



MEDICINE HAT CAMPUS PARKING AND ROADWAY RULES AND REGULATIONS

1. Parking Enforcement

- 1.1 Medicine Hat College (MHC) enforces a pay parking policy for all vehicles parked on the Medicine Hat campus: meaning that a parking permit is required for all vehicles parked on the Medicine Hat campus between the hours of 7am and 5pm, Monday through Friday with the exception of statutory holidays.
- 1.2 While permits are only required Monday-Friday, 7am- 5pm, all other parking regulations (stalls reserved for holders of parking placards for persons with disabilities, parking in roadways, etc.) are enforced at all times.
- 1.3 While the college strives to provide as many parking spaces as possible, there are times when demand exceeds availability. Parking is on a first-come, first-served basis. Please note:
 - (a) Student residence parking permits and College parking permits are not interchangeable and must be purchased separately.
 - (b) Security must be notified if you wish to park on campus for extended periods of time or overnight.
 - (c) Bicycle parking is restricted to the racks provided. Bike storage lockers are available for rent through Facility Operations. Bike parking is not permitted in any college building.

2. Parking Permits

2.1 Permit Types

- **Open Parking:** All lots on campus are “open” except for two lots (north and south lots), and one section at the Cultural Centre, designated as “plug-in”. Open permits can be purchased hourly, daily, monthly, for each academic term (4 months per term) or as otherwise set by the Director, Campus Planning and Facilities.
- **Plug-In Parking:** There are three designated electrical plug-in areas: south lot, north lot, and some spaces in the Cultural Centre lot. Plug-in permits are not usable in the open parking area. MHC is committed to energy conservation; the parking lots are subject to load shedding and cycling, which means power is not on all day.
- **Pay and Display Parking:** These hourly/daily permits are available through the permit dispensers located on parking lots around campus. The permit dispensers accept coins only and do not dispense change. If a dispenser is malfunctioning, please contact security immediately at 403-529-3911. Daily permits are also for sale in the college bookstore.

- **Residence Parking:** These permits are available to students living in residence and are valid at residence parking lots only. These permits can be accessed through Student Residence Office.
- **Parking for People with Disabilities:** MHC offers parking spaces restricted for people with disabilities. Vehicles require a valid Alberta Parking Placard for Persons with Disabilities and a valid MHC permit to park in these stalls. 'Pay and Display' ticket meters nearest these stalls have barrier-free access.
- **Complimentary Parking:** Free permits are available for individuals' providing services to the college at no charge or at a reduced rate (e.g., volunteers, dignitaries, guest speakers etc.). Permits must be requested by the department managing the service to be provided. Permits are usually issued for a maximum period of ten business days. Application for a complimentary parking permit is made through Director, Campus Planning & Facilities.
- **Contractor Parking:** Contractors visiting the campus can access a temporary Contractor Parking Permit upon contractor sign-in at the Facility Operations office. As required by the work, contractors may be permitted to park in restricted areas while performing work.
- **Drop-off and Short-term Parking Zones:** Drop-off/pick-up zones at the main building and the Cultural Centre are not to be used for parking; therefore, drivers stopping in these zones must not leave their vehicle. Twenty-minute short-term parking areas are available at the main building and Cultural Centre to allow users to drop off and/or pick-up items at the college.
- **Motorcycle, Moped, or Electric Scooter Parking:** Users wishing to park these vehicles on campus may purchase a parking permit and park in the corresponding lot type. (i.e., open parking or plug-in parking lot). If the parking permit purchased cannot be securely displayed, users are required to register the vehicle's license plate and permit number with Campus Security to avoid a parking citation. If the parking permit was purchased through web-based pay for parking system, the license permit has been recorded electronically.
- **Special Event Parking:** Facility Operations manages requests for special event parking.
- **Other:** From time to time, unique requests are made to accommodate a variety of unusual parking needs, including, but not limited to partner groups, lessees, event attendees, program attendees, etc. These requests will be considered by the Director, Campus Planning and Facilities, or their designate, and evaluated against the following principles:
 - (a) Exceptions to the policy must be unique and rare;
 - (b) Feasibility (safety, regulations, available space, administration, etc.);
 - (c) Fairness; and
 - (d) Revenue.

Decisions, and any associated conditions, will be communicated with the requestor, Campus Security, and any other party associated with the request.

2.2 **Purchasing Permits**

The MHC website has current information regarding parking fees and services. Search for "Parking" on the site.

- (a) Permits are sold via a web-based pay for parking system and can also be purchased in person at the Campus Bookstore Store.
- (b) Hourly/daily permits can also be purchased with coins at permit dispensing stations in various locations on the campus site.
- (c) Student residential parking permits can be purchased at the Student Residence Office.
- (d) Refer to the Complimentary Permits section for information on the acquisition of complimentary permits.

2.3 **Permit Administration**

License plate numbers of vehicles authorized to park on campus are collected at point of purchase and recorded. License plates of vehicles parked on campus must be clean, clear, and readable. Vehicles with obscured license plates may be ticketed. Note, if hourly/daily permits are purchased from coin dispensers, the permit must be displayed on the dashboard in a visible location.

2.4 **Permit Refunds**

- (a) Parking permits for a duration of one month or longer may be refunded for 45 percent of the initial purchase value, if there is greater than 50 percent of the permit duration remaining. (Refer to Student Residence Handbook for student residence refunds.)
- (b) No refunds are available for permits with less than 50 percent remaining.
- (c) The Director, Campus Planning and Facilities has authority to alter refund amounts and rates in exceptional circumstances.

2.5 **Parking Permit Rates**

Parking rates are set annually based on fiscal year. Rates are available on the college website.

2.6 **Lost, Stolen or Damaged Permits**

Lost, stolen or damaged parking permits are not replaceable and are invalid. All such losses of permits must be reported immediately to Campus Security. Under exceptional circumstances, replacement may be considered by the Director, Campus Planning and Facilities.

- 2.7 College parking permits are transferable between vehicles owned by the same student or employee.

3. **Regulations**

The following regulations apply to parking at MHC.

3.1 **Parking for Persons with Disabilities**

MHC has designated parking spaces for the use of those drivers displaying a valid parking placard for persons with disabilities. These users must purchase MHC parking permits but may use designated spaces.

3.2 Vehicles in Pedestrian Areas

No person shall drive, operate, stop, or park a vehicle off a roadway unless it is a service vehicle which has received permission from Facility Operations. In giving such permission, Facility Operations may impose appropriate terms and conditions.

3.3 Directions of Traffic Control Device

No person shall drive, operate, stop, or park a vehicle in a manner inconsistent with the directions of a traffic control device (signs, barriers, cones), except where directed otherwise by a parking enforcement officer.

3.4 Directions of Parking Enforcement Officer

Every person shall obey the directions of a parking enforcement officer in respect of vehicular and pedestrian traffic and parking.

3.5 Nuisance

No person shall drive, operate, stop, or park a vehicle in a manner that constitutes a nuisance to other users (i.e. loud noise.)

3.6 Permit Parking Locations

Parking is only permitted in designated parking lots. Parking in lots without the correct corresponding permit type is not allowed.

3.7 Improper Parking

In a parking lot, a person must park a vehicle completely within the yellow lines or other markings or barriers describing a parking space and shall not stop or park a vehicle in any way that restricts the free flow of traffic or the movement of emergency vehicles.

3.8 Parking Bicycles

No person shall park a bicycle in an area not designated for parking of such vehicles. Bicycles are not permitted within college facilities and shall not be secured to devices not designed for this purpose.

3.9 Parking Motorcycles, Mopeds or Electric Scooters

No person shall park these vehicles on campus without a valid permit. The vehicle's license plate number and the permit number must be registered with Campus Security to avoid a parking citation.

3.10 Parking of Trailers or other Towed, Non-Automotive Vehicles

No person shall park a trailer/non-automotive, towed vehicle except with permission from and subject to the terms and conditions imposed by Facility Operations.

3.11 Drop-off / Pick-up areas

No person shall park in drop-off / pick-up zones; these areas designed to allow drop off or pick up of pedestrians only. Vehicles must not be left unattended.

3.12 Building Entrances and Roadways

All building entrances and roadways are designated as "no parking" areas.

3.13 Overnight Parking

No person shall park a vehicle overnight on college property, excluding Student Residence. College users requiring overnight parking must notify Campus Security in advance of leaving a vehicle overnight. Holders of valid residence parking permits may park in residence lots only.

3.14 Abandoned Vehicles

A vehicle shall be deemed as abandoned if it remains on campus; in an inoperative condition; without a valid government issued license plate; or for more than 24 hours without notifying MHC Campus Security.

3.15 Permits

The vehicle license plate number must be registered as authorized to park in the college's pay for parking systems, or a valid permit is required to be displayed.

3.16 Tampering with a Traffic Control Device

No traffic control device may be altered, moved or damaged. (i.e. barriers, signs, cones.)

3.17 Idling Vehicles

No vehicle shall idle for a period exceeding five minutes.

3.18 Speed Limit

No person shall drive or operate a vehicle at a greater rate of speed than 30 km/hr on college roadways.

3.19 The Director, Campus Planning and Facilities may implement additional traffic or parking direction or restrictions for emergencies, special events, construction, or similar situations affecting traffic or parking.

3.20 Violation of parking regulations may result in a receipt of a City of Medicine Hat Police Services (MHPS) citation.

4. Payment of Parking Tickets/Citations

4.1 Pay the ticket (Refer to the back of the ticket for complete details.)

4.2 Appeal the ticket through MHC. Extenuating circumstances can be addressed with the Campus Security Supervisor within 48 hours of receiving the ticket.

4.3 Appeal the ticket with the MHPS. Tickets must be appealed within 14 days of the issue date. Details are provided on the back of the ticket.

5. Towing

5.1 Towing of a vehicle from the campus shall only be used as a last resort when all other avenues for resolution of a violation have been exhausted.

5.2 Towing services will be provided by a private vendor and vehicles removed to a compound off campus.

5.3 Towing fines will be levied as per the vendor's fee structure. Owners will be responsible to claim their own vehicle and pay the charges.

5.4 The violations resulting in towing include, but are not limited to, parking in the following restricted areas:

- (a) roadways;
- (b) crosswalks;
- (c) loading zones;
- (d) grassed areas;
- (e) sidewalks;
- (f) curbs;

- (g) on parking bumpers
- (h) stalls reserved for people with disabilities;
- (i) barricaded areas; or
- (j) in any manner which obstructs the flow of vehicular or pedestrian traffic.

6. Limitation of Liability

Fees for parking permits are charged for parking space only. MHC does not take custody of vehicles and assumes no responsibility for loss of a vehicle or its contents, due to damage, fire, theft, collision or other hazards. MHC shall not be responsible for loss or damage to a vehicle or its contents resulting from the actions or inaction of college personnel or contractors. Therefore, any motor vehicle parked, operated or driven on the campus shall be solely at the risk of the owner and operator. To limit your risk of loss, lock your vehicle at all times and don't leave valuables in your vehicle.