

**DALHOUSIE UNIVERSITY  
SECURITY SERVICES  
MARION McCAIN ARTS & SOCIAL SCIENCES BUILDING  
6135 UNIVERSITY AVENUE (PARKADE LEVEL)  
494-6400**

## **PARKING REGULATIONS**

These regulations outline the policy and procedures governing all parking facilities on Dalhousie University property and are authorized by the President and the Board of Governors on the advice and recommendations of the University Security and Parking Committee.

### **PERMIT TYPES**

1. Reserved – A Reserved Parking Permit gives the holder of the permit the exclusive use of a specified parking space at the University.
2. Regular – A Regular Parking Permit gives the holder the right to park in any **available** non-reserved, non-metered parking space on a specified campus (i.e. either Sexton Campus or Carleton/Studley Campus) between the hours of 7:00 am and 1:30 am.
3. Term – A Regular Parking permit that is valid for the period of one specified academic term.
4. Weekly – A Regular Parking Permit that is valid for the period of one specified 7 day period.
5. Daily – A Regular Parking permit that is valid for the period of one specified day.
6. Dalplex – Dalplex Parking Permits are only issued to Dalplex Community Members, who are not employees or students of Dalhousie University and are only valid for a maximum of three hours at designated areas of the Dalplex Parking Lot or Memorial Arena Parking Lot.
7. Overnight – Employees whose duties require regular attendance on campus after 1:30 am may be granted a regular Parking permit which is valid overnight as well as during daytime hours.
8. Motorcycle – A Motorcycle Parking Permit gives the holder of the permit the right to park only in authorized motorcycle parking spaces.

### **PERMITS – ELIGIBILITY AND ACQUISITION – GENERAL**

In order to park legally on University property, vehicles must either display a valid permit or use a parking meter. Permits are issued only by Security Services; no others are authorized or recognized. Permits may be obtained by qualified applicants from Security Services.

To qualify for a regular parking permit, an applicant must:

- a) Be an employee or student of Dalhousie University\*
- b) Produce a valid Dalhousie ID
- c) Produce a valid vehicle permit in applicant's name.

**\*NB: Dalhousie employees registered as part-time students are not eligible for Student Permits.**

The University is not obliged to issue a permit to an applicant and may withdraw permits for cause. By issuing a permit, the University assumes no responsibility for damage to, or theft of, any vehicle and/or its contents. The University does not assume any responsibility for injury or accident however caused.

Parking permits are for the exclusive use of the applicant. Permits may not be sold, exchanged, given away or purchased without the expressed written consent of the Director of Security. Parking permits remain the property of the University and will be revoked if improperly used.

Visitors may obtain a Daily or Weekly Parking Permit from Security Services, or use any one of the parking meters on University property.

The purchase of a Regular Parking Permit does not guarantee the purchaser that a parking space will be available on University property. With the exception of reserved parking, all parking on University property is on a space-available basis.

**PERMITS – ELIGIBILITY AND ACQUISITION – SEXTON CAMPUS**

**Effective September 1, 2006, the Sexton Campus “NEAR-ZONE” boundary previously established during the Fall and Winter Terms was eliminated.**

In order to qualify for a Sexton Campus Parking Permit, an applicant must:

- a) Be an employee or student of Dalhousie University at Sexton Campus (Architecture, College of Continuing Education at Henson College, Costume Studies, Engineering, or the Internetworking Program)
- b) Be employed by an organization or group which leases space from Dalhousie University, at Sexton Campus, the proof of which rests with the University Department leasing the space to, or employing the personnel from any such organization(s).

In addition to the above, the following individuals may be eligible for a Sexton Campus Parking Permit, some under special conditions as noted below:

- a) Faculty members on sabbatical leave may be permitted to hold their Reserved or non-reserved parking permits during their leave period, if prior authorization is provided, in writing, to the Director of Security, by the appropriate Dean, Director or Department Head;
- b) Members of the Board of Governors, for the purpose of attending meetings, etc. on Sexton Campus;
- c) Members of the Canadian Forces attending courses at Sexton Campus under terms of a contract with the University;
- d) Contractors (two (2) parking permits per company) carrying out work on Sexton Campus.

Visitors may obtain a Daily or Weekly Parking Permit from Security Services, or use any one of the parking meters on Sexton Campus.

**PERMITS – FEE SCHEDULE**

For the period September 1, 2010 – August 31, 2011, permit fees are as follows:

	<b>Fee</b>	<b>HST</b>	<b>Total</b>
Regular (Faculty and Staff)	\$217.25	\$32.59	\$249.84
Regular (Students)	\$195.39	\$29.31	\$224.70
Motorcycles	\$106.32	\$15.95	\$122.26
Reserved (Outdoors)	\$484.73	\$72.71	\$ 557.44
Reserved (Tupper Parkade)	\$1184.43	\$177.66	\$1362.10
Reserved (Risley Hall Parkade)	\$1184.43	\$177.66	\$1362.10
Reserved (Fenwick Parkade)	\$1184.43	\$177.66	\$1362.10

Reserved (McCain Parkade)	\$987.21	\$148.08	\$1135.29
Reserved (CSB Parkade – Levels 1, 2 & 3)	\$987.21	\$148.08	\$1135.29
Reserved (CSB Parkade – Level 4)	\$484.73	\$72.71	\$557.44
Reserved (Carleton Parking Lot)	\$484.73	\$72.71	\$557.44
Term (Faculty & Staff)	\$131.53	\$19.73	\$151.26
Term (Students)	\$117.15	\$17.57	\$134.72
Weekly	\$37.61	\$5.64	\$43.25
Daily	\$9.40	\$1.41	\$10.81

Purchasers may receive a prorated refund up to 30 calendar days from the date of purchase upon the return of their permit to Security Services. With the exception of Reserved Parking Permits, which are prorated, no refunds can be made after that date, unless an employee is required to be away from the workplace for a period exceeding three months, due to illness, injury, maternity, or paternity leave. In such cases, the affected employee must surrender their permit to Security Services, accompanied by relevant medical documentation, in order to receive a prorated refund. In addition, should the employee concerned return to the workplace prior to August 31, 2011, the permit may be reinstated on a prorated basis.

### **METHOD OF PAYMENT**

Cash, debit card, credit card, DalCard, or cheque payable to Dalhousie University. Full-time employees may purchase permits through a payroll deduction plan, which carries a \$5.00 service charge. NSF cheques will result in cancellation of the permit. In addition, a service charge of \$20.00 will be levied against any person who passes a NSF cheque.

### **PERMIT DISPLAY**

Regular permits must hang from the rear view mirror. Temporary permits must be placed in a prominent location in the front windshield of the vehicle, with the date clearly visible.

Permit holders are required to display a valid permit at all times. Failure to display a valid permit will result in a \$25.00 Halifax Regional Police ticket and the vehicle may be towed at the owner's expense.

### **REPLACEMENT**

Permits reported as lost or stolen will immediately become invalid and must not be used again if found or recovered. They may be replaced at a cost of \$10.00. Holders of valid permits who have misplaced or forgotten their permit may obtain a Complimentary permit by reporting to Security Services and providing proof of eligibility. This service is available on a 24 hour basis but is limited to three (3) separate occasions per individual in each permit year (September 1 – August 31).

### **OVERNIGHT PARKING**

An Overnight Parking Permit is required to park on University property between the hours of 1:30 am and 7:00 am on any given day. Employees regularly scheduled to work at night may be eligible for an Overnight Parking Permit.

\*Employees who qualify for Overnight Parking Permits, and individuals who are authorized to purchase a Daily Parking Permit (in addition to their regular parking permit) to park on University property, between 1:30 am and 7:00 am, (this includes any employee or student who wishes to park on university property due to snow storms or other inclement weather conditions) must inform duty Security Services personnel of their location and University telephone number while parked on the property at night. This is necessary in order that the owner may be contacted by Security Services, in the event of an emergency, or some other situation requiring that their

vehicle be moved. Vehicles whose owners cannot be contacted by Security Services, or do not display an authorized permit, will be subject to a \$25.00 Halifax Regional Police ticket and the vehicle may be towed at the owner's expense.

**\*NB: Employees and students who possess valid University Parking Permits, and are involved in academic related projects at Carleton, Sexton or Studley Campuses, may occasionally be authorized by Security Services, to park between 1:30 am and 7:00 am, at a location specified by the duty Security Services Shift Supervisor.**

**During the summer term, residence guests who are staying at our residences at Carleton, Sexton or Studley Campuses may purchase Overnight Parking Permits provided by Housing, Conference and Ancillary Services. During the Fall and Winter Terms overnight parking is prohibited.**

**Students residing in University residences are not eligible to purchase Overnight Parking Permits for Carleton, Sexton, or Studley Campuses.**

## **MOTORCYCLES**

Motorcycles require a permit to park on University property. Such permits will be affixed in a conspicuous location on the left front fork. Motorcycles may only be parked at authorized motorcycle parking spaces. Motorcycles shall not be parked on patios, roadways, sidewalks or lawns, or where they may cause an obstruction or possible injury.

Any motorcycle parked in violation of these regulations will be subject to a \$25.00 Halifax Regional Police ticket and may be towed at the owner's expense.

## **BICYCLES**

Bicycle owners are encouraged to use the racks provided. Bicycles chained to trees, benches or signs may be removed by Security Services. Bicycles attached to railings or fencing so as to cause an obstruction or possible injury to pedestrians will be removed. Bicycles thus removed may be reclaimed by their owners from Security Services on payment of \$5.00.

The University assumes no responsibility whatsoever for damage to, or theft of, any bicycle(s), parts thereof and/or contents, including any damage caused to locking devices during removal by Security Services. Nor does the University assume any responsibility for injury or accident however caused.

## **PARKING METERS**

Meter parking is \$1.50 per hour with a maximum time limit of four (4) hours. Meters are in operation from 7:00 am to 7:00 pm, Monday through Friday. Meter fees are not required after 7:00 pm, nor on weekends and statutory holidays.

Permits are **NOT VALID** at parking meters. Meter violations will be subject to a \$25.00 Halifax Regional Police ticket and the vehicle may be towed at the owner's expense.

## **GENERAL INFORMATION**

Security Services is open 24-hours per day, 365 days per year.

The absence of a 'NO PARKING' sign does not necessarily indicate that parking is permitted in a particular area.

Should it be necessary to close all or part of a parking lot or parkade for a period of time to carry out maintenance or repair, the University will not be held responsible to provide alternative parking during that period.

The cost of repairing damage to University property caused by or through the operation of a vehicle will be charged to the owner of the vehicle.

Regular Parking Permits issued to employees at either Carleton/Studley Campus or Sexton Campus may be authorized for use, at regular parking spaces on the other Dalhousie University Campuses between 7:00 am – 1:30 am, Monday through Sunday, if prior authorization is provided to the Director of Security, in writing, from the appropriate Dean, Director, or Department Head, and a valid sticker, issued by Security Services, is affixed to the parking permit.

## **OFFENSES AND PENALTIES**

The following are offenses for which penalties may be assessed:

- a) Parking on University property without a valid permit properly displayed
- b) Blocking access and exit roads or obstructing the free movement of traffic
- c) Parking a vehicle so as to obstruct a fire hydrant, fire lane, fire door, or loading zone and/or point of entry/exit of a building
- d) Parking on walkways, grassed or seeded areas
- e) Occupying more than one parking space
- f) Failure to observe traffic signs or to comply with the instructions of any official authorized to control traffic or parking
- g) Parking in **NO PARKING ZONES**
- h) Unauthorized parking in **RESERVED SPACES**
- i) Meter violations

All violations, other than Accessible Parking Areas, carry a minimum \$25.00 Halifax Regional Police ticket and the vehicle may be towed at the owner's expense. The minimum penalty for illegal parking in Accessible Parking Areas is \$100.00.

Six (6) or more violations within a twelve (12) month period will result in the cancellation of the permit and/or withdrawal of University parking privileges; as will failure to observe traffic signs or to comply with the instructions of any authorized official employed in the control of traffic or parking.

## **TOWING POLICY**

Vehicles may be towed from Dalhousie University property at the owner's expense for the following reasons:

- a) Any violation of the University Parking Regulations
- b) Repeated violations of the University Parking Regulations
- c) More than three (3) violations in the current parking year.

## **APPEAL POLICY**

Individuals wishing to appeal a parking ticket should call Security Services and arrange to meet with the Traffic Officer between 1:00 pm and 2:00 pm on any weekday. The Director of Security will not normally override the decision of the Officer unless a very clear case to do so is submitted in writing by the appellant.

## RIDESHARE PROGRAM

The RideShare (Carpooling) program currently provides two (2) RideShare options on University property, which are available to any students, residing off University property, or employees registered with these programs. These options are outlined hereunder:

- a) **RideShare Option One (Reserved Parking Space)** – A minimum of three (3) full-time students or employees, each of whom must be eligible to purchase a parking permit, may apply for a RideShare (Reserved) Parking Space, provided that all applicants do not reside at the same residential address.

RideShare Participants will be issued individual RideShare Parking Permits, each bearing a registration number corresponding with their assigned reserved parking space, and they must all register their three (3) individual vehicles with Security Services. Under the terms and conditions of the RideShare Agreement, no less than three (3) of the participants are required to be present in one (1) of the three (3) registered RideShare vehicles on, at least, four (4) days each week, when parking at the University, in order to maintain their RideShare status. As it is anticipated that there may be some rare occasions when all RideShare participants will not be able to carpool together, due to other personal commitments, each RideShare participant will be eligible to receive a maximum of three (3) Complimentary Daily Parking Permits (\$27.81 value, per person), each year (September 1 to August 31), to assist them, should they have to utilize their own personal vehicle on such occasions.

**\*NB: Between 7:00 am – 7:00 pm, Monday through Friday, RideShare (Reserved) Parking Permits are only valid at their designated Reserved Parking Spaces. During evenings (7:00 pm – 1:30 am) and weekends (7:00 am – 1:30 am), RideShare (Reserved) Parking Permits are also valid at any regular parking space at Sexton Campus, Carleton/Studley Campus, including the McCain Parkade, CSB Parkade/Parking Lot, or the Carleton Parking Lot.**

- b) **RideShare Option Two (Student <Regular> Parking Permit)** – A minimum of three (3) full-time students, each of whom must be eligible to purchase a parking permit, may apply for a Student RideShare (Regular) Parking Permit, provided that all three (3) registered applicants do not reside within the peninsula of Halifax (South-east of the Armdale Rotary to Dutch Village Road/Joseph Howe Drive). Registered students (maximum of three <3>) may all reside at the same civic address, but they must all register their three (3) individual vehicles with Security Services. All registered participants must also be present in one of their registered vehicles on, at least, four (4) days each week, when parking at the University, in order to maintain their RideShare status. As it is anticipated that there will be rare occasions when all RideShare participants will not be able to carpool together, due to other personal commitments, each RideShare participant will be eligible to receive a maximum of three (3) Complimentary Daily Parking Permits (\$27.81 value, per person), each year (September 1 to August 31), to assist them, should they have to utilize their own personal vehicle on such occasions.

**\*NB: Between 7:00 am – 7:00 pm, Monday through Friday, Student RideShare (Regular) Parking Permits are only valid at authorized regular parking spaces, at the campus identified by the Parking Permit. During evenings (7:00 pm – 1:30 am) and weekends (7:00 am – 1:30 am), Student RideShare (Regular) Parking Permits are valid at any regular parking space at Sexton Campus, Carleton/Studley Campus, including the McCain Parkade, CSB Parkade/Parking Lot, or the Carleton Parking Lot.**

To assist potential RideShare participants in searching for other Dalhousie University students and employees who may be interested in participating in either of these RideShare Programs, consideration may be given to attempting to search for other potential RideShare Partners through the Halifax Regional Municipality Transportation Demand Management Ridematching System, available through HRMSmartTrip.ca, which allows commuters to quickly and safely find carpool partners.

The system matches people based on proximity to origin, destination points and travel route(s), as well as similar working or class hours and compatible carpooling preferences.

HRMSmartTrip.ca is FREE to use. It's secure. It's easy. It's fast. A matchlist is returned instantly when you search for carpool partners. No personal information is released to potential matches. Simply email the individual on your matchlist and then it's up to you to discuss the arrangements, so that your new carpool will work for you.

For more information, check out their web site at:  
<https://www.hrsmarttrip.ca/Public/UserSignIn.aspx>

Further information regarding the RideShare Program may be obtained by contacting Security Services (494-6400).

## **IDLING VEHICLES**

Air quality is an issue which concerns all of us. Exhaust from idling vehicles adds to the burden of outdoor air pollution and sometimes finds its way into buildings. In addition to the adverse affect on air quality, idling emits greenhouse gasses that contribute to the threat of climate change.

Idling engines waste fuel and, according to Natural Resources Canada, significantly reduces the operating life of engine oil and increases maintenance costs. We, therefore, encourage drivers at Dalhousie University not to let their engines idle while parked on University property, or elsewhere.

## **SPECIFIC REGULATIONS FOR RESERVED PARKING**

### **GENERAL**

Reserved parking permits allow the holder to park their vehicle in a numbered location corresponding to the number on the permit.

### **RESERVED (OUTDOORS) PARKING**

All Reserved (Outdoors) Parking Spaces on University property (Carleton, Sexton, and Studley Campuses), other than the Carleton Reserved Parking Lot, are reserved 24 hours per day, seven days per week. Reserved (Outdoors) Parking permit holders, other than holders of Carleton Reserved Parking Permits, who plan to be away from the University for a week or more are required to advise Security Services, so that their spaces may be temporarily reassigned.

**\*NB: Between 7:00 am – 7:00 pm, Monday through Friday, Reserved (Outdoors) Parking Permits are only valid at their designated Reserved Parking Spaces at Carleton or Studley Campus. During evenings (7:00 pm – 1:30 am) and weekends (7:00 am – 1:30 am) Reserved (Outdoors) Parking Permits are also valid at any regular parking space at Carleton or Studley Campus, including the McCain or CSB Parkade/Parking Lot.**

**Reserved (Outdoors) Parking Permits for Carleton or Studley Campus may be authorized for use at regular parking spaces at Sexton Campus, between 7:00 am – 1:30 am, Monday through Sunday, if prior authorization is provided to the Director of Security, in writing, from the appropriate Dean, Director or Department Head, and a valid sticker, issued by Security Services is affixed to the parking permit.**

## **RESERVED PARKING – SEXTON CAMPUS**

Effective September 1, 1989, in an effort to eliminate (through attrition) the provision of Reserved Parking Permits on Sexton Campus, the University terminated the sale of these permits to new applicants. However, for the first time being, existing Reserved Parking Permits will be renewed, upon request.

### **SIR CHARLES TUPPER MEDICAL BUILDING PARKADE**

The Tupper Building Parkade is designated as a reserved parking area 24 hours a day, seven days a week. Vehicles which have not been issued a Tupper Parkade Parking Permit by Security Services are prohibited from parking in this building.

**\*NB: Between 7:00 am – 7:00 pm, Monday through Friday, Tupper Parkade Reserved Parking Permits are only valid at their designated Reserved Parking Spaces. During evenings (7:00 pm – 1:30 am) and weekends (7:00 am – 1:30 am) Tupper Parkade Reserved Parking Permits are also valid at any regular parking space at Carleton or Studley Campus, including the McCain Parkade, CSB Parkade/Parking Lot, or the Carleton Parking Lot.**

**Tupper Parkade Reserved Parking Permits may be authorized for use at regular parking spaces at Sexton Campus, between 7:00 am – 1:30 am, Monday through Sunday, if prior authorization is provided to the Director of Security, in writing, from the appropriate Dean, Director or Department Head, and a valid sticker, issued by Security Services, is affixed to the parking permit.**

### **FENWICK PLACE PARKADE**

The Fenwick Place Parkade is designated as a reserved parking area 24 hours a day, seven days a week. Vehicles which have not been issued a Fenwick Place Parkade Parking Permit by Security Services are prohibited from parking in this building.

**\*NB: Between 7:00 am – 7:00 pm, Monday through Friday, Fenwick Place Parkade Reserved Parking Permits are only valid at their designated Reserved Parking Spaces. During evenings (7:00 pm – 1:30 am) and weekends (7:00 am – 1:30 am) Fenwick Place Parkade Reserved Parking Permits are also valid at any regular parking space at Carleton or Studley Campus, including the McCain Parkade, CSB Parkade/Parking Lot, or the Carleton Parking Lot.**

**Fenwick Place Parkade Reserved Parking Permits may be authorized for use at regular parking spaces at Sexton Campus, between 7:00 am – 1:30 am, Monday through Sunday, if prior authorization is provided to the Director of Security, in writing, from the appropriate Dean, Director or Department Head, and a valid sticker, issued by Security Services, is affixed to the parking permit.**

### **RISLEY HALL PARKADE**

The Risley Hall Parkade is designated as a reserved parking area 24 hours a day, seven days a week. Vehicles which have not been issued a Risley Hall Parking Permit by Security Services are prohibited from parking in this building.

**\*NB: Between 7:00 am – 7:00 pm, Monday through Friday, Risley Hall Parkade Reserved Parking Permits are only valid at their designated Reserved Parking Spaces. During evenings (7:00 pm – 1:30 am) and weekends (7:00 am – 1:30 am) Risley Hall Parkade Reserved Parking Permits are also valid at any regular parking space at Carleton or**

**Studley Campus, including the McCain Parkade, CSB Parkade/Parking Lot, or the Carleton Parking Lot.**

**Risley Hall Reserved Parking Permits may be authorized for use at regular parking spaces at Sexton Campus, between 7:00 am – 1:30 am, Monday through Sunday, if prior authorization is provided to the Director of Security, in writing, from the appropriate Dean, Director or Department Head, and a valid sticker, issued by Security Services, is affixed to the parking permit.**

### **MARION McCAIN ARTS AND SOCIAL SCIENCES BUILDING & CENTRAL SERVICES BUILDING PARKADES**

Valid Dalhousie University Parking Permits are required at all times when parking in these parkades. Vehicles using Reserved Parking Spaces between 7:00 am and 7:00 pm, Monday through Friday, must display a Reserved Parking Permit for the designated space. During evenings (7:00 pm – 1:30 am) and weekends (7:00 am – 1:30 am) any valid Dalhousie parking permit or Pay-and-Display permit is required. Failure to display a valid permit will result in a \$25.00 Halifax Regional Police ticket and the vehicle may be towed at the owner's expense.

Parking is not permitted between the hours of 1:30 am and 7:00 am without prior permission of Security Services.

**McCain Parkade:** A Pay-and-Display permit dispenser is located inside the parkade entrance. Upon purchase of a Pay-and-Display permit, individuals may park at any parking space within the parkade. Rates are \$4.00 per evening (7:00 pm – 1:30 am), and weekends (7:00 am – 1:30 am daily).

**CSB PARKADE AND PARKING LOT:** Pay-and-Display permit dispensers are located on the east and west sides of the parkade. Upon purchase of a Pay-and-Display permit, individuals may park at any parking space within the parkade and the CSB (Outside) Parking Lot. Rates are \$4.00 per evening (7:00 pm – 1:30 am), and weekends (7:00 am – 1:30 am daily).

**\*NB: Between 7:00 am – 7:00 pm, Monday through Friday, McCain and CSB Parkade Reserved Parking Permits are only valid at their designated Reserved Parking Spaces. During evenings (7:00 pm – 1:30 am) and weekends (7:00 am – 1:30 am) McCain and CSB Parkade Reserved Parking Permits are also valid at any regular parking space at Carleton or Studley Campus, including the McCain Parkade, CSB Parkade/Parking Lot, or the Carleton Parking Lot.**

**McCain Parkade and CSB Parkade Parking Permits may be authorized for use at regular parking spaces at Sexton Campus, between 7:00 am – 1:30 am, Monday through Sunday, if prior authorization is provided to the Director of Security, in writing, from the appropriate Dean, Director or Department Head, and a valid sticker, issued by Security Services, is affixed to the parking permit.**

### **CARLETON (RESERVED) PARKING LOT**

Valid Dalhousie University Parking Permits are required at all times when parking in this parking lot. Vehicles using Reserved Parking Spaces between 7:00 am and 7:00 pm, Monday through Friday, must display a Carleton Reserved Parking Permit. During evenings (7:00 pm – 1:30 am) and weekends (7:00 am – 1:30 am) any valid Dalhousie parking permit is required. Failure to display a valid permit will result in a \$25.00 Halifax Regional Police ticket and the vehicle may be towed at the owner's expense.

Parking is not permitted between the hours of 1:30 am and 7:00 am on any given day.

**\*NB: Between 7:00 am – 7:00 pm, Monday through Friday, Carleton Parking Permits are only valid within the Carleton (Reserved) Parking Lot. During evenings (7:00 pm – 1:30 am) and weekends (7:00 am – 1:30 am) Carleton Reserved Parking Permits are also valid at any regular parking space at Carleton or Studley Campus, including the McCain Parkade, CSB Parkade/Parking Lot, or the Carleton Parking Lot.**

**Carleton Reserved Parking Permits may be authorized for use at regular parking spaces at Sexton Campus, between 7:00 am – 1:30 am, Monday through Sunday, if prior authorization is provided to the Director of Security, in writing, from the appropriate Dean, Director or Department Head, and a valid sticker, issued by Security Services, is affixed to the parking permit.**

### **REQUESTS FOR RESERVED PARKING (CARLETON/STUDLEY CAMPUS)**

Any faculty, staff or student (other than students living in residence, who are only eligible to acquire reserved parking at the Fenwick Place Parkade or Risley Hall Parkade), who is interested in purchasing reserved parking at any of the reserved parking areas identified in these Parking Regulations should forward an e-mail with their name, Dalhousie ID number and telephone number to [Reserved.List@Dal.ca](mailto:Reserved.List@Dal.ca) in order to be considered for any available spaces.

When making the application, individuals must specify whether they wish to be considered for a specific parking area, or for all of the locations identified hereunder:

Fenwick Place Parkade  
Sir Charles Tupper Medical Building Parkade  
Risley Hall Parkade  
Marion McCain Arts and Social Sciences Building Parkade  
Central Services Building Parkade (levels 1, 2, 3)  
Central Services Building Parkade (level 4)  
Carleton (Reserved) Parking Lot

Requests will be considered on a first-come, first served basis and if all spaces in the requested location or locations have been allocated prior to consideration of a request, then the name of the individual making the request will be placed on a Waiting List for that location, in the event that space may become available at some future point in time. These lists will be maintained by Security Services and individuals will be contacted, as soon as reasonably possible, and offered reserved parking, as space becomes available at any of the areas preferred by the applicants. Should an individual decline an offer for a particular parking area, their name will be subsequently removed from the Waiting List concerned, as these spaces will only be held for a period of ten (10) working days following an offer of reserved parking. Upon expiration of these ten (10) working days, such individuals will have to reapply to [Reserved.List@Dal.ca](mailto:Reserved.List@Dal.ca) if they are still interested in acquiring reserved parking.

### **DALPLEX PARKING**

Faculty, Staff and Students do not qualify for Dalplex Parking Permits. Dalplex Parking Permits are only valid for a maximum of three hours at designated areas of the Dalplex Parking Lot or Memorial Arena Parking Lot, and are issued to Dalplex Community Members, who are not employees or students at Dalhousie University. Further information regarding parking at Dalplex may be obtained from Security Services or Dalplex.

**DALHOUSIE UNIVERSITY SECURITY SERVICES  
DIVISION OF FACILITIES MANAGEMENT  
494-6400  
2010**