

CE-CERT PARKING PERMIT POLICY

Who can use a CE-CERT Permit:

Permits can be used only by CE-CERT staff and students engaged in business related to CE-CERT. **Permits are NOT for student class use in Lot 15**; they are for CE-CERT affiliated activities only. **CE-CERT must be the primary assigned work location to use a permit**; campus-based students do not qualify.

Exceptions to the Rule

CE-CERT permits may occasionally be provided as an interdepartmental courtesy for students, staff, and visitors whose primary affiliation is not with CE-CERT. Please contact the receptionist or other member of the administrative staff to request an exceptional permit.

Reservation Policies

- Students may not reserve the parking space in the Winston Chung Hall parking lot (also known as the loading dock space).
- **Winston Chung Hall (loading dock)** parking permit is for meetings and other such events only; **it is not to be used by those on campus for teaching classes.**
- **Do not** book and park in a spot that someone has previously reserved. You may not reserve a time slot that is currently shaded in. This shaded area means the spot is already reserved.
- **Do not** over stay your allotted time. You may receive a citation in this instance.
- Permits must be PRINTED with the appropriate date and time; **permits may not be handwritten, altered, or reused.** You may receive a citation if you use an altered permit.
- If no space is available, consider using a CE-CERT vehicle. No parking reservation is required. See CE-CERT vehicle policy.

If you violate any of these policies, your parking privileges will be revoked. CE-CERT WILL NOT pay for any citations related to the improper use of permits.

To Make a Reservation

Before reserving a spot, you must open your calendar to show DAY VIEW (If you do not know where to find the calendar, ask the receptionist. If do not have it on your computer, contact systems@engr.ucr.edu).

- If the spot is available, click on New Appointment in the upper left corner of your screen.
- On the subject line, add your name and the hours you will have this space reserved.
- On the location line, add the reason you are on campus.
- Verify that the date and starting and ending times are correct.
- Click Save & Close. Your time slot in the DAY VIEW MODE will now be shaded in. If it is not, call the receptionist to assist you.

If Your Reserved Spot is Taken

If you arrive to find someone in your reserved spot, park in a non-reserved spot and call the CE-CERT receptionist to let us know and avoid a citation. If possible, provide the plate and vehicle information of the illegally parked vehicle, either verbally or by using your smart phone to send the receptionist a photo.