



Policies & Procedures Manual

Section: FACILITIES - PARKING

Title: PARKING

Pages:

Page 1 of 2

Policy Number:

FA-03-01

Approved by:

President's Council

Effective Date:

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POLICY STATEMENT

The University College of the North (UCN) strives to provide parking space for employees, students and visitors, within the constraints of available spaces. Wherever possible, car-pooling is promoted.

PURPOSE OF POLICY

The purpose of this policy is to ensure parking spots are issued at a reasonable student/staff ratio, and every effort is made to accommodate out-of-town students/employees and visitors during the winter months.

PROCEDURES

1. Any individual parking on UCN property must park in the designated parking spaces in accordance with this policy, and must not obstruct any areas designated for emergency services or loading zones.
2. Parking Passes are to guarantee parking for employees, students, residents, and visitors.
3. All parking spaces shall be scramble parking within the designated areas with the following exceptions where the spaces are designated:
 - a) President
 - b) Accessible parking
 - c) UCN fleet vehicles
 - d) Elder parking
4. Accessible parking spaces are provided to ensure suitable parking is available within close proximity to the entrances. Accessible parking is designated for individuals with physical disabilities. An accessible parking pass must be visible on the front windshield.

UCN employees are eligible to receive one parking pass and they may park within the designated areas as indicated on the parking maps for employees. Employees may transfer their pass to any number of vehicles as long as the pass is visible on the front windshield.
5. Students residing in student housing are assigned parking as follows:
 - a. Carroll Hall – scramble parking
 - b. Family Housing – assigned parking
 - c. Student Apartments – scramble parking

6. Students attending UCN but not residing in student housing may park in the unassigned parking spaces designated for students on the parking maps.
7. UCN has designated areas for carpooling as indicated on the parking map to support climate change, promote energy conservation, and encourage participation in carpooling.
8. Student Parking fees shall be in accordance with the annual Rate and Fee Schedule. Students may choose to pay weekly, or by term. Students shall be issued a parking pass at the time of purchase.
9. Parking fees are non-refundable.
10. All individuals parking on UCN property, park at their own risk and any acts of vandalism should be reported directly to local law enforcement. Any vehicle parked on UCN property must have a valid registration and insurance at all times.

RELATED DOCUMENTS

Collective Agreement

Student Housing Handbook

The Pas Campus Parking Map

Thompson Campus Parking Map