

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Building Management
Policy Number: 10.01.04
Policy Name: Visitor Parking in the Priemer Lot

Original Effective Date: 04/24/2000
Revision Date(s): 06/01/2013, 03/23/2006
Current Revision Date: 07/01/2016
Approved By: Thomas D. Pristow

PURPOSE: To ensure that individuals and employees visiting the Jane Edna Hunter Building (JEH) have access to safe, convenient parking.

SCOPE: This policy applies to all employees assigned to park in the Priemer Lot and all visitors to Jane Edna Hunter.

POLICY

During Monday through Friday from 8:00 a.m. to 4:30 p.m., twenty (20) parking spaces are reserved for visitor parking. CCDCFS Employees assigned to park in the Priemer Lot are prohibited from parking in these designated spaces.

PROCEDURES

- I. Certain parking spaces are reserved for CCDCFS deployed employees and visitors.
 - A. The visitor's parking spaces are located along the front west side of the fence with signs posted "Visitor Parking Only".
 - B. If visitor spaces are filled, visitors may park elsewhere in the Priemer Lot until full capacity is reached. Visitors may park at metered spaces, Non-CCDCFS parking lots and streets where parking is permitted etc.