



## POLICY STATEMENT

Policy Name	<b>Parking</b>		
Policy #	<b>505</b>	Category	<b>General Administration</b>
Policy Sponsor	<b>Associate Vice-President, Facilities</b>	Previous Revision Date	<b>December 3, 2013</b>
Policy Approved by	<b>President &amp; CEO</b>	Issue or Revision Date	<b>October 5, 2017</b>
Procedures Approved by	<b>CFO and Vice-President Administration</b>	Review Date	<b>October 2022</b>

See the related [PROCEDURES](#).

### PURPOSE

The purpose of this policy is to govern the administration of parking at all Saskatchewan Polytechnic properties (e.g., campuses, administration offices, etc.).

### SCOPE

This policy applies to all students, staff, faculty, and visitors who use motorized vehicles to travel to Saskatchewan Polytechnic campuses and properties.

### GUIDING PRINCIPLES

1. Saskatchewan Polytechnic will endeavour to provide as many parking stalls as reasonably possible for employees, students, third-party tenants, and the general public.
2. Saskatchewan Polytechnic aims to implement consistent treatment of parking in all of its locations while considering the unique context of each campus.
3. Saskatchewan Polytechnic is committed to ensuring that its facilities and properties are as accessible as possible.
4. Saskatchewan Polytechnic encourages its community members to use environmentally friendly modes of transportation whenever possible (e.g., carpooling, public transportation, etc.).
5. Saskatchewan Polytechnic is committed to balancing fairness and the wise use of human and financial resources in the administration of parking spaces.

### POLICY

1. All parking space at or within Saskatchewan Polytechnic facilities is the property of the institution.
2. Saskatchewan Polytechnic charges for parking at its facilities and it maintains the right to review and adjust its parking rates.

3. Saskatchewan Polytechnic recognizes that space restrictions at its various geographical locations necessitates variances in its parking practices. As a result, the number of assigned and unassigned parking stalls varies from campus to campus.
4. To the extent possible, priority will be given to applicants with disabilities and short-term injuries.
5. Facilities Management at the applicable Saskatchewan Polytechnic location is responsible for general parking administration.
6. Any person abusing Saskatchewan Polytechnic parking areas or its parking regulations may be subject to the penalties outlined in the procedures.
7. Saskatchewan Polytechnic assumes no responsibility for any damage or theft to a motor vehicle or its contents.
8. At the discretion of facilities management, and in keeping with the guiding principles of this policy, parking space for events held on campus may be arranged.

## **DEFINITIONS**

1. Application Date: The date in which an applicant applies for a parking spot using the Parking Application.
2. Base Location: The location where an employee's primary office or work station is located.
3. Motorized Vehicles: All gas or electric powered modes of transportation that must be registered to operate on public roads and highways.
4. Third Party Tenant: A person or group besides the two primarily involved in a situation (in this case, Saskatchewan Polytechnic employees and students). Examples of a Third Party Tenant include visiting instructors or a students' association.
5. Event Parking: Pre-planned parking which accommodates special event activities on campus. Examples include career fairs or Co-operative Education events (e.g., representatives from business and industry).

## **RELATED POLICIES/DOCUMENTS**

N/A

## **APPLICABLE LEGISLATION OR REGULATIONS**

N/A