

**RULES AND REGULATIONS
GOVERNING PARKING FACILITIES
OF THE LSU HEALTH SCIENCES CENTER
NEW ORLEANS**

Parking Services
LSU Health Sciences Center

RCB Room 158
433 Bolivar Street
New Orleans, LA 70112

Web Address:
www.lsuhscc.edu/administration/ac/parking.aspx

504-568-4884

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INTRODUCTION

Parking privileges are regarded as an optional benefit associated with employment or student registration at the LSU Health Sciences Center. Parking is offered by the LSUHSC in cooperation with those who enjoy the privilege. The spirit of this cooperation determines the success and efficiency of parking operations.

Parking Committee Rules and Regulations apply to day, night, and weekend parking in all parking facilities of LSUHSC. The rules and regulations concerning parking are made to protect all users and thus apply equally to everyone.

Failure To Comply With The Traffic Rules And Regulations At All Times Will Result In Possible Imposition Of Fines, Immobilization Of The Vehicle In Question, Or Loss Of The Privilege To Park In The LSU Health Sciences Center Facilities.

The University Police and the Parking Office issue citations (both moving and parking) to violators of the Parking Rules and Regulations. If a citation is issued through error, or with mitigating circumstances, appeals can be made promptly to the Parking Committee through:

The Parking Office
RCB Room 158
433 Bolivar Street

Parking in Any University Facility Is Solely at the Discretion and Risk of the Individual. The University Assumes No Liability for Damage to Vehicles or Loss of Property.

Street Parking on City Property Is Under the Jurisdiction of the New Orleans Parking Authority. Violation of Parking Restrictions Could Result in Your Vehicle Being Ticketed or Towed Away.

All parkers must abide by the University's Code of Conduct:

As an LSU Health Sciences Center New Orleans ("LSUHSC-NO") employee, student, or affiliate, I understand the important role trust plays in the accomplishment of our mission. I shall strive to execute my duties and responsibilities to be deserving of the trust and respect of my colleagues, the people I serve, fellow students and/or staff. I shall treat students, patients, employees, and colleagues with the same degree of respect and dignity in the performance of my duties and responsibilities that I would wish to receive in similar situations and circumstances.

I shall always act with integrity and carry out my duties and responsibilities in accordance with the highest ethical standards. I shall always perform my duties solely for the purpose, benefit and interest of LSUHSC-NO and those it serves, and shall avoid any conflict, or appearance of conflict, with those interests. I shall perform my duties and responsibilities in compliance with all applicable federal, state and local laws and regulations, and LSUHSC-NO policies and procedures. I shall behave in accordance with the respective ethical guidelines or standards of my professional discipline. I shall not publish or otherwise release information concerning LSUHSC-NO employees, students, or actions, or, patients of any facility that is not required by my duties, responsibilities, or ethical obligations.

In all my decisions, I shall strive to make choices based on sound professional judgment that produce the best possible outcomes for LSUHSC-NO students, patients, employees, colleagues and the people of Louisiana. I shall keep myself current and educated on the latest developments in my discipline and field of expertise and shall complete all training requirements mandated by law, my profession, and LSUHSC-NO. I shall educate and encourage others through my behaviors.

I understand the importance of maintaining professional boundaries in my dealings with patients, students, employees and colleagues. I shall ensure that my interactions do not compromise or erode professional boundaries, including, but not limited to, avoiding inappropriate personal interactions, regardless of the forum or media in which they occur.

When presenting my views on LSUHSC-NO matters in any public forum, I shall always clarify that these views are my own and shall not represent them, through my action or lack of action, as official positions of LSUHSC-NO unless specifically authorized to do so by the appropriate LSUHSC-NO authority.

I will perform all my duties to the best of my ability to ensure the highest degree of excellence in everything I do. I shall continuously strive to identify ways to improve the performance of my duties, responsibilities and to ensure my work and behaviors are always responsive to the conditions around me and needs of the people who depend on me. I shall conduct myself in an ethical manner with all affiliated and external agencies while fulfilling my professional obligations. I shall seek guidance and solutions from LSUHSC-NO Office of Compliance Programs, faculty, supervisors, or administration in questionable or unclear situations.

I shall report adverse events promptly to mitigate any harmful effects and maintain LSUHSC-NO's image of trust and integrity. I shall report non-compliant or questionable behavior to the Office of Compliance Programs and understand that if I desire, my report will be kept confidential except where disclosure is required by law. I shall cooperate fully with requests from oversight agencies.

I understand adherence to the Code is a condition of my employment and/or affiliation with LSUHSC-NO and my failure to adhere to the Code to the best of my ability can result in disciplinary action up to and including termination of employment, enrollment and/or affiliation.

VEHICLE REGISTRATION

Note: The parking registration form is an official University document and must be signed by each individual registering for parking. Someone else signing is a falsification of an official document and can result in possible disciplinary action and/or loss of parking privileges in University facilities.

1. A vehicle is not current and properly registered until the registration decal is permanently affixed, so it is easily visible, to either the lower left corner of the rear bumper or lower left EXTERIOR of the back window, not side window, of the vehicle for which it was issued.

Lack of a current decal or one not permanently affixed in the proper location on the vehicle will result in issuance of a citation. Old decals should be removed.

Registration is for a fiscal year (July 1 through June 30).

Vehicle must be in the name or address of the person registering or in the name of parents for students.

Decals are not transferable to other vehicles. To do so will result in imposition of a fine or other action.

2. Registration provides for parking only in location(s) for which the decal is issued and gate card is activated.

REGISTRATION OF A VEHICLE DOES NOT GUARANTEE A PARKING SPACE AT ALL TIMES. In order to effectively utilize the parking spaces available, the number of decals/cards issued may exceed the number of available spaces. It is the responsibility of the operator of each vehicle to locate a legal parking space.

Lack of a legal space is not a valid reason for violating the Parking Rules and Regulations.

3. A maximum of two (2) vehicles may be registered by one person; however, only one vehicle may be parked in LSUHSC facilities at any one time. Violators will be subject to the imposition of a fine.

You may park only one vehicle in the lots at any one time.

4. Gate Cards: Only one gate card will be issued to each person registering a vehicle(s). This card is not transferable to any other individual, such as a family member, secretary, technician, student, friend, or fellow worker. No gates will be opened for entrance or exit except by using the personal gate card. For the computer to accept your gate card, you must use your card every time you enter or exit (even if the gate is open). Replacement for lost, stolen, or damaged cards will cost \$25.00 for the first occurrence. Each subsequent replacement of lost, damaged, or stolen cards will cost \$45.00 which includes a NON-REFUNDABLE SURCHARGE OF \$20.00. You are responsible for the safekeeping and proper use of the gate card. Failure to maintain proper care of the card will result in the replacement fee. Replacement charge is refundable if lost card is located and returned, with receipt for replacement card.

There will be no refund for abused gate cards.

Procedures for Use of Proximity Card Reader System:

- Card is to be installed by using the provided velcro strips to mount card in a vertical position in the inside upper left hand corner driver's side of your windshield.
 - To use the tag system, follow these Installation Tips:
- a. Affix the card to the upper left portion of your windshield in a vertical or "portrait" orientation. If you are unable or unwilling to affix the card to the windshield, please place the card in this position as you move toward the gate, with the back of the card (velcro) facing the gate. Try to avoid "waving" the card. Since the manufacturer actually advises against holding the card in hand, you should have as little as possible of your hand touching the card.
 - b. "Creep" forward slowly until you find the "sweet spot" where the card reader activates and reads the card. This may mean getting close to the gate, but just experiment until you find that spot where the read occurs. Do not contact the gate with your vehicle, as you may damage either your vehicle or the gate.
 - c. If you are still having issues after consistently doing 1 & 2, please visit the Parking office to see if a replacement card addresses the problem.
 - d. If a replacement card still doesn't work, please visit the Parking office to determine if your vehicle's windshield has any special film that can

impact the reader (certain vehicles actually have spots for these cards where the film is absent or different...see list of vehicles online) or to determine whether another issue is in play.

5. Late Registration: There is a \$10.00 charge for late registration. Late registration charges will begin on July 1 of each year. First time registrants will be exempt from this charge.
6. Cancellation: Parking cancellation is effective the day the Parking Office is notified and gate card is returned. Refund of the gate card fee will be given when the card is returned to the Parking Office.
7. Student Workers: Student workers, from other universities who are employed at LSUHSC, pay an annual \$180.00 fee in addition to the \$25.00 refundable gate card fee.

8. **LOANERS, RENTALS, NEWLY PURCHASED VEHICLES, etc.:** Cars, used as temporary replacements for registered vehicles, must have a Temporary Vehicle Hangtag on their rear view mirror. Temporary Vehicle Hangtags can be obtained in the Parking Office or via online portal. Alternative parking should be used until a temporary permit is obtained and properly displayed within the vehicle.

**Citations will be issued
to drivers of temporary replacement
vehicles who do not comply
with the above instructions.**

9. **Gratis Faculty Parking:** Those faculty members who donate their time to the University and receive no compensation and who park for four (4) hours or less per week in University facilities will be provided parking privileges at no cost other than the refundable gate card fee of \$25.00. However, they must comply with all University Parking Regulations including registration of their vehicles. It is the responsibility of the appropriate Dean to provide verification of the gratis status at the time of vehicle registration. Gratis faculty will be allowed to park in the Roman Street garage, Gravier Street garage or Dental Campus Faculty lots.
10. **Motorized Bikes:** All types of motorized bikes parked in designated downtown campus areas (near garage entrance) must be registered and decals placed on the front fender. Motorized bikes parked in un-designated areas will be ticketed.
11. **Reimbursement Policy for Registration Fees:** LSUHSC personnel, who terminate employment and have paid the parking fee in one lump sum, will receive reimbursement on a proportionate basis and the gate card fee will be refunded upon return of gate card and proof of payment.
12. **Automobile Repair:** No repairs are to be made in parking facilities except to enable disabled vehicles to exit those facilities.

FACILITY USER RULES AND REGULATIONS

1. To promote safety, the maximum speed limit in all parking facilities is posted as either 10 MPH or 15 MPH. This is strictly enforced by use of a radar gun.
2. Observe all signs regarding speed limits and special precautions.
3. Park only in designated areas, and observe particular parking regulations for each location. **NOTE: Ground level of the South Roman Street Parking Garage is for Patient, visitors and Reserved parking Only. The second citation for parking in the patient area will result in the loss of parking privileges for six months.** Registered Parkers may not park in the patient area even if they are a patient unless paying for patient parking. **The Patient Lots at Dental School on Florida Avenue are restricted for patients and visitors only.**
4. Park in such a manner as to ensure that you are not blocking a fire zone, freight zone, service road, driveway, roadway, walkway, other vehicles, etc. Vehicle may not extend past parking space into driveway.
5. DOUBLE PARKING IS PROHIBITED (i.e. 2 spaces, or over line).
6. Traffic in all parking facilities must use the designated driving lanes, paying close attention to the directional arrows and signs. Violators of traffic flow signs will be issued a citation.
7. Spaces designated “Reserved” and “Accessible” must be honored 24 hours a day. A State issued “handicapped” license does not justify parking in a space designated “Accessible.” The employee must be mobility impaired and documentation (physician’s certification of mobility impairment) must accompany all requests for “Accessible” parking. Accessible Parking Hangtags will be issued with expiration dates.
8. Persons requiring temporary parking in spaces designated “Accessible” may obtain permission to park in the appropriate employee/student Accessible zone from the Parking Office. Documentation of a temporary mobility impairment must be signed by a physician and be presented at the Parking Office.
9. Vehicles must be parked between lines in an orderly fashion and not parked in closed end zones or safety areas. Improper parking that results in loss of a parking space is a parking violation.

10. **DRIVE FORWARD** (i.e. park forward) into all spaces in all lots except the 1542 Tulane Garage. Spaces in the 1542 Tulane Garage were designed for “back-in” parking.
11. Normal parking is in and out each 24 hours. If a longer time is required, a request to the Parking Office must be made **5 Working Days Prior** to the extended parking period. Non-compliance can result in the issuance of a citation.

GATE CARD and PLACEMENT GUIDE



Gate Card (White Box). Mount Card Vertically inside your front windshield at least two inches from the top and side.

Note — Gate Cards may read better in lower positions for higher vehicles such as vans and SUVs. In addition, some luxury vehicles with special windshields or vehicles with a special film/tint on windshield may not allow the gate card to be read.

DECAL (Black box)
Place decal on the left back windshield on the outside.



PARKING CITATIONS

Warning: Any intentional damage to gate arm or parking equipment will result in a \$100 fine and may result in revocation of parking privileges.

Fines: The amount of fine for each citation is contained in the schedule of violations in this document. No warnings are issued for first infractions.

Delinquent Fees: After fifteen (15) calendar days without payment, the citation will become delinquent and a delinquent fee of \$15.00 will be added to the fine.

Nonpayment of Fines and Fees: Nonpayment of fines and delinquent fees may, at the discretion of the Parking Committee, result in the loss of parking privileges, immobilization of a non-registered vehicle, and/or deduction of the amount of the fine from your paycheck. In the case of students, clearance for registration or for graduation will be delayed and transcripts withheld until the fine is paid. Past due accounts and the debt will be turned over to the Louisiana Attorney General's Office for legal action and debt recovery.

Appeals: Appeals can only be made **PRIOR** to the citation becoming delinquent, i.e., within **FIFTEEN (15) CALENDAR DAYS** of citation issuance. Appeals, **TYPED OR LEGIBLY WRITTEN**, must be made to the Parking Office and must clearly show the date, your name, and department (or mailing address if you are a student or Resident). Attach your copy of the ticket for the infraction being appealed to your written appeal. **Appeals made after the delinquent date must be paid in full before the appeal can be filed.**

AN APPEAL CAN BE MADE ONLY ONCE PER TICKET. The appeal may be turned in to the Parking Office through campus mail, via web page at www.lsuhs.edu/administration/ae/parking.aspx, or may be hand carried to the Parking Office, in the RCB Room 158, 433 Bolivar.

Delinquent Citations: A notice of delinquency will be sent if citations are not properly disposed of within the fifteen (15) calendar days from issuance of tickets. Upon issuance of notice of delinquency, you will have fifteen (15) calendar days to pay the fine or in accordance with the rules and regulations, your gate card will automatically be removed from the computer and will be rejected at the gate. The gate card will be deactivated from use in the parking facilities until the fine is paid, and you will be eligible for further sanctions (see section “Non-payment of Fines”).

OTHER PARKING TOPICS

Student Parking: Students are always permitted to park on levels 6 & 7 of the Roman Street Garage. Before noon (Monday-Friday) students are NOT permitted to park on levels 2 through 5 in the Roman Street Garage. Students are allowed to park on levels 2 through 5 of the Roman Street Garage (except for reserved spaces) after noon and any time on weekends.

Parking in Surface Lots: Parking in the student lots (see attached map) is available to faculty, staff and students.

Dental School Faculty Lots: Parking in designated faculty parking only lots restricted to LSUHSC faculty and registered handicapped parkers.

Oversized Vehicles: Those vehicles too large to enter the 425 South Roman Garage will be provided access to Perdido Lot #5. Vehicles too large to enter the 1661 Gravier Garage will be provided access to Claiborne Lot #2. The clearance is 6 feet 7 inches in both garages.

Bicycle and Motorcycle Parking: Bicycles and small scooters may use the racks by the Medical Education Building and Roman Street garage. Motorcycles and motorbikes may park in student lots out of the way or on the first levels of the South Roman Street Garage and Gravier St. Garage in the area designated for them.

Battery Charge: Battery jump service is available to all registered parkers. Please contact the University Police.

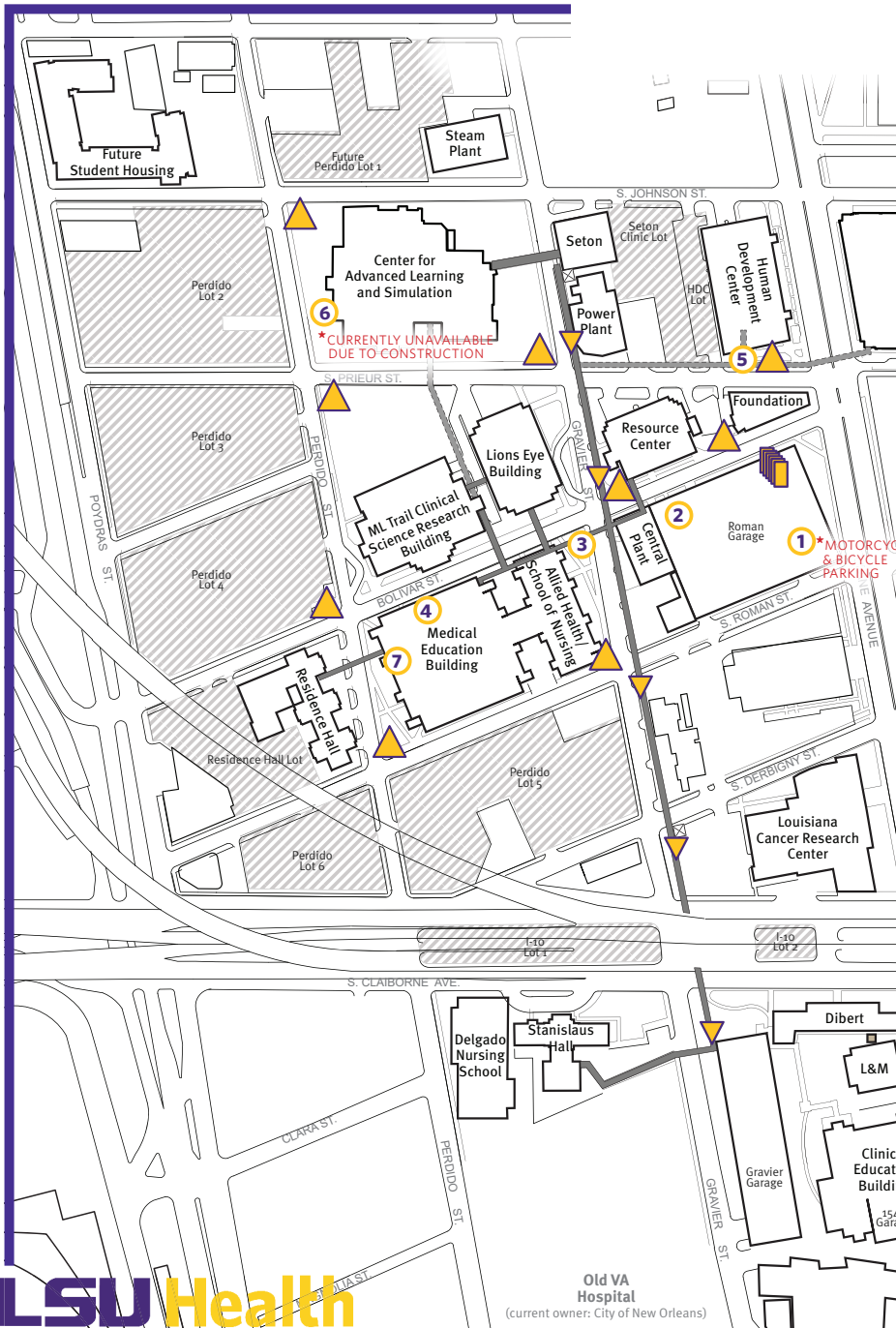
Retroactive Parking Fees: Retroactive Parking Fees can be collected through payroll deduction, if Parking Fees, in the proper amount, have not been previously paid. For example, a person's classification may have changed but this was not reflected in the person's payroll deduction. This could happen when a resident becomes a faculty member or the regular faculty/staff fee is deducted instead of the reserved parking fee.

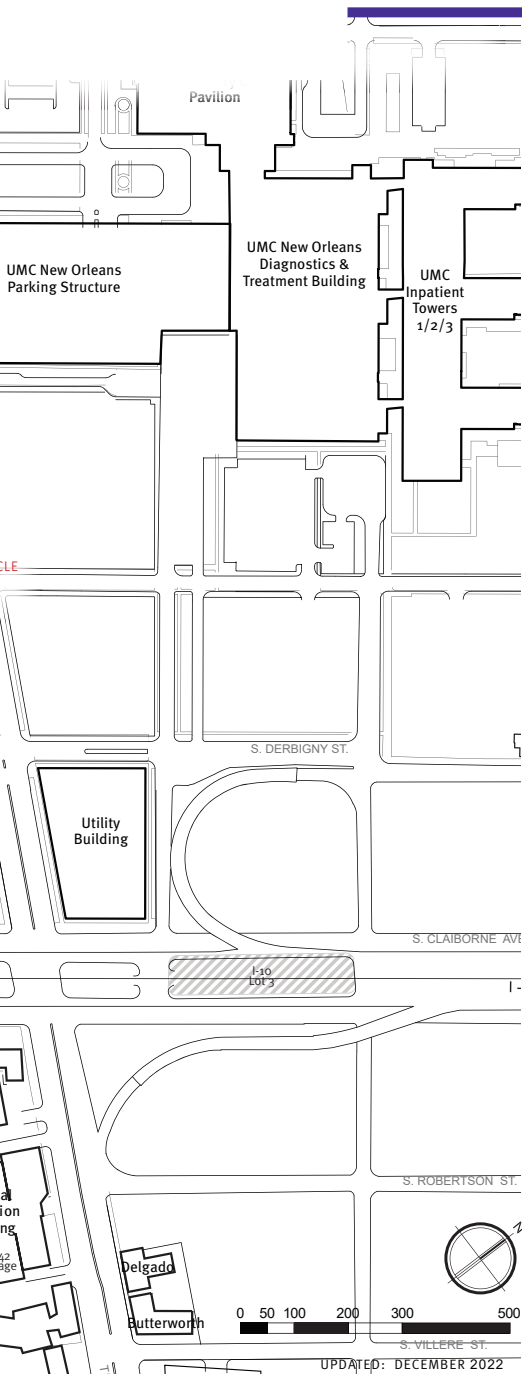
Visitor Parking: Visitor parking is located in the Roman Street garage on the first level. An Automated Pay Station is located at the garage first level elevator lobby.

At the Dental School campus, free patient and visitor parking is available in the new patient lot on Florida Avenue.

Roman Garage After Hours (Nights/Weekends): When the Roman Garage Main Entrance has been secured by University Police, entry to the garage is via the reversed lane on the Exit side of the garage.

LSU Health Downtown Campus PARKING





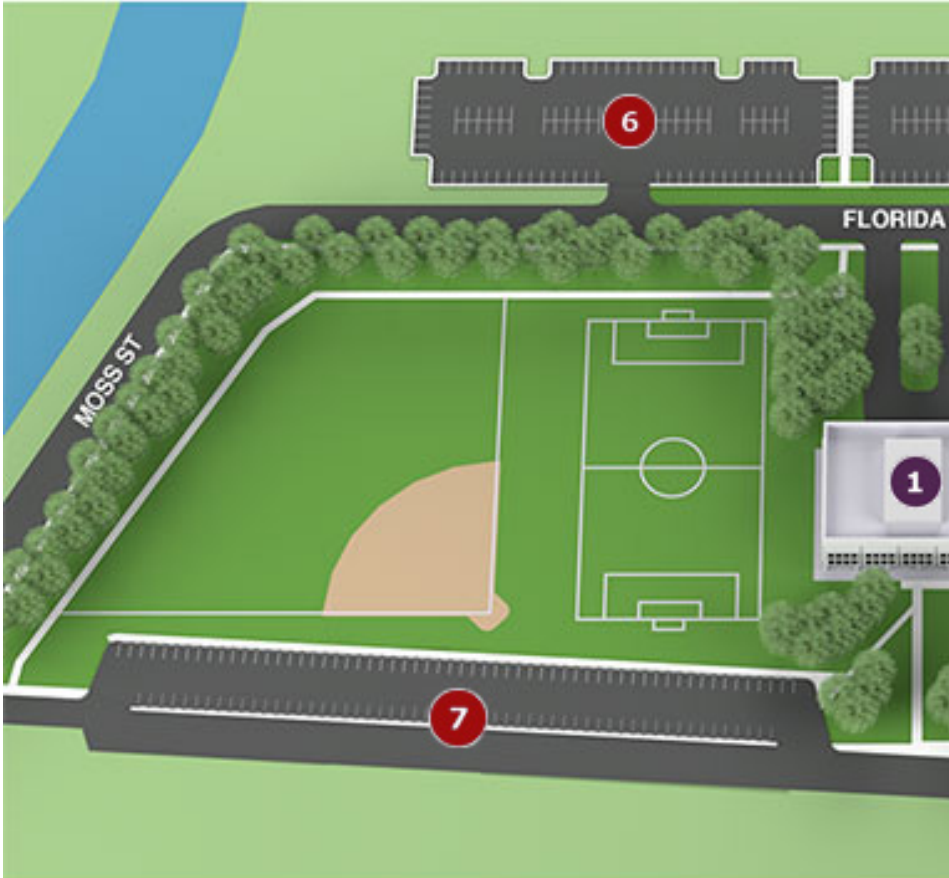
EMERGENCY CALL BOXES

-  On Ground Level
-  On Elevated Walkways
-  In Parking Garage (levels 1-6)

BICYCLE PARKING

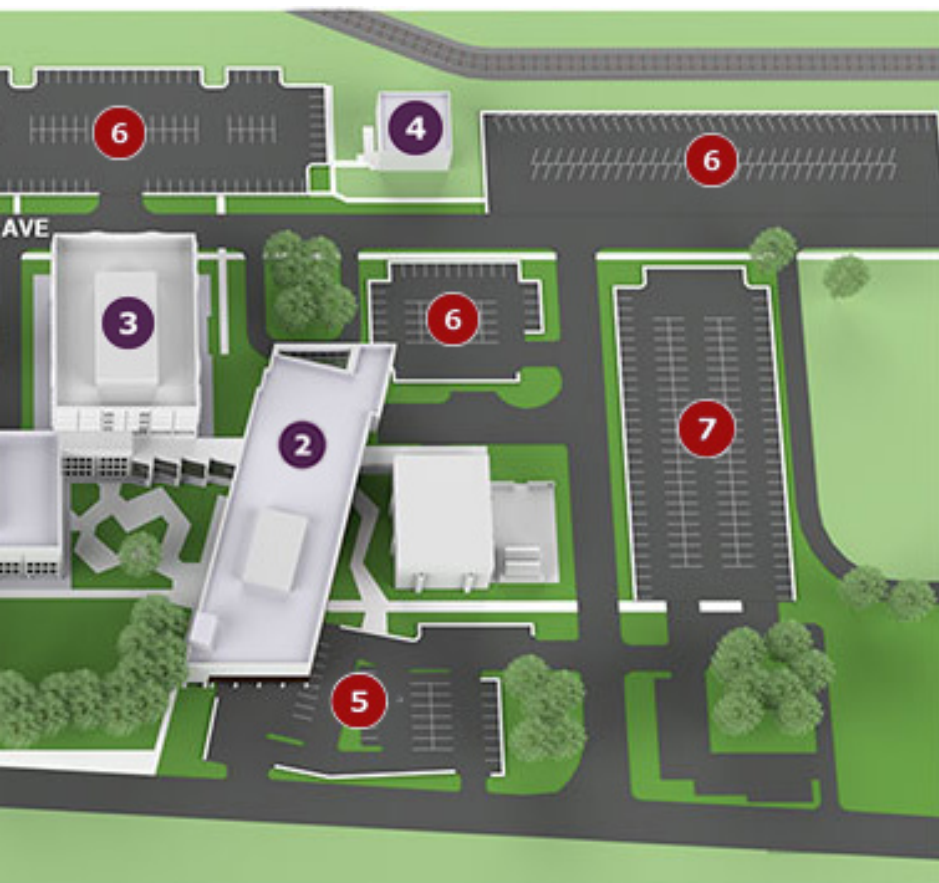
-  1 Roman Garage: Tulane Avenue*
-  2 Roman Garage: Bolivar Street
-  3 School of Allied Health & Nursing
-  4 Medical Education Building
-  5 Human Development Center
-  6 Center for Advanced Learning & Simulation*
-  7 Residence Hall

**LSU Health Sciences Center
School of Dentistry
WILLIAM PITCHER PLAZA CAMPUS
1100 Florida Avenue**



Building List

1. Administration Building
2. Advanced Clinical Care and Research Building
3. Clinic Building
4. Inter-professional Primary Care Clinic



Parking Facilities

- 5. Faculty Parking
- 6. Patient Parking
- 7. Student / Employee Parking

LSUHSC PARKING FINES

\$100	Intentional Breaking of Gate Arm or Parking Equipment
\$50	Unintentional Breaking of Gate Arm or Parking Equipment
\$50	Wheel Lock
\$50	Parked in Accessible Zone
\$50	Parked in Designated Loading Zone Area
\$50	Parked in Patient Only Area
\$30	Exceeding Speed Limit
\$30	Failure to Yield Right of Way
\$30	Disregarding No Left/Right Turn Sign
\$30	Failure to Obey LSU Police Officer Enforcing Parking Regulations
\$30	Reckless Driving
\$30	Driving Against Traffic Flow
\$30	Backing Against Traffic
\$30	Other Moving Violation
\$20	Unregistered Vehicle
\$20	Parked in Clinical Faculty Area After Hours
\$20	Parked in Fire Zone
\$20	Parked in Roadway
\$20	Parked in Unauthorized Area
\$20	Parked in Two Parking Spaces
\$20	Parked in Reserved Space
\$20	Registered/No Decal
\$20	Failure to Back in Space (1542 Tulane)
\$20	Parked Backwards
\$20	Improper Display of Decal
\$20	Parked in Faculty/Staff Only Zone
\$20	Parked in Student Only Zone
\$20	Other Violations Except When Noted

LSUHSC DOWNTOWN ANNUAL PARKING FEES

\$420	Full-Time Faculty and Staff
\$156	Part-Time Faculty and Staff - 50% or less
N/C	Gratis Faculty - No salary, on site 4 hours or less a week
\$324	Residents/Fellows
\$180	Residence Hall / Stanislaus Hall Students *
\$180	Student and Student Workers Annual
\$72	Summer Students and Student Workers
\$116	Students - First year, admitted in January
\$30	Visiting Students/Residents – Non-refundable processing fee **
\$720	Reserved - Available to Dept. Heads and above
\$108	Motor Driven Bikes
\$1,200	Non-Directly Affiliated Entities

* Prorated for Spring or Summer semester

** This fee may be increased due to length of visit.

All Registered Parkers Must Pay a \$25 Refundable Gate Card Fee.

DUAL REGISTRATION FOR FLORIDA AVENUE

Note: Dual fees are in addition to fees paid at the Florida Avenue Campus.

\$240	Staff
\$60	Faculty

OTHER PARKING FEES

\$25	Gate Card Purchase (Refundable) All Registered Parkers
\$25	Parking Card Replacement (damaged, lost or stolen) - Each Occurrence
\$20	Non-Refundable Surcharge on Card Replacement - Each Occurrence after the First
\$15	Fine Delinquent Fee
\$15	Charge for All NSF Checks

LSUHSC FLORIDA AVENUE CAMPUS ANNUAL PARKING FEES

\$360	Full-Time Faculty
\$180	Full-Time Staff and Residents
\$432	Department Head Reserve Area
\$264	Part-Time Faculty - greater than 50% and less than 75%
\$156	Part-Time Faculty and Staff - less than 50%
\$180	Student and Student Workers Annual
N/C	Gratis Faculty - No Salary, onsite 4 hours or less a week
\$30	Visiting Students/Residents – One month

OTHER PARKING FEES

\$25	Gate Card Purchase (Refundable) All Registered Parkers
\$25	Parking Card Replacement (damaged, lost or stolen) - Each Occurrence
\$20	Non-Refundable Surcharge on Card Replacement - Each Occurrence after the First
\$15	Fine Delinquent Fee
\$15	Charge for All NSF Checks

PARKING FACILITIES ACCESS GUIDE

S. ROMAN ST. GARAGE

- Assigned Faculty, Staff, Residents, Fellows, Gratis Faculty – 24 Hours/Day
- Students – Levels 6 and 7 parking before noon M-F or any level, Weekends, Holidays

1542 TULANE AVE. GARAGE - CURRENTLY CLOSED

- Assigned Clinical Faculty – 24 Hours/Day
- Faculty, Staff, Residents, Fellows – Daily 5pm to 7am, Weekends, Holidays

GRAVIER ST. DISTRICT ENERGY GARAGE

- Assigned Faculty, Stanislaus Hall Residents, Staff, and Gratis Faculty Of LSUHSC –24 Hours/Day
- Student Commuters – 24 Hours/Day
- Contract Permits

RESIDENCE HALL LOT

- Assigned Student Housing Tenants

LSU PERDIDO STREET LOT #5, #6

- All Students and Student Workers
- All Faculty and Staff

PERDIDO LOTS #2, #2, #4

- All Students and Student Workers
- Tenants of Residences of LSU Health
- All Faculty and Staff
- Wellness Center Contract Permits

DENTAL SCHOOL FACULTY LOT

- Assigned Faculty and authorized Staff.
- Handicap spaces authorized for registered Faculty, Staff, and Students

DENTAL SCHOOL GATED PARKING

- All Faculty, Staff, and Students

DENTAL SCHOOL RESERVED PARKING

- Assigned Deans and Directors

DENTAL SCHOOL PATIENT LOTS

- Restricted for Patients and Visitors

DENTAL SCHOOL OVERFLOW AND CONTRACTORS LOT

- All Faculty, Staff, Students, Contractors, Patients and Visitors

CLAIBORNE LOTS #1, #2 & #3

- Overflow Parking for Student lots

APPEALS PROCESS SUMMARY

All citations (except wheel lock) may be contested in writing within (15) fifteen days of issue date. The citation does not have to be paid, to be contested.

Once a citation is delinquent, or if any other citations are delinquent, the ticket may not be contested until all delinquent fines are paid.

**Appeals may be turned in to
The Parking Office
RCB Room 158
433 Bolivar Street**

or

Via the Parking Website
www.lsuhs.edu/administration/ac/parking.aspx

Appeal decisions are mailed to department or school mailbox unless otherwise requested.

The parking office cannot overturn Parking Committee decisions.

RULES AND REGULATIONS GOVERNING PARKING FACILITIES OF THE LSU HEALTH SCIENCES CENTER NEW ORLEANS

PARKING RULES SUMMARY

- Park **only** in **authorized** areas at authorized times.
- All vehicles **must** display **properly affixed** decal or temporary hangtag (i.e. exterior of back left window or left back bumper).
- Park **forward** (i.e. do NOT park backwards) in all facilities except the 1542 Tulane Ave. Garage.
- Do **not** park in two spaces (i.e. over line in striped facilities).
- Do **not** park in roadways or turning lanes.
- Certificate of mobility impairment must be submitted to LSUHSC Parking and “Accessible Parking Hangtags” must be displayed prior to parking in Accessible spaces.
- **Do Not Park in Patient Area (First Floor Roman Street Garage and Dental School Patient Lot) or Reserved Spaces**
- All parkers must abide by the University’s Code of Conduct.

Please read the
LSUHSC Rules and Regulations.
See website for current parking policies.
www.lsuhscc.edu/administration/ae/parking.aspx