

*Courtesy translation: in case of discrepancy between the Italian language original text and the English language translation, the Italian version shall prevail.*

## **Car Park Access Regulations**

### **at the Faculty of Economics UNIVPM**

#### **Art. 1. - Scope of Regulations**

The Faculty of Economics "Giorgio Fuà", within the limits and according to the procedures provided for in these Regulations, permits the subjects referred to in the following articles 2, 3 and 4 to park their vehicles in the car park of the Faculty of Economics in the spaces identified by appropriate road signs, with exemption from any obligation of supervision and custody.

#### **Art. 2. - Usable Parking Areas**

The car park is divided into a common area and a reserved area, where access is regulated by a second barrier.

#### **Art. 3. - Users authorised to access the reserved area**

The following users are permitted to access and park in the reserved area of the faculty car park:

1. Tenured teaching staff of the Faculty of Economics.
2. Technical and administrative staff in service at the Faculty of Economics.
3. Staff of the University library and the Language Centre who have permanent contracts and are posted at the Faculty of Economics.
4. Employees of the company in charge of the concierge service (for the duration of the contract).
5. Research fellows (for the entire duration of the fellowship).
6. Retired professors of the Faculty of Economics, if they hold a teaching contract or are included in externally funded research projects (for the duration of the contract or research project).
7. Employees of the Building Development and Management Division (as long as it is housed at the faculty).

#### **Art. 4. - Users authorised to access the common area**

The following users are permitted to access and park in the common area of the faculty car park:

1. Adjunct professors (for the academic year).
2. Teaching support personnel (for the semester of the course).
3. Teachers of supplementary courses (for the semester of the course).
4. Staff of Associations based in the faculty (SIE).
5. Faculty bar staff, cleaning company employees, photocopying service employees (for the duration of the contract).
6. Staff of the University Library and the Language Centre with fixed-term contracts and who are posted at the Faculty of Economics.
7. Students enrolled in the Faculty of Economics for the year of enrolment.
8. Students enrolled in the third year of a Bachelor's degree who have applied to graduate by the additional session. The badge expiry date will coincide with the date of that graduation session.
9. PhD students on a degree course at the Faculty of Economics for the current year.
10. PhD students enrolled in the third year. The badges will expire in March of the following year.

The Dean of the Faculty of Economics may limit authorisation for the students referred to in point 7 of this article to only "in corso" students if there are more authorized users than parking availability ("in corso" students are those enrolled for a number of years within the standard duration of the course).

#### **Art. 5. - Users authorised for temporary access**

The Dean of the Faculty of Economics may authorise other individuals to enter for limited periods of time upon written request. The request must be sent at the latest by the day before access to the following email address: <segreteria.presidenzaeconomia@sm.univpm.it> and must specify the reason for entering the car park.

Those authorised to access will be included in a temporary access list but will not be badge holders. They will have to ring the bell at the barrier to identify themselves to the concierge staff.

#### **Art. 6. - How to access**

The electronic access badges are personal. They cannot be transferred to third parties and are associated with a maximum of two registration plates. The badges authorise access to badge holders driving the car they have registered.

The users referred to in art. 5 of these Regulations may enter upon a written request presented by:

- Central Administration of the University,
- Tenured professors at the University,
- Heads of Departments,
- Technical and administrative staff in service at the Faculty of Economics,
- Directors of the CAD (University Library) and CSAL (Language Centre).

### **Art. 7. - Parking limits**

Regardless of the type of permit granted, the possibility of access does not imply the automatic availability of parking in the dedicated areas. Parking inside the car park of the Faculty of Economics is possible up to the availability of designated spaces, as indicated by the appropriate road signs. If no spaces are available, the authorised user must leave the car park.

### **Art. 8. – Internal traffic and parking rules**

For the purpose and in effect of these Regulations, authorised users must:

- Respect the horizontal and vertical signs.
- Follow the illuminated signs.
- Limit transit speed, respecting those indicated.
- Contact the concierge staff for any anomalies in the automatic vehicle access/exit activation system.

Once authorised users have entered with their vehicle, they must observe the following rules of conduct:

- Leave the vehicle with the engine off, fully braked and locked, and take all safety precautions.
- Strictly comply with traffic laws, the horizontal and vertical signs established by the University and follow the indications presented in written signs or provided verbally.
- Do not introduce easily flammable substances.
- Do not refuel your vehicle, make repairs, change oil, wash the car, charge the battery, etc while in the parking lot.
- Do not park gas-powered cars (LPG/Methane) in prohibited areas in accordance with current legislation.
- Do not park outside designated spaces as outlined in these Regulations.

- Do not occupy spaces reserved exclusively for emergency and/or service vehicles (e.g. unloading goods) and vehicles with special permits for individuals with disabilities.
- Do not park your car in a way that causes an obstruction.
- Do not park in front of fire service installations (hydrant connections).

## **Art. 9. – Sanctions**

To ensure compliance with these Regulations, the proper use of the parking areas, and to ensure safety and traffic flow, surveillance personnel delegated by the Dean's Office, identifiable by their official badge, may be present in the parking area.

The Heads of the University faculties and departments, the custodians of the University campuses, or anyone observing any violations of these Regulations, may notify the Dean of the Faculty of Economics.

Without prejudice to the authority to remove vehicles (pursuant to Article 823, paragraph 2, of the Italian Civil Code and Article 10 of these Regulations), the Dean's Office of the Faculty of Economics shall impose the sanctions referred to in the following paragraph on anyone who:

1. parks outside the designated spaces marked by white lines
2. parks in spaces marked by yellow lines without meeting the required conditions and/or without displaying the appropriate permit reserved for individuals with disabilities.

First time violations of any of the infractions listed above shall result in the suspension of the access permit for a period of three months.

The second instance of violation will result in the suspension of the access permit for one calendar year. The third violation will result in permanent revocation of the access permit. The violations mentioned above will be verified directly by the Dean's delegates, who will draw up a report and send it to the Dean's Office.

If a permit is found to be used by unauthorised badge holders, in addition to a potential report to the Judicial Authority, the permit will be permanently revoked.

## **Art. 10. – Forced Removal**

Vehicles will be subject to forced removal if:

- they are parked in the areas marked by yellow lines without meeting the requirements to use such areas (e.g. for individuals with disabilities, emergency vehicles and/or service vehicles),
- they cause serious obstruction to internal traffic flow, impede access and circulation of any emergency vehicles and/or block escape routes.

In the cases listed above, upon notification by the Dean's Office of the Faculty of Economics, the company in charge of the removal will intervene to remove the vehicle and have it transferred to the vehicle storage site. The owner of the vehicle is responsible for bearing all the costs related to the removal and custody of the vehicle and also for retrieving it. The amount due will be paid directly to the removal company. In the event of forced removal of the vehicle, the access permit will be suspended for one calendar year or permanently revoked in the case of repeat violations.

## **Art. 11. Liability**

The University is not responsible for:

- any damage to vehicles, including theft or damage by any circumstances.
- any damage resulting from traffic violations committed while entering the parking area.
- any items and/or luggage left unattended inside vehicles.
- damage caused by users to the University facilities, property, access control staff, traffic and parking, or to third parties.

In the event of damage due to collisions, accidents, or incidents caused by permit holders within the parking area, the right to compensation for damages will be claimed directly against the user responsible.

Without prejudice to the above, any damage to the vehicle, theft of the vehicle or removal of accessories, spare parts, or individual parts of the vehicle, must be promptly reported to the faculty's Dean's Office and in any case before the vehicle leaves the parking area, solely to document the events..

## **Article 12. Implementation Procedures**

The collection of parking permits and the use of authorised parking spaces implies full acceptance of these Regulations by the users. The processing of personal data,

for the purposes of these Regulations, is governed by the Personal Data Protection Code, according to Legislative Decree No. 196 dated June 30, 2003.

Dean of the Faculty of Economics

Stefano Staffolani