

Procedure Title: Parking & Visitor Parking Reservations**Written by:****Approved by:****Date:**

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9th November 2017**1. Purpose**

This aim of this procedure is to ensure transparency, consistency and equity in car parking management and to provide staff, students and visitors with parking spaces.

2. Scope

There are four car parks on campus providing spaces for 950 vehicles, with visitor, pay parking, pay and display and free parking.

3. Procedure Description

This procedure establishes a set of standards and processes for the management of car parking on campus.

4. Visitor Parking Reservations

- 4.1 The visitor parking reservation system ensures where possible that official visitors to the Institute are provided with a parking space free of charge in the barrier carpark at the Manorhamilton Road entrance. Institute staff can submit a reservation through the Visitor Parking Reservation System on the Staff Portal here:
<https://www.formstack.com/forms/?1077183-dTywmvipcH>
 - 4.2 A valid staff email address and the visitor's mobile number are required to complete the reservation. A separate booking is required for each visitor. Requests are forwarded to the staff members Head of Function/School for approval. Staff will receive a confirmation email providing a personalised six digit entry/exit code to be communicated to the visitor.
 - 4.3 Reservations must be made by 4.00pm on the last working day prior the scheduled visit, otherwise spaces are not guaranteed. Reservations will populate to a spreadsheet for Reception to review and reserve the parking spaces on a daily basis. Cancellations must be communicated to Reception via email.
 - 4.4 Parking tariffs strictly apply to visitors if a space has not been reserved in advance.
- 5. Free Parking**
- 5.1 Free parking is available in the main car park in front of reception Block A, and the carpark between the Apprentice Building Block F and Knocknarea Arena Block P.
 - 5.2 There are a very limited number of free spaces adjacent to Building L at the St Columba's complex.

6. Pay Parking

Tariffs apply in the following car parks:

6.1 Clarion Road Pay and Display Car Park

€1.00 for 1st hour (or part thereof),
 €2.00 for 2 hours
 €2.50 for full day

Pay machines are located throughout the car park. Open time is 07:00 and tariff applies 09:00 - 17:00 and machines close at 17:00. Tickets cannot carry over to the following day. Coins Accepted: 10C, 20C, 50C, €1 and €2.

6.2 Barrier / Pay on Exit Car Park Adjacent to student centre Block H

50c per hour (or part thereof),
 €3.50 for full day

Pay machine is located in the student centre Block H. Tariff applies Monday – Friday, 09.00 – 16.00. Ticket will not permit multiple entries/exits.

Coins Accepted: 10C, 20C, 50C, €1 and €2. Notes Accepted: €5, €10, €15, €20 and €50. Credit / Debit Cards Accepted.

Ticket must be inserted at the exit barrier within fifteen minutes of payment or it will time-out and the barrier will not lift.

7. Mobility Parking

Designated parking is provided for people with limited mobility.

8. Liability

The Institute do not accept liability for any loss from or damage to any vehicle using these car parks. Users of the car parks do so entirely at their own risk and subject to this procedure.

9. Reference Documents

- Wheel Clamping and Appeal Process Procedure
- Estates Office Functional Area Safety Statement

10. Records Generated by this Procedure and their location

Reception maintains a database containing records of all visitor parking reservations and will report any observations to their Head of Function.

11. Revision History

<i>Version</i>	<i>Description of Change</i>	<i>Issue Date</i>
Original No 0	New procedure	14/12/2004
Revision No 1	Updated reservation system to use new visitors car park.	01/03/2011
Revision No 2	Updated to include online reservation form created on staff portal.	01/08/2011

Revision No 3	Updated procedure title to include tariffs; Included location of the visitors carpark; Information for visitors on using a 6 digit entry/exit barrier code; Included car parking tariff information; and Time-out details for paid tickets.	26/09/2016
Revision No 4	Updated procedure and title to include all parking facilities on campus and associated tariffs.	09/11/2017