



PARKING AUTOMATION SYSTEM

EFFECTIVE: AUGUST 18, 2011

SUMMARY:

Parking Operations (an Auxiliary Service under the Vice President's Office of Real Estate and Facilities Management) has launched a project to better manage all of the University's parking facilities by automating parking management. The UDC Van Ness Garage, located at 4200 Connecticut Avenue N.W. Washington, D.C. 20008, is the first phase of the project which includes the installation of automated gates with dropdown arms, pay-on-foot stations, and easier accessibility to the garage, similar to those seen at most airports and hospitals.

Automated parking will affect garage users in numerous ways: Seasonal permit holders will be able to use the UDC OneCard (University identification cards that are issued by the Office of Public Safety) to swipe in and out of the garage, garage users will no longer have to pay at the entrance, and credit/debit cards and cash are all acceptable forms of payment at the pay-on-foot stations.

The mechanization of the garage entrances and exits will facilitate quicker access for vehicles. It will also increase the efficiency of the pre-existing (simultaneous) entrance and exit layout. Entrances and exits will be designated and marked for the specific type of user.

PURPOSE:

The principal reason for transitioning into automation is efficiency. There will be no more waiting in long lines for payment and entrance into the garage, as traffic will be able to move more smoothly in and out of the garage with very little delay. Parking spot allocation will be guaranteed through continuous and precise lot capacity monitoring via computer. In the event of a lot filling to capacity, instructions for relocation will be much more efficient.

PROCEDURES:

HOW TO GET CONNECTED TO THE Automated Parking System

1. Get a OneCard ID by stopping by the Public Safety Office located in Building 39 Room C-04 Tuesday, Wednesday, and
2. Show a valid government issued ID and (for students) Proof of Payment for Classes from the Cashier's Office or (for employees) Proof of Employment from Human Resources to obtain UDC ID.

If you have a OneCard ID already...

3. Take your OneCard ID to the Parking Operations Office in Building 39 Room A-01 during normal business hours of Monday through Friday, 9 AM -5 PM to have your OneCard ID programmed for access into the garage.

DAILY VISITOR AUTOMATION INFORMATION

1. Drive into the Van Ness Parking Garage from Van Ness St. ONLY and collect a ticket at the entrance.
2. Keep ticket in possession after park your car
3. When you wish to exit the garage, go to a Pay Station at either the Plaza Deck Elevator Lobby on the Breezeway OR the B level garage near the Auditorium.
4. Insert ticket into the Pay Station and pay the displayed amount. (Credit/Debit cards and Cash are accepted).

DAILY UNIVERSITY STUDENT, FACULTY, AND STAFF AUTOMATION INFORMATION

Only if you are a current University student, faculty, or staff...

1. Drive into the Van Ness Parking Garage from Van Ness St. ONLY and collect a ticket at the entrance.
2. Keep ticket in possession after park your car
3. When you wish to exit the garage, go to a Pay Station at either the Plaza Deck Elevator Lobby on the Breezeway OR the B level garage near the Auditorium.
4. Once you are at the pay station, swipe your OneCard ID in front of the sensor on the short Discount Machine (located beside the Pay Station) and then, insert your ticket. The Discount Machine will apply the University discount rate to your ticket.
5. Take ticket from the Discount Machine and insert ticket into the Pay Station and pay the displayed amount. (Credit/Debit cards and Cash are accepted).

PERMIT HOLDERS AUTOMATION INFORMATION

Only University students, faculty, and staff may obtain a parking decal.

1. To purchase a parking decal, complete application and make payment at the Cashier's Office in Building 39 Room 201. *To complete your application, you will need your vehicle registration, vehicle insurance policy, and OneCard ID.*
2. Bring your completed application and receipt of payment to the Parking Operations Office in Building 39 Room A-01 during normal business hours of Monday through Friday, 9 AM -5 PM to obtain your decal.
3. Once you have obtained your decal, you may swipe your OneCard ID at the entrance and exit gates of the garage.
4. *Permit holders may access the garage from both Van Ness Street and Veazey Terrace (located off of Connecticut Ave.)*



Parking Decals will go on Sale August 19, 2011!!!

PLEASE NOTE: If you are a current permit holders, please stop by the Parking Office in Building 39 Room A-01 or email AuxiliaryServices@udc.edu to ensure your OneCard ID in on file. Your OneCard will be programmed to allow you access into the garage and your access will expire August 31, 2011.

- **UDC Permit Holders-**
 - Persons who have purchased a UDC parking permit for one or more semester will have the advantage of using their OneCard ID to access the parking garage.
- **Non-Permit Holders or Daily Permit Users-**
 - Persons who have not purchased a UDC parking permit; have not acquired, has forgotten or misplaced their OneCard will have to secure a daily parking permit (ticket) from the automated ticket machine. Persons using this service will be subject to incremental parking rates.

The mechanization of the garage entrances and exits will facilitate quicker access for vehicles. It will also increase the efficiency of the pre-existing (simultaneous) entrance and exit layout. Entrances and exits will be designated and marked for the specific type of user.

- **Daily Permit Users Method of Payment-**
 - Daily permit holders will pay the parking fare at one of the designated pay stations (located on each level of the parking garage).
 - After paying at the pay station, patrons will use their ticket to exit by inserting the ticket into the collection machine.
 - Lost or damaged tickets will incur a fee.

PARKING RATES:

Daily Parking Rate:

<u>NEW RATE STRUCTURE</u>			
<u>Duration</u>	<u>Current Daily Rate</u>	<u>Near Future Rate</u>	<u>Discount Rate*</u>
0-30 Minutes	Free	Free	Free
1-2 Hours	\$5.00	\$5.00	\$3.50
2-3 Hours	\$7.00	\$7.00	\$3.50
3-6 Hours	\$10.00	\$10.00	\$3.50
6-24 Hours	\$12.00	\$12.00	\$3.50
Lost Ticket Rate	\$12.00	\$12.00	\$3.50

**Note: Only University students, faculty, and staff are offered the Discount Rate for daily parking.*



Permit Parking Rate: (Note: Only University students, faculty, and staff are allowed to purchase parking permits.)

STUDENT	\$75.00
ONE SEMESTER	
STAFF	
Non-Union One Semester-Fall	\$150.00
Non-Union Two Semester-Fall/Spring	\$300.00
Non-Union Three Semester -Fall/Spring/Summer	\$375.00
Union-AFSME One Semester-Fall	\$150.00
Union-AFSME Two Semester-Fall/Spring	\$285.00
Union-AFSME Three Semester-Fall/Spring/Summer	\$356.25
FACULTY	
Non-Union One Semester-Fall	\$150.00
Non-Union Two Semester-Fall/Spring	\$300.00
Non-Union Three Semester -Fall/Spring/Summer	\$375.00
Union-NEA One Semester-Fall	\$150.00
Union-NEA Two Semester-Fall/ Spring	\$240.00
	\$300.00

Additional Information:

Please pay attention to and follow strict adherence to the signage throughout the garage due to changes in traffic pattern, pedestrian improvements, and adjustments to reserved parking spaces, etc.

In the event that your OneCard is lost or stolen contact the University Police and Public Safety Office immediately in order for speedy deactivation of the card.

GUEST PARKING:

Validation tickets will be utilized for offices/departments that have historically demonstrated a need to invite large volumes of guests to the University. Use of a validation ticket will allow guests to park and pay at a discounted rate. Offices/Departments will be given a limited amount of guest parking validations. Once an office/department has distributed all of its discounted rate validations, office/department heads will be its responsible for the **request** and **purchase** of additional validations. All other departments and individuals who would like to receive parking validations will have to **request** and **procure** validations. All guest parking request forms must be submitted to Parking Operations with advance notice of 2 weeks and must be approved by the Auxiliary Services Business Manager before purchase of validation is completed.

DEFINITIONS:

AFSME- American Federation of State and Municipal Employees

OneCard- is a multipurpose identification and on-line accounts card. It is the University's official ID for students, faculty, and staff. You are required to have an UDC OneCard to access services such as garage use, building entry, library benefits, photocopying/printing, etc.

Incremental parking- is a gradually increased hourly parking rate system.

Visitor- is any person who is not a current faculty member, staff member, students. These persons can include contractors and vendors of the University.

Guest- is a person who has been invited by an official member/Department of the UDC community on the behalf of the President of the University.

Seasonal permit holder- a term used interchangeably with semester permit holder, semester(s) long permit holder, and multiple semester permit holder.

CONTACT INFORMATION:

If you have any questions or concerns, please feel free to contact us via email at AuxiliaryServices@udc.edu or stop by the office located on the Van Ness Campus 4200 Connecticut Avenue N.W. Washington, D.C. 2008, Building 39, Room A-01.