Allina Health ✚ | NEW ULM MEDICAL CENTER

Facility-wide Policy: **Parking Policy**
Reference #: NUMC Facility Wide Manual

Origination Date: 4/04
Next Review Date: 1/17
Effective Date: 1/14

Approval Date: **Approved By:**

Policy Owner/Ownership Group: President
Policy Information Resource:

SCOPE:

Departments, Divisions, Operational Areas	People Applicable to (Physicians, RNs, Contractors etc.)
All departments	

POLICY STATEMENT:

It is recognized that establishing parking requirements is challenging, as everyone cannot have the most convenient parking. All employees and physicians need to respect the parking rules so patients and visitors may have the most convenient parking. It is against policy to misuse parking privileges and contradicts NUMC mission to put the patient first.

PROCEDURE:

Designated Parking
A. **Day Shift Employee Parking:** Monday-Friday—All employees will park either in the north clinic lot, the lower level clinic lots. No employees will park in the hospital lot. Please keep this in mind when attending meetings.

B. **Weekend Parking:** Employees may park in any lot on the weekend. When parking in the hospital lot on the weekend, park in the farthest end of the lot to leave the close spots for patients and visitors.

C. If parking on 5th North, do not park in front of any residential property. Do not park on either side of West or Linden Street. We want to be a good neighbor by respecting those who live around our campus. For safety reasons, high profile vehicles are discouraged from parking on 5th North, North side.

D. **Physician Parking:** Physicians will park in the Clinic lower level parking lots or the north clinic lot. Physician parking is designated in the Clinic lower level lot.

E. **Injured or Disabled Employee Parking-**Employees may park in any lot. Employee must notify their manager.

F. **Third Floor Parking Lot** (behind Auditorium/Materials) available for:
   1. Employees who will be gone by 2:30 OR Employees with a shift ending after 7:00 p.m. (unless a sign indicates otherwise)

G. **3-11 and 11-7 Employee Parking-**Employees arriving for these shifts or called in after hours may park in any lot.

H. **Retaining Wall/Gravel Lot behind 3rd Floor-**This area is available for employee parking at any time.

I. **Vendor Parking:** Vendors will park in the far clinic lots. Vendors will not park in patient or visitor parking stalls. Vendors bringing supplies or other items, may drop them off at one of the entrances, and then need to park in the far lots.

J. **EMT Parking:** EMT's called in will have designated parking stalls near the Emergency Department.

K. **Volunteer Parking:** Volunteers may park in any of the hospital or clinic parking lots.

L. **ADA Parking:** Parking close to the facility will be designated for handicapped patients and visitors.

M. **Outreach Parking-**Employees who need to leave the premises for work-related duties will park in designated areas. (Example-Social Worker, PT, etc.)

N. **Unauthorized Parking Areas:**
   1. Employees will not park in the visitor, patient, physician, handicapped or other designated parking areas.
   2. No parking is allowed in fire lanes or areas not designated for parking.
   3. Residential side of 5th North except for the area past residences.
   4. West Street.
   5. Linden Street.
   6. Employees will not park as to block the ability to drive through any parking lot.

Enforcement
Employees are asked to support our intent to provide patient parking in close proximity to the facility.   Failure to comply with the policy will result in discipline, up to and including termination.

Damage

Neither Allina nor NUMC accepts responsibility for damage and/or theft from vehicles left in the lots.

Speed Limit

The speed limit is no more than 10 miles per hour in any NUMC parking lot.

REFERENCES:
Related Regulation and Laws:

Alternate Search Terms:

History of Policy:

Date	Review/Revision	Names of Parties Involved	Changes

Related Policies:

Name of Policy

Policies Replacing:

Name of Policy	Content ID