Parking & Access at University Hospital

This guide provides important information about parking and access to the University Hospital. If you have any questions about your ID badge, keys, access to restricted areas or parking call or visit the Parking and Access Control Office in the Mont Reid Building, Room 106.

ID Badge

Your ID badge is your lifeline to gain access to parking and areas of the hospital required for your job. It can also be used in the cafeteria and gift shop as payment (with the charges deducted from your payroll). You should protect your ID badge just like you would protect your credit card or the keys to your home.

- Do not alter your badge in any way.
- Do not stick service or recognition pins on your badge. This will destroy the internal chips and the badge will become deactivated.
- Never allow anyone else to gain access using your badge. Every individual has a specific access for a reason.
- Report lost or stolen badges to the Parking Office immediately so it can be deactivated. This is for the protection of our patients, staff and you! There is a \$10 replacement fee for lost badges.

Keys

Keys should be safeguarded in the same way as your ID badge.

- Key requests must be signed off by your Manager, Director, VP or Senior VP.
- Key pick-up is on Tuesday and Thursday after 10am.
- Report lost or stolen keys to the Parking Office immediately. Depending on the area in which the keys allow access, the parking office may need to re-key the area. There is a replacement fee for lost keys.



Parking

As an employee of University Hospital, you will be assigned a garage in which to park. Listed below are garages and lots available. The map below shows their location.

- North Garage: Employee & Resident parking - Accessed with ID badge

 - Kasota Garage: Employee parking - Requires parking pass (separate from ID badge)
 - Kasota parkers are permitted to park in the North Garage on nights, weekends and holidays 6 • Harvey: Typically for contractors
 - Replacement parking pass is \$15

Other Parking:

- Holmes #15: Patient & Employee parking
 - -Accessed with ID badge

- Holmes #16: Employee parking -Requires parking pass (seperate from ID badge)
- **Stetson:** Employee parking for those working in the Stetson Building
 - Requires special parking access
- and students
- Goodman: Typically for managers, VPs, directors, patients and visitors
- Mont Reid Building: Parking & Access Control

