

**MEMORANDUM**

TO: All HSC Employee Parkers

FROM: Don Caccia, Vice President – TUHS Insurance & Risk  
James M. Cirillo, Director of Parking Services

DATE: February 22, 2005

SUBJECT: **Parking Privilege Cards (Guest Parking Passes)**

Effective March 1, 2005, Temple University Health System will be changing the design, color and numbering sequence of the "Parking Privilege" Card, with the intention of phasing out the current "White" Parking Privilege Cards. Although the current "White" Parking Privilege Cards will still be honored in the Ontario East and CMC Parking Garages after the new cards are available, Hospital departments are asked to use or dispose of (shred/recycle) their current supplies of Privilege Cards, as they will no longer be honored in Temple University Health System Garages after April 30, 2005.

University departments that have obtained supplies of Parking Privilege Cards should continue using these cards at the Amtrak Parking Area, while only very limited Privilege Card Parking is available at either the Battersby or Tioga West surface parking areas. In addition to these University-operated HSC parking areas, the White Parking Privilege Card will also be honored at all Main Campus surface parking areas, as well as the Liacouras Garage. They will no longer be honored in Temple University Health System Parking Garages, effective 4/30/05.

Parking Privilege Cards may be obtained, upon presentation of a written request, signed by the Budget Unit Head who has signature authority to obtain these cards. These cards are generally provided to guests, patients or to employees who have to travel between campuses during the course of the day, on behalf of the University or The Health System. The request for Parking Privilege Cards should indicate the quantity of cards needed and the departmental charge account number that will be designated to pay for the cards. Hospital departmental requests for cards that would be used at Hospital-operated parking garages or at Main Campus surface parking areas should be directed to: DLC Management, Inc. Their office is located on the first floor of the Ontario West Garage.

University departmental requests for cards that would be used at University-operated HSC surface parking areas or at Main Campus parking areas should be directed to: The Temple HSC Office of Parking Services, also located on the first floor of the Ontario West Garage.

Parking Privilege Cards are assessed at a cost of \$9.00 per card, when they are used in University-operated HSC "surface" parking areas, Main Campus surface parking areas, or at the Liacouras Garage. Hospital-issued Parking Privilege Cards, when used in either the CMC Garage or the Ontario East Garage, are assessed at a rate that may vary according to the length of stay (please note that effective February 1, 2005, the 7-13 hour rate has been increased to \$12.00, and the 13-24 hour rate was increased to \$20.00). They are charged back against a department's budget only when they are used at the parking garages/areas. As these cards have a potential monetary value, they should be stored in a controlled/secured site, and should be handled in the same manner as cash.

If you have any questions relating to the issuance of Parking Privilege Cards, don't hesitate to call your respective campus Parking Services Office at:

For HSC & University-operated parking areas: call Parking Services at 215-707-2277 or 215-707-5626.  
For Hospital-operated parking garages: call DLC Management, Inc. at 215-707-6868 or 215-707-4498.

Thank you.

ref.: ParkPrivCard011805

