TCR Student Parking Policy and Procedure

Purpose

To ensure the safe and orderly use of the parking facilities at Technical College of the Rockies (TCR), this policy outlines the procedures for vehicle registration, parking privileges, and enforcement of parking regulations.

1. Parking Registration

All students who wish to park a vehicle on campus must:

- Register their vehicle with the TCR Student Services Office.
- Submit the following information:
    - Full name and student ID
    - Contact phone number and email
    - Vehicle make, model, year, and color
    - Valid license plate number
- Pay a non-refundable $20 registration fee per academic semester, beginning with the Spring semester of 2026.

Upon registration, students will receive a TCR parking window cling. The cling must be affixed to the lower right-hand corner of the vehicle's windshield and remain clearly visible whenever the vehicle is parked on College property.

2. Parking Lot Guidelines

- Speed Limit: The speed limit on all TCR property is 15 MPH.
- Designated Parking: Students are required to park only in designated student parking areas. Faculty, staff, and visitor zones are off-limits.
- Handicapped Spaces: These are reserved for those with a state-issued placard or license plate. Unauthorized use will result in immediate action.
- Motorcycles and Bicycles: Must be parked in designated areas. Bicycles are not permitted inside buildings.

- No Overnight Parking: Vehicles may not remain on campus after 10:00 PM without prior written permission from the administration.

3. Violations and Enforcement

Types of Violations

1. Speeding – Display of acceleration or speeding beyond the 15 mph limit.
2. Inappropriate Parking – Includes parking in:
    - Unauthorized zones
    - Fire lanes
    - Handicapped spaces without a permit
    - Blocking other vehicles or entries
3. Failure to Register a Vehicle
4. Failure to Display Parking Decal
5. Reckless or Unsafe Driving
6. Littering or Loitering in the Parking Area

Violation Reporting & Investigation Process

- Violations will be documented by TCR staff or security personnel.
- Students will receive a written warning or citation via email and/or in person.
- Repeat or severe violations will be escalated to the Assistant Director of Student Services for disciplinary action.

Sanctions for Violations

Offense	Action Taken
1st Offense	$20 Fine
2nd Offense	$40 Fine Temporary Loss of Parking Privileges (5 days)
3rd Offense	Revocation of Parking Privileges for Semester
Severe Offenses (e.g., reckless driving, threats)	Immediate Loss of Privileges & Disciplinary Review

Fines are payable at the Business Office and must be paid within 10 business days to avoid academic holds.

4. Appeals Process

Students have the right to appeal any citation or loss of privileges:

- Submit a written appeal to Student Services within five (5) business days of the citation.
- A response will be issued within ten (10) business days.
- All decisions are final.

5. Additional Notes

- TCR is not responsible for damage, theft, or loss to vehicles or contents parked on campus.
- Students are encouraged to lock their vehicles and report any suspicious activity.
- Parking lots may be closed during special events or for snow removal; advance notice will be posted.
- Accidents between vehicles should be reported to the administration, with a note placed under the victim's windshield wiper with the offender's contact information.

6. Policy Acknowledgment

All students must sign a Parking Policy Acknowledgment Form when registering a vehicle. Failure to comply with this policy may result in disciplinary action as outlined in the TCR General Catalog under Student Conduct.

Reviewed: June 2, 2026 by TCR Administration