**Definition:**

Maryland Health and Higher Education Facilities Authority – MHHEFA owns the parking facilities located on the Johns Hopkins East Baltimore Medical Campus. Broadway Services, Inc. operates the facilities under contract with MHHEFA.

The Johns Hopkins Parking office issues discounted parking stamps and validations to provide safe, reasonably priced parking to patients, family members, visitors of patients, and seminar participants who visit the East Baltimore campus.

**Purpose:**

The intention of this policy is to describe the purpose of the parking stamps and validations offered by MHHEFA and to establish procedures for obtaining and using them.

The policy applies to all employees, staff and faculty of JHM assigned to the East Baltimore Campus, including patients, visitors, guests, and affiliate employees. Each stamp is numbered to maintain proper control of usage. All stamp purchases are non-refundable. Stamp books shall clearly and prominently state the same.

**Procedure:**

1. **Departmental Stamps** – Only Department Heads may generate a request memorandum to purchase these coupons. Individuals may be designated by the Department Head to purchase departmental coupons. The ID/Parking Office maintains a list of authorized signatures for each department. The request memorandum must be typed on original letterhead (no copies will be accepted) and must also include the following:
   - The current date
   - Quantity of stamp books authorized per purchase
   - How the stamps will be used
   - The cost center number and budget number
   - The name, title, and complete signature of the person authorizing the purchase. Initials are not acceptable.
   - The name, title, and signature of individuals authorized to purchase coupons

If the authorization will be for a seminar or special event, please also list:
   - The name of the event or seminar
   - The date of the event or seminar
   - The starting and ending time (if known)
   - The number of attendees requiring coupons
Use of Departmental stamps is for patients, visitors, and seminar participants. These stamps may not be used for faculty, staff, or students. Use by vendors or consultants must be approved by a Department Administrator.

2. **Patient/Visitor Stamps** – Only patients and their family members may purchase these stamps. Stamps may be purchased at the following locations:
   - Main Cashier’s Office (Nelson 161): Monday - Friday, 7:30 a.m. – 5:00 p.m.
   - Satellite Cashier (Zayed Lobby): Monday - Friday, 7:30 a.m. – 4:00 p.m.
   - Outpatient Cashier’s Office (1st floor of JHOC): Monday - Friday, 6:30 a.m. – 3:00 p.m.
   - Weinberg Building (1st floor at Admitting & Registration): Monday – Friday, 7:00 a.m. – 5:00 p.m.
   - McElderry Garage Manager’s Office: Monday – Friday, 3:00 p.m. – 9:00 p.m.; Saturday, Sunday and JHH Holidays, 7:00 a.m. – 11:30 p.m.
   - Orleans Garage Manager’s Office: Monday – Friday, 4:00 p.m. – 8:00 a.m., all day Saturday, Sunday and JHH Holidays

Use of Patient/Visitor stamps is for patients and visitors only. These stamps may not be used by faculty, staff, students, vendors, or service personnel, etc. In cases where these individuals or their family members are patients at JHH, the stamps may be purchased and used during their stay at the Institution. The number of books issued may vary based on the services to which the patient is admitted.

3. **Motorcycle Stamps** – These coupons are used for those individuals who ride a motorcycle. These stamps may be purchased in the main Parking Office in Harvey/Nelson 108.

4. **Validations** – Only the Department Head may generate a request memorandum to purchase a validation stamp.

5. **Special Event Validations** - The parking administrative office holds two special event validators to be used for special events sponsored by departments within the institutions. Access to these validators is by request only. Please contact the Parking Administrative Office at 410-614-1436 for more details.

Use of Validation is for patients and visitors and special events only. Validations may not be used for faculty, staff, students, vendors, service personnel, etc.

**Authorized Individuals:**
Patients, Visitors, and Authorized Staff of the Johns Hopkins East Baltimore Medical Campus

**Excluded from the Policy:**
Staff, Students, Contractors and Vendors