

# 2020-2021 PARKING REGULATIONS

*Transportation Services strives to provide exceptional customer service and accurate information, contributing to a safe campus environment for the University community and its visitors.*

The regulation of parking is a service to the university, and is intended to protect student, staff, and faculty pedestrian mobility in fulfilling the class and work schedule itinerary; use available parking space in the best interests of the entire university; and maximize parking area consistent with land needs for the academic function, topography, financial feasibility, and maintenance of the natural beauty of the campus.

**Transportation Services is supported solely through the sale of permits, fines, and other user fees. It receives no income from state or tuition funds.** Constructive feedback for Transportation Services is welcome and should be directed to [kupark@ku.edu](mailto:kupark@ku.edu).

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## //// POLICY STATEMENTS

1. Rules & Regulations are valid as of their effective date (below) and are enforced year-round, including weekends, holidays, breaks, and summer. Rules, regulations, and permit fees are subject to change, and online publications will take precedence over printed material. Refer to website at [parking.ku.edu](http://parking.ku.edu) for updates.
2. These parking regulations have been enacted for the safety and security of campus, as well as to make parking and traffic flow as efficient as possible. They apply to all employees, students, and visitors. Voluntary compliance with these regulations is the goal, rather than to assess fines; parking fines have been enacted to deter violations.
3. Any vehicle parked on campus of the University of Kansas by any KU student, faculty, or staff should be currently registered with Transportation Services.
4. The fact that a citation is not issued when a vehicle is illegally parked does not mean nor imply that the rule is no longer in effect.
5. The University is not responsible for loss or damage to vehicles parked on or in transit on university property.
6. All e-mail messages from [kupark@ku.edu](mailto:kupark@ku.edu) are considered an "official" form of communication by the University of Kansas. Therefore, all information and/or directions must be heeded.
7. Any inoperable vehicle on university property may be towed at the owner's expense.

## //// QUICK REFERENCE

1. **Permits Required for Access and Parking:** The University of Kansas requires a university permit to park on the Lawrence campus unless the vehicle has paid for parking in a garage or at a parking meter, or using the ParkMobile app in enabled locations.
2. **The responsibility of finding an authorized space rests with the driver.** Parking is on a first come first serve basis, and lack of space, mechanical problems, inclement weather, or other adversities are not considered valid excuses for failure to comply with traffic laws and parking regulations.
3. **Vehicles must fit** inside a designated space.
4. **The University is unable to provide “close in” parking for all vehicles.** Purchasing a parking permit does not guarantee a parking place.
5. **Permit Eligibility:** The following are basic eligibility requirements, not given in full detail<sup>1</sup> :
  - a. **Faculty/Staff** are eligible for red, blue, or gold permits, purchased either for surface lots or garages.
  - b. **Students** are eligible for University Housing, Yellow (surface or garage), and Park & Ride permits, based on residence and/or class level.
6. **Permit Restrictions:** Purchase of a permit does not guarantee a parking place on campus; its issuance merely constitutes authorization to park if a space is available.
7. **Permit Ownership:** Ownership of the permit remains with the university and is not transferrable. Permit holders are prohibited from lending or otherwise allowing anyone else to use their permit.
8. **Visitors:** All visiting, event, and conference attendees must have a permit to park unless parked at a paid parking meter or university parking garage.
9. **Loading Zones:** Vehicles may park in a loading zone for up to 30 minutes. Loading permit (from info booth or office) is required during business hours.
10. **Lot/Garage Closures:** On occasion, certain parking lots may be closed for university sponsored events. This may result in some inconvenience to employees and students, but does not authorize drivers to violate parking regulations.
11. **Posted Signs,** whether permanent or temporary, must be obeyed at all times. Posted signs take precedence over painted curbs, pavement markings, and designations shown on any university map.

12. **Enforcement and Impoundments:** Failure to abide by these regulations may result in the issuance of a university ticket, application of an immobilization device, and/or impoundment of a vehicle, and may also be the basis of disciplinary action for students, faculty, or staff.
13. **Appeals of Tickets** must be made within fourteen (14) calendar days from the date of ticket.
14. **Bicycles, Mopeds, Motor-assisted Bicycles, Scooters, etc** must all be operated in accordance with and conform to local, state, and federal regulations.
15. **Pedestrians** must obey all traffic control devices. Pedestrians have the right-of-way at marked crosswalks, in intersections, and on sidewalks extending across a service drive, building entrance, or driveway.
16. **Disabled Vehicles:** If a vehicle becomes inoperable on campus, it must be reported within an hour to Transportation Services (785-864-PARK) or the Office of Public Safety (785-864-5900). Vehicle must be moved within 24 hours and must not create any obstruction or hazard.

## //// DEFINITIONS

For the purposes of these regulations, the following definitions apply:

1. **“Accessible parking”** (ADA), referred to in state statutes as handicap parking, is intended for those parking with a valid state-issued handicap placard.
2. **“ADA”** refers to the Americans with Disabilities Act, which governs accessible parking requirements.
3. A **“bicycle”** is any pedal-operated, human powered conveyance, regardless of the number of wheels or passenger seats.
4. **“Campus”** includes all property of the University of Kansas located within the city of Lawrence, Kansas.
5. A **“commuter”** is any University of Kansas Lawrence campus student who resides somewhere other than in a university residence hall or apartment.
6. A **“contractor”** is an individual of employee/representative of a commercial enterprise providing goods and/or services to any department of the university.
7. A **“customer”** is any person, affiliated with the university or not, who is actively patronizing a retail sales or service located on the Lawrence campus of the university.
8. A license plate is **“deliberately obscured”** when it has been purposely covered to avoid detection by the LPR system.

<sup>1</sup> See section X for full details regarding permit eligibility.

9. **"Double parked"** means parked behind or beside a legally parked vehicle in such a way as to prevent its driver from moving it.
10. **"Excessive violations"** exist whenever three (3) or more tickets have been issued to any vehicle or posted to the account of any owner/operator and have not been paid within fourteen (14) calendar days.
11. **"Faculty or staff"** includes any person appointed to benefits-eligible with the university, and shall be considered faculty in a teaching position, or staff if not in a teaching position; except graduate assistants.
12. **"FTE"** stands for Full Time Equivalent, where 1.0 = 40 (forty) hours per week.
13. **"Hazard lights"** are to be used for emergency purposes only, and does not indicate temporary parking or prevent the issuance of a parking citation.
14. **"Limited mobility"** parking spaces are those that do not meet requirements for ADA parking, but still require a state handicap placard to park.
15. A **"loading zone"** is any space or area identified by signage or other means as reserved for loading and unloading. A permit is required.
16. A **"medical permit"** is issued based on medical needs which do not meet eligibility requirements for ADA parking.
17. A **"motorcycle"** or **"moped"** is a motorized vehicle designed to travel on not more than three (3) wheels in contact with the ground. A license plate is required to park on campus and purchase a permit. Three-wheeled motorcycles that take up a full car parking space must purchase a car permit.
18. **"Nondesignated parking"** is parking in an area not specifically designated for or designed to be a parking area for motor vehicles (e.g. on grass or sidewalk; where "no parking" signs are posted; areas not marked as a parking space, such as at the end of a row; or in any building not designated for the repair or storage of vehicles, etc.)
19. A car is considered **"parked"** if it is standing (not in motion), whether occupied or not, and a ticket may be issued even if you are sitting in your vehicle.
20. A **"parking permit"** may be either a physical permit or a digital "e-permit" connected to the license plate(s) registered on the parking assignee's parking account.
21. A **"parking space"** is marked with paint—if there are no painted lines, it is not a parking space. The only exceptions are gravel parking lots.
22. A **"retiree"** is any faculty or staff person who has retired from the University of Kansas, and has not returned to active employment on campus greater than 0.5 FTE.
23. A **"restricted area"** is one that is posted for specific categories of parkers, such as a 40-minute guest meter, service stall, construction area, etc.)
24. A **"student"** is anyone enrolled for at least one (1) hour of credit and not employed in a university staff or faculty position, as long as enrollment is not withdrawn or canceled. Enrollment shall be considered official as of the first day of classes.
25. A **"vehicle"** includes automobiles, trucks, motorcycles, motor scooters, mopeds, and other mechanized mobile equipment.
26. A **"disabled vehicle"** is disabled when it is temporarily unable to be operated, such as a flat tire, keys locked inside, or otherwise inoperable, and must be reported within one (1) hour and removed from campus within forty-eight (48) hours.
27. An **"abandoned vehicle"** is a vehicle which appears undriveable (e.g. multiple flat tires, broken windows, etc.) and has not moved for five (5) or more days, regardless of valid license plate or permit.
28. An **"unidentifiable vehicle"** is one which has no license plate or visible VIN number.
29. A **"visitor"** is any person (other than current and recent students, staff and faculty) who occasionally visits the campus for pleasure, conferences, or business.
30. **"Wrong zone"** is an area where an assigned permit is not valid.

## 1. GENERAL REGULATIONS

**The University of Kansas**, through the Board of Regents and its administrative officers, is authorized by state law to establish parking rules and regulations and to assess penalties for infractions of these regulations. Regulations are established by the Parking Commission with the approval of the Provost.

**Any motorized vehicle operated on the property of the University of Kansas is subject to all regulations governing parking at the institution.** All drivers who bring their vehicles onto campus are responsible for knowing and understanding the rules and regulations that apply to vehicle use here.

**Parking is restricted year-round.** All campus parking shall be restricted to vehicles with permits/e-permits which authorize parking in that area or where the meter fee or garage toll has been paid.

University parking permit owners are responsible for the proper operation and parking of the vehicles that they register, regardless of who operates the registered vehicle.

**The university assumes no responsibility for security of vehicles or their contents while moving or parked in any area subject to university jurisdiction.**

**1.1 Finding Authorized Space.** The responsibility of finding an authorized space rests with the driver. Lack of space, mechanical problems, inclement weather, or other adversities are not considered valid excuses for failure to comply with the parking regulations.

**1.2 All communication** regarding tickets and permits/e-permits will be conducted through email, using university registered email addresses (see [University Electronic Mail Policy](#)).

**1.3 Transportation Services is not responsible** for incorrect information given out by anyone other than Transportation Services employees.

**1.4 Failure of Transportation Services to strictly enforce** any parking regulation shall not be construed as a waiver for the future enforcement of the regulation.

**1.5 Tickets are sent via KU-registered email and/or placed on vehicles at time of issuance.** Transportation Services is not responsible for emails not read by recipient or tickets removed from vehicles thereafter. If a ticket is issued to a student, FERPA prohibits us from discussing the situation with anyone other than the student. Tickets issued to non-students may not be discussed with anyone other than the person cited.

**1.6 Alternative Modes of Transportation.** KU Transportation Services operates or sponsors several transportation options.

The university bus system, **KU on Wheels**, is operated in coordination with Lawrence Transit. City and coordinated routes operate year-round, while university routes operate when fall and spring classes are in session. All university students, staff, faculty and affiliates may use the KU Card to ride buses free. Use "MyBusLawrence" app (for iPhone and Android devices) for real time bus information. Routes and schedules are online at [www.lawrencetransit.org](http://www.lawrencetransit.org).

**SafeRide** is a program for students, funded by student fees, which offers a free ride home late at night from anywhere inside the city limits. It operates 10:30 p.m. – 2:30 a.m. seven (7) nights per week during fall and spring semesters, and three (3) nights per week during the summer semester. Use "KU SafeRide" app (for iPhone and Android devices) or call 785-864-SAFE [7233] to request a ride during hours of operation. Information is online at [saferide.ku.edu](http://saferide.ku.edu).

## 2. ACCESS TO CENTRAL CAMPUS

**Traffic Control & Information Booths**, and/or gates, are located at the entrances to central campus in order to restrict traffic in the central campus area.

During the hours when access to campus is restricted, only vehicles authorized by assigned permit or by a courtesy pass may enter the campus. **The stop signs shall always be observed.**

**2.1 Generally, traffic is controlled from 7:45 a.m. to 5 p.m. Monday through Friday.** Campus may be open for drive through after the last day of finals, until the week before classes begin each semester. During the summer session, traffic is controlled from 8 a.m. to 2 p.m. Monday through Friday.

**2.2 Access to campus** via the gate on Sunflower Road, north of Wescoe Drive (accessed from Sunnyside Avenue, 16th or Indiana streets), is extremely limited to some university service vehicles and public transit buses. Only vehicles with authorized transponders may enter campus through the gate during restricted hours.

## 3. STUDENT, FACULTY, & STAFF PARKING

The University of Kansas maintains various types of parking facilities to meet the needs of faculty, staff, and students. These include regular permit lots, parking garages and metered parking spaces. Some lots are controlled 24 hours per day (see section 9.1).

**Owning a parking permit/e-permit does not imply or guarantee a parking space at any particular time and parking privileges may be modified or preempted by the authority of the Chancellor of the university** (see section 12). Since parking is limited, faculty, staff, and students should consider their needs carefully when applying for parking privileges. **Departments may not purchase parking for any student, staff or faculty.**

**3.1 Assignment of parking privileges. Faculty and staff** shall normally be assigned red, blue, or gold parking permits. The criterion for blue parking is total of age plus service in State of Kansas employment equaling at least 62, and for gold parking is age plus service equaling at least 70. For gold, the applicant's primary office is in a building located along Jayhawk Boulevard. *In FY21 only, faculty and staff will be upgraded by one zone type for permit eligibility.*

**Students** shall normally be assigned to yellow, park and ride, or university housing. ~~Freshmen residing off-campus may only purchase park and ride. [Temporarily suspended for FY21.]~~

*In FY21 only, graduate students will be eligible for red zone parking.*

The Parking Commission has the right to alter or revoke parking assignments as the needs of the individual or the university community change. **Zones near the campus shall not be assigned to solve problems such as work assignments or tight schedules.** Falsification of any information for the purpose of obtaining a parking permit shall result in the forfeiture of all parking permits/e-permits and paid fees.

**3.2 Appeal of parking assignment.** Individuals who wish to appeal their parking assignments or who need special parking privileges should apply to the Parking Commission.

**3.3 New employees** of the university may, on presentation of a valid staff ID card, offer letter, or written verification by their department head or supervisor, purchase a parking permit/e-permit with cash, check, credit card, or payroll deduction (*see section 8.5*). Fees will be prorated throughout the year.

**3.4 Temporary employees** may, on presentation of written authorization by their department head or supervisor, purchase a temporary yellow or red permit/e-permit for the term of their appointment. Inquiries on this procedure should be directed to Transportation Services.

## //// 4. VISITOR PARKING

Certain spaces and areas in campus parking facilities are set aside for use by visitors; these areas have been located for maximum visitor convenience and clearly identified by signage.

**Enrolled students, employees, vendors, office occupants and tenants, including Research Campus tenants, are NEVER considered visitors. Visitors are persons not affiliated with the university.**

**4.1 Spaces that are designated by "Visitor Parking" or "Guest Only" signs are not to be used by faculty, staff, or students.** Any person operating a vehicle registered to a current university student or employee is not eligible for visitor status.

**4.2 Access** to central campus is very limited. **Visitors may park** in a parking garage (*see map online*) for \$1.75 first hour and \$1.50 per each additional hour. Visitor permits/e-permits are available for a few parking lots where a parking garage is not within a reasonable distance of visitor's destination, and are valid in regular permit stalls or long-term parking meters within the color zone indicated. Several metered and pay-by-phone parking areas are specifically available for the convenience of visitors, including all yellow and park and ride lots.

Once parked, visitors may use any bus to get around campus, which is a fare free zone. Bus stops can be found in or near most parking lots; routes and schedules are online at [www.lawrencetransit.org](http://www.lawrencetransit.org).

**4.3 Visitors are required to observe all University of Kansas parking regulations** and to park in designated visitor or metered parking areas. If parked at a meter, all visitors must pay the prescribed fee. Parking tickets are assessed against a vehicle, not the vehicle operator.

**4.4 Visitor permits/e-permits** may be purchased by individuals or departments. (*See [parking.ku.edu/visitor-parking](http://parking.ku.edu/visitor-parking) for current rates.*) **Faculty, staff and students are not eligible to use any visitor permits purchased by departments.**

## //// 5. DEPARTMENT-SPONSORED PARKING

Departments may purchase visitor or garage parking for their visitors. Faculty, staff and students are not eligible to use any permits purchased by departments.

**5.1 Departments may request access** to the Departmental Portal within the Parking eBusiness Portal at [parking.ku.edu/request-portal-access](http://parking.ku.edu/request-portal-access).

**5.2 Visitor and garage parking may be purchased within the Department Portal 0-36 hours in advance of visitor's arrival**, and requires registration of guest's valid license plate. For larger events, department may work with Transportation Services to offer direct registration of license plates by their guests.

**5.3 In order to be credited for unused visitor permits**, departments must return physical permits before or at beginning of same day permits are valid; or cancel/refund e-permits before start time of e-permit. Unused permits for hooded meters will not be credited.

**5.4 A surcharge of \$25** will be added to all hooded meters and reserved stalls ordered less than two (2) business days in advance of the date they are needed.

## //// 6. ACCESSIBLE PARKING

**6.0 An official state-issued ADA (Americans with Disabilities Act) license plate or placard is required and must be displayed to park in standard accessible (marked with international wheelchair symbol) and limited mobility parking spaces or when using upgraded color zone privileges.**

**6.1 Placard/Tag Registration.** Registration of official state-issued ADA placard or license tag with Transportation Services is required. Owner must follow rules for on campus usage.

**6.2 Registered owners of motor vehicles which bear an official state-issued ADA placard or license tag which are being operated by or used for the transportation of the registered owner affiliated with KU, must also purchase a University of Kansas parking permit/e-permit.**

**6.3 Proof of ownership** of state-issued ADA placard (photo ID with wallet ID card or registration receipt) must be presented for registration and purchase of ADA permit/e-permit, and upon request at traffic control booths in order to gain entrance to the central core of campus.

**6.4 Use of ADA permit for access to central core of campus** may not be used for any purpose other than transporting the registered owner of the ADA placard and permit, e.g. acting as a "taxi" service for friends.

**6.5 Visitors** with state-issued ADA placard parking on campus 8 a.m. – 5 p.m. Monday through Friday must present identification (*see section 6.3*) at traffic control booth to verify ownership in order to park free at meters with state-issued disabled placard; pay hourly toll in parking garages; or purchase a visitor

permit/e-permit in the Transportation Services office or at the traffic control booths located at the Chi Omega Fountain or next to Danforth Chapel.

**6.6 ADA parking privileges do not include** reserved stalls, service stalls, loading zones, no-parking zones, or any other area specifically marked for a purpose other than ADA or Limited Mobility, nor in the hash marked areas next to ADA accessible stalls.

## 7. PARKING PERMITS

Parking permits may be either physical permits or “e-permits” connected to the license plate(s) registered on parking assignee’s parking account. Permit enforcement shall be done primarily using license plate recognition software (LPR). Parking is color coded by zones or to particular lots.

Permit owners are responsible for updating their vehicle information if they get a different vehicle, different license plate number, or temporarily drive a different vehicle to campus. **License plate must be correct. Just 1 number or letter being incorrect or out of order could result in tickets and towing.** Do not include any spaces or symbols.

Only parking permits issued or authorized by KU Transportation Services are valid and will be honored. Handwritten notes left on a vehicle, etc. are unacceptable and will not be honored by enforcement personnel.

**7.1 Parking assignees may purchase only one (1) permit per person, per academic year. Permits are not valid if not displayed, or if license plate is not visible from the nearest driving lane or was registered incorrectly.** Upon payment of the scheduled fee, **parking assignees must register their license plate(s) for e-permits.** During times when the lots are being controlled, a parking permit or e-permit entitles the vehicle to park only in zones or lots designated by the permit with the exceptions noted in these regulations.

**Ownership and use of parking permits are not transferable to any other person.** Permits are not to be resold. No person may have on their account any vehicle which belongs to any other student, faculty, or staff member. Faculty and staff whose dependents are students may email [kupark@ku.edu](mailto:kupark@ku.edu) to request a waiver for extenuating circumstances.

Any person giving false information when registering a vehicle is subject to appropriate disciplinary action and revocation of their parking permit/e-permit and related parking privileges.

Faculty and staff who share a vehicle where one is employed at the university, and the other at the medical center, must register at each campus if they intend to park at both campuses. However, students may not use staff parking.

**7.2 Annual parking permits expire July 31.** Parking must be renewed by August 1 (staff) or first day of classes (students) in order to avoid receiving parking tickets.

**7.3 Permit for alternate/temporary vehicle.** If the primary registered vehicle is out of service, owner must register license plate of the alternate vehicle within one (1) hour of parking. If more than one registered vehicle is on campus at the same time without a visitor permit or paid meter/garage toll/ParkMobile zone, a ticket will be issued to the second vehicle (in order of being scanned by LPR system).

**7.4 Sold or traded vehicles.** When selling or trading a vehicle, license plate must be deactivated and new vehicle added to the system. If a new license plate is issued, it must be registered before it will be valid with existing e-permits.

**7.5 Revocation of parking privileges.** Transportation Services has a **no tolerance policy on cheating.** If you forge, alter, or steal any form of parking authorization, or use or display a permit that you have not purchased from the department, **your parking privileges will be revoked for one (1) year** and a letter requesting disciplinary action will be sent to the Vice Provost for Student Success or Human Resources.

**7.6 All parking spaces** are allocated to a specific user group and parking permits are available for each category of user. Vehicle operator must park only in those spaces or areas allocated and designated for the type of permit issued to their vehicle.

**7.7** When parked, **the entire motor vehicle must be within the boundaries of the single parking space used.** The fact that other motor vehicles may have parked improperly does not constitute an excuse for parking any part of your own vehicle outside the space boundaries.

**7.8 Classes of permits/e-permits.** Subject to modification, the parking permit classifications and parking privileges are shown below. Permits are not valid in loading areas, reserved stalls, metered areas, accessible or limited mobility spaces without accompanying ADA placard, and fire lanes.

**BOARD OF REGENTS.** Valid in all color zones. Issued by Board of Regents.

**RETIREE.** Valid in all Gold, Blue, Red, Yellow, and Park & Ride lots. Not valid in any University Housing zone. A retiree ID card must be presented to obtain Retiree permit, subject to verification of not having returned to active employment status. Retirees may obtain Park & Ride permit free of charge.

**GOLD.** Valid in all Gold, Blue, Red, Yellow, Park & Ride, and University Housing lots, except Alumni Place.

**BLUE.** Valid in all Blue, Red, Yellow, Park & Ride, and University Housing lots, except Alumni Place.

RED. Valid in all Red, Yellow, Park & Ride, and University Housing lots, except Alumni Place. *Graduate students may purchase staff red permit in FY21 only.*

STAFF YELLOW. Valid in all Yellow and Park & Ride zones.

STUDENT YELLOW. Valid in any yellow zone or Park & Ride. *[Division of yellow zones temporarily suspended for FY21.]*

Valid in specific parking lots by area:

- Stadium (53, 55, 56, 57, 92, and 94);
- Rec Center/Cap Fed/Hoglund (71, 90, 93, 117, 125, 127);
- West District (200-302);

Valid in Park & Ride, and any yellow zone before 9 a.m., after 3 p.m., all day Fridays, and throughout summer semester. May be subject to wait-listing.

PARK & RIDE. Valid in lot 301.

STAFF CARPOOL. Two (2) or more faculty or staff may form a carpool. Eligible for highest color zone eligibility of members. Detailed information and application form are available online at [parking.ku.edu/carpool](http://parking.ku.edu/carpool).

STUDENT CARPOOL. Two (2) or more students may form a carpool with other students. Valid in either lot 52 or 61, and in Yellow and Park & Ride zones. A limited number will be available. Detailed information and application form are available online at [parking.ku.edu/carpool](http://parking.ku.edu/carpool).

ALLEN FIELDHOUSE GARAGE. Issued on annual basis only. License plate must be registered in order to be valid outside garage. Not valid for parking during home basketball games. Not valid in lots 6, 7, 8, 17, 35, 41, 54, 70, 71, 72, 125, 127, 129, or the Mississippi Street or Central District garages (*see section 11.2*). Subject to wait-listing.

MISSISSIPPI STREET GARAGE. License plate must be registered in order to be valid outside garage. Not valid for parking during home football games and other special events. Not valid in lots 16, 39, 53, 91, 92, 94, or the Allen Fieldhouse or Central District garages (*see section 11.2*). May be subject to wait-listing.

CENTRAL DISTRICT GARAGE. License plate must be registered in order to be valid outside garage. Not valid for parking during home basketball games. Garage permits not valid in lots 6, 7, 20, 31, 41, 54, 70, 71, 72, 93, 112, 113, 114, 116, 119, 125, 127, and 129, or the Mississippi Street or Allen Fieldhouse garages (*see section 11.2*). May be subject to wait-listing.

EVENING ONLY. Valid only in the parking garage for which it was purchased after 5 p.m. until 7 a.m. Monday through Friday and 24 hours on weekends, except during posted event restrictions. Must be purchased in office.

SERVICE. Valid in all color zones and service vehicle stalls. Issued to non-university persons conducting

university business or services, or to construction companies working on campus. Service permits are not valid for university students, staff, or faculty. **Any misuse of this permit will result in loss of parking privileges.**

TEMPORARY. Valid in zone specified. Issued upon justification by the applicant for parking on specific days of the week at specific times (for a maximum of five (5) hours per week). Also issued for short-term parking (not a substitute for a regular semester parking permit), to gain access to parking for a period from one (1) to six (6) weeks. Available to faculty, staff and students.

OCCASIONAL DAILY PARKING. Students, staff, or faculty members who do not own a valid parking permit may purchase daily permits for the color zone in which they are eligible to park. Limited to 30 daily permits per year, and expire on July 31 each year. *[Limit temporarily suspended for FY21.]*

CHILDCARE LOAD. Valid for twenty (20) minutes in designated loading zone, for loading and unloading children at campus child care centers, Haworth, Dole, Hilltop, etc. Issued through each respective childcare program.

MEDICAL. Valid in zone specified. Issued for type of parking authorization most commensurate with individual parking needs for duration of time recommended by physician. Not valid in accessible or limited mobility stalls, metered spaces, or reserved spaces. **Paperwork for this permit must be resubmitted for each permit requested. Any falsification of information on the above-mentioned materials will result in termination of parking privileges.** See [parking.ku.edu/medical-permits](http://parking.ku.edu/medical-permits) for more information.

Faculty, staff, or students who require parking privileges because of health problems should contact Transportation Services in writing by email for specific information about obtaining this permit. If medical conditions exist for more than six (6) weeks, it is recommended that steps be taken to acquire an accessible placard from the state.

DEPARTMENTAL PASS. Provides university employees access to restricted areas for conduct of employment-related business. For occasional, short-term use only. Pass is not to be used for parking to attend class, drive-through only, for long-term parking while at one's regular job station, or for any personal (not employment-related) reason. Abuse of the intended purposes of the pass will result in revocation of both individual and departmental parking privileges.

Departmental pass must be taken to a traffic control booth or the Transportation Services office in order to receive one courtesy pass, valid up to three hours, and must be accompanied by a valid KU parking permit/permit. Full price to replace if lost or stolen.

STATE VEHICLE. Any state vehicle parked in a color zone parking lot is required to have a registered license plate with a valid parking permit/e-permit for that lot. University departments may purchase parking permits for state vehicles for gold, blue, red or yellow zones. State vehicles are required to pay at meters. State vehicles may park free in lot 301 or 302.

LOADING ZONE. Twenty (20) minute loading zone passes issued from the traffic control booths for quick loading/unloading tasks. These permits are valid in marked loading zones.

MOTORCYCLE/MOPED. Valid only in designated motorcycle/moped parking spaces. Mopeds may not be parked in any building, entrance-way to any building, on sidewalks, lawns, or in bicycle racks, and shall be issued a ticket and removed from the area. **At no time shall a motorcycle or moped be operated on sidewalks or lawns on campus.**

**Motorcycles and mopeds must park in designated motorcycle/moped spaces unless meter fee has been paid.** Motorcycles and mopeds may not park in Allen Fieldhouse or Mississippi Street garages. "Cycle Red" permits/e-permits are issued to students and do not have access to central campus. "Cycle Blue" permits/e-permits are available to faculty/staff only, and do have access to central campus. **A license plate is required to park on campus and purchase a permit. Three-wheeled motorcycles that take up a full car parking space must purchase a car permit.**

UNIVERSITY HOUSING. The following permits/e-permits are only valid in the lots specified during fall and spring semesters, except for marked red zones. Valid in yellow zones during summer semester. Student must reside in residence hall to be eligible. Sales are limited, may be subject to wait-listing; alternate parking offered in Park & Ride.

AP (ALUMNI PLACE). Valid in lots 100, 107, 121, 122, and 124, serving Margaret and K.K. Amini, Battenfeld, Douthart, Grace Pearson, Krehbiel, Miller, Pearson, Rieger, Sellards, Stephenson, and Watkins scholarship halls. No guest parking. Residents of scholarship halls are eligible to purchase Mississippi Street Parking Garage permit.

DH (DAISY HILL). Valid in lots 101, 103, 104, 105, and 300E-G, serving Ellsworth, Hashinger, Lewis, Oswald, Self, and Templin halls.

GC (GSP/CORBIN). Valid in lots 94 and 111.

JT (JAYHAWKER TOWERS). Valid in lots 72, 109, and 110. No guest parking.

CH (CENTRAL HOUSING). Valid in lots 112, 113, 114, 115, 116, 119, and 130, serving Downs and McCarthy halls, and Stouffer Place Apartments.

SUNFLOWER APARTMENTS. Valid in lot 128. Only available in the office upon presentation of document verifying residence in Sunflower Apartments.

RECREATION CENTER. Valid for up to two (2) hours in lot 90, together with any University Housing or Park & Ride permit/e-permit (listed above). Obtain by checking in at Ambler Student Recreation Fitness Center.

## 8. PERMIT FEES

**8.0-8.1 Full schedule of parking permit fees** available online at [parking.ku.edu/parking-fees](http://parking.ku.edu/parking-fees).

**8.2 Medical permits** will be sold at the gold temporary weekly rate, regardless of current permit/e-permit (*see online fee schedule*).

**8.3 DMV Lookup.** Unidentified vehicles with tickets that are identified to any student, staff, or faculty account shall be assessed a \$5 administrative fee for the DMV Lookup Service. Any unidentified vehicle that was previously removed from the same student, staff, or faculty account shall be assessed a \$25 ticket (*see section 14.9*).

**8.4 Refunds.** Full refunds of fees paid for unused permits/cancelled e-permits will be made only if a written request for refund is made to Transportation Services within ten (10) business days from the date of receipt. Partial refunds of annual permits/e-permits may be requested until March 4, 2021.

Amount of refund will be calculated at the time permit is returned/e-permit is cancelled, is subject to a \$5 administrative fee, and will first be applied to all outstanding charges at the university. Physical permit must be returned intact before a refund will be processed. Transportation Services reserves the right to refuse any refund request.

There are no refunds of fees paid via ParkMobile or pay stations.

**8.5 Payment through payroll deduction.** Faculty and staff with at least 0.5 FTE may choose the option of purchasing their parking permit through payroll deduction, except when in a temporary position. Faculty and staff with less than 0.5 FTE may petition to enroll in payroll deduction, for whom eligibility will be determined by KU Payroll. **Once payroll deduction has been selected, it will be ongoing until employee makes a change or is terminated. If payroll deduction is terminated for continuing employees, it cannot be restarted in the same academic year.**

**E-permits will be cancelled upon termination of employment,** and payroll deduction will end. There will be no refunds.

**New employees** may select payroll deduction at any time before April 1 each year, but we encourage them to do so during their first two weeks of employment. For requirements, contact Transportation Services office.



## 9. CONTROL OF PARKING LOTS

**9.0 Signs** are posted at the entrance of each parking area giving the designation, hours the area is controlled, and the zone color. Vehicles may only park in areas designated for parking. Remember, if the sign does not say you can, then you cannot. **Most parking lots are restricted year-round.**

During hours when an area is controlled, parking is restricted to vehicles with permits which authorize parking in that area or at paid meters. Reserved parking spaces are restricted according to the sign posted at each reserved parking space. **No vehicle may park free of charge at any meter except as noted in 9.5 or when displaying a valid accessible placard/tag or a paid visitor permit.** Except as noted in sections 9.3 and 9.5, meters are enforced the same hours as the restrictions of the lot in which the meter is located.

**9.1 Parking lots/zones** (see table below). **Parking lots are not intended for long-term storage** (see sections 14.2-14.4).

### 9.1 Parking lots/zones

Restrictions	Zones	Comments/Exceptions
<b>24 hours all year</b>	<b>ADA or Limited Mobility</b>	Designated by sign. KU permit required 8 a.m. – 5 p.m. M-F. <b>ADA plate or placard required 24/7.</b>
	<b>Lot 5</b>	State and Union vehicles only. Permit required.
	<b>Alumni Place</b>	AP permit required. <b>Vehicles without correct parking authorization may be towed.</b> No visitor parking.
	<b>Sunflower Apartments</b>	SF red, blue, gold, or visitor permit required.
	<b>Motorcycle/Moped</b>	Only blue motorcycle/moped permits are allowed campus access. <b>Cars may never park in motorcycle or moped spaces.</b>
<b>7 a.m. – 5 p.m. Monday – Friday</b> <b>Enforced All Year</b>	<b>Lot 3</b>	Outside of reserved hours for individual spaces, staff permits required 24 hours under Spencer overhang.
	<b>Gold</b>	Staff permits required 5–7:30 p.m. Mon – Fri in the rectangular section of lot 12 and lots 13, 18, 21, 35, 37 and 129.
	<b>Blue</b>	
	<b>Red</b>	Red zones in housing lots (100-130) are enforced 24 hours Monday–Friday.
<b>8 a.m. – 4 p.m. Monday – Friday</b> <b>Fall/Spring/Summer</b> Open for parking without a permit when classes are not in session.	<b>Yellow</b>	YE permit required.
	<b>Park &amp; Ride</b>	PR permit required.
<b>24 hours</b> <b>7 a.m. Monday – 5 p.m. Friday</b> Any valid permit may park after 5 p.m. until 7 a.m. daily.	<b>Daisy Hill</b>	DH permit required.
	<b>GSP/Corbin</b>	GC permit required, including Football game Saturdays.
	<b>Jayhawker Towers</b>	JT permit required.
	<b>Central Housing</b>	CD permit required.

**9.2 Meters are enforced** during the hours posted on the meters, except for state holidays when class is not in session. Metered spaces are available on a first-come, first-served basis. Vehicles with ADA placards may park free of charge at meters.

**9.3 Long term meters** are available in limited locations on campus for time limits of **2 and 10 hours**. Meter rates are \$1.50 per hour, or \$.75 per hour in lots 301 and 302. Long-term meters are enabled for use with ParkMobile and can be paid using a phone; follow instructions on meter label. All yellow and park and ride zones are also enabled for hourly parking via ParkMobile. Meters in lots 1 and 34 may not be paid multiples in one day.

**9.4 Short-term meters**, including loading zone meters are for **20 or 40 minutes only**. Short-term meters may not be used for multiple consecutive time periods and are prohibited for long-term daily use. Rates are \$.50 for 20 minutes. **Faculty, staff and students may not park at delivery or visitor meters.**

**9.5 Other loading zones.** Designated by signs. Restricted twenty-four (24) hours. Non-metered loading zones require a special permit during business hours, limited to 20 minutes, issued at traffic control booth or Transportation Services office.

**9.6 Health Center patients** should park in the marked patient parking in lot 117 and the northeast corner of lot 90 with any valid student parking permit/e-permit or one (1) hour paid with ParkMobile. If patient receives ticket with valid permit displayed or paid time, tickets may be turned in at point of service within Watkins Health Center within ten (10) business days for cancellation. If e-ticket notification is sent by email, it should be forwarded to health@ku.edu for cancellation request. Restricted all year, 7am-5pm Monday-Friday.

**9.7 Tickets can be issued** once per hour at long term meters, once every 20 minutes at 20 minute meters or loading zones, and once every 40 minutes at 40 minute meters (see section 14.5).

## 10. BICYCLE PARKING

**All bicycles and e-scooters** must operate according to city, state, and federal laws on the university campus. Cycling and e-scooter rules may be enforced by police or Facilities Services, not just Transportation Services staff.

**10.1 Bicycles and e-scooters must park at designated bike racks**, and may not be chained to railings, light poles, meters, etc. Bicycles and e-scooters that are not in designated bike racks may be removed by Facilities Services without notice.

## 11. PARKING GARAGES

**11.0 Transportation Services operates three parking garages on campus, restricted 24 hours all year:**

The **Allen Fieldhouse Garage** is located north of Allen Fieldhouse at Naismith Drive & Irving Hill Road, with one entrance on Irving Hill Road. Address: 1501 Irving Hill Road.

The **Mississippi Street Garage** is located north of the Kansas Union at 13th & Oread, with two entrances on Oread Avenue and Mississippi Street. Address: 1260 Oread Avenue.

The **Central District Garage** is located north of Hilltop Childcare Center with one entrance on Ousdahl Road north of 18th Street. Address: 1601 Ousdahl Road.

**11.1 Toll.** Hourly charge for parking in the garages is \$1.75 for the first hour, and \$1.50 per each additional

hour, or any portion thereof. Non-payment will result in issuance of fines (see section 14.8).

Payments may be made with cash, Visa, or MasterCard at the pay station in the elevator tower. License plate number is required to pay for parking.

**11.2 Faculty, staff and students** are eligible to purchase permits for any of the three (3) garages. Permits valid in one garage only, not all of them (see section 7.6). Eligibility for Allen Fieldhouse Garage permit determined by primary office (faculty and staff) or graduate program location (students).

Application for garage permit should be made at Transportation Services; applicants may be placed on a waiting list.

**11.3 Any student, staff, or faculty with a valid KU permit** may purchase an Evening/Weekend garage add-on, valid in selected garage from 5pm until 7am Monday-Friday and 24 hours on weekends except during posted event restriction.

**11.4 Vehicles parked in a garage without a permit or payment at a pay station** will be assessed a ticket (see section 14.8).

## 12. PARKING LOT CLOSURES (PREEMPTION)

**12.0 The Chancellor** of the University of Kansas or their designated representative is authorized to create, modify, or preempt parking in controlled areas of the campus. Any such area shall be manually controlled or posted with signs stating the type of permit or restrictions pertaining to the use of the area.

**12.1 Requests for parking lot preemptions** must be submitted by departments in writing to the Chancellor, detailing the nature of the event, date(s), time(s), and parking lot(s) involved. If the preemption is approved, details on staffing, costs and signage will be determined by Transportation Services.

**12.2 Parking Lot Preemptions.** During major events (e.g. commencement, football, basketball), certain parking lots will be preempted. In general, preemptions will only take place after 5 p.m. on weekdays or at any time on Saturday or Sunday. In all cases, notice will be given in the form of a sign at each entrance to all affected parking lots at least two (2) days in advance of the preemption. Information about most preemptions can also be found on the Transportation Services website.

*Event parking fees make up approximately 15% of parking revenues, and help keep parking permit fees from increasing faster.*

## 13. ENFORCEMENT

Transportation Services uses **License Plate Recognition (LPR)** for the enforcement of parking on the Lawrence campus. **All vehicles must park with their valid license plate facing the driving lane. Do not pull through or back into parking space.**

KU's parking regulations do NOT allow exceptions for vehicles with hazard lights flashing and/or for otherwise improperly parked vehicles for even a very limited duration.

**13.1 City violations.** City of Lawrence ordinances shall cover moving violations on the university campus and may cover standing or parking violations on city streets within the campus.

## 14. TICKETS

**14.0 Responsibility.** The person in whose name a motorized vehicle is titled or the person who normally operates that vehicle shall be responsible for all tickets identified to the vehicle. When applicable, if the owner is not a member of the University, Transportation Services assumes any student or faculty/staff member who is related to the owner is the operator of the vehicle on campus.

If a parking permit is displayed, or the vehicle is registered for an e-permit, then the owner of the parking permit/e-permit shall be responsible for that ticket.

**14.1 A \$10 late fee will be added to all tickets not paid within 14 calendar days.**

**14.2 Disabled Vehicles. Immediately notify Transportation Services or the Office of Public Safety if your vehicle becomes disabled on campus.** Failure to do so within one (1) hour of vehicle being disabled or issuance of ticket will result in enforcement of all appropriate penalties. Disabled vehicles must be moved within forty-eight (48) hours of being reported. You may call 864-7289 or use our online form to [report a disabled vehicle](#).

**14.3 Abandoned Vehicles.** Abandoned vehicles will be towed after letter is sent to registered owner or permit holder, if they can be identified, stating date by which vehicle must be moved, unless vehicle is proven to be driveable.

**14.4 Unidentifiable Vehicles.** Any vehicle that is unidentifiable shall be towed immediately.

**14.5 Multiple tickets** may be issued for same violation on consecutive days, and may also be issued on the same day for multiple, separate instances (e.g. vehicle has moved), or at parking meters (*see section 9.7*).

**14.6 E-Tickets** may be issued to vehicles that move before a paper ticket can be placed on the vehicle (e.g. bus zones, loading zones, double parked, blocking traffic, etc.)

**14.7 Escalating Fines.** Fines that escalate increase \$10 each time they are issued to the same car in the same academic year (e.g. a \$25 ticket will increase to \$35 the second time it is issued, then \$45, and so on). Once a fine has escalated 6 times, the violation becomes a towable offense. If a vehicle is towed (or in the process of being towed) twice for the same escalating fine, parking will be revoked for the remainder of the academic year. Escalations reset August 1 each year.

**14.8 Group 0 University violations.** Fee: \$15/16.

- a) Expired **meter**. \$15.
- b) Failure to **update** license plate/transfer e-permit. \$15.
- c) **Garage toll** not paid. \$16. Fine escalates.

**14.9 Group I University violations.** Fee: \$25. Vehicle may be towed from posted tow away zones.

- d) **No valid permit** or other authorization for use of parking facilities, including **wrong zone**, where assigned permit is not valid or **unauthorized parking** in a staff lot. Fine escalates in staff zones (*see section 14.7*).
- e) **Permit not properly displayed**.
- f) **License plate** not visible from driving lanes, obscured (e.g. with mud, cover, bicycle rack, etc.; not the same as section 14.12(v)), or not properly displayed (e.g. in car window).
- g) **DMV Lookup** required to re-identify a vehicle previously on the same account after removal.
- h) **More than one vehicle** parked on campus at the same time (issued to second vehicle found).
- i) Vehicle **not within stall lines** of a legal parking space.
- j) Parked in **restricted area** Fine escalates (*see section 14.7*).
- k) Parking after **event** restriction begins. Fine escalates (*see section 14.7*).
- l) **Overstaying** permit or parking stall **time limit** (e.g. loading zones, etc.)
- m) **Facing wrong way** – Vehicles using parallel parking areas must park with the front of the vehicle pointing in the same direction as flow of traffic.

**14.10 Group II University violations.** Fee: \$50. Vehicle may be towed. Fines escalate (*see section 14.7*).

- n) Parked in **reserved stall**.
- o) **Nondesignated parking** in an area not specifically designated for or designed as a parking area for motor vehicles (e.g. on grass, sidewalk, "no parking" sign, areas not marked as a parking space, such as at the end of a row, or in any building not designated for the repair or storage of vehicles, etc.)
- p) **Blocking** driveway, roadway, bus stops, dumpsters, doors, or legally parked vehicles; or restricting normal flow of traffic.
- q) **Unauthorized storage** of vehicle on university premises. (Vehicles not bearing a license tag or current permit, or parked illegally and not moved for five (5) or more days.)

**14.11 Group III University violations.** Fee: \$75. Vehicle may be towed. Fines escalate (*see section 14.7*).

- r) **Booth run.** Unauthorized entry to closed area of campus.
- s) **Excessive violator.** Assessed if vehicle is impounded by wheellock or towed (*see section 15.4*).

**14.12 Group IV University violations.** Fee: \$100. Vehicle may be towed. Fines escalate (*see section 14.7*).

- t) **Tampering.** Issued to any person who tampers with any gate, camera, or LPR equipment. Cost of repair will be added to the fine.
- u) Parked in designated **fire lane** or adjacent to a fire hydrant.
- v) **Deliberately Obscured.** Issued to any vehicle which has covered its license plate to "avoid detection" by LPR system (*not as in section 14.9(f)*).
- w) Display of **forged, altered, lost or stolen** parking permit, or fraudulent report of lost or stolen parking permit. Cost of forged, altered or stolen permit will be added to the fine, and parking privileges will be revoked for one year.
- x) Use of permit/e-permit for which user is **not eligible**; or purchase of permit/e-permit by eligible third party for a user who is not themselves eligible for the permit/e-permit.

**14.13 Group V University violation.** Fee: \$250. Vehicle may be towed. Fines escalate (*see section 14.7*).

- y) Illegally parked in or blocking an **accessible or limited mobility space**, accessible aisle, or ADA-compliant ramp designated as accessible.
- z) Parking on campus after parking privileges have been **revoked**.

## 15. PAYMENT OF FEES

**15.0 Violation fees** shall be payable online or at the department's office, either in person or by mail, payable and addressed to KU Transportation Services. **Ticket number or license plate information must accompany payment. Payment is due upon issuance of ticket. A \$10 late fee will be added to all tickets not paid within 14 calendar days.**

Transportation Services accepts cash, checks, cashier's checks, Visa, MasterCard, American Express, and Discover. For cash payments, up to \$1 in coins may be accepted. **No personal checks will be accepted for tickets on towed vehicles/accounts or to release holds on transcripts.**

**15.1 Students with unpaid tickets shall not be permitted to purchase permits/e-permits enroll or obtain or transfer records or diplomas.**

**15.2 Faculty or staff with unpaid tickets shall not be permitted to purchase permits/e-permits, and are subject to KSA 76-741, which specifies that parking fines may be collected from payroll warrants.**

**15.3 If an account of unpaid tickets** or other charges remains past due, the account may be referred to a collection agency for collection, as specified by KSA 76-475.

**15.4 Excessive violations** exist whenever three (3) or more tickets have been issued to any vehicle or posted to the account of any owner/operator and have not been paid within fourteen (14) calendar days.

**All vehicles on an excessive account are subject to immobilization using Barnacle™ device<sup>2</sup> or towing** at the discretion of KU Transportation Services. All tickets must be paid in full before the vehicle will be released from the tow company (*see section 15.0 for payment methods*). If a vehicle is immobilized with a Barnacle™ device and tickets remain unpaid after three (3) business days the vehicle may be towed and assessed an excessive violator ticket. In addition, the Parking Commission may revoke the privilege of operating a vehicle on the university campus.

**Movement of a wheel-locked vehicle will cause damage to the vehicle and vehicles immobilized with a Barnacle™ device should never be driven before it is removed due to limited visibility.**

Barnacle device must be returned to drop-off box per instructions from Barnacle following release.

**15.5 Towing and impoundment of vehicles.** Vehicles may also be towed from the campus at any time if they interfere with the efficient operation of the traffic and parking on the university campus or if they are parked in an area not specifically designated for or designed as a parking area.

**All charges for towing, barnacle release fee, and/or storage fees are the responsibility of the owner/operator and may be assessed as a separate ticket.**

<sup>2</sup> The Barnacle is a device that covers the windshield, preventing a vehicle from being driven until payment is made. This will allow Transportation services to dramatically reduce the amount of time officers spend on towing cars, and will provide students a way to easily handle excessive tickets and release their car through "self service" without having to come into the office or find their way to the towing company far from campus.

## 16. APPEAL OF VIOLATION NOTICES

**16.0 The University of Kansas Parking Traffic Court** reviews violation notices when such review is requested within fourteen (14) calendar days of issuance. Appeals must be made online. Forms submitted with insufficient explanation or appeals made simply to release an enrollment hold will not be accepted.

Appellants who provide deliberately false or misleading information will be reported to Student Affairs (*see Student Code of Rights and Responsibilities, Article 19, Section C, parts 2-3*).

**16.1 Ticket must be paid in order to submit an appeal.** If the decision is in favor of the appellant, payment will be refunded.

**16.2 A \$10 filing fee will be assessed on each appeal after a decision is rendered.** If the decision is in favor of the appellant, this fee is assessed to Transportation Services.

## 17. STATUTORY AUTHORIZATION

**KSA 74-3209 through KSA 74-3216** authorizes the Board of Regents to promulgate regulations for the control of parking and traffic on the University of Kansas campus and to establish misuse fees for violations of the regulations. Besides the internal misuse fees, KSA 74-3215 provides for violations of the regulations to be prosecuted as misdemeanors in the courts of the 7th Judicial District of Kansas, with a maximum fine of twenty-five dollars (\$25).

## 18. CONTACT US

**The Transportation Services office** is located in the Allen Fieldhouse Garage at Naismith Drive and Irving Hill Road. Office hours are published online at [transportationservices.ku.edu](http://transportationservices.ku.edu) or you may contact us by phone (785-864-PARK) or email ([kupark@ku.edu](mailto:kupark@ku.edu)). Forms and additional information can also be found online.