

**GUIDELINES:**

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Issued: Date Issued – April 12, 2017

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**PURPOSE:**

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The purpose of this policy is to establish guidelines relative to reciprocal parking between the campuses of Washington University in St. Louis.

Each campus will make reasonable accommodations for reciprocal parking for employees, whose duties take them to the various campuses of the university in the St. Louis Metropolitan Area.

**DEFINITIONS:**

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Parking permits are permits required by each campus to park in the parking lots and garages on each campus.

**PROCESS:**

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All employees must purchase one of the available parking permits or passes to park in WUSM parking lots and garages. The university provides a free Metro U-Pass for employees, who wish to commute to and between campuses on public transportation.

Employees should purchase a parking permit for the campus, where they spend the majority of their work time. In general, it will be the locations, where you work more than 20 hours a week.

Sometimes, the university will temporarily assign an employee away from the campus, where they primarily perform their duties. If the assignment will exceed 20 hours a week at WUSM, the employee has several options.

- 1) The employee can park at their primary parking location and commute via Metro.
- 2) The employee can purchase a monthly parking permit for the Clayton Garage.
- 3) The employee can purchase an exit pass for any weeks, where they will be parking in the garage for more than two (2) days.

Due to limited surface lot parking, most temporary parkers will be assigned to the Clayton Garage at WUSM, where all of the above permits are available.

If the temporary assignment is from WUSM to Danforth, due to limited surface space particularly during the East End implementation, the employee has several options:

- 1) The employee can park at their primary parking location and commute via Metro.

- 2) The employee can purchase a monthly parking permit for an available lot from Danforth Parking and Transportation.
- 3) The employee can purchase limited duration pass (visitor parking validations) for any weeks, where they will be parking in the garage for more than two (2) days.

**Danforth Reciprocity** - Danforth Campus permits cannot be sold to full-time WUSM employees or students.

- The Danforth Campus recognizes all valid Medical Campus permits in the Danforth University Center (DUC) visitor spaces. Please take a ticket when entering Danforth University Center Garage and before leaving the garage please put your name, phone number and current permit number on the back of the ticket. Exit out through the garage attendant show your permit and medical campus id and give the attendant your ticket. Questions regarding parking at the Danforth campus can be directed to Parking and Transportation at (314) 935-5601. Medical Campus permits are not meant for full-time use at the Danforth Campus. If you spend more than 20 hours during the business week on the Danforth Campus, you must purchase a Danforth Campus permit.
- The Danforth Campus recognizes only valid Medical Campus reserved parking permits in red surface lot spaces at all times.
- A permit is not require a to park in yellow zones from 5PM-7AM Monday through Friday and all day during weekends
- The Medical Campus recognizes Danforth Campus red annual permits, including the official business permit, on any WUSM surface lot. Danforth Campus permits are not meant for full-time use at the Medical Campus. If you spend more than 20 hours during the business week on the Medical Campus, you must purchase a Medical Campus permit.
- The Medical Campus recognizes Danforth Campus yellow and Eliot permits in the Clayton Garage only. Please take a ticket when entering Clayton Garage and before leaving the garage please put your name, phone number and current permit number on the back of the ticket. Exit out through the garage attendant show your permit and give the attendant your ticket. Questions regarding parking at the Medical School can be directed to the FISC desk at (314) 362-3100.

Both the Danforth Campus and Medical Campus parking offices provide parking and contact information for the other campus to facilitate parking reciprocity for faculty, staff and students who need to park on both campuses.