

PARK VALIDATION POLICY AND PROCEDURE



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Purpose

GW Libraries and Academic Innovation (GWLAI) is establishing this policy and procedure for validating parking when using GW parking garages.

Parking validation is a means by which the cost of parking in a GW garage is waived when conducting business on GW campuses.

Policy

Librarians and staff should refer to the GW transportation website to register and cancel personal vehicle parking privileges. Parking validations will not be provided to GW Libraries and Academic Innovation librarians or staff. Exceptions to this require the approval of the Dean or her delegate.

GW Parking Services will provide numerical parking validation vouchers to the department. The parking validation vouchers will have the department name and number, voucher validation UID number, expiration date, and the bar code. Parking vouchers are valid for the entire day and are for onetime use only.

Parking vouchers will be secured in the Dean's suite at the front desk. When the front desk staff is not available, librarians and staff should see one of the Administrative Associates for assistance.

Visitors and guests are subject to all parking regulations. More information regarding transportation and parking services can be found at <https://transportation.gwu.edu/welcome-parking-gw>.

Parking garages for visitors and guests on the Foggy Bottom Campus are:

University Parking Garage (Science and Engineering Hall)

Marvin Center Garage

G Street Garage

Elliott School Garage

Information regarding hours of operation, rates, and method of payment can be found at <https://transportation.gwu.edu/visitors>.



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Procedure

Visitors and guests of GW Libraries and Academic Innovation should bring the parking ticket received from the parking garage to the Dean's Suite.

All visitors and guests must fill in the parking validation receipt log with the date of visit, visitor's name, and reason for visit, signature of visitor. The staff person providing the parking voucher will include in the receipt log the parking validation voucher # and their initial. Each visitor or guest will receive a numerical parking voucher after completing the parking voucher receipt log.

Visitors and guests parking in the University Garage at the Science and Engineering Hall (SEH) will receive a separate instruction sheet for exiting the automated garage.

The parking ticket and voucher should be given to the parking attendant to exit the parking garage.

Parking vouchers needed for weekend events or after hours (5:00pm) should be arranged in advance with the front desk staff in the Dean's suite. The employee must complete the parking validation receipt log with the date of visit, visitor's name if known, reason for visit, and signature. The employee obtaining parking vouchers for their guests will include the parking validation voucher # and their initials in the receipt log.



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Who Needs to Know This Policy

All GW LAI staff.

Related Information

Contacts

Contact	Telephone	Email
Finance Director	202-994-1319	ramays@gwu.edu

Revision History

Origination Date	Last Amended Date	Next Review Date
November 1, 2018		September 1, 2019

Who Approved This Policy

Geneva Henry, Dean of Libraries and Academic Innovation