

Facilities and Equipment Policy

Policy I. Parking Policy

The parking policy consists of two elements:

- (1) **Private parking policy:** Academic and administrative staff of BAU who park on campus in the University's private parking lot are required to register their vehicles with the General Affairs Department in exchange for a monthly fee upon availability of parking spaces based on the first-come-first-served principal.
- (2) **Public parking policy:** Additionally, academic staff, administrative staff, students, alumni, visitors, contractors, and the public may park in the public parking lot which belongs to Beirut Arab University in exchange of monthly or daily entrance fees.

Procedures # 1 Private Parking procedures

1. The private parking lot is located at the main campus in Beirut facing the gate opposite Beirut national stadium.
2. Parking capacity on BAU campus is limited and highly demanded. So, parking privileges on the campus must therefore be judiciously allocated among institutional stakeholders and contractors to maximize the benefit to each.
3. The University is not held liable for any damage or theft that occurs to the vehicles or any of the belongings of academic and administrative staff in the vehicles.
4. The University cars of the President, the Vice-President, the deans, the deans' assistants, department directors and Center Directors ONLY are allowed to enter the parking for free.
5. In special events and celebrations, certain campus visitors are provided with parking spaces in the main building, and additional parking spaces may be assigned as needed.
6. All persons operating vehicles on campus are required to abide by the rules and regulation of the University.
7. Monthly parking fees are subject to change at the sole discretion of the University. For inquires regarding the current parking fees, kindly contact the General Affairs Division.
8. New applicants for a parking location must submit the necessary documents (car detail) for the General Affairs Division.
9. A valid parking card must be displayed on the on the lower left side of the vehicle's windshield.
10. The main parking Gate opens 24 hours on a weekly basis.
11. Overnight parking is NOT permitted for academic staff and administrative staff. In exceptional cases, vehicles are permitted.

Procedures # 2 Public Parking procedures

1. The public parking is located behind the Hariri building, and it is open for the public.
2. The University is not held liable for any damage or theft that occurs to the vehicles or any of the belongings of to academic staff, administrative staff, students, alumni, visitors, contractors, and the public.
3. The University cars of the President, the Vice-President, the deans, the deans' assistants, department directors and Center Directors ONLY are allowed to enter the parking for free.
4. In special events and celebrations, certain campus visitors are provided with parking spaces in the public parking lot, and additional parking spaces may be assigned as needed.
5. All persons operating vehicles on campus are required to abide by the rules and regulation of the University.
6. Monthly parking fees are subject to change at the sole discretion of the University. For inquires regarding the current parking fees, kindly contact the General Affairs Division.
7. New applicants for a parking location must submit the necessary documents (car detail) for the General Affairs Division.
8. A valid parking card must be displayed on the on the lower left side of the vehicle's windshield or the daily payment for the parking must be paid in advance at the entrance.
9. The main parking lot consists of a main gate which opens its doors from 6 A.M. till 12 A.M. and a sub-gate which opens its doors from 7 A.M. till 5 P.M. This time schedule may be subject to exceptions.
10. Overnight parking is permitted for academic staff, administrative staff, students, alumni, visitors, contractors, and the public.
11. When parking members sell their car, they should terminate their parking membership and ask for a clearance so that their old card is returned to the University in exchange for a new one.
12. **Non-moving Violations:** The following lists the major parking violation that would result in a non-moving additional parking charge:
 - a. Blocking the entrance or major pathways
 - b. Double parking or occupying more than one space
 - c. Unauthorized overnight parking
 - d. Parking in reserved area