Ivymount Parking Information Sheet

Ivymount Parking Lot

- On-site parking spaces
  - 153 staff spaces
  - 18 visitor spaces
  - 10 accessible spaces
- The number of Ivymount staff (~300) exceeds the number of spaces available, therefore off-site parking accommodations are required

Off-site Parking

- Located at the Beth Sholom Congregation and Seven Locks Baptist Church on Seven Locks Road
  - Beth Sholom Congregation: 11825 Seven Locks Rd, Potomac, MD 20854
  - Seven Locks Baptist Church: 11845 Seven Locks Rd, Potomac, MD 20854
- Ivymount provides morning and afternoon shuttle service for off-site parkers
  - Morning Shuttle Times: 7:30am-8:50am (every 10 minutes)
  - Afternoon Shuttle Times: 3:50pm-4:50pm (every 10 minutes), 5:05pm, 5:20pm
- New employees park off-site and are moved to the Ivymount parking lot based on seniority and job description (e.g., position that requires them on-site outside of shuttle times)

Parking Exemptions

- Occasional circumstances which preclude parking off-site

<table>
<thead>
<tr>
<th>Short Term Exemptions</th>
<th>Long Term Exemptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned early departure prior to first shuttle</td>
<td>Taking a class approved by Ivymount</td>
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<tr>
<td>Planned late arrival after 9:00 (e.g., doctor appointment)</td>
<td>Medical reasons</td>
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<tr>
<td>Unplanned late arrival</td>
<td>Job description</td>
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<tr>
<td>(e.g., arriving at off-site lot after 8:45 due to traffic)</td>
<td></td>
</tr>
</tbody>
</table>

- Exemption Procedures
  - Requests for planned exemptions
    - Complete the applicable Exemption Template (i.e., short or long depending on situation) prior to date.
    - Exemption request forms are located here: K:\~Staff Resources\Outlook templates\Parking Exemptions
    - If exemption request is approved, park in a regular parking space (not visitor)
  - Unanticipated exemptions
    - Park in a regular parking space (not visitor)
    - Sign in at the front desk
    - Complete the short-term exemption form within 24 hours

Buddy System

- On-site parkers can give their spot to an off-site parker when they are absent on personal or professional leave and do not have substitute coverage
- Buddy system procedures
  - Park in a regular parking space (not visitor)
  - Sign in at the front desk and write “Buddy System-<on-site parker’s name>” under reason