

Parking & Receiving Areas

1. Governing of Space

1.1 There are four (4) available parking spaces and three (3) ADA (disability) parking spots located on the west side of the Student Center Building. These spaces are maintained by the Student Center, fall within the purview of Parking and Transportation Services, and are intended for university vehicles and/or business use only. University employees/students may not park their personal vehicles in this area without an appropriate permit.

1.2 Appropriate use includes contractors performing work in the Student Center, vendors who need access to the building for a brief period, pest control, deliveries or visitors who may need to drop off or pick up a building occupant.

1.3 General visitors to the Student Center must utilize parking structure 2, 5, lot 41, or use a timed space.

1.4 Student Center tenants will have two (2) specific spaces or stalls identified for their exclusive use; one for the Associate Vice President, Business & Auxiliary Operations and one for the Director, Auxiliary Facilities.

2. Space Assignment & Parking Permits

2.1 Parking space assignment(s) will be coordinated through the Loading Dock Office. If available, a parking space will be assigned by an authorized Loading Dock employee and a Student Center Parking Permit will be issued to the requesting party. Vehicle and Driver information will be logged and tracked accordingly.

2.2 Upon arrival the requesting party must check in at the Loading Dock Office. An acceptable form of identification will be collected and a parking space permit will be issued to the requesting party. Acceptable forms of ID are: State ID, State Driver's License, WSU OneCard. Parking space permit(s) must be returned to the Loading Dock Office upon completion at which time IDs will be returned to the requesting party.

3. Violations and Misuse of Space

3.1 Use of Student Center parking spaces is prohibited without a parking permit issued by the Loading Dock.

3.2 Authorized use of Student Center parking spaces will be enforced 24 hours a day, 7 days a week.

3.3 Any vehicle(s) violating this policy are subject to civil penalties and/or appropriate administrative sanctions. Parking regulations are enforced by the Wayne State University Police Department (WSUPD) and Wayne State University Parking and Transportation Services (WSUPATS). Violations issued by WSUPD must be paid, but you may appeal the fine if you are disputing the ticket. Parking tickets issued by WSUPATS are warnings that the driver has violated a regulation. When a vehicle is warned multiple times by WSUPATS, it will result in a ticket from WSUPD. If you suspect your car has been towed from a WSU facility, contact WSUPD for more information.

4. Receiving & Deliveries

4.1 The Student Center loading dock bay area is for deliveries and loading/unloading of vehicles only. The loading dock is not a parking facility. No unattended vehicles are permitted in the loading dock and all vehicles must turn off their engines during loading/unloading.

4.2 Hours for deliveries are: Monday-Friday 7:00am-7:00pm, Saturday-Sunday closed.

4.2.1 After hours deliveries must be coordinated with the department receiving the delivery and the Student Center Administration office, 313-577-4585. Anyone requesting this service on a regular interval must receive approval in writing from a full-time member of the Student Center Administration.

4.3 In the case that a delivery is required to unload heavy equipment, exceptions to the time limitations may be made.

5. Waste, Recycle, & Pest Control

5.1 The Student Center department will be responsible for the areas containing the trash and recycling dumpsters and will be the acting liaison between the departments in the Student Center and the office of Facilities Planning & Management, enforcing university, local, state, and federal codes, regulations, and policies governing waste and recycling.

5.1.1 Garbage and recyclable materials must be emptied into the appropriate containers and not left on the dock or on the grounds; additionally, any boxes must be broken down to the smallest possible configuration. Messes and/or spills on the dock or grounds must be cleaned immediately.

5.1.2 Any items left on the dock in excess of one (1) business day by any building occupant without prior notification given to the dock office will be considered trash and will be disposed of accordingly.

5.1.3 Pallets must be brought down to the loading dock for proper disposal and may not be stored inside the building in any manner that could damage to the building interior or in any manner that violates fire codes and blocks egress.

5.1.4 The Housing and Residential Life staff will serve as the liaison to Advanced Disposal, our contracted waste management service. All issues should be communicated to the Maintenance Supervisor, 313-577-1288.

5.2 Grease must be disposed of in designated bins located on the ground away from working areas. All grease disposals by WSU Dining Services will be monitored by a Student Center representative. Grease spills must be cleaned thoroughly immediately.

5.3 The Student Center department will be responsible for coordinating pest control services with the contracted vendor. All pest sightings and/or concerns should be reported to the Loading Dock Office immediately.