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## Policies and Procedures

**SUBJECT:** Parking at Pete and Nancy Domenici Hall

POLICY #: 802.3

PROCESS OWNER: Business Operations

RELEASE DATE: 01/14/2011

EFFECTIVE DATE: 08/27/2018

BOARD/COO APPROVAL:

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### PURPOSE / OVERVIEW / INTENT:

The Mind Research Network, as tenant of Pete and Nancy Domenici Hall on the University of New Mexico (UNM) campus, is subject to the University's Parking and Transportation Services Department (P&TSD) regulations.

### DEFINITIONS:

**Day Permit:** Permit purchased for day use in W and other UNM parking lots.

**Sponsored Guest:** Qualifying visitors include members of the Board of Trustees, Scientific Advisory Board, potential and active collaborators, speakers and members of the press. All MRN employees, contractors, vendors, and volunteers are not eligible to be sponsored guests.

**Vehicle:** Any device in, upon, or by which any person or property may be transported upon a roadway by means other than human power, inclusive of trailers, and any means of transportation with a vehicle identification number.

### GUIDELINES / GENERAL RULES / POLICY:

MRN employees, contractors, volunteers, and visitors wishing to park a vehicle on UNM campus must have a valid parking permit or park at a meter.

To park a vehicle on the UNM campus, a valid parking permit is required Monday through Friday, from 8:00 a.m. until 8:00 p.m. The parking area around Domenici Hall has been designated as a "W" zone.

After 3:45 p.m., a valid parking permit can cross zones and park in any UNM surface lot regardless of the letter designation (excluding structures, meters, dorms, reserved, handicap, barricaded areas or fire lanes).

Depending on classification, permits can be purchased by the year, semester, month, week, or day at:

UNM Parking and Transportation Services Department (P&TSD)  
2401 Redondo Dr. NE  
Albuquerque, NM 87131  
(505) 277-1938

MRN employees, affiliates and others seeking to purchase an annual parking permit should email [researchops@mrn.org](mailto:researchops@mrn.org) in order to be put on UNM Parking Services approved list. The cost of the permit is determined by lot and is announced at the beginning of the academic year when permits are available for purchase.

MRN will procure and resell day permits for incidental use by MRN employees, volunteers, contractors, visitors, and guests. The permits will be sold at cost at the prevailing rate set by the UNM P&TSD. Staff at the north receptionist desk will provide this service. Only cash or check transactions can be facilitated.

For selected sponsored guests to the facility, MRN employees may purchase day permits and apply the cost to the funding source applicable to the purpose of the visit (internal transfer).

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MRN will maintain a supply of day permits for use with sponsored guests. To purchase, complete the "Day Permit Order Form" and submit it to the receptionist at MRN's front desk. Purchase will be executed on an as needed basis, for specific visitors and dates – not in bulk. Passes will be numbered and usage logged to track:

- o name of the sponsored guest
- o date of visit
- o purpose of the visit
- o MRN sponsoring account number
- o MRN requestor
- o signature of MRN requestor or their authorized representative

The purpose of the visit will dictate whether the purchases will be assigned to either a direct or indirect MRN account number. The permit log will be reconciled on a regular basis. Improper use of day passes may result in disallowed costs and loss of access to this procurement option.

MRN has purchased and established designated "Subject Parking Only" spaces east of the Domenici Hall clinic entrance. Only research participants with an appointment will be eligible to park in these spaces. Verified research participants will be given a "Research Participant" parking pass by the receptionist at the clinic entrance.

UNM has established metered "Pay Station Parking" spaces north of Domenici Hall. Time at the meter can be purchased in 30 min increments, and only accepts credit or debit cards. Receipt printed at kiosk must be visibly displayed in vehicle in order to validate parking, and will only be valid for vehicles parked in the designated metered spaces.

MRN owned vehicles are also subject to this policy. Annual parking permits must be purchased for MRN owned vehicles by the study team/department responsible for the vehicle.

**Special Cases**

Conferences/Trainings. Organizers of MRN conferences/trainings should have the cost of parking for external participants built into their fee so permits can be purchased in advance of the event.

Interviews. Job candidates invited to interview for positions at MRN should park in the Pay Station Parking spaces and are responsible for the cost of parking.

New Hires. New employees will be given a day pass for their first day of work (to be provided by HR). They will be expected to make arrangements with P&TSD for parking thereafter if they choose to park in a UNM lot.

Tours. External organizers of tours at MRN are responsible for making parking arrangements with P&TSD.

**REQUIRED EQUIPMENT / TOOLS / FORMS:**

Day Permit Order Form

**REVISION HISTORY:**

DATE	REVISION	DESCRIPTION OF CHANGE
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01/14/2011	<b>0</b>	Original Release
04/18/2013	<b>1</b>	Define vehicle; update procedural details to current process and forms
02/20/2014	<b>2</b>	Updated to reflect P&TSD's new address
08/27/2018	<b>3</b>	Update meter parking pricing and editorial items; correct verbiage for parking areas; include subjection of MRN owned vehicles to policy.