LSU Health
NEW ORLEANS

School of Allied Health Professions
Human Development Center

HDC Parking Request System

Revised July 18, 2024

Up to 3 accessible and 3 non accessible parking spaces are available to guests in the gated HDC parking lot. The reservation system is managed by Aaliyah Rouzan via the HDC Info calendar.

Parking Rules

- Up to 3 accessible and 3 non accessible parking spaces are available. You cannot submit a request if the spaces are reserved.
- Aaliyah Rouzan will provide the temporary gate code. Otherwise, it is the host's responsibility to reserve the parking space, print the pass, and ensure it appears on the guest's dashboard.
- HDC parking passes must be visible on dashboard when in the HDC lot.
- If for some reason the spaces are taken when your guest arrives, it is their responsibility to find alternative parking.
- Only cars with accessibility permits are allowed to park in accessible parking.
- HDC hosts can reserve recurring parking spaces. The parking permit expires 6 months after the initial parking date. Host must also schedule recurring dates in the HDC Info calendar.

Submit a Parking Request

1. Confirm that parking is available during your requested time by checking the HDC Info calendar (as pictured below). If you need assistance connecting the HDC Info calendar, follow the instructions in the next section.
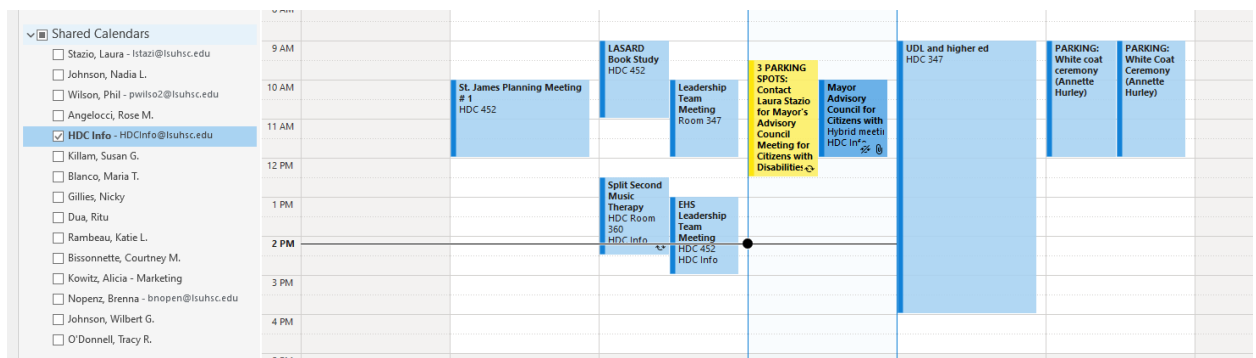
2. Only 3 accessible and 3 non accessible spots are available to guests. Do not reserve a spot if you see there are no remaining spaces

3. Create an event in the HDC Info calendar. It should include the following.
   a. Title - PARKING: [Insert your name]
   b. Start time
   c. End time
   d. Event Body - [Guest's name], Accessible Parking: [YES/NO]

4. Complete the request form via Jotform: https://form.jotform.com/232014447836152

5. Once completed, you will receive an email with the parking pass attached.

6. Print the pass and give it to your guest upon their arrival. Passes must be visible on dashboard when in the HDC lot.

7. Aaliyah will email you with the temporary gate code within 24 hours of Jotform submission.

Connect HDC Info's calendar for reservations

1. Navigate to your Calendar in Microsoft Outlook.
2. Click the "Open Calendar" icon in the top toolbar.
3. Select "From Address Book"
4. Search "HDC Info"
5. Now, you can view the HDC Info calendar for parking and room reservations.
6. Find the date/time required for parking and see if enough spots are available. If so, create an event with your guest's details (see instructions above).