

UCSD Center for Functional MRI (CFMRI) Parking Policy

This document clarifies the policy on the use of the Center's reserved parking spaces #866, #867, #868 and #869 located in Level 4 of the South Parking Structure.

Reserved Spaces

The Center's Reserved Parking spaces are always in high demand and are for use by subjects only. Investigators, scan operators and study coordinators should not use these spaces. While these spaces are reserved on a first come, first served basis, the Center reserves the right to give preference to subjects who have the most difficulty walking to the Center. Reserving parking space is limited to a maximum of one hour before and one hour after a booked scan session. Exceptions must be approved by CFMRI. The booking limit will benefit all investigators who wish to reserve parking spaces for their subjects.

A-Permits

When all four reserved spaces are booked, coordinators can reserve an A-permit for use by their subject in nearby parking lots (e.g. South Parking Structure). Subjects can then park in A, B, S, or D spots. The study coordinators must provide the license plate number and state (e.g. California) of the subject's car to CFMRI staff at the front office (Room 1002). Center staff will initiate the parking permit via the ParkMobile app.

Bookings and Cancellations

Reserved Parking spaces and A-Permits can be booked online via Calpendo.

<https://cfmri.calpendo.com>

Reserved parking should also be cancelled when cancelling scanner time. The parking reservation is not linked to scanner booking in Calpendo. It must be cancelled manually.

Display CFMRI Parking Permit

Please download and send the Parking Permit Form to the subject in advance. The subject needs to fill out the license plate number, date & parking start time. Place the permit form inside the car's front window.

Meeting Subjects

Investigators, Operators or Coordinators should be at the Center before their subject arrives. Be ready to assist if the subject has difficulty finding the reserved parking or the Center.

**CFMRI Reserved Parking spaces and A-Permits are for use by subjects only.
Investigators, operators and coordinators should not use these permits.*