

**TO:** All Departments  
POB Offices  
Medical Staff

**FROM:** Parking Office

**DATE:** November 20, 2019

**SUBJECT:** Winter Parking at Community Campus

Effective as of Monday, December 2, 2019:

**Night shift employees** are requested to start parking in the Parking Garage. This will assist in snow removal from the surface parking lots. Use your Upstate ID to enter and exit the Parking Garage. You will be able to access the garage starting at 6:15 p.m. Staff must park on the 3<sup>rd</sup> level or above.

**Evening shift employees** should use the Service Road lot. Overflow parking is available in F-Lot or G-Lot.

**Weekends** - on weekends, day and evening staff should park in F-Lot. Night shift should use the garage. Lots G, H-1 and H-2 will be closed.

If you have any questions or have problems with your card access, please contact the Community Campus Parking Office at 492-5017.

