damage or injury.
• The golf cart must be registered with Parking Services.
• Students may use golf carts for the sole use of transportation due to a disability.
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