

<b>Department of Public Safety</b> <b>Interprofessional</b> <b>Health Sciences Campus</b> <b>Standard Operating Procedure</b>			<b>IHSC</b>	
<b>General Order#</b> <b>18-31</b>	<b>VOLUME:</b>	<b>CHAPTER:</b>	<b># OF PAGES:</b> <b>2</b>	
<b>SUBJECT: Visitor Parking</b>				
<b>BY THE ORDER OF:</b> <b>Department of Public Safety</b>				
<b>Effective Date:</b> <b>08/10/2018</b>	<b>Revision Date/Number:</b>	<b>Revision Date/Number:</b>	<b>Revision Date/Number:</b>	<b>Revision Date/Number:</b>

**PURPOSE:** To establish guidelines and procedures for visitor parking at the Interprofessional Health Sciences Campus.

**POLICY:** It is the policy of the Department of Public Safety to provide safe and accessible parking for all visitors having business at the Interprofessional Health Sciences Campus. .

**PROCEDURE:**

1. Visitor parking at the Interprofessional Health Sciences Campus (IHSC) is permitted for IHSC business only and only in designated parking areas.
2. All visitors park in the IHSC garage located on Ideation Way. Individuals will take a ticket at the gate to enter the garage. It is the responsibility of the individual to maintain control of their ticket. Vehicles must be parked entirely within a marked space. Absence of a marked space indicates NO PARKING. Overnight parking is not authorized. Vehicle owner is subject to ticket and/or tow. In the event of an emergency, contact the Public Safety Department.
3. A flat daily rate of ten (10) dollars is charged for parking. Payment for parking is completed at the garage gate as you exit or at the lobby kiosk located on the ground level of the garage. Visitors may be provided a paid voucher sticker by the person or department they are visiting which would allow them to exit the garage. This voucher should be affixed to their ticket before exiting.
4. ADA accessible parking is available in the ADA lot and East Lot for those needing this accommodation. A state issued placard or license plate is required and must be displayed in plain view on the vehicle at all times while parked on the IHSC property.

Those visitors requiring ADA accessible parking will access the parking area via the South Lot and must park in a designated ADA accessible space. When possible, prior notice provided to the Department of Public Safety of a visitor needing ADA accessible parking is requested to ensure a fluid process. ***The person or department the individual is visiting is responsible for paying the ten (10) dollar visitor parking fee. Payment can be completed at the Public Safety dispatch office located in room 0221 on the lower level of building 123.***

5. Parking for prospective students and select guests/dignitaries is permitted in the South Lot with prior authorization from the Department of Public Safety. A *Visitor Registration Form* is required to be submitted at least 48 hours prior to the visit. The South Lot is designated for daily student parking, therefore, available parking space cannot be guaranteed.
6. Daily visitor street parking is available on Metro Boulevard. These numbered parking spaces are designated as paid parking. Payments for these spaces are completed at the parking kiosk located in the lobby of the building 123.

The IHSC maintains parking facilities to meet the needs of students, faculty, staff and visitors alike. The IHSC does not assume responsibility for security of vehicles or contents while parked on IHSC property.

Where policy and procedures are not followed, Public Safety will issue tickets at owners expense.

*This policy is subject to change in emergency situations and where necessary by Security/Public Safety leadership at any time.*