

Non-Associate

Parking and Badge Procedures for Temporary Assignments at JM Family Enterprises, Inc. (JMFE)

Procedures

The Deerfield Campus is currently under construction. The information provided below will help Non-Associates navigate the campus as it relates to obtaining a security badge and parking instructions.

- The staffing vendor should coordinate with the JM Family contact who is requesting the Non-Associate to determine where the Non-Associate should report on the first day of the assignment. Please confirm with the JM Family contact which of the following two options they would prefer and communicate the instructions with the Non-Associate:
 1. The Non-Associate can go directly to the security guard at 300 Jim Moran Boulevard. They will need to provide the security guard with the name of the JM Family contact for their temporary assignment and the Non-Associate will be provided a badge once their assignment is confirmed. The Non-Associate can then report to their assigned work location.
 2. The Non-Associate can meet their JM Family contact in the lobby of their assigned building so that they can be escorted to the 300 Building to obtain a badge.
- During the campus renovation, the Non-Associate will receive a parking tag with their assigned zone number/color. This will be obtained from the security guard on their first day. The **Non-Associate zone is Zone 5/Orange parking**. This parking zone is located in front of 700 Jim Moran Boulevard. When going to obtain the security badge and parking tag, the Non-Associate is welcome to park in any visitor spot available on campus or in the parking lot of the 700 Building. Once the parking tag is obtained the Non-Associate must park in their assigned parking zone and may not use the visitors spaces.
- When traveling between buildings on the campus the Non-Associate should use the provided shuttle service. The shuttle is available to transport Non-Associates to and from their assigned work location and throughout campus during the day. The shuttle runs continuously Monday – Friday from 7am – 6pm.
- If a Non-Associate loses their parking tag, they can pick up a replacement from the security officer at the lobby of the 300 Building.
- When a Non-Associate's assignment at JM Family is complete, their badge and tag must be returned to a JM Family Associate or the security office.