

LAKE OF THE WOODS DISTRICT HOSPITAL	DEPARTMENT: Patient Registration	Page 1 of 1
PROCEDURE: Weekly Parking Pass Sales		DATE: Jan. 7/09 Revised: Feb. 24/10 Nov. 5/15
<ol style="list-style-type: none">1. Weekly parking passes are available to visitors of all patients regardless of the classification of the patient (Acute, ALC and Psychiatric).2. These passes are valid for 7 consecutive days from the first time that the pass is used. The first time the pass is used, the original parking ticket must be inserted into the exit terminal followed by the weekly pass. It is not necessary to provide the customer with an exit pass at the time of purchase; the weekly pass should be used.3. On subsequent days, the weekly pass must be inserted into the entry and exit terminals in order to open the gate to access the parking lot.4. The weekly pass can be used as many times as required during the 7 day period.5. These passes are non-refundable, except under extenuating circumstances to be reviewed by the Finance Manager.		