

# **Brock University Parking Regulations**

## **Authority**

The Parking Regulations (the "Regulations") are authorized by the Board of Trustees of Brock University (the "University") by virtue of the *Brock University Act* of the Province of Ontario. The Board of Trustees has delegated its responsibility for the implementation and enforcement of these Regulations to Parking Services.

## **University Property**

The lands and grounds owned and leased by the University ("University Property") are PRIVATE PROPERTY, and the University reserves the right to control motor vehicle access to and driving on University Property. The University permits parking and driving on University Property only upon the terms and conditions set forth in these Regulations.

## **Purpose**

The purpose of these Regulations is to facilitate the safe and orderly conduct of all activities occurring on University Property relating to parking services, within the limits of available space. All persons using University parking facilities are subject to and shall make themselves aware of the Regulations.

## **General Terms and Conditions**

Parking Services shall monitor all parking lots on University Property in an effort to enforce the Regulations. The City of St. Catharines may, at their discretion, also monitor and enforce the roadways, fire routes, and loading zones on University Property. Campus Security may also monitor and enforce when and as necessary.

Parking is enforced twenty-four hours a day, seven days a week. Parking on University Property is "paid parking" only, unless otherwise noted by Parking Services. All vehicles parked on University Property, other than those parked in designated pay-per-use areas and metered parking, must display a valid permit.

Failure to comply with these Regulations may result in fines, the withholding of a degree or grades and/or the blocking of access to course registration due to non-payment of fines, cancellation of parking privileges, and/or tow away and storage of the vehicle at the owner's risk and expense.

The Regulations apply to all motorized vehicles, including but not limited to motorcycles, motor scooters, mopeds, and motorized bicycles, and are in effect for twelve (12) months of the year (including orientation, examinations and recess periods). Snowmobiles and all-terrain or off-road vehicles shall not be operated on University Property.

Parking Services reserves the right to reduce or suspend parking privileges or services usually provided in certain areas, for emergencies or special events. Permit holders may, in certain circumstances, be required to park in an area other than their normal parking lot. Parking Services will make every effort to accommodate permit holders and will attempt to give reasonable notice to permit holders of such circumstances.

Unless otherwise posted, the speed limit on University roads is 40 km per hour, these roads include but are not limited to University Road, Ray Woodfield Drive, Residence Road, St. David's Road, Isaac Brock Blvd. North, Isaac Brock Blvd. South, Isaac Brock Blvd. East, Isaac Brock Blvd. West, University Road West, Village Road, Campus Drive and Hydro Road.

Parking is permitted in designated areas only. No vehicle shall occupy a space in a parking lot other than within the limits sets out by lines, curbing, markers or signs. The University having marked approved spaces is under no obligation to mark all areas where parking is prohibited.

Persons who park in the designated pay-per-use areas, who by any means or method, fail to pay or avoid payment of the appropriate fees shall be ticketed and/or towed.

No vehicle shall be parked or remain parked in a metered parking space if the meter is out-of-order or if the meter has been hooded by a parking meter cover.

Broken or raised gate arms in controlled parking areas do not authorize parking in those areas.

Any person or vehicle who gains improper access to or exit from a controlled or gated lot (for example, through "piggy backing" or "curb jumping") may be ticketed, towed and/or have their parking privileges cancelled.

Any person who, by any method, assists the driver of another vehicle to gain access to or exit from a controlled or gated lot, in contravention of these Regulations, may be ticketed, towed and/or have their parking privileges cancelled.

The University shall not be responsible for any damage or loss to a motor vehicle, or its contents, however caused. Any damage or loss should be reported to Campus Security.

Every person operating a vehicle on University Property shall do so with due care and attention and with reasonable consideration for other persons on University Property.

# **Brock University Parking Regulations**

## **Parking Allocation**

Faculty, staff and students may purchase a parking permit on a term or annual basis, or may park in the designated pay-per-use areas. Faculty and staff may purchase a parking permit for Zone 1 (lot A), Zone 2 (lots T, U, V), Reserved (lots A and B), Shaver, Lot EA and Special Reserved. Students may purchase a parking permit for Zone 1 (lot A) or Zone 2 (lots T, U, V).

Zone 1 and Zone 2 permits are on a "first-come first-served" basis. Thus, permit holders are NOT guaranteed a parking space at any time. On the occasion that Zone 1 (lot A) reaches capacity, alternate parking space may be made available to permit holders. Permit holders of Zone 2 (lots T, U, V) are not guaranteed a parking space in any particular lot and during busy periods may have to drive to other designated lots to find parking.

Residence students may purchase a residence parking permit for the academic year on a "first-come first-served" basis. Residence students living in DeCew, Vallee or Earp Residence may purchase a permit for lot M. Residence students living in either Lowenberger or Village Residence may purchase a permit for lot S. Residence students living in Quarry View Residence may purchase a permit to park in the Quarry View lot. Parking in the residence lots is NOT guaranteed to all residents.

Motorcycles (including but not limited to motor scooters, mopeds, or motorized bicycles) shall be parked in designated motorcycle parking areas only. Persons may purchase a motorcycle permit for lots A and the motorcycle permit spaces by Welsh Hall or park in designated pay-per-use spaces only. Persons who have purchased a permit (for lots other than A) may be allocated a motorcycle permit for lots A and the motorcycle permit spaces by Welsh Hall at no additional charge.

Visitors may park in designated areas on a pay-per-use basis. Cash parking is available in Lot D. Metered or "pay and display" parking is available along Meter Road, in front of Schmon Tower on Isaac Brock Blvd., in front of the Faculty of Education, in front of the Walker Complex, and in lots J, K, P, E, Q and EA.

## **Accessible Parking**

Faculty and staff who wish to obtain an Accessible parking permit for a particular lot must first obtain authorization from the Human Resources office prior to purchasing a parking permit. Students who require an Accessible parking permit for a particular lot must obtain authorization from the Student Development office prior to purchasing a parking permit.

Visitors who display an Ontario Ministry of Transportation Accessible parking permit may park in the Accessible parking spaces in the pay-per-use areas, upon payment of the required fee.

Persons who display a Brock Accessible or an Ontario Ministry of Transportation Accessible permit who choose to park in an Accessible parking space in an unauthorized area (for example, a reserved lot) may be ticketed and/or towed.

## **Parking Permits**

All parking permits (including but not limited to decals, placards, and hangtags) are issued by and remain the property of Brock University Parking Services. Parking permits are solely for the use of the person to whom they are issued, and valid only for the vehicle license plate registered with Parking Services. Transfer by sale or exchange renders the permit invalid. Unauthorized use will result in permit confiscation, ticketing and/or towing.

Faculty, staff and students may receive a parking permit, according to the parking allocation noted above, upon vehicle license plate registration and shall pay, or authorize to have deducted from salary or wages if permitted, the applicable parking fees. These permits may be purchased on a term or annual basis.

Parking permits shall not be issued to any faculty, staff or student having unpaid parking fines. As well, parking permits will not be issued for those vehicle license plates having unpaid parking fines unless proof of transfer of such license plates is submitted to Parking Services.

Parking Services shall issue only ONE permit per applicant even though an applicant may register one or more vehicle license plates on a permit. Only one of the registered vehicles may be parked on University Property at any given time unless the other vehicle is parked in one of the designated pay-per-use areas (upon paying the required fee).

Permit holders are responsible for making themselves aware of the Parking Regulations, and shall be responsible for any violations issued against any license plate(s) registered on their permit and/or account, regardless of the actual driver of the vehicle.

A parking permit shall be displayed and hung on the rearview mirror with the lot or zone and serial number facing outward. A motorcycle permit or sticker must be affixed in such a manner to be clearly visible from the front of the motorcycle. Any exceptions to these permit display requirements must be authorized by the Parking Services office.

Permit holders must park in the particular area assigned by the permit. Parking in an unauthorized area will result in ticketing and/or towing.

## **Brock University Parking Regulations**

Responsibility for the safe-keeping of parking permits rests with the permit holder. Faculty, staff and students will be required to pay \$20.00 for any replacement permits. The replacement permit fee will be refunded provided the replacement permit is returned to Parking Services within thirty (30) days of the date of issue.

Permit holders must obtain a temporary permit from the Parking Services office when using a vehicle with a license plate not registered to their permit, or if the parking permit has been forgotten.

Once a permit holder registers a vehicle license plate with Parking Services, the license plate becomes registered to the permit holder's account. As such, permit holders must inform Parking Services of any changes in the information provided on their application, including but not limited to change in vehicle, change in license plate, or change in contact information. An account holder must request, and receive approval by Parking Services, for the removal of a vehicle license plate from their account. A vehicle license plate may only be removed from an account when all violations and fees against that license plate have been paid.

Upon request, periodic account statements and relevant account and permit information may be sent to permit holders and others having accounts with Parking Services.

### **Violations, Fines and Penalties**

Parking is enforced twenty-four hours a day, seven days a week. Parking on University Property is "paid parking" only, unless otherwise noted by Parking Services. Vehicles found in violation of the Regulations will be issued a ticket against the vehicle license plate.

<b>Parking Violations</b>	<b>Fine</b>	<b>Penalty</b>
Parking in an area which is not designated as a parking area.	\$25.00	Fine.
Parking at a time-expired meter.	\$25.00	Fine.
Parking in a designated pay-per-use area without a valid receipt for that area or date.	\$25.00	Fine.
Parking in a parking area without a valid permit for that area or date.	\$25.00	Fine.
Failure to properly display permit.	\$10.00	Fine.
Submitting false information on registration form.	\$100.00	Fine. Cancellation of parking privileges.
Unauthorized use of a temporary permit.	\$50.00	Fine.
Failure to obey the directions of a member of Parking Services when engaged in controlling parking or traffic.	\$50.00	Fine. Tow.
Improper access to or exit from a controlled or gated lot.	\$50.00	Fine. Tow. Cancellation.
Assisting the driver of another vehicle to enter or exit from a controlled or gated lot, in contravention of the Regulations.	\$50.00	Fine. Tow. Cancellation.
Parking a suspended vehicle in a parking area.	\$100.00	Fine. Tow. Cancellation.
Obstructing University roads, traffic, loading areas, sidewalks, or building entrance or exit.	\$25.00	Fine. Tow.
Obstructing dumpster	\$50.00	Fine. Tow.
Obstructing a loading zone	\$25.00	Fine. Tow.
Parking on landscaped areas.	\$50.00	Fine. Tow.
Parking in a Fire Access Route, obstructing hydrant.	\$50.00	Fine. Tow.
Parking in a designated accessible parking area.	\$300.00	Fine. Tow.
Obstructing a designated accessible parking area.	\$300.00	Fine. Tow.
Parking a vehicle displaying a counterfeit or altered permit.	\$100.00	Fine. Tow. Cancellation.
Parking a vehicle displaying a lost or stolen permit.	\$100.00	Fine. Tow. Cancellation.

Violations must be paid in full *within ten (10) business days* from the date the ticket was issued, or parking privileges may be suspended. Payments can be made in person, on the parking web site, or mailed to:

Parking Services  
 c/o Brock University  
 Decew Residence, Room 227  
 500 Glenridge Avenue  
 St. Catharines, ON L2S 3A1

### **Additional Penalties and Fees**

Failure to pay violations in a timely manner and/or the accumulation of excessive unpaid violations will result in additional penalties including but not limited to: the withholding of a degree or grades and/or the blocking of access to course registration, cancellation of parking privileges, towing at the owners risk and expense, and/or referral of account to a collection agency.

The owner of the vehicle license plate is ultimately responsible for the payment of all violations issued against the vehicle license plate. In addition, when the owner is unknown, a fee to cover the cost of obtaining license plate owner contact information from the appropriate governmental body may be applied to the account.

## **Brock University Parking Regulations**

### **Towing of Vehicles**

In addition to any other fine, a vehicle may be towed away and stored at the owner's sole risk and expense. Towing may include relocation of the vehicle on University Property or removal from University Property, at the discretion of the Parking Services Supervisor or Parking enforcement officer. Towing may occur if the vehicle falls into one of the following categories:

- a) obstructing traffic flow, parking maintenance or snow removal;
- b) parking in a fire route;
- c) creating a safety hazard;
- d) triple parking;
- e) known to be a repeat offender or under cancellation;
- f) excessive unpaid violations;
- g) displaying a cancelled, lost, stolen or invalid parking permit;
- h) parking on University roads, any walkway system, loading areas, landscaped areas, or areas with specific tow warning signs;
- i) where the driver of a vehicle has failed to obey the directions of a member Parking Services or Campus Security, and the vehicle is parked in contravention of those directions;
- j) deemed to be abandoned; and
- k) parking in a designated Accessible parking space.

### **Cancellation of Parking Privileges**

Parking privileges may be cancelled and in the case of permit holders the cancellation shall apply to all registered vehicles. Vehicles for which parking privileges have been cancelled are not allowed to enter or park on University Property for any reason. Such vehicles found on campus will be towed away and are subject to additional fines.

Parking privileges may be cancelled for one of the following reasons:

- a) non-payment of fines;
- b) repeat violations or obvious disregard of the Regulations;
- c) supplying false information to obtain parking privileges;
- d) misuse of parking permit;
- e) using an altered, duplicated or otherwise unauthorized permit; or
- f) by the determination of the Parking Appeals Committee.

### **Reinstatement of Parking Privileges**

Reinstatement of parking privileges for reasons other than outstanding fines must be applied for in writing.

Parking Services may reinstate parking privileges provided that:

- a) all outstanding fines and fees have been paid;
- b) the period of cancellation has lapsed; or
- c) all requirements for reinstatement as determined by Parking Services and the Parking Appeals Committee have been met.

### **Appealing a Violation**

An appeal, stating valid reasons for cancelling the ticket, must be submitted in writing or on-line to the Parking Services office within ten (10) business days from the date the ticket was issued. An application to appeal can be found at the Parking Services office or on the Parking Services web site at [www.brocku.ca/parking](http://www.brocku.ca/parking) in the on line services section.

Appeals of tickets older than ten (10) business days may only be submitted at the discretion of the Supervisor of Parking Services and must be paid in full before submission. A payment refund will be issued if the appeal is granted.

A valid appeal can be based only on the contention that a ticket was issued contrary to the Regulations or in error. Ignorance of the Regulations does not constitute grounds for an appeal.

The Parking Appeals Committee shall meet regularly to review all appeals. Appeals may be upheld or denied and the decision of each appeal shall be communicated to the Appellant in writing.

The decision of the Parking Appeals Committee is final and binding with no option to re-appeal.

## **Brock University Parking Regulations**

### **Parking Appeals Committee**

The Chair of the Parking Appeals Committee is appointed by the Director of Community & Ancillary Services. The committee is comprised of five (5) voting members representing a cross-section of the University community including students, faculty and staff. A quorum constitutes three (3) members, including the Chair. Decisions are made by majority vote. In the event of a tie, the Chair shall cast the deciding vote.

The Supervisor of Parking Services shall act as a non-voting administrative resource to the Parking Appeals Committee.

### **Hamilton Parking**

The Regulations apply in part to the Hamilton campus parking areas, subject to the following:

Parking areas are monitored by the city of Hamilton By-Law Office by the authority of the City of Hamilton By-Law 89-75. Parking is enforced twenty-four hours a day, seven days a week.

Parking areas are closed (gates locked) when the building is not open. There is NO overnight parking on the Hamilton campus.

Faculty, staff and students shall either purchase a permit for designated parking areas or pay for parking in the pay-per-use areas. Parking is on a "first-come first-served" basis, permits do NOT guarantee a parking space.

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