

<b>LAKE OF THE WOODS DISTRICT HOSPITAL</b>	<b>Department Manual: Administration</b>	<b>Page 1 of 2</b>
	<b>Section: Relationships</b>	<b>Original Creation Date: November 2008</b>
<b>POLICY - Parking on Hospital Property</b>		<b>Current Approval/Revision Date: 04/13/2010</b>

**Purpose:** Clarify responsibilities and obligations of persons wishing to park a motorized vehicle, bicycle, motorbike or any mechanical means of transportation on Hospital owned property.

Lake of the Woods District Hospital has areas designated for parking and policies relating to the use of these areas. Parking is a privilege extended when available and may be withdrawn from abusers of this policy. LWDH is not obligated to provide parking but endeavours to accommodate the many parking needs of the hospital and community within its limited resources.

1. Specific parking lot designation is to be adhered to. Parking lot spaces designated for Outpatient Parking are for the specific use of outpatients. The Staff Parking Lot is to be used only by staff, or monthly parking permit holders. The Visitors' Lot is to be used by visitors only. Departures from this requirement due to extenuating circumstances must be authorized by the Plant Services Manager or the Manager of Facilities and Projects. Specifically assigned parking spaces are to be used by authorized personnel only. Occasionally it may be necessary to temporarily change parking lot designation (ie for snowplowing or maintenance purposes). Permanent and temporary signs are to be obeyed.
2. Staff, patients and visitors are required to pay for parking on hospital property. Persons parking in hospital lots will abide by the rate structure set by the Lake of the Woods District Hospital. The rate structure will be reviewed and adjusted periodically. Any exceptions or alterations to the posted rate structure must be approved by authorized hospital personnel.
3. Persons found attempting to avoid payment for parking services through such means as sharing of monthly passes, "tailgating" etc. may be subject to denial of parking privileges.
4. Designated or assigned parking spaces will be limited to areas posted with Hospital authorized signs. (for example, handicapped parking, emergency vehicle parking, maintenance truck parking, vehicles under 16 feet in length only, etc.)
5. All parked vehicles must be contained within the limits of one stall. Vehicles which block ingress and egress of other vehicles or areas of pedestrian traffic, such as sidewalks, will be towed at the vehicle owner's expense.
6. Electrical power and outlets are to be used for block heaters in cold weather only. Power usage is not intended for interior car warmers, battery blankets or vehicle accessories. Persons utilizing power for motorized bicycles, scooters, electrical vehicles and other such devices will be subject to a monthly charge as specified in the parking rate structure.
7. There are a limited number of parking stalls in the Premium Parking Lot designated for staff with mobility problems. Staff requiring parking in closer proximity to the hospital must produce a letter from the staff health nurse and will be issued a hospital authorization tag to identify this status. This tag must be prominently displayed when parking in these stalls. Where accommodation is temporary, periodic tag renewal may be required. Regular staff parking rates will apply.
8. Vendors and contractors may park on the north side of the hospital while on hospital related business only. Eligibility for parking in this area will be determined by the Manager of Plant Services or the Facilities and Projects Manager.

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9. Bicycles, electrically assisted bicycles, scooters, etc. not suitable for parking in a motor vehicle stall in a parking lot are to be parked outside of the hospital buildings in designated bicycle parking locations only. Bicycles, etc. found parked in places other than designated parking areas (ie. at entrances, sidewalks, benches etc.) may be removed by hospital staff and relocated to the bicycle parking area. Parking of bicycles inside of hospital buildings is strictly prohibited. Any bicycles found parked inside of hospital buildings will be impounded by hospital maintenance.
10. Unauthorized parking may result in the vehicle being towed at the vehicle owner's expense.
11. Unauthorized vehicles parking in handicapped designated parking areas will be ticketed with fines in accordance with municipal bylaws.
12. Repair costs for damage to hospital property resulting from an accident or from negligent operation of a vehicle will be forwarded to the perpetrator.
13. Vehicle owners park at their own risk. LWDH does not accept responsibility for damage or theft of private property from vehicles parked on hospital property or for the negligent, malicious or unlawful conduct of any third party.