

<b>Policy Title:</b>	Parking		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input type="checkbox"/> Academic - Administrative	
	<input checked="" type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	August 31, 2017	<b>Effective date:</b>	August 31, 2017
<b>Policy Sponsor:</b>	Vice President, Administration & Finance	<b>Date last reviewed:</b>	January 2019
<b>Date of Mandatory Review (expiry date)</b>	January 2024	<b>Date of last revision of Procedures</b>	January 2019

## 1 POLICY

1. Given that CMCC has limited parking facilities:
  - a. student parking is available for those granted permits and who have paid in advance for the year. (Priority for parking passes will be given to students who live farthest from CMCC, and students who car pool/share a parking spot.)
  - b. employees wishing to obtain a designated space are to contact the Human Resources Division for a parking space that is paid for through authorized payroll deductions.
2. CMCC assumes no liability for any damage, whether direct or indirect, howsoever caused to person or property while on CMCC property or relating to the use of parking facilities at CMCC by CMCC students, faculty, administration, visitors or others.
3. CMCC reserves the right to change fees for parking without notice and may also change the allotted parking spaces.
4. Parking access cards must be used every time to enter or exit CMCC's parking lot.
5. Parking spaces may not be re-assigned to any other person when not in use, e.g., vacation.
6. Limited visitor parking is available.

## 2 PURPOSE

To provide parking access for eligible permit holders and manage limited parking resources.

## 3 SCOPE

Students and employees.

## 4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

Parking Violations: Students and employees with parking passes are subject to all rules and regulations as outlined on the Parking Contract obtained at the time they purchase the Parking

Pass and signage in the parking lots. Improper parking may also be subject to towing or civil litigation. Parking spaces are available only for students and employees who have paid their parking fee. Those who park at the premises without appropriate payment will be ticketed and/or towed. Any fines relating to parking infractions will be added to a student's account and will be required to be paid as part of tuition cost.

**5 RELATED POLICIES**

N/A

**6 DEFINITIONS**

N/A

<p><b>New Policy Approved (date):</b> September 2001</p> <p><b>Policy Revision History (dates):</b> August 31, 2017 January 2019</p>
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-----**END OF POLICY**-----

**7 PROCEDURES**

1. Parking arrangements for students are made through Student Services and for employees through Human Resources.
2. The Physical Facilities Division handles the issuance of parking access cards and the assignment of parking spaces for employees. Student Services issues parking access cards and assigns parking spaces for students.
3. Employees wishing to obtain a designated parking space are required to pay a bi-weekly flat fee through payroll deductions (regardless of the number of days per week the spot will be used).
4. A daily rate will be charged to employees who drive and do not have a designated parking spot. This charge is payable on the day the employee parks either via the payment machine near reception or by prepaid exit passes available from Accounting for one, five or 20 day(s)/exit(s) rates.

<p><b>New Procedure Approved (date):</b> September 2001</p> <p><b>Procedure Revision History (dates):</b> August 31, 2017 January 2019</p>
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**8 ATTACHMENTS**

None