

(last updated: May 11th 2009)

FMRI investigators,

As you know, parking is always a problem on campus. I'd like to clarify our policy on parking permits at the fMRI Center (CFMRI), to be sure that this limited resource is available to all investigators.

1. Reserved space. The Center has two reserved spaces (near the Keck building). These spaces are in high demand. We will try to give preference for reserved spaces to subjects who have the most difficulty walking to the Center. Investigators should not park there. Because of the demand, we will limit the use of the space to a maximum of one hour prior to a scheduled study to one hour after a scheduled study. I encourage you to aim for tighter scheduling than this, though, to help out your colleagues who also would like to use that space. A CFMRI parking decal is required at all times for the reserved spaces at all times.

2. A-permits. In addition, we can provide A-permits for parking in the A-lot just down the hill. If you need a subject to be here for substantially longer than your scheduled time on the scanner, you should use the A-permit. Also remember that it is the PI's responsibility to be sure that the A-permit is returned to Linda.

3. Cancellations. Please be sure to cancel your reserved parking when you cancel your scanner time—the two are not directly linked. Again, this will be a big help to your colleagues.

4. Meeting your subject. Please be sure to be there when your subject arrives so you can get the proper passes from Linda. Remember, she does not know your plans unless you communicate with her.