
**Heritage College Procedure #1
Relating to The Use of the Parking Lots at
325, Cité des Jeunes Blvd.**

Subject: Procedures relating to the Use of the Parking Lots at 325, Cité des Jeunes Blvd.

Administrator: Donald Marleau, Director

Issuing Service: Building Services

Coming into Force: November 29, 1994

Revised: April 26, 2011

Purpose

All persons using a parking space which is under the authority of Heritage College are required to pay fees for the use of that parking space.

Application

These procedures are for the Heritage College community.

Procedures

1) Parking Areas

1.1) P1
Semi-Annual Permit Holders
Daily Parking Permit Holders

1.2) P2
Semi-Annual Permit Holders
Daily Parking Permit Holders

1.3) 5-Minute Parking
There is a 5-minute parking located at the back entrance (door #16) for drop-off and pick up of students, employees and small deliveries.

The College will tow, without notice and at owner's expense, if the 5-minute parking area is used in an abusive way.

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2) Parking Permits

All persons wishing to purchase a parking permit must first complete an application form (Appendix 1).

Application forms are available from Building Services, room 111F (ext. 1060). Forms are also included in the registration information package mailed to the students.

The completed application form should be returned to Building Services, room 111F. It is the responsibility of the person submitting the application to ensure that the application form is complete. Incomplete forms will not be processed.

Payment in the form of cash, certified cheque or money order must be included with the completed application form. Certified cheques should be made payable to Heritage College. Personal cheques which are not certified will not be accepted.

All regular¹ full-time and part-time employees are eligible for payroll deductions.

The application form must be signed by the person requesting the parking permit indicating that they are aware of the rules and regulations governing the use of the parking permit and that they agree to respect the rules and regulations.

Only parking permits issued under the terms of the Heritage College Policy #7 concerning Parking for a permit category with a current effective date will be recognized as valid.

The effective dates for the various categories of parking permits are as follows:

Semi-annual (A)	January 1 st to June 15 th and August 15 th to December 31 st
Semi-annual (B)	Cont-ed. students only No pre-set date, but for 5 consecutive months.
Daily	From 6 a.m. to 5 p.m. Monday to Friday

Please note that parking is free from June 15th to August 15th.

3) Daily parking permit

When purchasing a daily parking permit, a stub is given. It is important to display the stub on the dashboard so it is clearly visible from the outside. The toll machine will not remit change. A change machine is available at the cafeteria.

The rate per day is \$8.00.

¹ "Regular" applies to employees who receive a paycheck regularly all year long.

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4) Parking Permit Allocation Criteria

Parking permits will be issued according to the following criteria:

Round 1

- All employees
- Students without access or with limited access to public transportation from their homes (based on information available in CLARA).

Permits for Round 1 will be on sale until the first day of classes each semester.

All individuals who qualify for Round 1 and who do not purchase their parking permit before the deadline, will have to purchase the permit according to the criteria for Round 2.

Round 2

- All students who do not qualify for round 1, on a first come, first served basis.

Permits for round 2 will be available as of the 2nd day of classes of each semester.

5) Request for Reimbursement

All persons requesting either partial or full reimbursement for their parking permit fee must first complete a Request for Reimbursement form (Appendix 2) and submit it to Building Services.

Request for Reimbursement forms are available from Building Services, room 111F (ext. 1060).

Upon submission of the Request for Reimbursement form, parking fees will be reimbursed for semi-annual parking permit under the following conditions:

- Within 10 days of the issue of said parking permit, all persons may request a reimbursement with no penalty.
- After 10 days of the issue of said parking permit, only those who meet the following criteria will receive a reimbursement, calculated on the remaining balance of the contract:
 - Cancellation of course
 - Full-time employment at a location other than Heritage College

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- Attendance at another institution
- Long-term medical disability
- Withdrawal or resignation
- Other
- Request for refunds must be made within the effective dates of the permit.
- No refund will be made after the expiration of 50% of the contract.

Roles and Responsibilities

Building Services is responsible for implementing these procedures.

Revision

These procedures will be reviewed when deemed necessary.

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Related Document

These documents are to be used in conjunction with:

- *Heritage College Policy #7 Concerning Parking.*²
- *Heritage College Parking Permit Application Form (Appendix 1).*³
- *Heritage College Parking Permit – Request for Reimbursement Form (Appendix 2).*⁴

²Copies of this document are available from Administrative Services.

³Copies of this document are available from Building Services.

⁴Copies of this document are available from Building Services.