

# COMMUNITY MEMORIAL HOSPITAL PARKING FACTS

## Information for new employees, students, and contracted staff

### Just the facts please....

Community Memorial Hospital has a serious shortage of parking spaces to accommodate our patients, visitors, and guests. This is a common problem at hospitals in metropolitan areas and one that must be resolved to ensure convenient parking for our customers. Ways in which hospitals respond to parking problems vary; some charge employees a fee for parking on-site while others assign parking or establish off-campus parking for all employees.

At Community Memorial, the increasing lack of parking spaces is the result of hospital expansion, growth in services, and continuous growth of hospital staff. As a business, we cannot afford to turn away our customers or alienate visitors to our facility because parking isn't available. Being a healthcare provider increases the need for convenient customer parking because many of our patients are elderly or disabled.

Over the past several years, measures were taken to address the problem. A parking structure was constructed, additional spaces were added in Lot A, and a shuttle service was established for employees who voluntarily parked their vehicles off-site. These measures provided a temporary solution. However, the demand for parking spaces continued to rise. Thus, the decision was made in July, 2004 to assign employees to off-campus parking.

### Where can I park?

ALL employees receive one parking sticker. The color of the sticker designates an assigned parking location.

**RED stickers** designate off-site parking at the Village Bowl parking lot, with door-to-door shuttle service provided.

**BLUE stickers** designate on-campus parking in areas marked for employee parking. These were assigned to employees meeting criteria as stated in parking policy #9050-014. *Employees with Blue stickers are asked to park at Village Bowl whenever possible.*

### Who must park off-site?

Employees with a RED parking sticker who work between the hours of 0600 and 1915, Monday through Friday, are required to park in the off-site parking lot at Village Bowl, N86 W18330 Main Street, Menomonee Falls (just west of Town Hall Road).

### What if I work a PM shift, nights, weekends or holidays?

If you work PM shifts (1500 - 2330), nights, weekends, and/or holidays, employees with RED parking stickers should park **on-site** in areas designated for employee parking.

The shuttle does not operate past 1935 (Mondays through Fridays), on weekends, or holidays.

### When will the shuttle run?

The shuttle runs at scheduled intervals, Monday through Friday, between 0545 and 1935.

The morning shuttle runs at 15-minute intervals between 0545 and 1000. After 1000, the shuttle is stationed at Village Bowl for individuals arriving for work between 1000 and 1300.

Shuttle return trips begin at 1305, outside the Women's Center entrance.

**Departure times are as follows:** 1305, 1320, 1335, 1350; 1405, 1420, 1435, 1450;

1505, 1520, 1535, 1550; 1605, 1620, 1635, 1650; 1705, 1720, 1735, 1750; 1805, 1820, 1835, 1850;

1905, 1920, 1935.

(over)

### **How are parking stickers used?**

A parking sticker is to be placed in the inside of your vehicle's back window on the driver's side.

### **Can I get extra stickers for my other vehicles?**

Yes. Please stop in Human Resources to request additional stickers.

### **What if I drive a temporary vehicle (like a rental car) that doesn't have a sticker?**

Please park in your designated parking area and call the Temporary Parking Message Line at Ext. 1900 to notify Grounds.

### **What if I need to return to my car because of an emergency? How do I notify the shuttle bus driver that I need a return ride?**

Since the morning shuttle runs at 15-minute intervals between 0545 and 1000, you can easily catch a ride back to Village Bowl. After 1000, the shuttle is stationed at Village Bowl for individuals arriving for work between 1000 and 1300. **During the hours of 1000 - 1300, please call the Gallery outside the Woman's Center entrance at Ext. 4870 or the shuttle driver directly at 414-640-6132 to request a shuttle return.** Beginning at 1305, the shuttle bus is stationed outside the Women's Center entrance for scheduled return trips to Village Bowl.

### **What if I have to work longer, beyond the shuttle's last run at 1930?**

Employees who need to work past 1930 can contact **STS Cab Service** at 262-251-2111.

This service response time is approximately 20 minutes. Please tell the dispatcher your location and time for pick-up. You will be asked to provide the driver with your name, your department, and employee number.

### **Will off-site parking be free of charge?**

Yes, all parking, both on-site and off-site, is free.

### **What will happen if I don't follow the parking rules?**

Employees who violate the hospital's parking policy are subject to the corrective action process. All parking areas are monitored on a regular basis to ensure that employees' vehicles have a properly displayed parking sticker and are compliant with parking regulations. In addition, violators may be subject to parking tickets/fines issued by the Menomonee Falls Police Department.

### **Why must I park off-site when there are open spaces at the hospital?**

We need to reserve spaces. Patient/visitor volumes vary from day to day and throughout the day. We need to ensure that there are always available spaces for our customers

*Reviewed 10/09*

**Community Memorial Hospital of Menomonee Falls, Inc.  
Door to Door Shuttle Service ▲ Schedule Reference Card**

**HOURS:**

- Monday through Friday, between 0545 and 2035.
- Morning shuttle runs at 15-minute intervals between 0545 and 1000.
- After 1000, the shuttle is stationed at Village Bowl, N86 W18330 Main Street (just west of Town Hall Road) for individuals arriving for work between 1000 and 1300.
- If you require return to Village Bowl between the hours of 1000-1300, please call the Gallery outside the Woman's Center entrance at Ext. 4870, or the shuttle driver directly at 414-640-6132, to request a shuttle return.
- Shuttle return trips begin at 1305, outside the Woman's Center entrance.
- **Departure times are as follows:**

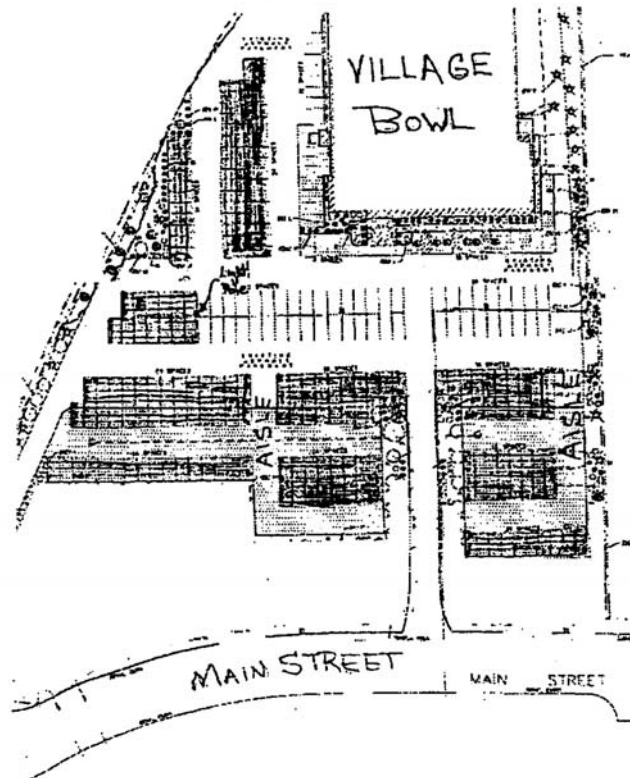
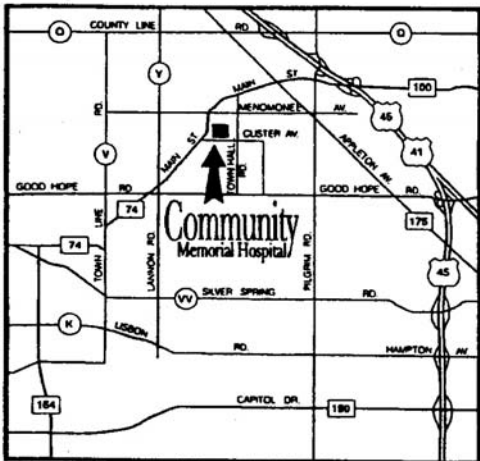
○ 1305, 1320, 1335, 1350	1705, 1720, 1735, 1750
○ 1405, 1420, 1435, 1450	1805, 1820, 1835, 1850
○ 1505, 1520, 1535, 1550	1905, 1920, 1935, 1950
○ 1605, 1620, 1635, 1650	2005, 2020, 2035

Note: The shuttle does NOT operate on weekends, holidays, or after 2035 Monday thru Friday. After 2035, transport to Village Bowl may be arranged by calling STS Cab Service @ 262-251-2111.

**Map to Village Bowl off-Site Parking Area**



Village Bowl is located approximately 1 mile north of CMH.



**Campus off-site parking  
Use shaded area stalls**