


STANDARD OPERATING POLICY & PROCEDURE	
A-036	15th Street Garage
Scope: Medical Campus	
Effective Date: 06/22/10	Supersedes Policy: N/A
Review/ Revision Date(s): N/A	
Last Update By: John Pepper	Approved by: Anthony Artrip
 <small>UNIVERSITY OF MIAMI HEALTH SYSTEM</small>	<small>UNIVERSITY OF MIAMI</small> MILLER SCHOOL <small>of MEDICINE</small>
Security Department 1051 NW 14th Street, Suite 145 Miami, FL 33136 (305) 243-7233	

Purpose

To establish guidelines for accessing and using the University of Miami parking garage on northwest 15th street.

Policy

University of Miami Miller School of Medicine faculty, staff, students, and visitors may access and utilize the 15th Street Garage for the sole purpose of short term parking under the guidelines' set forth in this policy.

Procedures

1. **Hours of Operation...** the garage will be open to card holders only 24 hours per day via the front entrance on 15th Street.
2. **Disclaimer of Liability** - The University of Miami strongly urges those who park on campus not to leave valuables in an unoccupied vehicle at any time, and to lock all vehicles when not in use. The University of Miami, its officers, agents, trustees, and employees are not liable for loss or damage to any vehicle or the contents of any vehicle that is located, operated, or parked on campus. Theft or damage should be reported to the Department of Security.
3. **Overnight parking** is generally NOT permitted. However, under special circumstances, i.e. staff traveling on University business, etc. overnight parking may be arranged. The Parking Office must be notified by e-mail and include the following:
 - 3.1. purpose of the overnight parking
 - 3.2. dates of the overnight stay

- 3.3. description of vehicle
- 3.4. tag number of vehicle
- 4. **Abandoned vehicles...** Vehicles left longer than 24 hours without proper notification will be considered abandoned and are subject to being towed and stored at the owner's expense.
- 5. **Parking outside the lines...** Vehicles must park inside the lines that delineate a parking space. Vehicles parked across the lines occupying two spaces or parked in a manner that prevent neighboring spaces from being used are subject to be towed at the owner's expense.
- 6. **Anti-pass back** is a feature of the card access system that prevents an access card from allowing multiple cars to enter the garage before the same card has exited. This means that you must use your card to enter and then to exit before you can enter again.
- 7. **No card sharing...** Card holders are entitled to park one car per parking card in the facility at any one time. Card holders may NOT share their access card with anyone. As an example, you are not entitled to give your card to someone else while you are on vacation.
- 8. In the event your access card fails to operate, please contact Security to assist you.
- 9. Monthly customers who pay quarterly by check must pay prior to the end of the current quarter. Cards will be de-activated on the 5th day of the month that begins the new quarter if your account is not paid in full.
 - 9.1. A \$5 reinstatement fee will be charged for cancelled cards.
- 10. Anyone found defrauding the parking system is subject to prosecution, disciplinary action, and/or termination of parking privileges.