1. **Centennial Campus Employees**

**Visitors/Guests**

The visitor section of the parking deck in front of the gates is for the exclusive use of visitors who have business at Venture Center. Visitor permits are required and can be obtained from any DELTA staff member. Visitor spaces are offered on a first-come, first-served basis. Anyone (employee or visitor) is allowed to park in the designated handicap spaces with a valid handicap permit. If the visitor area of the Venture Center parking deck is full, visitors should be referred to the following paid lots:

- **Partners Way Deck** on Partners Way (200 spaces)
- **Poulton Deck** across the street from the James B. Hunt Library (86 spaces on the top floor)
- **Capability Lot** on Capability Drive (72 spaces)

**Paid Parking Lot Hours**

All pay lots operate and are enforced 24 hours per day, 7 days per week

**Rates**

- $2 for the first hour
- $1 for each additional 30 minutes
- $10 daily maximum per visit

By downloading the Passport Parking app for IOS or Android devices at [http://m.ppprk.com](http://m.ppprk.com), users can add time to their parking session without returning to the lot. Passport also can send a reminder that time is expiring and allow users the ability to extend their session with a smartphone.

Debit and Credit Cards ONLY:

*Master Card, Visa, Discover and American Express*

[http://www2.acs.ncsu.edu/trans/parking/visitors.html](http://www2.acs.ncsu.edu/trans/parking/visitors.html)
**Employees**

**Permanent Employees** will be issued a Parking Access Card and must adhere to Venture Center Parking Policies. Venture employees are required to park in the sections of the deck behind the gates. Employee access into the parking facility is by badge only.

The DELTA Business Office will maintain a spreadsheet of all cards issued.

When a permanent employee is terminated, the employee is required to return his/her access card to the Business Office.

- The Business Office will deactivate the card in the DATAWATCH system.
- If DELTA is unable to recover the card, it will be deactivated in the DATAWATCH system and a replacement can be purchased from Venture Property Management for $15.00.

If an employee loses a card, the DELTA Business Office will notify Venture Property Management of the loss and request a replacement card. The employee will reimburse DELTA for the $15 cost of the replacement card.

Venture Property Management and DELTA have also agreed to the following stipulations:

- Cards will not be issued to non-DELTA or temporary employees.
- Cards will be immediately deactivated upon employee termination unless recovered and held by the Business Office for a new employee.
- Only one card will be issued per DELTA permanent employee and only to permanent employees that need to park in the Venture deck.

**NCSU Transportation parking permit.** Any vehicle parked on campus must display the appropriate parking permit for that space, unless parked at an activated parking meter or in an hourly pay lot. Each DELTA unit has a limited number of parking permits for employees’ temporary use. Each unit will be responsible for establishing the procedure for monitoring permit assignment. The person registered for the permit is responsible for all violations issued to all vehicles displaying the permit.

**Temporary Employees** will not be issued a Parking Access Card. However, with supervisory approval, a temporary employee may be provided a guest access code with the below stipulations. Temporary employees can only access the Venture II parking deck via the back lower level entrance adjacent to the Venture IV building. All other entrances are badge access only.

- Temporary employee may only use the access code for parking during the hours working at DELTA.
- Temporary employee must park in the sections of the deck behind the gate.
- Temporary employee shall not share the access code with others under any circumstance.
- Temporary employee must accept in writing the terms and conditions of access card use.
- Temporary employees and their supervisors should be aware that the parking access codes are subject to change each semester. When changes are made the Business Office coordinator will notify temporary employees who have current guest access authorization on file of the change.
- Violation of Venture Center Parking Policy may result in loss of gate access privileges.

The DELTA Business Office coordinator will issue parking access codes to approved temporary employees. Venture Property Management will advise the Business Office of any change to the Venture garage access code.
2. Main Campus Employees

Visitors/guests will receive parking instruction from the DELTA staff member they will be visiting. Instructions should comply with NCSU Parking Ordinances 3.4.2 or 3.4.3. (http://policies.ncsu.edu/policy/pol-07-60-01)

Permanent Employees: All eligible individuals may request permits through Transportation and must adhere to NCSU Parking and Transportation Ordinance POL 07.60.1. (http://policies.ncsu.edu/policy/pol-07-60-01) Parking permits, replacement permits and/or temporary permits may not be given, traded, sold, or borrowed.

Employee Parking Permit Renewals: Employee parking permits are valid for three years with payroll deductions automatically extended.

Permanent employees parking in Venture II deck occasionally or part time (20 hours or less per week) should obtain a visitor’s permit from the booth and park in areas specified for visitors.

Temporary Employees:
   a. University Temporary Service (UTS) employees are eligible to receive an authorized parking application. Contact UTS at 919-515-7060 for information. To renew your parking permit, go directly to the Transportation Office. You do not need an additional authorization form from UTS.
   b. Other temporary employees who are not students may purchase parking permits by the day, week or month from the Transportation Department. Transportation will make every effort to assign temporary employees parking assignments near their work location, but all parking assignments are subject to space availability. Please visit the Transportation Office to purchase a permit.
   c. A temporary employee who is a student cannot purchase a temporary parking pass. Students will need to contact the Transportation office at 919-515-3424 or go to their website http://www2.acs.ncsu.edu/trans/parking/students.html to find out how to purchase a student permit.

Temporary employees parking in Venture II deck should obtain a visitor’s permit from the booth and park in areas specified for visitors.

NCSU Transportation Department Employee Parking Information:
http://www2.acs.ncsu.edu/trans/parking/employees.html

3. Parking Alternative

Wolfline buses run every day that classes are in session, serving all three campuses, two park & ride lots, and official NCSU housing. Employees that choose to use the Wolfline bus service can go to the website, http://www2.acs.ncsu.edu/trans/wolfline/index.html to find detailed route information.
Parking Policies for Venture Center

Visitor Parking

Visitors should obtain a parking permit from the company being visited at the Venture Center. Anyone is allowed to park in the designated handicap spaces with a valid handicap permit. Vehicles parked in the visitor section without valid permit will be subject to towing and owners will be responsible for all costs related to recovering their vehicles.

What happens if a vehicle is towed?

We have arranged to have Ace Towing monitor visitor parking in the Venture deck. There are several signs displayed throughout the visitor parking areas which contain their contact information.

Ace Towing (919) 899-9523

Tenant Parking

Venture tenants and employees are required to park in the sections of the deck behind the gates. All tenants are issued parking access badges based upon the allocation and terms defined in their lease. Tenant access into the parking facility is by badge only. You may request access badges from the management office by sending in a work order through Building Engines or by emailing/calling the management office. The office staff will distribute badges to authorized personnel in compliance with your lease. If you have questions regarding your parking allocation, please contact the management office.

Tenant company vehicles that are not used frequently should be parked on the top level of the parking deck. This ensures that premier parking is available to tenants and employees that regularly use the parking facility.

What to do if an employee forgets or loses their badge?

We have installed two “10 minute parking” spaces in the visitor area of the parking deck closest to Venture III. Please park in one of these spaces, come to the management office to receive a new or temporary badge. The cost to replace a badge is $15.

Please be advised that boats, trailers, RV’s and the like are not allowed to be parked or stored in the deck. Violation of this rule will result in towing at the owners expense.

Following these guidelines will allow tenants, guests, and vendors to have a positive experience at Venture Center
Venture Center Parking Deck Access for Temporary Staff

INSTRUCTIONS:

1. Supervisor authorizes access.
2. Employee acknowledges parking policies.
3. Employee submits completed form to Business Office for access code.

SUPERVISORY APPROVAL:

Venture Center Parking Deck Access has been approved for the employee named below during the temporary assignment period.

Employee Name

Temporary Assignment Begin Date: __________ Projected Temporary Assignment End Date: __________

__________________________  ________________________
Authorizing Supervisor Signature  Date

EMPLOYEE ACKNOWLEDGEMENT:

As a temporary employee for DELTA, I understand that:

- I may only use the access code for Venture Center deck parking during actual hours working at DELTA.
- Deck access is limited to the gate with access panel keypad located at the back of the deck.
- I am required to park in the sections of the deck behind the gate.
- Violation of Venture Center Parking Policy may result in loss or damage at the expense of the violator.
- The guest access code CANNOT be shared with anyone under any circumstance.

I agree to adhere to the conditions above and the parking policies for Venture Center.

__________________________  ________________________
Employee Signature  Date

June 2014

(March 2015)