01 Summary of Conditions

1.1 St. George parking permits:
(1) remain the property of the St. George Campus Transportation Services;
(2) are issued for the use of the named permit holder only;
(3) to be valid, must be displayed on the driver’s side of the dashboard of the vehicle for which they are issued;
(4) are not to be duplicated or altered in any form; and,
(5) must be promptly returned to the Transportation Services office if they are cancelled or revoked.

1.2 In accepting a parking permit, the permit holder agrees:
(1) to display their permit at all times when parking on campus;
(2) to park only in authorized parking areas designated by Transportation Services – Individual Faculties and Departments cannot give this permission;
(3) to park in an orderly manner so as to occupy only the space required by the one vehicle;
(4) to ensure that only one vehicle is parked at any one time under one permit number;
(5) to pay heed to requests by Transportation Services’ Staff or the Campus Police concerning the parking of the vehicle;
(6) to obey all regulatory traffic signs on the campus;
(7) to obey all traffic directions given by Transportation Services’ Staff or Campus Police;
(8) to park only in the space specified by the permit during normal Working Hours (7:30 a.m. to 5:00 p.m. Weekdays) for either a reserved or lot reserved permit;
(9) to follow the student regulations under section 8, if purchasing a student permit;
(10) to promptly return any permit, which is either revoked, or cancelled prior to the expiration date, to the Transportation Services office;
(11) to return any permit to the Transportation Services office, if the vehicle for which it is issued is sold, transferred, or otherwise disposed of prior to the expiry date of that permit; and,
(12) to promptly notify, in writing, Transportation Services, of any change of status, address, office location, telephone number or vehicle information, as provided on the application form.

Failure to comply with any of the regulations could result in your permit being revoked.

02 Jurisdiction

2.1 These regulations are issued under the authority of the University of Toronto St. George Campus Transportation Services and apply in all parking areas owned by, or administered by, Transportation Services at the University of Toronto St. George Campus.
2.2 All persons using University parking facilities are subject to the regulations detailed hereunder. By accepting a parking permit, applicants agree to abide by these regulations.
2.3 The Transportation Services Director is responsible for the supervision and administration of parking lots. Any questions concerning parking areas should be referred to the Transportation Services office at 416.978.PARK [7275] or transportation@utoronto.ca.
2.4 Neither the University of Toronto, nor any of its employees, shall be held liable for any loss or damage occurred to vehicle or its contents, however caused.
2.5 Speed limits are posted throughout campus. All persons visiting the campus must make note of and obey all posted limits.
2.6 These regulations reflect the current policies of the St. George Campus Transportation Services including the current availability of parking spaces. Should parking conditions change, Transportation Services reserves the right to modify these regulations.
2.7 Parking permits remain the property of the University of Toronto. Repeated violations of parking regulations, improper or dishonest use of parking permits, failure to pay fees, failure to comply with the instructions of Parking Control Officers, may result in tickets, tows, and/or the withdrawal of parking privileges.

03 Eligibility

3.1 Applicants must prove that they are eligible for parking permits. Transportation Services reserves the right to deny a permit in cases where it is assessed that an applicant does not meet the required criteria.
3.2 St. George Campus Faculty/ Staff parking permits are currently issued only to University of Toronto regular/ active, appointed Faculty, Librarians and administrative Staff.
3.3 Applicants must provide their personnel number and T-Card in order to receive a Faculty/ Staff permit. Only one permit can be issued to each permit holder.
3.4 To purchase a Student permit, the applicant must meet the following requirements:
   1) Be currently enrolled as a student at University of Toronto.
   2) Present their TCard for confirmation of their status when purchasing a permit.

04 Mississauga (UTM) Parking

4.1 St. George Faculty/ Staff permits (excluding Student permits and Miscellaneous permits under section 9) may be used to park, without charge, at UTM unreserved areas of P4, P8 & P9. When a vehicle is parked on campus, a valid St. George Faculty/ Staff permit must be clearly displayed on the driver’s side dashboard of the vehicle.
4.2 UTM Faculty/ Staff permit holders may purchase a supplementary permit, which would allow them to park at various locations on the St. George Campus. This supplementary permit is subject to a surcharge payable at the UTM Parking & Transportation Office. Both the UTM and the supplementary permit must be displayed while parked on the St. George Campus.
4.3 The City of Mississauga enforces UTM’s parking policies, and as such, UTM has no authority to revoke a City of Mississauga Parking Violation Notice. Ticketing issues must proceed through the normal court system.
04 Contact information: Mississauga (UTM) Parking & Transportation Services
Alumni House, Room 108,
3359 Mississauga Road,
Mississauga, ON L5L 1C6.
Tel: 905.828.5254  Fax: 905.569.4885
Email: parking.utm@utoronto.ca
Website: www.utm.utoronto.ca/parking

05 Scarborough (UTSC) Parking

5.1 St. George Faculty/ Staff permits (excluding Student permits and Miscellaneous permits under section 9) may be used to park at UTSC’s Lot F at no additional charge. A valid St. George Faculty/ Staff permit must be clearly displayed on the dashboard of the vehicle. Please contact UTSC Parking Services for details.

5.2 UTSC Faculty/ Staff permit holders may purchase a supplementary permit, which would allow them to park at various locations on the St. George Campus. This supplementary permit is subject to a surcharge payable at the UTSC Parking Services office. Both the UTSC and the supplementary permit must be clearly displayed while parked on the St. George Campus.

5.3 Contact information: Scarborough (UTSC) Parking Services
1265 Military Trail,
Instructional Centre Room I.C. 40,
Toronto, ON M1C 1A4.
Tel: 416.287.7576
Email: parking@utsc.utoronto.ca
Website: www.utsc.utoronto.ca/parking

06 Barrier-Free (Accessible) Parking

6.1 Individuals who possess an Accessible Parking Permit (APP) issued by a Provincial Ministry of Transportation, are NOT exempt from paying parking fees even when parked in a Barrier-Free (Accessible) parking space. Proof of payment is required when parking on University property.

6.2 If you wish to purchase a parking permit, please provide a copy of your APP to Transportation Services staff when making your request. A copy of the APP must be provided each year, at the time of permit renewal. Parking permit holders who have an APP may park in any available designated Barrier-Free parking spaces on University property with the exception of gated lots. If access is required for the 107 St. George Street garage, please contact Transportation Services at 416-978-7275. Any vehicle parked illegally in these specially designated spaces will be ticketed and/or towed.

Students requiring parking accommodations should contact Accessibility Services at 416-978-8060 or email accessibility.services@utoronto.ca.

Faculty/ Staff requiring parking accommodations should contact Health & Well-Being at 416-978-2149.

07 Faculty/ Staff Permits

7.1 There are three types of Staff permits – reserved, lot reserved and unreserved. Reserved permit holders have the exclusive use of a designated space during normal Working Hours. Lot reserved permit holders park in a specified area, or lot, during Normal Working hours, but not in a specific space on the lot. However, lot reserved permit holders who must frequently move in and out of the parking lot during the day might occasionally find space unavailable. Unreserved permit holders may park in any St. George Campus
unreserved parking lot. This type of permit is only available to current unreserved permit holders for renewal. New unreserved permits will not be issued under any circumstance.

**Transportation Services reserves the right to alter the type of permit issued with reasonable notice to permit holders.**

7.2 Parking permits are valid for a 12-month period from July 1st to June 30th.

7.3 During normal Working Hours (7:30 a.m. to 5:00 p.m. Weekdays), permit holders may only park in their assigned lot or reserved space. If the permit holder chooses to park in an area other than their assigned lot or space, where permitted, during normal Working Hours, payment must be made to cover the duration of their stay. Please refer to section 10 for payment details.

7.4 Outside of normal Working Hours, permit holders are entitled to use any available parking spaces, with the exception of 24-hr reserved spaces. During these hours, barcodes on the back of the permits will allow access to the gated 107 St. George Street Garage.

7.5 For Faculty/ Staff who obtain a permit for the 107 St. George Street garage, an access card will be issued, along with the permit, which will grant access to the facility. The garage’s entrance and exit is controlled by an automated gating system (Pay-on-foot). This access card must be used to enter and exit the facility. If the access card is forgotten, the permit holder must pay for parking at an Autopay station.

7.6 Parking permits must be displayed at all times including both normal working hours and other times. They must be clearly visible on the driver’s side dashboard of the vehicle.

7.7 In special cases, departmental permits are issued to departments for the use of their visitors within specified locations. In these cases, the departments in question are responsible for controlling and administering the use of the spaces by their visitors. It is imperative that visitors display either a permit or a departmental authorization (signed and dated black and white photocopy) and park only in the designated departmental areas.

7.8 Parking permits may be cancelled by a permit holder at any time. A cancellation form along with the permit must be received by the Transportation Services office on or before the last business day by the 7th of the month, in order to avoid the payment for that month. Please contact Transportation Services for details.

7.9 A telephone call or non-renewal of a permit is not sufficient to effect a cancellation. Payroll deductions will not be stopped, nor will any refunds of prepayments be authorized, until the permit has been received by the Transportation Services office. This applies to cancellations during the year, as well as non-renewals at the end of June.

7.10 A permit must be cancelled when University employment is terminated. A break in service extending beyond one month (other than for an approved leave-of-absence) is considered to be a termination. **Please note that persons re-applying for a permit after cancellation must wait at least two months from the effective cancellation date to re-apply.** Additionally, individuals are not guaranteed availability in their desired area.

7.11 In the case of permit car-pooling, each car-pool applicant must provide their personnel numbers and contact information in order to prove eligibility. Payments can only be made by the primary permit holder. Only one permit will be issued. There will be no exceptions made for cases in which the permit has been forgotten or left in another vehicle. If the permit is not displayed, the permit holder must ensure payment for day parking and where applicable, display appropriate proof of payment. Non-compliance will result in a Parking Violation Notice being issued to the vehicle. The primary permit holder is ultimately responsible for the proper use of the permit.

7.12 All Faculty/ Staff permits (including car-pool permits) can only have one primary permit holder. The primary permit holder must abide by the following regulations:

1) This person will be solely responsible for all payments for the permit. Financial responsibility for said payments cannot be transferred to another staff member for any reason. There are no exceptions.

2) Transferring an individual Faculty/ Staff permit to another permit holder, or to a Faculty/ Staff member without a permit, for any reason is strictly prohibited. There are no exceptions.

### 08 Student Permits

8.1 A limited number of Student permits are issued on a first-come-first-served basis to currently enrolled Students holding a valid TCard.

8.2 A Student sales schedule for the year is available online at transportation.utoronto.ca. In all cases, permit sales begin well in advance of the first of each month, and when renewing permits, students are expected to purchase their next permit before month end. Once a permit expires, if a new permit has not been purchased, the student must pay for daily parking or they will be ticketed and/or towed at
the owner’s expense. **There will be no reimbursements for daily parking when the new permit is purchased, nor can the daily parking fee be applied to the cost of the new permit.**

8.3 The University of Toronto Transportation Services provides both surface and underground parking for students. Permits may be purchased monthly, or on a 4-month (September - December, January - April and/or May - August), or 8-month (September - April) period.

8.4 Underground parking is available in the garages located at: 107 St. George Street (below the Innis Residence/Rotman School of Management); the Graduate House Residence at 17 Glen Morris Street; and, O.I.S.E. at 71 Prince Arthur Avenue. Surface parking is available at 371 Bloor Street West behind University of Toronto Schools. Please note that this parking lot is unreserved, and may be at full capacity. During such instances, Student permit holders will have to wait until space becomes available.

8.5 Reserved permits are sold on a monthly basis only and are available at various locations throughout the campus. A Student may renew this permit only on the business day prior to the scheduled sales date (see section 8.2). All permits not renewed will be made available to all Students on the scheduled sales date on a first-come-first-served basis. If a Faculty/Staff member wishes to purchase a reserved space that has already been purchased by a Student, the Faculty/Staff member has priority and the student shall not be allowed to renew the permit. However, if possible, depending on availability, they will be offered another space prior to the scheduled sales date.

8.6 Student parking permits are **NOT** transferable and are only valid for the location issued during normal Working Hours (7:30 a.m. to 5:00 p.m. Weekdays). If a Student parking permit holder does not park in their applicable area during the normal Working Hours, they will be ticketed and/or towed. From 5:00 p.m. to 7:30 a.m. the following day, and all day on weekends and Statutory Holidays (refer to University Holiday Schedule for dates), the parking permit is valid at other University parking lots on the St. George Campus with the exception of 24-hr reserved spaces.

8.7 In order to avoid a Parking Violation Notice (also referred to as a parking ticket), permits MUST be clearly displayed on the driver’s side dashboard of the vehicle whenever it is parked on campus.

8.8 If a Student wishes to cancel their permit, they must fill out a cancellation form and return it to the Transportation Services office. An administrative fee applies to all cancellations. In case a permit is cancelled on or after the start of the month, a daily charge is also applicable for the number of days that the permit is valid for.

8.9 Student permits are valid only at the campus where they are issued.

09 **Miscellaneous Permits**

9.1 Commercial parking permits are available to a limited number of service people and contractors for specified area only. These permits are only supplied when parking is essential in the performance of the work. They are not issued for the convenience of contractors’ staff in transporting them to and from the University. Applications must be signed by an authorized University contact and the required criteria must be met, to the satisfaction of Transportation Services, before any commercial permit is issued. Commercial parking permits may be purchased by the week or the month. Contractor parking is subject to special regulations, which are available at the Transportation Services office.

9.2 After 4 p.m. parking permits are issued to Faculty, Staff, Students, and Visitors to park in any authorized parking areas Monday to Friday (from 4:00 p.m. to 9:00 a.m. the following day) except for Reserved numbered spaces where parking is permitted only between 5:00 p.m. to 7:30 a.m. the following day) and all day on Saturday, Sunday and Statutory Holidays (refer to University Holiday Schedule for dates). Parking is prohibited in 24-hr reserved spaces.

9.3 Conference permits are available to visitors of the University staying in a residence on campus. They may be purchased by the week or by the month.

**Commercial, After 4 p.m. and Conference Permit holders who require parking at the 107 St. George Street Garage will need to purchase an access card (non-refundable) in order to gain access to the facilities.**

9.4 Motorcycle parking permits are issued to Faculty, Staff, and Students. Please contact the Transportation Services office for further details.
9.5 The above permits are sold on a monthly and/or weekly basis with the start date of permit holder’s choice. A permit may be cancelled at any time by submitting a cancellation form along with the permit to the Transportation Services office. An administrative fee will be levied for all cancellations. When cancelled, a per day charge is applicable for the number of days the permit is valid during the active monthly/weekly period, determined by the permit’s start date.

9.6 Permits for non UofT affiliated personnel are available at the O.I.S.E. parking garage located at 71 Prince Arthur Avenue. These annual parking permits are valid for up to 12 months starting from as early as July 1st to June 30th of the following year. Payment must be made in full when paying by credit card or debit card. Monthly payments may be made by submitting post-dated cheques upon the day of purchase. Parking permits may be cancelled by the permit holder at any time. A cancellation form along with the permit must be received by the Transportation Services office on or before the last business day by the 7th of the month for which cancellation is required in order to avoid the payment for the said month.

10 Pay & Display, Pay-on-Foot & Pay-by-Phone (Whoosh) Parking

10.1 Pay & Display parking is available at various locations throughout the University. Pay & Display receipts are valid only for the location for which they are issued and are non-transferable. Hours of eligibility and rates are posted at Pay & Display machines. For locations and further details, please refer to our website at www.transportation.utoronto.ca. Failure to display a Pay & Display receipt will result in an issuance of a Parking Violation Notice (ticket) and/or a tow of the vehicle at the owner’s expense regardless of a ‘failed’ or out of order Pay & Display machine.

10.2 Pay-on-Foot parking is located at the 107 St. George Street garage. A ticket is obtained at the entrance and payment is required before exiting the garage. Payment can be made at the Autopay station using cash, coin, and credit card before returning to their vehicle or at the exit with a credit card. Failure to produce your original ticket at the time of payment will result in having to purchase a “Lost Ticket”.

10.3 Pay-by-phone (Whoosh) parking is now available at various parking areas. More information on Whoosh is available on our website at transportation.utoronto.ca and at www.whooshstore.com.

11 Payment for Permits

11.1 Payment for Faculty/Staff parking permits may be made by Payroll Deductions, Cheque(s), Visa, Mastercard, American Express, or Debit Card. If payroll deduction is requested, but cannot be implemented, pre-payment for the year is required. All cheques are to be made payable to the University of Toronto Transportation Services. Full cheque payment must be submitted prior to the issuance of the parking permit. If payment is made by credit or debit card, full payment must be made in advance prior to the issuance of the parking permit. Parking permits will only be issued after the applicant’s eligibility has been verified.

11.2 In cases where departments are paying for parking space, the authorization of the Principal, Dean or Director is needed on the Application/Renewal Form as well as a valid departmental appropriation account number, with the name of the person in the department who may authorize a debit memo for this purpose.

11.3 Payment for Student Parking permits and Summer Conference permits may be made by Visa, Mastercard, American Express, or Debit Card.

11.4 Payment for After 4 p.m. and Commercial permits may be made by Cheque, Visa, Mastercard, American Express, or Debit Card.

12 Parking Rates for 2019-2020

12.1 The parking rates for 2019-2020 are summarized in Appendix III. These rates include the Harmonized Sales Tax (HST).

12.2 Pay & Display, Pay-on-Foot and Pay-by-Phone (Whoosh) parking rates may be adjusted from time to time depending on market conditions.
13 **Surveillance and Enforcement**

13.1 Parking Control Officers carry out routine surveillance of all parking areas on the St. George Campus, 24 hours a day, 7 days a week. Vehicles not displaying either a permit or a Pay & Display receipt (or paying through Whoosh) may be ticketed and/or towed at the owner’s expense.

13.2 Parking Violation Notices (parking tickets) are issued in accordance with city by-law regulations. **Transportation Services has no authority to rescind parking tickets.**

13.3 Any vehicle improperly parked, or parked in an unauthorized location, may be tagged by Parking Control Officers and/or towed away at the request of a representative of Transportation Services, the Campus Police or Metro Police. The owner of a vehicle towed away under such circumstances shall be liable for any costs incurred thereby.

13.4 University of Toronto policy stipulates that smoking is prohibited in all University buildings. This applies to all individuals using University of Toronto facilities including Employees, Students and Visitors. All parking garages and lots are designated as ‘non-smoking’ facilities, and, as such, smoking is not permitted on the premises. This policy is enforced under municipal by-law.

14 **Special Circumstances**

14.1 Except under extenuating circumstances agreed to by Transportation Services, only vehicles licensed to Faculty, Staff or Student permit holders required to live on the St. George Campus may be left on the campus overnight. Storage of vehicles on campus is not allowed.

14.2 Should it become necessary to move an authorized parked vehicle to facilitate snow removal operations, this will normally be done without charge to the owner.

14.3 Where necessitated by special events or other circumstances, Transportation Services reserves the right to relocate permit holders within the St. George Campus. Any vehicles, not moved out by the deadline on the notices issued, will be towed at the owner’s expense.

**APPENDIX I**

**Parking Safety Tips**

The time when many people feel most vulnerable is when they are either leaving or returning to a parked car – particularly at night.

- Always remove the car keys and lock your car.
- Never leave items (i.e. electronic devices such as GPS units, lap-top computers, personal listening devices; personal bags such as purses, gym bags etc.; or any money including change) visible in the car. Put them where they cannot be seen – and make sure they do not have your name or address on them. Never leave credit cards in the car.
- Choose your parking spot carefully. Always park in well lit areas, as close as possible to your destination, the parking attendants, the stairs or elevator. Avoid parking on garage levels that are empty or rarely used.
- If you do not know the parking lot well and are worried about its safety, drive right through to see if everything appears normal before you park. If it does not feel right, trust your instincts. Either leave and find somewhere else to park, or drive around until someone you know drives in; then park near them, and leave the lot or garage with them.
- When parking, back your vehicle into the parking stall, so that you are facing “out” whenever you enter or exit your vehicle. This tactic both increases your visibility of the surrounding area and also allows you to drive away more quickly if you are being approached by a stranger.
- Before you leave the car, look around carefully. When you do leave the car, walk briskly and confidently to the exit or elevator. Do not be distracted.
• If you are worried about becoming a target, vary your routine. Park in different spots, at different times. Avoid a predictable schedule.
• If you are driving and parking alone, join a car pool or have someone meet you.
• If you are nervous when returning to your parked car, ask someone you know and trust to accompany you.
• If, on the way to your car, you see that another vehicle has been broken into, call the police right away - do not go to your own car. Tell the police where you are and remain in that location until they arrive. The University of Toronto Police emergency telephone number is 416.978.2222.
• When you are returning to your car, have your keys in your hand – avoid fumbling through your pockets, purse or briefcase in the middle of a deserted lot. Before getting into your car, check inside carefully – especially the back seat. Once inside, lock the doors immediately, and make sure that your purse, briefcase or other valuables are out of sight.
• Know your nearest safe exit route.
• Report intruders to a Parking Control Officer or to the Police.
• You can report the following to the Parking Control Officer: abandoned vehicles or excess trash; broken or burned out lights; broken doors or broken locks; and, missing or damaged signs.

APPENDIX II

Parking Rates 2019/2020

St. George Campus

Effective July 1, 2019

All prices include HST
HST Registration #R108162330

Faculty/Staff Permits

Reserved
annual…………………………$2,640.00 to $4,224.00
per month…………………………$220.00 to $352.00

Lot Reserved
annual…………………………$1,860.00 to $3,840.00
per month…………………………$250.00 to $320.00

Unreserved
annual………………………………………..$1,680.00
per month…………………………………...$140.00

Mississauga (UTM) & Scarborough (UTSC) Permit Surcharge
per month…………………………$55.00 to $90.00
**Student Permits**

*Reserved*
- Monthly: $220.00 to $285.00
*Lot Reserved*
- Monthly: $155.00 to $320.00
- 8-month: $1,240.00 to $1,440.00
- 4-month: $620.00 to $720.00
*Unreserved*
- Monthly: $140.00
- 8-month: $1,120.00
- 4-month: $560.00

*4-month permit (Sept-Dec, Jan-Apr & May-Aug)
*8-month permit (Sept-Apr, only)
*Monthly permits (subject to availability) - sale dates T.B.A.

**Other Permits**

*After 4pm*
- Monthly: $80.00
*Commercial*
- Monthly: $280.00
- Weekly: $86.00
*Summer Conference*
- Monthly: $240.00
- Weekly: $84.00
*Motorcycle*
- Monthly: $36.00

*Summer Conference permits are for 24-hours/day parking privileges. A limited number of special Summer Conference permits will be made available to visitors to the university staying in residence and requiring parking accommodation. These permits will be available on either a monthly or a weekly basis.

**Pay & Display, Pay-on-Foot, Pay-by-Phone (Whoosh) Parking**

*King’s College Circle, Hart House Circle & Tower Road*

**Half Hourly**
- $4.00

**Evening maximum from 4:00pm to 6:00am**
- $10.00

**Saturday, Sunday & Holiday flat rate (until 8:00am following day, 6:00am Monday)**
- $10.00

*B.C.I.T. Underground Garage*

**Half Hourly**
- $4.00

**Daily Maximum from 7:30am to 10:00pm**
- $25.00

**Evening maximum from 4:00pm to 12:00am**
- $10.00

**Saturday, Sunday & Holiday flat rate (until 8:00am following day, 6:00am Monday)**
- $10.00

*Other Locations*

**Half Hourly**
- $3.00 - $4.00

**Daily Maximum (until 10:00pm)**
- $12.00 to $25.00

**Evening maximum from 4:00pm to 6:00am**
- $6.00 to $12.00

**Saturday, Sunday & Holiday flat rate (until 8:00am following day, 6:00am Monday)**
- $6.00 to $12.00

*The Pay & Display / Pay-on-Foot / Pay-by-Phone (Whoosh) rates may be adjusted from time to time according to market conditions. The rates, and maximum purchase periods, vary between locations. Please see rates posted on, or next to, the Pay & Display machines.*