

# Thank you for purchasing a York University Parking Permit

## KEELE CAMPUS

### Unreserved

Allows you to park your vehicle in a specified Unreserved lot ONLY; Shoreham Dr Lot 63 or Rideau Road Lot 69, determined at time of purchase, 24 hours daily.

### Outer Reserved

Allows you to park your vehicle in a specified Outer Reserved lot ONLY; York Boulevard Lot 70, Chimneystack Road Lot 97, Albany Road Lot 67, Founders Road East Lot 66, Founders Road West Lot 65, Passy Crescent Lot 91, Sentinel Road Lot 88, Pond Road Lot 86 or Physical Resource Building North/South/East Lot 68, determined at time of purchase, 24 hours daily.

### Reserved

Allows you to park your vehicle in a specified Reserved lot ONLY; Lumbers Lot 73, Library Lot 81, East Office Building Lot 75, Nelson Road Lot 82, Steacie Lot 74 or West Office Building West Lot 78, determined at time of purchase, 24 hours daily.

### Parking Garage

Allows you to park your vehicle in a specified Parking Garage ONLY; York Lanes Lot 72, Arboretum Lot 80, or Student Services Lot 84, determined at time of purchase, 24 hours daily.

### Motorcycle

Allows you to park your motorcycle in any Unreserved Lot or designated motorcycle area, 24 hours daily.

### Day Unreserved/Evening Reserved

Allows you to park your vehicle in a specified Unreserved lot ONLY, determined at time of purchase, 24 hours daily and valid in any Reserved lot, 4pm to 7:30am weekdays and 24 hours daily on weekends.

### Evening Unreserved

Allows you to park your vehicle in any Unreserved lot, from 4pm to 7:30am weekdays and 24 hours daily on weekends.

### Evening Outer Reserved

Allows you to park your vehicle in any Outer Reserved lot, from 4pm to 7:30am and 24 hours daily on weekends.

### Evening Reserved

Allows you to park your vehicle in any Reserved lot, on a first come, first served basis, from 4pm to 7:30am and 24 hours daily on weekends.

### Evening Parking Garage

Allows you to park your vehicle in a specified Parking Garage ONLY, determined at time of purchase, from 4pm to 7:30am and 24 hours daily on weekends.

Full-time Reserved/Garage Permit Holders must renew their permit **prior to June 30th** each year in order to secure a parking space in the reserved lot/garage for the following Fall semester.

## GLENDON CAMPUS

### Unreserved Permit

Allows you to park your vehicle in Unreserved lots F-Lot 2 and G on a first come, first served basis, 24 hours daily.

### Day Unreserved/Evening Reserved Permit

Allows you to park your vehicle in any Unreserved lot 24 hours daily and valid in any Reserved lot, 4pm to 7:30am and 24 hours daily on weekends.

### Evening Unreserved Permit

Allows you to park your vehicle in Unreserved lots F-Lot 2 and G-Lot 1 on a first come, first served basis, from 4pm to 7:30am weekdays and 24 hours daily on weekends.

### Reserved Permit

Allows you to park your vehicle in Reserved lots A-Lot 4 and B-Lot 5, 24 hours daily. Full-time Reserved Permit Holders must renew their permit **prior to June 30th** each year in order to secure a parking space in the reserved lot for the following Fall semester.

### Evening Reserved Permit

Allows you to park your vehicle in Reserved lots A-Lot 4 and B-Lot 5 from 4pm to 7:30am and 24 hours daily on weekends.

### Motorcycle

Allows you to park your motorcycle in any Unreserved lot or designated motorcycle parking area, 24 hours daily.

## VISITOR PARKING

### Short Term/Flat Rate Pay and Display Parking Lots

Your valid parking stub purchased at a short term/flat rate parking lot must be visibly displayed on the driver's side of the dash.

### Short Term/Flat Rate Parking Garages

For your convenience, you may take a ticket to enter the gate and use your credit card to exit the gate and your parking fee will be directly billed to your credit card account.

Customers who choose to pay at the Pay on Foot machines will take a ticket at the entry gate and before leaving the garage, bring that ticket to the Pay on Foot machine to validate, pay and obtain an exit ticket to use at the gate exit.

# York University Parking & Transportation Services

## KEELE CAMPUS

Suite 222, William Small Centre  
155 Campus Walk  
4700 Keele Street  
Toronto, Ontario M3J 1P3

### Hours of Operation

Monday - Thursday, 8:45am - 4:15pm

Friday, 8:45am - 1:15pm

Friday, 8:45am - 12:15pm (June to Labour Day Weekend)

**General Information** 416-736-5335

**Fax Number** 416-736-5874

**E-mail** [parking@yorku.ca](mailto:parking@yorku.ca)

## GLENDON CAMPUS

Greenhouse  
2275 Bayview Avenue  
Toronto, Ontario M4N 3M6

### Hours of Operation

Monday - Friday, 9am - noon, 1pm - 4pm

Friday (June to Labour Day Weekend), close at 3pm

**General Information** 416-487-6788

**Fax Number** 416-487-6806

### Citation Information & Payments

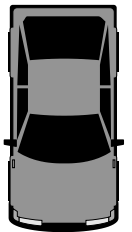
During Business Hours 416-736-5705

Renew your parking permit or pay citations online.

Please visit our Web site at [www.yorku.ca/parking](http://www.yorku.ca/parking) for details.

# Everything You Need to Know

# About Parking at York



## Parking & Transportation Services

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## GUIDE TO HASSLE FREE PARKING

Finding a parking space on campus can be quite time consuming if you do not plan properly. The following hints will assist those that wish to use their time appropriately with respect to parking:

- Purchase a Parking Permit. It helps you to better plan your day on campus.
- Purchase your Permit before September and avoid line-ups at Parking & Transportation Services. Applications can be submitted in person, by FAX or mail. Remember: Permits will not be issued to persons or vehicles with outstanding citations.
- If you are on campus at least three times a week, purchasing a Permit is the most economical option.
- There are several short term surface parking lots that accept coin or credit card and three parking garages that accept cash or credit card.

*For any further questions or concerns please contact Parking & Transportation Services and one of our friendly Customer Service Representatives will be happy to assist you.*

## HOW TO PURCHASE A PARKING PERMIT

A limited supply of Parking Permits are available to ALL community members on a first come, first served basis.

Please ensure you have fully completed an application. Incomplete applications will result in delays.

To purchase a Parking Permit, you must provide proof of a valid vehicle ownership (photocopy of the front & back will be sufficient for FAX, mail and drop-off applications). **If the registered owner of the vehicle(s) is different from the driver, the registered owner must also sign the Parking Permit application form.**

Parking Permits will not be issued to persons or vehicles with outstanding citations. Registered owners and registered drivers will be sent notification of their outstanding citations. If the registered owner and/or driver does not respond to the notification within 30 days, the registered vehicle(s) may be assigned "scofflaw" status and may be subject to

relocation and suspension of parking privileges. Parking & Transportation Services reserves the right to apply unused Permit fees against outstanding citations/service charges. Outstanding fees related to citations/service charges issued to a student will be referred to Student Accounts. For information, or to make payment on outstanding citations, please call 416-736-5705 during business hours, and ask to speak to a Violations Officer.

Permits can be purchased in person at Parking & Transportation Services. Accepted payment methods are cash, debit, cheque, money order, Visa, MasterCard or Amex. Applications may also be processed by mail or FAX. Mail your completed application, ownership photocopies and a cheque, money order or completed credit card section, to Parking & Transportation Services. Fax your completed application and include ownership copies and completed credit card section.

## SAVE TIME, RENEW ONLINE

To avoid line-ups and the need to renew in person, visit our website at [www.yorku.ca/parking](http://www.yorku.ca/parking) to renew your permit online.

## DIAMOND POOL PARKING PROGRAM

The Diamond Pool Parking program is a sensible and convenient parking option that makes it possible for York community members to save time, money and also allows us to protect the environment.

To qualify for Diamond Pool Parking; two or more registered car owners, all of whom must be York community members, must join together to form a car pool. They will bring one of their respective vehicles to campus at a time, therefore, sharing a parking space and the cost of the Parking Permit.

Diamond Pool Parking is offered in all available lots. The fee for the Diamond Pool Parking program is the equivalent fee to the lot of your choice. With your Diamond Pool Permit each Diamond Pool member will be issued a complimentary parking package to better assist you with your varying work and family schedules.

## SMART COMMUTE

**Share the cost of parking and gas - try carpooling to York University!** Visit the **Carpool Zone** at [www.SmartCommuteNTV.ca](http://www.SmartCommuteNTV.ca) to find a carpool partner. York University staff, faculty and students can sign up for free: follow the simple steps to register your journey TODAY to start saving money on gas and reducing air pollution! For more information, contact Smart Commute NTV at [info@SmartCommuteNTV.ca](mailto:info@SmartCommuteNTV.ca) or call them at 416-736-2100 ext.70690. Smart Commute NTV is an award-winning non-profit organization that partners with York University to reduce traffic congestion and improve air quality.

## goSAFE

goSAFE is a complimentary service that provides a safe and secure means of transporting York Community members on campus and selected campus locations. At the Keele campus, goSAFE has a North Route and a South Route with several convenient pick up and drop off locations. Additionally, York Student Safety Officers will walk you, by request, from non-hub locations to the routes or to other non-hub locations. For further information for Keele or Glendon service, please visit the goSAFE website at [www.yorku.ca/gosafe](http://www.yorku.ca/gosafe).

## ABOUT YOUR PARKING PERMIT

York University Parking Permits must be visibly displayed from the rear-view mirror with the front (logo) facing forward. All vehicles displaying a Permit must be registered with Parking & Transportation Services and any changes to vehicle information (permanent or short term) must be reported to Parking & Transportation Services immediately to avoid citations.

Your Parking Permit is valid ONLY for the specific Lot/Garage and duration purchased.

All Parking Permits are issued by, and remain the property of, York University Parking & Transportation Services. Permits are solely for the use of the party to whom they are issued. Transfer of a Permit by unauthorized sale or exchange renders the Permit invalid. Forgery, fraud or being in possession of a lost or stolen Permit, are criminal offences and will result in a citation and parking privileges being revoked.

A gate Access card will be issued with the first Permit purchase at no charge and reactivated for future use. **Charges for replacement Access cards will apply.**

## LOST AND/OR STOLEN PERMITS AND ACCESS CARDS

Lost and/or stolen Parking Permits and Access cards must be reported immediately to Parking & Transportation Services. Stolen Permits or Access cards must also be reported to Security Services to allow for an investigation. A found Parking Permit or Access card must be returned to Parking & Transportation Services immediately.



## PERMIT REFUND REQUESTS

All requests for Parking Permit refunds must be made directly to Parking & Transportation Services. A \$15.00 administrative fee will be applied to all permit refunds. To obtain a refund for pre-paid, unused parking, your permit must be returned to Parking & Transportation Services by the **third business day** of the current month.

## CHANGE OF INFORMATION

Permit holders must inform Parking & Transportation Services of any changes in the information provided in their original application. Proper documentation must be provided for any changes.