

## **PARKING REGULATIONS**

### **1. GENERAL REGULATIONS**

1.1 The grounds of Fleming College, including all parking areas, parklands, roads and pathways are private property. The College reserves the right to control parking and traffic on the campus, to prohibit access to any vehicle and to restrict parking privileges at any time; in any parking lot, for emergencies, construction or other operational purposes.

1.2 Fleming College has no legal obligation to provide parking accommodations and assumes no responsibility for any damage or loss of a motor vehicle or contents.

1.3 These Parking Regulations are designed to ensure a safe and orderly movement of all vehicles and also to utilize parking facilities as effectively and fairly as possible.

1.4 In general the regulations for safe operation of a motor vehicle as described in the Highway Traffic Act of Ontario shall be the guidelines for safe operation of a motor vehicle on Fleming College property. All persons operating a motor vehicle on campus are required to have a valid driver's license and liability insurance for their vehicle.

1.5 The Manager, Security, Parking & Emergency Management has the overall responsibility for the administration of these regulations as well as other matters pertaining to the ongoing operation of the parking program at Fleming College.

1.6 All employees and any person enrolled in a course who parks a vehicle on college property at Sutherland, or Frost Campuses are required to pay for parking during the posted enforcement times via the purchase of a parking permit, or use of a pay & display machines.

1.7 Persons with a Ministry of Transportation Accessible Parking Permit must also purchase a college permit or pay for parking at a pay & display machine. Accessible Spaces are reserved closer to main entrances, and are strictly enforced. See Appendix G for the appropriate procedures and requirements for Accessible and Accommodated Parking.

1.8 Parking arrangements for invited guests or for special events must be made through the staff at the Information Booth. Complimentary parking for any person, for any reason must be approved in advance by Parking Services. See Appendix E for Special Event & Guest Parking regulations.

1.9 Regular permits are not valid in Pay & Display Only lots. Employees who travel between campuses must park in a permit lot based on the permit they have purchased for their "home" campus. Due to the limited number of Premium Parking Spaces, Premium Permit Holders that travel between campuses must park in General Lots when visiting another campus.

1.10 The operation of recreational vehicles on campus such as Dune Buggies, All Terrain Vehicles (3 or 4 wheelers), Dirt Bikes, Snowmobiles or similar vehicles is prohibited.

1.11 Persons that have forgotten their parking permit are required to either pay for the day at a pay & display machine or they may be issued a temporary parking pass for the day at the Information Booth. Repeated or excessive requests for a temporary pass will result in payment being required for the day.

1.12 With the exception of parking areas reserved for students living in Residence, overnight parking on College property is prohibited. Arrangements can be made to leave a vehicle on campus temporarily if necessary. See Appendix H for the appropriate procedures and requirements for Overnight Parking.

**2. PARKING AREA DESIGNATIONS**

2.1. Lots are filled each day on a first come, first served basis with the exception of Premium Lots and Residence Lots which are reserved. Fees are based on the following tiers of parking:

<b>Premium Lots</b>	Frost Sutherland	P1 (Loading Dock) – P2 Wind Turbine – P3 Drilling Maple, Spruce & Receiving Area
<b>General Lots</b>	Frost Sutherland	A, B, C, D, E Oak, Aspen, Ash, Birch, Pine
<b>Economy Lots</b>	Frost Sutherland	G Beech
<b>Residence Lots</b>	Frost Sutherland	R Cedar (overflow located in Pine if required)
<b>Motorcycle Only Parking</b>	Frost Sutherland	Designated Areas in B Lot and by Wind Turbine Designated Areas in Elm Lot & Spruce
<b>Accessible Parking Lots</b>	Frost Sutherland	Designated Spaces in A, B, C, D & E Lots Designated Spaces in Elm, Spruce & Pine Lots
<b>DriveGreen Spaces</b>	Frost Sutherland	Designated Spaces in E Lot (by wind turbine) Designated Spaces in Spruce Lot

2.2. Motorcycles and gas powered scooters are not permitted to park, at bike racks or on sidewalks.

2.3 Motorcycles and gas powered scooters may park in Motorcycle Parking Areas without additional charge if the motorcycle owner has purchased a regular parking permit and registers the motorcycle plate as a vehicle on the permit. If the motorcycle owner does not have a regular permit they are required purchase a Motorcycle Only Permit.

2.4 E-bikes, mopeds, bicycles and other human powered transportation devices must be parked at a bike rack and are not permitted to park on sidewalks or to take up spaces in a parking lot or the designated motorcycle parking area. E-bikes, mopeds, bicycles and other human powered transportation devices found locked to poles, railings or signs will be removed by Campus Security. Bicycles are not permitted inside College Buildings. Charging of e-bikes and electric scooters at College power outlets is prohibited.

2.5 Accessible parking spaces are designated and signed at all campuses. Parking in these spaces requires a valid Ministry of Transportation Accessible Parking Permit and payment (via Pay & Display Machine or Fleming Permit). Students and Employees that require accessible parking can purchase an Accessible Parking Permit at the Information Booth. You must bring your Ministry Permit with you to prove that it is valid.

2.6 Students and Employees with a temporary injury or medical conditions that require temporary parking accommodation can request temporary accommodated parking. See Appendix G for the appropriate procedures and requirements for Accessible and Accommodated Parking.

2.7 Use of DriveGreen Spaces is limited to electric or hybrid vehicles. Other types of vehicles registered to the permit must park in General Parking.

2.8 Electric vehicles parked at electric charging stations must be actively charging. Charging is limited to 4 hours and once charging is complete the vehicle must move to another DriveGreen space to allow for other vehicles to charge if required.

### **3. PARKING PERMITS**

3.1 Parking permits can be purchased via the online parking management system (credit card and online debt card) or in person at the Information Booth at Frost or Sutherland Campus (cash or cheque).

3.2 At the Sutherland and Frost Campuses a single hanging tag will be issued when a parking permit is purchased. The hanging tag parking permit entitles the holder to park in designated area for the term indicated on the permit. The tag must be displayed over the rear view mirror or on dashboard, face up and unobstructed.

3.3 Lost or stolen permits must be reported to the Information Booth immediately so they can be added to the lost/stolen list. The cost to replace is lost or stolen hanging tag is \$50.00.

3.4 It is the vehicle owner's responsibility to update their vehicle information via the online parking management system. A parking permit shall not be issued unless a licence plate is provided at the time of purchase. Up to three plates can be registered for one permit but only one of the vehicles may park on campus at a time.

3.5 Carpooling is allowed and encouraged. Persons who wish to form a carpool with other students or employees may do so by registering up to three licence plates on one permit and sharing the cost of the permit. However, only one person can be registered as the permit holder and that person will be held responsible for the cost of all Parking Violation Notices issued to any licence plate registered to their permit.

3.6 Carpools will only be issued one hanging tag permit for the type of parking they choose (Premium, General, Economy) and must be moved from vehicle to vehicle. If a member of a carpool chooses to drive their vehicle to campus in addition to the carpool vehicle they are required to pay for parking at a Pay & Display Machine.

3.6 Permits may not be resold privately or transferred to a non-registered vehicle. Possession of a stolen permit is a criminal offence and charges may be laid. Hang Tag Permits are imprinted with the message "VEHICLE MUST BE REGISTERED TO PERMIT." Students are cautioned not to purchase a permit privately.

3.7 Persons with outstanding parking violations will not be sold a permit until their violations are paid or appealed, this includes temporary permits and other parking arrangements.

### **4. PARKING ENFORCEMENT**

4.1 The purpose of parking enforcement is to gain compliance with these regulations. To that end, Campus Security Guards shall exercise reasonable discretion when issuing offence notices and prior to immobilizing or towing a vehicle.

4.2 Campus Security Guards are authorized to issue internal Fleming College Parking Violation Notices for any vehicle found parked on Fleming College property in violation of these regulations.

4.3 Campus Security may tow or immobilize a vehicle for repeated violation of these regulations. Vehicle immobilization will be done through the use of wheel locking devices, commonly called a "boot". Towing or immobilization of a vehicle may only take place after

seeking authorization from the Manager, Security, Parking & Emergency Management or their designate.

4.3 The purpose of immobilizing a vehicle is to compel the vehicle owner/driver to attend the Information Booth, identify themselves and speak with Parking or Security Staff regarding their parking violations. Immobilizing a vehicle will also result in a fee of \$25.00 being added to the existing penalty fees owed. When a vehicle is towed the vehicle owner will be responsible for any towing and/or impound fees incurred.

4.4 Campus Security Guards are also authorized to issue Municipal By-Law Offence Notices. All members of the Campus Security team are deputized by City of Peterborough, and/or the City of Kawartha Lakes in accordance with the municipal by-laws and Provincial Statutes, relating to illegally parking on private property.

4.5 The Manager, Security, Parking & Emergency Management and/or their designate, is authorized to provide an appeal process and to resolve outstanding concerns or disputes about parking.

## **5. PAYMENT OF PENALTIES & FINES**

5.1 Penalties for Fleming College Parking Violations must be paid within 15 working days of the date the violation was issued. Payment can be made via the online parking management system (credit card & online debt card) or in person at the Information Booth at Frost or Sutherland Campuses (cash or cheque)

5.2 Failure to pay Fleming College Parking Violation penalties within the designated time will result in an additional administrative fee or \$25.00 being added to the original penalty.

5.3 Repeated failure to pay Fleming College Parking Violation penalties may result in the penalties and administration fees being billed to a student's account causing restrictions to registration and/or graduation.

5.4 Fines for Municipal Parking Infraction Notices must be paid to the municipal authority at the city/town hall offices. Failure to pay Municipal fines will result in a subsequent summons at a higher penalty price and eventual notice to the Ministry of Transportation which may affect vehicle plate and/or driver's licence renewal.

## **6. PARKING CONCERNS & ASSISTANCE**

6.1 Report all parking problems to the Information Booth by email at [parking@flemingcollege.ca](mailto:parking@flemingcollege.ca) or at Extension 8000 so that they can be investigated and remedied as soon as possible.

6.2 A Battery Booster Pack is available at the Information Booth for sign out to assist the public if a vehicle won't start due to a low battery.

6.3 A Portable Air Compressor is available at the Information Booth for sign out to assist the public if a tire needs to be inflated.

6.4 College Security can also assist the public with contacting CAA or obtaining other assistance. Please come forward if such help is required. Campus Security is prohibited from using "slim jims" or other devices to enter vehicles where the keys are locked inside.

6.5 Verbal or physical abuse of College Parking Staff and/or Campus Security Staff will not be tolerated and will result in discipline under the appropriate College Policy.

## **7. SAFETY IN PARKING LOTS.**

7.1 Campus Security is available 24 hours a day at Frost and Sutherland Campuses to respond to emergencies and other safety related concerns. Signs are posted in all parking lots that provide the contact information for Campus Security.

7.2 A Walk-Safe service is available on request at Frost and Sutherland Campuses. Call extension 8000 from any college phone to arrange to be accompanied to your car.

7.3 In the event of a minor vehicle collision where there are no injuries and the vehicles are safe to drive; drivers should exchange vehicle and driver information. Drivers involved in a collision are required to report accidents in person to a Collision Reporting Centre.

7.4 In the event of a serious vehicle collision where there are injuries or it is unsafe to drive one or both vehicles; drivers should contact Campus Security who will respond to provide first aid and will also contact the police and emergency services.

7.5 Some areas of the College grounds and parking areas are under video surveillance, however not all areas are covered by the cameras. Students, Employees and Visitors are reminded to lock their car doors and to not leave valuables in plain view in their vehicles.

7.6 Pets found in vehicles during cold or hot weather will be monitored for signs of distress and if necessary the police and/or Humane Society will be contacted to remove the animal and charges may be laid against the vehicle owner.

## **8. INTERCAMPUS TRAVEL & PARKING**

8.1 Employees assigned to a home campus where there is no charge for parking are required to pay for parking when they travel to a campus with pay parking. Employees can purchase a pro-rated permit at the Information Booth at Frost or Sutherland Campuses if they travel frequently.

8.2 Employees assigned to a home campus where there is pay parking, who choose not to drive to work at their home campus, are required to pay for parking when they travel to another campus where there is pay parking. Employees can purchase a pro-rated permit at the Information Booth at Frost or Sutherland Campuses if they travel frequently.

8.3 Regular permits are not valid at designated Pay & Display Only lots. Employees who travel between campuses must park in a permit lot based on the permit they have purchased for their "home" campus. Due to the limited number of Premium Parking Spaces at each campus Premium Permit Holders that travel between campuses must park in General Lots when visiting another campus.

## APPENDIX A Parking Violations & Penalties

Campus Security Guards shall issue Fleming College Parking Violation Notices (PVN) for the following violations of these regulations, which shall result in the penalty noted:

#	Violation Details	Wording on PVN	Penalty
1.1a	Parking in any area not designated for parking such as on the grass, a path, a road or laneway.	Parked in an Unauthorized Area	\$25.00
1.1b	Parking in any area designated as No Parking by a sign or hashed marked paint on the pavement.	Parked in a No Parking Area	\$25.00
1.1c	Parking in an area designated as a Fire Route by a sign or painted lettering on the pavement.	Parked in a Fire Route	\$30.00
1.1d	Parking in any space marked as Reserved, Special Event or for other Designated Users.	Parked in a Reserved Space	\$30.00
1.1e	Parking in a space designated for Persons with Disabilities marked by a sign.	Parked in an Accessible Space	\$300.00
2.1a	Parking without a proof of payment displayed or improper display of proof of payment.	Proof of Payment Not Displayed	\$25.00
2.1b	Parking over the time purchased and displayed on the Pay & Display Receipt.	Parked past the Expired Time	\$25.00
2.1c	Unauthorized entry into a parking lot by tailgating another vehicle or driving over a barrier or curb.	Unauthorized Entry to Parking Lot	\$50.00
2.1d	Parking while displaying a permit that is not registered to the vehicle.	Vehicle Not Registered to Permit	\$50.00
2.1e	Parked while displaying a fraudulent or altered permit or pay and display receipt.	Displaying a False Permit or Pay Stub	\$100.00
2.1f	Parking while displaying a lost or stolen permit.	Displaying a Lost/Stolen Permit	\$100.00
3.1a	Parking overnight without authorization.	Parked Overnight Unauthorized	\$30.00

As per Section 5.1 of these regulations, all penalties must be paid within 15 working days of the issuing date of the Parking Violation Notice. Payment can be made in person at the Information Booth at Frost or Sutherland Campuses.

As per Section 5.2 of these regulations, failure to pay these penalties within the designated time will result in a \$25.00 administration fee being added to the original penalty. This fee is related to the cost in time required to investigate and process non-payment collections.

As per Section 5.3 of these regulations, repeated failure to pay these penalties may result in the penalties and administration fees being billed to a student's account causing restrictions to registration and/or graduation.

## **APPENDIX B Towing and Vehicle Immobilization**

The following guidelines shall apply to the towing and/or immobilization (booting) of any vehicle parked on Fleming College property.

### Attaching a Boot and/or Towing a Vehicle

1. Any unauthorized entry into a parking lot by driving over the grass, driving over the curb or driving around a barrier shall result in the vehicle being booted or towed on the first (1<sup>st</sup>) offence.
2. The displaying of an altered, fraudulent or stolen permit or pay & display stub shall result in the vehicle being booted or towed on the first (1<sup>st</sup>) offence.
3. Upon the issuing of a Second (2<sup>nd</sup>) Parking Violation Notice to a vehicle the Boot/Tow Warning section of the Notice shall be completed to warn the driver that their vehicle will be booted or towed on the next offence.
4. Upon finding a vehicle that meets the criteria listed above the on-site Security Guard shall seek authorization to tow/boot from the Manager, Security, Parking & Emergency Management or their designate.

### Removal of a Boot

Persons that find a boot attached to their vehicle are required to follow the procedure below to have the boot removed:

1. Attend in person the Information Booth at the Frost or Sutherland Campus to request the boot be removed. If no one is at the Information Booth call extension 8000 to contact Campus Security.
2. Provide a piece of valid photo identification to the Parking or Security Staff. A Fleming College Student Card is considered valid photo identification.
3. The vehicle owner/driver will be provided with three (3) options:
  - a. Arrange to pay all or a portion of their penalties.
  - b. Defer payment of some or all of the penalties to their Parking Account.
  - c. Appeal some or all of the penalties as per the Appeal Process in Appendix C.
4. Once the driver/owner select one of the options listed above the boot will be removed by Campus Security.

As per Section 4.3 of these regulations the purpose of immobilizing a vehicle is to compel the vehicle owner/driver to attend the Information Booth, identify themselves and speak with Parking or Security Staff regarding their parking violations. Immobilizing a vehicle will also result in a fee of \$25.00 being added to the existing penalty fees owed. When a vehicle is towed the vehicle owner will be responsible for any towing and/or impound fees incurred.

Verbal or physical abuse of College Parking Staff and/or Campus Security Staff will not be tolerated and will result in discipline under the appropriate College Policy.

## APPENDIX C Appeal Process for Parking Violation Notices

### Fleming College Parking Violation Notices

Fleming College Parking Violation Notices can be appealed via the following process:

1. Appeals must be submitted online via the Parking Website.

**Note:** Appeals submitted more than 5 working days after the offence notice was issued will not be accepted or processed.

2. A Parking Services will review the appeal and reply to the vehicle owner/driver within 30 working days of the submission of the Appeal Form.
3. If the vehicle owner/driver disagrees with the decision they may request that the appeal be forwarded to the Manager, Security, Parking & Emergency Management for review within 3 working days of receiving the appeal decision.
4. The Manager, Security, Parking & Emergency Management or designate will review the appeal and respond within 30 days. The decision of the Manager, Security, Parking & Emergency Management or designate is final.

### Municipal Parking Offence Notices

Municipal Parking Offence Notices are administered by the City of Peterborough and the City of Kawartha Lakes. The appeal process is through Provincial Court and is outlined on the back of the Offence Notice.

Municipal Parking Offence Notices cannot be paid on campus, they must be paid at City Hall.



**APPENDIX D**  
**Removed – Aug 2018**

**APPENDIX E**  
**Special Event & Guest Parking**

**Special Event Parking**

1. Parking for special events must be arranged through the Information Booth at Sutherland or Frost Campuses a minimum of 5 working days prior to the event.
2. Parking for any event shall be provided in the most suitable location based on the operational needs of the College.
3. Parking for events is not complimentary, payment for parking must be made through one of the following options:
  - a. The persons attending the event can pay for their parking at the Pay & Display Machines located in the lot. The Pay & Display receipt issued must be displayed on the dash and can be retained by the attendee for reimbursement via their employer if required.
  - b. The school or department hosting the event can choose to cover the cost of parking for their guests by making the appropriate arrangements through the Information Booth prior to the event.
4. The fees charged by Facilities for room bookings do not cover the cost of parking. Arrangements and costs for parking are made separately from the room booking process.

**Special Guest Parking**

1. Parking for special guests must be arranged through the Information Booth at Sutherland or Frost Campuses a minimum of 1 working day prior to the event.
2. Parking for special guests is not complimentary, payment for parking must be made through one of the following options.
  - a. The special guest can pay for their parking at the Pay & Display Machines located in the lot. The Pay & Display receipt issued must be displayed on the dash and can be retained by the attendee for reimbursement via their employer if required.
  - b. The school or department hosting the special guest can choose to cover the cost of parking for their guest by making the appropriate arrangements through the Information Booth prior to the event.
3. Complimentary parking shall normally only be extended to those persons that are volunteering their time with a College department or school.
4. College employees and students that are volunteering for a committee or project are required to pay for parking since their primary relationship with the College is as an employee or student not a volunteer.

**Prepaid Parking Codes**

1. Parking Services may choose to issue a department, school or individual a Prepaid Parking Code for use at Pay & Display Machines as a means to manage guest or event parking.
2. The use of Prepaid Parking Codes is restricted to the guest/event for which the code was issued.
3. The use of Prepaid Parking Codes by students or employees to cover the parking costs of their own personal vehicles is prohibited.
4. Employees or students attending events or travelling between campuses are required to park in the lot for which they have a permit or pay for parking at a Pay & Display Machine.
5. The misuse of Prepaid Parking Codes by students will result in the student being held responsible for the cost of parking related to the misuse and may result in disciplinary action under the Student Rights & Responsibilities Policy.
6. The misuse of Prepaid Parking Codes by employees will result in the employee being held responsible for the cost of parking related to the misuse and will be reported to their supervisor which may result in disciplinary action.

**APPENDIX F**  
**Contractor & Service Vehicle Parking**

**Contractor Parking**

1. Contractors responding to the College for Service Calls in marked company vehicles are required to park in the spaces designated as Reserved for Contractor Vehicles or Reserved for Service Vehicles. These spaces are normally located at the Loading Docks of each campus.
2. Contractors responding to Service Calls in personal unmarked vehicles are required to park in a regular parking lot.
3. Contractors responding to Service Calls that need to park in other locations on campus (non-parking lots) are required to notify the Information Booth of where they are parking and the operational reason why.
4. Contractors that are working on campus are normally required to either pay for parking in a regular lot or arrange for a complimentary parking code with their Physical Resources project contact.
5. For longer term construction projects special parking arrangements must be made prior to the commencement of the project.

**Service Vehicle Parking**

1. In order to meet operational requirements of certain departments or schools it may be necessary from time to time to issue Service Vehicle Permits to employees for use in their personal vehicles.
2. The issuing of Service Vehicle Permits will be considered on a case by case basis to meet legitimate and documented operational requirements.
3. The issuing of Service Vehicle Permits is not to be considered compensation for the use of an employee's personal vehicle.
4. Employees must have purchased a regular parking permit (Economy, General or Premium) prior to being approved for a Service Vehicle Permit.
5. The Employee's immediate supervisor must request approve the Service Vehicle Permit Application and provide the operational requirement that justifies the issuing of the permit.
6. In certain circumstances a fee may be charged to the employee's department, this will be evaluated on a case by case basis.
7. Service Vehicle Permits allow parking in the designated Loading/Unloading spaces for the purpose of loading/unloading as per the posted time limits. When not needed for loading or unloading vehicles must be parked in a regular parking space.
8. Service Vehicle Permits do not give a driver the authority to drive or park on grass, in fire routes or accessible spaces.

## **APPENDIX G**

### **Accessible & Accommodated Parking**

Under the standards of the Accessibility for Ontarians with Disabilities Act (AODA) the College is required to maintain an adequate number of parking spaces designated for persons with a disability with Ministry of Transportation Accessible Parking Permits.

To that end, temporary accommodations for students and employees that do not have a Ministry of Transportation Accessible Parking Permit can be granted a Temporary Accessible Accommodation Parking Permit for a maximum of 90 days to the extent that they do not interfere with the College's ability to comply with the AODA Standards.

There are three (3) types of Accessible Parking Permits issued. Failure to comply with the following provisions will be subject to a \$300 Parking Violation Notice.

- **RED Decal – 90 Day Accommodated Parking**
  - There will be specific spots allocated and signed for Temporary Accessible Accommodation Parking. Those approved for 90 Accommodated Parking will be issued a RED decal that will be placed on their regular permit that expires in 90 days. Specific request instructions for employees and students are located below.
  
- **GREEN Decal – MTO Temporary Accessible Permits**
  - If you require Accessible Parking past the 90 days you will be required to apply for a temporary permit from the Ministry of Transportation (MTO). You can find information and the application on the [Service Ontario website](#).
  
  - Once proof of the MTO Temporary Accessible Parking Permit is provided to Parking Services, the permit holder will be issued a GREEN decal to place on their regular permit for temporary accessible parking, coinciding with the date of the permit.
  
- **BLUE Permit – MTO Permanent Accessible Permits**
  - A permanent BLUE permit will be issued if a permanent MTO Accessible Parking Permit is provided. No medical documentation will be required for parking accommodation.

In order to ensure that this type of accommodation is applied fairly and consistently, such requests are submitted in writing. As deemed necessary the written request must be supported by a medical practitioner confirming the need for the accommodation. Employees should contact their HR Consultant for information regarding the employee accommodation process and required documentation.

Parking Services shall monitor the number and types of temporary parking accommodation requests. If necessary, in consultation with HR, will determine on whether to revoke or deny such requests to comply with AODA Standards.

**Employee Instructions:**

1. The employee requesting the parking accommodation must first speak with their direct supervisor who will consult with the Human Resources Consultant responsible for their department or school. For more information please visit the [Human Resources website](#).
2. The Human Resources Consultant will advise the supervisor and employee of the College Employee Accommodation process, including required documentation. (For Unionized employees, the local Union representative will also be advised of accommodation request).
3. Once it has been determined that a parking accommodation is appropriate they will provide the Parking Services with the following information:
  - a. Name of the person requiring the accommodation
  - b. List of all campuses where the employee works.
  - c. Length of time that accommodation is required.
4. Parking Services will verify that the employee has paid for a parking pass and then issue the appropriate permit based on the accommodation.
5. Employees that have not purchased a parking pass but have requested a parking accommodation are required to pay for parking before the accommodation will be granted.

**Student Instructions:**

Students requiring a Temporary Accessible Accommodation Parking permit are required to go to Security Services and submit the completed Accommodation request form (see attached). A note from a medical practitioner is required but information regarding the student's medical condition is not required.

If the student currently holds a valid MTO permit, the request form and medical documentation is not required. The student will be required to provide the permit for proof of identity to Security Services at the time of the request.

**Student Temporary Parking Accommodation Request**

First Name: _____	Last Name: _____
Campus: _____	Student #: _____
I request a temporary parking accommodation due to a medical condition that limits my mobility.	
I require this accommodation from _____ to _____.	
date	date
_____	_____
Date of Request	Signature

**Medical Practitioner Documentation**

Please attach a letter from a medical practitioner which supports this accommodation request. The letter must meet the following requirements:

1. Be printed on the letter head of the hospital, clinic or private practice of the medical practitioner.
2. The name, address, phone number of the medical practitioner must be included in the letter.
3. The name of the person requiring the accommodation must be included in the letter.
4. A statement by the medical practitioner which indicates the person has a medical condition which limits their ability to walk more than 150 meters.
5. The period of time for which the accommodation is required.
6. It is not necessary for the letter to include medical information about the illness/injury for which the accommodation is required.

The letter must be dated and signed by the medical practitioner.

**EMPLOYEES ARE NOT REQUIRED TO COMPLETE THIS FORM.  
EMPLOYEES SHOULD SEE HUMAN RESOURCES  
REGARDING PARKING ACCOMMODATIONS**

## APPENDIX H Overnight Parking

### Overnight Parking

1. As per General Regulation 1.12, with the exception of parking areas reserved for students living in Residence, Overnight parking on College property is prohibited. Arrangements can be made to leave a vehicle on campus temporarily if necessary.
2. In order to park overnight you must have permission from Parking Services and the vehicle license plates must be registered with the Information/Security Booth.
3. Vehicles left over night will be directed to park in a specific lot that will not interfere with other event parking or lot maintenance depending on the time of year.
4. All vehicles must have a valid parking pass displayed in the vehicle when parked on campus.
5. If the driver does not have a valid parking pass they must purchase a temporary pass while parked on campus ~~\$6 per day~~ from the Information Booth.