FACULTY/STAFF PARKING INFORMATION

Parking can be purchased annually, semestery, monthly, weekly, or daily depending on your length of employment. Proof of employment is required. We accept Visa, MasterCard, Debit, or cash as methods of payment. Payroll deductions are also available for eligible employees (see below). **Photo ID is required for all transactions.** We need to record your vehicle information (license plate number, make, model and colour – up to 4 vehicles).

Payroll Deductions and Annual Permits

Faculty and staff whose position is at least one year in duration can purchase an annual permit using payroll deductions. Annual permits are automatically renewed each fall for the upcoming calendar year. The deduction is taken from the first cheque of each month (unless it is a three cheque month in which it comes off of the second one). To change parking areas, a Lot Change form must be submitted. To stop a deduction, a Parking Cancellation form must be submitted. Forms are available in our office and on our website, and must be must be received within 15 days of the end of the calendar month.

Semester Permits

Faculty and staff whose position is at least one semester in duration can pay upfront for parking on a semesterly basis. Once a parking permit has been issued, it is the responsibility of the permit holder to renew their permit during the renewal months of **MARCH, JULY, and NOVEMBER** for the following semester. If you have purchased a Central Parkade reserved space by the semester, please renew early or your parking space may be assigned to another individual.

Monthly and Weekly Permits (Temporary Permits)

Faculty and staff who are employed on a short term basis may purchase a temporary permit. These can be issued either monthly or weekly, for either the Indoor Search or Outdoor Search parking areas. Permits are date specific (i.e. May 5 to June 5), and can be purchased for multiple consecutive periods. It is the responsibility of the permit holder to renew their permit before it expires. Permits cannot be valid for longer than the employee’s term of employment. Permits are refundable on a monthly basis only – permits which are valid for less than one month are non-refundable.

Daily Permits

Daily parking permits (parking scripts) are also available to Faculty and staff. They cost $6.50 (tax included) each and are valid for one day use only. There is no limit to the number that can be purchased, they never expire, but are non-refundable. They must be purchased in advance. They are valid in any visitor parking area or designated VPP space on campus.

Disability Parking

North Lot, East Lot, Central Parkade, or West Parkade disability parking is available for faculty or staff with a permanent or temporary medical condition. As the PSMS office does not hold any confidential medical information, eligibility is determined by the Human Resources Return-To-Work Office. Disability parking permits cost the same amount as regular permits for the same area. Accommodations can be made for those with mobility restrictions who need to park in other areas.
Parking Areas

Outdoor Search Permits

Outdoor search permits are valid in non-reserved spaces of the North, East, and South Parking lots 24 hours per day, 7 days per week.

Indoor Search Permits

Indoor Search Permits are valid in the West Parkade and South Parkade and in non-reserved spaces of the North, East, and South Parking lots 24 hours per day, 7 days per week.

Other Areas and Permits

- **Staff Only Lots**
  Permits can be issued for the Library, Facilities Services, Strand Hall Lot, Water Tower Building, Madge Hogarth, or Discovery 2 parking lots. These permits are issued on an annual basis only. Waitlists may apply.

- **Outdoor Reserved Permits**
  Outdoor Reserved Parking is available for assigned stalls in North, East, or Strand Hall parking lots. These permits are issued on an annual basis only. Waitlists may apply.

- **Indoor Reserved Permits**
  Indoor Reserved parking spaces are available in the lower level of the Central Parkade only. These are valid for their assigned stall only Monday – Friday, 8:00 am – 4:30 pm. Waitlists may apply.

- **Motorcycle Permits**
  Motorcycle permits are valid in any designated motorcycle stall or area on campus. These permits are not valid in regular vehicle spaces.

- **Evening and Weekend Permits**
  Evening and Weekend permits are valid after 3:00 pm Monday – Thursday, and all day Friday, Saturday, Sunday, and statutory holidays. These can be purchased for either the Indoor Search or Outdoor Search areas. Roaming privileges do not apply.

- **Job Share Permits**
  Job share permits are available to employees who are job sharing who agree to split the cost of a regular parking permit. A Job Share Permit application form (available at the PSMS office) must be filled in, signed, and brought to the PSMS office. Payment is available for payroll deductions only.
Permit Pricing
Temporary permits can be purchased for multiple consecutive weeks or months (i.e. May 5 to June 5). Semester permits are valid for the designated semester period only.

<table>
<thead>
<tr>
<th>PARKING AREA</th>
<th>WEEKLY</th>
<th>MONTHLY</th>
<th>SEMESTERLY (4 MONTHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor Search</td>
<td>$25.00 ($19.68 pre-tax)</td>
<td>$69.88 ($55.00 pre-tax)</td>
<td>$279.51 ($220.00 pre-tax)</td>
</tr>
<tr>
<td>Indoor Search</td>
<td>$32.50 ($25.58 pre-tax)</td>
<td>95.29 ($75.00 pre-tax)</td>
<td>$381.15 ($300.00 pre-tax)</td>
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<tr>
<td>Staff Only Lots (Library, Facilities Services, Strand Hall, Madge Hogarth or Discovery 2)</td>
<td>N/A</td>
<td>$85.76** ($67.50 pre-tax)</td>
<td>N/A Annual Only</td>
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<tr>
<td>Outdoor Reserved (North, East or Strand Hall Parking)</td>
<td>N/A</td>
<td>$104.14** ($81.97 pre-tax)</td>
<td>N/A Annual Only</td>
</tr>
<tr>
<td>Indoor Reserved (Central Parkade lower level)</td>
<td>N/A</td>
<td>$122.51** ($96.43 pre-tax)</td>
<td>$490.06 ($383.72 pre-tax)</td>
</tr>
<tr>
<td>Motorcycle</td>
<td>N/A</td>
<td>$19.06 ($15.00 pre-tax)</td>
<td>$76.23 ($60.00 pre-tax)</td>
</tr>
</tbody>
</table>

** Monthly payroll deduction amount – annual permit only

Additional Information

Roaming Privileges
Parking permit holders can park in any other visitor or permit area at no additional charge after 4:30 pm on weekdays and all day Saturdays, Sundays, and statutory holidays unless otherwise signed. Please note that your parking permit must be validly displayed.

Reciprocal Parking
Annual parking permits allow faculty and staff reciprocal parking privileges with other educational institutions. Please refer to the Reciprocal Parking Agreement on our website at [http://www.sfu.ca/parking/reciprocal-parking.html](http://www.sfu.ca/parking/reciprocal-parking.html).

Parking Regulations
Permit holders are responsible for reading and abiding by the SFU Parking Regulations. These are available online at [http://www.sfu.ca/parking/parking-regulations.html](http://www.sfu.ca/parking/parking-regulations.html).

Contact Information
SFU Parking & Sustainable Mobility Services  
8888 University Drive  
Maggie Benston Centre, Room 0027  
Burnaby, BC  
V5A 1S6  
Phone: 778 782-5534  
Fax: 778 782-5386  
Twitter: @sfu_parking  
Email: parking@sfu.ca  
Website: www.sfu.ca/parking