

## Car Park Policy

### Sportspark Car Park Use

The Sportspark car park is for bona fide Sportspark customers ONLY. Please note that UEA Students and UEA staff are not allowed to park in the Sportspark car park at any time - even if they are using Sportspark facilities. The only exception to this policy relates to any University staff or students that are blue badge holders. Such individuals can access the Sportspark disabled car park bays for the period of their activity but NOT for any time associated with attending the university for work or study. To register for such access, staff and students are required to bring a copy of their current blue badge certificate on their first visit in order that their status may be updated on our access control system.

All Sportspark carpark users are required to take a ticket from the barrier on arrival. Sportspark car park tickets must be validated at reception, or via one of our pay-on-foot machines, immediately prior to leaving the venue.

Public adult Sportscard holders (at Green card or above) may, if having parked for less than 4 hours, utilise the pay on foot machines in order to validate tickets. For member visits in excess of the 4-hour allowance, and for *any* visits by non-members, tickets will need to be validated at the Reception desk. Proof of Sportspark activity will be required in order to have tickets validated.

Bona fide customers are granted up to 4 hours free parking whilst taking part in their activity. Usage in excess of this 4-hour period, except for legitimate reasons, will incur a penalty charge currently set at **£10 for every hour or part-hour thereafter**.

All individuals using the Sportspark car park without having utilised the facility will not be granted ticket validation and must therefore pay the necessary penalty charge.

Sportspark provides a grace period of 20 minutes where no validation is required and exit can be made without charge. The car park should be used for the purpose of all drop-offs. The layby at the front of the building may be used for the purpose of coach/minibus drop offs, deliveries and emergency/ maintenance vehicle access only.

Parking Charge Notices (PCN's) may be issued to offenders who do not comply with our terms and conditions. Please note that due to width of the driveways, and the requirements for emergency access within our car park, absolutely no parking is allowed on the marked yellow lines (including those holding blue badges) and all vehicles must be parked wholly within a designated bay.

The Sportspark car park is available to all our non-student and non-staff users during our opening hours (subject to availability).

## Main UEA Car Park Use

At times of high-use there is an additional option of utilising the main UEA car park adjacent to the Sportspark. **However, it is important to note that using this car park during the day will require payment of the usual fees associated with those spaces.** It should be clearly understood that the UEA car park is NOT part of the Sportspark facilities, and the operational requirements of that location must be adhered to at all times.

Free parking within the main UEA car park is only provided to Sportspark customers for entries into the car park after 16:30 Monday to Friday or any time at weekends. Any period of parking outside of these times must be paid for via the payment kiosks, within the car park itself, prior to leaving.

In order to obtain free parking at the times mentioned above, Sportspark visitors **MUST** validate their vehicles by inputting registration plate numbers into one of the validation tablets located at Sportspark Reception.

Non-compliance with any of these points will result in a Parking Charge Notice being received.

No exceptions to this fee structure will be made by either the Sportspark or the University.

Please note: The Sportspark and University will not tolerate abuse of our systems or aggressive/abusive behaviour towards any staff and will operate a zero-tolerance policy with regards to any breaches of this request.

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