

## 80 PARKING

### 80.01 Parking In Designated Areas Only

All places upon the Airport, unless specifically established or designated for vehicular parking, shall be "No Parking"/Tow Away areas, and no person shall stop, stand, or park a vehicle any place upon the Airport other than places specifically established or designated for vehicular parking. However, within the Airport Operations Area, authorized Airport vehicles actually being used in the performance of Airport activities or services and duties to the Airport, may be stopped or parked while in performance of those activities, services or duties, provided that being so stopped or parked present no undue or prolonged obstruction to other vehicular or aircraft traffic.

### 80.02 Parking Only As Indicated

No person shall stop, stand, or park a vehicle upon the Airport where signs are posted giving notice of any parking, stopping, or standing limitations or prohibitions, and no person shall stop or park a vehicle in violation of, or contrary to, the provisions contained in such sign or signs, or as otherwise marked.

### 80.03 No Parking So As To Interfere With Other Traffic

No person shall stop, stand, or park a vehicle on the Airport in such a manner as to interfere with or prevent the free and proper passage of other vehicles or aircraft.

### 80.04 Double Parking

Where there are roadways in place, no person shall double park or stop a vehicle on the roadway side of any other vehicle, except that a vehicle may be stopped at the roadway side of a vehicle while waiting for another vehicle to clear a parking space where such other vehicle is actually doing so.

### 80.05 Abandoned Vehicle

Pursuant to section 5-15 of the Denver Revised Municipal Code, any vehicle left in any Airport parking facility for more than 30 days is considered abandoned and will be impounded. Said vehicle, if not reclaimed by its owner or lienholder upon notification by Airport Parking Administration, will be sold at auction.

### 80.06 Parking By Fire Hydrant

No person shall stop, stand, or park a vehicle within ten feet of any fire hydrant.

#### 80.07 Parking by Permit Only

Vehicles parked in “Parking by Permit Only” facilities, must have a valid permit displayed for the facility in which the vehicle is parked. The permit must be clearly visible in accordance with the policy that governs such parking facility.

#### 80.08 Unauthorized Parking

Every vehicle must have proper authorization to park in an assigned area. Authorization may consist of a permit or the rental of the parking space and subsequent listing of the license plate with the Airport.

#### 80.09 Prohibited Areas

No person shall push, pull, or otherwise park, a vehicle not lawfully under their control into or upon any prohibited area or away from a curb.

#### 80.10 Use of Vehicle on Roadway

No person shall park or operate a vehicle upon any roadway for the principal purpose of:

.10-1 Displaying such vehicle for sale.

.10-2 Greasing, oiling, lubricating, painting, fueling, or repairing such vehicle, except those repairs deemed necessary to remove the vehicle from the roadway and which are required to be made because of an emergency.

.10-3 Display advertising.

#### 80.11 Public Parking Facilities

##### .11-1 Applicability of Rules - Facilities Defined

The following Rules and Regulations shall apply to the parking of private vehicles in the Terminal Parking Facility, Economy Parking, Pikes Peak Shuttle Facility and Mt. Elbert Shuttle Facility:

.11-1(1) The Terminal Parking Facility is a parking garage, which consists of levels 1 through 5. Valet Parking is located within the Terminal Parking Facility on level 4. Over height clearance is 8’0.

.11-1(2) The Economy Parking areas are uncovered parking, adjacent to the Terminal Parking Facility on both the east and west sides.

.11-1(3) The Pikes Peak Shuttle Facility is a surface lot, located at 75<sup>th</sup> and Elkhorn Street.

.11-1(4) Mt. Elbert Shuttle Facility is a surface lot, located at 71<sup>st</sup> and Valleyhead Street.

.11-1(5) The 45 Minute waiting area is a surface lot located at Pena Boulevard and the 75<sup>th</sup> Avenue exit ramp.

.11-1(6) Over height vehicles shall park only in the Economy Parking Facilities, the Pikes Peak Shuttle Facility or the Mt. Elbert Shuttle Facility (when open).

#### .11-2 Parking Fees Charged

A parking fee is charged for the length of stay at the published rate posted at the entry and exit of each parking facility.

#### .11-3 Tickets

All drivers shall enter through an entry lane and remove a timed ticket from a ticket issuance machine. The ticket must be surrendered to a cashier at an exit booth upon leaving the facility.

#### .11-4 Determination and Payment of Parking Charges

No person shall exit without paying the full parking charge as determined by the cashier or supervisor. The cashier will determine the amount due from either the ticket or the Vehicle License Plate Inventory. In the event the ticket is lost and the Vehicle License Plate Inventory does not contain the license plate of the vehicle, a 24-hour parking charge shall be due and payable. When there is a conflict between the ticket and the Vehicle License Plate Inventory, the highest fee shall govern unless otherwise justified.

#### .11-5 Unlawful to Refuse or Fail to Pay Parking Charges

It shall be unlawful for any driver to refuse or fail to pay the full amount of the charges due and payable as determined by the cashier.

#### .11-6 Authorized No Charge Exits

Listed below are exits allowed at no charge:

.11-6(1) Non-Revenue Badges (length of time unlimited)

The Holders of the Non-Revenue Badge include: U.S. Congressmen and Senators, Governor of Colorado, Denver Mayor, former Denver Mayors, Denver City Auditor, Denver City Council, Denver Chief of Staff, Denver Cabinet Members and Denver Director of Personnel, the head of any Mission who are accredited by the Department of State (one per country). These persons are issued a Non-Revenue badge annually with an expiration date. The Manager of Aviation has the right to amend the card holder list as well as cancel any Non-Revenue badge at his/her discretion.

.11-6(2) Validations (length of time less than 24 hours)

The visitor will present a completed Parking Validation Request Form, signed by a City department representative, to Parking Administration or the Parking Permit Sales Office in order to be validated. The following validations may be allowed:

- a) Visitors interviewing for a City position at the airport;
- b) City employees at the airport on official City business;
- c) Attendees of meetings with City officials (does not include consultants, sales people or contractors);
- d) City employees getting physicals at the airport;
- e) Routine service calls for equipment located in Airport City offices;
- f) Persons who conduct City employee training classes;
- g) Credit Union and Retirement representatives;
- h) Art Display exhibitors;
- i) Holidays performers;
- j) Media on official business at airport.

At no time will the holders of a validated ticket be allowed to exit at no charge if their length of stay exceeds 24 hours. Any driver of a vehicle not in complete compliance with the above will pay their full parking charge.

.11-6(3) Badged Employees authorized to park in the East or West City employee parking lots.

.11-6(4) Any regular exit that falls within the grace period established for that facility.

.11-6(5) The following will exit at no charge by entering and exiting through the Automated Vehicle Identification (AVI) lanes:

Contract security personnel providing services at the Airport in official vehicles; and Technicians maintaining the Parking Revenue Control System.

City vehicles normally assigned to the airport and any other city vehicles requiring access to perform official airport duties.

Such vehicles will be equipped with AVI transponders issued by the Ground Transportation Section of the Revenue Development division of the airport.

#### .11-7 Public Parking Facility Refunds

.11-7(1) No refunds or adjustments will be made by the parking facility operator without the written authorization of Airport Parking Administration.

.11-7(2) No refunds or adjustments will be made after three months from the time of exit.

.11-7(3) No refunds or adjustments will be made if the customer does not provide a receipt or if the exit cannot be located in the license plate inventory reports.

.11-7(4) No refunds or adjustments will be made due to flight delays, weather problems or any other reason not directly caused by the parking operation.

.11-7(5) No refunds or adjustments will be made for vehicles damaged by vandals, theft or weather.

.11-7(6) No refund or adjustment will be made if a customer loses their ticket unless the ticket is found, or other documentation is provided that justifies a refund, and the ticket or documentation is submitted to Denver International Airport, 8400 Pena Blvd. If a ticket was not issued or is not available due to weather related issues other documentation must be provided to justify a refund.

.11-7(7) No refund or adjustments will be made to any person who does not present their Courtesy Card.

#### .11-8 Reduction in Rates

.11-8(1) A reduction in rates from the terminal parking rate to the shuttle parking facility rate will be permitted upon written request one time only. Any additional request from the same person will be denied.

.11-8(2) No rate adjustments for terminal rates will be made if the stay is under 24 hours.

.11-8(3) Rate adjustments can be made by providing receipt and a written request to Landside Services, Denver International Airport, 8400 Pena Boulevard Unit 492057, Denver, CO 80249-2057; or prior to exiting by obtaining a written authorization from Parking Administration.

#### .11-9 "Freezing" of Charges

.11-9(1) A customer may request the freezing of their parking if their automobile is disabled. The customer must notify the Airport Parking Administration of the problem immediately. Freezing of charges will not be backdated.

.11-9(2) A customer may request the freezing of parking charges if there has been a sudden illness or other unforeseen circumstance that prevents him/her from returning as planned, provided the problem is reported to Airport Parking Administration immediately. Charges will be frozen at the time of notification. Freezes will not be made after the customer returns.

#### .11-10 Refunds For Employees

Employees requesting a validation or refund due to entry card difficulties, malfunctioning equipment and lost or stolen I.D. badge or access card must contact Parking Administration for such requests during normal business hours or in writing.

### 80.12 Employee Parking Facilities

Employee parking facilities are available only to the employees of the City and County of Denver, Airport contractors and tenants, and those authorized by the Assistant Deputy Manager of Aviation/Landside Services. Employee parking is available on a space available basis for a fee or at no charge for those groups of employees authorized by the Assistant Deputy Manager in the following areas:

1. Airport Office Building Employee Parking Facility
2. East City Employee Parking Facility
3. West City Employee Parking Facility
4. Airside Employee Parking Facility
5. Landside Employee Parking Facility
6. FAA Tower Employee Parking Facility
7. Cargo Lot

## 8. Loading Dock

### .12-1 Purchase and Display of Parking Permits

Monthly, quarterly and annual permits can be purchased from the Parking Permit Sales Office located on the 5th level of the terminal, between the hours of 6:30 a.m. and 10:00 p.m. seven (7) days/week, including holidays. All parking permits must be visibly displayed with number side out on the rear view mirror by the 5th of each month. Failure to display a valid, current permit will result in a written citation and the vehicle being towed. Parking Administration will not rescind or mediate such citations.

### .12-2 Misuse of Permits and/or Access Cards

Parking permits and access cards are for the exclusive use of the permittee. Any use of a forged, stolen or lost permit, access card, or I.D. badge for parking will result in the towing of the vehicle at the owner's expense, and any such permit, access card, or I.D. badge will be confiscated and not reissued.

### .12-3 Damage to Parking Facility Equipment

Any driver who intentionally or recklessly breaks the entry gate arm and/or who tampers with the card reader will forfeit their right to park in their designated parking area. The card will be deprogrammed and they will be required to return their permit to the Parking Office. Additional charges may be applied for damages to parking facility equipment, etc.

### .12-4 Lost or Stolen Access Cards and Permits

Access cards, which are lost or stolen, may be replaced at a cost of \$25.00 for the first incident, \$50.00 for the second incident, and the third and subsequent incidences will be \$100.00.

Each lost permit must be reported to the Police Department. A copy of the police report must be presented to the Parking Permit Sales Office in order to obtain a replacement. Lost or stolen permits must be repurchased from the Parking Permit Sales Office at full cost.

### .12-5 Alternate Parking

If an employee's designated parking area entry arm does not function, the employee must press the button for the hands free phone, provide I.D. badge and/or access card number to the person responding to the call. After verifying the employee's parking access, if possible, the gate arm will be opened manually. If there is no parking space available in the

parking area, the employee will be allowed to park in any other designated parking area.

.12-6 No Transfer or Sale of Parking Privileges

Authorization to park in any employee parking area other than that originally designated is not valid for either transfer or sale.

.12-7 Loss of Parking Privileges

The Airport reserves the right to rescind parking privileges from any person for violation of any of the Airport parking rules and/or nonpayment of parking fees.

.12-8 Airport Office Building (AOB) - Employee Parking Facility

.12-8(1) Notwithstanding the provisions of 80.12-5, the right to park in the Office Building Parking Facility is transferable between authorized employees upon compliance with the procedures of Parking Administration for transfers. Permittees are required to provide and update, as necessary, a listing of their vehicle(s) and license plate(s).

.12-8(2) Contractors and Airport tenants will be allowed a specified number of parking permits for their employees. Employers may purchase only that number of permits and must designate the employee's name, DIA badge # or Access Card # of whom the permits will be issued to.

.12-8(3) The employer may purchase the permits from the Parking Permit Sales Office upon compliance with the procedures of the Parking Office for issuance of the permits, provided that the employer remains directly responsible for its' employees. Users of these permits remain subject to all other Rules and Regulations contained in this paragraph 80.12.

.12-9 Airside and Landside Employee Parking Facility (located at 78<sup>th</sup>, just east of Jackson Gap)

.12-9(1) Employees reporting to work airside will be designated to park in the Airside Employee Parking Facility area; landside employees (including non-domicile employees) will be designated to park in the Landside Employee Parking Facility. All parking spaces are provided in such areas at the discretion of Airport Management and for a monthly fee. Airside employees must have their Airport I.D. badge to access the parking facility and the turnstile entry.

.12-9(2) Shuttle bus service is available to all airside and landside employees who display a valid Airport I.D. badge. Non-domicile

employees will be issued a parking access card and must have a valid Airline I.D. badge.

.12-9(3) Employees with an Airport I.D. badge and riding the Landside bus may escort non-badged personnel.

.12-9(4) Only those authorized by the Assistant Deputy Manager of Aviation/Landside Services or designee may pick up or drop off passengers inside the Airside and Landside Employee Parking Facility.

.12-10 East and West City Employee Parking (located adjacent to the Terminal Parking Facility on both the east and west sides, north ends)

.12-10(1) City employees will be assigned parking in the East or West City Employee Parking Facility. Employees will access via their Airport I.D. badge.

.12-10(2) Other employees authorized by the Assistant Deputy Manager of Aviation/Landside Services, such as companies who have City contracts and are working at the Airport, shall be allowed to purchase permits for the East or West City Employee Parking facility. Employees will access via their Airport I.D. badge.

.12-11 FAA Tower Parking Facility (located inside and adjacent to the East City Employee Parking Facility)

.12-11(1) Authorized FAA Tower Controllers will park in the FAA Tower Parking Facility. Access to this parking facility will be via entry gates operated by Airport I.D. badges. Authorization while parked in this facility will be acknowledged via a valid hanging permit displayed on the rear view mirror of the employee's vehicle.

.12-12 Car Pool Program

.12-12(1) A Car Pool unit shall consist of 2 or more employees riding to work in one vehicle. All members of the Car Pool and their vehicles must be registered with the Parking Permit Sales Office.

.12-12(2) A designated Car Pool parking area is available for Car Pool units.

.12-12(3) A Car Pool parking permit will be issued via the Parking Permit Sales Office. Only one vehicle registered with the Car Pool program may park in the designated Car Pool parking area at any one time. One person in the Car Pool will be issued the Car Pool parking permit. The permit can only be transferred to those members and/or vehicles registered with the

Parking Permit Sales Office. At least one of the registered Car Pool members must be riding or driving at all times.

.12-12(4) Each Car Pool participant shall receive parking access on their I.D. badge. Each Car Pool unit will receive one Car Pool parking permit for the parking facility in which they are assigned.

.12-12(5) Car Pool members found abusing their Car Pool privileges will have their privileges rescinded and each individual charged for their monthly parking.

#### .12-13 Motorcycle Parking

.12-13(1) Employees driving motorcycles must use their Parking Access card at the entry and exit gates. In the event the gate does not open, the employee may proceed around the gate after badging in. Motorcycle parking shall be allowed only in the designated motorcycle spaces of the facility in which the employee has a vehicle permit. The motorcycle license plate will be recorded at time of permit purchase and the plate number will be used to identify authorized employees.

.12-13(2) Permits are available to purchase at the Parking Permit Sales Office.

.12-13(3) Motorcycles with valid permits are allowed to park only in designated motorcycle areas.

.12-13(4) Permits must be displayed on the front fork of the motorcycle.

.12-13(5) Employees who have both a vehicle parking permit and a motorcycle parking permit may park only one of the vehicles in any employee parking facility on any given day.

#### .12-14 Refunds for Employee Parking Permits/Space Rentals

.12-14(1) No refunds are made for permits or space rentals, except as provided below.

.12-14(2) If requested, Parking Administration may credit an employer who purchases a large block of permits over what is needed for that month. Such a transaction may only be a credit and must be used completely the next month. All permits must be returned by the 5th of each month. There will be no exceptions.

.12-14(3) If an employee pays to replace a lost or stolen permit or access card and finds it within 12 months of that loss, the replacement fee may be refunded

#### 80.13 No Liability for Loss or Theft

The City does not warrant the security of parked vehicles and is not responsible for loss or damage through the towing of unauthorized vehicles, theft, vandalism, weather or otherwise.

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**SEE NOTICE ON FOLLOWING PAGE**

### **NOTICE**

The Rules and Regulations of the Denver Municipal Airport System are provided on the website of Denver International Airport, [www.flydenver.com](http://www.flydenver.com), as a convenience to the public. Copies may also be obtained from the Department of Aviation's Technical Services Office. The City Clerk is the official custodian of all City rules and regulations under the Revised Municipal Code of the City and County of Denver, sections 2-91 to 2-100. Official, current versions of these rules and regulations may be obtained at the City Clerk's office. For the Clerk's office location and hours, visit the City's website, [www.denvergov.org](http://www.denvergov.org).

