

**Title:** PARKING

**Effective Date:** March 1, 2004  
(replaces policy dated July 1, 1989)

**Authority:** Vice-President (Finance and Administration)

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### **Purpose**

The purpose of this policy is to establish clearly the principles under which parking allocations are made at the University of Winnipeg. It is also intended to define the regulations for parking in University-allocated space.

### **Scope**

This policy applies to all transactions in which the University of Winnipeg provides parking spaces for employees and students.

### **Responsibility**

The overall responsibility for the administration and interpretation of this policy lies with the Vice-President (Finance and Administration), delegated to the Executive Director Campus Services and Facilities.

### **Policy**

#### **1. Basic principles**

- 1.1 Parking under the auspices of the University of Winnipeg will include both spaces on University property and those in private parking lots near campus.
- 1.2 Parking will not be subsidized by the University, but rates must be established based on a cost effective approach to the administration of parking , and must be competitive.
- 1.3 Priority will be given to applicants with physical restrictions.

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## **2. Apportionment of costs and responsibilities**

- 2.1 The Vice-President (Finance and Administration) will oversee the parking policy and annually set a fee for use of the parking spaces.
- 2.2 The annual fee will include all direct costs and the overhead costs of operating and maintaining University owned properties used for parking.
- 2.3 Parking Services will:
  - 2.3.1 Assign the parking spaces and maintain a waiting list for additional requests.
  - 2.3.2 Maintain a list of parking spaces and the persons assigned to these spaces.
  - 2.3.3 Recommend the fee for use of the parking spaces to the Vice-president (Finance and Administration). Costs will be shared so that all University employees are charged a standard fee equal to the average payment required, with differential fees for indoor and outdoor spaces.
  - 2.3.4 Students will be charged at the actual cost to lease non-University owned spaces.
  - 2.3.5 Arrange for the collection of fees from the individuals and ensure prompt payment to the privately leased spaces.
  - 2.3.6 Maintain and update procedures
- 2.4 The University of Winnipeg is not responsible for loss of or damage to vehicles or contents.

## **3. Allocation of parking spaces**

- 3.1 All employees and any students with physical restrictions may apply
- 3.2 Parking spaces will be allocated, as space is available, to University employees and to students with physical restrictions.
- 3.3 Some spaces will be reserved for Senior University Management.
- 3.4 Parking Services will apportion the spaces on the basis of the following criteria:
  - 3.4.1 Physical restrictions
  - 3.4.2 Seniority
  - 3.4.3 Other factors that are considered include: need for the use of a vehicle as part of the employment condition, and personal security.
- 3.5 The University offers daytime parking on a full-time basis. Temporary parking is available during evenings and weekends only.

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**4. Penalties**

- 4.1 Abuse of any of the parking regulations outlined above may result in a loss of parking privileges, and/or prompt removal of the vehicle by the University's designated towing company.

**Procedures**

**1. Applications for parking spaces – students with physical restrictions**

- 1.1 Applications must be submitted through the office of the Disability Resource Center, prior to the application deadline.
- 1.2 Applicants require the authorization of the Coordinator of the Disability Resource Centre based on an assessment of the student's disability and need for a parking space.
- 1.3 Upon allocation of a parking space, the signed application shall become the parking contract.
- 1.4 Normally, all parking spaces shall be allocated for an entire Academic Session. Except in the case of withdrawal from all courses, cancellations shall be accepted only if the space can be re-assigned from the waiting list. One-month notice must be given for cancellation

**2. Allocations of parking spaces – employees**

- 2.1 All employees who wish to have a parking space shall complete and sign a parking application each year. Applications are available from Parking Services located in Printing Services, and Human Resources.
- 2.2 Upon allocation of a parking space, the signed application shall become the parking contract.
- 2.3 Normally, all parking spaces shall be allocated annually for the period of September 1<sup>st</sup> to August 31<sup>st</sup>. Except in the case of termination of employment, cancellations shall be accepted only if the space can be re-assigned from the waiting list. One-month notice must be given for cancellation.

**3. Special Parking Arrangements**

- 3.1 Special arrangements for Wesmen events may be arranged through the Office of the Director of Recreation and Athletics.

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- 3.2 Special arrangements for Virtuosi events may be arranged through the Coordinator of Virtuosi Concerts.
- 3.3 Limited visitor parking may be available from time to time with arrangements through the Security Office.
- 3.4 Other arrangements may be made from time to time through Parkers Services.

**4. Use of parking passes (All Parkers)**

- 4.1 Parking passes are not transferable. However arrangements to lend a parking space to another employee during a temporary absence may be made through Parking Services.
- 4.2 An authorized parking permit must be displayed, totally unobstructed as per instructions, when parked in University designated parking.
- 4.3 Parkers must use only those spaces to which they have been assigned.
  - 4.3.1 (e.g) parkers assigned spaces for small cars must use the spaces designated for small cars at all times.
  - 4.3.2 If spaces in the assigned lot are full, the parker must park in public lots and submit for reimbursement.
  - 4.3.3 There must only be one vehicle per authorized Parker parked in University-allocated space at any given time.
- 4.4 There is very limited parking available on campus for visitors to the University. Visitors should be advised to park in one of the nearby public lots (e.g. bus depot, The Bay).
- 4.5 Any change in vehicle or license number must be reported to Parking Services as quickly as possible.

**5. Use of parking lots**

- 5.1 The parking lots are to be used for work-related purposes.
  - 5.1.1 University Parking lots are not to be used for long term storage of vehicles. Anyone wishing to park for 7 days or more must seek approval from the Parking office, and such requests must be made a minimum of 7 days prior.
  - 5.1.2 Except in the case of an emergency, maintenance and repairs to vehicles on University property is not permitted. All waste materials must be promptly removed from University property.

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- 5.1.3 No person shall use any heater electrical receptacles except for the sole purpose of drawing power for a motor vehicle block heater or interior car warmer.
- 5.1.4 The University shall not be liable for any inconvenience, loss or damage caused by electricity surges or interruptions or the supply of electricity having ceased to be available at any heater electrical receptacle.

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