



## POLICY

Title:	<b>Salus University Parking</b>
Effective Date:	Reviewed March 31, 2021
Approved By:	President's Council
Responsible Party:	Safety/Security & Facilities Departments
History:	7/24/17
Related Documents: Parking Decal Form; Extended Vehicle Stay Form, Campus Maps	

### I. PURPOSE

Parking on any Salus University owned or operated property is for the sole use of patients, visitors, employees, students and tenants associated with the University, as well as those conducting business with the University. The following describes the parking areas where students, staff, faculty and tenants are permitted to park, as well as the designated patient and visitor parking area(s).

### II. DEFINITIONS

Legitimate parking space – A rectangular space marked by two solid lines use to indicate where your vehicle should to come to rest when parked.

### III. POLICY

This policy provides guidelines and describes the parking areas where students, employees, visitors and tenants are permitted to park their vehicles.

All students, employees and tenants are required to register their vehicles with the Salus University Office of Safety and Security. All student, employee and tenant vehicles that park on Salus property (including motorcycles) are required to display the provided Salus "parking decal" in the rear window on the driver side of the vehicle.

Parking is provided free of charge, and parking decals are provided at no cost to all students, employees and tenants.

All vehicles must be parked in legitimate parking spaces and are never permitted to park in running lanes, at the end of parking rows, on grass and/or lawns, or any other areas not considered a legitimate parking space.

#### IV.

#### PROCEDURE

Visitors should park in the area designated by signage as visitor parking. Any vehicles **NOT** having legitimate business with Salus University may not park in our parking areas without approval from the Safety and Security Department or the Facilities Department.

Requests by neighboring organizations to temporarily utilize a Salus University parking lot should be directed to the Director of Facilities. Salus will attempt to consider all requests in the light of the academic schedule.

Vehicles may not be left in a Salus University parking lot without prior approval. Requests to leave a vehicle in a Salus University parking lot overnight may be made via email, or in person, to the Director of Safety and Security. An Extended Vehicle Stay Form is required to be completed for each request. Once approved, the individual will be directed to the parking area designated for overnight stay. Salus University reserves the right to withdraw or deny the overnight parking privilege due to extenuating circumstances (i.e. construction, special events, inclement weather, etc.).

Salus University assumes no responsibility for any damage to, or theft of or from, vehicles parked on campus property.

Handicap parking is located in several areas throughout all campuses and/or sites owned or operated by Salus University. Only those vehicles displaying an official state handicap placard or license plate may utilize these spaces. If a temporary condition exists that incapacitates an individual requiring the use of a handicap space for a designated period of time, the individual may request a temporary handicap placard from the office of Safety and Security. Temporary placards will be issued on a case by case basis.

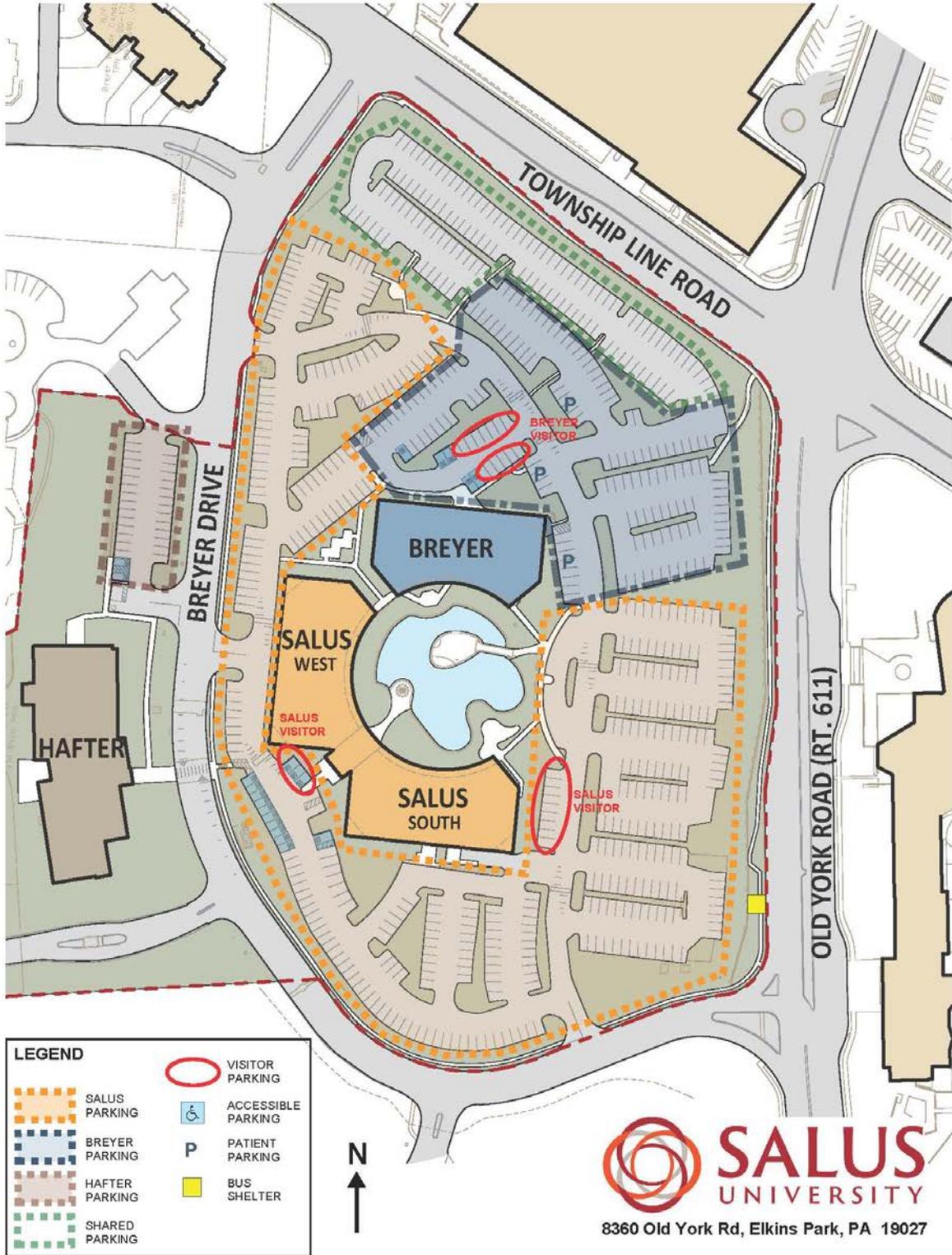
#### **The Eye Institute (TEI) at Godfrey Avenue**

See map attached to this policy. Students, staff and faculty are permitted to park in parking areas designated as "Lot B" and "Lot D" and enter the building through the Spencer Street entrance (upper level). Patient parking is designated in area "Lot A", which is the area closest to the patient entrance. (See map attached.) The tenant and their visitors will park in area "Lot C" and enter through the Spencer Street entrance (Upper Level).

Students, employees and tenants who park in the patient area (Lot A) will be asked to move their vehicle.

Recurring failure to comply with this policy will be reported to Human Resources, Dean of Student Affairs or the Director of Facilities for further action.

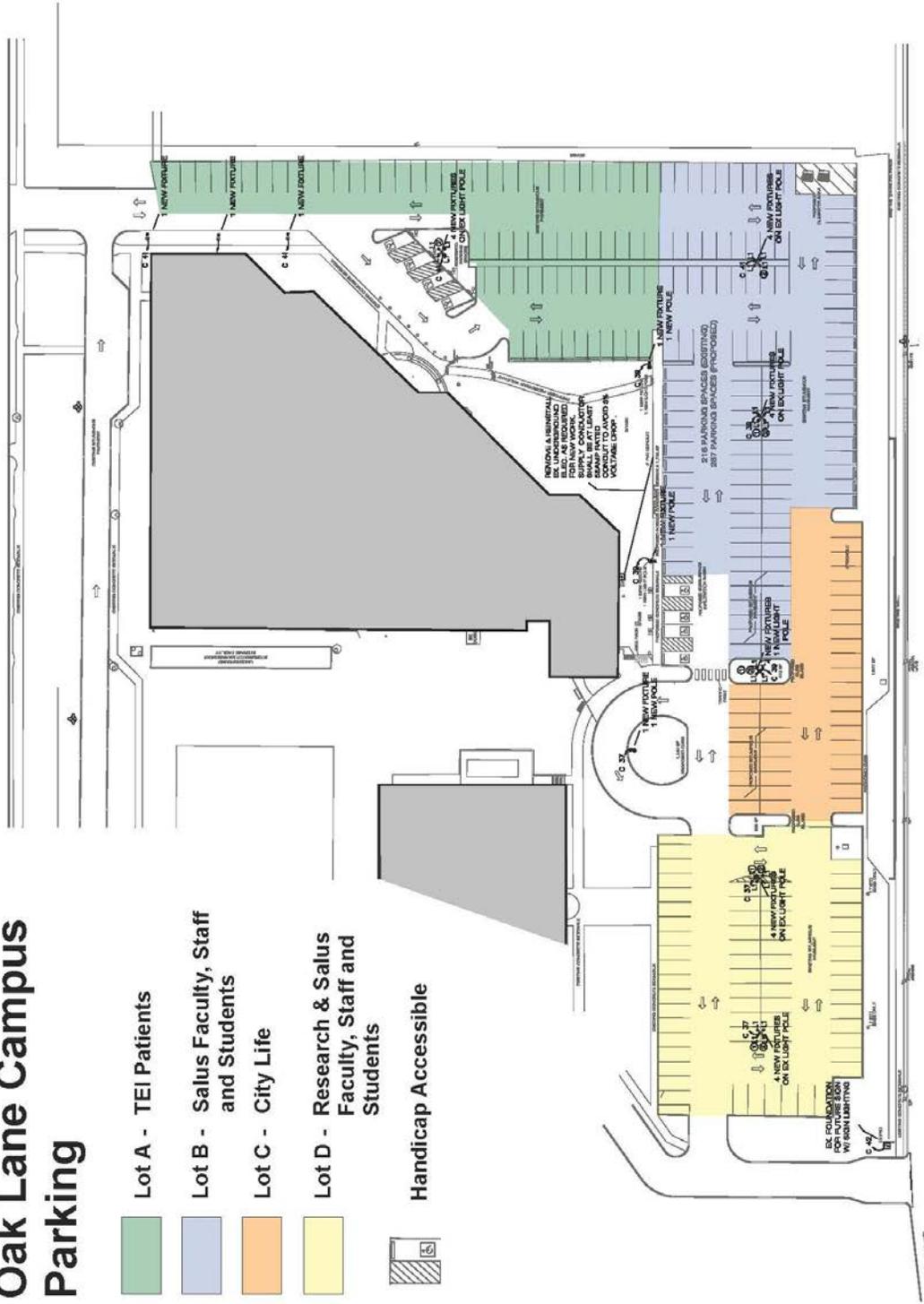
Vehicles owned and operated by individuals who repeatedly violate this policy may subject the non-compliant student, employee or tenant to having their vehicle ticketed and/or towed. Vehicles towed away for violating these parking regulations will be towed at the owner's expense.



# THE EYE INSITUTE (TEI)

## Oak Lane Campus Parking

- Lot A - TEI Patients
- Lot B - Salus Faculty, Staff and Students
- Lot C - City Life
- Lot D - Research & Salus Faculty, Staff and Students
- Handicap Accessible





## **VEHICLE REGISTRATION INFORMATION**

*Make of vehicle* \_\_\_\_\_

*Model of vehicle* \_\_\_\_\_

*Year of vehicle* \_\_\_\_\_ *Color* \_\_\_\_\_

*State of Registration* \_\_\_\_\_

*License Plate Number* \_\_\_\_\_

*Operator of vehicle* \_\_\_\_\_

*Faculty*  *Staff*  *Student* *Program* \_\_\_\_\_

*Breyer Office Building*

*City Life Clinics*

*Decal Number* \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



## EXTENDED STAY VEHICLE FORM

NAME: \_\_\_\_\_

STAFF  FACULTY  STUDENT  PROGRAM \_\_\_\_\_

EMERGENCY CONTACT PHONE #: \_\_\_\_\_

SECONDARY EMERGENCY CONTACT: \_\_\_\_\_

SECONDARY EMERGENCY CONTACT PHONE#: \_\_\_\_\_

VEHICLE: \_\_\_\_\_  
MAKE MODEL YEAR COLOR

LICENSE PLATE NUMBER: \_\_\_\_\_ LICENSE STATE: \_\_\_\_\_

SALUS PARKING DECAL #: \_\_\_\_\_

EXPECTED DATE OF DEPARTURE: \_\_\_\_\_

EXPECTED DATE OF RETURN: \_\_\_\_\_

**IN CASE OF AN EMERGENCY, A VEHICLE KEY MUST REMAIN  
WITH SAFETY AND SECURITY UNTIL YOUR RETURN**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*(ALL EXTENDED STAYS ARE SUBJECT TO APPROVAL BY THE SAFETY & SECURITY DEPARTMENT)*