

## Online Day parking

### User terms and conditions

These terms and conditions supplement the general car parking terms and conditions that can be accessed at [www.leeds.ac.uk/carparking](http://www.leeds.ac.uk/carparking). Please also see the “Customer help guide for car parking online” which can also be accessed at [www.leeds.ac.uk/carparking](http://www.leeds.ac.uk/carparking).

- 1.1 All users must book car parking by registering on the Park IT system and purchasing packages of credits. Each credit allows for one day of parking in the Orange Zone.
- 1.2 Only staff on the University payroll may use the online day parking facility.
- 1.3 Users will be able to book a car park space four weeks in advance of the date they require and only if they have sufficient credit on their account.
- 1.4 Payments for packages will be deducted from the following months salaries (subject to payroll deadlines).
- 1.5 If after purchasing a package a user wishes to cancel they will have 14 days in which to give written notice of their cancellation. Notices to be sent to [carparking@leeds.ac.uk](mailto:carparking@leeds.ac.uk). If any credit has been used this will be deducted but otherwise a full refund will be given.
- 1.6 Only the User who booked the car parking may cancel using their online ParkIT account.
- 1.7 Cancellation of a booking can be made up to midnight the night before the booking. Please see the “Customer help guide for car parking online” on how to cancel a booking.
- 1.8 The University may immediately cancel any booking where a User covered by that booking has breached any of these Conditions or the general Car Parking Terms & Conditions.
- 1.9 The capacity for parking at the University is limited. The University cannot offer a guarantee of a parking space. A booking does not guarantee a parking space. Only if a user confirms by email or telephone within 20 minutes of arriving on University premises that there is no parking available will a refund be issued on a booking. Email address to be used is [carparking@leeds.ac.uk](mailto:carparking@leeds.ac.uk), telephone number to be used 0113 3435491.
- 1.10 Users will be able to purchase up to 220 credits per calendar year. Users may roll forward to the next year any unused credit.
- 1.11 Any misuse of the online day parking facility may result in the cancellation of a package and removal of User access to the Park IT system. If in any month more than 5 bookings are cancelled then after further warning this may be deemed misuse.
- 1.12 Save for where either (a) 1.5 applies or (b) a user is no longer a member of staff, once a package of credit has been purchased a user has no right to cancel their package and no refunds will be given. Users are generally expected to use their package of credits without refund for unused credits.