

<b>Parking , Rules and Regulations</b>	Document Number	
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**PURPOSE:**

The purpose of this parking policy is to set out the terms, rules and regulations for the use of the Louisiana Cancer Research Center’s (“LCRC”) parking facility which include an uncovered surface lot and a covered garage (“Parking Facility”).

This Parking Policy applies to all LCRC staff, tenants, vendors, contractors, and visitors (“LCRC Community”).

**OBJECTIVES** The primary objectives of this Parking Policy and Regulations are to:

- Provide the LCRC Community with the opportunity to park a motor vehicle while working at or visiting the LCRC facility
- Ensure fair and orderly access to the Parking Facility
- Enforce safety for pedestrians and vehicular traffic
- Ensure that access for emergency vehicles and equipment is maintained all times
- Set a fee schedule for the routine use of parking stalls in order to cover various operating and maintenance costs of the Parking Facility

**GENERAL INFORMATION**

In order to maintain a safe and clear means for the movement and parking of motor vehicles, LCRC has adopted, and shall enforce, the parking rules and regulations (“Regulations”) contained herein. These Regulations are designed for the safety and welfare of the LCRC Community, the protection and maintenance of LCRC’s property, and to govern traffic within the Parking Facility. Cooperation and compliance with these rules and regulations by all is essential.

LCRC reserves the right to regulate the operation and parking of any motor vehicle on LCRC property and shall do so for the good and safety of all. Parking privileges are provided for the convenience of permit holders.

LCRC reserves the right to engage a parking management contractor to manage and/or assist in the operation of its Parking Facility. For the purposes of this policy, the parking management contractor, along with LCRC staff engaged in the management of the Parking Facility, will be herein referred to as (“Parking Management”).

Each motor vehicle owner/operator is responsible for being familiar with these Regulations and is responsible for complying with them. The Regulations contained herein are subject to revision(s), addition(s), and/or amendment(s).

Parking within the LCRC Parking Facility is voluntary. All vehicles are parked on premises at the owner's risk. LCRC and Parking Management assume no responsibility for the care and/or protection of any vehicle or its contents at any time while that vehicle is parked or operated on LCRC premises. The owner/driver should lock the vehicle at all times and refrain from leaving valuables in plain sight inside the vehicle.

Parking is on a first-come, first served basis. A parking permit provides access to the Parking Facility; however, it does not guarantee a parking space. Lack of an available space is not a valid excuse for violating parking regulations. LCRC makes every effort to provide adequate parking space, however due to limitations of space, oversubscription may be required.

Use of the Parking Facility and designated parking spaces require a valid LCRC parking permit or visitor's ticket.

## **VEHICLE REGISTRATION, PERMITS, AND FEES**

- All motor vehicles to be routinely parked in the LCRC Parking Facility (regardless of the owner) must be registered with Parking Management.
- Registration procedures will be widely distributed and will also be made available upon request.
- Parking cards and parking hang tags and/or decals ("Permit") will be issued upon registration. The registration process is not complete until the parking tag or decal is properly hung in or affixed to (respectively) the vehicle being registered.
- Owners/Drivers holding state handicap certificates and/or having state issued handicap plates are also required to register and purchase a parking permit.
- LCRC and Parking Management assume no responsibility for lost or stolen parking permits.
- The purchase of a parking permit only authorizes the parking of a vehicle within the Parking Facility. It provides a designated parking area; however, it does not establish a designated parking space. A vehicle parked in any unauthorized area is in violation of the Regulations in this policy.
- In order to obtain a Parking Permit, applicants must have a valid driver's license, a valid vehicle registration, a completed monthly parking application, and payment authorization form.

The monthly parking permit fee is \$50.00

## **BICYCLE RACKS**

- Bicycle racks are located in the back of the Parking Facility, within the covered garage. Employees and tenants who ride bicycles to work are encouraged to lock their bikes to the rack.
- LCRC and Parking Management will not be responsible for lost, stolen, or damaged bicycles while on the LCRC property.

## **VISITOR AND EVENT PARKING**

LCRC welcomes visitors to its facility regularly. Parking is available in the Parking Facility for visitors to the LCRC.

- Visitor parking is on a first-come, first served basis unless temporary reserved parking has been prearranged.
- No permit is required to park; however, visitors must pull a parking ticket at the Parking Facility entrance. Visitors will be issued a visitor's parking pass for placement within the vehicle upon signing in at the guard station.
- Upon exiting the Parking Facility visitors must pay at the pay station via credit/debit card or with a validation ticket (if granted). Validation tickets should be secured from the LCRC member institution visiting.
- All building occupants are required to register for parking in order to park in the LCRC Parking Facility on a recurring basis. **Under no circumstance are building occupants considered visitors.**

### **Guest Parking**

Occasionally, special guests come to the LCRC. Parking Management will authorize LCRC Security to issue special guest passes to be placed in the visitor's vehicles and/or physically block off an area of parking spaces. Spaces reserved for special guest will be clearly designated and no one else may park in these spaces. Special guest privileges are for visitors to the campus on official business only; such as board members, guest speakers, government officials, or persons attending special meetings. Special parking is not for general visitors member institutions' staff or students, or similar. To arrange for special guest parking, contact [parking@lcrc.info](mailto:parking@lcrc.info) 48 hour in advance of the guest(s)' visit.

### **Conference and Meeting Parking**

- Requests for multi-car parking for organized events, seminars and conferences will continue to be processed under the current LCRC Meeting Room Policy. Organizers should forward their request to [meetings@lcrc.info](mailto:meetings@lcrc.info) and any available spaces will be allocated according to Meeting Room Policy. Email [meetings@lcrc.info](mailto:meetings@lcrc.info) for more information.

## **CONTRACTOR AND CONSULTANT PARKING**

Contractor parking provisions are established for contractors, vendors, outside agents, sales representatives, service technicians, and other delivery personnel who support LCRC and its tenants' business and operations.

- The short term parking of vehicles for loading/unloading small package, delivery; and to provide services on behalf of building occupants will be accommodated in a designated area on the LCRC surface lot, for a period not to exceed two (2) hours unless otherwise arranged through LCRC Security or Parking Management.

- Alternate arrangements to facilitate proximity for major loading and unloading, and/or food service deliveries require advance coordination/authorization through LCRC's Security or Parking Management. Tenant representatives may also make such arrangements on behalf of their service provider(s).
- Vehicles making deliveries in general should park and use the loading dock to load and unload heavy items.
- Contractors, Vendors, and Service representatives must comply with LCRC's Parking Rules & Regulations. Failure to adhere will be considered a violation under LCRC parking policy and may result in revocation of parking privileges.
- Vendor/Contractor vehicles permitted within the Parking Facility shall display the appropriate company logo in a conspicuous place on the vehicle. Outstanding traffic citations will be billed to the parent company.

**Hourly/Daily Parking Rates**

<b><u>Time in Garage</u></b>	<b><u>Rate</u></b>
0-2 hours	\$ 2
2-3 hours	\$ 3
3-4 hours	\$ 4
4-5 hours	\$ 5
5-9 hours	\$ 6
9-24 hours	\$10
Lost Ticket	\$10

**Special Event Parking**

Special Event rates shall apply for external and community related events. Rates will be posted on the day of such events.

**REGULATIONS**

These Regulations apply to all within the LCRC Community who choose to operate and park a vehicle within the LCRC Parking Facility.

These regulations form part of the application for the issuance of a parking permit and as such applicants are deemed to have read and agreed to abide by them.

- No person may park any motor vehicle on property in any location other than an authorized and designated parking area.
- Drivers shall observe all LCRC parking and traffic regulations and drive safely, giving pedestrians the right of way at all times; especially in crosswalks.
- Anyone operating or parking a motorized vehicle within the Parking Facility must follow all state and local traffic ordinances, along with regulations set forth by the LCRC.

- All drivers must adhere to all posted parking and traffic signage upon entering, operating and/or parking a vehicle within the Parking Facility.
- Each person who registers and operates a motor vehicle must have a valid driver's license and current vehicle registration.
- Use of the Parking Facility and designated parking spaces require an active LCRC parking card and parking decal ("Permit"). Permits will be issued and are required for passenger cars, commercial vehicles, licensed scooters (mopeds) and motorcycles ("motorized vehicles").
- For convenience, more than one vehicle registered at the same address can be registered and permitted for parking at LCRC; however only one parking card will be issued, and only one registered vehicle can be parked at any given time.
- The person to whom a vehicle is registered is held fully responsible for all violations involving the vehicle, even if another person is using the vehicle at the time of the violation.
- Permitted parking rights do not guarantee the availability of a specific parking space. Parking is on a first-come, first-served basis, except where reserved space designation is required or has been authorized or prearranged.
- Registered parkers are required to visibly display the parking decal on their vehicles at all times. Strict enforcement will take place between the hours of 6:00am – 6:00pm, Monday through Friday.
- Parking for persons with disabilities ("handicapped accessible") is available in the garage. These designated parking stalls are reserved 24 hours a day, 7 days a week for use by blue tagged disabled persons' vehicles only.
- Registered parkers with temporary mobility problems may apply for a temporary disabled permit. Parking Management reserves the right to require a physician's note. Upon authorization temporarily disabled drivers will be provided with an LCRC tag for parking in available disabled parking stalls. For more information, email [parking@lcrcc.info](mailto:parking@lcrcc.info). It is prohibited for a non-disabled (able-bodied) person to park in disabled driver(s)' spaces.
- Spaces designated "Reserved" or spaces cordoned off by LCRC, must be honored as such, 24 hours a day, 7 days a week. Parkers may not park in these spaces unless assigned to them; or unless authorization has been secured to park in either of these stalls.
- All vehicles must be parked completely within the parking stripes and headed into the space. If driving into spaces may cause safety issues due to size of vehicle, or other valid reasons, exceptions may be made for backing into the space. Contact Parking Management ([parking@lcrcc.info](mailto:parking@lcrcc.info)) for more information.
- Parking is prohibited in areas not specifically designated for parking. Any area not lined as a space or designated with a parking sign is a "**NO PARKING**" area. The absence of a "No Parking" sign or curb marking does not mean that parking is permissible.
- Parked vehicles shall not block fire zones, freight zones, doorways, roadways, walkways; loading dock, refuse containers, or other vehicles.
- Double parking is prohibited (i.e., obstructing 2 spaces, or parking over the line).
- Vehicle operators must use designated driving lanes and pay close attention to the directional arrows, signs, and mirrors.
- LCRC reserves the right to impose limitations on parking in response to emergencies and on special occasions. In such instances, advance notice will be given when practical and as time allows. Emergency situations may prohibit the ability to provide such advance notices.
- The speed limit is 5 miles per hour upon entering the LCRC parking facility. The speed limit must be adhered to.

- Headlights should be used at all times in the garage.
- The clearance inside the garage is 6'6". Be advised that vehicles exceeding the height restriction are at risk for **serious damage. Do not attempt to park oversized vehicles in the LCRC parking facility.**
- Drivers must stop at barriers and use card access or request access/egress via pay station and/or the control panel button on the barrier. Tampering with and destruction of parking lot signs and/or parking mechanisms used for the implementation of parking and traffic regulations may result in violator's being charged for replacement cost and/or a suspension of parking privileges.
- Permit holders should inform Parking Management of any changes to their motor vehicle.
- Owners/operators of disabled vehicles should notify Security when a vehicle becomes disabled. No repairs are to be made in the parking facilities except to enable the disabled vehicle to exit the lot. If the vehicle needing repair is unable to be driven or towed from the lot on the same day, Security should be notified immediately.
- Permits are not transferable to another vehicle unless that vehicle has been properly registered.
- Permits should be returned to Parking Management if a holder is no longer an occupant of the LCRC building, if the permits are no longer required, or payments for parking cease.
- All parking and traffic regulations may be enforced at ALL times, including evenings, weekends, and holidays, unless otherwise noted.
- Parking is prohibited in any area which would result in an obstruction(s) of traffic and/or pedestrian flow.
- Mopeds and scooters are prohibited from parking in the parking garage during the time period when the grill gates are lowered; these lighter vehicles are not capable of triggering the garage's exit grill gate. Therefore, these vehicles must use the surface lot adjacent to the parking garage.
- The fact that a person parks in violation of any law, ordinance or regulation and does not receive a violation/warning notice does not mean that the law, ordinance regulation is no longer in effect or is invalid.
  - The overhead grill gates are located at the entrance and exit to the covered garage of the Parking Facility. The gates are lowered at 6:00pm M-F and are raised at 6:00am M-F. The gates remain lowered on Saturdays, Sundays, Holidays, and for unscheduled closures. A parking card is required to raise the gate and enter the parking garage when it has been lowered.
  - It is important to wait until the grill gate opens completely before proceeding through the entrance or exit. Only one vehicle can proceed through an open grill gate per each open/close cycle. **DO NOT** attempt to follow another vehicle through open grill gates as this can cause serious injury to you and/or your vehicle.

## ACCIDENTS

Motor vehicle accidents must be reported to LCRC Security immediately. When reporting an accident, include the name(s) of the driver(s) and license number(s) of the parties involved. If the other party is absent, write down your name, phone number, and driver's license number and provide the information to security, while notifying them of the accident. Notification is necessary in order to avoid being charged with a hit and run accident. After a few days, you can retrieve a copy of the accident report for filing with your insurance company.

LCRC is not responsible for damage to vehicles caused by another in the process of driving and/or parking in the LCRC Parking Facility. All vehicles are operated or parked in the LCRC's facility at the owner's risk.

All vehicles operated within the Parking Facility must be in safe working condition.

## **PARKING ENFORCEMENT**

Parking Management and Security Services have the authority to direct traffic, regulate entry to the Parking Facility, exercise control over parking, and to ensure compliance with the LCRC's Regulations contained within.

Parking Management is authorized to affix parking notices to motor vehicles parked in violation of the Regulations; and to issue parking notices and citations for motor vehicles not displaying a Permit at which times a permit is required.

## **VIOLATIONS FINES AND PENALTIES**

A Permit is required for **ALL** motorized vehicles for daily or other recurring parking in the Parking Facility. All motorized vehicles are required to display permits. Parking is authorized in designated areas only.

Parking Management reserves the right to enforce permit parking at the LCRC Parking Facility. Possible penalties for violations include warnings, ticketing and fines, vehicle immobilization, towing, and/or revocation of parking privileges.

### **A vehicle may be ticketed and fined after (two) 2 warnings for any of the following reasons:**

- Parked in stalled marked for disabled persons without a visible disabled person's permit
- Parked in prohibited areas (not marked for parking)
- Parked in Reserved stall (without authorization)
- Parked in two (2) spaces or over the line
- Vehicle not permitted

### **Serious Violations**

#### **A vehicle may be immobilized or towed at any time when:**

- Obstructing traffic
- Parking in a fire lanes
- Parking in "disabled-accessible"
- Three (3) or more unpaid parking violations
- Abandoned and/or inoperable vehicle (more than three days)
- Obstructing or impeding vehicular or pedestrian traffic, emergency equipment and/or ability to make essential repairs.
- Reasons deemed necessary for the safety of the LCRC community

Please contact Parking Management or LCRC Security (after hours) for further instructions on reclaiming immobilized or towed vehicles.

After a reasonable unsuccessful attempt to notify the vehicle owner and dependent upon the severity of the violation, Parking Management reserves the right to have a vehicle removed for any of the above listed violations. Owners of such vehicles will be required to pay all costs involved in removing, impounding, and storing such vehicles.

Fines will be billed by Platinum Parking Services and will be invoiced directly to the violators.

Citations must be paid or appealed within 10 days of the issue date. See Parking Facility Procedures for payment of citations and immobilization and towing fees and for the appeal

### **Fines (violations)**

A \$25 fine will be assessed after the second warning for non-serious violations.

Fines and fees for serious violations are determined by extent of penalties including impounding, towing and storage services. You must resolve any outstanding tickets issued by Parking Management, as well as any cost associated with immobilization and/or towing and storage of your vehicle.

In order to avoid fines please carefully review and adhere to LCRC Parking Regulations.

### **Other Fees**

A \$10.00 charge will be assessed for a loss or stolen gate card. Damage or broken cards may be replaced at no charge upon return of the card.

Other fees established between Parking Management and parker may apply.

## **PARKING INQUIRIES AND CONTACT INFORMATION**

Parking Managers – Ghian Hernandez; James Womack

Platinum Parking (504)565-3051

[Parking@lcrc.info](mailto:Parking@lcrc.info) or [LCRCparking@platinumparking.us](mailto:LCRCparking@platinumparking.us)

General hours of Operation: Monday – Friday 8:00am – 5:00pm

In case of emergency or after hours contact LCRC Security at (504)210-1842 or 1840.