# Physical Operations Policy 904

**Parking Procedures**

Effective Date:        August 6, 2018
Supersedes Date:    August 18, 2015
Review Date:          May 2028

Policy:          All personnel should park vehicles in assigned locations and with the appropriate permits.

Procedure:
I.    Parking for Faculty, Staff and Students
    a. Every vehicle parked on campus property must have a university parking permit (hangtag) properly displayed. The University Parking and Transportation Services is located at 120 Zach Curlin Parking Garage. Hours are M-Th 7:00-6:00, F 7:00- 4:30. Phone: 678-2212.
    b. Contact the Parking office (X2212) for more information on permit cost and options.
    c. Pay or appeal parking citations online through MyMemphis or TigerPark.
    d. Students
        i. A parking permit, which provides access to the University's general parking areas, is issued to each student upon their initial enrollment at the university. After fees are satisfied, the parking office issues the university-parking permit (hang- tag).
        ii. There is no additional charge to students for their initial general parking permit and validation sticker. These are issued each subsequent semester the student enrolls and satisfies registration fees.
    e. Faculty and Staff
        i. Permits are purchased through the Parking Office and paid through automatic deductions for all regular full-time employees and part-time employees working more than 7.5 hours a week or for longer than a month.
        ii. Part-time employees working on site less than 7.5 hours per week or for less than a month will be given an MSHC Client Parking pass, and they will park in the Client parking lot.

II.    Parking for Clients
    a. Client parking is designated by signage in the lot to the West and North of CHB.
    b. Clients must obtain dash-tag from the MSHC staff to place in their car for the duration of their visit. Clients may receive a citation if the dash-tag is not visible. If this happens, please bring it to the attention of the Practice Manager.

III.    Parking for Research Participants or other visitors
    a. The CSD-Parking calendar is to be used for sharing the limited participant spaces.
    b. See CSD guide to research participant parking below:

## CSD's guide to research participant parking

**Can participant use a handicapped parking space?**

→ **YES** → Direct to any designated handicapped parking space.

↓ **NO**

**Are reserved research spots available?**

→ **YES** → Use parking calendar to indicate your participant will use a spot.

↓ Give participant a research dash-tag, and direct to west lot.

↓ **NO**

**OR**

**Are Clinic spaces available in west lot?**
Clinic desk: 678-2009

→ **NO** → Provide participant with a dated, one-time general-parking pass. They can park in any unreserved space or metered space.

↓ **YES**

Provide participant with Clinic dash-tag. This should be obtained from Clinic desk staff.