

## **UCSD Center for Functional MRI (CFMRI) Parking Policy**

This document clarifies the policy on the use of parking permits at the Center for Functional MRI (CFMRI).

### **Reserved Spaces**

The Center has three reserved parking spaces (133D, 134D and 135D – painted on the ground in each space) on Osler Lane, just past the W. M. Keck building which houses the Center. The Center Reserved Parking spaces and A-Permits are always in high demand and are for use by subjects only – investigators and operators should **not** use these spaces. A CFMRI parking permit is required at all times for use of the reserved spaces – permits are available at the CFMRI front office (Room 1002) and a supply is kept in each Console Room. Please enter the relevant date on the permit prior to use. While these spaces are available on a first come, first served basis, the Center tries to give preference to subjects who have the most difficulty walking to the Center. Use of a reserved space is limited to a maximum of one hour prior to a scheduled study to one hour after a scheduled study. Tighter scheduling than that will benefit all investigators who wish to book these spaces for their subjects.

### **A-Permits**

The addition of a third reserved parking space should ensure that there is adequate parking for all research subjects. In the unlikely event that all reserved spaces are booked investigators can book an A-permit for use by their subject in nearby parking lots (e.g. P604). It is the PI's/Operators responsibility to ensure that the A-permit is returned to the Administrative Office (Room 1002) as soon as possible. A driving license may be required as security to ensure timely return of the permit.

### **Bookings and Cancellations**

Reserved Parking and A-Permits can be booked online using the Webschedule <https://cfmriweb.ucsd.edu/booking>. Please ensure that a contact name and telephone number is always entered when booking parking online. Please download and fill out the [Participant Parking Information Form](#) to give to the subject prior to the scan session. Reserved parking should also be cancelled when cancelling scanner time—the two systems are not directly linked.

### **Meeting Subjects**

PIs/Operators should be at the Center before their subject arrives to ensure that they get the correct Parking Permits from the Administrative Office.

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