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Policy
for

Albany NanoTech Complex
Parking Rules and Regulation

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
5	DCN3173	Clarification of reserved spaces.	12-4-23	Joseph Kosakowski	Joseph Kosakowski

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 Albany NanoTech Complex (ANC). For specific questions on parking, contact the Security Department at 518-956-7082.

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 ANC. As such, the ANC reserves the right to tow vehicles found to be in non-compliance with these regulations per **SEC-01011 – NYCREATES Motor Vehicle Towing SOP**. [The current tow vendor is Dott's Garage Inc. located at 1177 Central Av Albany, NY 12205, 518-459-3404.](#)

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 Card Access)
- Lot B – Reserved Parking (Only Accessible by Card Access)
- Lot F – General, Contractor, and Vending Parking
- Lot N – General Parking
- Lot Z – General and Reserved Parking

3 RESPONSIBILITIES

3.1 New Hires, Visitors, and Vendors

Individuals parking in the ANC visitor lot must register with Security located in NFE.

3.2 Tenants, Students, Faculty, Staff, and Contractors

Individuals who have been issued an ANC access badge and plan on parking at the complex must submit to Security an ANC Parking Permit by completing **ANT-00003-F1 – Albany NanoTech Complex Parking Permit Application**.

3.3 Major Event (Conference) Coordinators

Coordinators must preplan their event(s) and have major event attendees registered through Access Control.

4 ASSOCIATED DOCUMENTS

ANT-00003-F1 Albany NanoTech Complex Parking Permit Application

5 RULES AND REGULATIONS

- Parking at ANC is by Permit Only.
- Vehicles must possess valid state registration and inspection.
- All roadways on the site are Fire Lanes and are not to be parked upon.
- 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 tow.
- A vehicle parked in areas not designated for parking, or that is creating a hazard, is subject to tow.
- Reserved parking spaces [are](#) located throughout the complex, designated by signs [and/or](#) pavement markings [to include an orange square, which](#) are enforceable 24 hours per day. Violators are subject to tow.
- The ANC 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 visitors and as administratively approved. Spaces may be reserved within reason by contacting Security.

- 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 Security as soon as practical to ensure approval, parking is available, and appropriate service delivery.
- Vendor and contractor parking is available in Lot F. Vendors and contractors are not considered visitors.
- Notify Security in advance if you must leave your vehicle on site due to business or breakdown. Submit requests/notice in writing to the Security Department in the NFE; provide a vehicle description, license plate number, ANC permit number, and emergency contact information. Long-term parking, defined as parking for more than five days, is not allowed. Note that failure to comply may result in towing at the owner's expense. Vehicles authorized for 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. For more information, contact the Security Department at 518-956-7082.
- Site Services requests that vehicles parked along the sidewalks do NOT extend over the sidewalk to allow passage of snow removal equipment.
- Report icing or slippery conditions to NY CREATES Security.

6 RECORDS

Site residents' vehicle information submitted on **ANT-00003-F1 Albany NanoTech Complex Parking Permit Application** will be entered into the AMAG access control software.

APPENDIX A – Albany NanoTech Complex Parking Site Plan

