



COPY

MEMORANDUM

To: Campus Police Officers
From: Len Paris
Date: April 23, 2009
Subject: **Vehicles Parked in RAWC Loading & Unloading Area**

The loading & unloading area in front of the RAWC is intended for buses and vehicles that support team activities and team players and are loading and unloading equipment. Special activities and events may also require vehicles to load and unload equipment such as booth displays.

This area is not intended as a passenger drop-off and pick-up area or as a waiting area.

Campus Police are to issue "warning tickets" from April 24th to May 1st, 2009, for vehicles that are parked in this area if the vehicle:

- 1) Is unattended and has been parked for at least ten (10) minutes.
- 2) Does not have its flashing lights activated and is unattended and parked for at least ten (10) minutes.
- 3) Is not engaged in loading or unloading team equipment or supplies for special events and has been parked unattended for at least ten (10) minutes.

After May 1st, 2009, vehicles parked in this area and fits the above conditions will be issued a parking ticket by Campus Police.

Note:

During times that the RAWC have signs in this area for summer camp drop-off and pick-up, warning tickets and parking tickets will not be issued unless there are complaints from the RAWC staff.

Len Paris
Manager Campus Police

c.c: Art Birkenbergs, Dave Clancy