

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND



CLERK'S OFFICE
EMPLOYEE PARKING POLICY

November 2025

A. Introduction

The Clerk's Office Employee Parking Policy for the United States District Court for the District of Maryland details the authorities, rules, and procedures relating to the Employee Parking Program provided by the Clerk's Office to those employees who are approved for participation.

B. Program Authority and Administration

The Parking Program is authorized by the United States District Court for the District of Maryland in conjunction with the Acquisition Management Office (AMO) of the Administrative Office, which supplies a special delegation procurement authority. This program is subject to the availability of funds, may vary year to year, and may be discontinued at any time.

The duties relating to the administration of this program are the responsibility of the Procurement Department.

C. Program Rules and Regulations

The Parking Program is administered in the form of a daily parking pass provided to employees approved to participate in the program. This parking pass provides access to local Non-General Services Administration commercial parking spaces located within the George H. Fallon Federal Building at 98 West Lombard Street, Baltimore, Maryland 21201.

Parking passes are to be used solely by the authorized passholder for the primary purpose of commuting to and from the Baltimore Courthouse or other official purposes of the Court. Parking passes may not be transferred or used by any other individual unless authorized by the Clerk of Court or designee. Failure to comply with parking policy rules and regulations may result in adverse action including the termination of participation in the program. Additionally, passholders will be required to reimburse the Court for costs incurred for any unauthorized purposes (e.g. using parking pass for personal benefit, etc.).

Passholders should enter the parking garage each workday by 10:00am. Passholders planning to arrive after 10:00am should request parking at the courthouse via the Courthouse Services Management System (CSMS).¹ This arrival time is not applicable in the event of a delayed opening occurring after 10:00am.

Parking passes do not include "in/out privileges", therefore, passholders should not exit the garage until the completion of their workday. Additionally, passholders should exit the parking garage no later than 11:59PM on each workday. The garage shall not be utilized to store passholder vehicles overnight. Passholders requiring "in/out privileges" should request parking at the courthouse via CSMS.²

¹ Please notify the Procurement department if your parking request is denied in CSMS.

² Please notify the Procurement department if your parking request is denied in CSMS.

Parking passes are for weekdays only and may not be utilized on weekends or holidays absent approval from the Clerk of Court or designee. Passholders requiring parking on a weekend should request parking at the courthouse via CSMS.³

D. Eligibility and Enrollment

To be eligible for participation in the program, an individual must be an employee of the Clerk's Office or chambers who is required to report to the Baltimore Courthouse and who commutes there via motor vehicle, even if this reporting is only occasional. Employees will not be eligible to receive transit subsidy while participating in this program. Final approval to participate in the program is at the discretion of the Clerk of Court or designee.

E. Enrollment

To enroll in the program, an eligible employee must complete the Employee Parking Program Enrollment Form and submit it to the Human Resources Department.

Employees must submit this form at least two weeks prior to their anticipated start date. Commencement is subject to the date of enrollment approval as well as the existing availability of local parking spaces.

F. Withdrawal

An employee who wishes to withdraw from the program must immediately notify the Procurement Department, in writing.

A passholder who no longer meets the participation requirements must immediately notify the Procurement Department, in writing.

The Clerk reserves the right to monitor usage to determine continued eligibility.

G. Assumption of Risk

Parking in the parking facility is subject to the agreed contractual terms with the approved vendor. By parking in the provided spaces and otherwise using the parking facility, employees assume all risk of loss or damage to property and all risk of personal injury, including but not limited to death, attributable to any cause other than the gross negligence or unlawful conduct of the parking facility or any other operator of the facility. The parking facility, its affiliates, and employees shall not be responsible or liable for loss of damages by reason of fire, theft, collision, or any other cause to parked automobiles or contents, provided no unlawful act of the parking facility resulted in the loss of damages.

³ Employees authorized to perform emergency onsite duties on a weekend may park at the courthouse without an advance reservation in CSMS by approaching the parking horseshoe entrance and using the intercom system to identify themselves to the court security officers.

UNITED STATES DISTRICT COURT

EMPLOYEE PARKING POLICY ENROLLMENT FORM

I wish to enroll in the Clerk's Office Employee Parking Policy program for the U.S. District Court for the District of Maryland. By signing this agreement, I certify and affirm that the following statements are true.

1. I have read and understand the Clerk's Office Employee Parking Policy and I agree to abide by its terms and requirements while enrolled in the program.
2. I understand that the **parking pass does not cover weekends, holidays, "in/out privileges," parking after midnight and late arrivals occurring after 10:00am.** I understand that I should request on-site parking if I am required to park at the Courthouse during these times. I understand that I will be required to reimburse the Court for costs incurred for any unauthorized purposes.
3. I understand that the parking pass is being provided for my use only and I will not allow use of the parking pass by any other person.
4. I understand that the parking facility is not liable for any loss or damage to personal property or injury incurred while parking in the facility. I have reviewed the parking facility's full assumption of risk clause in the Clerk's Office Employee Parking Policy.

Name (Print): _____

Signature: _____

Date: _____

Position Title: _____

Effective Onboard Date: _____

Personal Email Address: _____

Personal Mobile Phone Number: _____

Approved: _____

Date: _____

Clerk of Court or Designee