

St. Jerome's University
Parking Guidelines

Parking Facility Management and Regulations

1. Parking lot management is at the purview of St. Jerome's University. The University is private property. The University reserves the right to regulate and manage vehicular traffic on campus.
2. The University assumes no responsibility for any damage to a motor vehicle or any loss of the vehicle or its contents while it is driven or parked on campus.
3. Parking Services at the University of Waterloo provides monitoring and enforcement services to St. Jerome's University parking lots for consistency in parking management across the entire campus. Enforcement includes 24 hour, 7 days a week monitoring.
4. Tickets, fines, and subsequent appeals by an employee or visitor at St. Jerome's University are managed by University of Waterloo Parking Services. St. Jerome's University does not have a role in the adjudication process of parking infractions or disputes.
5. All faculty, staff and students are responsible for being aware of the regulations pertaining to vehicles at the University such as permit suspension, vehicular removal, condition, and operation according to the campus wide regulations enforced by University of Waterloo Parking Services. The University of Waterloo endeavours to keep a current copy of the parking regulations available on their [website](#).
6. All roadways on the St. Jerome's University and University of Waterloo campus are considered fire routes and are strictly enforced according to City of Waterloo By-Law 78-34(6).
7. Every person who, through operation of a vehicle on campus, causes damage to University property shall be responsible for payment of all costs to repair or replacement. The operator of the vehicle must immediately report to a University of Waterloo Police Officer any such damage. Ultimate liability for damages rests with the vehicle owner, regardless of who was operating the vehicle at the time of damage.
8. **Parking in Lot C:** For the safety of drivers, cyclists, and pedestrians, all those parking in Lot C will be required to back into their parking spot.
9. **Overnight Parking:** Overnight parking within the St. Jerome's University parking lots is not normally permitted. Individuals who require overnight parking are requested to email the [Office of the Vice President, Administration](#) prior to parking.
10. All service and contractor vehicle parking and access will be managed by the Facilities Manager. Service vehicles are not exempt from rules governing restricted parking areas or fire routes.

11. Parking Lot Accessibility:

St. Jerome's University Parking Lot	Monday - Friday	Saturday & Sunday
Lot A (located outside of University main entrance/ Residence Building)	Permit Entry Only	Permit Entry Only
Lot B (located outside of University main entrance/ Residence Building)	Permit Entry 5:00pm – midnight: Limited pay per entry	Permit Entry Limited pay per entry Lot Open Sunday 8:00am – 1:00pm
Lot C	Permit Parking 5:00pm – midnight: Limited Pay and Display Parking	Permit Entry Limited pay per entry Lot Open Sunday 8:00am – 1:00pm
Lot D	Permit Parking Only	Permit Parking Only

Event Parking

St. Jerome's University parking lots are reserved for ongoing permit holders from *8:30am until 5:00pm*, Monday to Friday. If you are hosting an event on campus and wish to inquire about event parking accommodation options, please contact the [Office of the Vice President, Administration](#).

Permit Issuance

- Eligibility:** Permanent and limited term full-time and part-time staff, Academic Staff, and Contract Academic Staff are eligible to obtain a parking permit. The University may elect to issue single term parking permits to non St. Jerome's University Employees if space permits.

2. **Obtaining a Permit:** All Employees who park, or expect to park in the St. Jerome's University permit lots (A,B,C,D), must register any vehicle they operate on campus with the [Office of the Vice President, Administration](#) at St. Jerome's University and shall pay, or authorize to have deducted from salary or wages, the applicable parking fees.
3. Only one parking permit hang tag will be issued to each permit holder, regardless of the number of vehicles registered. The permit will be used for parking of only one registered vehicle at any one time.
4. Parking permit hang tags must be hung from the rear view mirror of the vehicle with the permit facing outward.
5. Parking permit hang tags, while they are issued to permit holders, remain the property of St. Jerome's University and must be returned to the Office of the Vice President, Administration on cancellation of parking privileges. In the event an individual sells or discards their vehicle, all parking permit hang tags must be removed.
6. The persons to whom the parking permit is issued will be held responsible for traffic and parking violations regardless of the actual driver of the vehicle at the time of infraction.
7. **Permit Suspension:** Employees departing from campus on an approved leave of absence of 6 months or greater, or a sabbatical leave, may suspend their parking permit. To suspend a permit, the individual is required to return their parking permit to the [Office of the Vice President, Administration](#) upon departing campus. Persons returning to campus from an approved leave or sabbatical must inform the [Office of the Vice President, Administration](#) of their request to obtain a parking permit upon their return date. Persons returning to campus will be charged the applicable permit fees in effect at the time of their return to campus. Permit holders who retain their parking permit hang tag during their absence from campus will be responsible for all accrued parking fees during their absence.
8. **Permit Cancellation:** Individuals who wish to cancel their parking permit must inform the [Office of the Vice President, Administration](#) in writing and return the parking permit hang tag to cancel the payment of monthly parking fees. Cancellation of parking fees will not occur until the parking permit hang tag has been returned.
9. **Permit Re-Activation:** Due to the limited number of parking spots available at St. Jerome's University, cancellation of parking does not guarantee an available parking spot upon re-activation unless parking permit was suspended during an approved leave of absence of 6 months or greater, or a sabbatical.
10. **Permit Replacement:** Misplaced or lost parking permits must be reported to the [Office of the Vice President, Administration](#).

11. Any vehicle parked on the St. Jerome's University or University of Waterloo campus displaying a fraudulent (altered) permit will be fined and their vehicle will be towed. The owner/driver is responsible for paying both the fine and the towing charge.
12. No vehicle shall be parked on campus other than in a prescribed parking lot.

Permit Fees

1. Fulltime and Part-time Employees are charged a rate 90% of the University of Waterloo permit rate excluding HST. Permits will not be issued for a pro-rated fee.
2. Contract Academic Staff are charged in accordance with the Collective Agreement.
3. Parking fees are applied as follows: permit obtained from the 1st to 15th full monthly fee charged; permit obtained after the 16th 50% monthly fee charged.

Visitor Parking & Accessible Parking

1. Visitor parking is available near the University's main entrance located outside of Sweeney Hall. Visitor parking is not available within St. Jerome's University's lots (A/B/C/D).
2. Visitor parking is for an official visitor of the University. Students are not eligible for a visitor pass.
3. Visitor passes are available via request at the Registrar's Reception area at a fee of \$5.00 per day to be charged to the hosting department. Visitor passes will include an expiry date and time. Visitor Parking is available in Lot B between 5:00pm and midnight for the posted fee, payable upon entry.
4. **Accessible Parking:** The Visitor Parking area includes the availability of limited designated barrier free parking spots. Designated barrier-free parking spaces are for the use of individuals with a valid, official Accessible Parking Permit issued by a Canadian province or American state, or for those individuals who have coordinated temporary accessible parking through the University of Waterloo's Access Ability Office and St. Jerome's University. Vehicles parked in these spaces must also obtain a Visitor pass.
5. Every effort will be made to accommodate requests for Visitor passes. Due to the limited number of visitor spots, there is no guarantee that same day requests can be honored. Please provide as much advanced notice as possible.

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