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Policy  
for  
**CNSE Parking Rules and Regulation**

**REVISION**

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
2	DCN1512	Update to reflect changes at the facility	8-21-18	Anna Razzano	Anna Razzano

Prior revision history, if applicable, is available from the Document Control Office.

## 1 PURPOSE AND SCOPE

The purpose of this document is to establish and formalize Parking Rules and Regulations for the [SUNY Polytechnic Institute](#) Colleges of Nanoscale Science + Engineering ([SUNY Poly](#)) campus. For specific questions on parking please contact the Security [Department](#) at 518-956-7082.

### 1.1 Scope

Regulations are in effect 24 hours a day, 365 days a year, including legal holidays. New York State Vehicle and Traffic Laws apply to the use and operation of all motor vehicles upon all properties of the [SUNY Poly](#). As such, [SUNY Poly](#) reserves the right to remove without notice any vehicle found to be in non-compliance with these regulations.

## 2 DEFINITIONS

Parking Lots (See Appendix A for the Parking Site Plan):

Lot A ([Including Lot A1](#)) – General and [Reserved](#) Parking

Lot H – Visitor Parking

Lot G – Reserved Parking ([Only Accessible by Transponder](#))

Lot B – Reserved Parking ([Only Accessible by Transponder](#))

Lot F – [General Parking](#)

[Lot N](#) – [General Parking](#)

[Lot Z](#) – General and [Reserved](#) Parking

## 3 RESPONSIBILITIES

### 3.1 New Hires, Visitors, and Vendors

Individuals arriving at the [SUNY Poly campus](#) who will be using parking at the [SUNY Poly campus](#) must register with Security located in the NFE Rotunda.

### 3.2 Tenants, Students, Faculty, Staff and Contractors

Individuals who plan on parking at the [SUNY Poly campus](#) on a regular basis must secure a [SUNY Poly](#) Parking Permit by completing ANT-00003-F1 CNSE Parking Permit Application.

### 3.3 Major Event (Conference) Coordinators

Must preplan their event(s) and have major event attendees registered through [Access Control](#).

## 4 ASSOCIATED DOCUMENTS

ANT-00003-F1 CNSE Parking Permit Application

## 5 RULES AND REGULATIONS

- Parking by [SUNY Poly](#) Permit Only.
- Vehicles must possess valid state registration and inspection.
- All roadways on the site are Fire Lanes, with vehicles subject to immediate tow [at the owner's expense](#) without notice.
- If there is no sign and no lines it means "NO PARKING". Do not block: emergency lanes, loading zones, fire hydrants, sidewalks, travel lanes, etc. Violators are subject to immediate tow without notice at owner's expense.
- A vehicle parked in areas not designated for parking, or that is creating a hazard, is subject to immediate tow without notice.
- Reserved parking spaces located throughout the complex, designated by signs [or pavement markings](#), are enforceable 24 hours per day. Violators are subject to immediate tow without notice.
- [SUNY Poly](#) campus Speed Limit is 15 MPH.
- Notify Security immediately if you are required to bring a temporary vehicle to the [campus](#).
- Motorcycle parking spaces are located in the [A Lot and are designated by signs](#). Spaces will be dedicated to motorcycle parking between May 1 and October 31 of each year subject to weather conditions.
- Visitor parking is available in Lot-H (parking lot located immediately to the left of the NFE rotunda off Tri-centennial Drive). Lot-H is used for short-term visits (less than 2 hours), for VIP visitors, and as administratively approved. Make arrangement for VIP parking through [Access Control](#).
- [Parking for large groups](#) is available in Lot-F (Rear most parking lot). Requests for conferences/meeting services occur frequently and often

on the same day. Parking space is finite. Conferences or meetings of up to 25 attendees MUST be communicated to Conference Services and the Site Services Manager at least five (5) days in advance; programs in excess of 25 attendees require two (2) [weeks](#)' notice. Preplan your conference or meeting to ensure approval and appropriate service delivery.

- Vendor parking is available in Lot-F. Vendors are not considered visitors.
- Notify Security in advance if you must leave your vehicle on site due to business or break-down. Submit requests/notice in writing to the Security [Department](#) in the NFE Rotunda; provide a vehicle description, license plate number, CNSE [permit](#) number, and emergency contact information. Long-term parking, defined as parking for more than five days, is not allowed. Please note that failure to comply may result in towing at the owner's expense. Vehicles authorized extended parking shall park in spaces designated by Security.
- [Parking on the University at Albany campus requires a University at Albany parking permit](#). Parking violations are the responsibility of the person receiving them, and are payable at the University at Albany Parking Office.
- Parking in Freedom Quad student housing is not permitted. Violators are subject to ticket and tow by the University [at Albany](#). Parking violations are the responsibility of the person receiving them, and are payable at the University at Albany Parking Office.

## 5.1 Winter Conditions

- Advisories concerning snow emergencies will be posted via e-mail. Notice of snow emergency is necessary to ensure safety within our parking lots.
- "No Parking Snow Emergency" communications require strict adherence. Vehicles not moved from the area of snow removal by the owner or operator will be towed at the owner's expense without notice. For more information, please contact the Security [Department](#) at 518-956-7082.
- Site Services requests that vehicles parked along the sidewalks of NFE NOT extend over the sidewalk, to allow passage of snow removal equipment.
- Please report icing or slippery conditions to [SUNY Poly Security](#).

## 6 RECORDS

Vehicle Registration information from the CNSE Parking [Permits](#) will be entered into the [SUNY Poly Parking Permit](#) database. CNSE Parking [Permits](#) will be stored in the [Access Control Office](#) for the duration of operations at the [SUNY Poly campus](#).

## 7 APPENDIX

**APPENDIX A – CNSE Parking Site Plan**

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