

PARKING PROCESS

LOT 51 (Riverview & Civic Center Blvd.)

It is located across from the VA hospital Nursing Home

1. Please fill out Application including all car information, i.e. make, model, year, etc....
2. Submit it to Graduate Medical Education
3. House Staff that are parking at **Lot 51** will have access to the lot via an assigned automated parking card. This card must be used when entering the parking lot. If upon entering the lot the card does not open the gate, there is a guard available at the lot to gain access. Your card may be exchanged for another through the Graduate Medical Education, if necessary. **If the parking card or sticker is lost or stolen, a \$30.00 fee must be paid before a new card or sticker will be provided. The \$30.00 fee may be waived if appropriate documentation, e.g. a copy of a police report, is provided.**
4. A security guard is on duty 24 hours a day beginning on Monday 4:30 a.m. and ending on Saturday 5:00 p.m. Any questions/concerns about parking should be directed to the GME office at **662-3957** between 7:30 a.m. and 5:00 p.m, Monday through Friday. Significant incidents occurring after 5:00 p.m., and weekends, should be reported to the security guard on duty.
5. Applications for **Lot 51** parking are handled by the Office of Medical Affairs and Graduate Medical Education every weekday from 7:30 a.m. to 5:00 p.m.
6. When you complete your program and are leaving HUP, you must return your access card to the GME Office, not to the parking office. We handle all of the housestaff that park in Lot 51.
7. If the card is not returned, the department coordinator will be notified and their department will be charged the \$30.00 fee.
8. **THE HOUSESTAFF MAY NOT UNDER ANY CIRCUMSTANCE HAVE BOTH SEPTA AND PARKING. WE ONLY OFFER ONE OR THE OTHER.**

Please remember that you can switch to septa at anytime but you may only do it once per academic year.

- If you are switching from a compass to parking you must wait until your compass expires. If you turn in the form and the compasses are already ordered for the following month then you will have to wait until the month after.

**Thank you,
Renee Rosati
Graduate Medical Education
662-3957**