01 Summary of Conditions

St. George parking permits:
(a) remain the property of the St. George Campus Transportation Services;
(b) are issued for the use of the named permit holder only;
(c) to be valid, must be displayed on the driver’s side of the dashboard of the vehicle for which they are issued;
(d) are not to be duplicated or altered in any form; and,
(e) must be promptly returned to the Transportation Services office if they are cancelled or revoked.

In accepting a parking permit, the permit holder agrees:
(a) to display his/her permit at all times when parking on campus;
(b) to park only in authorized parking areas designated by Transportation Services – individual faculties and departments cannot give this permission;
(c) to park in an orderly manner so as to occupy only the space required by the one vehicle;
(d) to ensure that only one vehicle is parked at any one time under one permit number;
(e) to pay heed to requests by Transportation Services’ staff or the University Police concerning the parking of the vehicle;
(f) to obey all regulatory traffic signs on the campus;
(g) to obey all traffic directions given by Transportation Services’ staff or University Police;
(h) if a reserved or a lot reserved permit holder, to park only in the space specified by that permit during normal working hours;
(i) if a student permit holder, please also refer to the Student Permit section;
(j) to return promptly to the Transportation Services office any permit which is cancelled prior to the expiry date or which is revoked;
(k) to return any permit to the Transportation Services office, if the vehicle for which it is issued is sold, transferred, or otherwise disposed of prior to the expiry date of that permit; and,
(I) to promptly notify, in writing, Transportation Services, of any change of status, address, office location, telephone number or vehicle license number, as provided on the application form.

Failure to comply with any of the above could result in the cancellation of the permit.

02 Jurisdiction

2.1 These regulations are issued under the authority of the University of Toronto St. George Campus Transportation Services and apply in all parking areas owned by, or administered by, the University of Toronto St. George Campus.

2.2 All persons using university parking facilities are subject to the regulations detailed hereunder. By accepting a parking permit, applicants agree to abide by these regulations.

2.3 The Transportation Services Manager is responsible for the supervision and administration of parking lots. Any questions concerning parking areas should be referred to the Transportation Services office at 416.978.PARK [7275] or transportation@utoronto.ca.

2.4 Neither the University of Toronto, nor any of its employees, shall be responsible for loss of, or damage to any vehicle or contents, however caused.

2.5 Speed limits are posted throughout campus. All persons visiting the campus must make note of and obey all posted limits.

2.6 These regulations reflect the current policies of the St. George Campus Transportation Services including the current availability of parking spaces. Should parking conditions change, Transportation Services reserves the right to modify these regulations.

2.7 Parking permits remain the property of the University of Toronto. Repeated violations of parking regulations, improper or dishonest use of parking permits, failure to pay fees, failure to comply with the instructions of Parking Control Officers, may result in the withdrawal of parking privileges.

03 Eligibility

3.1 Applicants must prove that they are eligible for parking permits. Transportation Services reserves the right to deny a permit in cases where it is assessed that an applicant does not meet required criteria.

3.2 St. George Campus Faculty/Staff parking permits are currently issued only to University of Toronto regular/active, appointed faculty, librarians and administrative staff.

3.3 Applicants must provide a personnel number in order to receive a regular staff permit. Only one permit can be issued to each permit holder.

3.4 In the case of permit car-pooling, each car-pool applicant must provide their personnel numbers and contact information in order to prove eligibility. Payments can only be made by the primary permit holder. Only one permit will be issued. There will be no exceptions made for cases in which the permit has been forgotten or left in another vehicle. If the permit is not displayed, the driver of the vehicle must purchase a cash receipt for the day or a parking ticket will be issued to the vehicle. The Primary permit holder is ultimately responsible for the proper use of the permit.

3.5 To purchase a student permit, the applicant must meet the following requirements:

1) Currently enrolled as a student at U of T.
2) Present their student identification card for confirmation of their status when purchasing a permit.

04 UofT Mississauga (UTM) Parking

4.1 St. George faculty/staff permit holders (excluding Commercial, After 4 p.m. and Student permit holders) may park, without charge, at UTM in the unreserved areas of P 4, 8 & 9. When a vehicle is parked on campus, a valid permit must be clearly displayed in its windshield.

4.2 The City of Mississauga enforces UTM’s parking policies, and as such, UTM has no authority to revoke a City of Mississauga Parking Infraction Notice. Ticketing issues must proceed through the normal court system.
4.3 UTM faculty/staff permit holders may purchase a supplementary permit which would allow them to park at various locations on the St. George Campus. This supplementary permit is subject to a surcharge payable at the UTM Parking & Transportation Office. Both the UTM and the supplementary permit must be displayed while parked on the St. George Campus.

4.4 Contact information: **UofT Parking & Transportation Services**
Alumni House
3359 Mississauga Road North
Mississauga, ON L5L 1C6
Tel: 905.828.5254 Fax: 905.569.4885
Email: parking.utm@utoronto.ca
Website: www.utm.utoronto.ca/parking

05 UofT Scarborough (UTSC) Parking

5.1 Scarborough faculty and staff permit holders may use their permits to park on the St. George Campus, subject to a surcharge payable on their campus. They must display both the Scarborough permit and their St. George permit, when parked on the St. George Campus.

5.2 St. George faculty/staff permit holders may park at UTSC's North Lot 3 at no additional charge. If access to Lots 4 and 5 are preferred, permit holders may purchase a proximity card for access to these lots. Please contact UTSC Parking Services for details.

5.3 Contact information: **Scarborough (UTSC) Parking Services**
1265 Military Trail
Instructional Centre Room I.C. 40
Toronto, ON M1C 1A4
Tel: 416.287.7576 Fax: 416-287-7013
Email: parking@utsc.utoronto.ca
Website: www.utsc.utoronto.ca/~parking/index.html

06 Barrier-Free (Accessible) Parking

6.1 Those individuals who do not have a UofT parking permit, but possess a Provincial Ministry of Transportation Accessible Parking Permits (APP), are still required to pay parking fees even when parked in a barrier-free parking space or any other parking space on campus.

6.2 If you wish to purchase a UofT parking permit, please provide a copy of your APP to Transportation Services staff when making your request. A copy of the APP must be provided each year, at the time of permit renewal. UofT parking permit holders who have an APP may park in designated barrier-free parking spaces in UofT parking lots. Any vehicle parked illegally in these specially designated spaces will be ticketed and/or towed.

Students requiring parking accommodations please contact Accessibility Services at 416-978-8060 or email: accessibility.services@utoronto.ca
Faculty/staff requiring parking accommodations please contact Health & Well-Being at # 416-978-2149.

07 Faculty/Staff Permits

7.1 Parking permits are usually effective for 12 months: from July 1 to June 30 of the following year.

7.2 During normal working hours (7:30am to 5:00pm) permit holders may only park in their assigned lot or reserve space.

7.3 There are three types of staff permits – reserved, lot reserved and unreserved. Reserved permit holders have the exclusive use of a designated space during normal working hours. For customers who move regularly on and off campus during the working hours, this is the most appropriate permit. Lot reserved permit holders park in a specific area, or lot, during normal working hours, but not in a
specific space on the lot. However, lot reserved permit holders who must frequently move on and off campus during the day might occasionally find space unavailable. Unreserved permit holders may park in any St. George Campus unreserved parking lot.

Transportation Services reserves the right to alter the type of permit issued with reasonable notice to permit holders.

7.4 Normal working hours for parking purposes are 7:30 a.m. to 5:00 p.m. weekdays. St. George Campus permits (except for “Off Hours” permits) are honoured at all times. During “non-working hours,” “Off Hours” permit holders and Pay & Display parkers are entitled to use any available parking spaces, with the exception of 24-hr reserved spaces. If a reserved permit holder finds that his/her space has been taken by a Pay & Display parker after 5:00 p.m. on a week day or on a Saturday or Sunday, he/she can park in any convenient space that is available at the time.

7.5 Parking permits must be displayed at all times including both normal working hours and other times. They must be clearly visible on the driver’s side of the dashboard of the vehicle.

7.6 In special cases, departmental permits are issued to departments for the use of their visitors within specified locations. In these cases, the departments in question are responsible for controlling and administering the use of the spaces by their visitors. It is imperative that visitors display either a permit or a departmental authorization and park only in the designated departmental areas.

7.7 Parking privileges may be cancelled by a permit holder at any time. For Faculty and staff permit holders, the permit must be returned to the Transportation Services Office immediately. If the permit is received by the Transportation Services office on or before the 7th of the month, there will be no charge for that month (for student permits, please refer to the “Student Permits” section). In the case of Commercial, After 4pm and other permit types, permits may be cancelled, but will be subject to an administrative fee, and a daily parking charge will be levied for each day the permit was valid. Please contact Transportation Services for details.

7.8 A telephone call or a non-renewal of a permit is not sufficient to effect a cancellation. Payroll deductions will not be stopped, nor refunds of prepayments authorized, until the permit has been received by the Transportation Services office. This applies to cancellations during the year, as well as non-renewals at the end of June.

7.9 A permit must be cancelled when university employment is terminated. A break in service extending beyond one month (other than for an approved leave-of-absence) is considered to be a termination. Permits cannot be cancelled for a period of less than two months. Please note that persons re-applying for a permit after cancellation are not guaranteed availability in their desired area.

08 Student Permits

8.1 A limited number of student permits are issued on a first-come-first-served basis to currently enrolled students holding a valid student identification card.

8.2 The University of Toronto Transportation Services provides both surface and underground garage parking. Permits may be purchased on a monthly, 4-month (September - December, January - April and/or May - August), or 8-month (September - April) period.

8.3 Garage parking is available in the underground garages located at: 107 St. George Street (below the Innis Residence/Rotman School of Management); the Graduate House Residence at 17 Glen Morris Street; or, O.I.S.E. at 71 Prince Arthur Avenue. Unreserved parking is available behind University of Toronto Schools at 371 Bloor Street West.

8.4 Reserved permits are sold on a monthly basis only and are available at various locations throughout the campus. A student has until 5:00 p.m. on the business day prior to the next scheduled date of sale to renew for another month. If the student does not renew by 5:00 p.m. then the permit is made available to all students the next business date (i.e. the scheduled date of student permit sales). If a faculty or staff member wishes to purchase a reserved space that has already been purchased by a student, the faculty/staff member has priority and the student has to surrender the permit at the end of the month.

8.5 Student parking permits are NOT transferable and are only valid (during business hours) for the location issued. If a student parking permit holder does not park in his/her applicable area during working hours, he/she will be ticketed and/or towed.

8.6 To be valid, permits MUST be clearly displayed on the dashboard (driver’s side) of the vehicle whenever it is parked on campus.

8.7 If a student wishes to cancel his/her permit, they must do so by the first working day of the month, or a daily parking charge will be levied. An automatic $25.00 service charge will be applied to all cancellations.

8.8 Student permits are valid only at the campus where they were issued.
09 **Miscellaneous Permits**

9.1 Commercial parking permits are issued to a limited number of service people and contractors. These permits are only supplied when parking is essential in the performance of the work. They are not issued for the convenience of contractors’ staff in transporting them to and from the University. Applications must be signed by an authorized university contact and the required criteria must be met, to the satisfaction of the Transportation Services department, before any commercial permit is issued.

Contractor parking is subject to special regulations, which are available at the Transportation Services office.

9.2 An After 4 p.m. (i.e. “Off Hours”) parking permit is issued to faculty, staff, students, and visitors to park in any authorized parking areas Monday to Friday (from 4 p.m. to 9 a.m. the following day - with the following exceptions: Reserved numbered spaces and gated lots – in these areas the permit is valid from 5 p.m. to 7:30 a.m.) and all day on Saturday, Sunday and Holidays (refer to University Holiday Schedule for dates).

9.3 For visitors of the university staying in a residence on campus, Conference permits are available for purchase. They may be bought by the week or by the month.

9.4 Motorcycle parking permits are issued to staff and students to park at the northeast corner of the Sandford Fleming Building or at the Faculty of Education (371 Bloor St. West), in the areas marked for Motorcycle parking. Please contact the Transportation Services office for further details.

9.5 Monthly permits for non UofT affiliated personnel are available at the O.I.S.E. parking garage located at 71 Prince Arthur Ave. These annual parking permits are valid for 12 months: from July 1 to June 30 of the following year. Payment must be made in full when paying by credit card or debit card. Monthly payments may be made by submitting post-dated cheques upon the day of purchase. Parking privileges may be cancelled by the permit holder at the beginning of any month. The permit must be returned to the Transportation Services office or on or before the 7th of the month, in order to avoid a charge for that month.

Commercial and After 4pm Permit holders who require parking at the 107 St. George Street Garage will need to purchase an access card (non-refundable) in order to gain access to the facilities.

10 **Pay & Display, Pay-on-Foot & TelePark Parking**

10.1 Pay & Display parking is routinely sold to the visitors of the University. Hours of eligibility and rates are posted at parking locations throughout the University and on our website: www.transportation.utoronto.ca

10.2 Failure to display a day pass because of a ‘failed’ or out of order Pay & Display machine will result in an issuance of a Parking Infraction Notice (ticket) and/or a tow of the vehicle at the owner’s expense.

10.3 Pay & Display receipts are valid only for the location for which they are issued. Receipts are non-transferable.

10.4 For staff and faculty who obtain a permit for the garage at 107 St. George Street, an access card will be issued, along with your permit, which will grant you access to the facility (the garage’s entrance and exit is controlled by an automated gating system “Pay-on-foot”).

10.5 For visitors who take a ticket to enter the garage at 107 St. George, please make sure to keep the ticket in a safe place. Do not lose the ticket. Failure to produce your original ticket at the time of payment will result in having to purchase a “Lost Ticket” at a rate of $22.00 per day.

10.6 TelePark (pay-by-phone) parking is available at parking areas 11, 12 and 15. For further information, please visit our website.

11 **Payment for Permits**

11.1 Payment for faculty and staff parking permits may be made by Payroll, Cheque, Visa, Mastercard, American Express, or Debit Card in advance, if necessary. If payroll deduction is requested, but cannot be implemented, pre-payment for the year is required. All cheques are to be made payable to the University of Toronto Transportation Services. Permits will only be issued after the applicant’s eligibility has been verified.

11.2 In cases where departments are paying for parking space, the authorization of the Principal, Dean or Director is needed on the Application/Renewal Form as well as a valid departmental appropriation account number, with the name of the person in the department who may authorize a debit memo for this purpose.
11.3 Payment for Student Parking permits and Summer Conference permits may be made by Visa, Mastercard, American Express, Debit Card, money order, or certified cheque.

11.4 Payment for After 4pm and Commercial permits may be made by Cheque, Visa, Mastercard, American Express, or Debit Card.

12 **Parking Rates for 2014-2015**

12.1 The parking rates for 2014-2015 are summarized in Appendix III. These rates include the Harmonized Sales Tax (HST).

12.2 “Pay & Display”, “Pay-on-Foot” and “TelePark” rates may be adjusted from time to time depending on market conditions.

13 **Surveillance and Enforcement**

13.1 Parking Control Officers carry out routine surveillance of all parking areas on the St. George Campus, 24 hours a day, 7 days a week. Vehicles not displaying either a permit or a pay & display receipt may be ticketed and/or towed at the owner’s expense.

13.2 Parking Infraction Notices (parking tickets) are issued in accordance with city by-law regulations. **Transportation Services has no authority to rescind parking tickets.**

13.3 Any vehicle improperly parked, or parked in an unauthorized location, may be tagged by Parking Control Officers and/or towed away at the request of a representative of Transportation Services, the Campus Police or Metro Police. The owner of a vehicle towed away under such circumstances shall be liable for any costs incurred thereby.

13.4 University of Toronto policy stipulates that smoking is prohibited in all University buildings. This applies to all individuals using University of Toronto facilities including employees, students and visitors. All parking garages are designated as ‘non-smoking’ facilities, and, as such, smoking is not permitted on the premises. This policy is enforced under municipal by-law.

14 **Special Circumstances**

14.1 Except under extenuating circumstances agreed to by Transportation Services, only vehicles licensed to staff or student permit holders required to live on the St. George Campus may be left on the campus overnight. Storage of vehicles on campus is not allowed.

14.2 Should it become necessary to move an authorized parked vehicle to facilitate snow removal operations, this will normally be done without charge to the owner.

14.3 Where necessitated by special events or other circumstances, Transportation Services reserves the right to relocate permit holders within the St. George Campus.

APPENDIX I

**Parking Safety Tips**

The time when many people feel most vulnerable is when they are either leaving or returning to a parked car – particularly at night.

- **Always remove the car keys and lock your car.**
- **Never leave items** (i.e. electronic devices such as GPS units, lap-top computers, personal listening devices; personal bags such as purses, gym bags etc.; or any money including change) **visible in the car,** put them where they cannot be seen – and make sure they do not have your name or address on them. **Never leave credit cards in the car.**
- **Choose your parking spot carefully.** Always park in well lit areas, as close as possible to your destination, the parking attendants, the stairs or elevator. **Avoid parking on garage levels that are empty or rarely used.**
• If you do not know the parking lot well and are worried about its safety, drive right through to see if everything appears normal before you park. If it does not feel right, trust your instincts. Either leave and find somewhere else to park, or drive around until someone you know drives in; then park near them, and leave the lot or garage with them.
• When parking, back your vehicle into the parking stall, so that you are facing “out” whenever you enter or exit your vehicle. This tactic both increases your visibility of the surrounding area and also allows you to drive away more quickly if you are being approached by a stranger.
• Before you leave the car, look around carefully. When you do leave the car, walk briskly and confidently to the exit or elevator. Do not be distracted.
• If you are worried about becoming a target, vary your routine. Park in different spots, at different times. Avoid a predictable schedule.
• If you are driving and parking alone, join a car pool or have someone meet you.
• If you are nervous when returning to your parked car, ask someone you know and trust to accompany you.
• If, on the way to your car, you see that another vehicle has been broken into, call the police right away - do not go to your own car. Tell the police where you are and remain in that location until they arrive. The University of Toronto Police emergency telephone number is 416.978.2222.
• When you are returning to your car, have your keys in your hand - avoid fumbling through your pockets, purse or briefcase in the middle of a deserted lot. Before getting into your car, check inside carefully - especially the back seat. Once inside, lock the doors immediately, and make sure that your purse, briefcase or other valuables are out of sight.
• Know your nearest safe exit route.
• Report intruders to a Parking Control Officer or to the Police.
• You can report the following to the Parking Control Officer: abandoned vehicles or excess trash; broken or burned out lights; broken doors or broken locks; and, missing or damaged signs.

APPENDIX II

Parking Rates 2014/2015

St. George Campus

Effective July 1, 2014

All prices include HST
HST Registration #R108162330

Faculty/Staff Permits

Reserved
annual.............................$2,268.00 to $2,976.00
per month..........................$189.00 to $248.00

Lot Reserved
annual.............................$1,560.00 to $2,520.00
per month..........................$130.00 to $210.00
Unreserved

Annual: $1,308.00
Per month: $109.00

Mississauga (UTM) & Scarborough (UTSC) Permit Surcharge
Per month: $43.26 to $70.52

**Student Permits**

Reserved

Monthly: $189.00 to $216.00

Lot Reserved

Monthly: $130.00 to $135.00

8-month: $1,040.00 to $1,080.00

4-month: $520.00 to $540.00

Unreserved

Monthly: $109.00

8-month: $872.00

4-month: $436.00

*4-month permit (Sept-Dec, Jan-Apr & May-Aug)
*8-month permit (Sept-Apr, only)
*Monthly permits (subject to availability)- sale dates and prices TBA

**Other Permits**

After 4pm

Monthly: $65.00

Commercial

Monthly: $210.00

Weekly: $64.00

Summer Conference*

Monthly: $198.00

Weekly: $69.00

Motorcycle

Monthly: $28.50

*Summer Conference permits are for 24-hours/day parking privileges. A limited number of special Summer Conference permits will be made available to visitors to the university staying in residence and requiring parking accommodation. These permits will be available on either a monthly or a weekly basis.

**Pay & Display, Pay-on-Foot, TelePark Parking**

Half Hourly: $2.00 to $4.00

Daily Maximum (until 10:00pm): $8.00 to $20.00

Evening maximum after 4pm to 6am: $6.00 to $12.00

Saturday, Sunday & Holiday maximum: $6.00 to $12.00
*The Pay & Display / Pay-on-Foot / TelePark rates may be adjusted from time to time according to market conditions. The rates, and maximum purchase periods, vary between locations. Please see rates posted on, or next to, the Pay & Display machines.