

**Date:**                    December 4, 2023

**To:**                        Holy Cross Colleagues and Medical Staff

**From:** Mark Doyle (CEO), Jose Lopez, MD (CMO), Taren O’Brien (CNO),

 Rachel Thompson (CHRO), Mark Warren, Manager Security

**Subject:               IMPORTANT NOTICE – Parking Policy and Enforcement**

As Colleagues and Medical Staff of Holy Cross, it is our obligation to ensure those we serve have a positive experience when they visit our locations and that begins with accessible and convenient parking.

Since November 2022, senior leadership has cascaded several communications regarding parking to Colleagues and Medical Staff.  Unfortunately, parking in patient/visitor designated parking areas continues, resulting in patients and visitors unable to secure parking in a timely and convenient manner.  **Therefore, there will be a heightened enforcement of the parking policy going forward.**

**PLEASE NOTE: Colleagues and Medical Staff observed parking in unauthorized locations or in visitor parking areas are in violation of the parking policy and are subject to corrective action, loss of parking privileges, vehicle immobilization devices or towing at owner’s expense.**

The Parking Regulations Policy has been updated and attached for your review.  Below outlines expectations for all Colleagues and Medical Staff:

* Vehicles utilizing hospital parking **must be registered** with the license plate number through the Security Department (you can register more than one vehicle). **See attached form to request registration and vehicle sticker/placard** (if needed).
* Colleagues/Medical Staff **must park in the lot assigned** to them by the Security Department.
* Vehicles must have the provided parking sticker adhered to the driver’s side bottom left front windshield, or in cases of placards, visible from the windshield.
* **Handicap parking privileges** must be registered with the Security Department and valid handicap placard must be displayed while utilizing a handicap space.
* **Buildings A, B C and D Colleagues and Medical Staff** are required to park in the approved parking garage/lots or medical staff assigned parking areas, not in the adjacent parking lots or behind the buildings.
* Vehicles must be parked in marked stalls head first only. Parking on turns, in cross-hatched areas or blocking stairwell doors is prohibited.

**The Security Department is available 24/7 to escort colleagues to their vehicle. To request an escort, call the Security Desk in the main lobby at 954-776-3099.**

Thank you in advance for your full cooperation in following the Parking Regulations Policy.

Your commitment to those we serve is appreciated – thank you for all you do to ensure our patients and visitors have a remarkable experience at Holy Cross.

Please reach out to any of us if you have questions.