

Regulations Governing the Use of University Carpark and Campus Road

1. Parking permit may be issued, on application, to all full-time staff, contractors and licensed operators with valid driving licence, staff and students with physical disability and other approved users at a fee prescribed by the University from time to time. Disabled staff and students are required to pay for the parking permit at the normal staff rate. If they wish to apply for reduction or waiver of fees, they may do so by declaring their financial difficulties in writing.
2. Any speed limits or directional signs/road markings in the Carpark shall be observed at all times. Violation of the above or any misuse of the parking permit may result in a revocation of the permit without refund.
3. Students and part-time staff are not eligible for permit application, but may use the carpark allocated for casual parking to be charged on hourly basis.
4. Proof of ownership by the staff member or his/her spouse is required in support of a permit application. Application for not more than two vehicles is accepted provided that they are owned by the same staff member or his/her spouse or under the name of the company of which the applicant or his/her spouse is the Director. However, two parking permits with a maximum of two vehicle registration numbers will be issued but only one car would be allowed to park on campus at one time. If occupancy of two parking spaces with both parking permits were found simultaneously, the vehicle with the second parking permit will be charged at \$20 per hour (flat rate).
5. Users with outdoor parking permits are **NOT** allowed to park at indoor parking spaces.
6. The Carpark opens from 07:00 hours to 23:30 hours daily and car exit is not allowed after the closing time. Overnight parking is not permitted unless prior approval is obtained from the Director of Facilities Management and the prescribed fee is paid. Vehicles parked overnight without authorization will be clamped and released only after 07:00 hours in the following morning and after payment of a fine in the amount as stipulated in the relevant Ordinance and Regulation of Hong Kong from time to time and the respective parking fee is made.
7. Carpark spaces are available on a first-come first-served basis. Spaces will not be specifically allocated except for the Council Members, President, Provost, Vice-President, Chief-of-Staff, Secretary to Council and University vehicles.
8. Parking permit fee is payable in advance on an annual basis and will not be refunded unless permit is returned to Facilities Management Office (FMO) for the reason that the staff concerned take up residence in staff quarters.
9. If a permit or card is lost, application for a replacement should be made to the FMO. A fee of \$100 will be charged.
10. Staff no longer working with CityU will be ceased from the privilege of using the staff rate for parking unless parking on normal rate, the said user must return the parking permit and parking card to the issuing authority immediately.
11. Any person being found using the parking permit and parking card to gain entry and parking will be regarded as a criminal offence under the Crimes Ordinance, Cap. 200, Laws of Hong Kong.
12. Staff residing in staff quarters built on campus where parking spaces provided (other than those required to stay on campus for specific purpose in connection with the discharge of duties and responsibilities of a specified post of the University and subject to presentation of supportive document) are not eligible for campus parking permit.
13. Staff who move into staff quarters built on campus (subject to clause 12) should return their campus parking permits to FMO within one month after moving in.
14. All approved contractors and licensed operators should first obtain the endorsement from their respective host departments. Issuance of parking permit is subject to the final approval by the Director of Facilities Management.
15. Campus Ground Level is designated for loading/unloading and outdoor permit holder's parking area. Casual parking is available only for goods and commercial vehicles that have business with the University and the said users should park their cars as directed by the Director of Facilities Management or her delegates. Charges for casual parking will be at hourly rates as prescribed by the University from time to time. Parking for less than thirty minutes will be free of charge.
16. Commercial vehicles, such as taxi, van and lorry are not allowed to park in the carpark unless prior approval is granted by the Director of Facilities Management.
17. Unauthorized parking or parking in non-designated area will be clamped without notice, and will only be released after payment of a fine in the amount as prescribed by the Laws of Hong Kong together with the respective parking fee is made.
18. The University Circle is designated as a traffic circulation area in which parking is prohibited. It may only be used for picking up or dropping off passengers. Vehicles parked at the said area or left unattended will be clamped and released only after payment of a fine in the amount as prescribed by the Laws of Hong Kong is made.
19. Smoking is not allowed on Campus.
20. All staff members being granted with a permit should acquaint themselves with the Conditions of Parking, copies of which are posted at the entrance of the carpark. The Director of Facilities Management is empowered to withdraw the permit of any user who contravenes the provision of the Conditions of Parking, these Regulations, and/or the prevailing Road/Traffic Ordinances and Regulations of Hong Kong. Parking permit fees are payable in advance and will not be refunded in the event of withdrawal of the permit.
21. In view of the limited number of parking spaces available in the campus, there is no guarantee of parking space for every permit holder. When the carparks in the campus are full, no vehicles, including those with permits, will be allowed to enter.