

King's University Parking Policy- Jan 2025

PURPOSE

The purpose of this policy is to regulate vehicle traffic and parking on King's campus. These policies and procedures govern the use of parking spaces and lots to facilitate the safe and orderly conduct of college business and to manage the supply and demand of parking.

AUTHORITY

King's, reserves the right to maintain full jurisdiction over all traffic on its property:

- take action against all violators of these regulations, and
- amend these regulations as may be determined by the President and/or Board of Directors.

The Board of Directors has delegated its responsibility for the implementation and enforcement of these regulations to the President who has delegated these to the Director of Physical Plant. The Director of Physical Plant may consult with others as deemed appropriate.

Rates for all forms of available parking permits at the College are governed through the annual budget process.

King's Security under the direction of the Director of Physical Plant has the primary responsibility for monitoring the parking lots on University Property, Honk lots which are monitored by Western Parking Services.

The City of London and Western Special Constables Services may, at their discretion, also monitor and enforce the roadways, fire routes, loading zones, and accessible spaces on King's property.

RULES AND REGULATIONS

Parking lots at King's are private property. Purchase of any parking permit or pay per use parking constitutes an agreement from the purchaser to abide to the rules and regulations.

All vehicle operators are required to comply with all parking and traffic regulations of the College, and are subject to the applicable charges for violations. The registered owner is responsible for all violations involving that vehicle including those incurred when a vehicle is being operated without his or her consent.

The provisions of these regulations are applicable to all traffic, vehicles and pedestrians on all properties of King's.

It is the responsibility of the registered owner of any vehicle parked on college property for providing correct information to obtain parking. This includes any changes in address, ownership or vehicle license plate.

Vehicle operators are to ensure that the vehicle is maintained so that fluids including gasoline, diesel fuel, motor oil, hydraulic fluid and coolant are not allowed to escape into the environment. All costs incurred by the University in cleaning up leaked fluid and removing the vehicle shall become the responsibility of the registered owner.

All access devices, windshield decals, hanging permits, and passes remain the property of King's and are issued for the use of authorized permit holders only. Parking permits are non-transferrable.

The College reserves the right to reduce or suspend parking privileges or services. Permit holders may, in certain circumstances, be required to park in an area other than their normal parking lot. The College will make every effort to accommodate permit holders and will attempt to give reasonable notice to permit holders of such circumstances.

Parking is permitted in designated areas only. Parking in any non-designated parking area will result in being ticketed, immobilized, towed and/or having parking privileges suspended.

The College reserves the right to direct oversize vehicles and those with trailers to appropriate parking locations on campus where irregular sized vehicles can be accommodated. Additional parking costs may be incurred for oversized vehicles.

Operators of vehicles, including bicycles, must not willingly or knowingly abandon their vehicle on any property owned or rented by the College. Vehicles will be deemed "abandoned" if left unmoved for two weeks on college property regardless of whether they hold a valid permit.

Residing or camping in vehicles on campus is not permitted.

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, immobilized and/or towed. Vehicle license plates must be input correctly for a permit to be valid and payment must be valid for the entire duration of the parking session, starting from the time the vehicle is parked. Parking may only be used in the area purchased or the designated overflow lot, unless otherwise posted.

King's shall not be held responsible for any loss, injury, or damage to persons, equipment and/or motor vehicles, including contents, however caused. Losses, damage and/or injuries should be reported to Kings' Security.

Failure to comply with these Regulations may result in fines; the sealing of records; cancellation of parking privileges; immobilization and/or tow away and storage of the vehicle at the owner's risk and expense.

PARKING PERMITS

All vehicle permits shall be issued by Parking, Student Financial Services and King's Security (when applicable).

Permits are valid for the period selected when the permit is purchased.

While vehicles are parked on college property, hanging permits must be clearly visible from outside the vehicle.

Parking permits are for the use of the person to whom they are originally issued, and valid only for the vehicle license plate(s) registered with the College. Transfer by sale or exchange renders the permit invalid. Unauthorized use will result in permit cancellation, ticketing, immobilization and/or towing. Accounts submitting appeals with fraudulent, altered, void, or lost/stolen permits will be ticketed, immobilized, towed and/or stored at the owner's risk and expense.

Permit holders may register up to two (2) vehicles under a single permit; however, only one (1) vehicle is permitted to park in the designated lot at a time. If parking for the additional vehicle is required, the second vehicle must purchase parking in one of the designated pay per use lots on campus.

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

Permit holders must park in the authorized area(s) assigned by the permit. Parking in an unauthorized area will result in ticketing, immobilization, towing and/or storage of the vehicle at the owner's risk and expense excluding instances when King's Security redirects the permit holder to park in an alternate location during that visit to campus.

A malfunctioning access device that will not operate the applicable parking gates will be exchanged free of charge.

Permit owners should contact King's if their permit is lost or stolen. Upon receiving payment of the replacement fee, a new permit can be issued and the old permit will then be made inactive.

FACULTY & STAFF PARKING PERMITS

If you are a student on campus who is also employed by King's University College (TA, RA, etc.), your student status overrides any Faculty/Staff status. Students in this position are not eligible for a

Faculty/Staff permit however can purchase a student parking permit through the Student Finance Office.

Parking for faculty and staff is available as a taxable benefit and is for a paid 8-month period, September 1 through to April 30, with 4 months complimentary parking, May 1 through to August 31, 6am to midnight.

When contractual agreements for other employee groups do not include parking or offer parking as a taxable benefit, those individuals will use pay per use parking.

Permits will be valid for the duration of an employee's employment at King's. It is the permit holder's responsibility to manage the start and end date of their permit. Faculty or staff members departing campus on approved leave of absence are requested to arrange to surrender their hang tag and/or transponder for the duration of their leave. On the return of all permit material, cancellation of faculty or staff permits paid via payroll deduction will be accepted.

STUDENT PARKING PERMITS

Students on campus who are also employed by King's University College (TA, RA, etc.), your student status overrides any Faculty/Staff status. Students in this position are not eligible for a Faculty/Staff permit however can purchase a student parking permit through the Student Finance Office

Student permits can be purchased online through the Student Finance Office and are for a paid 8-month period, September to April study period for the hours of 6 am to midnight, starting July 1st and are available on a first come-first serve basis."

Student permits are limited and are sold based on available space.

We encourage students living in residence or close to campus to forego bringing a vehicle to campus.

Students are reminded that purchasing Parking Permits through any third-party source (Kijiji, TikTok, Facebook Marketplace etc.) is contrary to Parking Regulations and students could be held responsible for any tickets associated with the permit they are using.

Parking rates are amended annually effective May 1st.

STUDENT PARKING PERMIT REFUND POLICY

Permit holders may request a refund for any full-month(s) remaining on their permit through the Student Finance Office. The request must be made before the 1st of the month to receive a refund for any full month(s) remaining.

Permit refunds can be issued to students up until February 15th of each academic year. The return of all permit material must be returned in order for the refund to be accepted on a prorated basis for the remaining full months of the parking year.

In the cases of approved refunds, any amount of King's outstanding violation charges will be applied against the value of the applicable refund. Once the refund is requested parking privileges are no longer valid.

ACCESSIBLE PARKING

Ontario Ministry of Transportation Accessible Parking Permit holders must display their MTO accessible permit to park in any available accessible parking space. To park in this space, individuals must also have a King's parking permit for or purchase pay per use parking.

Students should discuss accessibility concerns related to parking with their Accessibility counsellor.

Faculty and staff should discuss accessibility concerns related to parking with Human Resources.

OVERNIGHT PARKING

Students living in residence with a residence parking permit may park overnight in their designated lot(s).

Conference services will arrange overnight parking for conferences service guests for the duration of the stay when applicable.

Overnight parking passes are sold by the Student Finance office during office hours and by King's Security after hours.

There is no other overnight parking on King's University College campus from midnight to 6 am unless by preapproved permission granted by King's

EV CHARGING STATIONS

In accordance with the Highway Traffic Act, vehicles parked in EV charging stations must be plugged in and actively charging at all times.

Vehicles that are charging are required to have a valid parking permit and/or pay for parking via HONK.

There are no additional charges incurred to charge the vehicle.

VISITOR / EVENT PARKING

Complimentary visitor parking or event parking on campus can be arranged during the booking of your event or room through Conferences Services and when parking does not accompany a room booking by completing a request form found at <https://forms.kings.kucits.ca/Forms/GuestParkingRequest>.

All visitor parking will be assigned to P1 unless otherwise notified.

PAY PER USE PARKING

Pay per use parking is available on a first comes first serve basis. Paying for parking before securing a spot on campus does not guarantee a spot. No refunds will be given in this situation.

PARKING INFRACTIONS

For parking infractions issued by Western Parking Services refer to their website at

<https://www.uwo.ca/parking/infractions/index.html>

For parking infractions issued by King's payments can be made at Student Finance in the Wemple building. To appeal send your appeal to parking@kings.uwo.ca.

Repeated violations of the Parking and Traffic Regulations, or failure to pay fines, will result in suspension of parking privileges up to and including the sealing of student records. Unauthorized or improperly parked vehicles will be ticketed, towed and stored at owner's risk, expense and liability.