



Code	QA161
Title	Reserved Visitors Car Park
Policy Owner	Head of Facilities Management & Services
Date	5 th July 2018
Approved By	Buildings & Estates and Quality Office

1.0 Purpose

The University of Galway Reserved Visitors Car Park policy informs and advises all university staff and visitors

2.0 Description

The Reserved Car Park is located at the south end of the campus close to the Quadrangle and College Park. Vehicular access can be gained from the University Road entrance to campus only. The number of spaces available are 14 with the capacity to expand to 28 spaces in order to facilitate high profile occasions.

3.0 Definitions

The car park is reserved for the use of important visitors who can be categorised as follows:

- Members of the HEA
- Members of the Governing body
- Invited CEO's or Presidents of partnered organisations
- Guests of the university who are making a tangible donation of significant benefit to the university.
- Guests of the president.
- Guests of vice presidents.
- IUA officer groups.

Guests and visitors who do not meet the criteria above are facilitated with Pay & Display/Pay by Phone spaces which are located throughout the campus and delineated with blue lines and local signage. The Pay by Phone technology can also be used by University staff who wish to cover the costs of their guests stay on campus.

4.0 Responsibilities

Name	Responsibility
Head of Facilities	Policy Owner
Parking Team	Monitor & review all request to ensure they comply with this policy
Visitors	Understand and agree to this policy and abide by instructions within for access and exit.
All Staff	Comply with this policy and inform guests of same when applying on their behalf.



5.0 Operation of the Reserved Car Park.

5.1 Application to use the Reserved Car Park

All requests must be made *at least* 24 hours in advance of arrival by completing the Visitor Parking Request Form which is available from universityofgalway.ie/parking. This will be used to collect all relevant details in order to complete the booking, including reason for the request, dates and times and registration details. The Parking Team will either approve or deny the request. The request may be rejected on the basis of insufficient information, lack of capacity, the guest not meeting the criteria as listed in 3.0 or other. We will endeavor to provide a reason for refusal in the notification. If approved, we will provide further information for you to pass on to your guest to ensure they can access and exit the car park easily as detailed below.

5.2 Accessing the car park.

The system operates on vehicle recognition technology and when approved vehicles approach the vehicle barrier (Figure 1) at the car park a camera will scan the vehicle registration and the barrier will lift automatically to permit access. In the unusual scenario that access isn't facilitated automatically the driver can contact security using the intercom (Figure 2) beside the control unit by pressing the call button. The Parking Office can be contacted directly on 091 495063 and the Security Office on 091 492198.

5.3 Exit from car park

Exit from the car park is facilitated automatically when a vehicle drives over the induction loop which is ingrained in the car park surface. The barrier will remain erect until the vehicle goes through the induction loop and fully exits the car park.

