

CHM Employee Parking Grand Rapids	<b>MICHIGAN STATE</b> UNIVERSITY	College of Human Medicine
Category & Number: ADM- 10	Last Revised Date: May 12, 2016	
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Responsible Party: Elizabeth Lawrence	Page 1 of 4	
Persons Affected: Employees in Grand Rapids		

## 1.0 Policy/Purpose:

*The College endeavors to present a variety of parking options for employees in Grand Rapids. **This policy applies to faculty and staff vehicles parked on MSU-CHM owned or leased property.** Owned or leased properties include Secchia Center garage parking (operated by Michigan Street Development) and the lot at College and Michigan Street.*

*Vehicles operated or parked on MSU owned or leased property must be registered with the College and parked according to the privileges granted. Parking is self-supporting (no tax or tuition money is used to support the system). Revenue from the MSU-CHM owned parking system is used to support, maintain and improve these parking venues.*

### A. Employee Parking

1. Full-time, part-time and temporary University employees and faculty have the following options:
  - a. Register with the CHM Parking Office and pay the registration fee for vehicles, motorcycles and/or mopeds.
  - OR
  - b. Park and pay at Grand Rapids City owned metered spaces or pay lots.
2. A student who is the son or daughter of a University employee, operating a vehicle bearing an employee permit, must register the vehicle as a student and comply with the provisions of the MSU Student Parking and Driving Regulation which can be found at <http://police.msu.edu/management-services-bureau/parking-office/student-permits/>. The employee privileges are not extended to the student.
3. The person to whom the privileges are granted is the only person who may park under the privileges; otherwise, they are invalid.
4. Generally, faculty/staff parking privileges allow parking at no additional cost in employee reserved spaces (excludes visitor spaces, metered spaces, leased spaces, University vehicle spaces, etc.) from 6:30 a.m. – 6:00 p.m., Monday through Friday. At times, parking spaces and/or areas may be reserved for College sanctioned special events. It is anticipated that CHM students with authorized permits may park in the Secchia Center garage between 6:00 p.m. – 6:00 a.m.
5. **Mopeds**, as defined by state law (less than 50cc) and properly registered with the CHM Parking Office, may be parked in the bicycle racks with the exception of the plaza.

### B. Employee Vehicle Registration

1. An employee may register one of two ways:
  - a. Register one vehicle with employee parking privileges and receive one permit and, for those parking at Secchia, an authorization to purchase an AVI parking module. (If an employee routinely rotates between two vehicles, both must be registered. Contact [CHMGRParking@chm.msu.edu](mailto:CHMGRParking@chm.msu.edu) for more information.)

- b. Register as a car pool participant (limit of 4 per permit) with employee parking privileges. All participants must present vehicle registrations and faculty/staff IDs. The cost to purchase the permit will be divided among the participants. Each employee must purchase a separate AVI parking module. Contact the CHM Security Manager or [CHMGRParking@chm.msu.edu](mailto:CHMGRParking@chm.msu.edu) with any questions.

CHM employees may register a vehicle using the online Registration Process at [https://commerce.cashnet.com/msu\\_3573](https://commerce.cashnet.com/msu_3573). For many employees, monthly payroll deduction is available. Beside payroll deduction, you may opt to pay using VISA, MasterCard, and Discover.

**2. Employees who wish to terminate their parking with CHM and are paying via payroll deduction are required to give a minimum of 30 days' notice.** Notice should be given in writing (e-mail is acceptable) to the following account: [CHMGRParking@chm.msu.edu](mailto:CHMGRParking@chm.msu.edu). Payroll parking deductions will continue for 30 days after the receipt of a written request for termination of parking privileges or until the end of the registration interval, whichever is sooner. This does not apply to time off for vacation.

### C. Permits and AVI Modules

1. All permits remain the property of MSU, are assigned to individuals and are non-transferable. Unauthorized transfer or use of a permit and/or AVI module will result in their/its confiscation, and termination of the privilege(s) for at least the balance of the registration period, Confiscation of an AVI parking module will result in its deactivation. A fee is required **to obtain a new AVI parking module.**
2. Replacement of a lost permit may be obtained by payment of an assessed fee (restrictions may apply). Replacement of a stolen permit requires a police report number and CHM Assistant Dean's Office approval.
3. Permits shall be affixed according to the instructions printed on the back of the permit. *Note: A current permit, though properly affixed, is valid only when all expired permits have been removed. Decals that have been laminated or taped to the windshield are not valid.*
4. Permits expire in accordance with the date shown on the permit unless privileges are no longer deemed valid or have been revoked.

### D. Loaner Permits

If the vehicle which is currently registered with the Parking Office is being repaired, and another vehicle driven in the interim, the employee may obtain interim authorization on a day to day basis. To obtain authorization, the employee should enter the parking lot through the **visitor** gates, taking a ticket upon entrance. The employee should then proceed to park on level P5 – visitor parking. The employee must contact the Ellis Parking office in Building 25. Ellis Parking will confirm the employee's parking status, and issue a validation coupon. At the conclusion of the day, the employee will insert the ticket and the validation coupon into the pay-station terminal at the parking gate and the gate will rise to permit exit.

### E. Departmental Leased Parking (*Under review, will only be offered as space permits.*)

Written requests for departmental leased spaces must be directed to the Sheila Morgan, CHM West Director of Operations, and are subject to approval. Priority will be given to academic units using leased parking to meet undergraduate curricular needs. (i.e. Preceptors, standardized patients.) Employees approved for a lease space permit **must also have a current and valid CHM-GR employee permit.** Leased space parking is paid for by funds from the requesting department. Each leased space is signed with a number and hours reserved.

### F. Bicycles

Any bicycle on the premises of the Secchia Center must be registered, parked and locked at a bike rack and in operable condition; otherwise, it may be impounded and fees assessed to retrieve it. MSU, City of Grand Rapids, Lansing, City of East Lansing, Lansing Township and Meridian Township permits are acceptable. Permits must be current, valid and adhered to the bicycle frame's post below the seat, facing the handlebars. Failure to properly display and/or affix the permit may result in bicycle impoundment. Bicycles may be registered on-line at [https://commerce.cashnet.com/msu\\_3573](https://commerce.cashnet.com/msu_3573)

**G. Parking Violations will result in towing. Towing, storage and associated fees are solely the responsibility of the vehicle owner. *Unauthorized vehicles parked in the garage or lots will be towed on the first occurrence.***

1. The following are *examples* of violations:
  - a. Parking in University vehicle spaces
  - b. Parking in leased spaces
  - c. Parking in designated disability parking spaces
  - d. Parking in reserved areas
  - e. Parking in visitor or car pool spaces
  - f. Parking in areas not clearly designated as spaces
  - g. Parking in the circle drive for more than 10 minutes

#### **H. Miscellaneous**

1. Employees who wish to be considered for special reserved parking should contact the CHM Security Manager. The CHM Security manager will work closely with the Resource Center for Persons with Disabilities to facilitate accommodations based upon documented need.
2. Unless otherwise permitted by the CHM-MSU Parking Office, vehicles bearing employee permits may only park in employee designated spaces. Parking is not allowed in visitor spaces, University vehicle spaces, leased spaces, etc.
3. A parking permit may be refused to anyone having unpaid parking violations issued by Michigan State University.
4. Questions about this policy should be directed to the CHMGRParking@chm.msu.edu

## **2.0 Definitions:**

**AVI Module:** Small electronic module that is attached to the windshield above the rear view mirror. Module has a sensor that permits the parking gate to rise, allowing entry and exit to the lot.

**MSD- Ellis parking:** Michigan Street Development (MSD) includes the parking venues beneath the Secchia Center, Buildings 25, 35 and the Lemmon-Holton Cancer Pavilion. MSD has hired Ellis Parking to provide attendant services to the parking garage.

**College and Michigan Parking Lot:** Street level parking venue owned by Michigan Street University. Located at the north-west corner of College Avenue and Michigan Street.

## **3.0 Procedures:**

1. CHM-GR employee completes the appropriate online parking registration at:  
[https://commerce.cashnet.com/msu\\_3573](https://commerce.cashnet.com/msu_3573).
2. CHM Parking Office will:
  - a. Issue a CHM-GR Vehicle Identification Sticker for the vehicle.
  - b. Provide an AVI module to employee if purchased as part of the registration process and the employee is registered at Secchia Center
  - c. Notifies MSD parking Office of all issued AVIs and request activation.
3. Michigan Street Development Parking office (Ellis) will:
  - a. Verify authorization request for AVI module activation.
  - b. Activate requested AVI, including car pool groups.
4. MSU-CHM GR employee will:
  - a. Attach the MSU parking permit to the left lower corner of the windshield.

- b. Attach the AVI to the windshield of his/her vehicle if registered to park at the ramp at Secchia Center.
- c. Park in the designated areas as noted below:
  - i. College and Michigan:
    - 1. Park in any open space
  - ii. Secchia Center Ramp:
    - 1. Enter/Exit the ramp from Michigan Street entrances #1 or #3 or from Division Ave.
    - 2. Park in any Secchia Center Monthly Parking space on P3
- d. Contact MSD-Ellis parking office if AVI is lost or damaged.
- e. Contact MSD-Ellis parking office to report problems with the parking gate or ramp (Note: if AVI is not attached in the correct position on windshield the gates may not operate properly).