

**Temporary and Visitor Parking Policy and Procedures
for the Main and South Interior Buildings (Interior Complex)
and Interior Controlled Spaces within the
Federal Reserve Building Parking Garage**

The National Business Center (NBC) maintains a designated number of spaces most of which are located at the South Interior Building and Federal Reserve Building Parking Garage for use as temporary parking for visitors and employees.

What is the policy for temporary and visitor parking?

- Temporary and visitor parking provided by the NBC, Division of Facilities Management Services (DFMS) Parking Office will be generally limited to no more than five issuances per month, per individual - consecutively or otherwise.
- Priority will be given to the disabled, members of Congress, VIPs, other Federal agencies, and the private sector. Additionally, OS and other organizations have priority over bureaus and offices that have been assigned temporary parking for them to control. Remaining spaces will be assigned to employees on a first-come, first-served basis. *Note: Contractor requests should be considered the lowest priority. Permits should only be issued if all above requests are satisfied and space is available.*
- Persons with temporarily disabled parking needs which would exceed five working days must submit a completed DOI Physician Certification Application form. The form is available from your bureau/office parking coordinator and/or in room 1210-MIB. The review and approval (which may take up to five working days) is conducted by a physician from the Office of Federal Occupational Health.

How do I request a temporary or visitor parking assignment?

- All temporary parking requests should be processed through the bureau/office parking coordinator at least one day in advance, if possible, of the requested day via e-mail or hard-copy memorandum.
 - Electronic requests should be sent to: Parking_Office@nbc.gov
 - Hard-copy requests should be faxed to (202) 208-3777.
 - Telephone or walk-in requests should be limited and you will be asked to follow-up with a written request.

Each request **MUST** include the following information:

Name: John D. Parker
Vehicle make/model: Ford Explorer
Tag: VA/XYZ-0123
Date(s): May 25, 2001
Time: 7:00 am - 6:00 pm

Can Bureaus and other major Departmental offices having a large presence in the Interior Complex be assigned temporary visitor and employee parking permits that they control, and if so, what are the guidelines and restrictions?

The SOL, OIG, and Bureaus having a large presence in the Interior Complex may be assigned temporary visitor and employee parking permits that they control. This comes with the understanding that they comply with all NBC, DFMS parking policies and procedures, and that the permits must immediately be surrendered to the NBC, DFMS Parking Office upon request. This may be necessary to create parking for those permit holders being disrupted by work associated with the MIB modernization, satisfy higher priority parking needs, or if parking policies and procedures are violated. Therefore, priority temporary and visitor parking will be given to OS and other offices for remaining temporary and visitor spaces controlled by NBC, DFMS.

Bureaus assigned temporary visitor and employee parking spaces by the NBC, DFMS will be required to maintain a log which will document who parks, the date(s) they park and their organization/office. The log is subject to review by the NBC/DFMS Parking Office.

What are the temporary parking regulations?

5. All permit holders must display a valid parking permit on the dashboard of the automobile. Take care to ensure easy observation by security or Parking Office personnel at each facility. Vehicles which do not have a valid parking permit displayed will not be allowed entrance into the facility.
6. Employees assigned a temporary parking permit **do not** have the authority to permit another individual to use their permit in their absence.
7. All vehicles must be parked between the designated lines of the assigned space.
8. Overnight parking is prohibited at all sites unless authorized in advance by the NBC Parking Office. Employees are expected to leave a copy of their key(s) in room 1210-MIB in the unusual event of an emergency or to facilitate building maintenance requirements.
9. Parking in either of the two (2-41 or 2-42) tandem (one space blocking another space) temporary parking spaces requires the first vehicle to arrive to park in space 2-42. The second vehicle to arrive must leave the ignition key in the unlocked vehicle in space 2-41. If the 2-42 needs to depart while the 2-41 is still occupied, the driver of the vehicle in space 2-42 must move the vehicle in 2-41 out of the space, retrieve their car, and replace the moved vehicle in space 2-42.
10. For security related issues or concerns (e.g., vandalism, theft, suspicious activity, etc.), please contact the Security Office during normal working hours on (202) 208-5111 - after normal working hours contact the Security Dispatch Office on (202) 208-5803.
11. If you go to your assigned space and another vehicle is already parked in it, immediately notify the NBC/DFMS Parking Office on (202) 208-7182. Do not permanently park in another space without approval from the Parking Office.

Failure to comply with these parking procedures may result in the suspension of all parking privileges for up to one (1) year. Persons violating these procedures may first receive a violation warning. Repeat offenders may be ticketed and/or towed. All costs associated with ticketing and/or towing are the sole responsibility of the vehicle owner and will not be paid by the Federal Government.

Your cooperation is requested and appreciated. If you have any questions regarding these procedures, please contact the NBC/DFMS Parking Office on (202) 208-7182 or in room 1210-MIB.