

Health Science Center (HSC) Parking Policies and Procedures

The HSC Management Group reserves the right to modify this policy as necessary to accommodate the needs of the HSC staff or HSC partners.

HSC Lot - Daily Parking

Pass = Paper day pass

Coupon = Specialized code for pay station

Objectives:

1. To provide a more efficient parking process for guests visiting the HSC
2. No actual cash will be exchanged (invoices will be sent to HSC departments)
3. Pass/coupon is for internal building use only

Pass/coupon is permitted for the following:

- Guest speakers for academic programs
- HSC partners' guests
- Volunteers/clients for student experiences in academic programs
- Volunteers/clients for research studies
- Community volunteers for HSC hosted meetings
- Contractors for repairs

Pass/coupon is not available for:

- Staff
- Faculty
- Students
- Visitors to the Student Health Center
- Any others that fall outside of the parameters listed above

Cost:

- Client visits/Meetings - \$1.00
- Half day (up to 4 hours) - \$3.00
- Full day (more than 4 hours) - \$5.00

Process for Requesting:

- Pass/coupon can only be requested by HSC departments, not an individual visiting the HSC
- Requests are given to HSC Information Desk Coordinator at least five days in advance of when the department needs pass or coupon
- Request can be made for multiple visits on pass
- All invoices must be paid in a timely manner

Process for HSC Information Desk Coordinator:

- The HSC Information Desk Coordinator has five business days to process requests
- Valid dates will be written on the pass and given back to the department
- Purchased passes/coupons will be logged and an invoice will be sent to the departments at the end of the fall and spring semesters
- The HSC Information Desk Coordinator has the right to deny requests that fall outside of the above parameters

HSC Lot - Accessible Parking

Purpose:

This policy defines parking options for faculty, staff, students and visitors with a disability (temporary or long-term) in the HSC lot.

Policy:

HSC Staff:

Full-time HSC staff with **PERMANENT** DOT disabled parking permits must purchase an annual parking pass.

HSC staff with **TEMPORARY** DOT disabled parking permits are not required to purchase an annual parking pass, but must notify the HSC Information Desk Coordinator of the duration of their permit.

Students and Visitors:

Vehicles (**with the exception of full-time staff**) with valid State DOT disabled permits or DIS or VET DIS plates (permanent or temporary) may park in accessible parking stalls or at any other stall at no cost.

An instructor or HSC staff person may make a referral to the HSC Information Desk Coordinator and request a pass/coupon for an individual with a temporary circumstance at no cost to the individual.

HSC Staff - Annual Parking Permits

Background:

The HSC provides the option of purchasing annual parking permits for full-time HSC staff and HSC partners.

HSC lot serves 1) Hourly parking for clients (many with disabilities), guest speakers, visitors, Western students, etc. and 2) Limited annual permit parking for HSC full-time staff from Gundersen and Western. Hourly parking remains a high priority to ensure the success of the HSC programs.

Description of HSC Lot:

HSC: 86 total spots (5 accessible, 35 annual permits and 46 hourly)

Description of Lots C14/R8*:

C14: 32 total spots allocated for annual permit holders

R8: Commuter allocation varies for annual permit holders

Both lots are available to the entire UWL campus for purchase. These lots are preferred by UWL HSC staff due to close vicinity to the HSC.

Gundersen and Western - Annual Parking Permit for HSC Lot:

- 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 B below), any remaining permits will be offered to individuals on the waiting list.
 4. Permit holders are responsible for providing current license plate information to the UWL Parking Department at parking@uwlax.edu.

B. Renewing a parking permit

1. Annual renewal notices are sent to current permit holders by email in late spring.
2. Annual permit renewals are not guaranteed.
3. Relinquished permits will be offered to the next individual on the waiting list.

C. Revoking parking permits

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.

UWL - Annual Parking Permits for UWL Commuter Lots:

An email is sent from UWL Parking Department to all UWL employees related to obtaining annual permits for UWL commuter lots. Previous permit does not guarantee future permit.

*Prior to April 2019, UWL HSC employees' annual permits were assigned to lot C14. C4 was also heavily used by HSC UWL staff which eliminated the need for a waiting list for C14. Beginning April 2019, C4 was combined with R8.

HSC Management Group approved November 13, 2019