

Parking rules at the Vienna International Center (2004)

1. Use of the Vienna International Centre garage parking decks P1 and P2, and other parking facilities shall be restricted to holders of valid parking permits, members of permanent missions accredited to the international organizations located at the Centre, contractors, conference participants and official visitors.
2. Holders of Vienna International Centre grounds passes may apply for parking permits valid for two years.
3. Parking permits are issued by the Vienna International Centre Garage Administration on the basis of available space. Applications for parking permits should be directed to the UNOV Garage Administration, Room C0E15, extension 4854.
4. Fees for parking shall be charged in accordance with the following system:
 - a. Parking permits, payable by monthly payroll deductions;
 - b. Payment through bank transfer (Erlagschein).
5. Fees shall be fixed by agreement between the United Nations Office at Vienna, IAEA, UNIDO and CTBTO in such a manner that the garage is operated on a self-supporting and non-profit basis. Expenditures chargeable to the operation of the garage shall be taken into account in fixing the fees and no provision shall be made for a reserve fund.
6. Holders of parking permits who decide to discontinue the payroll-deduction arrangement must surrender their permits to the Garage Administration not later than the last working day of the month preceding the month in which they wish the cancellation to take effect.
7. The loss of a parking permit must be reported immediately to the Garage Administration.
8. The garage facilities at P1, level -1, shall be reserved for the following categories of vehicles, for which special parking authorization shall be issued:
 - a. Official vehicles of the international organizations located at the Vienna International Centre;
 - b. Official vehicles of the permanent missions and representatives accredited to the international organizations located at the Vienna International Centre;
 - c. Private vehicles of the executive heads and other senior officials at the level of D-1 and above of the international organizations located at the Vienna International Centre;
 - d. Private vehicles of delegates to and participants in meetings and other official visitors;
 - e. Vehicles of officials who, for medical reasons (as certified by the Joint Medical Service), need special parking space.
9. Special parking areas are provided for motorcycles and bicycles. Permits are not required for motorcycles and bicycles, which may be parked free of charge. However, motorcycles must be registered with the Garage Administration and bicycles must carry a tag indicating the owner's name and telephone extension.
10. Staff members, who are holders of parking permits, may park their vehicles in the garage on a long-term basis in parking spaces allocated for this purpose. All long-term parking must be approved by the Garage Administration depending on available space. Long-term parking is permitted only in cases of absence on official mission duty or annual leave.

11. Parking permits shall be valid for motor cars belonging to the permit holder and members of the permit holder's family. A valid parking permit shall entitle the holder to park only one vehicle at any time.
12. Parking permits must be displayed on all motor cars so that they are clearly visible from outside the vehicle. The permit must be affixed to the inside of the windscreen on the top left-hand side.
13. Patrons of the commissary who are not in possession of a parking permit will be granted, upon presentation of a valid commissary card, free parking at the commissary parking lot after 11:30 a.m. for a period of one hour.
14. Users of the Vienna International Centre garage and parking facilities must observe the posted traffic signs and signals with regard to parking and driving and follow the instructions of the Security Officers on duty. They shall park only within the spaces indicated by the painted lines. Parking outside these spaces shall not be permitted. All other areas shall be considered to be "no parking" zones. When parked, vehicles must be positioned so as not to block lanes, entrances and exits and so as not to prevent other vehicles from moving.
15. Users of the Vienna International Centre garage and other parking facilities must immediately report to the United Nations Security and Safety Section any damage that they cause to other vehicles or property. Any user of the garage or other parking facilities whose vehicle has been damaged while parked should likewise immediately report the fact to the United Nations Safety and Security Section.
16. Users of the Vienna International Centre garage and other parking facilities shall remove ignition keys and keep their vehicles locked when parked. Vehicles parked in the Vienna International Centre are insured by the Garage Administration against damage resulting from a major chain fire only. In all other respects, vehicles are parked at the owner's risk. There shall be no responsibility on the part of the international organizations for any loss or damage resulting from the use of the parking facilities or from any assistance that Security Officers may offer at the request of a garage user.
17. All vehicles parked in the Vienna International Centre garage and other parking facilities must be registered with the municipal traffic office (*Verkehrsamt*), display a registration number (licence plates) and be insured for third-party liability.
18. Serious or repeated violation of any of the garage rules may lead to a suspension of parking privileges. In such cases, the following procedures shall apply:
 - a. A garage user who has received three parking violation tickets within a period of 12 months will be informed by email from the UNOV Chief, General Support Section (GSS) that s/he will not be allowed to bring his or her private vehicle(s) into the Vienna International Centre for a period of one calendar month. During this period, the user will only be allowed to enter the VIC by foot or by bicycle. The Chief GSS will instruct the Garage Administration to deactivate the user's parking sticker(s) for the one-month period. The Chief of the United Nations Security and Safety Section will instruct the Security Officers at the gates not to admit the user's vehicle(s) into the compound. After the one-month period has elapsed, the garage user must contact the Garage Administration Office, C0E15 for reactivation of the parking sticker.
 - b. Two further violations within the following six months will result in suspension for a further three months;
 - c. Any further violation will result in suspension of parking privileges for a period of one year;
 - d. If a parking violation ticket or a suspension of parking privileges is considered unjustified, the staff member concerned should write a letter of recourse to his

or her Chief of General Services with a detailed explanation of the circumstances. The Section concerned will forward the letter to the United Nations Security and Safety Section, upon whose response the Section concerned will take a final decision.

19. Any garage user wishing to dispute a decision or action taken by the Garage Administration office or UNSSS may submit an appeal within 30 days to the Chief, General Services UNOV with copies to the Chief, UNSSS and the Chairperson of the Garage Joint Advisory Group. The user should provide a detailed explanation of the circumstances and the reason for objecting to the decision or action taken. The Chief, GSS and Chief, SSS will review the decision and inform within 30 days the garage user concerned and the Chairperson of the Garage Joint Advisory Group of the outcome of the review.
20. A vehicle parked in the Vienna International Centre garage or other parking facilities that is not identified by either a parking permit or a registration number shall be considered as abandoned by the owner and may be disposed of in accordance with Austrian law.