

Employee Parking and Parking Map

Memorandum

To: New Employees
From: Columbia College Administration
RE: Parking Passes for Employees Who Drive to the College

All employees, who wish to park a vehicle in the Willowglen Business Park, must obtain a monthly parking pass from Willowglen. Their Administration office is located in Building 809 Suite 102. Their hours of operation are 8:00am to 12:00pm and 1:00pm to 4:00pm. The monthly cost to employees is free. You will be required to pay a one-time only refundable \$10.00 deposit for your parking pass. This cost must be paid by **CASH ONLY**.

Willowglen will refund your \$10.00 deposit when you return your pass.

The accompanying page presents the parking area. Please note that Columbia College employees are only allowed to park in the darkened areas. Parking passes are not required by Columbia College employees who work at the park after 5:00pm. However employees must still park in the darkened areas on the accompanying map.

Do not park in stalls that are marked "Visitor Parking" or "Handicapped Parking". Your vehicle will be ticketed and towed.

Violators without a valid pass or parked outside of Columbia College's designated area will be subject to the Calgary Parking Authority tagging or towing the vehicle at the owner's risk and expense.

Impark will be monitoring the parking lot in the west area (overflow parking). If you have a current Willowglen parking pass you may park there without charge. If you do not have a pass or if your pass is expired you will have to pay at the Impark meter which is located on the north end of the lot.

Rates: \$3.00/hour to a maximum of \$5.00/day
\$25.00/week
Evenings/Weekends: Free



Columbia Parking Map
2014

