

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 (866, 867 and 868 – painted on the ground in each space) on Biomedical Sciences Way, 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). 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 South Parking Structure. Participants can park in A, B, S, or D spots. CFMRI staff at the front office (Room 1002) will initiate the parking permit via the ParkMobile app after receiving the subject's license plate and state.

Bookings and Cancellations

Reserved Parking and A-Permits can be booked online using Calpendo <https://cfmri.calpendo.com>. 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 CFMRI front office (Room 1002).

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