



PREAMBLE

The President and the Board of Governors authorize these regulations. These regulations are intended as an aid to the facilitation of the business of the College.

Parking is only permitted in a space or area that has been clearly marked, posted, signed, and/or designated as a parking space. All other areas will be considered a "NO PARKING AREA" and parking is prohibited, unless authorization is granted by special permit from the St. Clair College Parking Office. The Absence of any signage to the contrary does not permit or authorize parking elsewhere on St. Clair College Property.

LIABILITY

Parking on College property is at "Own Risk" - St. Clair College assumes no liability for vehicle contents or damage to vehicles on College property. Vehicle operators are solely responsible for their vehicle and/or its contents. All vehicle accidents and vandalism should be reported immediately to Security in the Main Lobby.

PAID PARKING FACILITY

All persons parking a vehicle on St. Clair College property must pay by:

1. Purchase of a Pay and Display Permit from a Pay and Display Machine in Visitor Lot 'T', Visitor Lot 'H', or Visitor Lot 'Y'; or
2. Purchase of a Parking Permit from the Parking Department.

All vehicles are required to display a permit while on campus. All Permits must be clearly displayed on the vehicle dashboard or hanging from the mirror so the expiry time/date and permit number (if applicable) is clearly visible, without obstruction, from the front of the vehicle.

PARKING VIOLATIONS

Your vehicle is considered in violation for:

- Parked in a No Parking Zone, Painted Area, Fire Route or Bus Stop
- Parked in a No Stopping Zone or Standing Only Zone
- Parked in a Loading Dock, or reserved parking space/lot
- Parked obstructing pedestrian or vehicular traffic
- Failure to clearly display a valid Hang-Tag or Pay and Display Permit
- Parked on any intended grassy area
- Parked exceeding expiration time in metered lot (Visitor Lots)
- Parked exceeding maximum time allowed by parking space
- Parked outside designated parking space or facing the wrong way
- Parked in an Accessible Parking space without appropriate permits
- Parked in a state of abandonment, without license plates, or in the same space for more than 3 consecutive days
- Parked with permit not purchased through a St. Clair College agent
- Parked with use of fraudulent/tampered or otherwise reproduced permit, or with use of lost or stolen permit.

Violations are enforced by the issuance of parking fees, vehicle immobilization, vehicle removal, gate card deactivation, encumbrances to student accounts, and collection action. The above violations may also result in the loss of parking privileges at St. Clair College.

ACCESSIBLE PARKING

Accessible Parking spaces are available for Students, Staff and Visitors provided that a Ministry of Transportation Accessible Parking Permit and a valid Student Permit, Staff Permit or a Daily Pay and Display Permit are displayed. Maps detailing accessible parking locations are available at the Parking Office.

COMMUNITY LOT

The Community Parking Lot is reserved for members of the community without affiliation to St. Clair College (non-staff, non-student, non-contracted employee). Staff, Students and Contracted Employees are considered members of the College Community and are restricted from parking in the Community Lot. Also, vehicle operators seen parking in the Community Lot and entering/within the College Main Building may be issued parking fees.

PARKING FEE PAYMENTS

Payments can be made in person at the Parking Office or by mail. Please make cheques payable to St. Clair College. Payments can be made in person at the Parking Office by Cash, Cheque, Visa, MasterCard, American Express or Interact. Returned cheques are subject to a \$40.00 NSF fee. Failure to pay parking fees may result in additional administrative fees. A license plate search may be conducted on the vehicle and fees will be billed to the registered owner of the vehicle. If fees remain unpaid, information may be provided to a Collection Agency to obtain payment.

Note to St. Clair College Student: Failure to pay the Parking Fee will result in your student account being encumbered. Transcripts, diplomas, course registration, etc. will be withheld until parking fees and all administrative fees are paid.

PERMIT PURCHASES

Permits must be purchased either in person at the Parking Office, or by faxing the completed Parking Application and Payment Form to the Parking Office (519-972-2735).

General Permits can be purchased either monthly, by semester or by full academic year expiring at the end of August.

General Permits are permitted in Student Parking Lots at Chatham Campus. General Permits purchased at Chatham Campus may be used at Windsor's South Campus in General Lots N, S, and V as well as Staff Lots A, E, R, X, and Z, and General Gated Lots C, D, G, and K, after 5:00pm. General Permits are not valid in Visitor Parking Lots, at either campus at any time.

Pay and Display Permits can be purchased at Chatham Campus from the machine near the main entrance for \$2.00 per hour and \$1.00 per half hour to a maximum of \$8.00 per day, minimum purchase is one hour. The machine only accepts \$2, \$1, and 25c coins as well as Visa and MasterCard. The machine does not accept Debit or Visa Debit cards, give change and does not accept bills. Pay and Display permits are valid in Visitor Parking Lots as well as all Student Lots.

REFUNDS

A permit returned before the Registrar's withdrawal date will be refunded at a rate of 100% per month for unused months remaining on the permit. After the Registrar's withdrawal date permits will be refunded at a rate of 50% per month for unused months of the current semester. The current month is considered a "used" month.

LOST OR STOLEN PERMITS

St. Clair College is not responsible for replacing lost parking permits. Therefore, should you lose your parking permit; you will be required to purchase an additional parking permit at regular parking rates. No reduction or discount in parking permit fees will be applied to replacement parking permits.

Stolen permits should be reported to your local policing agency, a claim number will be provided. Please provide this claim number to the Parking Office to obtain a replacement permit.

Replacement gate cards and Open Vehicle permits are \$20.00.

General Information

The Parking Office is located in the Main Lobby at:

Chatham Campus	Monday – Friday	7:30 a.m. – 3:45 p.m.
South Campus	Monday – Thursday	7:30 a.m. – 7:00 p.m.
	Friday	7:30 a.m. – 3:00 p.m.

You may contact us:

Phone:	Chatham Campus:	(519) 354-9100 ext. 3515
	South Campus:	(519) 972-2727 ext. 4515
Email:	parkingchatham@stclaircollege.ca	

**Parking is enforced at Chatham Campus:
Monday through Friday from 8:00 a.m. – 4:00 p.m.**



St. Clair College

Guide to Parking Chatham Campus

STUDENT LOTS

A, B, C

STAFF LOTS

A, X

VISITOR & COMMUNITY LOTS

AS NOTED ON MAP

Pay & Display \$

**Pay and Display Required
Mon-Fri 8am-4pm**

PARKING OFFICE

1001 Grand Ave West Chatham N7M 5W4
519-354-9100 x 3515

Office Hours

Mon - Fri 7:30 am - 3:45 pm

start **HERE** go anywhere

