

Health Science Center Annual Parking Permit Policy

I. Background

The Health Science Center (HSC) provides the option of purchasing annual parking permits for full-time HSC staff and HSC partners.

II. Description of Lot C-14 and C-15

Currently, Gundersen and Western employees' annual permits are assigned to lot C15 while University of Wisconsin-La Crosse employees' annual permits are assigned to lot C14.

Lot C14: 32 total spots allocated for annual permit holders.

Lot C15: 86 total spots currently allocated as follows: 5 handicap, 46 signed (hourly) and 35 for annual permit holders.

III. Annual Parking Permits Process

A. Obtaining an annual permit

1. Requests must be submitted to the HSC Information Desk Coordinator.
2. Requests will only be accepted from full-time HSC staff or HSC partners.
3. Following the permit renewal process (see below), remaining permits will be made available to individuals on the waiting list.
4. After a permit is issued, it is the permit holder's responsibility to provide accurate license plate information to the UW-La Crosse Parking Department at parking@uwlax.edu.

B. Renewing a parking permit

1. Annual renewal notices are sent by e-mail in late spring.
2. Current permit holders are allowed to renew their permits before offering available permits to individuals on the waiting list.
3. Annual permit renewals are not guaranteed.
4. Relinquished permits will be offered to the next individual on the waiting list.

C. Revoking parking permits

1. A permit can be revoked at the discretion of the HSC Management Group if a permit holder is found to be using the permit inappropriately.

IV. Policy Review

The HSC Management Group reserves the right to reallocate annual permits as necessary to accommodate the needs of the HSC staff or HSC partners.