

SOP-I-0023	Parking Procedures
SOP Type:	<input checked="" type="checkbox"/> Internal SOP - DELTA-level that does not directly affect entities outside of DELTA <input type="checkbox"/> External SOP - DELTA-level that affects these entities: <input type="checkbox"/> Unit SOP - DELTA individual unit(s) affected:
Contact:	DELTA Business Office
Effective Date:	May 1, 2011 Last Revision Date: April 5, 2017

1. Centennial Campus Employees

Visitors/Guests

There are 11 parking spaces for use by non-permanent DELTA employees in the Center for Technology & Innovation (CTI) building private parking deck. The building and the parking deck are managed by Keystone, Inc. Parking spaces are divided per unit based on volume.

DELTA Online and Distance Education Administrative and Testing Services Center visitor section is located in the Venture parking deck in front of the gates is for the exclusive use of visitors who have business at Venture Center. These spaces are divided per unit based on volume. Visitor permits are required and can be obtained from any DELTA Online and Distance Education Administrative and Testing Services Center 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 non-permanent spaces are full, visitors or temporary staff should be referred to the following paid lots:

- [Partners Way Deck](#) on Partners Way (99 spaces)
- [Poulton Deck](#) across the street from the James B. Hunt Library (86 spaces on the top floor)
- [Capability Lot](#) on Capability Drive (76 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

More information on departmental guest and payment options can be found here [Guest Parking and Payment Options](#).

By downloading the Passport Parking app for IOS or Android devices at <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

Employees

Permanent Employees

CTI assigned staff will be issued a windshield transponder and key fob and must adhere to Venture and CTI Parking Policies. DELTA employees are required to park in the one of the 284 spaces of the deck behind the gates. Both the parking deck and surface parking are private and only for the use of CTI building tenants. The deck is not part of the University's parking inventory or monitoring. Employee access into the parking facility is by windshield transponder or key fob only.

Venture IV assigned staff will be issued a Parking Access Card and must adhere to Venture Center Parking Policies. Employees are required to park in the sections of the deck behind the gates.

The DELTA Business Office will maintain a spreadsheet of all transponders and fobs issued. DELTA is issued 85 windshield transponders and 11 parking access cards.

When a permanent employee is terminated, the employee is required to return his/her windshield transponder and key fob to the Business Office.

- The Business Office will deactivate the windshield transponder, fob, or parking access card in the DATAWATCH system.
- If DELTA is unable to recover the parking access card, windshield transponder and/or key fob, they will be deactivated in the DATAWATCH system. **A replacement fob will be purchased for \$13.00 and a replacement windshield transponder will be purchased for \$14.00. A replacement card can be purchased for \$15 from Venture CBRE Property Management.**

If an employee loses a windshield transponder, the DELTA Business Office will notify Keystone, Inc. of the loss and request a replacement windshield transponder. The employee will reimburse DELTA for the \$14.00 cost of the replacement transponder.

If an employee loses a fob, DELTA owns the Datawatch fobs and the DELTA Business Office will replace the fob. The employee will pay DELTA for the \$13.00 cost of a replacement fob.

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

Keystone, Inc., CBRE Property Management, and DELTA have also agreed to the following stipulations:

- Parking access cards, windshield transponders and key fobs will not be issued to non-DELTA or temporary employees.
- Parking access cards, windshield transponders and key fobs will be immediately deactivated upon employee termination unless recovered and held by the Business Office for a new employee.
- Only one parking access card, windshield transponder and key fob will be issued per DELTA permanent employee.

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, windshield transponder or key fob. All temporary (students and professional) employees who need a code should be able to discuss this with their supervisor as part of the intake process. We encourage student temporary employees to use Wolfline services. With supervisory approval, a temporary employee may be provided a guest access code with the below stipulations.

- Temporary employees may only use the access code for parking during the hours working at DELTA.
- Temporary employees must park in the sections of the deck behind the gate.
- Temporary employees shall not share the access code with others under any circumstance.
- Temporary employees must acknowledge and the terms and conditions of access code use.
- Temporary employees, their supervisors and the executive assistant of the unit should be aware that both CTI and Venture parking access codes are subject to change. When changes are made the Business Operations Specialist will notify temporary employees who have current access of the change.
- Violation of CTI or Venture Parking Policies may result in loss of parking deck privileges.

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>). Visitors/guests will receive a parking code from the unit executive assistant prior to arrival. Parking is behind the gate unless there are open spaces in one of the 11 surface spots outside of the CTI parking deck. DELTA Online and Distance Education Administrative and Testing Services Center visitor permits are required to park in the Venture parking deck. These permits may be obtained from any DELTA Online and Distance Education Administrative and Testing Services Center staff member. Venture parking deck visitor spaces are offered on a first-come, first-served basis.

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. Permanent employees that work on main campus will not receive a parking code or visitor parking permit.

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

Permanent employees parking in the Venture or CTI parking decks occasionally or part time (20 hours or less per week) should obtain a visitor's permit from University Transportation or park in a pay lot. At the discretion of the DELTA senior management team member, a permanent employee may be provided access to either parking deck.

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 either the CTI or Venture parking deck should obtain a visitor's permit from University Transportation.

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.