

Parking Policy

Policy Statement

AUC community members wishing to park on AUC's New Cairo campus need to register their vehicles with the Office of Safety and Security, as well as purchase either daily tickets or longer term subscriptions for parking lot access. Additionally, visitors will need to purchase tickets upon entry to campus in order to park their vehicles in the "visitor lot". While on campus, AUC takes no liability whatsoever for any damage or theft caused to private vehicles.

Reason for Policy/Purpose

It is the goal of AUC to provide its students, faculty, staff, alumni and visitors with a safe and efficient manner of parking on campus. This document outlines the steps owners of personal vehicles will need to take in order to park on campus, and the procedures they will have to abide by in the process.

Who Approved This Policy

Mr. Brian MacDougall, Executive Vice President for Administration and Finance, December 2017

Gen. Mohamed Ebeid, Executive Director for Safety and Security, December 2017

Who Needs to Know This Policy

Any AUC community member who drives a personal vehicle to and from AUC, and visitors who plan to park their cars on campus.

Web Address for this Policy

[University Policies](#)

Contacts

Responsible University Official: Executive Director for Safety and Security

Responsible University Office: Office of Safety and Security

If you have any questions on the policy or procedure for the Parking Policy, you may:

1. Call New Cairo campus Security Office at 2615-4444
2. Send an e-mail to aucsecurity@aucegypt.edu or aucparking@aucegypt.edu

Definitions

Term (alphabetical order)	Definition as it relates to this policy
Community Members	AUC students, faculty, staff and alumni

Policy/Procedures

1. Vehicle Registration

- Individuals who intend to park on campus must register their vehicle(s). Parking registration must be done online [here](#).
- All vehicles parked on campus must display valid license plates.
- Individuals may register multiple vehicles; however, only one vehicle per person is allowed on campus at a time.
- The person to whom the vehicle is registered is responsible for any parking violation(s) whether or not he or she is operating the vehicle.
- Individuals requesting a handicap parking space while registering their vehicle, must present a handicap driving license to the Security Office.
- If you suffer from an injury that impedes your mobility, temporary handicap parking passes are available from the AUC Clinic.

2. Parking Permits/Tickets

- After registering online, parking permit stickers may be obtained from the Security staff at Gate 4 between 8:00 am and 4:00 pm, Sunday through Thursday.
- The applicant must present a valid driver's license, vehicle license and AUC ID
- Applicants may choose to purchase a permit sticker for 6 months (starting either July 1st or January 1st) or for the entire year.
- Parking permit stickers cost EGP 450 for 6 months, and EGP 900 for 1 year. Students will pay this fee in cash, while faculty and staff will have the amount deducted from their paychecks.
- Individuals who pay for a parking permit will receive one sticker for each registered vehicle.
- The parking permit sticker must be applied to the lower left hand side of the vehicle's windshield from the inside.
- Use of the parking permit is not transferable from the registered user.
- On campus residents with vehicles to be parked on campus must acquire a resident overnight parking permit (yearly/half-yearly).
- Daily tickets can be purchased at the entrance gates and cost EGP 5 after 7 AM and before 11 PM. Parking is free between 11 PM and 7 AM (see overnight parking details below).

- The daily ticket should be displayed on the dashboard to be visible through the windshield.
- Parking is also free for AUC students, faculty, staff, and alumni on Fridays, Saturdays, and official holidays.
- Carpooling with another member of the AUC community will allow you to park on campus for free.

3. AUC Community and Visitor Parking

- The University assumes no responsibility for vehicle damage, theft, or theft of vehicle contents when the vehicle is parked on campus.
- Any University-registered vehicle parked on campus must display either a valid parking permit or daily ticket.
- No parking is allowed in areas not specifically designated for parking.
- Vehicles parked in designated handicapped spaces must display a valid University handicapped permit along with a parking permit or daily ticket.
- Drivers must observe all posted instructions; vehicles must fit within parking slots, and be parked within the boundary lines.
- The University reserves the right to ticket or tow vehicles that are parked illegally at the owner's risk and expense (EGP 300).
- Anyone who wishes to park overnight must email the Security Office (see "contacts" above) and gain prior approval.
- Anyone wishing to leave their car parked on campus for multiple days must obtain prior approval from the Security office and pay EGP 5 per 24 hours of parking. Failure to notify the Security Office or pay the fee will result in fines (code no. 70).
- It is prohibited to park your car in the pick-up or drop-off zones. Any cars found in these areas unattended will be fined (code no. 40).
- The visitors parking lot is reserved for visitors only.

4. Parking Violations

Code No.	Violation	Fine
10	Parking by a fire hydrant or in fire lanes	EGP 300
20	Parking on lawns, sidewalks, campus landscapes areas or any area outside clearly delineated parking spaces	EGP 200 plus cost of any property damage
30	Parking in the designated visitors parking lot	EGP 100
40	Blocking driveways, entrances or alleys, or parking in a service driveway	EGP 300 + EGP 300 towing fee
50	Parking in a space designated for handicap parking without displaying a University handicapped permit	EGP 200

60	Failure to fit within a parking slot and park within boundary lines	EGP 50
70	Parking overnight without prior approval from the Security office	EGP 50 + parking ticket price
80	Counterfeiting, altering or defacing a parking permit, or giving false information	Suspension of parking privileges

Forms/Instructions

Online vehicle registration must be completed [here](#).

Related Information

[Campus Access Policy](#) and [Personal Property Policy](#) at [University Policies](#)

History/Revision Dates

Origination Date: November, 21, 2017

Last Amended Date: December, 11, 2017

Next Review Date: December, 12, 2018