

Committee on House Administration Resolution 115-\_\_  
Parking Policy  
115<sup>th</sup> Congress  
(Effective Date January 11, 2017)

Resolved, that the Committee on House Administration Parking Policy is hereby adopted as follows:

Parking Policy Overview

1. Parking in the United States House of Representatives garages, lots, and designated parking areas is a privilege for Members, staff, and authorized personnel in support of the House of Representatives. Parking in these areas shall be on a permit only basis.
2. All vehicles parked in House permit-only areas must display both valid license plates and a current House parking permit. Current permits must be displayed visibly on motorcycles and on bicycles. All parking permits must be clearly displayed while parked on House premises. In addition to a current permit, all staff may be required to show a valid House ID upon entering House parking areas within the secured perimeter. Staff members, in addition into a current permit, must show a valid House ID when entering all other House parking areas.
3. The House will not be liable for any damage or theft caused to any motor vehicle, or contents thereof, while parked in a House parking garage or on a House parking lot, whether or not the garage or lot is staffed.
4. Any situation or circumstance not defined within this parking policy will be decided upon by the Committee on House Administration in consultation with House Parking Security.

Permits

1. Parking permits must be authorized through the office of a House employing authority and are available only to current House Members and staff holding a valid Congressional ID and current license plate. Shared employees may be authorized a permit from any of their employing offices. Permits are exclusively for the use of the employing offices and House staff. Employing officers and House staff may not transfer permits.
2. Members and staff receiving a mass transit benefit are not eligible for parking permits (permanent or temporary) unless approval is obtained from the Committee on House Administration. If approval is granted, the requestor shall pick-up the temporary permit from the House Parking Security office (G2-28 Rayburn HOB) and park in a lot designated by House Parking Security (HPS). Approval is not needed for weekend and holiday parking, however, a temporary permit must be obtained from the House Parking Security office (G2-28, RHOB) and can only be requested one business day in advance of

the desired date of use. Members and staff who utilize mass transit benefits can obtain a bicycle permit for the permit-only bicycle racks and still retain their mass transit benefits.

3. Spouses of Members may park in any garage or lot, on a space available basis and will be issued temporary permits if they are not using the Member plate. In addition, spouses will be required to present a Spouse ID. Due to the lack of available spaces, Spouses of Members may only park on the G3 level of the Rayburn Garage if they use a H-plate with the G3 parking permit on it.
4. Permits cannot be assigned without written notification from an employing office on office letterhead and signed by office parking coordinator or Member of the issuing office.
5. It is the responsibility of the employing office to retrieve parking permits when staff departs from their office. Employing offices whose departing staff have not returned their parking permits will be subject to a 30-day hold before re-assignment of the permit. (Note: Departing employees may receive a temporary parking permit for their last day(s) of employment in order for the permit to be removed in a timely manner.)
6. Non-staff temporary permits may be issued at the request of an official parking coordinator or Member. The location of parking will be determined by House Parking Security. Requests should be on the office letterhead, signed by the official parking coordinator or Member and provide the user's name and vehicle information (make, model, color, and license plate information). The maximum duration of a temporary permit is 14 business days in a 6 month period. Any individual needing a temporary permit for more than 14 business days in a 6 month period must submit a request to the Committee on House Administration for approval. Registered lobbyists will not receive temporary permits. Transit benefit recipients will only be granted temporary permits when approved by the Committee on House Administration.
7. Authorized permit holders who temporarily need to use an alternate vehicle should visit House Parking Security to obtain a temporary permit for that vehicle.

### Multiple Vehicles

1. Members and staff may register more than one vehicle to a single parking permit.
2. Individuals with a House ID that have multiple vehicles should register their additional vehicle(s) with their employing office's parking coordinator who will notify the Office of House Garages and Parking Security. Permits will be applied to each registered vehicle by the Office of House Garages and Parking Security (G2-28 Rayburn).
3. An individual with House ID may not have multiple vehicles parked in House permit-only areas at all times. A Member and their spouse may simultaneously have vehicles parked in House permit-only areas provided that each has a House ID.

4. Staff registering more than one (1) vehicle will be required to show vehicle registration for all vehicles as proof of ownership before a permit is affixed to the windshield.

#### Unreserved Parking

1. House Members may choose their unreserved parking space from any available space in the various garages/lots/streets.
2. Unreserved staff parking is available on a first-come, first-served basis in the designated parking areas assigned to the employing office. This does not include special needs and reserved spaces.
3. Vehicles, including motorcycles and bicycles, cannot be stored in any unreserved space in a House parking area, except Member vehicles parked during periods when the House is not in session, the Member is traveling on official business, Member illness or similar circumstances. Stored is defined as being continuously parked in an unreserved space for more than thirty (30) consecutive calendar days. A vehicle not displaying both a current parking permit and valid license plates will also be considered a stored vehicle.

#### Reserved Parking

1. Members of the House may choose their reserved parking spaces from any unassigned space in the various garages. Only Members whose parking space is on the G3 level of the Rayburn Garage may reserve a space on that level.
2. Staff must choose their reserved space from the designated parking areas indicated on their permit.
3. Each person who reserves or shares a reserved indoor space incurs additional taxable income as a working condition fringe benefit. Under the tax code and IRS regulations, Members and their employees have imputed taxable income to the extent that the fair market value of Government-provided parking exceeds \$255.00/month. The fair market value of a space at the House of Representatives is \$290.00/month and therefore, as of January 3, 2017, the imputed taxable income is \$35.00/month. These amounts are subject to change. (Contact Office of Payroll and Benefits for current rates at extension 5-1435.)
4. Only individuals with reserved parking will be permitted to park their vehicles in their designated spaces for an indefinite period of time with valid license plates.
5. The Committee on House Administration reserves the right to limit the number of reserved spaces at any time.

#### Member Parking Plates

Member parking plates are only for the use of the Member and spouse, as well as for immediate transportation of the Member by staff. Only Members whose plates contain a G3 parking permit may park on the G3 level of the Rayburn garage using the Member plate. Former Members (except registered lobbyists) will be permitted to park using either temporary permits or Member parking plates from previous Congresses, but must also present a former Member ID.

### Carpool Parking

House employees interested in carpool parking should contact the Office of House Garages and Parking Security (extension 5-6749). Carpools must have a minimum of two employees from House employing offices. The carpool permit must come from the employing office's parking roster of one of the carpool members.

If multiple vehicles associated with a carpool are found in the House parking areas, simultaneously, individuals associated with this carpool will lose their carpool privileges for the remainder of the current Congress.

### Evening and Night Parking

Swing shift employees, (work schedule 2:00 pm to 7:30 am) should park in areas designated by House Parking Security. Certain parking areas designated by House Parking Security will be made accessible to swing shift employees starting at 4 pm based on space availability. Swing shift employees who are held over on assignment will be required to move to a designated lot before 7:30 am. Parking coordinators who are interested in parking for Swing shift employees should contact House Parking Security (extension 5-6749). All swing shift employees' parking must be authorized via their office's parking coordinator.

### Americans with Disabilities Act

Staff authorized a parking permit by their employing authority that require accessible parking based on special needs considerations will be accommodated on an as-needed basis in spaces clearly marked for that purpose. Such permits will come from the pool of permits assigned to the office. Staff will be required to display the State-assigned handicap designation.

### Group and Event Parking

Requested group and event parking may be approved on House parking areas for morning events prior to 8:30 am and event events after 5:30 pm. The request should be made, in writing on office letterhead and signed by the Member or parking coordinator of the requesting entity. The letter should contain the name of the group, event date, time, location, and approximate number of vehicles requesting parking. If approved, other information may be required for security reasons. Requests should be emailed or faxed to House Garages and Parking Security (G2-28 Rayburn, fax 6-

1950). Group parking needs will be accommodated in House parking areas designated by House Parking Security.

### Violations

Violations include, but are not limited to:

- Failure to display proper identification (license plates and parking permit or Member plate) while in a garage, lot, or designated on-street parking area;
- Failure to park in the assigned space, garage, lot, or parking area;
- Failure to park within marked spaces;
- Improper use of a Member plate;
- Unauthorized parking in reserved spaces;
- Storing of a vehicle in any House garage, lot, or designated parking area.

Generally, notice of violation(s) will be provided as follows:

- First Violation: Written notice from House Garages and Parking Security placed on vehicle;
- Second Violation: E-mail or letter to permit holder;
- Third Violation: E-mail or letter to employing authority and permit holder;
- Fourth Violation: Suspension of parking privileges for thirty (30) days. The employing authority may not issue this permit to another employee during the suspension.
- Fifth Violation: Suspension of parking privileges for sixty (60) days. The employing authority may not issue this permit to another employee during the suspension.
- Sixth Violation: Suspension of parking privileges for the remainder of the Congress or 180 days (whichever is greater). The employing authority may not issue this permit to another employee for 90 days.

Any non-temporary permit user on the mass transit list with a vehicle in permit-only areas will have their permit immediately removed from their vehicle.

Vehicles that are determined to be a security risk or create a hazard as determined by the Capitol Police, will be immediately towed.