

Children's National

Badge, Building and Parking Access Instruction Sheet

Parking Office Location

The parking office is located on the first floor of the East Wing. It sits between the security office and the welcome desk outside the Emergency Department.

Hours of Operation

7am - 6pm Monday - Friday

Cost of Parking

Parking cost \$54/month. Cost is prorated based on the length of your rotation. The parking office accepts cash, check or credit card payment. George Washington Medical Center & University of Maryland residents' parking is paid annually through the Medical Center. All others pay on the first day of each rotation.

First Day of Rotation

You may park in the visitor lot on the first day of your rotation. Get your ID badge and parking access from the parking office on that first day between 7am - 6pm. The parking office will provide a parking sticker to use when exiting the parking garage the 1st day. The next day, your badge allows access to both the staff parking lot and the physician parking area located on the PL-3 level of the garage.

Weekends and Holidays: The parking office is closed on Saturday, Sunday and all holidays. *If your first assigned shift is a weekend or holiday and you do not have your badge and have not yet paid for parking,* security will have a parking sticker for you allowing you to park in visitor parking on that weekend and/or holiday shift. The security office is located on the 1st floor of the east wing across from the parking office. Please wear your own institutional ID badge until you can get the Children's badge in the parking office.

Subsequent Rotations within the Year

The ID badge can be used for one academic year (July 1 - June 30). If you rotate to Children's National more than once in a year, show the parking office your badge on your 2nd rotation and pay for parking. They will reactivate your badge for subsequent rotations.

Last Day of Rotation for Year

On the last day of your last rotation at Children's, *park in the visitor lot.* Return your badge to the parking office and they will give you a parking sticker to exit the lot.