UCSD Center for Functional MRI (CFMRI)
Parking Policy

This document clarifies the policy on the use of parking permits at the Center for Functional MRI (CFMRI).

Reserved Spaces

The Center has three reserved parking spaces (133D, 134D and 135D – painted on the ground in each space) on Osler Lane, just across from the W. M. Keck building which houses the Center. The Center Reserved Parking spaces and A-Permits are always in high demand and are for use by subjects only – investigators and operators should not use these spaces. A CFMRI parking permit is required at all times for use of the reserved spaces – permits are available at the CFMRI front office (Room 1002) and a supply is kept in each Console Room. Please enter the relevant date on the permit prior to use. While these spaces are available on a first come, first served basis, the Center tries to give preference to subjects who have the most difficulty walking to the Center. Use of a reserved space is limited to a maximum of one hour prior to a scheduled study to one hour after a scheduled study. Tighter scheduling than that will benefit all investigators who wish to book these spaces for their subjects.

A-Permits

In the event that all reserved spaces are booked investigators can book an A-permit for use by their subject in nearby parking lots (e.g. P604) or Gilman Parking Structure. It is the PI's/Operators responsibility to ensure that the A-permit is returned to the Administrative Office (Room 1002) as soon as possible. A driving license may be required as security to ensure timely return of the permit.

Bookings and Cancellations

Reserved Parking and A-Permits can be booked online using the Webschedule https://cfmriweb.ucsd.edu/booking. Please ensure that a contact name and telephone number is always entered when booking parking online. Please download and fill out the Participant Parking Information Form to give to the subject prior to the scan session. Reserved parking should also be cancelled when cancelling scanner time—the two systems are not directly linked.

Meeting Subjects

PIs/Operators should be at the Center before their subject arrives to ensure that they get the correct Parking Permits from the Administrative Office.

The Center Reserved Parking spaces and A-Permits are for use by subjects only – investigators and operators should not use these permits.