

PREAMBLE

These policies are intended as an aid to the facilitation of the business of the College and have been authorized by the Board of Governors. 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 the operator's own risk and all incidents involving vehicles shall be reported to College Security. The College assumes no liability for vehicle contents or damage to vehicles on College property.

PAID PARKING FACILITY

All persons parking a vehicle on St. Clair College property must pay through the purchase of a Pay and Display Permit from a Pay Station in the Visitor Lots or through the 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

Vehicles will be considered in violation for:

- Parked in a No Parking Zone or Standing Only Zone
- Parked or Stopped in a Fire Route, Bus Stop or No Stopping 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, Dash, 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, or vehicle information does not match displayed permit
- 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, and collection action. The above violations may also result in the loss of parking privileges at St. Clair College.

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. Fees are paid in the order in which they were received. Returned cheques are subject to a \$40.00 NSF fee. A license plate search may be conducted on the vehicle and fees will be billed to the registered owner of the vehicle. Failure to pay parking fees within 14 days of issuance may result in account encumbrances and additional administrative fees. Unpaid fees may be deducted from any balances owed by the College. Also, unpaid fees may be forwarded to a Collection Agency to obtain payment at any time and additional fees will apply.

APPEALS

If a parking fee is disputed, a "Request for Parking Fee Appeal" must be submitted to the Parking Office, within 14 days of the issuance of a parking fee otherwise the parking fee will be considered uncontested. Appeal requests for uncontested parking fees will not be accepted and the parking fee must be paid. Appeals are subject to the terms and conditions listed on the "Request for Parking Fee Appeal" form. Decisions on appeals are final.

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. These spaces and lots will be identified by the International Symbol of Access.

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). Permits may be in the form of Hang-Tag or Dash permits. Permits will allow for parking in specific lots as defined below, however space is not guaranteed at any time.

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

General Permits will allow parking in Student Lots (Chatham Campus), as well as General Lots N, S, and V at any time and Staff Lots A, E, R, X and Z after 5:00pm (Windsor Campus). Parking is permitted but space is not guaranteed. General Permits are not permitted in Visitor Lots at any time.

Pay and Display Permits must be purchased from the Pay Stations in the Visitor Lots. Permits are sold at a rate of \$2.00 per hour (minimum 1 hour purchase) to a maximum daily rate of \$10.00 for a 6 hour stay. Machines accept \$2, \$1, and 25¢ coins as well as Visa and MasterCard. These machines do not accept Debit or Visa Debit cards, give change or accept bills. Pay and Display permits are valid in Visitor Parking Lots as well as all General Lots. An inoperable machine does not indicate parking is free, you must use an alternate machine to purchase parking.

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. Permits with a duration of 1 month or less, as well as Pay and Display Permits are non-refundable.

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.

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.

General Information

The Parking Office is located in the Main Lobby at:

Chatham Campus	Monday - Friday	7:30a.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:

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

Parking is enforced at Chatham Campus: Monday through Friday, 8:00 a.m. - 4:00 p.m.

Please refer to the St. Clair College Website for additional information on rates, parking fees, and policies at: <http://www.stclaircollege.ca/parking>



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 Chatam N7M 5W4
519-354-9100 x 3515

Office Hours

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

start **HERE** go anywhere

