

Number:	ADM-116
Title:	Parking
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	February 28, 2018
Approved:	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objective

This regulation establishes guidelines for the allocation and control of parking permits.

2. Regulation

- 2.1 No vehicle shall occupy a parking space without a permit. This permit must be displayed inside the vehicle. Violation of this regulation may result in a ticket being issued and the vehicle being towed at the owner's expense.
- 2.2 Multiservices Centre is the only authorized agent to dispense annual or daily parking permits.
- 2.3 The University assumes no liability in case of damage to a vehicle or theft of a vehicle or its contents.
- 2.4 A parking permit gives access to University parking, but does not ensure a parking space at all times.

3. Procedure

3.1 Annual permit

The form is available at Multiservices Centre at the end of August.

3.2 Daily permit

The daily permit is available from the ticket dispenser in the visitor's parking. Visitors may only park in this area.

The daily permit for a special event or meeting may be obtained from Multiservices Centre with prior approval from a member of the Executive Committee.

3.3 Fees and other conditions

Parking fees are set annually upon budget approval. Full payment is required upon issuance of the permit. University staff may also make their payment in three installments or through payroll deductions.

No refunds will be made.

The allocation of reserved spaces is made on a first come, first served basis.