

Departmental Guest Parking Policy

Policy Statement

The university recognizes there are occasions when a department wishes to pay for guest parking in an attended visitor lot. For this reason, the university provides a Courtesy Parking Validations for visitors-

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 the guest parking. Therefore, it is imperative the department approve of any use of a chaser ticket or validation.

Only users authorized within the individual department issued 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 is on the CWRU campus or CWRU property. Anyone on CWRU's payroll may not use a chaser ticket or validation for personal gain.

Any employee who is authorized to issue a chaser ticket or validation is responsible for assuring they are not used inappropriately. Authorized employees must not misuse the chaser ticket or validation, whether to benefit that employee or another employee; must not allow another employee to misuse the chaser tickets or validation; and must not fail to adequately secure the chaser ticket and/or validations.

Employee use of visitor lots results in visitor parking being unavailable for legitimate visitors and a loss of revenue to the university. Therefore, employees may not use a chaser tickets or validations to obtain parking in a visitor lot. Employees also may not allow another employee to use a chaser tickets or validation for other than legitimate purposes.

Any misuses 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.