



Denver

**BUSINESS**

### Cyclist Access to Garage Parking

1. Fill out the attached Bicycle and Scooter Registration form and email it to [BUS.OfficeSupport@ucdenver.edu](mailto:BUS.OfficeSupport@ucdenver.edu)
2. After approval by Business School Facility Manager, the form will be submitted to campus Facilities who will enable the ID card/badge for parking garage access. The Facility Manager will notify the Cyclist when approval has been granted.
3. Cyclists who already have paid parking garage access will also be granted card access for free Bicycle and Scooter parking.
4. Cyclists who do not have paid parking garage access will be granted card access for free Bicycle and Scooter parking only. The parking garage will be monitored periodically by campus to ensure vehicles are not being parked using Bicycle and Scooter card access privileges. Violators will be ticketed, and cycle parking privileges will be revoked.
5. After ID card has been enabled, enter the parking garage via the Lawrence Street garage door entrance and swipe ID card on the keypad.
6. Cyclists may store their bicycle or scooter only on level P1, parking space #41, and must use a very robust U-Lock to secure their cycle to the rack.
7. After entering garage from Lawrence St. garage entrance and locking cycle to the bike rack, cyclists may enter the Business School via the elevator lobby on P1.
8. Swipe ID card on keypad to exit the garage door to Lawrence Street.