

<b>TITLE</b>	Research Institute Parking Validation	<input checked="" type="checkbox"/> FINAL
<b>NUMBER</b>	OPS-700	<input type="checkbox"/> DRAFT
<b>EFFECTIVE</b>	November 27, 2006	<input type="checkbox"/> RESCINDED
<b>REVIEWED</b>	March 21, 2014	

**POLICY**

Seattle Children's Research Institute is located downtown and has a variety of available parking lots nearby. The Jack R. MacDonald Buidling and West 8th have parking garages within their respective buildings managed by Diamond Parking. Individuals visiting the 1100 Olive Lab building may use the parking garage at Met Park West, managed by Republic Parking. Agreements have been reached with each of these parking garages to provide parking validation for Seattle Children's Research Institute guests and employees, according to the guidelines provided in this policy.

The parking available within the 1100 Olive Lab building is monthly contracted parking only; validation is not available.

Parking validation for guests and employees of Seattle Children's while at the research institute must be conducted in an open, equitable, and financially responsible manner. Reception and Center administration may provide parking validation. Reception must comply with the standards detailed below for validation on Research Institute Administrative budgets. Each Center may choose to validate parking to Center accounts using standards best suited to each Center's business needs.

1. Parking validation is available only when using parking lots where the research institute has an applicable contract, specifically the parking garages within the MacDonald buidling, West 8<sup>th</sup>, and Met Park West.
2. Validated parking is available from Research Institute Administrative budgets for Children's guests and collaborators, as well as Children's staff primarily located off-site where shuttle service is not available. The purpose must be a meeting or other research business activity.
3. Validated parking arrangements may be made in advance for special events hosted by Seattle Children's when an internal accounting unit is supplied.
4. Parking is available:

**To visit:**
**Park here:**

MacDonald Buidling	parking garage within the building
1100 Olive Lab	parking garage at Met Park West
West 8th	parking garage within the building

5. Validation is available:

Location	Hours	According to:
JMB & W8 Reception	M-F, 8a-4:30p (except holidays)	Guidelines below
Center administrative staff	varies by Center	Center guidelines
1100 Olive Lab	M-F, 8a-4:30p (except holidays)	Guidelines below

6. Guidelines for validation on Research Institute Administrative budgets:

Who	Where from/to	Comments	Validate
Seattle Children's staff, employees, and contractors	Seattle Children's sites not on shuttle routes	shuttle service not available	Yes
Outside collaborators, such as UW or FHCRC	all areas	to encourage collaboration	Yes
Seattle Children's staff, employees, and contractors	Seattle Children's Hospital main campus	shuttle service available	No
Seattle Children's staff, employees, and contractors	Seattle Children's Research campus	walking distance*	No
Personal visitors	all areas	not business related	No
Vendors and/or consultants	all areas	paid by company	No
Event guests and attendees	from all areas	event host must supply the account	Yes, to event account
*For individuals with physical limitations making it unfeasible to walk, parking will be validated.			

**APPROVED BY**

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