


Standard Operating Policy & Procedure		
A-027	14th Street Garage	
Scope: Medical Campus		
Effective Date: 10/06/2006		Supersedes Policy: N/A
Review/ Revision Date(s): 11/16/2009, 06/22/2010, 8/15/2011		
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	UNIVERSITY OF MIAMI MILLER SCHOOL of MEDICINE	Security Department 1051 NW 14th Street, Suite 145 Miami, FL 33136 (305) 243-7233

Purpose

To establish guidelines for accessing and using the University of Miami parking garage on northwest 14th street.

Policy

University of Miami Miller School of Medicine faculty, staff, students, and visitors may access and utilize the 14th Street Garage for the sole purpose of short term parking under the guidelines set forth in this policy.

Procedures

- 1.0 HOURS OF OPERATION: The garage will be open to card holders 24 hours per day via the front entrance on 14th Street. A cashier will be on duty so that cash paying visitors may use the garage during the following hours:
 - 1.1 6 am to 10 pm Monday through Friday
 - 1.2 7 am to 7 pm Saturday
 - 1.3 8 am to 5 pm Sunday
- 2.0 DISCLAIMER OF LIABILITY: The University of Miami strongly urges those who park on campus not to leave valuables in an unoccupied vehicle at any time, and to lock all vehicles when not in use. The University of Miami, its officers, agents, trustees, and employees are not liable for loss or damage to any vehicle or the contents of any vehicle that is located, operated, or parked on campus. Theft or damage should be reported to the Department of Security.

- 3.0 Overnight parking is generally NOT permitted. However, under special circumstances, i.e. staff traveling on University business, etc. overnight parking may be arranged. The Parking Office must be notified by e-mail and include the following:
 - 3.1 purpose of the overnight parking
 - 3.2 dates of the overnight stay
 - 3.3 description of vehicle
 - 3.4 tag number of vehicle
- 4.0 Abandoned vehicles: Vehicles left longer than 24 hours without proper notification will be considered abandoned and are subject to being towed and stored at the owner's expense.
- 5.0 Parking outside the lines: Vehicles must park inside the lines that delineate a parking space. Vehicles parked across the lines occupying two spaces or parked in a manner that prevent neighboring spaces from being used are subject to be towed at the owner's expense.
- 6.0 Card holder entrance at rear of garage: there is a card holder's entrance and exit at the rear of the parking garage that can be accessed by driving down the north side of the CRI building. This entrance and exit is open from 7:30 am to 6:00 pm, Monday through Friday ONLY. All other hours you must use the front entrances.
- 7.0 Anti-pass back is a feature of the card access system that prevents an access card from allowing multiple cars to enter the garage before the same card has exited. This means that you must use your card to enter and then to exit before you can enter again.
- 8.0 No card sharing: Card holders are entitled to park one car per parking card in the facility at any one time. Card holders may NOT share their access card with anyone. As an example, you are not entitled to give your card to someone else while you are on vacation.
- 9.0 Alternate exit strategy: In an attempt to avoid delays on NW 14th Street, consider making a right turn when exiting the parking garage during morning or evening RUSH hours. When you leave the garage turn right on NW 14th Street, right on NW 10th Avenue, right on NW 11th Street (under Metrorail) and proceed to NW 12th Avenue. From the intersection of NW 12th Avenue and NW 11th Street, you can continue west to access 836 west bound or you can turn right on 12th Avenue to access 836 east bound leading to I-95 north or south. (map included)
- 10.0 In the event your access card fails to let you into the garage, you may pull a ticket to enter the garage. Bring the ticket to the University Parking Office to get it validated and resolve the malfunction of your parking card.

- 11.0 If your access card fails to let you out of the garage, exit via the cashier. The cashier will charge you the maximum daily rate and give you a receipt. Bring the receipt to the University Parking Office. If your account is in good standing, you will be reimbursed the amount of your receipt and the malfunction of your parking card will be resolved.
- 11.1 Cards that have been de-activated due to non-payment will NOT be eligible for reimbursement of the daily rate.
- 12.0 Monthly customers who pay quarterly by check must pay prior to the end of the current quarter. Cards will be de-activated on the 5th day of the month that begins the new quarter if your account is not paid in full.
- 12.1 A \$5 reinstatement fee will be charged for cancelled cards.
- 13.0 Anyone found defrauding the parking system is subject to prosecution, disciplinary action, and/or termination of parking privileges.