

Hospital Parking Regulations for Staff Members

Date: [Insert Date]

Dear Staff Member,

We would like to take this opportunity to remind you of the parking regulations that are in place to ensure a smooth and efficient parking experience for all employees at [Hospital Name].

Parking Areas

- Staff parking is designated in the north lot and the garage adjacent to the main entrance.
- Reserved spaces are clearly marked and are not to be used by anyone except authorized personnel.

Parking Permits

All staff members must display a valid parking permit while parked on hospital property. Permits can be obtained from the Human Resources Department.

Parking Hours

Staff parking is available from [Start Time] to [End Time]. Please note that parking outside of these hours may result in a citation.

Additional Regulations

- Speed limits of 15 mph must be adhered to at all times.
- Parking is prohibited in fire lanes and loading zones.
- All vehicles parked on hospital property must be insured and registered.

Failure to comply with these regulations may result in disciplinary action or towing of vehicles at the owner's expense. Thank you for your cooperation in keeping our parking areas safe and accessible.

Sincerely,

[Name]

[Title]

[Hospital Name]