

## Policy on NYMC Parking Permit

**Issue Date:** April 20, 2023

**Supersedes:** N/A

**Last Review:** April 20, 2023

### **I. Purpose:**

To establish guidelines for the issuance and use of New York Medical College ("College" or "NYMC") parking permits.

### **II. Policy:**

It is the policy of the College that all parking on campus is by permit only and valid only for the duration that a permit holder has Authorized Activities on campus. Parking is not guaranteed, and privileges are subject to change or revocation. Parking lot assignments for permit holders will be determined by NYMC Public Safety. Trailers, campers, or other commercial vehicles may not be parked on campus without prior authorization from NYMC Public Safety.

Vehicles parked on campus in violation of this policy are subject to fines and/or towing. Any abuse of parking privileges may result in the revocation or limitation of such privileges.

### **III. Scope:**

This policy applies to anyone seeking to park on the NYMC campus.

### **IV. Definitions:**

- A. **Authorized Activities** – include any lawful and approved College activity occurring wholly on the College's Valhalla campus. This may include but is not limited to:
1. Employees have Authorized Activities for the duration of their on-campus activities included in their job duties as an Employee.
  2. Everyday Contractor have Authorized Activities for the duration of their contracted work on campus.
  3. Students with on-campus housing licenses that include parking privileges are deemed to have Authorized Activities for the duration of their housing license.
  4. Students without on-campus housing licenses: have Authorized Activities for the duration of their attendance at classes, College events, recognized student clubs, on-campus study activities, and on-campus meetings with Students, faculty, and other Employees.
  5. Tenants with parking privileges are deemed to have Authorized Activities for the duration of their space license agreement.
  6. Visitors:
    - i. Patients of a Touro University clinic have Authorized Activities for the duration of their clinic appointment.
    - ii. Visitors who are not patients have Authorized Activities for the duration of any on-campus meeting or on-campus activity as the guest of an Employee or Student. Visitors are not authorized to park on campus to attend meetings outside campus.

- B. **Dedicated Workspace** – the on-campus (i) classroom, (ii) office or (iii) other area where an individual is assigned to work as identified in the Human Resources records.
- C. **Everyday Contractor** - individuals not directly employed by the College but hired via contract to work at the College to provide service(s) for which access to campus buildings is required on a consistent basis. Everyday contractors may include but are not limited to housekeeping staff, food services personnel and research assistants.
- D. **Employee** – An individual classified as an employee of Touro University System by the applicable Touro University System Department of Human Resources.
- E. **Limited Access Contractors** – individuals not directly employed by the College but hired via contract to work at the College to provide service(s) for which access to campus buildings is required for a limited time and a specified service or task. Limited Access contractors may be on campus for a few hours to a few months working on a specific project.
- F. **Patients** – Individuals on campus for the purpose of obtaining medical treatment at an on-campus clinic.
- G. **Student** - An individual enrolled in an educational program of the Touro University System offered on the NYMC campus.
- H. **Tenant** – Any individual assigned campus parking access pursuant to parking authorization in a space license agreement with the College.
- I. **Visitors** – Individuals who are invited to conduct Authorized Activities on campus by an Employee or Student, including Limited Access Contractors (as defined by NYMC Access Control Policy). Visitors may only park on campus for the duration of their Authorized Activities on campus.
- J. **Volunteer** – any non-paid individual providing a service to either New York Medical College or Touro College of Dental Medicine.

## V. Procedures:

Individuals seeking to park on campus must obtain a permit through the appropriate procedure below.

### A. Application Process

1. **Visitors (including patients):** Visitors to campus must notify NYMC Public Safety AND obtain a visitor parking permit to be displayed clearly through the front windshield. Visitors will be assigned parking by NYMC Public Safety. Patients who are visitors must notify the Public Safety desk in the Skyline building.
2. **Non-Visitors:** Anyone other than Visitors may request a parking permit through the Access Card DocuSign procedure (as defined by NYMC Access Control Policy).

### B. Permit eligibility:

1. **Full Access Parking Permits** are in effect 24 hours a day. Full Access Permits will be issued to Employees, Tenants and Everyday Contractors who have a Dedicated Workspace and are required to be regularly on campus for Authorized Activities Monday through Friday. Full Access Parking Permits are also issued to Students other than online-only and part-time Students.
2. **Limited Access Parking Permits** are for individuals who generally spend a limited time on campus and therefore do not need daily parking access. Limited Access permit holders will have time coded lot access according to when an individual has Authorized Activities on campus. If additional access is needed, permit holders can access their assigned parking lot by using the intercom to request access from NYMC Public Safety. The following individuals are eligible for such permits:
  - i. Students, Employees, Tenants or Everyday Contractors who are not required to be regularly on campus for Authorized Activities Monday through Friday, including part-time Employees and online-only or part-time Students.
  - ii. Any other NYMC community member authorized by the NYMC Chancellor's office.
3. **Reserved Permits** are for individuals otherwise eligible for a parking permit pursuant to this policy who have been granted access to park in reserved parking spaces. Reserved permits are assigned at the discretion of the Chief of Staff.
4. **Visitors** Visitor permits are generally issued to any guest to campus with a lawful purpose including Limited Access Contractors, Volunteers, and guests of Employees and Students.

## **VI. Effective Date**

This policy is effective immediately.

## **VII. Policy Management**

Executive Stakeholder: Vice President and Chief Legal Counsel

Oversight Office: Public Safety