

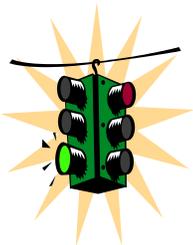


## HAVE YOU MADE **PARKING ARRANGEMENTS** FOR YOUR TRAINING SESSION OR MEETING??

**The Galleries Management** has put their foot down on this issue numerous times. Here is an excerpt from an email from Jan. 2010. And I quote:

*"Please be advised that **unless previous arrangements for parking in The Galleries Garage have been made, anyone who does not have card key access to the garage may be denied entry.**"* Being a federal employee does **NOT** exempt you from this rule, nor does it carry any special privileges.

Most of you know by now that parking can be limited at times downstairs in The Galleries garage. In consideration of our agreement with The Galleries Management... we **must** clear **ALL** parking arrangements for **ALL** meetings and appointments through the proper channels – (for NRCS) Susan – and she will contact The Galleries Management. Please understand that we are not the only tenants in the building who utilize downstairs parking or visit this facility. As a whole – and with few exceptions, The Galleries Management advised us that our parking will be limited to the outside lot and not the inside parking located under the building itself. Anything above and beyond our normal allocation will be turned away and those attempting to park will be asked to utilize the outside lot or to make other parking arrangements such as on the street metered parking or another garage.



Therefore – we ask that you please verify the particulars of your parking needs just as soon as possible and make these arrangements through the proper Admin staff – in particular for NRCS – Susan. *Specifically* she will need to know approximately **how many vehicles** (not people) to expect, **when**, and **how long** the meeting should last. Susan will then properly route your request and notify you if your guests/participants should follow other instructions dependent on the needs and demands of the other tenants and/or paying customers.

*As always in order to reduce our carbon footprint and conserve our natural resources wherever and wherever possible – please encourage your guests/participants to carpool.*