

Parking Services

Contact Information

Room: CG608

Telephone: 717-531-3713

Email: parkingservices@pennstatehealth.psu.edu

Fax: 717-531-0765

Mail code: H028

Hours of Operation

Monday: 12:00 PM – 4:00 PM

Tuesday: 8:00 AM – 12:00 PM

Wednesday: 12:00 PM – 4:00 PM

Thursday: 8:00 AM – 12:00 PM

Friday: 8:00 AM – 12:00 PM

*Closed on weekends and Holidays



Permit stickers should be placed on the lower right hand corner of the rear window or the rear passenger side window.

Interior permit stickers are for non-tinted windows and are sticky on the front of the sticker.

Interior stickers should be placed on the inside of your vehicle.

Exterior permit stickers are for tinted windows and are indicated with an “E” before the number and are sticky on the back of the sticker. Exterior stickers should be placed on the outside of your vehicle.

Penn State Health Milton S. Hershey Medical Center CAMPUS MAP

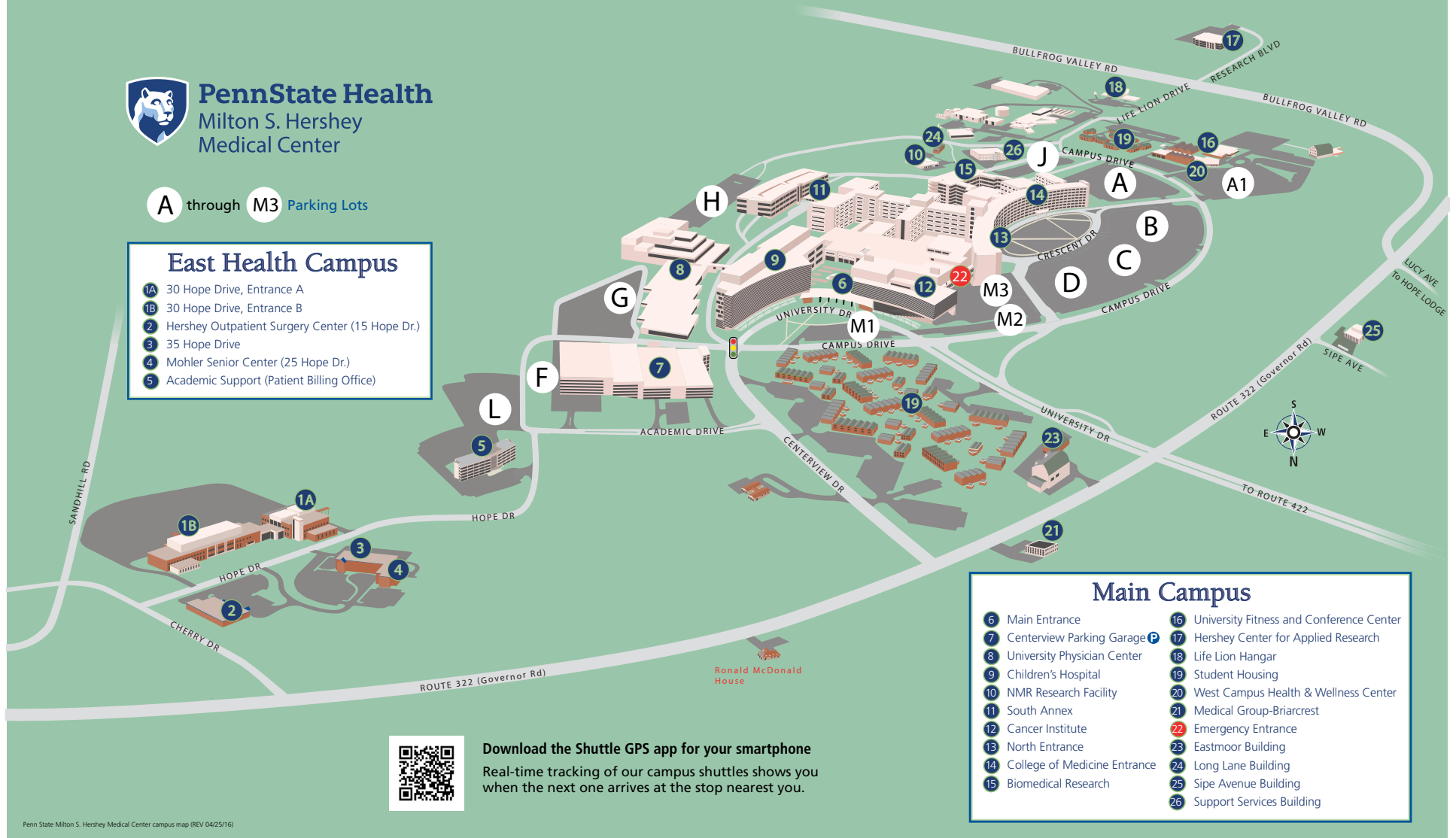


PennState Health
Milton S. Hershey
Medical Center

A through M3 Parking Lots

East Health Campus

- 1A 30 Hope Drive, Entrance A
- 1B 30 Hope Drive, Entrance B
- 2 Hershey Outpatient Surgery Center (15 Hope Dr.)
- 3 35 Hope Drive
- 4 Mohler Senior Center (25 Hope Dr.)
- 5 Academic Support (Patient Billing Office)



Main Campus

- 6 Main Entrance
- 7 Centerview Parking Garage
- 8 University Physician Center
- 9 Children's Hospital
- 10 NMR Research Facility
- 11 South Annex
- 12 Cancer Institute
- 13 North Entrance
- 14 College of Medicine Entrance
- 15 Biomedical Research
- 16 University Fitness and Conference Center
- 17 Hershey Center for Applied Research
- 18 Life Lion Hangar
- 19 Student Housing
- 20 West Campus Health & Wellness Center
- 21 Medical Group-Briarcrest
- 22 Emergency Entrance
- 23 Eastmoor Building
- 24 Long Lane Building
- 25 Sipe Avenue Building
- 26 Support Services Building



Download the Shuttle GPS app for your smartphone
Real-time tracking of our campus shuttles shows you when the next one arrives at the stop nearest you.

PENN STATE HEALTH MILTON S. HERSHEY MEDICAL CENTER AND PENN STATE COLLEGE OF MEDICINE

Campus Driving and Parking Rules, Regulations, and Information

The purpose of the Hershey Medical Center and College of Medicine parking program is two-fold:

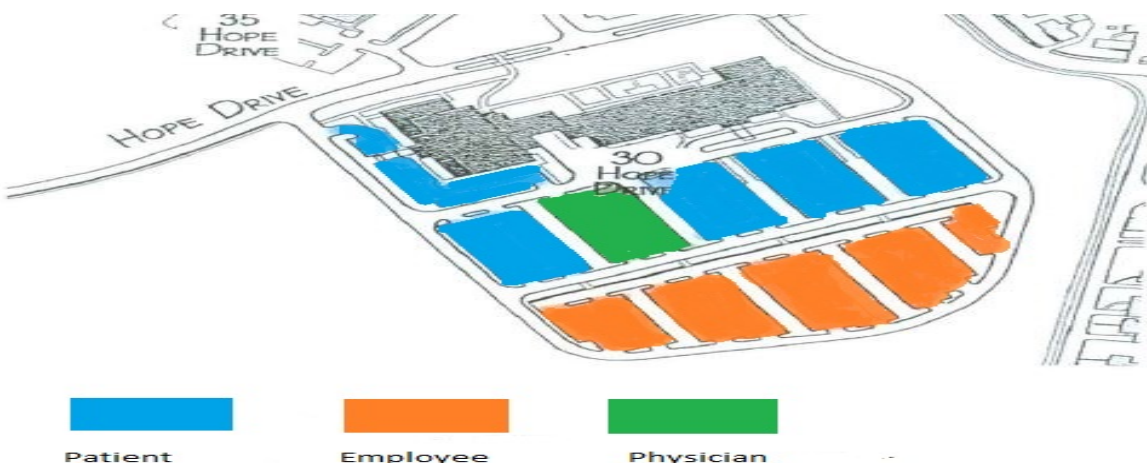
- 1) To promote Service Excellence by providing patients and their visitors with adequate, secure parking accommodations as close and convenient to the building as possible. We recognize that our patients are looking to us to provide excellent service to them in all areas, and we must accommodate their needs.
- 2) To assign employees, students, and others working on the campus, in a logical manner, to parking areas that are secure and that will be available to them on their assigned duty hours.

A. PATIENT/VISITOR PARKING

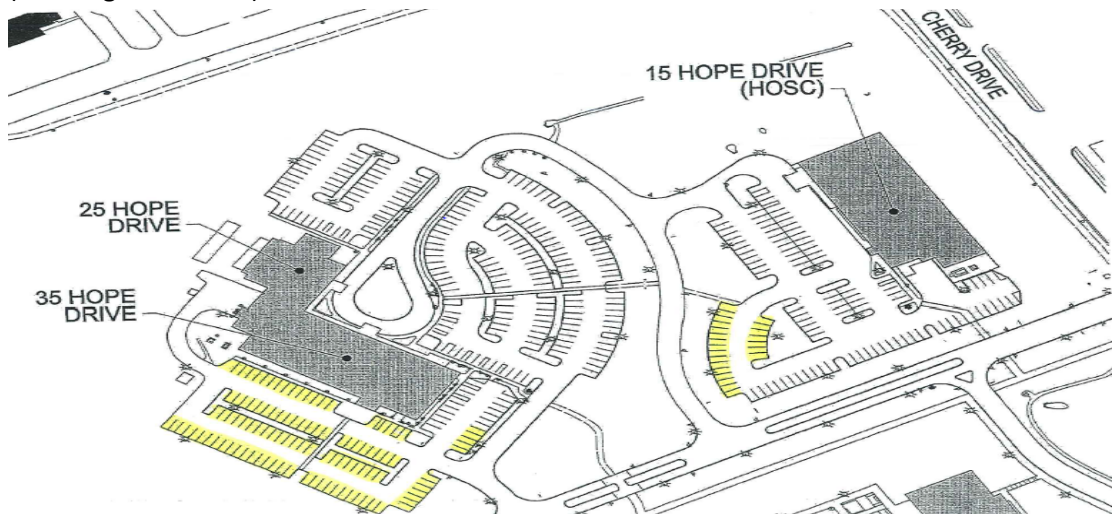
1. The patient/visitor parking areas are designated for patients and visitors only. Employees parking in these areas other than to attend a clinic visit will be ticketed. Employees ticketed in these areas will be given the option of an appeal process to waive the ticket if they were attending a clinic.
2. Employees parking in a patient lot will face the possibility of vehicle impoundment either via parking restraining boot or towing for repeated offenses. Full payment of all current and past fines due will be required for release of vehicle after impoundment.
3. Employees, students, external employees and/or contractors shall not park in any patient/visitor lots located in front of the facility, including but not limited to the Emergency Department Lot, The Cancer Institute Lot, and the Patient-Visitor Lot located across the road from the Hospital and Cancer Institute Main Entrances. This restriction is 24-hours a day, seven days a week.

B. Parking Locations

1. **30 Hope Drive:** Employees may park in the far back section of the parking lot. Parking closest to the building is reserved for patients and visitors. (See diagram below.)



2. **35 Hope Drive:** Employees may park in the back of the building. When the back lot is full, employees may utilize the 5 unreserved spaces in the laboratory lot and the farthest section of 15 Hope Drive. Yellow highlighted section in diagram indicates appropriate staff parking area. (See diagram below.)

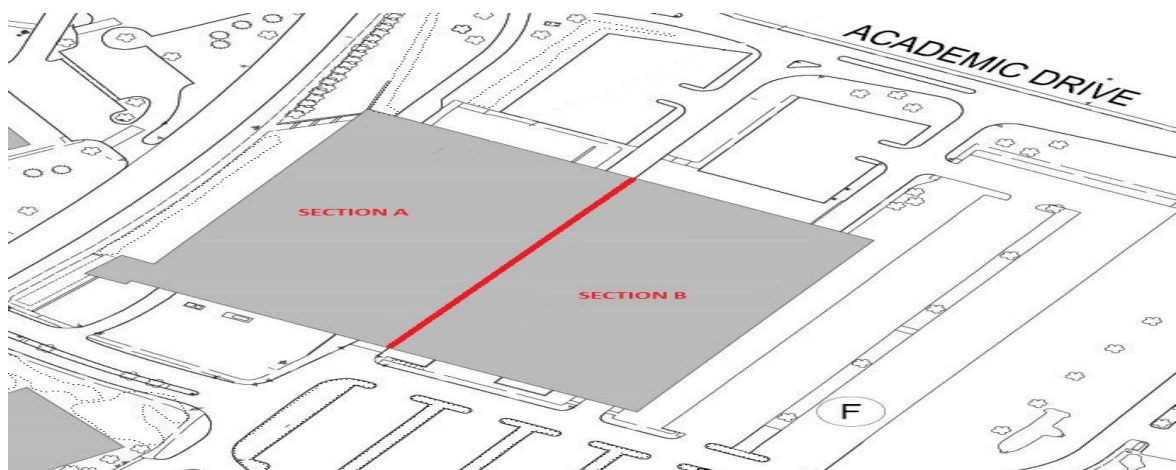


3. **Academic Support Building (ASB):** Any employee whose office is located at ASB would be eligible to park in the back of the building. During the day, the front parking lot is reserved for visitors of ASB (including patients and employees not located at ASB.) Employees located at ASB may utilize the front parking lot during the hours of 5:00 PM to 5:30 AM only.
4. **Centerview Garage:** Employees are eligible to park on levels three, four and five at all times.

Section A) patient/visitor parking is on levels one and two. The ramp in between level two and three is considered part of level two and should be avoided by employees reporting to work.

Staff and students are prohibited from parking on the first two levels (Levels 1 and 2) of the Centerview Garage. These two levels are for patients and visitors only at all times. Employee parking begins on level three. (See diagram below.)

Section B) employee parking is located on all levels. (See diagram below.)



5. **Eastmoor Lot** – The Eastmoor Building parking lot is restricted to Eastmoor staff parking only. University Manor tenants shall at no time use this lot for parking. This will be enforced 24/7
6. **Gated Parking Lots (A, A1, BCD, H, J)** – Gated parking assignments are primarily assigned by continuous years of service at the Medical Center and/or College of Medicine. Additional criteria include consideration of status as an attending physician, professor, assistant professor, or associate professor, and medical resident status. General parking for staff or students who are not assigned to a gated parking lot should occur on the top three levels (levels three, four and five) of the Centerview Parking Garage, lot F, or the ASB employee Lot L.
7. **F Lot** - Located behind the centerview garage, employees are eligible to park in this location at any time.
8. **Fitness Center/Conference Center Parking Lot** - Only employees who are exercising at the fitness center or attending meetings at the conference center may use this parking location. General parking in this lot is not permitted by staff or students.
9. **Heart and Vascular Lot** – This lot is reserved for patients of the Heart and Vascular Institute only. This rule is in effect 24/7.
10. **Housing (UME and UMW) Lots** – Housing tenants only at all times.
11. **K (Wellness Center) Lot** – This lot is reserved for patients and employees with a valid lot K parking placard during the day. Employees may utilize this parking lot between the hours of 5:30 PM to 5:00 AM Monday through Friday. There is no time restriction for this lot on Saturday or Sunday.
12. **M1 Lot** – Valet patient parking only.
13. **M2 Lot**- Cancer center patients only at all times.
14. **M3 Lot** - Emergency Department patients only at all times.
15. **South Garage** – Day shift employees and students may not park in the South Parking Garage Monday through Friday. The South Garage is to be kept open for second and third shift employees, and those with special “roof” permits who come to campus periodically from other sites such as Granada Ave., and outpatient practice sites throughout the region. Weekend parking in the South Garage is permitted on all shifts. At no time can an employee park in the Gamma Knife parking spaces or any other reserved space that does not apply to the individual.
16. **Support Services Building (SSB) Lot** – Employees with valid SSB parking placard during the day. Employees without valid SSB placard are eligible to park in this lot during the hours of 5:00 PM to 5:30 AM only.
17. **University Physician Center (UPC) Lot** – Patients and Visitors only during the day. Employees may utilize this lot from 6:30 PM to 7:30 AM only.
18. **ARF/HCAR/Laundry/Life Lion Hanger/Long Lane/MRI/NMR/South Annex** – Reserved lots, not for general parking.
19. **Off Campus Locations** – Managers will assign parking for Employees at offsite locations. Employees located at these sites are required to have a valid permit sticker on their vehicle.

C. PARKING PRIVILEGES

1. Assignment of parking areas and the issuance of Hershey Medical Center parking registration sticker will be performed by the Hershey Medical Center Parking Office. The Campus-wide Parking Principles Oversight Group is charged with determining guidelines for campus parking and campus parking assignments. The group, which includes membership from multiple areas within both college and hospital, has established criteria for parking assignments (see section B.6).

a. If you are assigned to a gated lot, your ID badge is also your parking gate access card. I.D. badges that are also programmed to be parking cards may be obtained from the I.D. badging office, located on the ground floor of the college during scheduled business hours. Vehicle parking stickers/decals may be obtained at the parking office, (also located on the ground floor of the college, upon completion of an application). The location of the Parking Office and Badging Office is CG608.

b. If you are assigned to a gated parking lot, you will need a Hershey Medical Center issued ID badge that has been programmed for your lot assignment. You must drive up to the gate and hold your badge to the reader. If you are not in your vehicle, the gate will not open.

c. ID badges are not transferable between employees and/or students. You may not use another person's ID badge to access a lot. You may not give your ID badge to another person to use to access a lot. This could result in the loss of parking assignment on campus.

2. Parking privileges are authorized for the faculty, student, or staff member only, not for members of the family, nor for other individuals.

3. It is the responsibility of the faculty member, staff member, commuting student, and agency employee to obtain a parking card in advance to park in the assigned parking area.

4. Replacement parking stickers will be issued without charge if complete identifiable remnants of the original are returned, or if it is lost or stolen. Lost or stolen stickers should be reported right away so that they can be de-activated from the parking access system. There is no charge for I.D. badges that are stolen, but a lost I.D. badge replacement is \$10.00. If a badge is claimed as having been stolen, there must be a Security or Police report filed to document it.

5. All I.D. cards and parking stickers are the property of Hershey Medical Center. They are to be returned upon termination of employment or upon the request of Hershey Medical Center. Stickers should be scraped off windows upon termination as well.

6. Parking tickets/violations will be issued by Security for violation of campus parking regulations. (See Section I.) If penalties/fines are not paid or appealed within ten days of the violation being issued, the penalty/fine will be deducted from the employee's pay. For students, a hold will be placed on their academic records. For external employees and/or contractors, a letter will be sent to their company for payment.

7. Vehicles parked in violation of Hershey Medical Center parking regulations shall be issued parking tickets by Security. These penalties are payable to Penn State Health Milton S. Hershey Medical Center. (See A.1, B.1, B.9, C.6, I.1-3.) Vehicles found in violation in University Housing parking lots should pay fines directly to the Housing Office in University Manor West (x8210).

8. The acceptance by the employee of the privilege to park or drive a motor vehicle on campus shall constitute acceptance of the responsibility to see that any vehicle owned or registered in his or her name is not parked in violation of these regulations. It also shall constitute acceptance of the appropriate penalty when violations are cited.

9. Dangerous or Hazardous Situations:

The acceptance by the employee of the privilege to park or drive a motor vehicle on campus shall constitute acceptance of the responsibility to ensure that any vehicle owned or registered in his or her name is maintained in a safe operating condition. All vehicle owners are required to register their vehicles with their state, ensure their vehicles are inspected in accordance with state regulated safety and emissions inspections and are maintained in good operating condition.

In the event that a registered vehicle becomes disabled for any reason (i.e. mechanical failure, flat tire or injury rendering the operator unable to drive) the owner/operator must notify the Security Department immediately. The owner/operator is responsible for having the vehicle moved or towed as soon as possible.

The Security Department reserves the right to have a vehicle towed at the owner/operator expense if the vehicle is leaking fluids or causing a dangerous situation. Any motor vehicle parked on Hershey Medical Center or College of Medicine campus property that causes a dangerous or hazardous situation or requires removal due to University authorized parking ban will be towed at owner/operator expense if the owner cannot be notified in a reasonable and timely manner.

10. Faculty or staff vehicles may not be parked in patient/visitor parking areas except in the case of patient clinic appointments, or if so assigned by the Parking Office. (Also see Section A.)

11. The Campus offers a shuttle services to different areas around campus. For a list of shuttle stop locations and hours of operation, please visit the Infonet/Shuttle Services/Hours of operation.

D. APPLICABILITY

In addition to the imposition of fines, penalties, towing, or other actions outlined in this policy, employees who repeatedly violate any provision of this policy may be subject to disciplinary action, up to and including termination of employment. All sections of this policy apply to all employees at all times, whether or not they are scheduled to work at the time of the violation.

To accommodate our growing campus, it may be necessary for Parking Services to change or adjust any of the parking rules and regulations. Parking Services reserves the right to alter any of these rules or regulations at any time. For the most up to date information regarding parking, please visit the Infonet at <https://infonet.pennstatehershey.net/web/security/our-services/traffic-and-parking/overview> or contact Parking Services with questions.

E. REGULATIONS

Parking Regulations

1. Vehicles parked on campus must have a valid Hershey Medical Center parking registration sticker displayed on the bottom right section of the rear window, no more than 3" from the bottom. If the sticker will not fit below the defrosting system, please put it in the lower corner of rear passenger side window.

a. Application for and acceptance of a parking card or sticker constitutes the applicant's approval for payroll deductions for parking penalties. Employees must sign a statement authorizing deductions in order to obtain a parking permit. Employees will have an opportunity either to pay or to appeal a parking violation prior to the payroll deduction. (See section I.4)

2. Vehicles must be parked between lines designating a proper parking space. It is not feasible to mark with signs or paint all areas of Hershey Medical Center property where parking is prohibited. Parking is prohibited on walks, grassy areas, dirt areas, parking lot curb areas, graveled areas (unless specified for parking), in fire lanes, in loading zones, in service drives, at yellow curbs, at hatched-painted areas, at any posted prohibition, in traffic lanes, at traffic signs or signals, by fire hydrants, at building egress points, or in any other area that is not designated specifically by markings as a parking space.

3. The fact that other vehicles are parked improperly shall not constitute an excuse for parking any part of the motor vehicle outside or over a prescribed parking space.

4. Your I. D. badge is also your parking gate access card if you are assigned to a controlled lot with a parking gate. These are issued for faculty, staff, or commuting students assigned to Lots A, A-1, B, C, D, H, and J. If a faculty member, staff member, or commuting student should forget their parking card/I.D. badge, they should proceed to the top 3 levels (3, 4, and 5 only) of the Centerview Parking Garage, or to Lot F, or the rear of the Academic Support Building staff (south) Lot L.

5. Faculty, staff and students are prohibited from parking in reserved parking spaces unless the reserved parking space applies to the individual. Reserved parking spaces are enforced 24/7.

6. Faculty, staff and students may find it necessary to use a leased or rental car. Any employee/student using a rental vehicle should contact Parking Services with the vehicle information for every rental vehicle in order to obtain a temporary permit sticker.

7. The fact that a vehicle is parked in violation of any rule or regulation and does not receive a citation does not mean that the rule or regulation is no longer in effect.

8. Any vehicle parked on campus shall be parked at the owner's risk. Hershey Medical Center and College of Medicine assumes no responsibilities for theft, damage, or personal injury.

9. Vehicles parked so as to obstruct roadways, hinder Hershey Medical Center or College of Medicine operations, and/or damage property may be towed at the owner's expense.

10. Vehicles may not be stored on campus at any time. Any vehicle found to be stored may be towed at the owner's expense.

11. Questions concerning procedures or interpretation of parking rules and regulations should be referred to the Parking Office, located in room CG608 on the ground floor of the college, phone 531-3713, or email: parkingservices@pennstatehealth.psu.edu

General Regulations

1. The speed limit on campus is twenty-five (25) miles per hour except as otherwise posted.
2. Motorists shall yield the right-of-way to pedestrians crossing at crosswalks.
3. Hershey Medical Center reserves the right to establish such other regulations and rules of the road to properly control traffic on its roadways and parking areas.
4. After office hours or on weekend's calls should be referred to the department of Security (x8711).
5. Valet parking on campus is for the use of patients and visitors only. Staff and students may not use the valet service to park their cars. Also, staff or students parking in valet-designated parking spaces on campus will be ticketed.

Bicycle Regulations

1. Bicycles must be parked at the provided bicycle racks, which are located at various campus locations. These locations are: near the door to the building in parking lot A, the BMR lot, in the grassy area in front of parking lot D, outside of the fitness center doors and at UPC 2.
2. Any bicycle that is not parked at a designated bike rack (ie. strapped to signs or parked near the mega structure not at a bike rack) will be confiscated. If there is a bike lock on the bike, the lock will be removed and the bicycle will be confiscated.
3. The owner of any bicycle that is confiscated may be subject to receive parking violations and/or a \$25.00 recovery fee may be required to release it to its owner.

F. PARKING VIOLATIONS AND PENALTIES

1. Faculty, staff, students and others who violate the parking regulations on the Hershey Medical Center Campus will be required to pay the penalty listed for the following infractions:

PARKING VIOLATIONS AND PENALTIES			
Violation Description	Penalty	Violation Description	Penalty
Displayed Fraudulent, Altered or Unauthorized Permit	\$15.00	On The Roadway	\$15.00
Fire Lane	\$15.00	Snow Restriction	\$15.00
Handicapped Space	\$25.00	Parking Outside Space Lines	\$15.00
Loading Zone	\$15.00	Contractor Parking Only	\$15.00
No Parking Zone	\$15.00	No Permit Displayed	\$30.00
Parked on Grass	\$15.00	Reserved Space	\$30.00
Parked at Curb	\$15.00	Staff/Student in Patient Parking	\$100.00
Illegal Entry Into Lot	\$50.00	Reserved Lot	\$30.00
Time Violation	\$15.00	Other	\$15.00

2. More than one violation may be written for the same continuing violation if the vehicle remains parked in violation for more than four (4) hours. Abuse of parking privileges can result in a revocation of parking privileges, as well as possible impoundment.

Vehicles violating the same regulation continuously will face escalating fines for each repeated infraction. Fines will be doubled from the original amount (e.g. \$15.00 first offense, to \$30 second offense, to \$45 third offense, to \$60 fourth offense).

3. Parking penalties/fines must be paid within ten (10) days of the date of the infraction at the Parking Office, ground floor of college. Checks should be made payable to Penn State Health Milton S. Hershey Medical Center. The parking ticket should accompany payment to ensure proper credit. As stated in Section A., if the penalty/fine isn't paid within the allotted ten day period, the penalty/fine will be deducted from the employee's pay, or for students, a hold will be placed on their academic records.

4. Employees charged with a violation have the right to appeal within ten (10) days of the date of the infraction, by completing the "Parking Violation Appeal Form." Appeal forms may be acquired at the Information Desks in the Main Hospital Lobby and the UPC II Building, the Parking Office or on-line on the Security website, <http://infonet.hmc.psu.edu/security/traffic/index.htm>. They must be submitted within ten (10) days of the date of infraction. The original ticket or a copy of the ticket must accompany the appeal form for consideration.

5. IF THE APPEAL IS GRANTED, the parking penalty will be waived and you will be so notified. IF THE APPEAL IS DENIED, you will be notified that you must pay the fine within five (5) days of the date of the denial notice. Otherwise, the violation penalty will be deducted from the next scheduled pay, or for students, a hold will be placed on academic records.

G. Handicap Accessible Parking

1. Employee accessible spaces are available in various employee lots. These spaces are reserved for those employees determined to need them according to Pennsylvania state criteria, i.e. possessing a H/C plate and/or placard. Employees requiring special parking considerations (on a temporary or permanent basis) which are needed as a result of an injury, illness, or physical handicap should contact the department of Parking Services, (x3713) in order to receive a Hershey Medical Center parking placard. Hershey Medical Center placards are required for any employee utilizing handicap parking on campus.

a. For permanent handicap parking, employees are required to complete a permanent disabled parking request form and provide a copy of their person with disability ID card. Any employee who has a handicap license plate will need to provide a copy of their vehicle registration in place of their ID card. Permanent disabled request forms can be obtained from Parking Services.

b. For temporary disabled parking, employees are required to complete a temporary disabled parking request form and/or provide a note from their treating physician explaining that they require closer parking and for what length of time. The length of time can be a starting and ending date or a span of time. Temporary disabled request forms can be obtained from Parking Services.

H. LOADING, UNLOADING, PICK-UP, AND DELIVERY

1. Loading and unloading of patients and staff are permitted in any area provided the vehicle's emergency warning flashers or headlights are operating. No vehicles will be allowed to stand for more than fifteen (15) minutes unless it is unquestionably evident that the loading or unloading is still in progress. Vehicles must be moved to the assigned parking area for patients or staff immediately upon completion of loading or unloading.

I. VEHICLES OWNED BY HERSHEY MEDICAL CENTER, COLLEGE OF MEDICINE, FEDERAL, STATE, OR MUNICIPAL GOVERNMENTS

1. Vehicles owned by Hershey Medical Center, College of Medicine, Federal, State, or Municipal Governments that are identified by special license plates may park in patient and visitor areas as situations warrant.

J. FACULTY AND STAFF PARKING AT UNIVERSITY PARK AND PENN STATE HARRISBURG CAMPUS

1. Faculty and staff members from Hershey Medical Center and College of Medicine are subject to the rules and regulations of University Park. Your parking permit will be valid at University Park in any of the designated open or part-time faculty-staff parking areas. Hershey Medical Center and College of Medicine staffs are not considered visitors while in University Park.

2. If you drive a vehicle to University Park which does not have a valid sticker, you must proceed to the closest attended parking area and report to the attendant on duty the fact that you are a faculty or staff member. A reduced fee will be charged for a one day parking permit if the faculty and staff ID is presented. If the faculty/staff ID is not presented, a higher fee will be charged. The one day permit allows parking in any one of the open faculty and staff parking areas. Failure to report and display a parking permit means the vehicle is parked illegally and could be ticketed with a magistrate's citation.

3. Faculty, staff and students from Hershey Medical Center and College of Medicine are subject to the rules and regulations at the Penn State Harrisburg campus. Those taking classes at Penn State Harrisburg must register their vehicles and pay any associated fees related to parking at the parking office located at Penn State Harrisburg.