

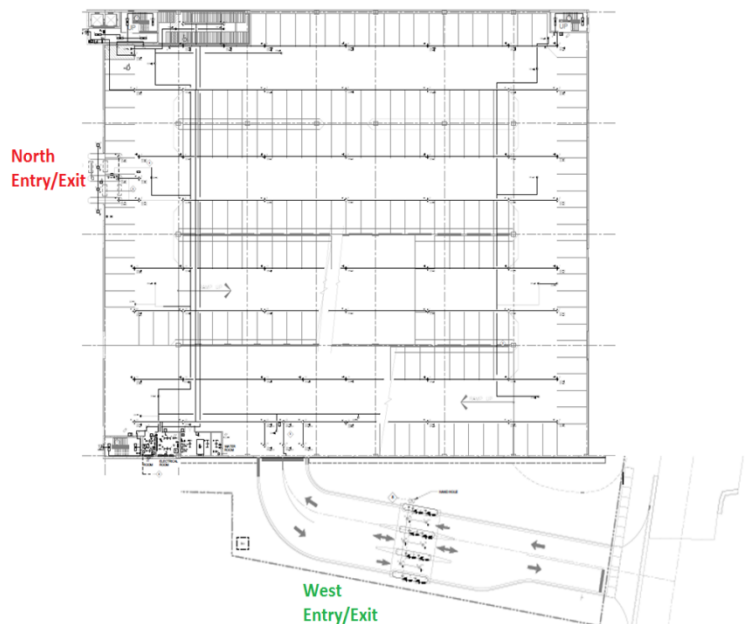
## Hill Farms Parking Structure – Parking Operations Guide

### Hill Farms Parking Ramp Operations:

The Hill Farms Parking Ramp is equipped with a parking and revenue control system that will allow access for employees via their building access ID card for registered monthly parkers. The HF Parking structure has two entrances and exit points.

The North and West entry roll up and exit doors will remain open from 6am – 6pm during normal business days. During after-hours, the roll up doors will be closed. The roll up doors will open upon a successful card read at one of the gated entrances.

**The West entrance/exit is shown below:** The West entrance/exit has a canopy, one entrance lane on the far right and an exit lane on the far left. The middle lane is an alternate lane that will be programmed for entering vehicles from 2am – 2pm and exiting vehicles from 2pm – 2am daily. The monitors on the top of the canopy will indicate when the lanes are open.



**Bicycle Parking:** There is parking for bicycles on the Northeastern end of the Parking Ramp on 1<sup>st</sup> floor as well as at the Hill Farms State Office Building.

**Entrance Gate Station:** Entrance stations are equipped with an intercom button for assistance. To enter, swipe your access ID badge and the gate will open.



**Exit Gate Station:** The exit stations are also equipped with an intercom button for assistance. To exit, swipe your access ID badge and the gate will open. The access card utilized for entry must be utilized to exit.



**Pay Stations:** Two pay stations are available on the 1<sup>st</sup> floor elevator lobby. Payment via credit card will validate tickets for exiting the ramp at the exit gate station. You have 15 minutes after paying at a pay station to exit the parking ramp or additional charges may incur.



**Visitor Parking:**

Visitor Parking is available in the Hill Farms Parking Ramp on the first floor and lower level from 6am – 6pm Monday – Friday excluding holidays. The first 30 minutes for a visitor to park at the building is free. Visitors will be charged for any time past the initial 30 minutes. Agencies may provide validations for visitors (see validations below). Handicap visitor parking will be available at the front of the Hill Farms Office Building at no charge.

**Visitor Parking Rates:**

<b>Hill Farms Parking Ramp Parking Rates</b>	
<b><i>30 Minutes</i></b>	<b>\$0.00</b>
<b><i>Per Hour</i></b>	<b>\$2.00</b>
<b><i>Daily Rate</i></b>	<b>\$12.00</b>
<b><i>Lost Ticket Fee</i></b>	<b>\$25.00</b>

### Visitor Validations by Agency:

The parking management system has validation functionality. Agencies may request validations be programmed into the parking system. Validations may be full or partial. A full validation will pay the entire parking fee for a visitor. A partial validation will pay a set amount of time for a visitor. (example: 1 hour = \$2.00) The agency would be billed monthly for visitor validations utilized. The agency requesting validations will receive stickers programmed to the agency account. The validation sticker will be placed on the parking ticket as shown below. Please contact the DOA Parking Administration & Management Group to request parking validations for your agency.



**Example of a Visitor Ticket**

DOA Parking Management email: [DOAParkingManagement@wisconsin.gov](mailto:DOAParkingManagement@wisconsin.gov)