



**Policy Title**

Campus Parking

**Identifier**

UofSCSOMG – FCMN – 3.00

<b>Prepared by:</b> Manager, Facilities and Integrated Technology	
<b>Reviewed by:</b> Executive Director, Business Operations and Finance	<b>Review Date:</b> 07/09/2019
<b>Approved by:</b> UofSCSOMG Policy Committee	<b>Approval Date:</b> 07/09/2019
	<b>Effective Date:</b> 07/15/2019

**LCME Standards**

N/A

**Scope**

University of South Carolina (UofSC) School of Medicine Greenville faculty, staff, and students

**Policy Statement**

Guidelines for use of UofSC School of Medicine Greenville parking facilities

**Reason for Policy**

Facilities/Parking Management

**Procedures**

1. Onsite parking is provided for UofSC School of Medicine Greenville faculty, staff and first and second year medical students in the garages located under the UofSC School of Medicine Greenville medical school building.
2. Parking for third and fourth year students is provided in the Prisma Health 9C parking garage on the Greenville Memorial Campus.
3. No vehicles may be left unattended for extended periods of time. More than five business days requires prior approval by the Facility Manager.
4. UofSC School of Medicine Greenville provided parking hangtags must be displayed at all times.
5. Prisma Health Badge access is required for access to all parking garages including the medical school and 9C parking garages. Badging another individual into the parking deck is considered a violation of this policy.
6. Access to the parking lot located in the front of the school is limited to visitors and approved guests from 5 AM to 5 PM, Monday – Friday. Between 5 PM and 5 AM, Monday – Friday, and all day Saturday and Sunday, students and staff are permitted to park in front of the building. Special events may affect these hours.
7. UofSC School of Medicine Greenville and Prisma Health are not responsible for theft. All vehicles should be locked and personal items should be kept out of sight when vehicles are unattended to mitigate the risk of theft.

- 8. All parking is verified by security cameras and regular security patrols.
- 9. Parking is allowed in designated parking spots only

**Sanctions**

In the case of students, parking violations are reported to the facility manager and are tracked by Student Affairs and Prisma Health Police department. In the case of faculty and staff, parking violations are reported to their supervisor. Failure to comply may result in disciplinary action.

Violations of this policy are subject to Prisma Health enforced penalties.

**Contacts**

Executive Director, Business Operations and Finance  
Manager, Facilities and Integrated Technology

**Related Information**

NA

**History**

Date of Change	Change
July 2019	Updated sanctions and that parking is allowed only is designated parking spots only. Editorial changes made due to branding updates and titles.
July 2018	Policy formalized into standardized template, LCME CQI