

General

Reserved Parking spaces are identified by signs that read "Reserved Parking". A Reserved Parking tag holder is assigned to a specific parking space. You are expected to park in that spot only. The annual fee for a Reserved Parking Tag is \$120.

Responsibility

The Facilities Management Department is responsible for the distribution and enforcement of the Reserved Parking and Procedures/Rules. Reserved Parking tag holders are responsible for adherence to this policy.

Definition

Paid Reserved Parking is designed for those who prefer the convenience of having a parking space available at all times.

Location

Signs labeled "RESERVED PARKING" are located in the A-Parking Lot; the B-Parking Lot and the Santa Maria Parking Lot.

Eligibility

All faculty or staff members are eligible to purchase a Reserved Parking space.

Registration and College Tag Required

Every vehicle that is parked in a Reserved Parking space must be registered with the Facilities Management Department and display a Reserved Parking tag.

Requesting a Reserved Parking Space

- #1) Submit a Facilities Management Work Request.
- #2) Within the REQUEST TYPE menu select **Other**
- #3) Within the SUBJECT" line type: **Reserved Parking Request**
- #4) Applications will be ranked by service anniversary date with the college in chronological order with the earliest service anniversary date at the top of the list.
- #5) The Facilities Management Department will notify the next person in line when a vacancy becomes available.

Reserved Parking Waiting List

- (a) There is a demand for the limited Reserved Parking spaces at D'Youville College. The Facilities Management Department maintains a waiting list for Reserved Parking. Applicants are placed on a waiting list according to their service anniversary date with the college.
- (b) Exceptions would be VP's, AVP's, Deans, and Academic Department Chairs that possess a Reserved Parking space. When these individuals leave the College the person replacing them would get first choice to purchase the reserved space of their predecessor. If that person refuses the reserved space, the space will be offered to the next person in line on the Reserved Parking waiting list.

Replacement of Lost or Stolen Reserved Parking Tags

- (a) Lost or stolen parking tags must be reported to the Facilities Management Department at extension (7677)

(b) Another registration form must be completed and returned to the Facilities Management Department located in KAB-LL11.

Notification of Change of License Plates or Vehicle

(a) The Reserved Parking tag holder must notify the Facilities Management Department at extension (7677)

(b) Any replacement vehicle must be registered before parking the replacement vehicle in the Reserved Parking space.

Approved July 2016