

## administration • reference memo

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keywords

- **PARKING**
  - **SPECIAL PERMITS**
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### **PURPOSE**

This policy is intended to inform employees, students and guests of the College about the regulations and requirements for the provision of vehicle parking on a College campus.

### **POLICY**

1. The College provides parking for use by employees, students and guests of the College in compliance with all College, legal and legislative requirements (e.g. municipal bylaws, Occupiers Liability Act, Province of B.C. directives, College collective agreements).
2. The first priority for the use of College parking is College employees and students while they are on campus to fulfill employment responsibilities or to pursue educational activities.
3. Parking for persons with a disability is maintained to at least the minimum standard required by law.
4. The College does not sell parking space. The College provides for the use and/or rent of parking space on an as-is, where-is basis and without guarantee of availability.
5. The College does not take custody of the parked vehicle and accepts no responsibility for loss, theft or damage to the vehicle or contents.
6. Pay parking regulations apply to all parking
7. Vehicles or vehicle owners not in compliance with College parking or safety requirements are subject to issuance of a parking violation and/or may be towed from the College campus without notice.
8. The College may, at its sole discretion, refuse parking to any person or organization and require the removal of the vehicle(s) or other materials regardless of payment having been made or not.
9. Rental of College parking spaces or lots to third party external groups (e.g. film companies, construction) requires a written agreement between the Director responsible for this policy and the third party. The rental will be on a for-charge basis. Refusal to rent to third party groups will be at the discretion of the Director responsible for this policy.

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10. Camping and/or extended parking of a vehicle is not permitted on College property unless explicit written permission has been granted first by the Director responsible for this policy.
  11. Special parking permits or exemptions from parking regulations may be authorized by the Director responsible for this policy.

### **RESPONSIBILITY**

The Director, Contract Services & Capital Planning shall administer and apply this policy.