



VOLUNTEER – STUDENT – CLERGY PARKING REQUEST FORM

TO PROPERLY PROCESS YOUR REQUEST, WE NEED YOU TO READ AND ACCEPT THE TERMS AND CONDITIONS LISTED ON THE BACK OF THIS APPLICATION FORM. WE ALSO NEED YOU TO FILL OUT AT LEAST THE REQUIRED INFORMATION BELOW, INDICATED BY *.

*Full Name: _____

*Email Address: _____

*Street Address: _____

*City: _____ *Province: _____ *Postal Code: _____

*Work Phone: (_____) _____ *Home Phone: (_____) _____

*PARKING LOT: _____ Lot 1 or 6

PLEASE DESCRIBE THE VEHICLE(S) YOU WILL BE PARKING:

	*PRIMARY VEHICLE	*ALTERNATE VEHICLE (2)	*ALTERNATE VEHICLE (3)
YEAR			
MAKE/MODEL			
COLOUR			
PLATE NO.			

*CHECK WHICH OF THE FOLLOWING GROUPS THAT PERTAINS TO YOU AND FILL IN THE REQUIRED INFORMATION:

() VOLUNTEER – AREA OR DEPARTMENT: _____

() STUDENT – AREA OR DEPARTMENT: _____ PLACEMENT END DATE: _____

() CLERGY – PLEASE INDICATE THE CHURCH IN YOUR PASTORAL CARE: _____

*IDENTIFICATION NUMBER: _____ *PARKING PASS TO BEGIN (DATE): _____

*COORDINATOR APPROVAL: _____ *DATE: _____

*() Yes, I have read the parking lot instructions and conditions and agree to follow the guidelines as noted.

*SIGNATURE: _____ *DATE: _____



VOLUNTEER – STUDENT – CLERGY TERMS AND CONDITIONS

GUIDELINES:

1. Park in Staff Lot 1 (behind the hospital) or Staff Lot 6 (front, far south lot – adjacent to the service/receiving entrance.)
2. Complimentary parking is provided while you are in the hospital, performing volunteer services/educational training/performing pastoral care duties. For all other visits, you are expected to pay for your parking.
3. Students - your parking will expire at midnight on the end date indicated on the front of this form. If your placement timing changes, you must submit a new application for extension (approved by HR/Volunteer Services.)
4. Volunteers - should you choose to stop volunteering, you must notify volunteer services AND the parking office and return your ID badge.
5. Clergy – should you move out of the area or retire from your position please notify the Parking Office and return your ID badge.
6. ID badges are the property of the Middlesex Hospital Alliance. If your badge is lost or stolen - immediately report this to the Hospital Identification Office and the Parking Office.
7. You may not assign or transfer your parking privileges. Any abuse of the parking privilege may result in the cancellation of your complimentary parking.

HOW THE PARKING SYSTEM WORKS:

1. Pull up to the gate arm and pass your ID badge close to the scanner (dark-grey square with a red light) – the gate arm will open.
2. Pass through the gate arm and park.
3. Exiting – Pull up to the gate arm and pass your ID badge close to the scanner - the gate arm will open. Pass through the gate arm.
4. Backing up your vehicle after scanning your badge will cancel the transaction and the gate arm will come down. In this situation, you will be required to use the help (button with a telephone picture on it) at the gate in order to get the gate arm lifted.

IMPORTANT: IF THE GATE ARM IS UP, WHEN ARRIVING OR EXITING, STILL SCAN YOUR ID BADGE! The system will not work if you miss an entry or exit. For example, if you pull up to the gate and use your badge to let someone in (or out), you will not be able to use the badge for yourself to enter or exit. The system requires an entry, exit, entry, exit....and so forth.