

## **The University of Manitoba – Staff Parking Guidelines FORT GARRY CAMPUS**

### **GENERAL**

For the convenience of those requiring parking on the Fort Garry Campus, parking and traffic information is outlined below. Please note that all persons must pay for the privilege of parking on the campus during the day. This requirement is necessary because the parking system is entirely funded by revenue from parking fees.

### **PARKING SERVICES**

If you have any queries concerning parking, please contact Parking Services.

Location: Welcome Centre, 423 University Crescent

Office Hours: 8:00 a.m. - 4:30 p.m.

Telephone: 204-474-9483 / 204-474-7691 (after hours - please call Security Services at 204-474-9312)

URL: [www.umanitoba.ca/parking](http://www.umanitoba.ca/parking)

### **UNIVERSITY SECURITY SERVICES**

If you have any queries concerning traffic regulations, please contact University Security Services.

Location: Welcome Centre, 423 University Crescent

Telephone: 204-474-9312

### **RESERVED (ASSIGNED) PARKING**

All reserved parking on Campus is assigned by lot or area on a "scramble" basis (no assigned stalls). The various reserved staff areas are indicated on the parking map. When parking in these areas, persons must display valid parking permits for the designated lots during weekdays from 7:30 a.m. to 4:30 p.m.

Parking lots are sold to maximum capacity. Assignment to a specific lot does not imply that space will always be available. If your lot is full please park in the nearest staff or student lot and notify Parking Services immediately.

### **PARKING PERMITS**

Parking permits are available only through Parking Services and are valid for specific periods of time. Hang tags must be clearly displayed, hanging from the rear view mirror with lot name facing front of vehicle.

Permits must be completely visible from the exterior of the vehicle at all times.

### **STAFF PERMITS**

Staff permits are effective from September 01 to August 31 (12 months) and are valid only in the assigned area which is designated on the permit.

Vehicles must be parked within the numbered stall structure of the lot (no parking beyond or between rows or centered on posts).

NOTE: If you are unable to display your permit, please report to Parking Services at the Welcome Centre on University Crescent for a temporary permit. Only University of Manitoba permits will be honored. Notes, handwritten or otherwise, are not recognized.

### **REPLACEMENT PERMITS**

Replacement permits are available at the rate of \$35 (exclusive of applicable taxes).

### **PERMIT CANCELLATION**

Cancellation of a staff parking permit is final. If after cancelling your permit you would like to reapply, you are required to apply as a new staff member and we cannot guarantee the same parking lot or waitlist position (if applicable) as per your previous lot assignment.

In order to cancel a staff parking permit and payment plan, permits and cancellation forms must be submitted to Parking Services prior to the effective cancellation date.

**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."

**TRANSFER OF OWNERSHIP**

Transfer of ownership of a permit is not permitted. Any other use, sale, or assignment is prohibited and cannot be recognized by the University. Permits for sale by means other than Parking Services may be stolen permits.

**CARPOOLING**

Staff permits are not transferable to carpool members. If the staff member in a carpool cancels their permit, the permit is reassigned to the waitlist for the specific lot.

**PARKING RATES / PAYMENT CANCELLATION**

Parking rates are pro-rated. Cancellation of the monthly direct withdrawals, or if applicable, pro-rated refunds, are available only when the permit is returned by the registered owner. Information on pro-rated fees and payment cancellation is available from Parking Services.

**ELECTRICAL OUTLETS**

All 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. [CLICK HERE](#) for the electrical cycle schedule.

**SNOW STORM - PARKING GUIDELINES**

Refer to our ([www.umanitoba.ca/parking](http://www.umanitoba.ca/parking)) for parking lot clearing updates and parking procedures.

**CAR POOLS / ALTERNATE VEHICLES**

Persons participating in car pools or using alternate vehicles should contact Parking Services for instructions. One duplicate permit is available for Fort Garry Staff at a charge of \$35.00 (exclusive of applicable taxes). An owner of an alternate vehicle or a member of a car pool must ensure that only one vehicle registered to the permit is in the assigned lot at any time.

**MOTORCYCLES AND BICYCLES**

Motorcycles, motorscooters, and mopeds are considered as motor vehicles and require parking permits. Permits are available on a monthly basis and may be obtained through Parking Services. Bicycles do not require permits but should be parked at racks provided for this purpose.

**SPECIAL PARKING (Accessible)**

Special parking arrangements can be made for persons with physical disabilities. University of Manitoba Special Needs/Accessible Forms are required upon application. Please contact Parking Services for the necessary forms.

**EVENING, WEEKENDS AND HOLIDAYS**

On weekends, holidays and after 4:30 p.m. on weekdays, there is no charge for parking in most staff, student, meter and Pay & Display lots. However, there are some restricted areas which cannot be used for general parking and which remain under strict control at all times. Refer to our website home page ([www.umanitoba.ca/parking](http://www.umanitoba.ca/parking)) for further information.

These restricted areas are:

- 1) No parking Areas
- 2) Loading Zones
- 3) Marked fire lanes and driveways
- 4) Marked pedestrian areas
- 5) 24 hour reserved zones
- 6) Accessible Areas
- 7) Landscaped Areas

- 8) Lot corners, aisles, and end of aisles
- 9) Hooded and reserved meters

### **CASUAL PARKING**

Casual or Visitor Parking is available at the Parkade, at Pay & Display lots, metered areas, or by special permit in reserved areas.

[Click here for more information.](#)

### **INVITED GUESTS**

Parking permits and brochures for guests may be obtained at Parking Services. University Departments can purchase a supply of temporary permits for distribution to guests either when they arrive on campus, or beforehand.

### **PARKING REGULATIONS**

In accordance with the [University of Manitoba Parking of Vehicles Policy](#), parking regulations are in effect at all times except when specific exemptions are posted. While operating a motor vehicle on campus, these regulations must be observed.

### **INFRACTIONS AND OUTSTANDING PARKING VIOLATIONS**

Parking violations are issued by Parking Services and persons are subject to fines and possible vehicle impoundment for infractions of the University of Manitoba Parking Regulations. Parking Services will issue a notice for any unpaid parking violations. Failure to pay outstanding violations may result in the towing of your vehicle or other such actions as the University may deem necessary in the circumstances.

Persons found in possession of stolen permit(s) may be subject to prosecution.

Violations may be paid online via credit card at <http://willow.cc.umanitoba.ca/parking/cmn/index.aspx>, or by cheque or money order to Parking Services. Please make cheque or money order payable to "The University of Manitoba."

### **APPEALS OF PARKING VIOLATIONS**

Parking violations may be appealed in writing to the University Parking Appeals Committee, Welcome Centre, 423 University Crescent. Appeals must be submitted within thirty (30) days of violation and payment must be made before an appeal is considered. Appeals not submitted within thirty (30) days of violation will not be considered.

[Click here for a pdf version of the Violation Appeals Form.](#)

*January, 2011*