

## VEHICLE PARKING

Policy number: 804GS

Effective Date: 6/1/16

Revised Date: 6/26/17; 11/09/2020

### Scope

The Policy on Vehicle Parking applies to faculty, staff, predoctoral researchers, summer scholars and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("The School").

### Purpose

The purpose of this policy is to describe the areas where Covered Individuals, visitors, Covered Individuals with a Disability, and Covered Individuals with special circumstances may park their vehicles while at a SGC Organization, including the School.

The School is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own.

### Policy

#### **General Member Parking**

- **Member Parking Areas** - Covered Individuals may park their vehicles in the gated areas of the SGC parking garage, the west parking lot by Research Building 1, the open lot at the SSF and any space marked "Member Parking."
- **Use of Visitor Parking Spaces** - Unless otherwise notified by Security, Covered Individuals are permitted to park in Visitor parking areas on weekday evenings between the hours of 7:00 p.m. and 7:00 a.m., all day on weekends, and SGC-designated holidays. In exceptional circumstances, members may ask Security for permission to park in Visitor spaces on a short-term basis.
- **15 Minute Short Term Parking** - A parking space for up to 15 minutes is provided for a member's convenience. Parking in this space is limited to no more than 15 minutes at all times.
- **No Parking Zones** - Parking in the circular drive in front of the Administration Building or the Research Buildings is prohibited at all times. These areas must remain clear for emergency vehicles.
- **Overnight Parking** - Covered Individuals who need to leave a vehicle in the SGC parking garage for more than one week are required to notify Security in advance of leaving the vehicle.
- **Vehicle Registration** - All Covered Individuals must obtain a decal from Security for each vehicle that is parked at the SGC by completing and submitting a Vehicle Registration form that is available on Helix under the Security Section on the Resources tab. Covered

Individuals should properly display a registration decal at all times in the lower corner of the rear window on the passenger side, and notify Security of any vehicle change.

### **Permit Only Member Parking**

Covered Individuals whose job duties require frequent use of their vehicles in the normal course of daily activities may have access to a designated "Permit Only" parking area. To request access to this area, a Covered Individual should complete and submit a Request for Permit Only Parking form. Requests will be regularly reviewed and consideration given to Covered Individuals who are required to frequently travel to and from the SSF or other off-site locations; have teaching, committee, and/or other assigned duties at affiliated institutions, local businesses, or government offices; have a long-term or temporary disability; or have other special needs. Permits will be issued for the duration of the need. If approved, a Covered Individual will receive the permit from Security. Members are expected to make a good faith effort to use the "Permit Only" spaces only when needed.

### **Visitor Parking**

Visitor parking areas are reserved for authorized visitors and guests. Covered Individuals who have been issued a badge with their picture are not permitted to park in the visitor parking areas. After parking in a designated "Visitor" parking space, the visitor should check in at the Security Desk in the Administration Building or Research Building 3.

### **Change in Space Designation**

The designation of parking spaces on the first floor, 2nd floor and B1 level of the garage may change from time to time. To accommodate short- or long-term changes in needs, spaces may be switched among the designations of "Member," "Visitor" and "Permit Only."

### **Handicapped Parking**

Covered Individuals with a disability may park in one of the designated spaces with a Stowers Institute parking permit and a Department of Motor Vehicles (DMV) issued placard hung from the rearview mirror or a state-issued disabled license plate.

### **Bicycle and Motorcycle Parking**

The SGC has designated parking areas for motorcycles and bicycles. Covered Individuals must park their vehicles in the designated areas. Motorcycles are not required to display a parking decal but should be registered with Security.

### **Waiver of Liability**

The School and/or SGC are not liable for any vehicle damage or theft sustained on any SGC property.

This policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.