Policies and Procedures

SUBJECT: Parking at Pete and Nancy Domenici Hall
POLICY #: 802.2
PROCESS OWNER: Business Operations

RELEASE DATE: 01/14/2011
EFFECTIVE DATE: 02/20/2014

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).

Permits can be purchased by the year, semester, week, or day at:
UNM Parking and Transportation Services Department (P&TSD)
2401 Redondo Dr. NE
Albuquerque, NM 87131
(505) 277-1938
http://pats.unm.edu/wdwpermit.cfm

MRN employees, affiliates and others seeking to purchase an annual parking permit should email 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 go on sale.

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).

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:

- name of the sponsored guest
- date of visit
- purpose of the visit
- MRN sponsoring account number
- MRN requestor
- 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 six 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 receptionists at the clinic entrance.

UNM has established ten metered “Pay and Display” spaces north of Domenici Hall. Time at the meter is dispensed at $1.75 per hour, 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 on vehicles parked in the designated metered spaces.

MRN owned vehicles are exempt from this policy due to a separate arrangement with UNM P&TSD, which states that MRN’s fleet vehicles can park in the MRN "Subject Parking Only" spaces. Typically, these vehicles will only occupy the spaces outside of normal business hours.

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 and Display spaces and are responsible for the cost of their own 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 chose to park in a UNM lot.

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

**REQUIRED EQUIPMENT / TOOLS / FORMS:**

Day Permit Order Form

**REVISION HISTORY:**

<table>
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<tr>
<th>DATE</th>
<th>REVISION</th>
<th>DESCRIPTION OF CHANGE</th>
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<tbody>
<tr>
<td>01/14/2011</td>
<td>0</td>
<td>Original Release</td>
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This is a copy of the official, signed Policy on file.

<table>
<thead>
<tr>
<th>Date</th>
<th>No.</th>
<th>Description</th>
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<tbody>
<tr>
<td>04/18/2013</td>
<td>1</td>
<td>Define vehicle; update procedural details to current process and forms</td>
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<tr>
<td>02/20/2014</td>
<td>2</td>
<td>Updated to reflect P&amp;TSD’s new address</td>
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