

CCS Administrative Procedure

5.05.05-H Parking Permit Enforcement Waiver

Implementing Board Policy [5.05.05](#)

Contact: Director of District Security, 533-3555

1.0 Purpose

Spokane Colleges has determined that security and maintenance of parking lots and other pedestrian travel ways must be self-supported by parking fees and not draw resources from the Spokane Colleges operational budget. However, on rare occurrences, Spokane Colleges has determined waiving the Spokane Colleges parking permit requirement to support events specifically related to our college operations is appropriate.

2.0 Limitations and Requirements

The following summary outlines the limitations and requirements of this Spokane Colleges procedure:

- 2.1 Parking enforcement at Spokane Colleges facilities is regulated by [WAC 132Q-20](#).
- 2.2 This procedure applies to all Spokane Colleges property where parking permits are required.
- 2.3 Absent a campus wide pre-approved Parking Permit Enforcement Waiver, all students, employees, and visitors who park on the main college campuses during designated Spokane Colleges business hours, 6:30 a.m. and 5:00 p.m. Monday through Friday, are required to purchase a virtual permit or make payment at a parking meter.
- 2.4 Sponsoring departments pay for invited guest parking.
- 2.5 A Parking Permit Enforcement Waiver should be an infrequent event.
- 2.6 A Parking Permit Enforcement Waiver is requested through the college president and must meet certain criteria and be approved by the Director of District Security prior to the event.
- 2.7 The Director of District Security is responsible for ensuring Parking Permit Enforcement Waiver requirements are administered in good faith and consistent with the conditions set by this procedure.

3.0 Definitions

The following definitions are specific to this procedure.

- 3.1 Parking Permit Enforcement Waiver: A temporary pre-approved exemption from enforcement of Spokane Colleges parking permit requirements at a college campus or other Spokane Colleges property.
- 3.2 Complimentary Parking: Parking where a pre-approved parking permit enforcement waiver has been implemented and Spokane Colleges absorbs the cost of parking during the waiver period.
- 3.3 [WAC 132Q-20](#): Washington Administrative Code that regulates parking and the parking permit requirement at Spokane Colleges.
- 3.4 Invited guest permits: Virtual parking permits which are valid for an individual invited to campus by a department for a specific period designated on the permit. A guest is someone specifically invited by a department to provide a service benefitting the

institutions (i.e., guest lecturer, presenter, service provider). Everyone else is a “visitor” by definition.

- 3.5 Spokane Colleges Property: All Spokane Colleges property owned or controlled by Spokane Colleges.
- 3.6 Visitors: Any person, excluding students, employees, vendors and invited guests who lawfully visit the campus for purposes, which are in keeping with the colleges’ role as institutions of higher learning in the state of Washington.

4.0 Parking Authority

[WAC 132Q.20](#) was implemented under the authority of and approval of the Spokane Colleges Board of Trustees consistent with [RCW 28B.50](#).

- 4.1 [WAC 132Q-20-040](#): Vehicles shall not park at Spokane Colleges facilities without a valid parking permit issued pursuant to [WAC 132Q-20-050](#), unless parked in a metered space. Failure to obtain a permit may be grounds for disciplinary action. The fees for the parking permits shall be established by the board of trustees of Spokane Colleges and shall be published. Students parking at Spokane Colleges facilities off the main campuses of SCC and SFCC are not required to have a parking permit.
- 4.2 [WAC 132Q-20-060](#): A valid Spokane Colleges parking permit is: (1) An unexpired student or employee parking permit registered and properly displayed; or (2) A visitor or special parking permit authorized by the chief administration officer or designee, and properly displayed; or (3) An invited guest or vendor parking permit issued by the sponsoring department and authorized by the chief administration officer or designee, and properly displayed
- 4.3 [WAC 132Q-20-150](#): Parking hours. Parking permits are required to park at Spokane Colleges facilities between the hours of 6:30 a.m. and 5:00 p.m. Monday through Friday. The rules and regulations pertaining to the use of certain parking permits in specific areas are contained in [WAC 132Q-20-130](#). Students and employees may park in any of the spaces or stalls designated in [WAC 132Q-20-140](#) on a first-come, first-served basis after 3:30 p.m. Custodial and authorized employees may park on campus from 10:00 p.m. to 6:30 a.m. and are required to follow regular parking regulations and obtain parking permits.

5.0 Parking Permit Enforcement Waiver Criteria

Spokane Colleges parking enforcement rules regarding parking permits may be waived in extremely limited and specific situations when a request is initiated through the College President’s office and pre-approved approved by the Director of District Security.

The request should be made at least five business days before the event occurs to ensure the necessary information is reviewed to determine whether support for exemption of rules is appropriate and a parking permit enforcement waiver is justified. Waiver of parking rules is done rarely and generally a majority of the following considerations must be present:

Considerations for Parking Permit Enforcement Waiver: The more “yes” responses, the more supportive of event parking fee waiver. Is/does the event:

- ☐ College sanctioned and open to the public?
Is the event a college-sponsored or college-supported event that is open to the general public?

If not, college sanctioned but rather a rent/lease agreement with a non-college agency, then parking fees should be included in the rent/lease or otherwise charged to participants.

- ☐ Non-revenue generating?
If the event is generating revenue or the sponsor is charging a fee for the purpose of offsetting expenses, then it is expected parking fees will be among those expenses offset by that fee/revenue. Incorporate parking costs into the event fee and contact the Security Office to discuss pre-purchased permits.
- ☐ Scheduled after business hours?
Is the event/majority of event scheduled to occur after 4 p.m.? Security does not enforce parking permits after regular business hours (5:00 p.m.) If most of the event is occurring after 5 p.m. parking permits may be waived.
- ☐ An enrollment generating event?
Will the event directly and positively impact enrollment? Security, along with all other Spokane Colleges departments, will support events that directly generate enrollment. Contact security to discuss.
- ☐ Occurring on a non-instructional day?
Will the event create parking competition for students/staff who have purchased a permit?

Event parking that creates parking competition for our students/staff will likely not be waived. We consider parking already "rented" to our students/staff as a result of their purchased permit. They have first right to available parking and event parkers will need to purchase either a day permit or use metered parking.

- ☐ Involve isolated parking locations?
Can the parking be isolated to one parking lot to reduce enforcement workload? If approved, then the host department will be responsible for communicating the location to event attendees. Those parking in other lots without a permit will be subject to a fine.
- ☐ A high-profile event that benefits the college's public image?
A high-profile event is extraordinary and out of the norm i.e., an elected official, high profile presenter, etc. For shorter term events of this nature parking permits may be temporarily waived. Contact Security to discuss.
- ☐ Creates no other enforcement complications?
Is the event high risk, involve high target vehicles, attended by high need participants, etc.? Parking fees support security operations and complicated events often create additional security costs. Permits are less likely to be waived given the additional workload involved.
- ☐ President authorized?
Any request received directly to the Office of Campus Security will be forwarded to the president and only those events that have college president endorsement will be considered for waiver.

6.0 Process for Requesting a Parking Permit Enforcement Waiver

- 6.1 Request a Parking Permit Enforcement Waiver through the President's Office at least five business days before the event using the considerations for Parking Permit Enforcement Waiver listed above. The Presidents authorization is required to seek a Parking Permit Enforcement Waiver.

- 6.2 Once the President's office approves, the President's Office will contact the Office of Campus Security and provide the above information for consideration of a Parking Permit Enforcement Waiver.
- 6.3 A final decision will be issued by the Director of Security. If denied, a rationale will also be provided.
- 6.4 The decision by the Director of Security will be final and not subject to review or appeal.

Originated: July 2025

Cabinet approval: August 4, 2025