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## Parking Policy

<b>Purpose</b>	To inform the college community of parking availability and procedures.
<b>Policy</b>	The college provides parking services for the use of employees, students, visitors and contractors. All employees and students are required to pay for parking facilities. Parking fees collected will generate revenue for the college.
<b>Applies to</b>	The VCC community
<b>Procedures</b>	<p>Lot prices at King Edward Campus are based on proximity to the building. Payment is through meters in the parking area.</p> <p>City Centre employees may purchase monthly parking through payroll deduction. Assignment to the City Centre parkade is based on the employee's start date with VCC and subject to availability. Employees on payroll deduction for parking may cancel their parking for calendar months with one month's written notice.</p> <p>Parking rates for King Edward will be reviewed on a regular basis to consider changes in costs and market rates. Proposed changes will be approved through Operations Council. Rates for City Centre parking will be adjusted automatically whenever the market prices at the private lots increase by 10% in order to maintain rates at 75% of market rates. Two month's notice will be provided of any rate adjustment.</p> <p>Employees who are required to travel between campuses can apply to the Director of Facilities for a cross campus pass and will be reimbursed for additional parking costs.</p>

Surplus parking capacity will be offered to non-college users to generate additional revenues provided this does not conflict with the needs of employees, students, visitors and contractors.

## **Revisions**

October 27, 2003

March 10, 2005

**1. Policy Sponsor: Director, Facilities**

**2. Approvals:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date:**