

**RULES AND REGULATIONS  
GOVERNING PARKING FACILITIES  
OF THE LSU HEALTH SCIENCES CENTER  
NEW ORLEANS**

**Parking Committee 2013-2014**

Dr. Robert E. Barsley  
Chief William Joseph  
Allied Health, Vacant  
Student Rep, Vacant  
Ms. Laurie Smith  
Mr. Antonio Casas

Parking Services  
LSU Health Sciences Center

RCB Room 158  
433 Bolivar Street  
New Orleans, LA 70112

Web Address: [www.auxent.lsuhscc.edu/parking](http://www.auxent.lsuhscc.edu/parking)  
504-568-4884

5-21-13

## TABLE OF CONTENTS

INTRODUCTION .....	2
VEHICLE REGISTRATION.....	3
FACILITY USE RULES AND REGULATION.....	6
PARKING CITATIONS.....	8
PARKING MAPS .....	11-14
GATE CARD AND DECAL GUIDE .....	7
OTHER PARKING TOPICS .....	10
FINES for LSUHSC DOWNTOWN CAMPUS.....	16
ANNUAL PARKING FEES .....	17
OTHER PARKING FEES .....	14
PARKING FACILITIES ACCESS .....	19
APPEALS PROCESS SUMMARY.....	21
PARKING RULES SUMMARY .....	Back Cover

## INTRODUCTION

Parking privileges are regarded as an optional benefit associated with employment or student registration at the LSU Health Sciences Center. Parking is offered by the LSUHSC in cooperation with those who enjoy the privilege. The spirit of this cooperation determines the success and efficiency of parking operations.

Parking Committee Rules and Regulations apply to day, night, and weekend parking in all parking facilities of LSUHSC. The rules and regulations concerning parking are made to protect all users and thus apply equally to everyone.

**Failure To Comply With The Traffic Rules And Regulations At All Times Will Result In Possible Imposition Of Fines, Immobilization Of The Vehicle In Question, Or Loss Of The Privilege To Park In The Lsu Health Sciences Center Facilities.**

The University Police and the Parking Office issue citations (both moving and parking) to violators of the Parking Rules and Regulations. If a citation is issued through error, or with mitigating circumstances, appeals can be made promptly to the Parking Committee through:

The Parking Office  
RCB Room 158  
433 Bolivar Street

**Parking in Any University Facility Is Solely at the Discretion and Risk of the Individual. The University Assumes No Liability for Damage to Vehicles or Loss of Property.**

**Street Parking on City Property Is Under the Jurisdiction of the New Orleans Parking Authority. Violation of Parking Restrictions Could Result in Your Vehicle Being Ticketed or Towed Away.**

## VEHICLE REGISTRATION

**Note:** The parking registration form is an official University document and must be signed by each individual registering for parking. Someone else signing is a falsification of an official document and can result in possible disciplinary action and/or loss of parking privileges in University facilities.

1. A vehicle is not current and properly registered until the registration decal is permanently affixed, so it is easily visible, to either the lower left corner of the rear bumper or lower left EXTERIOR of the back window, not side window, of the vehicle for which it was issued.

Lack of a current decal or one not permanently affixed in the proper location on the vehicle will result in issuance of a citation. Old decals should be removed.

Registration is for a fiscal year (July 1 through June 30).

Vehicle must be in the name or address of the person registering or in the name of parents for students.

**Decals are not transferable to other vehicles. To do so will result in imposition of a fine or other action.**

2. Registration provides for parking only in location(s) for which the decal is issued and gate card is activated.

REGISTRATION OF A VEHICLE DOES NOT GUARANTEE A PARKING SPACE AT ALL TIMES. In order to effectively utilize the parking spaces available, the number of decals/cards issued may exceed the number of available spaces. It is the responsibility of the operator of each vehicle to locate a legal parking space.

**Lack of a legal space is not a valid reason for violating the Parking Rules and Regulations.**

3. A maximum of two (2) vehicles may be registered by one person; however, only one vehicle may be parked in LSUHSC facilities at any one time. Violators will be subject to the imposition of a fine.

**You may park only one vehicle in the lots at any one time.**

4. Gate Cards: Only one gate card will be issued to each person registering a vehicle(s). This card is not transferable to any other individual, such as a family member, secretary, technician, student, friend, or fellow worker. No gates will be opened for entrance or exit except by using the personal gate card. For the computer to accept your gate card, you must use your card every time you enter or exit (even if the gate is open). Replacement for lost, stolen, or damaged cards will cost \$25.00 for the first occurrence. Each subsequent replacement of lost, damaged, or stolen cards will cost \$45.00 which includes a NON-REFUNDABLE SURCHARGE OF \$20.00. You are responsible for the safekeeping and proper use of the gate card. Failure to maintain proper care of the card will result in the replacement fee. Replacement charge is refundable if lost card is located and returned, with receipt for replacement card.

**There will be no refund  
for abused gate cards.**

Procedures for Use of Proximity Card Reader System:

- Card is to be installed by using the provided velcro strips to mount card in a vertical position in the inside upper left hand corner driver's side of your windshield.
  - To use the new system, you must drive in slowly and the gate should open. Additionally, a small green light on top of the gate will light up to indicate that your proximity card has been read and the gate will open, if the red light comes on, proceed to the Parking Office at 433 Bolivar Street, Room 158 for assistance.
5. Late Registration: There is a \$10.00 charge for late registration. Late registration charges will begin on July 1 of each year. First time registrants will be exempt from this charge.
  6. Cancellation: Parking cancellation is effective the day the Parking Office is notified and gate card is returned. Refund of the gate card deposit will be given when the card is returned to the Parking Office.
  7. Student Workers: Student workers, from other universities who are employed at LSUHSC, pay an annual \$100.00 fee in addition to the \$25.00 refundable gate card fee.

8. LOANERS, RENTALS, NEWLY PURCHASED VEHICLES, etc.: Cars, used as temporary replacements for registered vehicles, must have a Temporary Vehicle Hangtag on their rear view mirror. Temporary Vehicle Hangtags can be obtained in the Parking Office. Alternative parking should be used until a temporary permit is obtained and properly displayed within the vehicle.

**Citations will be issued  
to drivers of temporary replacement  
vehicles who do not comply  
with the above instructions.**

9. Gratis Faculty Parking: Those faculty members who donate their time to the University and receive no compensation and who park for four (4) hours or less per week in University facilities will be provided parking privileges at no cost other than the refundable gate card fee of \$25.00. However, they must comply with all University Parking Regulations including registration of their vehicles. It is the responsibility of the appropriate Dean to provide verification of the gratis status at the time of vehicle registration. Gratis faculty will be allowed to park in the Roman Street garage, Gravier Street garage or Dental Campus Faculty lots.
10. Motorized Bikes: All types of motorized bikes parked in designated downtown campus areas (near garage entrance) must be registered and decals placed on the front fender. Motorized bikes parked in un-designated areas will be ticketed.
11. Reimbursement Policy for Registration Fees: LSUHSC personnel, who terminate employment and have paid the parking fee in one lump sum, will receive reimbursement on a proportionate basis and the gate card fee will be refunded upon return of gate card and proof of payment.
12. Automobile Repair: No repairs are to be made in parking facilities except to enable disabled vehicles to exit those facilities.

## FACILITY USER RULES AND REGULATIONS

1. To promote safety, the maximum speed limit in all parking facilities is posted as either 10 MPH or 15 MPH. This is strictly enforced by use of a radar gun.
2. Observe all signs regarding speed limits and special precautions.
3. Park only in designated areas, and observe particular parking regulations for each location. **NOTE: Ground level of the South Roman Street Parking Garage is for Patient, visitors and Reserved parking Only. The second citation for parking in the patient area will result in the loss of parking privileges for six months.** Registered Parkers may not park in the patient area even if they are a patient unless paying for patient parking. **The new Patient Lot at Dental School on Florida Avenue is restricted for patients and visitors only.**
4. Park in such a manner as to ensure that you are not blocking a fire zone, freight zone, service road, driveway, roadway, walkway, other vehicles, etc. Vehicle may not extend past parking space into driveway.
5. DOUBLE PARKING IS PROHIBITED (i.e. 2 spaces, or over line).
6. Traffic in all parking facilities must use the designated driving lanes, paying close attention to the directional arrows and signs. Violators of traffic flow signs will be issued a citation.
7. Spaces designated “Reserved” and “Accessible” must be honored 24 hours a day. A State issued “handicapped” license does not justify parking in a space designated “Accessible.” The employee must be mobility impaired and documentation (physician’s certification of mobility impairment) must accompany all requests for “Accessible” parking. Accessible Parking Hangtags will be issued with expiration dates.
8. Persons requiring temporary parking in spaces designated “Accessible” may obtain permission to park in the appropriate employee/student Accessible zone from the Parking Office. Documentation of a temporary mobility impairment must be signed by a physician and be presented at the Parking Office.
9. Vehicles must be parked between lines in an orderly fashion and not parked in closed end zones or safety areas. Improper parking that results in loss of a parking space is a parking violation.

10. **DRIVE FORWARD** (i.e. park forward) into all spaces in all lots **except** the 1542 Tulane Garage. Spaces in the 1542 Tulane Garage were designed for “back-in” parking.
11. Normal parking is in and out each 24 hours. If a longer time is required, a request to the Parking Office must be made **5 Working Days Prior** to the extended parking period. Non-compliance can result in the issuance of a citation.

## GATE CARD and PLACEMENT GUIDE



**Gate Card (White Box).** Mount Card Vertically inside your front windshield at least two inches from the top and side.

Note — Gate Cards may read better in lower positions for higher vehicles such as vans and SUVs. In addition, some luxury vehicles with special windshields or vehicles with a special film/tint on windshield may not allow the gate card to be read.

**DECAL (Black box)**  
Place decal on the left back windshield on the outside.





## PARKING CITATIONS

**Warning:** Any intentional damage to gate arm or parking equipment will result in a \$100 fine and may result in revocation of parking privileges.

**Fines:** The amount of fine for each citation is contained in the schedule of violations in this document. No warnings are issued for first infractions.

**Delinquent Fees:** After fifteen (15) calendar days without payment, the citation will become delinquent and a delinquent fee of \$15.00 will be added to the fine.

**Nonpayment of Fines:** Nonpayment of fines and delinquent fees may, at the discretion of the Parking Committee, result in the loss of parking privileges, immobilization of a non-registered vehicle, and/or deduction of the amount of the fine from your paycheck. In the case of students, clearance for registration or for graduation will be delayed and transcripts withheld until the fine is paid.

**Appeals:** Appeals can only be made **PRIOR** to the citation becoming delinquent, i.e., within **FIFTEEN (15) CALENDAR DAYS** of citation issuance. Appeals, **TYPED OR LEGIBLY WRITTEN**, must be made to the Parking Office and must clearly show the date, your name, and department (or mailing address if you are a student or Resident). Attach your copy of the ticket for the infraction being appealed to your written appeal. **Appeals made after the delinquent date must be paid in full before the appeal can be filed.**

**AN APPEAL CAN BE MADE ONLY ONCE PER TICKET.** The appeal may be turned in to the Parking Office through campus mail, via web page at [www.auxent.lsuhscc.edu/parking](http://www.auxent.lsuhscc.edu/parking), or may be hand carried to the Parking Office, in the RCB Room 158, 433 Bolivar.

Delinquent Citations: A notice of delinquency will be sent if citations are not properly disposed of within the fifteen (15) calendar days from issuance of tickets. Upon issuance of notice of delinquency, you will have fifteen (15) calendar days to pay the fine or in accordance with the rules and regulations, your gate card will automatically be removed from the computer and will be rejected at the gate. The gate card will be deactivated from use in the parking facilities until the fine is paid, and you will be eligible for further sanctions (see section “Non-payment of Fines”).

## OTHER PARKING TOPICS

House Officers with hospital duties at the Interim LSU Public Hospital (ILH) will be allowed nights and weekend parking in Student Lot 3.

Student and Gravier Garage Assigned Employees Night and Weekend Parking in the S. Roman Garage: Parking will be allowed in the parking garage at night and on weekends.

Night Parking (Monday – Friday)	4:30 pm – 8:30 am
Weekend and LSU Holiday Parking:	24 Hours

Vehicles remaining in the garage after these specified times will be issued a citation.

Students and Student Workers Assigned to Roman Garage: No students, student workers, or graduate students are authorized to park in Garage Monday – Friday 8:30 am – 4:30 pm.

Parking in Student Lots: Parking in the student lots (see attached map) is reserved for students.

Dental School Faculty Lots: Parking in designated faculty parking only lots restricted to LSUHSC faculty and registered handicapped parkers.

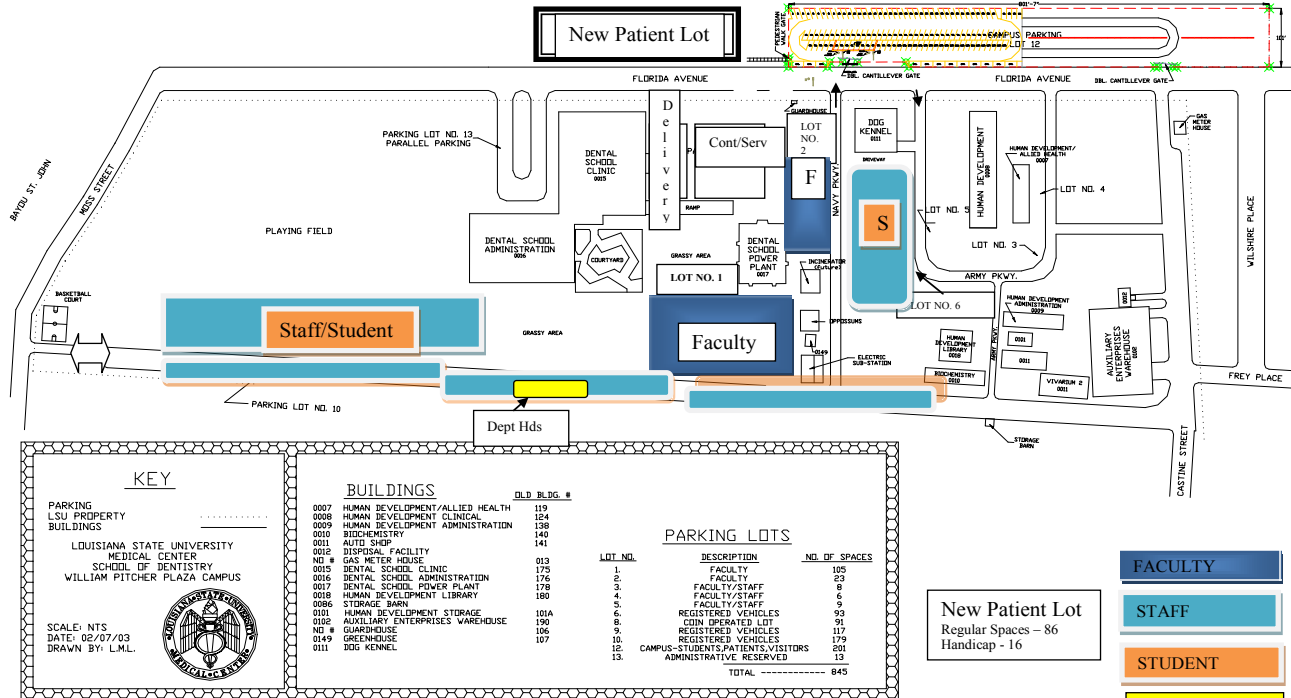


Legend

- Property of LSUHSC
  - Property of LSUHSC MCLNO
  - Direction of Flow
  - 2 Way Operation
- 1 Gravier Garage - 581 spaces
  - 2 1542 Garage - 75 spaces
  - 3 Lakeside Lot - 24 spaces
  - 4 I-10 Lot #1 - 65 spaces
  - 5 I-10 Lot #2 - 28 spaces
  - 6 I-10 Lot #3 - 74 spaces
  - 7 Perdido (440) Lot - 232 spaces
  - 8 Student Lot #2 - 281 spaces
  - 9 Student Lot #3 - 245 spaces
  - 10 Student Lot #1 - 117 spaces
  - 11 Residence Hall Lot - 176 spaces
  - 12 Roman Garage - 1425 spaces
  - 13 Lot T - 25 spaces
  - 14 Chancellor's Lot - 5 spaces
  - 15 Purple - 57 spaces
  - 16 Brown - 233 spaces
  - 17 Red - 14 spaces
  - 18 Black - 24 spaces
  - 19 L & M Lot - 31 spaces
  - 20 Orange - 165 spaces
  - 21 Teal - 77 spaces
  - 22 UMOB Green - 92 spaces
  - 23 OBGYN Patient Lot - 9 spaces
  - 24 Maroon - 108 spaces

NEW ORLEANS – DOWNTOWN PARKING

# LSU HEALTH SCIENCES CENTER SCHOOL OF DENTISTRY WILLIAM PITCHER PLAZA CAMPUS



**KEY**

PARKING  
LSU PROPERTY  
BUILDINGS

LOUISIANA STATE UNIVERSITY  
MEDICAL CENTER  
SCHOOL OF DENTISTRY  
WILLIAM PITCHER PLAZA CAMPUS

SCALE: NTS  
DATE: 02/07/03  
DRAWN BY: L.M.L.

**BUILDINGS**

0000	BUILDING NAME	BLDG. #
0007	HUMAN DEVELOPMENT/ALLIED HEALTH	119
0008	HUMAN DEVELOPMENT CLINICAL	124
0009	HUMAN DEVELOPMENT ADMINISTRATION	138
0010	BIOCHEMISTRY	140
0011	AUTID SHEP	141
0012	DISPOSAL FACILITY	053
0015	DENTAL SCHOOL CLINIC	175
0016	DENTAL SCHOOL ADMINISTRATION	176
0017	DENTAL SCHOOL POWER PLANT	178
0018	HUMAN DEVELOPMENT LIBRARY	180
0086	STORAGE BARN	190
0101	HUMAN DEVELOPMENT STORAGE	101A
0105	AUXILIARY ENTERPRISES WAREHOUSE	190
NO #	GUARDHOUSE	106
0149	GREENHOUSE	107
0111	DOG KENNEL	107

**PARKING LOTS**

LOT NO.	DESCRIPTION	NO. OF SPACES
1.	FACULTY	105
2.	FACULTY	23
3.	FACULTY/STAFF	8
4.	FACULTY/STAFF	6
5.	FACULTY/STAFF	9
6.	REGISTERED VEHICLES	93
7.	COIN OPERATED LOT	9
8.	REGISTERED VEHICLES	91
9.	REGISTERED VEHICLES	117
10.	REGISTERED VEHICLES	179
12.	CAMPUS-STUDENTS,PATIENTS,VISITORS	201
13.	ADMINISTRATIVE RESERVED	13
TOTAL		845

**Facility**

**STAFF**

**STUDENT**

**RSVD**

**New Patient Lot**

Regular Spaces – 86  
Handicap - 16

Oversized Vehicles: Those vehicles too large to enter the 425 South Roman Garage will be provided access to the Perdido 440 lot. Vehicles too large to enter the 1661 Gravier Garage will be provided access to I-10 Lot #2. The clearance is 6 feet 8 inches in both garages.

Bicycle and Motorcycle Parking: Bicycles and small scooters may use the racks by the Medical Education Building and Roman Street garage. Motorcycles and motorbikes may park in student lots out of the way or on the first levels of the South Roman Street Garage and Gravier St. Garage in the area designated for them.

Battery Charge: Battery jump service is available to all registered parkers. Please contact the University Police.

Retroactive Parking Fees: Retroactive Parking Fees can be collected through payroll deduction, if Parking Fees, in the proper amount, have not been previously paid. For example, a person's classification may have changed but this was not reflected in the person's payroll deduction. This could happen when a resident becomes a faculty member or the regular faculty/staff fee is deducted instead of the reserved parking fee.

Visitor Parking: Visitor parking is located in the Roman Street garage on the first level. An Automated Pay Station is located at the garage first level elevator lobby.

At the Dental School campus, free patient and visitor parking is available in the new patient lot on Florida Avenue.

## LSUHSC PARKING FINES

\$100	Intentional Breaking of Gate Arm or Parking Equipment
50	Unintentional Breaking of Gate Arm or Parking Equipment
50	Wheel Lock
50	Parked in Accessible Zone
50	Parked in Designated Loading Zone Area
50	Parked in Patient Only Area
30	Exceeding Speed Limit
30	Failure to Yield Right of Way
30	Disregarding No Left/Right Turn Sign
30	Failure to Obey LSU Police Officer Enforcing Parking Regulations
30	Reckless Driving
30	Driving Against Traffic Flow
30	Backing Against Traffic
30	Other Moving Violation
20	Unregistered Vehicle
20	Parked in Clinical Faculty Area After Hours
20	Parked in Fire Zone
20	Parked in Roadway
20	Parked in Unauthorized Area
20	Parked in Two Parking Spaces
20	Parked in Reserved Space
20	Registered/No Decal
20	Failure to Back in Space (1542 Tulane)
20	Parked Backwards
20	Improper Display of Decal
20	Parked in Faculty/Staff Only Zone
20	Parked in Student Only Zone
20	Other Violations Except When Noted

## LSUHSC DOWNTOWN ANNUAL PARKING FEES

\$290	Full-Time Faculty and Staff
428	Rotating Reserve Spaces - 1542 Tulane garage
100	Part-Time Faculty and Staff - 50% or less
N/C	Gratis Faculty - No salary, on site 4 hours or less a week
220	Residents/Fellows
130	Residence Hall / Stanislaus Hall Students
100	Student and Student Workers Annual
35	Summer Students and Student Workers
65	Students - First year, admitted in January
20	Visiting Students/Residents – Non-refundable processing fee **
523	Reserved - Available to Dept. Heads and above
69	Motor Driven Bikes

\*\*This fee may be increased due to length of visit.

All Registered Parkers Must Pay a \$25 Refundable Gate Card Fee.

## DUAL REGISTRATION FOR FLORIDA AVENUE

Note: Dual fees are in addition to fees paid at the Florida Avenue Campus.

\$170	Staff
50	Faculty

## OTHER PARKING FEES

\$25	Gate Card Purchase (Refundable) All Registered Parkers
25	Parking Card Replacement (damaged, lost or stolen) - Each Occurrence
20	Non-Refundable Surcharge on Card Replacement - Each Occurrence after the First
15	Fine Delinquent Fee
15	Charge for All NSF Checks



**LSUHSC FLORIDA AVENUE CAMPUS  
ANNUAL PARKING FEES**

\$240	Full-Time Faculty
120	Full-Time Staff and Residents
300	Department Head Reserve Area
180	Part-Time Faculty - greater than 50% and less than 75%
100	Part-Time Faculty and Staff - less than 50%
100	Student and Student Workers Annual
N/C	Gratis Faculty - No Salary, onsite 4 hours or less a week
20	Visiting Students/Residents – Non-refundable processing fee **

\*\*This fee may be increased due to length of visit.

**OTHER PARKING FEES**

\$25	Gate Card Purchase (Refundable) All Registered Parkers
25	Parking Card Replacement (damaged, lost or stolen) - Each Occurrence
20	Non-Refundable Surcharge on Card Replacement - Each Occurrence after the First
15	Fine Delinquent Fee
15	Charge for All NSF Checks

## **PARKING FACILITIES ACCESS GUIDE**

### **S. ROMAN ST. GARAGE**

- Assigned Faculty, Staff, Residents, Fellows, Gratis Faculty – 24 Hours/Day
- Students and Gravier Garage Parkers – Daily 4:30 pm to 8:30 am, Weekends, Holidays

### **1542 TULANE AVE. GARAGE**

- Assigned Clinical Faculty – 24 Hours/Day
- Faculty, Staff, Residents, Fellows – Daily 5pm to 7am, Weekends, Holidays

### **GRAVIER ST. DISTRICT ENERGY GARAGE**

- Assigned Faculty, Stanislaus Hall Residents, Staff, and Gratis Faculty Of LSUHSC –24 Hours/Day
- Assigned Staff of ILH
- Assigned Delgado School of Nursing

### **I-10 LOT #1**

- Assigned Faculty, Staff

### **I-10 LOT #2 & #3**

- Overflow Parking for Student lots

### **RESIDENCE HALL LOT**

- Assigned Student Housing Tenants

### **LSU PERDIDO STREET 440 LOT**

- All Students and Student Workers
- Oversized vehicle and accessible parking for approved Faculty/Staff

### **STUDENT LOTS 1,2,3**

- All Students and Student Workers

### **ILH PERDIDO STREET LOT (BROWN)**

- Assigned ILH Staff

### **ILH S. JOHNSON STREET LOT (ORANGE)**

- Assigned ILH Staff

**ILH DOCTORS LOT (PURPLE)**

- On-Call Physicians Registered for Parking

**ILH POYDRAS STREET LOT (MAROON)**

- Assigned ILH Staff and Contract Parkers

**ILH HOP CLINIC LOT (TEAL)**

- Assigned ILH Staff and Contract Parkers

**ILH UMOB LOT (GREEN)**

- Assigned ILH Staff (Handicap Parking) and Patients

**ILH BUTTERWORTH LOT (RED)**

- Assigned ILH Staff

**ILH GRAVIER STREET LOT (BLACK)**

- Assigned ILH Staff

**DENTAL SCHOOL FACULTY LOT**

- Assigned Faculty and authorized Staff.
- Handicap spaces authorized for registered Faculty, Staff, and Students

**DENTAL SCHOOL GATED PARKING**

- All Faculty , Staff, and Students

**DENTAL SCHOOL RESERVED PARKING**

- Assigned Deans and Directors

**DENTAL SCHOOL PATIENT LOT**

- Restricted for Patients and Visitors

**DENTAL SCHOOL OVERFLOW AND CONTRACTORS LOT**

- All Faculty, Staff, Students, Contractors, Patients and Visitors

## APPEALS PROCESS SUMMARY

All citations (except wheel lock) may be contested in writing within (15) fifteen days of issue date. The citation does not have to be paid, to be contested.

Once a citation is delinquent, or if any other citations are delinquent, the ticket may not be contested until all delinquent fines are paid.

**Appeals may be turned in to  
The Parking Office  
RCB Room 158  
433 Bolivar Street**

**or**

**Via the Parking Website  
[www.auxent.lsuhs.edu/parking](http://www.auxent.lsuhs.edu/parking)**

Appeal decisions are mailed to department or school mailbox unless otherwise requested.

The parking office cannot overturn Parking Committee decisions.

**RULES AND REGULATIONS  
GOVERNING PARKING FACILITIES  
OF THE LSU HEALTH SCIENCES CENTER  
NEW ORLEANS**

**PARKING RULES SUMMARY**

- Park **only** in **authorized** areas at authorized times.
- All vehicles **must** display **properly affixed** decal or temporary hangtag (i.e. exterior of back left window or left back bumper).
- Park **forward** in all facilities except the 1542 Tulane Ave. Garage.
- Do **not** park in two spaces (i.e. over line in striped facilities).
- Do **not** park in roadways or turning lanes.
- Certificate of mobility impairment must be submitted to LSUHSC Parking and “Accessible Parking Hangtags” must be displayed prior to parking in Accessible spaces.
- **Do Not Park In Patient Area (First Floor Roman Street Garage and Dental School Patient Lot) or Reserved Spaces.**

Please read the  
LSUHSC Rules and Regulations.  
See website for current parking policies.  
[www.auxent.lsuhscc.edu/parking](http://www.auxent.lsuhscc.edu/parking)