

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.42
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		RECOMMENDED BY:	R. Neil Hawk.
SUBJECT:	PARKING GATE KEYS	APPROVED BY:	

1.0 Eligibility

- 1.1 All full-time university employees, part-time staff, quarterly part-time faculty and permanent part-time faculty, members of the University Board of Trustees and University Development Foundation Board members may be issued keys to the gate-controlled parking area.
- 1.2 Any other person when authorized by the University President may be issued keys to the gate-controlled parking area.

2.0 Responsibility

- 2.1 The parking gate key will be identified and issued in the same manner with the same responsibility as a key to a door, and all provisions of the Key Control Policy apply.

3.0 Procedures

3.1 Authorization and issue procedure

A key to the gate-controlled parking area will be issued to an eligible employee by the same authorization and issue procedures specified in paragraph 8.0 of the **Key Control Policy**.

3.2 Key return procedure

When the employee terminates employment, becomes ineligible, or no longer needs the parking gate key, the key is to be returned to the **Key Control Manager** according to the **Key Control Policy**.

4.0 Parking rules

- 4.1 Parking in the gate-controlled lot is limited to the defined parking stalls.
- 4.2 Possession of a key does not guarantee the vehicle driver to a parking space.
- 4.3 Parking in the entrance, exit or aiseways or in handicapped parking spaces without the appropriate permit is prohibited.