

Accessing the McEachern Parking Facility – Capitol Complex Employees

Obtaining an Assigned Parking Space and Access Credentials (Placard and Proxy ID)

1. If you wish to obtain a space in the McEachern Parking Facility, your first step is to notify your agency's parking coordinator.
2. The parking coordinator will submit a request for a reserved space in the McEachern Parking Facility to the Parking Services Office using the form found on the Parking Services website. All requests will be processed in order of the date received.
3. When a space becomes available and a request can be honored, Parking Services will notify you of the potential assignment. You will have three workdays to respond to Parking Services and confirm acceptance of the space. If no response is received, the next individual on the request list will be contacted.
4. If you find the space acceptable, notify Parking Services and schedule a time to report to the Parking Services Office, located at 925-7 Main Street, to have proxy ID photograph taken.
5. Parking Services will add or update your information in the parking database and program your placard.
6. After proxy ID photo is taken, Parking Services will print the proxy ID card and issue proxy ID and placard to you or your agency's parking coordinator.

McEachern Parking Facility Hours of Operation

1. The McEachern Parking Facility will be open weekdays from 6:30 am until 9:00 pm. The facility is not open on State Holidays and weekends.
2. The facility will remain open until 11:00 pm on days that the General Assembly is in session or until after adjournment, whichever is later. The Pendleton Street Access will be the only entrance/exit open during on these times.
3. The Pendleton Street Access will be the sole point of entry to or exit from the parking facility after normal business hours, and can only be used by contacting the Bureau of Protective Services security desk located at the State House.
4. You may contact the security desk by using the intercom at the Pendleton Street Access entrance, by utilizing one of the call boxes located throughout the facility and at the exits from the Brown, Dennis, and Wade Hampton Buildings, or by calling (803) 734-2422.

Entering the McEachern Parking Facility

1. You must enter at either the Pendleton Street entrance or the Senate Street entrance. All vehicles should have a placard to obtain entry into the facility, which must be displayed on the vehicle's rearview mirror with the state seal facing the windshield. Between the hours of 7:45 a.m. and 9:15 a.m. the gates will be open and Bureau of Protective Services (BPS) security personnel will manually screen all cars entering the facility. **Note:** When the Department of Homeland Security issues an Elevated Threat Alert, the gates will be operational whenever the facility is open.

2. If the BPS officer on duty is unable to see your placard, you will be required to stop and display either placard or proxy ID card. If neither placard nor proxy ID card can be produced, the officer will direct your vehicle away from the entrance lane and you must find an alternative parking location. (See below for parking instructions when credentials are temporarily unavailable.)
3. Before 7:45 a.m. and after 9:15 a.m., the remote reader at the gate will capture the placard information and will automatically open for all active placards. **You MUST approach the gates at a speed of 10 miles per hour or less in order to allow the remote reader to capture placard information and raise the gate. If entering behind another car, wait for the gate to fully descend before approaching. Any vehicle attempting to pass through a gate that is still in the upright position from a previous car will be stopped by BPS officers.** If the reader does not detect the placard, you may scan your proxy ID card to gain entrance.
4. If neither the placard nor the proxy ID card allows entrance, press the intercom to contact BPS for assistance.

Employee Parking when Credentials are Temporarily Unavailable

1. If you do not have your placard upon arriving at the parking facility, you may access the facility by scanning your proxy ID card at the proxy reader at the Pendleton or Senate Street entrances.
2. If you have neither placard nor proxy ID card upon arriving at the facility, you must report to Parking Services office at 925-7 Main Street to make temporary parking arrangements. Parking personnel will verify that you have an active garage account and will issue a temporary access card for the Assembly Street parking deck.
3. You should then park on the top floor of the Assembly Street deck and must enter buildings from ground level.
4. You must return the temporary Assembly Street access card to Parking Services within 24 hours of issuance. **Failure to do so will result in suspension of access to the McEachern Parking Facility.**

Parking Facility Access to and from Capitol Complex Buildings

1. Once access to the facility has been granted and you have been issued a proxy ID card, you may enter the Wade Hampton, Calhoun, Brown, or Dennis buildings through any of the building entrance doors in the facility. Access to the Blatt and Gressette Buildings via parking facility entrances will be permitted on weekdays during normal business hours. Credentials issued by the House and Senate will be needed to access these building from the facility after normal business hours, on holidays, and on weekends.
2. To move between the Wade Hampton, Calhoun, Brown, or Dennis Buildings through the parking facility, you must scan your proxy ID card at the proxy reader located by the doors at each building exit leading into the parking facility. If you have forgotten your proxy ID card and wish to move through the facility, you must have someone from your organization serve as an escort, as proxy readers at building exits into the parking facility will only unlock doors when a proxy ID card is scanned.
3. Individuals without a proxy ID card should access Capitol Complex buildings from the main entrances on the ground level.

Need Assistance?

1. If you are locked in a building, the parking facility, or are in need of immediate assistance in the parking facility, there are 46 emergency call boxes located throughout the facility and at the entrances to the facility from the buildings. An individual requiring assistance should simply press the button on the call box to speak with the Bureau of Protective Services dispatch desk located in the State House. To call BPS dispatch from your cell phone, dial (803) 724-2422.
2. If you have general questions about access to the Capitol Complex buildings or parking facility, please contact Parking Services by calling (803) 734-1638.
3. To report a mechanical problem with security system equipment in the parking facility (proxy readers, gates, doors, call boxes, etc.), please contact the DSIT Help Desk at (803) 896-0001. Operators will be available to assist you 24 hours a day, including weekends and state holidays.