Departmental Guest Parking Policy

Policy Statement
The university recognizes that there are occasions when a department wishes to pay for guest parking in an attended visitor lot. For this reason, the university provides Courtesy Parking for visitors through Validation. Chaser tickets are now available for visitor lots that do not have a parking attendant at the service window.

Chaser Tickets
Chaser tickets are sold in packs of 10 in four different time increments.

> 1 hour cost $2.00 per ticket
> 2 hours cost $6.00 per ticket
> 3 hours cost $8.00 per ticket
> 4 hours cost $10.00 per ticket

Bear in mind that if a guest stays past the validation time of the provided chaser ticket, they will be required to pay the difference. For example, if a 1-hour ticket is provided to a guest, and the guest stays 2 hours in the parking lot, the guess will pay the $4 difference. A $10 ticket will allow the guest to stay in the garage for the day.

Use of Courtesy Parking Chaser ticket or Validation
Any use of a courtesy ticket or validation results in a charge to the individual department for guest parking. Therefore, it is imperative the department approve of any use of a chaser ticket or validation.

Only authorized users within an individual department may issue the chaser tickets or validation. Chaser tickets or validations are not transferable from department to department. Chaser tickets and validations are not valid in metered parking lots.

Misuse of Chaser Tickets or Validations
Chaser tickets or validations may **not** be used to pay for faculty, employee, or student parking in visitor lots whose work or study on the CWRU campus or CWRU property. Anyone on CWRU's payroll may not use a chaser ticket or validation for personal gain. Employee use of visitor lots does not allow for legitimate visitors parking and results in a loss of revenue to the university. Therefore, employees may not use a chaser tickets or validations to obtain parking in a visitor lot, nor allow another employee to use a chaser tickets or validation for other than legitimate purposes.

Any employee who is authorized to issue a chaser ticket or validation is responsible for assuring they are used appropriately. Authorized employees must ensure to adequately secure the chaser ticket and/or validations.

Any misuse of the chaser tickets or validation in any way, will result in Human Resources corrective action, up to and including termination for the authorized employee as well as any other employee determined to have misused the chaser tickets or validations.

Lost Tickets or Validations
Lost tickets or validations must be reported to public safety to file a report and contact Access Services via email (parking@case.edu).

For more information about guest parking chaser tickets and validations, employees can visit Access Services at Crawford Hall Room Lower Level or contact Access Services at parking@case.edu or 216-368- 2273.