



Residence Car Park Terms & Conditions 2011/2012

Please read carefully.

1. You must be a resident of the Larkfield, Hampsted, College Park or Postgraduate blocks A & B.
2. The car park space must be paid for on the day only and not before. No photocopies will be accepted. Students can nominate one person to apply on their behalf on condition that the application form is completed in full on the day of sale & that the nominee does not represent any other student. Spaces are limited to one per person, first come first served. The date of sale for the **2011/2012** semesters is Monday 26th September @ 8pm. If any spaces remain unsold they will be sold on Tuesday 27th September @ 8pm.
3. The preferred method of payment is by credit or debit card but payment can also be made by cash or cheque. Cheques must be made payable to **DUBLIN SOFTWARE PARK LIMITED**. A **2011/2012** permit will then be issued which must be displayed beside your tax disc at all times. Only Dublin City University Student Cards can be used to access the car park. This card cannot be shared.
4. Car park spaces cannot be shared but may be transferred at the end of semester one only.
5. Any student who wishes to transfer their space must contact the car park Security Officer by **e-mail only**. A new permit will be issued and an administration charge will apply.
6. Family members, relations, or friends cannot use the car park. Visitors should be directed to the multi-storey car park. Illegally parked vehicles on campus are clamped.
7. If a student changes their student card **they must inform the car park Security Officer immediately by e-mail only**.
8. Car park users who change their proposed vehicle (and therefore do not display a permit) regardless of length of time must immediately notify the car park Security Officer **by e-mail only** & request a stamped temporary permit. The stamp must be in view at all times. There is no fee for a temporary permit.
9. Students who misplace their permit (for whatever reason) but continue to use the vehicle as stated on the application form must apply for a new permit. An administration fee will be charged.

If you have any vehicle or parking queries do not contact any staff member of Campus Residence
All queries should be directed to the car park Security Officer by e-mail only.
In cases of emergency please phone DCU Security @ 5999 or 8990.

Car park Security Officer contact details: rory.odonoghue@dcu.ie