



# College of Veterinary Medicine Policies and Procedures Handbook

Subject: **Parking: Gate Access**

Section: *Administration*

Number: *1.18*

Pages: *1*

Date: *April 9, 2015*

Replaces Policy Dated: *July 7, 2003, July 15, 2010, Aug. 18, 2011, Oct 11, 2012, Sept. 11, 2014*

To Be Reviewed Yearly by: *CVM Dean, Department Heads and Parking and Access Committee*

Source: *CVM Policies & Procedures Handbook*

## Gate Access and Compound Parking Policy

Access to the Wise Center rear compound and compound parking for vehicles will be restricted as follows:

1. The following business groups will be granted gate admission by identifying themselves and their destination, or by card access with a valid MSU I.D. card. For security purposes, individuals who do not have their ID on their person will not be granted gate admission.
  - CVM faculty, staff, veterinary affiliates and third and fourth-year students
  - MSU faculty and staff in University vehicles
  - Scheduled delivery services, in properly marked vehicles and on a routine delivery schedule

\* Note parking limitations per items 5 & 6 below \*
2. The following business groups must stop at the AHC Admissions desk to verify identification and purpose of entry. The Admissions desk will admit those with proper business purposes and direct others to the most appropriate entrance (i.e., North Entrance, S.W. Entrance, MDL Entrance, etc.).
  - Clients or Visitors
    - For large animal clients, access can be granted prior to arrival by providing a list of client appointments to the Operator's desk each morning and update as additional appointments are made with an email to "Communications Services".
  - Outside service personnel
  - Unscheduled delivery services
3. Access permission for the pedestrian walk-through gate adjacent to the James W. Scales building is granted similar to the rear compound gate. Those requiring special permission (i.e. student workers, etc.) may submit a request to the CVM Parking and Access Committee.
4. Unauthorized entry, including following another vehicle through the gate, is not allowed and will be reported to MSU Police Department. Offenders may have their rear compound access privileges revoked.

5. **Gate access does not grant parking rights in the rear compound.** Visitors and clients must obtain a parking pass through AHC admissions or a respective department. All vehicles must display a parking pass or are subject to ticketing or towing.
6. Parking for privately-owned vehicles will be limited to that necessary for clients to conduct their business with the College. Individuals can request a parking pass through their department for extenuating circumstances.
  - Each department will receive a set number of parking passes per year for assigned spaces to distribute at their discretion.
  - Permits are only valid in assigned spaces. MSU faculty, staff, or students may not park in MSU or client spaces.
7. Parking for clients and faculty/staff/students, including persons in university-owned vehicles, must be in marked parking spaces during all times, including after business hours. Vehicles and trailers must not block any building access points at any time.
8. The CVM Parking and Access Committee will be responsible for monitoring gate access and compound parking, and will report violations or abuse of the privilege to Department Heads, the Dean, and MSU Police Department.
  - Personnel driving university-owned vehicles that violate these policies will be reported to their respective department administration.
9. First-time violators of the Gate Access and Compound Parking policy will be issued a warning. Repeat offenders may have their rear compound access privileges revoked.
10. The appeals process for any parking violation in the CVM rear compound or Animal Health Center area must go through the CVM Parking and Access Committee.
11. The CVM Parking and Access Committee members will be appointed by the Dean to represent each College department. Members will serve three-year terms and may be reappointed.

Approved: Roy Watkins 4/23/15  
 Roy Watkins, Building Services Supervisor Date  
 College of Veterinary Medicine

Approved: Kent H Hoblet 4/30/15  
 Kent Hoblet, Dean Date  
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