



Parking Services

Welcome Centre
423 University Crescent
Winnipeg, Manitoba
Canada, R3T 2N2
Telephone (204) 474-9483
Fax (204) 474-7658
parking_services@umanitoba.ca

STAFF PARKING APPLICATION

All staff parking is provided on a “scramble” basis by lot or area (no assigned stalls). Most reserved parking areas on campus are equipped with electrical outlets for winter use. Power supply to these outlets is dependent on climatic conditions and may be supplied on a cycle system.

PERMITS:

Staff members who apply for parking will be issued a pre-numbered permit indicating parking lot assigned. Permits are valid 24 hrs per day from September 01, 2011 to August 31, 2012.

ASSIGNMENT OF PARKING:

We are currently placing new applicants directly into “B” Lot - all other lots are currently waitlisted. New applicants will have the option to go directly into “B” lot and place themselves on the waitlist for their desired lot or they can opt to not be placed immediately and request to simply be added to the waitlist of their desired lot.

STATEMENT OF AGREEMENT:

In applying for the parking permit indicated on this parking application, you hereby agree to assume all responsibilities for the vehicles registered herein, to adhere to the University of Manitoba Parking Regulations as amended from time to time and authorized by the Board of Governors and to accept all the conditions contained therein.

PAYMENT:

For all University of Manitoba employees - upon confirmation of eligibility and assignment of parking - payment of the parking fee will be payable with equal monthly payments through Direct Withdrawal. Please ensure that you have submitted a signed Authorization Form for Direct Withdrawal (Page 3 of this Application Form or accessible through the Parking Services website). Failure to submit a signed authorization form for Direct Withdrawal will result in non-assignment of the 2011-2012 parking permit.

2011-2012 PARKING FEE:

The charge for 2011-2012 staff parking is \$540.48 plus \$27.02 GST for a total of \$567.50. The parking rate will continue to be processed by Direct Withdrawal.

DUPLICATE PERMITS:

To obtain a duplicate permit, please fill out the [DUPLICATE PERMIT APPLICATION FORM](#) (see www.umanitoba.ca/parking/staff to print the application form).

Payment of \$36.75 must be submitted with the form prior to the duplicate permit being issued.

OUTSTANDING PARKING VIOLATIONS:

Parking permits will not be assigned to any staff member with outstanding parking violations.

FORT GARRY CAMPUS

STAFF PARKING PERMIT AND WAITLIST APPLICATION 2011-2012

Please **COMPLETE ALL FIELDS** in the below Application Form **AND SUBMIT** to the Parking Services Office.

PLEASE INDICATE THE MONTH YOU REQUIRE YOUR PARKING TO BEGIN: _____

Name: _____ Employee Number: _____
LAST FIRST INITIAL

Department: _____

Home Address: _____
APT # ADDRESS CITY PROV/STATE POSTAL CODE/ZIP

Phone Numbers: Work: () _____ Home: () _____ Cell: () _____

E-mail Address: _____

Vehicle Information: _____
LICENCE PLATE PROVINCE VEHICLE MAKE

PLEASE COMPLETE BOTH #’S 1 AND 2 OF THE FOLLOWING IF YOU DO NOT CURRENTLY HAVE A UNIVERSITY OF MANITOBA PARKING PERMIT. IF YOU ALREADY HAVE A PERMIT AND ONLY WISH TO BE PLACED ON A WAITLIST PLEASE COMPLETE #2 ONLY.

1) PERMIT APPLICATION:

We are currently placing directly into “B” Lot – all other lots are currently waitlisted.
 If upon confirmation of eligibility you would like to be assigned a “B” Lot Permit, please check here:

2) WAITLIST APPLICATION: Please indicate one lot in which you would like to add your name to the waitlist:

Payment Designation: The charge for 2011-2012 staff parking is \$540.48 plus \$27.02 GST for a total of \$567.50. For all University of Manitoba employees – upon confirmation of eligibility and assignment of parking, payment of the parking fee will be payable with equal monthly payments through direct withdrawal. Please insure that you have submitted the attached signed Authorization Form for Direct Withdrawal. Failure to submit a signed authorization for direct withdrawal will result in non-assignment of the 2011-2012 parking permit.

Duplicate Permits: To obtain a duplicate permit, please fill out the Duplicate Permit Application Form ([CLICK HERE](#) or visit umanitoba.ca/parking/staff to access the Form). Payment of \$36.75 (\$35.00 plus \$1.75 GST) must be submitted with the Form for the duplicate permit to be issued.

Permit Type: All Staff Parking Permits are issued on a University of Manitoba Parking Hang Tag.

Additional Licence Plates / Carpools: All vehicles being used with the University of Manitoba Staff Parking Permit should be registered with Parking Services. To add additional license plates or setup a carpool, either call 474-9483, e-mail parking_services@umanitoba.ca, visit our office in person, or [CLICK HERE](#) to access the Additional Licence Plates/Carpool Form. When adding additional vehicles the following information will be required: licence plate, make, model and colour of vehicle, name of vehicle owner or driver, home address and staff number.

Waitlist Information: Each customer is permitted to be on the waitlist for one lot only. When space becomes available in a specific lot, the next customer on the list will be contacted and offered an opportunity to accept.

Statement of Agreement: In applying for the parking permit indicated on this parking application, you hereby agree to assume all responsibilities for the vehicles registered herein, to adhere to the University of Manitoba Parking Regulations as amended from time to time and authorized by the Board of Governors and to accept all the conditions contained therein. The University of Manitoba Parking Regulations governs all persons using parking vehicles on University premises. By completing and signing this application, you re hereby agreeing to abide by those regulations and acknowledge that failure to pay outstanding parking fines may result in the towing of your vehicle or such other action as the University may deem necessary in the circumstances.

Signature

Date

This personal information is being collected under the authority of the U of M act and will be used to maintain a record of application for a staff parking permit. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection Act. If you have any questions about the collection, contact the FIPPA Coordinator’s Office (204) 474-8339, c/o Archives and Special Collections, 331 Dajoe Library, University of Manitoba, R3T 2N2.

OFFICE USE ONLY		
Date/Time Rec'd:	Permit # Issued:	Lot Location:



UNIVERSITY
OF MANITOBA

Pre-Authorized Debit Agreement Parking Services

Staff Parking Permit

1. Personal Information

Name: _____ Employee Number: _____

Department Address: _____

Phone: _____ Email: _____

2. Pre-Authorized Debit Account

By checking this box, I hereby give permission for the University of Manitoba to debit my bank account on record with Payroll Services toward payment of a Staff Parking Permit. I also acknowledge my staff parking permit is for personal use.

3. Pre-Authorized Debit Details

You the Payor authorize the University of Manitoba to debit the bank account identified above for payment toward a staff parking pass. You further agree to allow \$47.30 in regular recurring monthly payments be deducted from your bank account toward payment of the entire \$567.50 charge for a 2011-2012 Staff Parking Permit at the University of Manitoba. Regular monthly payments will be debited from your account on the 11th day of each month or the next business day, beginning September 2011 and ending with a final balance payment of \$47.20 in August 2012. Please note: a \$30 fee will be assessed on all returned payments.

You the Payor acknowledge the annual parking permit fee is subject to change annually and authorize pro-rated payments every month in fulfilment of the annual parking fee on an ongoing basis, and that you will be notified in writing no less than 15 days in advance of any change to the annual parking fee and monthly amounts.

You the Payor may revoke your authorization at any time, subject to providing 10 business days notice. To obtain a sample cancellation form, or for more information on your right to cancel a Pre-Authorized Debit Agreement, contact your financial institution or visit www.cdnpay.ca.

Signature(s) of Account Holder(s)

Name(s) (PLEASE PRINT)

Date

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with the Pre-Authorized Debit Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

Upon completion, DROP OFF, MAIL or FAX this form to: Parking Services
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423 University Crescent
WINNIPEG, MB R3T 2N2
Phone: 204-474-9483 / Fax: 204-474-7658
Email: parking_services@umanitoba.ca