

# Parking Overview

Facilities, Security and Payroll work jointly to streamline the parking process for everyone. The following is a guide to which type of parking is available to different categories of persons on campus.

Employees or students who do not have WesternU parking permits *do not have access to Western University of Health Sciences parking.*

*No permit holders are guaranteed parking either in the university parking structure or specific lots with the exception of "Reserved" permit holders.*

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## Students

Students - may purchase a WesternU Student annual or semester vehicle/motorcycle parking permit for Western University student parking lots and the parking structure. (See parking map at <http://www.WesternU.edu/parking> ) Bicycles may be parked in the bicycle racks next to HPC & HEC without a permit. Motorcycle parking is behind the University Services Center and marked spaces in the University Parking Structure. Please refer to the Student Parking page for parking lot hours.

**NMM/OMM PDT Fellows** - These persons are considered students and must purchase a WesternU Student parking permit or use Daily Permit Parking.

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## Employees

**Employee** - Employees of Western University of Health Sciences may purchase a WesternU parking permit or use City Daily Permit parking.

**Temporary worker** - Temporary workers hired by Western University may purchase a WesternU parking permit or use City Daily Permit parking. As the parking permit charge is prorated, the charge will end at the end of employment (one week in advance required).

Temporary workers hired through an agency must use City Daily Permit parking.

**Distance Faculty** - 1-2 weeks a month, may purchase a WesternU Parking Permit or use City Daily Permit parking.

**Fellows / Residents** - on contract through Payroll - purchase WesternU parking permit or use City Daily Permit parking.

*(If any person fits the employee category, they do not receive Adjunct Faculty parking.)*

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## **GUESTS - Persons who have access to Guest Parking**

(to be scheduled through the Resource Scheduler or Parking@westernu.edu email)

1. Alumni - to assist with interviews.
  2. Board of Trustees Member
  3. Employee Interviews - persons here to interview for employment.
  4. Guest Speakers/Lecturers - for student clubs, or lectures not required by the academic curriculum, etc.
  5. People visiting a person on campus for professional reasons, attending a meeting, etc.
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## **Groups to Utilize "City Public Metered Parking" (formerly Daily Permit)**

*(The following groups were previously scheduled through the Resource Scheduler. They are now required to use City Public Metered Parking.)* The city Public Metered Parking is located in city lot #12, this lot is behind the Subway on Gibbs between 1st and 2nd streets.

**Prospective students** - attending Campus Tours/Info Sessions.

**Remediation Students** - returning to take exam 2nd time or to attend didactic programs of less than a semester's duration.

**Research / Lab Assistants** - (if not a Western U employee) – may request reimbursement at the discretion of the lab director.

**Residents/Postdoctoral Fellows** - not employed by Western U.

**Students returning from Rotations** - for a didactic program of a short duration (i.e., less than a semester).

Groups of students returning for "rotations" may purchase "Rotations Parking Permits". The college rotations scheduler should send an email to "Bursars Office" at least 3 weeks before the first week of rotations to facilitate printing of the permits. Costs are associated with the total days

on campus. If the rotations permit is not purchased the student may not park on campus except in Daily Permit parking.

**Student Interviewees** - for Admissions.

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## Adjunct Faculty

(These persons use spaces set aside for adjunct faculty in Lot #2-6 (future lot 21). The Facilities Logistics Administrator provides special permits.)

**Alumni and other clinicians** - to assist with mock patient scenarios, clinical exams, etc. (Curriculum).

**Clinical Services Assistants** (i.e., licensed professionals who oversee students or otherwise participate in the delivery of clinical services in the Patient Care Center).

**Clinician Lecturers** (Visiting Clinicians) - leave their practice to teach here. (Also known as Facilitators).

**Teaching Lab Assistants** (i.e., clinicians who come to campus either as volunteers or paid via a stipend, hourly fee, or honorarium to help out in a laboratory exercise required by the curriculum as a facilitator or lab instructor) - teach or assist with lab.

*(If a person fits the employee category, they do not receive Adjunct Faculty parking.)*

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## Public Metered Parking Guide

### Instructions for Day and Evening Parking

Please enter Lot # 12 on Gibbs Street. This lot is located behind the Subway on Gibbs, between 1st and 2nd Streets.

City metered spaces are "pay" parking 7 days a week and 24 hours a day. The first 3 hours of parking are free but *you are Required to enter the parking space number in the permit machine no matter how long you are staying.*

When you purchase this parking between the hours of 7:00 a.m. and 7:00 p.m. the fee is \$3.00 for the day. If you purchase the parking after 7:00 p.m. the fee is \$1.00. The machine accepts coins, bills, Visa and MasterCard.

1. Note the number of the space that you have parked in.
  2. The Daily Permit box is stationed near the entrance to the lot. Go to the box and enter your space number. You will then enter the number of hours you will be parking. The machine will give you the fee amount and ask you to pay if applicable.
  3. You can request a receipt but it is not necessary to display it in the vehicle as all information is obtained through the machine.
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## Vendor Parking

There are vendor parking spots in Lot 2-2 (future lot #17) near the bookstore and in lot 2-6 (future lot #21) next to the Purchasing dock.

Vendors will be *directed by security* as to where they may park. If you are expecting a vendor, please arrange their parking through the [Parking@WesternU.edu](mailto:Parking@WesternU.edu) email.

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## Other Information

Disabled: Persons with "accessible" (disabled) placards may park in any WesternU lot *with* a valid WesternU parking permit.

Reserved Parking: There are reserved parking spots (with signage posted). Only the designated person may park there. These spaces are located in the employee lots and the University Parking Structure.

First Street: No employees or Guests may park on First Street. Designated areas are for Amtrak and Student Permit parking only.

Evening and Weekend Parking: On our campus all parking must be arranged through [parking@westernu.edu](mailto:parking@westernu.edu) (or through the Resource Scheduler for scheduled reservations). You and your guests may not park in "Reserved" marked spaces. Certain lots have restricted hours.

Invalid permits: are subject to ticket or tow by the city. Blank parking permits will not be provided to anyone.

**Note**: There is no overnight parking on campus.

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# Guest Scheduling Information

Guest parking may be requested by employees only, students may not request guest parking but must request this through Student Affairs.

There are two ways to schedule guests:

1. Resource Scheduler Reservation
2. Parking email

**Guests for Non-Reserved rooms/areas** (not available on the Resource Scheduler)

These visits need to be scheduled via the "Parking" email [Parking@WesternU.edu](mailto:Parking@WesternU.edu) (whether for 1 or 100+)

Process:

Submit an email requesting parking via the [Parking@WesternU.edu](mailto:Parking@WesternU.edu) email and provide the following information.

- 1) Date of arrival
- 2) Time of expected arrival
- 3) Number of guests
- 4) Name(s) of guests
- 5) Location they are visiting
- 6) State *preference for parking* area if applicable, you will be accommodated if possible.

We prefer that security provide the permit to the guest(s) at time of arrival in case there have been any adjustments to the parking schedule. If you it is imperative that you mail the permit, you must state this in your email.

Guest Parking is located by the bookstore, to the side of USC and by HPC, and will be *assigned by Security*.

**Guest Parking Instructions:** (Please provide your scheduled guests with the instructions below)

1. Please enter Lot # 17 on Gibbs Street (MapQuest: 309 E. 2nd St., Pomona, 91766).
2. Follow Guest Parking signs to turn right into the guest parking area by the bookstore.

3. Please park in the signed "Visitor Check-In, 10 Minute Parking" spot next to the bookstore.
  4. If not approached, please contact the security-parking person on the Esplanade. The security person will have a parking permit and directions available for you.
  5. If for some reason there is not a security person available, please enter the University Services Center to your left. There is a telephone on the Guest information Desk in the lobby that directly connects to Security for your convenience.
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### Guests Badges:

Security will provide Guest badges at the time they greet the guest(s). The guests may return the badges to the department that they are visiting. The department can then return them to the Security desk in the URC via inter-office mail.

**Last Minute Guests** if you find that you have a last minute Guest:

Send an email with all information to [Parking@westernu.edu](mailto:Parking@westernu.edu) (see Process). Call the Security Supervisor @ ext. 3000 and inform him of the arriving Guest(s), name, etc. so they may provide parking service to them. If there is no guest parking available, they must use City Daily Permit (pay) Parking in lot 2-1.

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## **Guests for Reserved rooms/areas on the Resource Scheduler**

Guests attending a meeting/function in a room reserved on the Resource Scheduler. This information is submitted in the reservation.

### **PROCEDURE**

#### Scheduler/Submitter

A. Enters parking requirements on the Parking Tab in the Resource Scheduler.

- 1) Fill out the red (required) boxes, which include the number of guests from OFF CAMPUS only.
- 2) Check box if this is a weekend reservation.
- 3) Enter names of guests if requesting parking for 1 - 5.
- 4) Enter name of function.
- 5) Select "Submit" button.

6) Verify that you have received an automatic email reply to your request.

### **6 + Group Parking**

For 6 or more guests from Off Campus, you will receive instructions from Facilities. For further assistance, please see guest definitions.

**Weekend Parking:** Please continue to follow the procedures. Parking must still be assigned to monitor parking capacity, etc. Reserved parking is still reserved and not available. Some lots have been restricted by the city so all parking must be submitted and assigned.

These parking requests (whether submitted via the "Parking" email or through the "Resource Scheduler") are automatically distributed to the persons responsible for arranging parking.

*It is not necessary to cc anyone else in Security or Facilities.*

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## **UNIVERSITY PARKING STRUCTURE**

<b><u>First Floor</u></b>	<b><u>Second Floor</u></b>	<b><u>Third Floor &amp; Above</u></b>
Patient		
Disabled	Patient	WesternU Parking Permit Holders
Reserved	Disabled	

university Parking Structure Hours:

Winter - 6:15 a.m. to 1:30 a.m. daily from August 1 to May 31

Summer - 6:30 a.m. to Midnight daily from June 1 to July 31

There is no overnight parking available.

Patients have priority parking on the 1st and 2nd floors. No one else may park on these floors.

Motorcycle parking: There are two marked motorcycle parking spots on the third through seventh floors (by the stairwells).

Persons parking without a Western University parking permit or in an area that their permit does not access, will be cited. At the third ticket the vehicle is subject to tow. (This is true for all WesternU parking)

## **Banfield Clinic Parking**

If you are taking a pet to Banfield Clinic (or picking one up) there are 3 parking spaces in front of the building marked for this use. If these are full, please use your normal parking.

You may also request temporary parking from the security guard stationed at the North/East corner of HPC (Health Professions Center).

Please do not park in Lot 2-13 (future #24) (behind the BVCC and the VMC) unless you are an employee with a WesternU employee parking permit. The parking spots marked "Reserved" are assigned parking spaces and are not available for other use.

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For additional information please select the links for "Student", "Faculty & Staff" or "Guest" parking.