



## Parking Regulations of the Vrije Universiteit Brussel

<b><i>Article 1: Area of application</i></b>	<b>3</b>
<b><i>Article 2: Liability</i></b>	<b>3</b>
<b><i>Article 3: Opening times of parking facilities</i></b>	<b>3</b>
<b><i>Article 4: Access to parking facilities</i></b>	<b>3</b>
§1 General access	3
§2 Access to VUB Main campus	4
§3 Access to the public parking area of the VUB Main campus	5
§4 Access to VUB Health campus	6
§5 Enforceability	7
§6 LPG	7
§7 Mopeds and motorcycles	7
§8 Motorised propulsion units	7
<b><i>Article 5: Use of parking facilities</i></b>	<b>7</b>
§1 Use	7
§2 Belgian Highway Code	7
§3 Kiss & ride zones	7
§4 Zones with limited parking duration	7
§5 Areas for specific vehicles	8
§6 Parking spaces for people with disabilities	8
§7 Charging points for electric vehicles	8
§8 Activities in parking facilities	8
§9 Reserved parking facilities for events	8
§10 Long-term parking	8
§11 Overnight stays	8
§12 Car park entrance height	8
§13 Maximum speed in car parks	8
<b><i>Article 6: Abandoned vehicles</i></b>	<b>9</b>
§1 Definition	9
§2 Protocol for dealing with the registered user	9
§3 Protocol for dealing with an unregistered user	9
<b><i>Article 7: Obstructive and/or illegally parked vehicles</i></b>	<b>9</b>

<b>§1 Illegal parking</b>	<b>9</b>
<b>§2 Accident and/or immobility of vehicle</b>	<b>9</b>
<b><i>Article 8: Enforcement measures</i></b>	<b><i>10</i></b>
<b>§1 Enforcement</b>	<b>10</b>
<b>§2 Use of data and retention period</b>	<b>10</b>
<b>§3 Parking duration</b>	<b>10</b>
<b>§4 Definitions of abuse of access rights and violation</b>	<b>10</b>
<b>§5 Sanctions</b>	<b>11</b>
<b>§6. Ownerless bicycles</b>	<b>11</b>
<b><i>Article 9: Dispute</i></b>	<b><i>11</i></b>
<b><i>Article 10: Deviations</i></b>	<b><i>11</i></b>
<b><i>Article 11: Amendments to the Parking Regulations</i></b>	<b><i>11</i></b>
<b><i>Article 12: VUB Privacy Policy</i></b>	<b><i>11</i></b>

The Management Committee approves this update to the Parking Regulations with effect from the start of the 2024-2025 Academic Year [DC.175/E2/01]

## Article 1: Area of application

These Regulations apply to all users of the managed parking facilities and road infrastructure on the campuses and sites of the Vrije Universiteit Brussel, regardless of whether they park there or load and unload there.

The Belgian Highway Code applies to all campuses and sites.

Illegal parking is a violation of Article 87.8° of the Rural Code.

## Article 2: Liability

The Vrije Universiteit Brussel allows the parking of vehicles in only designated and marked parking spaces. The Vrije Universiteit Brussel is not a custodian and cannot be held liable for damage resulting from accidents, theft or damage, even in part, to the vehicles located on the premises of the Vrije Universiteit Brussel or acts by third parties.

## Article 3: Opening times of parking facilities

VUB campuses are accessible 24/7. The car parks have opening and closing times for each building. After closing time, car parks can always be exited via sensors or push-buttons. When a parking facility indicates a shorter opening time, drivers should ensure that their vehicles are out of the parking facility in time to respect that time. Visitors wishing to access the car park after closing time to recover their vehicles should contact Security. Holders of a staff or campus card (or app) can use this to gain access after closing time.

## Article 4: Access to parking facilities

### §1 General access

Access to the VUB campuses with motorised vehicles (excluding bicycles) is possible only if the user has a valid (digital) badge and/or a registered number plate. Unregistered users must sign up for a parking ticket on the VUB Main campus at entrance 6 or 8 or on the VUB Health campus at the hospital's visitor car park P1 or P3. Access is granted to the VUB campuses only in connection with VUB-related activities or activities of partners.

§2 Access to VUB Main campus

The campus is divided into a private parking area and a public parking area.

- The private parking area is accessible only with number plate registration or a valid (digital) badge. Access is possible via the barriers at entrances 6, 11 and 13 (entry and exit). The U-Residence car park can be accessed only via entrance 9.
- The public parking area of the campus can be reached via entrances 6 and 8. These entrances are equipped with a ticketing system. At these barriers, access is also possible via number plate registration or valid (digital) badge. Exit is then possible via exit 6, 7 or 8.

If you are in front of the barrier and there is a problem with opening, you can use the intercom. Security staff will then offer assistance.



\*Red box on plan shows public parking area (via entrances 6 and 8)

### §3 Access to the public parking area of the VUB Main campus

The public parking area is accessible via the barriers at entrance 6 or 8.

Access to the public parking area of the VUB Main campus is possible via a parking ticket, prior number plate registration or a valid (digital) badge.

- When entering at entrance 6 or 8, take a parking ticket at the ticket gate of the barrier.
- When leaving, pay the parking fee using Bancontact via the barrier's payment terminal at exit 6, 7 or 8. (No cash payment possible)

- Parking fee:

TIME UNIT	RATE
First 3 hours	Free
From 3 hours	1 euro/hour
Daily rate/limit per day	15 euros
Lost ticket	50 euros
No registration	50 euros

This parking fee applies day and night, from Monday to Sunday, including public holidays. All rates are displayed at entrances and exits 6, 7 and 8.

- Responsibility for the safe and careful use and retention of the parking ticket lies with the user. If the ticket is lost or stolen, the 'lost ticket' fee will apply. If users cannot produce a valid parking ticket for each day they have used the parking facility, they will owe the 'lost ticket' fee indicated on the payment terminal.
- Dispute  
Users should first pay the cost of parking in the public parking area of VUB Main campus before their cars are allowed to leave the campus. If desired, a complaint can then be submitted. Security staff do not have the authority to open the barrier without payment and they are not allowed to take cash.
- Students must use the private parking area of the campus to park. Loading and unloading is permitted in the public parking area.

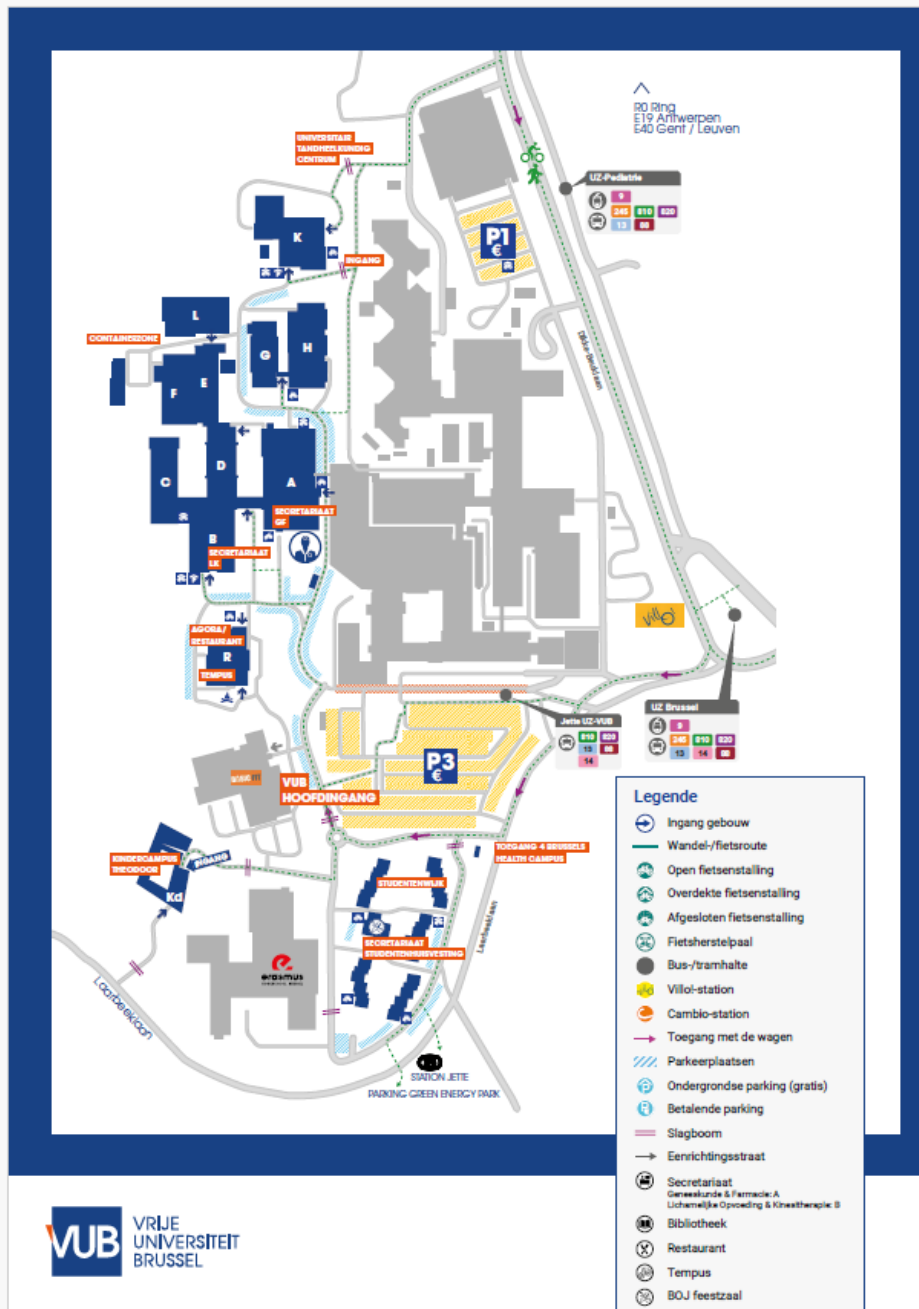
§4 Access to VUB Health campus

VUB Health campus has only a private parking area and is accessible by registered number plate or a valid (digital) badge.

Access is possible via the VUB main entrance (see plan below via entrance 4 of the VUB Health campus) or the secondary entrance (via entrance 1 of the VUB Health campus).

For your information:

- Unregistered visitors to the VUB Health campus can park in public car parks in the area, for example in the hospital's paying visitor car park P1 or P3.
- When visiting Basic-Fit, you can sign up at the barrier at the entrance to the Basic-Fit car park.



### §5 Enforceability

Permission to use a parking facility is not enforceable. In other words, a right of access does not give the right to park incorrectly. No parking space can be claimed in case of undercapacity or when events are organised for which parking spaces are reserved.

### §6 LPG

LPG vehicles are not allowed in underground parking facilities and must use the above-ground spaces.

### §7 Mopeds and motorcycles

Mopeds and motorbikes are not allowed on the footpaths. Be aware of road signs on site.

### §8 Motorised propulsion units

Motorised propulsion units (electric scooters, hoverboards, monowheels, etc.), electric bicycles or mopeds may not be left/parked unless specific markings or parking infrastructure are present. Public shared vehicles should be parked in specific drop zones, private motorised propulsion units can use the bicycle sheds.

## Article 5: Use of parking facilities

### §1 Use

By using the parking facilities (including road infrastructure), the user formally agrees to:

- the full contents of these Regulations;
- the fact that the Belgian Highway Code applies to the parking facilities (including road infrastructure) of the Vrije Universiteit Brussel;
- the fact that the Vrije Universiteit Brussel Security Service serves as the competent person pursuant to Article 4 of the Highway Code on the campuses and sites of the Vrije Universiteit Brussel;
- the fact that by virtue of the provisions of these Regulations, authorised persons designated by the Vrije Universiteit Brussel may instruct a towing service to have a vehicle moved (towing service);
- the fact that the moving (towing) of vehicles in accordance with Article 4.4 of the Highway Code is carried out at the risk and expense of the driver or civilly liable person (vehicle owner).

### §2 Belgian Highway Code

Users of the road and parking facilities of the Vrije Universiteit Brussel must abide by the Highway Code at all times. Unless expressly stated otherwise, the speed limit is 30 km/h for all vehicles. In addition, all users are expected to exercise the necessary caution and show respect for other road users.

### §3 Kiss & ride zones

In a 'kiss & ride zone', it is only permitted to drop off or pick up passengers and drive on again immediately.

### §4 Zones with limited parking duration

In zones with limited parking duration, the maximum time indicated on the signs on-site must be respected.

#### §5 Areas for specific vehicles

In areas for specific vehicles (registration plates, shared cars, delivery trucks >2 m, catering, etc.), the conditions for parking there (as indicated on the signs) should be respected, otherwise this will be deemed to be illegal parking.

#### §6 Parking spaces for people with disabilities

In parking spaces reserved for persons with disabilities, the special card, as indicated in Article 27.4 of the Belgian Highway Code, must be displayed. The absence of the card will be deemed to be illegal parking.

#### §7 Charging points for electric vehicles

Only vehicles that are actually charging may be parked at charging points. They are not parking spaces, either for fuel-driven cars or electric cars that are not being charged. Once your vehicle is fully charged, you must move it to a parking space without a charging point to allow others to use the charging point. It is not permitted to charge electric cars at a standard socket in the car park. Only officially designated charging points may be used.

#### §8 Activities in parking facilities

The organisation of activities on the campuses or sites of the Vrije Universiteit Brussel is not permitted without prior permission. This ban also applies to the parking facilities of the Vrije Universiteit Brussel. Such permission may be granted by the Facility Services manager in charge, upon receipt of a reasoned request made in good time via [infradesk@vub.be](mailto:infradesk@vub.be). The organisers of activities must always clean up and dispose of any waste generated by their activities.

#### §9 Reserved parking facilities for events

Subject to application and approval, one or more parking facilities, entirely or partially, may be utilised as an event parking facility for certain events.

#### §10 Long-term parking

The VUB parking facilities are not intended for long-term parking. Students and staff who wish to leave their vehicle in a parking space for more than 1 day may do so in the zones provided for this purpose:

- For the VUB Main campus, this is located in the private parking area of the campus (car parks C-D-E-F-G).
- For the VUB Health campus, please refer to the hospital's public parking facilities.

N.B.:

- parking for more than 15 consecutive days will be deemed to be illegal parking.
- If parked for more than 30 consecutive days, a vehicle will be considered to be an 'abandoned vehicle'.

#### §11 Overnight stays

You are not allowed to stay overnight in a VUB campus car park.

#### §12 Car park entrance height

The entrance height of the car parks is clearly indicated above each entrance. Please take this into account.

#### §13 Maximum speed in car parks

The speed limit in car parks is 10 km/h.



## Article 6: Abandoned vehicles

### §1 Definition

Vehicles parked for more than 30 days will be considered to abandoned vehicles.

### §2 Protocol for dealing with the registered user

If a user has left a vehicle in the parking facility and, despite a written (electronic) request or summons from the Vrije Universiteit Brussel, refuses or, for whatever reason, is unable or unwilling to remove the abandoned vehicle, the Vrije Universiteit Brussel will be entitled to have the abandoned vehicle removed from the parking facility within 3 months of the request or summons.

### §3 Protocol for dealing with an unregistered user

If the identity of the user or the place of residence or contact details of said person are unknown and the Vrije Universiteit Brussel is, therefore, unable to request (electronically) in writing or summon the user to remove the vehicle, the Vrije Universiteit Brussel will be entitled to have the vehicle removed from the parking facility within 3 months of the vehicle being parked in or on the parking facility.

## Article 7: Obstructive and/or illegally parked vehicles

### §1 Illegal parking

It is not permitted to park cars or bicycles or generally leave a vehicle in locations other than those designated for that purpose.

The following are deemed to be illegal parking:

- Parking a vehicle in an obstructive manner, with the vehicle protruding over the road;
- Parking on the side of the road next to a solid yellow line;
- Fuel-driven cars that are parked in spaces for electric vehicles;
- Parking in loading and unloading zones;
- Exceeding the maximum parking duration in short-stay parking zones;
- Parking in kiss & ride zones;
- Parking in spaces reserved for certain registration numbers, types of cars, for people with disabilities or shared cars, without having the necessary documents;
- Parking for more than 15 consecutive days.

### §2 Accident and/or immobility of vehicle

In the event of an accident or accidental immobilisation of a vehicle, the user must immediately take the necessary measures to ensure that the vehicle does not interfere with normal traffic on the VUB campus. In the event of an accident, Security must always be informed via the VUB emergency number (02/629 11 11). If a vehicle remains at the parking facility due to accidental immobilisation, the user must inform Security via [bewaking@vub.be](mailto:bewaking@vub.be).

## Article 8: Enforcement measures

### §1 Enforcement

The Vrije Universiteit Brussel has security guards for monitoring compliance with these Regulations. The user must comply with the guidelines given by these security guards.

### §2 Use of data and retention period

A database for “number plate registration” and a list for ‘vehicles with a violation’ are used.

- Who are the parties involved: users of the VUB parking facility;
- What data is processed: number plate, contact details of the person registering the number plate (name, mobile phone number, e-mail address), any violation;
- Why? (objective) to grant access to our VUB campuses and enforce the Parking Regulations;
- Legal basis? “execution of contract” for parking and “legitimate interest” for illegal parking;
- Transfer? (what data is passed on and to whom outside VUB): number plate and type of vehicle to the police if necessary;
- Retention period?
  - for parking offenders: the current academic year;
  - for persons who register their number plate: as long as they decide to keep their number plate registered or until the specified end date;
- Who has access to the data: VUB Monitoring and Access Control.

For further information regarding the general and specific privacy policy at the VUB, please visit: VUB: <https://www.vub.be/en/privacy-policy-vub>.

### §3 Parking duration

The registrations in the access control system are used to manage the duration of parking on the VUB campus. The time of a vehicle on the VUB campus is recorded.

### §4 Definitions of abuse of access rights and violation

Any violation of the above rules will be determined by the security guards and sanctioned in accordance with these Regulations.

A distinction is made between ‘abuse of access rights’ and ‘violation’.

The following are non-exhaustive examples of ‘abuse of access rights’:

- Allowing multiple vehicles to enter with a single access card;
- Driving close to the vehicle in front without presenting an access badge at the barrier (“driving bumper-to-bumper”);
- Parking after loading and unloading without the necessary access rights for the parking facility in question.

All others are ‘violations’ of these Regulations:

- A second or additional violation within the same academic year;
- Parking in a ‘kiss & ride’ zone;
- In short-term parking zones, parking for longer than the maximum permitted duration;
- Parking without a special card (Article 27.4 of the Belgian Highway Code) in parking spaces reserved for people with disabilities;
- The vehicle is not parked within a defined parking space;
- Parking at a charging point for electric vehicles;
- Parking in a place reserved for specific registration numbers or shared cars;
- Parking a vehicle in more than one designated space in a way that causes hindrance;
- Parking a vehicle in an obstructive manner, with it protruding over the road;
- The vehicle interferes with or threatens the safety or proper functioning of the VUB campus.

## §5 Sanctions

The associated sanctions consist of one or more of the following measures:

In the event of a first “violation” or “abuse of access rights”:

- The driver receives a warning regarding the violation or abuse of access rights and the message that the registration number of the vehicle has been entered in the database of “vehicles with a violation”.
- An exception in the case of a first violation is when the security guard determines that the incident involves obstructive parking or a dangerous situation, in which case the vehicle is towed away immediately at the risk and expense of the driver.
- Parking in a parking space for people with disabilities without the necessary card is regarded as an aggravating circumstance in which action may be taken at the first violation.

In the event of the following violations:

- The vehicle is towed away by order of the Vrije Universiteit Brussel. In accordance with Article 4.4 of the Belgian Highway Code, the relocation of the vehicle is at the risk and expense of the driver or the person liable under civil law (vehicle owner).
- In the event of multiple “abuses of access rights” or “violations”, the access badge will be blocked for one week. In the event of multiple abuses, a proportionately more severe sanction may follow.

## §6. Ownerless bicycles

Bicycles may be parked for up to 3 consecutive months in indoor and outdoor facilities. Bicycles parked in an obstructive manner may be removed at any time and taken into storage. If bicycles are left for more than 3 months, they will be deemed to be ownerless bicycles and placed in storage for 3 months. They are then disposed of for reuse.

## Article 9: Dispute

If a user disagrees with a repercussion related to parking or believes that he or she did not commit a violation, an official complaint may be lodged via [infradesk@vub.be](mailto:infradesk@vub.be).

## Article 10: Deviations

As provided for in paragraph 1 of Article 7, it is not permitted to park cars or bicycles or generally leave a vehicle in locations other than those designated for this purpose. Permission to deviate from this rule may be granted by the Head of Facility Services following a reasoned request (official order on behalf of the Vrije Universiteit Brussel or one of its partners). This deviation may be one-off or ongoing and may be individual or collective. In order for the necessary precautions to be taken, a request for a deviation must be submitted to Facility Services at least five working days before use, via the generic e-mail address [infradesk@vub.be](mailto:infradesk@vub.be).

## Article 11: Amendments to the Parking Regulations

The Vrije Universiteit Brussel may amend these Regulations at any time, after advice and approval by the competent bodies. These changes will be communicated via the intranet and the student portal and will take effect immediately.

## Article 12: VUB Privacy Policy

This page contains the general privacy statement of the VUB and the privacy policy for the apps of the VUB: <https://www.vub.be/en/privacy-policy-vub>