**POLICY/PROTOCOL EMPLOYEE PARKING**

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**From:** Charlotte Mochel
**Sent:** Wednesday, October 10, 2012 2:00 PM
**To:** TEI-Employees&Admin

In our Rockledge and Palm Bay offices, parking is limited so it is very important that employees park where indicated to allow patients to have the parking spots closest to the building. This applies to Melbourne as well. It is that all employees adhere to the following:

**ROCKLEDGE OFFICE**

Parking under the portico is for physician use only.  You may park on the east side of the building, but keep in mind that parking spots closest to the front door need to be kept for patient use.

Also, doctors using the parking under the portico are asked to park in the two end spots, leaving the center parking spots open for deliveries to the back door, particularly on Tuesdays and Wednesdays.

**MELBOURNE OFFICE**

The first two rows behind the building are reserved for patients, doctors, administration and supervisors.  All other areas in the back of the building are available for staff  and must be behind the blue line on the north side of the building.   If you have a medical purpose for parking in other than the designated spots, please contact Human Resources.