

Department Policy:
Parking
Reference #: A00290
Department: Administrative

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Approved By: Director of Service Excellence

Policy Owner/Ownership Group: Director of Service Excellence

Policy Information Resource: Director of Service Excellence

SCOPE:

Departments, Divisions, Operational Areas	People Applicable to (Physicians, RNs, Contractors etc.)
Hospital-wide	All Patients, Visitors, Medical Staff, Employees and Physicians

POLICY STATEMENT:

Safe and adequate parking space will be provided for patients, visitors, medical staff, employees, and physicians of the Phillips Eye Institute. The Security Department will patrol parking areas and enforce restrictions.

PROCEDURES:

1. Parking Areas

Employee Parking

Two types of parking are available from the parking office.

- a. Employee contract parking with a parking control card.
- b. A daily parking token may be purchased.

Physician Parking

Two types of parking are available from the parking office.

- a. Courtesy ramp and surface lot parking (22nd Street drive) with a parking tag.
- b. Monthly contract parking in the parking ramp for tenants of the medical office building and physician support staff.

Patients and Visitors

Parking ramp – Phillips campus – located on 24th Street and Park Avenue or, when available, free street parking.

Handicapped

Handicapped parking permits are issued by the state and are required. Violators will be tagged by the Minneapolis Police Department and subject to towing. Parking is available:

- a. In the parking ramp located across the street from 710 East 24th Street.
- b. At 710 East 24th Street.
- c. In front of the Phillips Eye Institute, 2215 Park Avenue.
- d. In the inpatient pick-up/drop-off area at 731 East 22nd Street.

Medi-Vans

- a. Outpatient pick-up/drop-off area to PEI is located off Park Avenue; turn right into the circular driveway.
- b. Inpatient unit pick-up/drop-off area is at the 22nd Street entrance.

Contractors

Contractor parking is available in the ramp by special permit only. Permits are handled through the parking office.

2. Violations

The following are parking violations:

- a. Failure to display a valid permit.
- b. Permit improperly displayed.
- c. Use of stolen/fraudulent/lost/altered parking permit.
- d. Parking where prohibited.
- e. Parking on sidewalk, lawn or boulevard.
- f. Parking along yellow curb.
- g. Parking in traffic lane, double parking, parking in or obstructing driveway.
- h. Parking over or outside lines.
- i. Employees may not switch, trade or share parking assignments. All parking assignments must be made through the parking office.
- j. Parking privilege is for use at times when working at the hospital.
- k. Parking in unassigned parking area.

3. Enforcement and Penalty

- a. Phillips Eye Institute reserves the right to ticket, and/or tow any vehicle at owner's expense in violation of parking regulations.
- b. All facility parking and traffic regulations are enforced on a 24-hour basis, seven days a week.

4. **24-HOUR SECURITY ESCORT SERVICE IS AVAILABLE ON REQUEST BY CALLING 612-775-8716.**

5. The speed limit is 10 miles per hour in the parking lots and ramps.

Stakeholder Groups
Director of Service Excellence
Manager of Parking and Safety
Security